



ERASMUS+ CBHE PROJECT
Curriculum Development of Master's Degree Program in
Industrial Engineering for Thailand Sustainable Smart Industry

Co-funded by the
Erasmus+ Programme
of the European Union



Monthly Time Sheet			
Year:	2017	Month:	December
Work Package:	WP6: Project Management		
Name:	Pisut Koomsap		
Institution:	Asian Institute of Technology		
Staff Category*:	Manager		

No.	Date	Number of Hours	Description of Task Performed	Description of Output Produced
1	7	1	Processed documents for the submission of a Grant Agreement	Contacted related persons for getting signature of AIT president
2	12	3	Drafted a Partnership Agreement	incomplete draft of a Partnership Agreement
3	13	3	Drafted a Partnership Agreement	incomplete draft of a Partnership Agreement
4	14	2	Followed up with AIT administrative staff on the submission of a Grant Agreement and confirm an EU officer the submission of the agreement	Emailed an EU officer to confirm the submission of the document
5	15	2	Drafted a Partnership Agreement	incomplete draft of a Partnership Agreement
6	18	4	Drafted a Partnership Agreement; finalized dates for a project kick-off meeting (after communications with all partners); made a tentative plan for the kick-off meeting	incomplete draft of a Partnership Agreement and an email informing all partners about the status of the
7	19	4	Drafted a Partnership Agreement and surveyed for a venue for the meeting and for accommodation for participants	incomplete draft of a Partnership Agreement and information regarding a venue for a meeting as well
8	20	3	Drafted a Partnership Agreement	incomplete draft of a Partnership Agreement
9	21	3	Completed the first draft of a Partnership Agreement; sent it to AIT President and EU project officer for review and updated all partner about the status of the project	complete first draft of a Partnership Agreement and an email informing all partners about the status of the project.
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Total Hours		25		

*Please refer to Section 3.3.1.1 (Staff costs) of the Guidelines for the Use of the Grant. Time-Sheets have to be attached to each Joint Declaration.

Signature of the staff member :

Signature of the person responsible in the institution (where the staff members is employed) :

Name: Pisut Koomsap

Name: Prof. Voratas Kachitvichyanukul

Position: Associate Professor and Department Head, Industrial Systems Engineering

Position: Dean, School of Engineering & Technology



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Monthly Time Sheet			
Year:	2018	Month:	January
Work Package:	WP6: Project Management		
Name:	Pisut Koomsap		
Institution:	Asian Institute of Technology		
Staff Category*:	Manager		

No.	Date	Number of Hours	Description of Task Performed	Description of Output Produced
1	2	2	Prepared invitation letters and sent to participants from UPB, CUT and UMinho	Three different drafts of invitation letters for PEC members, QCMB members and project members and nine invitation letters for individual EU members
2	5	2	Seeked approval from Vice President for Academic Affairs for the Partnership Agreement as per suggested by the president and planned activities with Dr. Supapan for a visit to PSU and Hat Yai	The acknowledgement of the drafted Partnership Agreement and suggestions and a tentative plan for activities in Hat Yai
3	10	0.5	Prepared invitation letters and sent to PSU, TU and CMU	Ten invitation letters for individual Thai members
4	11	1	Worked with AIT project officer on the revision of the Partnership Agreement	Revised the drafted Partnership Agreement
5	12	5	Finalized the details of the Partnership Agreement with the AIT project officer; and prepared three Partnership Agreements with different specific requirements and sent to CUT, UMinho and UPB	Three drafted Partnership Agreement for three EU partners
6	15	3.5	Prepared Partnership Agreements with different specific requirements and sent to KMUTNB, TU and CMU, and prepared invitation letters and sent to KMUTNB	Three drafted Partnership Agreement for three Thai partners and three invitation letters for three individual Thai members
7	16	2.5	Worked with the AIT project officer on subcontracting (apply only to PSU) and payment sections of a Partnership Agreement with PSU; prepared the Partnership Agreement with specific requirements; and sent to PSU	A drafted Partnership Agreement for PSU
8	22	2	Finalized topics for public seminars and planned tentative program for the kick-off meeting week	Tentative program for the kick-off meeting week
9	24	1.5	Prepared invitation letters and sent to industry; and prepared a Partnership Agreement with specific requirements and sent to KKU	One invitation letter for industry and a drafted Partnership Agreement for KKU
10	29	8	Attended a grantholder meeting in Brussels and prepared invitation letters and sent the first set to KKU	Understanding rules and regulations for managing a project, and three invitation letters for three individual Thai members
11	30	4	Attended a grantholder meeting in Brussels	Understanding rules and regulations for managing a project, and met an EU project officer for MSIE 4.0
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Total Hours		32		

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Work Package:	WP6: Project Management		
Name:	Pisut Koomsap		
Institution:	Asian Institute of Technology		
Staff Category*:	Manager		

Name: Pisut Koomsap

Name: Prof. Voratas Kachitvichyanukul

Position: Associate Professor and Department
Head, Industrial Systems Engineering

Position: Dean, School of Engineering & Technology



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Monthly Time Sheet			
Year:	2018	Month:	February
Work Package:	WP1: Gap Analysis		
Name:	Pisut Koomsap		
Institution:	Asian Institute of Technology		
Staff Category*:	Researcher/Teacher		

No.	Date	Number of Hours	Description of Task Performed	Description of Output Produced
1	14	8	Visited Rubber City and Pacific Fish Processing (PFP), representing two major industries in the Southern part of Thailand to learn their businesses and needs for future development	Understand their short term and long term needs for graduates
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Total Hours		8		

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Monthly Time Sheet			
Year:	2018	Month:	February
Work Package:	WP3: Curriculum Development II		
Name:	Pisut Koomsap		
Institution:	Asian Institute of Technology		
Staff Category*:	Researcher/Teacher		

No.	Date	Number of Hours	Description of Task Performed	Description of Output Produced
1	15	8	Visited PSU to attend an MSIE 4.0 public seminar and deliver a talk Industry 4.0: Implication to Higher Education	A talk on Industry 4.0: Implication to Higher Education
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Total Hours		8		

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Monthly Time Sheet

Year:	2018	Month:	February
Work Package:	WPS: Dissemination and Exploitation of Project Results		
Name:	Pisut Koomsap		
Institution:	Asian Institute of Technology		
Staff Category*:	Researcher/Teacher		

No.	Date	Number of Hours	Description of Task Performed	Description of Output Produced
1	6	1	Conducted a small meeting for following up on a website for MSIE 4.0	Contents and basic requirements for the project website
2	7	1	Conducted a small meeting for briefing about the creation of Facebook for MSIE 4.0	Contents and basic requirements for the project Facebook
3	8	2	Followed up on the progress of the project Facebook and checked contents before posted	The opening of the Facebook
4	9	1.5	Followed up on the progress of the website; checked contents before posted on Facebook; and informed members about the website and Facebook of the project	An email informing member about project status as well as the website and Facebook of the project and
5	12	0.5	Checked contents for scheduled posts on Facebook	New posts on Facebook
6	15	0.5	Checked contents for scheduled posts on Facebook	New posts on Facebook
7	16	0.5	Checked contents for scheduled posts on Facebook	New posts on Facebook
8	22	1	Followed up on the progress of the display of the website and on membership access	The updated website
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Total Hours		8		

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Institution:	Asian Institute of Technology		
Staff Category*:	Manager		

No.	Date	Number of Hours	Description of Task Performed	Description of Output Produced
1	2	1.5	Revised Partnership Agreement and sent to PSU, communicated with PSU about the partnership agreement and distributed two sets of Master slides to be used for the project along with forms for staff convention, time sheet, and travel report to all partner leaders.	Revised Partnership Agreement and emails with attached documents
2	5	4.5	Processed the partnership agreement for KMUTNB and drafted a Project Management and Communication Plan (PMCP)	The active PA between AIT and KMUTNB and incomplete PMCP
3	7	3	Wrote agenda for PEC meeting, updated a program for kick-off meeting. Members were informed on the following day. Prepared material for a presentation entitled "Industry 4.0 : Implication to Higher Education" for public seminar	Agenda for PEC meeting, updated a program for kick-off meeting and a presentation file
4	8	4	Prepared material for a presentation entitled "Management of Capacity Building in Field of Higher Education: Operation and Financial Aspects" for PEC and general meetings	A presentation file
5	9	4	Final checked for hosting the kick-off meeting	Readiness of facilities for hosting the event
6	12	8	Organized the first day kick-off meeting and ran PEC meeting	A draft of a minutes report for PEC meeting
7	13	8	Organized the second day kick-off meeting, gave two presentations during general meeting and public seminar, and processed the partnership agreement for CUT.	A draft of a minutes report for general meeting and the active PA between AIT and CUT
8	19	1	Processed document for budget transfers for CUT and KMUTNB	Successful budget transfers to CUT and KMUTNB
9	20	1.5	Prepared summary on activities to be charged during kick-off meeting week and informed partner leaders	An excel file on cost to be charged for kick-off meeting
10	21	1	Informed WP leaders and co-leaders on documents to be submitted for February and processed the partnership agreement for UMinho.	An email and the active PA between AIT and UMinho
11	22	1	Designed formats for reference numbers for member to use in the project for their reports and sent to partner leaders for action	An excel file on reference number for MSIE 4.0
12	23	3	Created project management flowchart and informed PEC members the current status of PMCP	A project management flowchart
13				
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Total Hours		40.5		

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Staff Category*:	Manager		

Associate Professor and Department
Position: Head, Industrial Systems Engineering

Position: Dean, School of Engineering & Technology