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**Professional Development Programme for Centre Leaders and Lead Educators**

**ECDA FELLOWS IBAP PROJECT SUMMARY**

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| **Guidelines:**   * The PDP participant should take on the role of the **Project Leader**. * The duration of the entire project should total to **at least 30 hours**.   **Submission of ECDA Fellows IBAP Project for PDP:**   * Before project implementation, please inform the ECDA Fellows of your intent to submit the IBAP project as your PDP project. * Upon project completion and after submitting the deliverables to the ECDA Fellows, **please upload a copy of this project summary (in pdf format and within file size of 2MB) via ONE@ECDA within one month of project completion**, to be awarded project hours.   + ECDA will verify the project completion with the ECDA Fellows to award you the project hours. Do note that project hours awarded for IBAP projects is capped at 30 hours regardless of actual implementation hours. | | | | | |
| 1. **PDP Participant’s Particulars** | | | | | |
| **Name of PDP Participant:** | |  | | | |
| **Name of Organisation/Centre:** | |  | | | |
| 1. **IBAP Project Action Plan**   *(Action plan should document the time spent on the entire process of planning, execution, evaluation and reflection as guided by the ECDA Fellows. Please refer to example in the next page.)* | | | | | |
| **Date** | **Action** | | **Title of Deliverables Submitted** | **Duration of Implementation**  *(Ensure total duration is at least 30 hours)* | **Remarks**  *(if any)* |
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| **Total hours** | | | |  | |

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| **Example on how to fill up the Action Plan table:** | | | | |
| ***Date*** | ***Action*** | ***Title of Deliverables Submitted*** | ***Duration of Implementation*** | ***Remarks*** |
| *20 May 2021* | *Develop a project action plan* | *Action plan* | *2 hrs* |  |
| *25 May 2021* | *Pre-project observation* | *Observation checklist* | *2 hrs* |  |
| *27 May 2021* | *Conduct a workshop on 3Rs for core team* | *Nil* | *2 hrs* |  |
| *1 June 2021* | *Pre-project reflection journal* | *Reflection journal* | *4 hrs* |  |
| *3 June 2021* | *Conduct workshop on Respect* | *Presentation slides* | *2 hrs* |  |
| *5-19 June 2021* | *Observe practices / Class observation* | *Observation log* | *4 hrs* |  |
| *21 June 2021* | *Conduct workshop on Responsive* | *Presentation slides* | *2 hrs* |  |
| *23 June to 7 Jul* | *Observe practices / Class observation* | *Observation log* | *4 hrs* |  |
| *9 Jul 2021* | *Post-project observation* | *Observation checklist* | *2 hrs* |  |
| *12 Jul 2021* | *Prepare sharing slides on the project* | *Presentation slides* | *4 hrs* |  |
| *20 Jul 2021* | *Write reflection journal* | *Reflection journal* | *4 hrs* |  |
| ***Total hours*** | | | *32 hrs* | |