

Presentat. of the kit

General principles

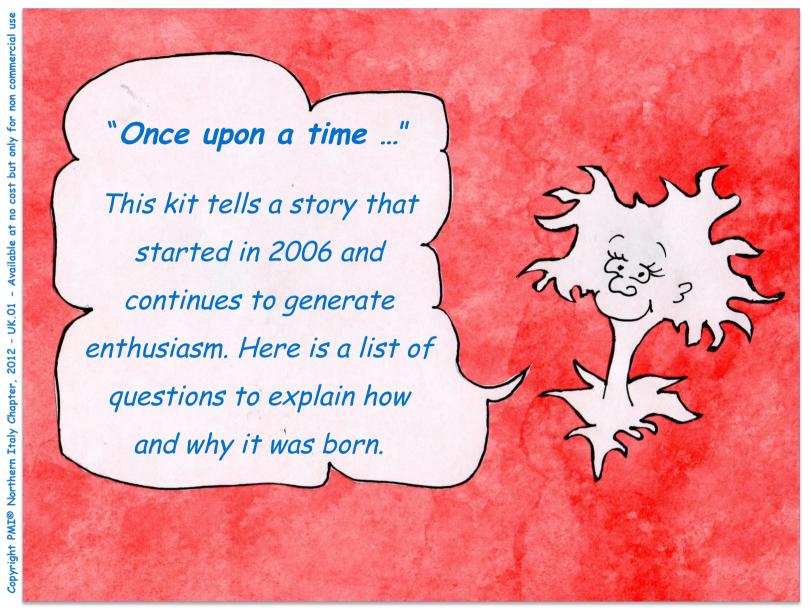
Method of working

Seven steps flashcards

Examples of projects

Stories to share





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①
What is the kit?

? ② What is the goal?

?③
Who conceived it?

7 4 What is in it?

7 ⑤ Who can use it?

? ⑥ Who manages it?

⑦
How to use it?

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The kit is a set of integrated methods and tools by which support didactic activities within the primary school. In particular, the projects developed by the teachers and their students during the year.



What is the kit?

What is the goal?

Who conceived it?

What is in it?

Who can use it?

Who manages it?

How to use it?



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The kit is not an alternative to traditional methods for managing didactic projects, but represents a complementary approach that the teacher can use adapting it to the context with a high level of flexibility.

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The teacher's mission is not only to transfer knowledge to the students but also to provide them with tools for selecting and integrating new knowledge. The method included in the kit can support this mission of "teach to learn".

















In the future of the so-called "digital era" the new generations will have to face challenges in which collective action will be essential. This method can represent a gym for practicing the construction of interpersonal relationships.

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The idea of promoting the "project language" in primary school was conceived in 2006 by the NIC President Carlo Notari who entrusted its development to his deputy Walter Ginevri.

















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A first version of the kit was developed by a joint team of primary school teachers and NIc volunteers who tried it out in four schools in Milan in 2007/2008.



The PM kit was further enriched thanks to "Progetti in Erba", an initiative promoted by Giorgio Bensa (Director of the Friuli Venezia Giulia Branch) and held in Gorizia in 2011/2012.

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The methodology and techniques adopted in this kit are available in two different versions:



• Paper based: detailed version available in seven languages (UK, F, I, E, P, JP, SL)



• Interactive: synthetic version adapted for the use of the Interactive Whiteboard

The kit also includes all the material needed for the production of the project outputs:



- Methodology flashcards
- Colored sticky notes (post-it)
- Felt-tip pens in many colors/sizes
- Envelopes and papers for traffic-lights
- Big white sheets and adhesives for hanging















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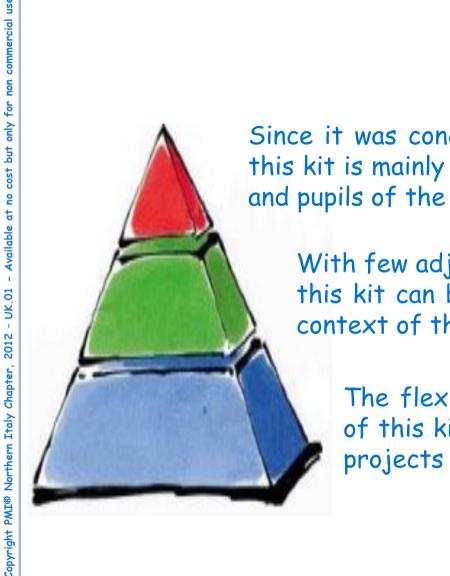
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Since it was conceived in this context, this kit is mainly addressed to teachers and pupils of the **primary school**.

With few adjustments, the adoption of this kit can be easily extended to the context of the **secondary school**.

The flexibility and user-friendliness of this kit makes it adaptable to the projects of **no-profit organizations**.















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What is the kit?

What is the goal?

Who conceived it?

What is in it?

Who can use it?

Who manages it?

How to use it?



The distribution of the kit is free and can be done through the PMI® Educational Foundation website (<u>www.pmief.org</u>) by compiling a specific request and assuring the non-commercial use.

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What is the goal?

What is the kit?

Who conceived it?

What is in it?

Who can use it?





A close collaboration between the following "actors" is essential to guarantee the correct use of the kit:



School Directors: agree with chapter volunteers on timing and ways to activate the didactic projects by providing them with the needed sponsorship



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Teachers: place the project in the didactic program and coordinate the execution steps by working with their classes without any external presence



PM Experts: ensure the preliminary training of the involved teachers by providing assistance in order to check the correctness of the project outputs



Public or private bodies: give visibility and support to the initiatives by providing them with economic and infrastructural resources

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Building professionalism in project management a
Project Management Institute
Northern Institute















"A unique endeavour with fixed duration,

moving towards shared and plain goals,

intended to obtain a specific outcome,

through the use of different resources"

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Project definition













The project

- Finalized: "delivers useful results"
- "has a beginning and an end" Temporary:
- "generates something new" Innovative:
- "transparent communication" Visible:
- "becomes clear along the way" Progressive:
- Collaborative: "more teamwork, less hierarchy"
- "uncertainty is part of reality" Risky:
- "a source of new knowledge" Reusable:
- "only we did it!" Unique:

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PAL

Project definition













A project is characterized by the presence of one or more constraints to be taken into account since from the beginning. Here are some typical examples of constraints to be considered:

- "everything must be ready by..." Time:
- "we cannot spend more than ..." Cost:
- "we must deliver this products: ..." Scope:
- Quality: "we need to assure that the result is: ..."
- **Resources**: "we have these means available: ..."
- "we must prevent this from happening: ..." Risks:

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A project is an initiative involving various actors with specific roles assigned to them. Usually, the roles identified in a project are the following:

- **Sponsor**: whoever promotes the initiative (e.g. teacher, school director) or finances it (e.g. public/private body)
- Project manager: whoever assures the positive result of the project coordinating the activities of his/her team
- **Project team:** whoever contributes to the delivery of the project's results by collaborating with other members
- Other stakeholders: whoever is interested in the results of the project without being directly involved

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Before getting to the organization of the project, the complexity must be evaluated according to:

- Time: the quantity of time available shrinks the project scope (products to be delivered) and also the possible choices. Shorter times calls for more effective paths
- Size: big projects complicate working organization and could entail breaking down in several subprojects, each assigned to a project manager
- Involved people: the higher the number of people involved (teachers' group, parents, headmaster, external bodies) the greater the complexity in communication

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①
Project definition













A project may be launched in the school context according to two kinds of choices:

 Programmed choice: choice will be defined during the drawing up of the yearly program or it will be integrated in the program as the year goes by





Project

• Occasional choice: choice will be defined according to stimuli coming from the students, or events and opportunities appearing in daily school life





Project

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Why sometimes do projects fail or go wrong?

- Limited and discontinuous communication
- Acceptance of too ambitious objectives
- Scarce involvement of the stakeholders
- Lack of simple rules previously established
- Use of inadequate planning techniques and tools
- Inability of catching "weak signals" in good time
- No professionalism in relationship management
- No stimulation to the team auto-organization

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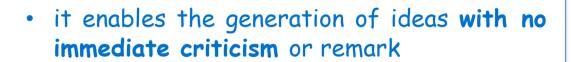






The first technique adopted as a support to the creative phase is the **brainstorming**. Scientific research confirmed that this cooperative approach is very effective because:









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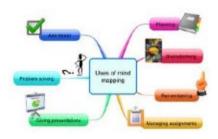








The second technique adopted as an ideal "bridge" between the creative phase and the planning phase is the mental map. This intuitive diagram can be very effective as a support to:



- creativity: it helps users to consider ideas and associations before they are processed
- representation: it allows the construction of an overall picture
- communication: it graphically makes explicit conceptual and logical links

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The third technique adopted as an effective support for deriving the activities starting from the project deliverables is the tree diagram. This graphical schema is very effective for:





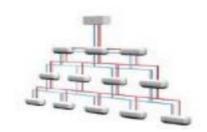












- representing a set of elements connected by hierarchic links ("father-son" links)
- supporting deductive processes (going "topdown" from general to particular)
- exploiting the high flexibility and intuitivity of the visual tools (e.g. sticky notes)

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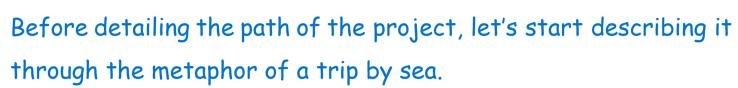
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Kit techniques

Here are the four phases to transform our dream into reality.





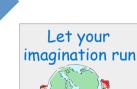






















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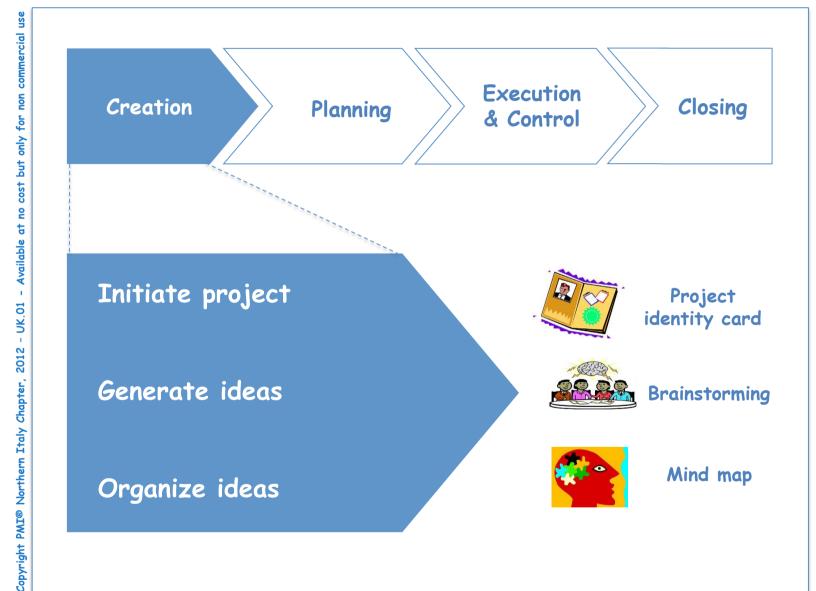
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Creation Phase - Initiate project

Once the project choice is shared between teacher and pupils, it is proper to summarize it in a sort of "identity card" containing the name and logo of the project together other information such as: the objectives and expected results, the team members, the constraints (time, cost, etc.) and rules shared by the team.



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Kit techniques







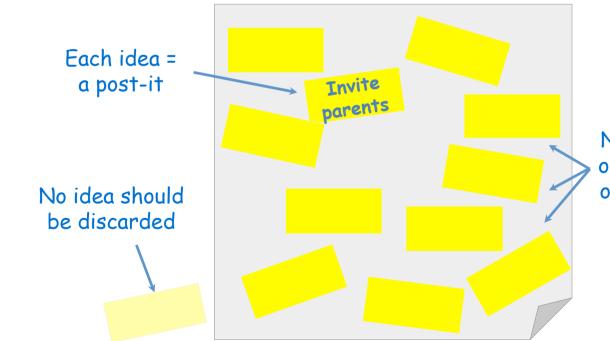






Creation Phase - Generate ideas

Having decided on the objective to be reached, the students are stimulated by their teacher to freely express their ideas about how to implement the project. Since this is typically a creative and "incremental" phase, the most effective tool to use is that of "brainstorming".



No constraint of time, order or importance

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Kit techniques

To organize the expressed ideas, a "mind map" is suggested containing the typical questions related to a project (why?, who?, where?, what we need, what to produce?, ...). The brainstorming ideas are copied (or split in two) into the mind map together with new ideas that can be generated by the questions themselves.



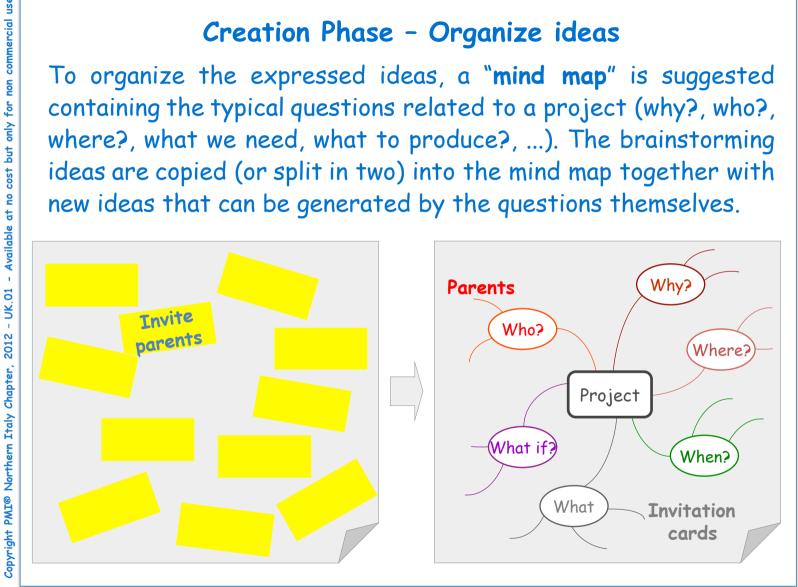












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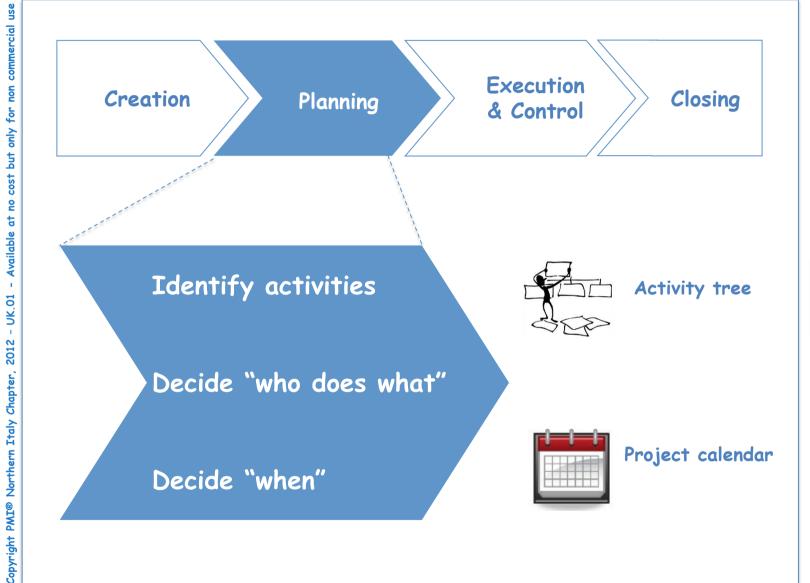
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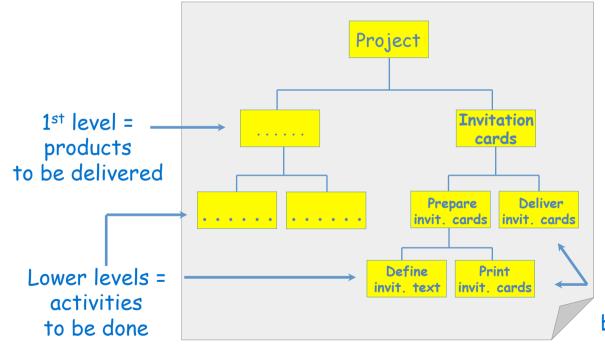






Planning Phase - Identify activities

From the "what?" branch of the map, containing the products to be delivered, we proceed to a decomposition in order to identify the activities needed to generate them. The result of this step is an "activity tree" in which the most detailed elements ("leaves") correspond to a specific activity to be assigned.



tree "leaves" = basic activities

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Kit techniques







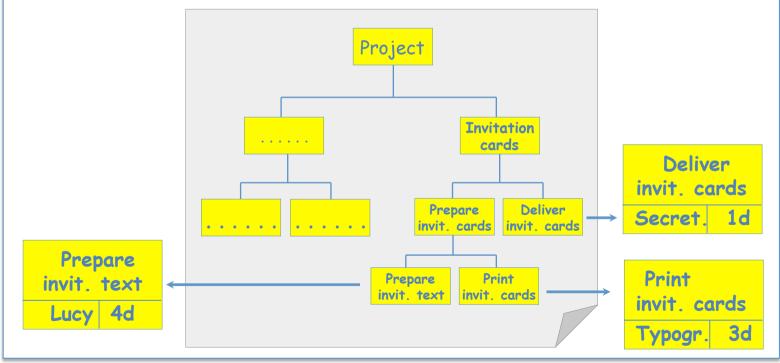






Planning Phase - Decide "who does what"

Now we have to focus on "leaves" at the base of the tree diagram adding two pieces of information to each "elementary activity". This is the name (or the initials) of who will be **responsible** for the activity execution, next to an estimation of the **time** (hours, days or weeks) that is necessary to deliver the above result.



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Planning Phase - Decide "when"



Now the planning phase can be completed putting in sequence or parallel the above-mentioned activities. To do this, it is a best practice to copy every elementary activity of the tree diagram and then put it onto a project calendar that is divided vertically in sectors representing a month, a week or even only a day.



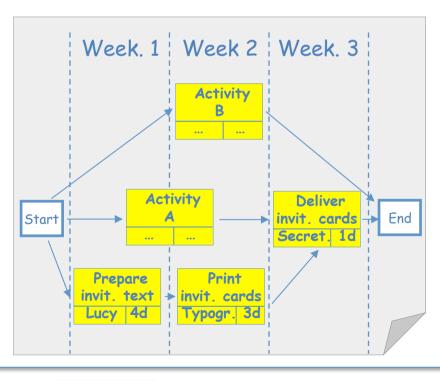












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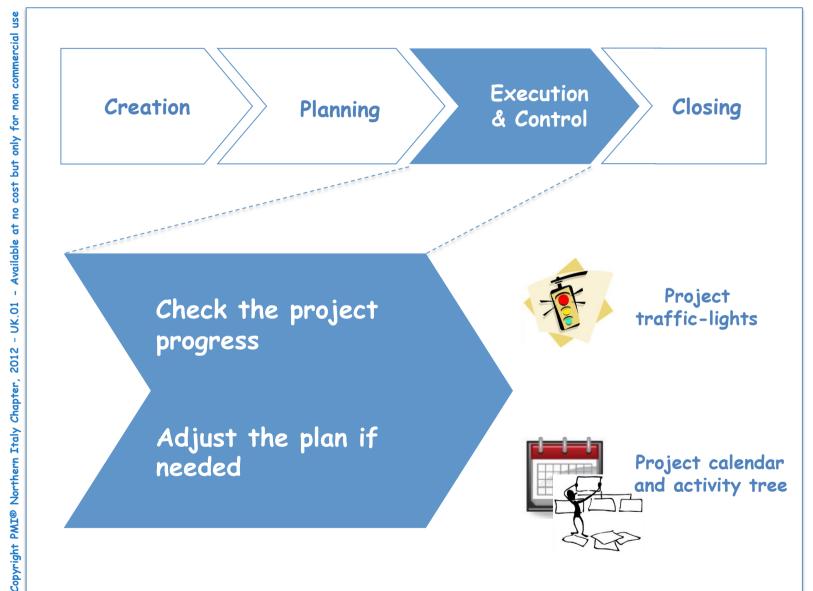
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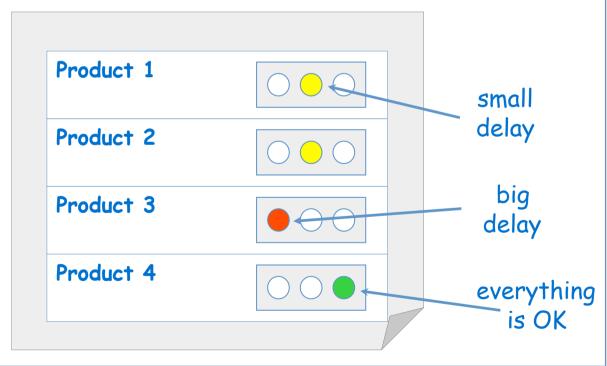






Execution & Crtl. Phase - Check the project progress

Since it is a good idea to make sure that everything is going according to the plan, we recommend using a poster representing a list of the deliverables with pockets containing cards of three colors. The use of the "project traffic-lights" is a useful way to make the team more responsible for respecting deadlines.



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Execution & Crtl. Phase - Adjust the plan if needed



During the project execution, there may be events and situations which imply an adjustment of the planned route. These various events (including a new idea) may lead to a change in the **activity tree** (additions/eliminations) and in the **project calendar** as well (new activities, suppressed activities, shifted activities).



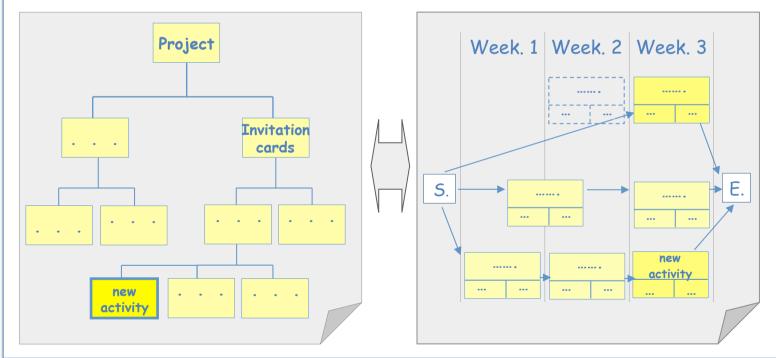












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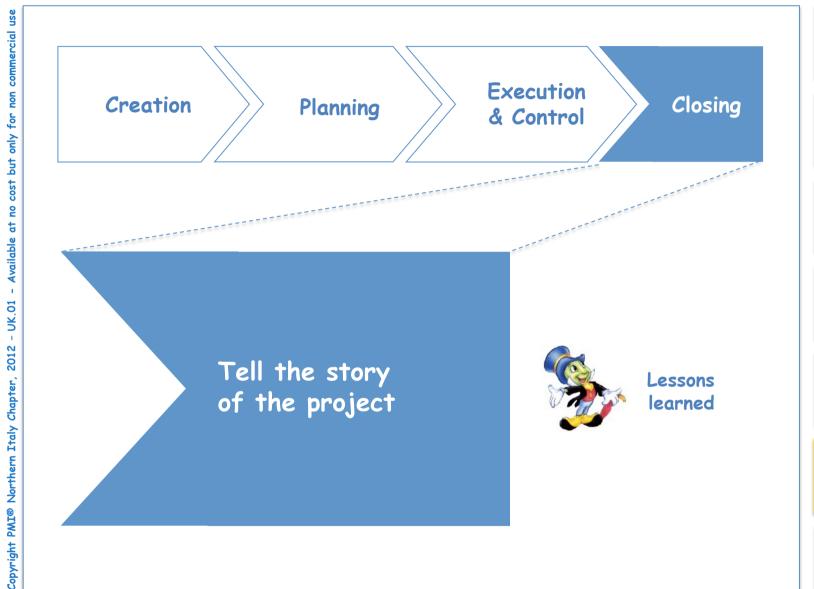
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Closing Phase - Tell the story of the project



The closing phase is certainly no less important then the others. The teacher is responsible for managing it by using a mind map. Thanks to the use of this tool and simple questions, the students can be stimulated to capitalize their lessons learned, above all in relation to future projects.



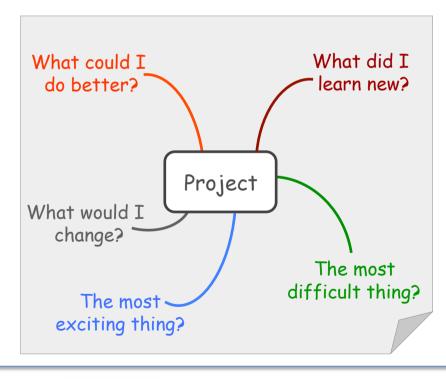












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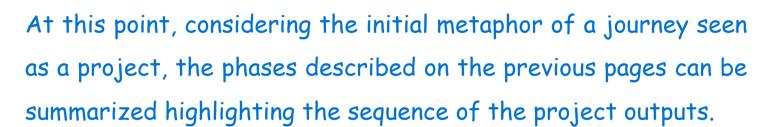
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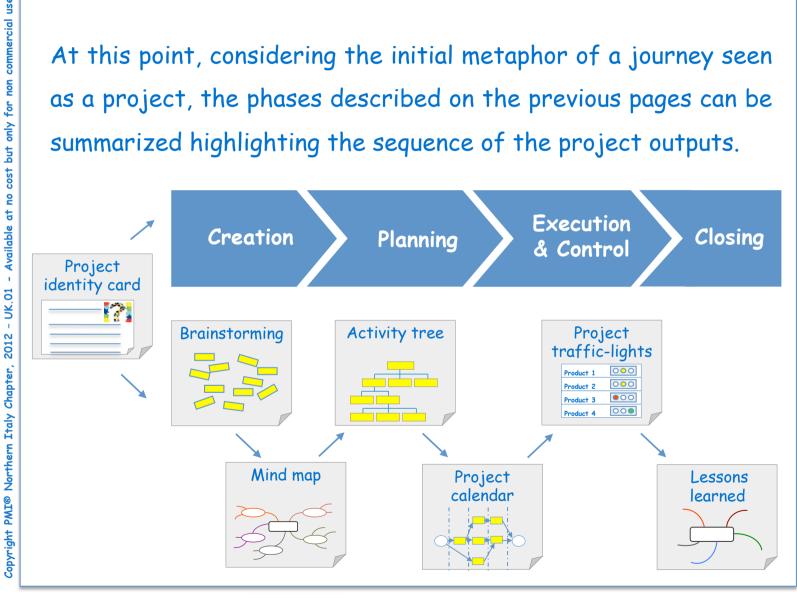












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As said in the introductory section, the kit is characterized by a high level of flexibility that the teacher can exploit. This is a structured list based upon the seven steps of the methodology.





Brainstorming

Stimulate the emergence of new ideas since the brainstorming is free from constraints



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Add further branches to the map with new questions such as: what tools do we need?



Identify the activities deciding whether or not to indicate the person and the duration



Place the activities in the columns without necessarily connecting them with arrows



Put traffic-lights at the top of the activity tree instead of using a separate sheet

Lessons learned

Add or modify the proposed questions so as to stimulate better collective thoughts

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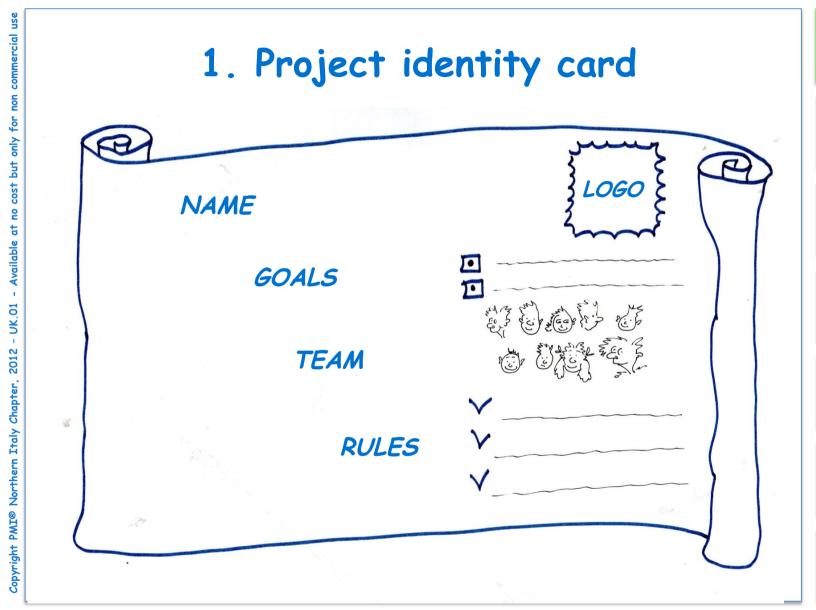
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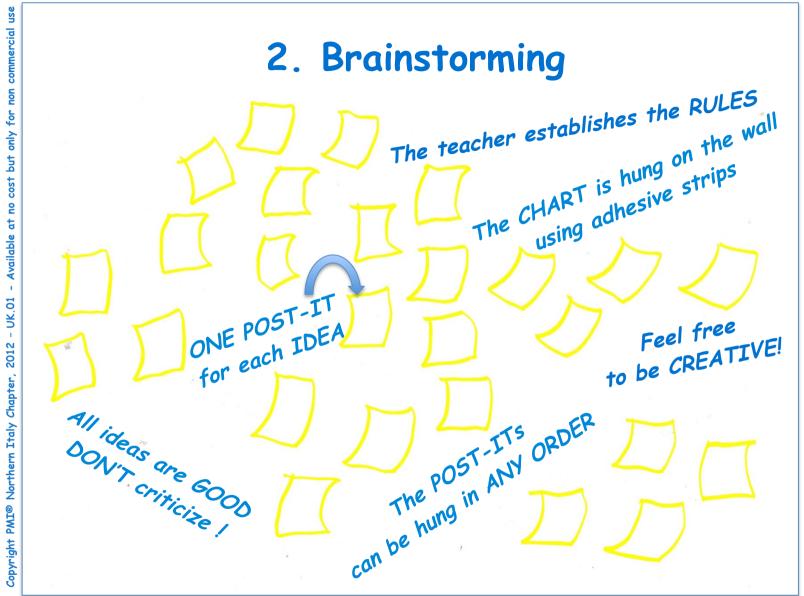
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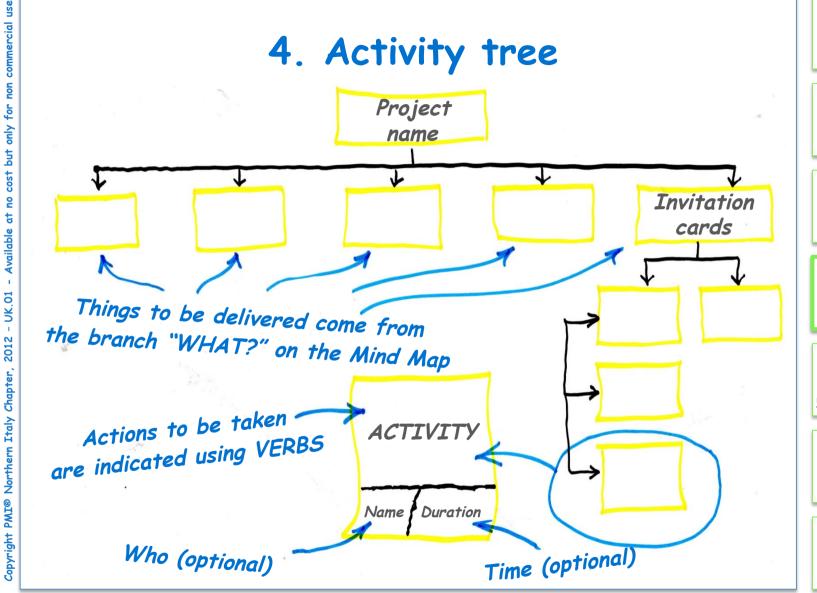
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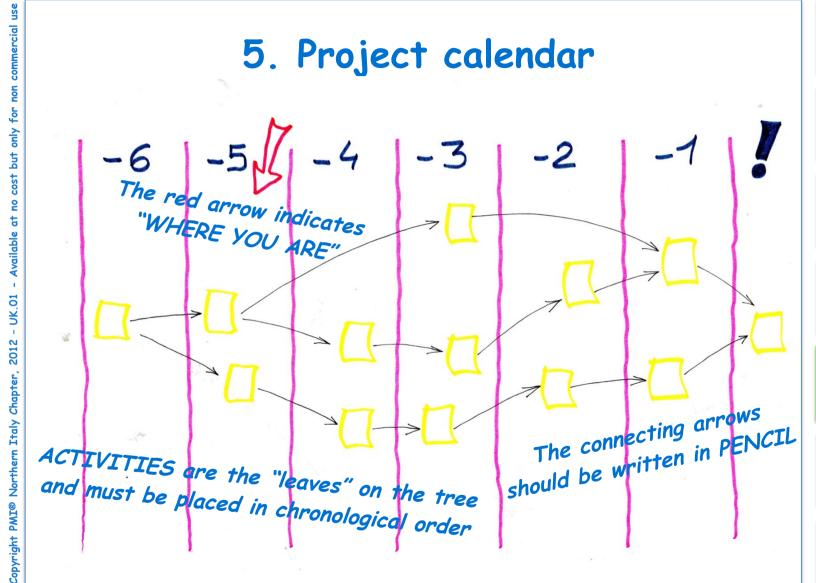
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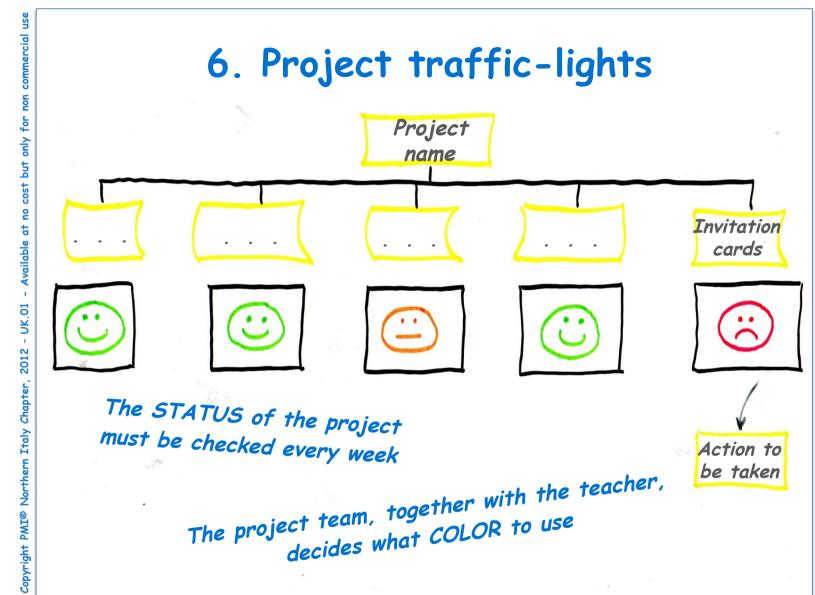
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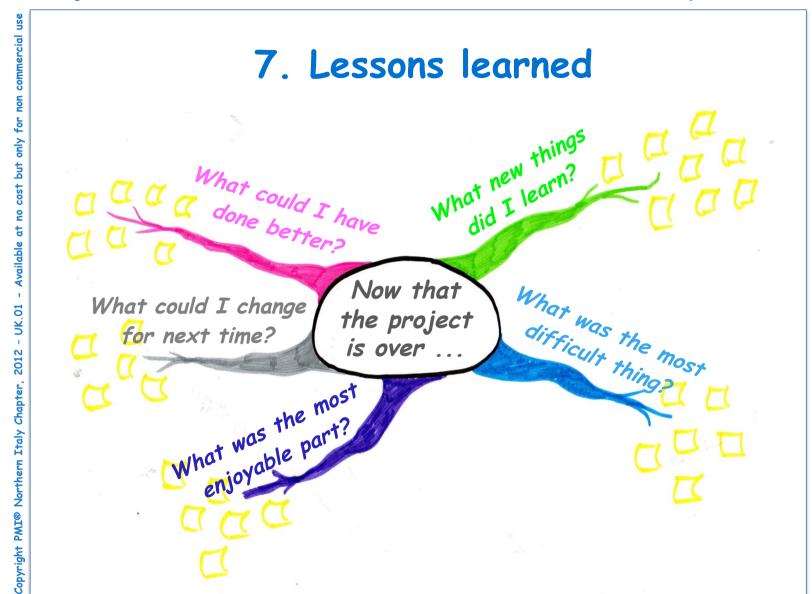
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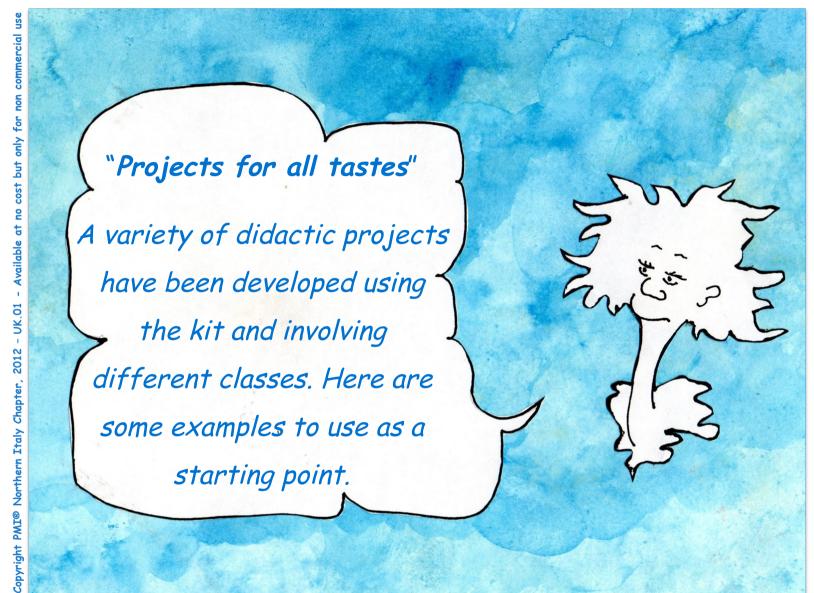
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Puppet theatre - Project identity card

The project

2005/2006 Year:

School: IC 5 Giornate - Milan

The team

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Grade: 2.A

Teachers: Mariù Moresco, Lorenza Arvonio

The goals

- Choice of the fairy tale as the main subject of the didactic program of the school year.
- Reading of classical and modern fairy tales and analysis of the narrative structure. These tales must be represented in a puppet theatre designed and built by the pupils.



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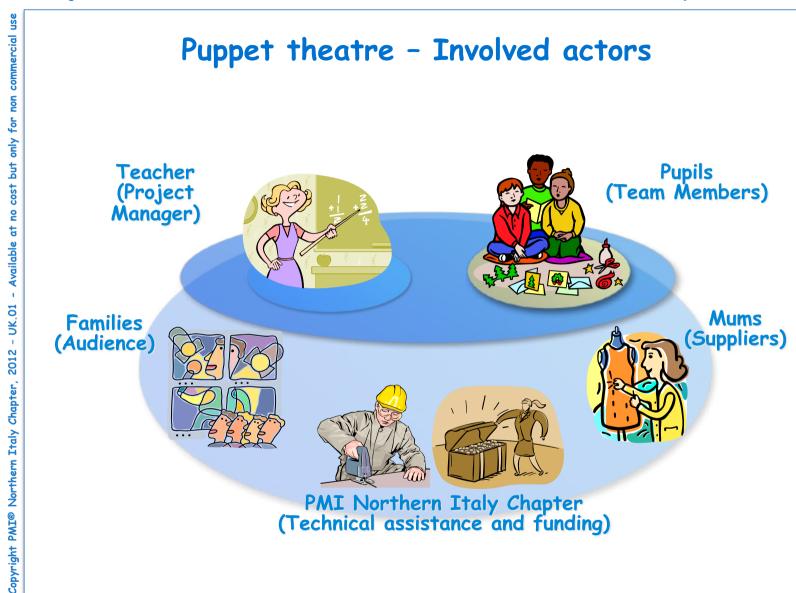
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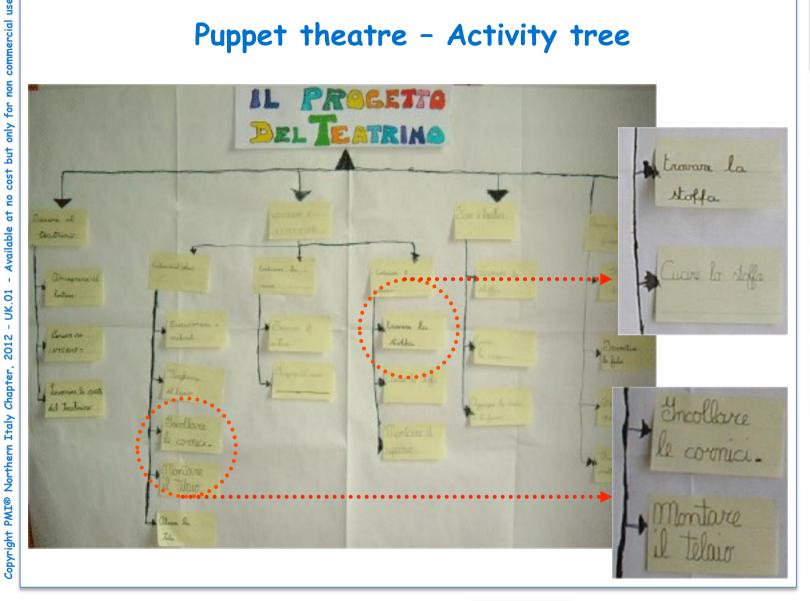












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Rocket 23 - Project identity card

The project

2010/2001 Year:

School: Pecorini - Gorizia

The team

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Grade: 2.A

Teachers: Paola Andrian, Elena Palomba

The goals

- Understand the importance of the essential things to share with children living in an imaginary remote planet.
- Understand the value of friendship and solidarity by working all together in order to build something useful for others.



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Rocket 23 - Mind map













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Rocket 23 - Project calendar

PROGETTO CALENDARIO CESTION PUNTABLE N MILLE SCHOOL STREET OWNERS AND PERSONS. GIEWANN HE MAINT. PROPELLE in the adds S SHIPMAN MICHAELE . HARLETTO Airegian Ellin TRANCE SCORE SERVICE PRODUCTS CHANGE. IT HARRIS SA MUSICIAL STATE IX SHEEPER **MINICA** ILEMA



Rocket 23 - Lessons learned



Puppet theatre











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Art exhibition - Project identity card

The project

2005/2006 Year:

School: IC 5 Giornate - Milan

The team

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Grade: 5.A

Teachers: Laura Bollina, Barbara Quaranta

The goals

- Illustration of the didactic program developed in three years through the study of the art.
- Organisation of the exhibition ground with the utmost care to make visitors welcome and collection of offers for charity aim through the sale of small gadgets.



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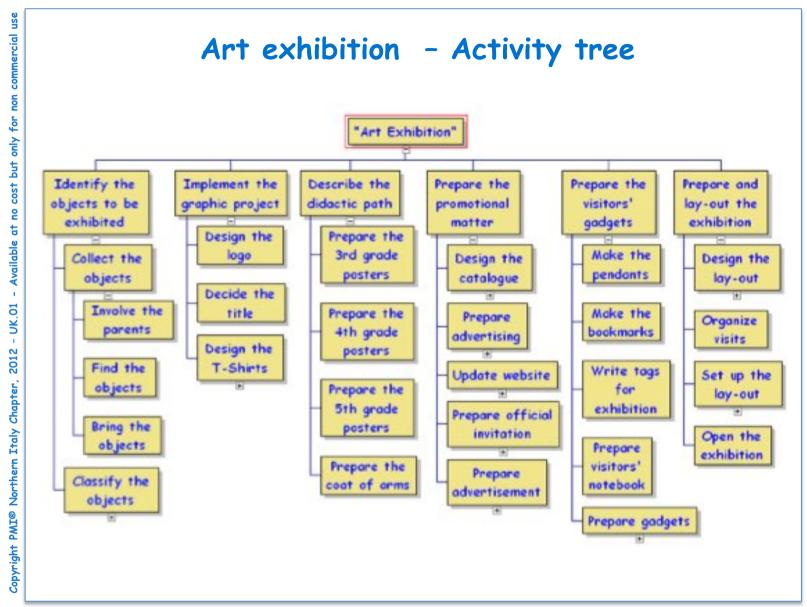
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Art exhibition - Project logo and calendar

APRILE























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SWAL

MARZO

MAGGIO

















Theatre show - Project identity card

The project

Year: 2006/2007

· School: IC 5 Giornate - Milano

The team

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• Grade: 5.A

· Teachers: Laura Bollina, Mariù Moresco

The goals

- Elaborate theatrical scenes deriving from studies undertaken in the various subjects.
- Live an intense collective experience like that at the end of the five years of the primary school.

Theatre show - Mind map

PROGETTO

TEATEO

ERCHE





















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WHO

WHAT IF...

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WHEN

WHERE

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A Con







Theatre show - Activity tree















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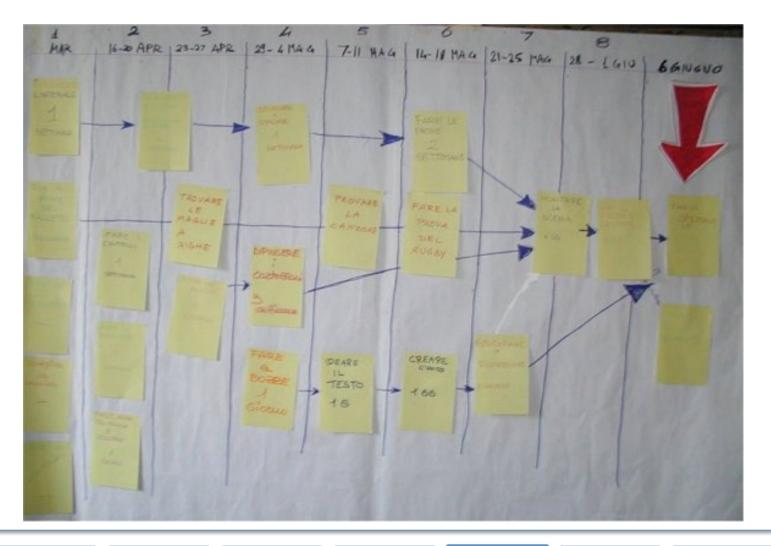








Theatre show - Project calendar



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Theatre show - Project traffic-lights



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Festival of trees - Project identity card

The project

2006/2007 Year:

School: Hebraic School - Milano

The team

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Grade: 5 A

Teacher: Diana Segre

The goals

- Celebrate a religious festival making a tree with flowers, fruits and personal stories to hang on it.
- Organize the work for groups in the best possible way so as to get it all done in just one week.



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Festival of trees - Project calendar



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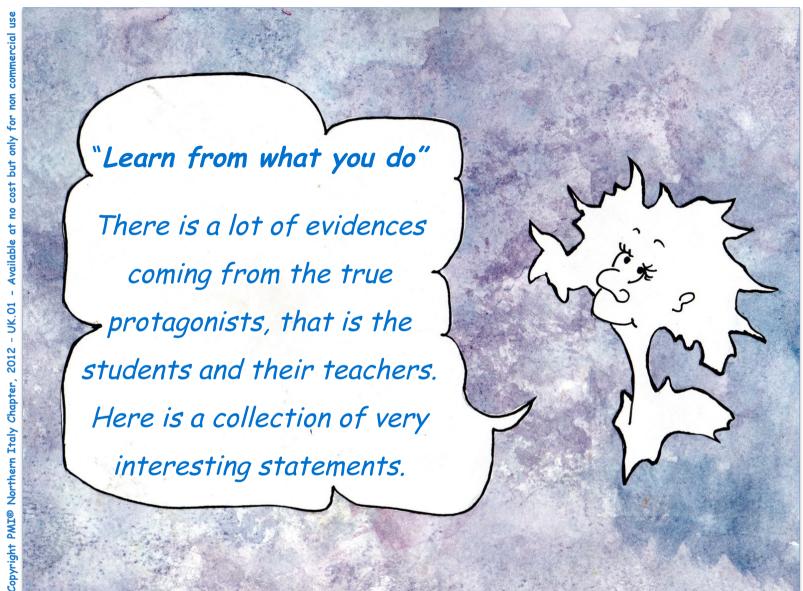
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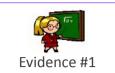
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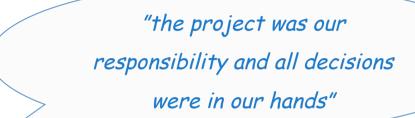
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Ludovica Student 5.a Milano - 2007

"one time we decided to skip our break to make up for being behind schedule"

"even the shiest children felt involved and took part in the teamwork"













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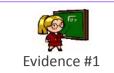
Stories to share



"the teachers learned to keep a clear vision of the project visualizing the order and state of the art of the activities"

Laura & Barbara Teachers 5.a Milano - 2006

"the students learned to orientate and organize themselves independently to do the mass of work to be done"













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Evidence #1









in my opinion it was a great activity, we worked very well together and we came up with great ideas for the party. In my opinion it was a useful lesson to let us understand how to plan events and get us ready for the new unit"

AS, AC, EB Students 5.a Milano - 2006

"I think that this project is fantastic! I think that my group collaborates really well; and it's also really good to share their ideas one at a time. This project will be the best project of the year "

"this afternoon it was very good for me because I worked very pleasantly with my group because we also had good ideas that everybody expressed to the group. It was fantastic!!"

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"the use of the project approach makes the planning of any activity easier and the control smoother"

Mariù & Lorenza

Teachers 2.a Milano - 2006

"working with a project approach makes the most of the group and collaborative learning"

"the project approach is an effective tool to "Teach to Learn""













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the project was arduous involving three classes, also because of problems of relationship between some students. In the final lessons learned, the students realized the importance of changing their attitude respecting their peers more"

Emanuela Teacher 5.a Gorizia - 2012

Katja Teacher 2.a Slovenia - 2012

"if an activity was behind schedule, the children encouraged each other. "Come on", "We'll help you", "Let's do it together". In this way they all collaborated to reach the final goal and gradually see the green traffic-lights"













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"managing the projects implies being capable of overcoming uncertainty. The kit lets you have a means and a method to imagine a future made of objectives"

Max Training school director Gorizia - 2012

> "it was certainly an added value being able to make such young children capable to face a path like this!"













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Italy

Slovenia

Mexico



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Since 2010 the Friuli Venezia Giulia Branch of the PMI-NIC has

started "Progetti in erba" ("Projects in Bloom") in collaboration

with local institutions. This initiative is organized every year in

Gorizia with the aim of rewarding the best didactic projects

developed in the primary schools through the use of the kit.

For details, see the initiative website: www.progettinerba.net

PAL



















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Following its participation in the second edition of "Progetti in Erba", the PMI Slovenija Chapter started a collaboration with the Minister of Education there. It was aimed at promoting the use of project management practices in primary schools.

Here following the news published on the government website.









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slovensko izobraževalno omrežje

Projektno vodenje za osnovne šole - Poganjki projektov

31.05.2012 10:00 Age: 52 days Kalegorija: Projekti



Gradivo Poganjki projektov je zasnovano kot učni pripomoček oziroma vodnik osnovnošolskim učiteljem pri načrtovanju in izvajanju projektov, v katerih aktivno sodelujejo učenci. S tem ko bodo učitelji pri projektnem delu uporabliali pravila in dobre prakse stroke projektnega vodenja, bodo znanja o projektnem vodenju prenašali na učence.

Na spletní straní poganjkiprojektov.com je mogoče uční pripomoček (gradivo) podrobneje spoznati in si ogledati prve primere njegove uspešne uporabe v Sloveniji. Temel ji na dobrih praksah ene največih svetovnih organizacij za projektno vodenje Project Management Institute® (v nadaljevanju; PMI®), ki ima svoje lokalno združenje tudi v Sloveniji: Združenje za projektni management PMI Slovenija

Ljubljana Chapter (v nadaljevanju: združenje PMI Slovenija, spletna stran: www.pmi-slo.org). Prostovolici združenja PMI Slovenija so učni pripomoček (gradivo) tudi prevedli v slovenski jezik.



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Italy





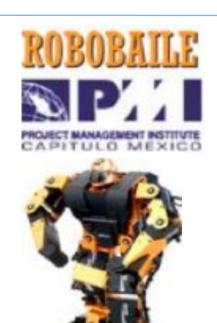






In 2009 the PMI Mexico Chapter promoted an initiative at a secondary school in the city of Querétaro with collaboration from the university and high tech companies.

The aim of this initiative was to build small robots through a project approach based on the method provided in the kit.





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Acknowledgements * To Carlo Notari, NIC president from 1995 to 2010, for having inspired and traced the route of this exciting journey. * To Mariù Moresco, primary school teacher, for having developed much of the content of the kit together with all the sketches. * To Giorgio Bensa, director of FVG branch of the NIC, for having created such a highly innovative format as "Projects in bloom". * To the friend of the PMIEF, for having understood the potential of the kit and greatly contributed to its diffusion. * To the colleagues of the NIC board, for having always supported this initiative making it a core element of the chapter mission. * To teachers and students who have experimented the kit and the numerous chapter volunteers who have supported them. Walter Ginevri (president of the PMI-NIC 2011-2012)