

## Evaluation and Quality Assurance process & Project Management Monitoring template – QAME Tool

### I. QUALITY MANAGEMENT INDICATORS

#### A. Project Impact Indicators

##### Qualitative indicators

These qualitative indicators are quantified by means of evaluation questionnaires. The questionnaires are developed by P1, as the partner responsible for the Quality Management Package. The questionnaires are all included in the Annexes and will be used to collect data on:

- |  |
|--|
| ▪ partners' annual project progress            |
| ▪ partners' mutual assessment of the Outputs   |
| ▪ participants' feedback from Project Meetings |
| ▪ participants' feedback from Events           |

##### Quantitative indicators

Each of these quantitative indicators has a corresponding measuring tool, per the list below (list contains examples):

- |   |
|---|
| ▪ number of participants in the events recorded – attendance lists                    |
| ▪ number of multi/media items published on the project – dissemination archive        |
| ▪ number of local, regional, national stakeholders contacted – stakeholders' database |
| ▪ number of individuals reached through newsletters – newsletter recipients list      |

#### B. Project Implementation Indicators

##### Outputs

- List of project outputs

Criteria and indicators examples:

##### Evaluation criteria

- |   |
|---|
| ▪ consistency: adhering to project objectives of and the needs of the target groups         |
| ▪ efficiency: conducting the activities within budgetary limits and predetermined deadlines |

- effectiveness: reaching the desired results towards attaining the project objectives
- impact: effects of the outputs on the target groups and other relevant stakeholders
- sustainability: continuation of the impact of the outputs after the completion of the project

**Quantitative indicators**

- new collaborations resulting during and after the completion of the project
- respected budgetary targets in delivering on the project objectives
- number of deadlines adhered to
- number of visits/downloaded project outputs
- number of informal interviews with the representatives of the target group
- number of stakeholders taking part in the dissemination seminars in each country

**Qualitative indicators**

- attitudes during and after the activities measured via questionnaires
- involvement degree of relevant stakeholders
- transferability potential of the outputs to other organisations
- sustainability of the deliverables the completion of the project

**Project Meetings**

- List of planned project meetings

**Evaluation criteria**

- consistency: occurring at the intervals set out in the project calendar
- efficiency: conducting the meetings within the designated intervals
- effectiveness: stimulating coherent and consistent discussions between the partners
- impact: delivering on the agenda while being logically conducive to the next meeting's agenda

**Quantitative indicators**

- number of participants
- number of days for the meeting

- number of follow-up activities planned
- number of types of additional relevant stakeholders engaged

**Qualitative indicators**

- feedback from all parties attending the meetings

**Project Events**

- List of planned events

**Evaluation criteria**

- consistency: all partners organising the events in a coherent and coordinated manner
- efficiency: conducting the events within the designated intervals
- effectiveness: stimulating coherent and consistent discussions between the participants
- impact: informing the participants about the objectives and outcomes of the project

**Quantitative indicators**

- number of participants, trainers, relevant stakeholders, representatives of associated partners, local and regional media, representatives of education organisations, education and training centres, universities, employers, chambers of commerce etc.

**Qualitative indicators**

- feedback from all parties attending the events

**Internal and external dissemination**

**Internal dissemination indicators (no direct interaction with target groups, stakeholders)**

- level of completion of dissemination and exploitation activities (% of completion)
- participation level in dissemination activities (expected v. actual participants/users)
- perceived quality of online dissemination (website single-time visits v. repeated visits, etc.)

**External dissemination indicators (direct interaction with target groups, stakeholders)**

- effectiveness: range of dissemination activities conducted; dissemination contributions of speakers,

trainers, workshop leaders; partners' shared ownership of the product

- organisation: adequacy of physical meeting arrangements (comfort factor, special needs, etc.)

## II. Risk Management Plan

Risks are an inherent part of any project, no matter how well-managed it may be. To ensure the successful completion of the Project, it is essential to have a robust risk management plan in place. This plan will identify potential risks, outline the remedial processes involved, and instruct the project team on how to proceed in case the desired risk mitigation is not obtained. The risk management process in Project is focused on ensuring project milestones are reached, and all findings from this process will be included in reports released every six months.

To cover the multitude of areas where risks can arise, the partners have formed a special task force - the Steering Committee, consisting of seven technical staff members, one per partner. The Steering Committee closely supervises the risks that may arise during the project, with strong support from the Project Coordinator. Additionally, the quality management package integrates a risk management strategy and a map of potential risks, along with corresponding prevention measures, to effectively handle potential risks.

### i. Risk Management Strategy

The risk management strategy for Project is a comprehensive three-phase process that enables the project team to identify, analyse, mitigate, and monitor risks throughout the project life cycle. The three phases are:

#### 1. Identification:

In this phase, the Steering Committee will evaluate various factors, including stakeholders, internal organizational culture, project management plan (scope, schedule, cost, and quality), project deliverables, potential constraints, cost and effort estimates, resource plans, and other key project aspects. Various risk identification techniques such as brainstorming, interviewing, and analysis of the project schedule will be employed.

#### 2. Analysis and strategy creation:

All identified risks will be prioritized based on their probability and impact, using a scale specific to Project consortium. The Project Coordinator, with inputs from the Steering Committee, will assess the probability and impact of each identified risk. A response strategy in the form of mitigation strategies will be created for each risk.

#### 3. Monitoring, control, and reporting:

The risk level of the project will be monitored, controlled, and reported throughout the project life cycle. The Project Coordinator will register these activities in the risk log and communicate them to the Steering Committee during project meetings and via online communication channels. All project change requests will be analyzed for their potential impact and inherent risk levels. As risks occur and are overcome, the risk log will undergo periodic reviews for re-prioritization, and the risk management plan will be updated accordingly.

#### 4. Closing:

The lessons learned from the risk management process will be recorded in the risk-dedicated sections of the periodic reports for future reference.

**ii. Risk Categories and Mitigation Strategies**

When working on the project proposal and distributing the workload, the partners singled out diverse risk areas. To minimise risks, the consortium established a risk log, paired with mitigation strategies:

**a) Project management**

Potential risk	Mitigation strategy

**b) Technical**

Potential risk	Mitigation strategy

**c) Dissemination**

Potential risk	Mitigation strategy

**d) Human resources risks**

Potential risk	Mitigation strategy