



INTERACTIVE TOOL 2 · MAYA INTERACTIVE TOOLS

Real-World Project Simulation

MAYA — WP3 Open Interactive Education Resources

- Mainstreaming Actions to reinforce the professional dimension and emotional side of Young
- Adult NEET women in Europe

2023-1-TR01-KA220-YOU-000161339 · Erasmus+ KA220-YOU · mayaproject.eu



**Funded by
the European Union**

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the National Agency. Neither the European Union nor the granting authority can be held responsible for them.

Published under the Creative Commons Attribution 4.0 International licence (CC BY 4.0). Free to use, adapt and share with

attribution. No registration required.

? Project Planning Template – Visual Version

? Project Title:

? Project Objective:

What do we want to achieve? Why does it matter?

? Team Roles & Responsibilities

Name	Role	Main Tasks
	Project Leader	Keeps the team on track, ensures deadlines
	Communications Lead	Talks to others, shares updates
	Budget Manager	Manages money, tracks spending
	Logistics Organizer	Schedules tasks, organizes materials
	Creative Lead	Designs or creates visuals and content

Project Timeline – Key Dates

Milestone	Deadline (Date)	Who's in charge?
Planning Meeting		
Gathering Resources		
First Draft Idea		
Mid-Project Check-in		
Final Preparations		

Final Presentation

Budget Overview – Resource Plan

Item	Cost (Real/Mock)	Person Responsible
Materials & Supplies		
Venue/Space		
Promotion		
Unexpected Costs		
TOTAL	€	

Final Deliverable

What will we show at the end?

How will we present? (circle one)

Oral | ~~Poster~~ | Model

Notes & Adjustments

Anything else to remember?

Scenario Challenge Template

☐ Scenario Challenge Title:

☐ _____

☐ Scenario Description:

Clearly describe the unexpected situation the team is facing.

☐ _____

☐ _____

Team Response Section:

1. Impact Analysis:

What specific parts of your project are affected?

☐ _____

☐ _____

2. Revised Plan of Action:

How will your team adjust the plan to stay on track?

☐ _____

☐ _____

3. Role Adjustments:

Do any roles or responsibilities need to change?

☐ _____

4. Timeline Adjustments:

What deadlines or milestones need to be rescheduled?

☐ _____

5. Budget Adjustments (if any):

Will your resource allocation change?

☐ _____

☐ Strengths & Solutions:

Team Strengths Used:

What existing skills or strengths helped you respond?

□ _____

Creative Solutions Applied:

Did you come up with an innovative workaround?

□ _____

□ **Reflection:**

What did your team learn from this challenge?

□ _____

How might this experience help you in real-world projects?

□ _____

Reflection Guide – Team Project Review

1. Team Strengths

 What did your team do well? Think about communication, creativity, organization, problem-solving.

-  _____
-  _____
-  _____

2. Managing Challenges

 Describe a difficult moment. How did your team respond? What solutions did you try?

-  _____
-  _____
-  _____

3. Personal Growth

 What did YOU learn about yourself during this project?

- I felt confident when...

 _____

- I want to improve...

 _____

- Next time, I will...

 _____

4. Future Applications

 How can you use what you learned in real life (work, home, or community)?

-  _____
-  _____
-  _____

5. Team Feedback

 Give kind feedback to your teammates. What did they do that helped the team?

- [Name]:  _____

- [Name]:  _____

- [Name]:  _____

□ 6. Final Reflection

□ If you had one word or symbol to describe your team's journey, what would it be?



□ (Draw it here!)
