WP7: Quality Management Plan

KICK-OFF MEETING in BARCELONA

Education and Culture

Leonardo da Vinci
Pilot projects

QMP

1) Evaluation of results/products
   - Validation of achieving the fixed objectives (objectives vs. results)
   - Three types of quality validation reports assembled to Quality dossier

2) Evaluation of on-going activities
   - Focus on co-operation and consultation with other partners for guaranteeing the European nature of the project

Product Evaluation

- Each product in each WP will be evaluated:
  a) Internally by project partner
  b) Externally by expert
  c) Externally by each partner´s Local Committee

- All these 3 reports will be assembled to quality dossier by University of Tartu

- **Evaluation criteria/tools** for products of WP will be developed by **internal evaluator** in co-operation of partner responsible with help of CECOA and Univ.Tartu

Management

WP	Partner Responsible	Internal Evaluator of the WP	Products to be evaluated
WP 1	P7 - NKI	P5 - CCC	**PR 1** - State of the Art Report on Distance Learning Quality for SME's **PR 2** – Criteria for Evaluating Quality in e-Learning
WP 2	P1 - CECOA	P6 – PW	**PR3** – Guide for Training Consultants: e-Learning Quality and ROI Evaluation **PR4** – Training Profile: Training Consultants Performance Improvement Programme
WP 3	P6 – PW	P2 – BFI	**PR5** – ROI Methodology for e-Learning Courses: working version
WP 4	P5 - CCC	P3- FBB	**PR6** – Report on Application of the ROI Methodology for e-Learning Courses
WP 5	P2 - BFI	P6 - PW	**PR7**- ROI Methodology for e-Learning Courses: final version
WP 6	P3 - FBB	P7 - NKI	**PR8** - Guide to conceive and evaluate e-learning courses for SME's entrepreneurs **PR9** – Guide to conceive and evaluate e-learning courses for training providers
WP 7	P4 - U. Tartu		**PR10** – Project Quality Management Plan **PR11** – Project Quality Management Reports
WP 8	P1 - CECOA		**PR12** – Project Valorisation Plan **PR13** – Project Valorisation Reports

Product Evaluation TIMELINE

- Deadlines:
  - Partner responsible will provide the timetable and deadlines for evaluation of the products in **WP proposal**

  SUGGESTIONS:
  - selection of external expert in the planning phase of the WP
  - 3 weeks before evaluation deadline (set in WP proposal) **evaluation criteria/form** for External and Internal evaluation will be conceived by partner responsible for **Internal Evaluation**
  - 1 month after ending of the WP and finalization of the products the evaluation is conducted and reports sent to UT
  - 1 month after receiving the reports the quality dossier is amended

On-going processes evaluation/monitoring

- Conducted during 24 months of the project
- Aims to evaluate :
    1. The communications and co-operation quality of partnerships network,
    2. Quality of involvement in partnerships network,
    3. Quality of local networking (to have good communication, feedback etc)

- Monitoring consist of 4 forms to be filled out by each partner

In QMP responsibilities of partner responsible WP

- Provide timetable and deadlines concerning the evaluation in the WP planning process
- Selecting external expert (should be selected during WP planning process)
- Communicating with Int. Evaluator and helping composing evolution criteria/tool
- Conducting LC evaluation

In QMP responsibilities of partner responsible for Int. Evaluation

- Conceive evaluation criteria/tool with the help of the partner responsible and Univ.Tartu
  - Evaluation form for Int. Evaluation
  - Evaluation form for LC Evaluation
- Conducting Int. Evaluation

Each partner responsibility

- Conducting evaluation near LC for each WP
- Filling out process monitoring/evaluation forms

Responsiblity of Univ.Tartu

- Presenting process monitoring tools
- Help partner responsible of WP conceiving the evaluation criteria/forms for Int. and External Evaluation
- Management of QMP, remind deadlines etc.
- Amend reports to Quality Dossiers, produce Quality Management Reports (PR11)
- Giving feedback concerning the quality of products

Corporate Image

- **Concept - Logo, font, colors**

- **Deriving from concept:**
  - Design template for PowerPoint presentation
  - Design template for publications (posters, booklets, covers, reports etc)
  - Design for website (by NKI)

- Deadline for concept?