

PROJECT TIMESHEET

Project number :	586137-EPP-1-2017-1-TH-EPPKA2-CBHE-JP
Surname :	Koomsap
First Name :	Pisut
Institution :	Asian Institute of Technology
Country :	Thailand
Position :	Department Head, and Associate Professor in the Department of Industrial Systems Engineering
Staff Category ¹ :	Manager

Year	Month	Number of Days	Work Package	Description of tasks performed and outputs produced
2017	December	3	Management	Processed the submission of the Grant Agreement; drafted a Partnership Agreement, and sent it to AIT President and EU project officer for review; set dates and tentative program for a project kick-off meeting; and surveyed for a venue and accommodation for participants. Outputs: Signed Grant Agreement; The first draft of Partnership Agreement; A tentative program for Kick-Off meeting; and Information about a venue and accommodation.
2018	January	4	Management	Prepared eight Partnership Agreements and sent to all partners; sent invitation letters to twenty seven members; set a program for the kick-off meeting week; and attended the grant holder meeting in Brussels. Outputs: Eight Partnership Agreements being sent to all partners; twenty seven invitation letter being sent to members; and Understanding of Erasmus+ project management
Total days:		7		

¹ 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 member is employed) : _____

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Surname :	Koomsap
First Name :	Pisut
Institution :	Asian Institute of Technology
Country :	Thailand
Position :	Department Head, and Associate Professor in the Department of Industrial Systems Engineering
Staff Category ¹ :	Researcher / Teacher

Year	Month	Number of Days	Work Package	Description of tasks performed and outputs produced
2018	February	1	Preparation	Visited Ruber City and Pacific Fish Processing, representing two major industries in the Southern part of Thailand to understand their businesses and needs for future development. Output: understanding of businesses and needs of two companies
2018	February	1	Development	Attended an MSIE 4.0 public seminar at PSU and delivered a talk on Industry 4.0: Implication to Higher Education. Output: participation and presentation.
2018	February	1	Dissemination/Exploitation	Supervised the opening of the website and Facebook for the project; and followed up on the progress of both media and checked contents before posted on Facebook. Outputs: Launched project Facebook, and developing website.
Total days:		3		

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Signature of the staff member :

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