

Vir2TEX



Digital Learning Materials for Sustainable Textile Education

2020-1-TR01-KA226-VET-098141

Quality Assurance Manual

ALANYA HEP UNIVERSITY

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Executive Summary

The “Quality Assurance Plan” of Vir2TEX ERASMUS+ Project” is developed in line with the Vir2TEX project structure and work plan, keeping in mind that an extensive experience and practice of Quality Assurance Plan of implementing multiple EU projects in the framework of Erasmus+. The plan outlines the main definitions related to quality management. It defines processes for planning and executing the project activities in order to ensure the highest possible quality. In this Plan minimum principle, requirements and processes needed to implement an effective quality assurance and control is proposed, with the aim to ensure smooth and responsible project management, in line with the proposed Work plan, activities and goals of this project. It also provides six templates as appendixes of this Plan.

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Introduction

This document is addressed to the partners of the Vir2TEX project, and it is structured in five sections:

Section 1: introduces the overall quality management approach

Section 2: defines the budget control and time management strategy that is tailored for Vir2TEX project

Section 3: describes the risk assessments that will be conducted to identify potential issues that could jeopardize the successful achievement of the project

Section 4: describes the standards and requirements to be followed in risk management

Section 5: defines the evaluation procedures to be used in Vir2TEX project

1. Overall Quality Management Approach

The importance of a quality assurance plan arises from the following reasons:

- To outline and specify all the evaluation tools and procedures that will be utilized.
- To establish clear evaluation criteria using indicators and standards.
- To develop a common understanding of the evaluation results' purposes, applications, and intended users.
- To enhance the project's transparency for stakeholders and decision-makers.
- To facilitate capacity building in evaluation for partners and stakeholders, including the adoption of best evaluation practices.
- To implement ethical procedures, such as obtaining informed consent for participation in project events.

The Vir2TEX quality assurance strategy aligns with the requirements and guidelines of the Erasmus+ program, built upon two fundamental principles:

a) Quality of management: This involves establishing well-defined roles and rules, obligations, and time-planning to facilitate effective coordination and support actions, encourage partner collaboration and internal communication, implement iterative monitoring, and drive continuous improvement.

b) Quality of final outputs and results: The strategy emphasizes the delivery of coherent and relevant content tailored to the project's target groups. It aims to produce concrete, measurable, and timely final outputs and results that align with the project's goals, targets, and objectives, ensuring their successful fulfillment.

2. Budget Control and Time Management

The coordinating organization's project team will set up a structure and utilize coordination activities to guarantee effective management of the budget and time.

All partners have agreed to uphold the principles of cost efficiency and fair allocation of responsibilities, which were also utilized during the phase when the current proposal was being discussed and the project budget was still in its preliminary version. The active involvement of all partners in the planning process and their ownership of the

concepts are crucial requirements for effectively implementing appropriate control measures during the execution phase.

The project's budget has been computed in accordance with the guidelines and stipulations of Erasmus+, successfully attaining all project objectives at a commendable level of quality. It has also considered the unique expertise, assigned roles, and scope of activities of each partner involved.

EGE University's project team will create the necessary structure and implement coordination activities to guarantee effective control of the budget and management of time. All partners have unanimously agreed to adhere to the principles of cost effectiveness and equitable allocation of responsibilities. These principles were also followed during the phase when the current proposal was being discussed and the project budget was still in its preliminary draft.

The budget for the Vir2TEX project has been formulated in accordance with the regulations and criteria set forth by Erasmus+. Its purpose is to facilitate the successful accomplishment of all project objectives while ensuring a high standard of quality and adherence to each partner's particular expertise, assigned role, and scope of activities.

In the project's preparatory stage, all partners will acquaint themselves with the pertinent administrative guidelines, financial regulations, and reporting obligations that must be fulfilled throughout the project's implementation. This proactive approach ensures that the partnership endeavors to achieve all planned outcomes within the designated timeframe and budgetary constraints.

During the initial month of the project's duration, the EGE team will take the lead in validating and distributing customized templates to all partners. These templates will be utilized for reporting and monitoring financial expenditures. Reporting tools will be employed to showcase the level of progress achieved in relation to established criteria, quality indicators, and the planned budget.

Twice within a six-month period, internal progress reports will be compiled and presented to the Steering Group for approval. The Steering Group, in conjunction with the project team, will bear the responsibility of monitoring the project to ensure that significant deviations from the initial plan do not arise. In the event of any deviations, such as variations between the planned budget and actual costs, delays in the schedule, or failure to meet agreed-upon quality indicators, the leading partner for the

relevant task/activity and the Project Manager will share responsibility and take appropriate action. The leading partner will propose suitable corrective measures and provide justification to the Steering Group and Project Manager for any necessary changes to the initially planned activities or budget.

In the event of unforeseen circumstances such as a partner withdrawing, significant delays, or failure to complete a critical task, the project coordinator will promptly inform the National Agency. To ensure the project's continuity and the achievement of desired outcomes outlined in the original proposal, responsibilities will be reassigned among other consortium members, and the budget will be adjusted accordingly.

Regarding the timely execution of project activities, both the coordinating partner and the leading organization responsible for a specific activity/output will share responsibility. The applicant has the overall responsibility of monitoring and ensuring compliance with the initial plan's key milestones, deadlines, and indicators. However, each partner will be accountable for the day-to-day management and coordination of their allocated tasks/activities, promptly reporting any delays to the agreed-upon deadlines.

During the development of the present project proposal, the partners engaged in fruitful discussions regarding successful strategies for implementing KA2 projects. These conversations resulted in the synthesis of a set of rules that should be adhered to in order to ensure effective financial and time management. The agreed-upon rules can be summarized as follows:

- breaking down large tasks and activities into small components;
- developing individual action plans with clear and concise descriptions of specific tasks, deadlines and deliverables;
- setting up internal deadlines, which precede final end date, but at the same time are realistic and allow for undertaking corrective measure, if required;
- open and transparent communication between partners.

3. Risk Management

All project partners have agreed that any potential negative consequences resulting from specific actions, activities, or failure to meet key performance indicators will be considered as risks.

The risk management procedures will encompass various aspects, including risk identification, measurement, monitoring, and control, as well as defining appropriate risk responses. Each potential risk will be assessed based on its likelihood of occurrence (low, medium, high) and its potential impact on the project (low, medium, high). Mitigation measures will be established for each risk. All partners will contribute to the risk register by outlining potential risks and suggested mitigating actions. In the event of a risk occurrence, the respective partner will immediately inform the coordinator, and prompt action will be taken to minimize any potential negative impact on the project's implementation.

Below are presented the potential risks and the corresponding solution approaches:

Risk 1 - Delays: In the event of any delays during the project, they will be mitigated by maintaining regular and efficient online communication among project partners, and the coordinator will provide personalized guidance. Furthermore, consistent monitoring of deadlines will enable early detection of potential delays. It is important to note that these potential delays are not considered to jeopardize the overall project goals.

Risk 2 - Partner problems:

(1) In case a partner exhibits poor performance or fails to meet the defined deadlines, the coordinator will collaborate with the partner to find an appropriate solution. If resolution is not achieved, Zoom meetings will be organized to address the issues based on the terms specified in the partnership contract.

(2) If an unforeseen circumstance arises, rendering a partner's participation impossible, the project can still be continued with the remaining 5 partners to achieve the project objectives.

(3) To mitigate potential misunderstandings arising from cultural differences or language barriers, every partner organization will ensure the active participation of at least one fluent English speaker in all meetings.

Risk 3-Budgetary problems: Partners will submit cost statements at designated intervals within the project scope. These statements will be assessed based on formal criteria and linked to the project outputs already accomplished. If any discrepancies arise concerning regulations and agreements, partners will be promptly informed and provided with necessary assistance to address the issues.

Risk 4-Internal conflicts: Due to the extensive experience of each partner in collaborating with international contacts, it is unlikely that conflicts will arise during the project. However, in the rare event that conflicts do occur, each project partner is committed to taking responsibility for resolving the issues to ensure the successful achievement of the project goals.

Risk 5- Reluctance of participants to take part in training and/or project events:

(1) Each project partner will take on the responsibility of selecting the students who will participate in the training and project events. Moreover, students will receive prior information to ensure their full engagement in the training sessions.

(2) Invitations to stakeholders will be sent well in advance to avoid limited participation in Project events. Furthermore, potential participants will receive reminders before the meetings to encourage their active involvement.

4. Monitoring

Continuous monitoring will be carried out throughout the implementation of the Vir2TEX project. The outcomes of this monitoring will be thoroughly documented for future reference within the project and will also be reported during project meetings. To complement the overall monitoring procedures, additional quality review processes will be implemented under the guidance of the Quality Manager. AHEP, given their expertise and experience in program preparation, analysis, and monitoring of projects funded by both national and international donors, will serve as the Quality Manager. AHEP will establish internal evaluation mechanisms to ensure the high quality of the final project outputs and the professional execution of Vir2TEX dissemination activities.

The monitoring and internal evaluation processes will remain closely interconnected to ensure the quality and success of the project. In addition to the Quality Manager, the Project Manager and the Financial Specialist will also play active roles in the quality

assurance process. They will meticulously scrutinize each stage of the project's implementation, the generated outputs, and the conducted activities. The Quality Manager will evaluate these aspects accordingly. The Project Manager will oversee the adherence of tasks to project management documents, ensuring they meet the established requirements and indicators. Meanwhile, the Financial Specialist will gather financial data and assess the execution of the budget.

The Quality Assurance Plan will be created as part of the Project Implementation Plan, which will encompass various aspects such as target levels to be attained, qualitative indicators for measuring the achieved level of each planned outcome, specific timeframes for evaluating timely implementation, procedures for mitigating risks, and reporting protocols. The plan will also establish a set of quality standards that must be adhered to. Regular assessments of indicator values will be conducted (prior to each meeting) to gauge the extent of compliance with quality requirements. In the event of any deviations or shortcomings, preventive and/or corrective measures will be promptly implemented.

Quantitative indicators:

- number of intellectual outputs (6);
- number of language versions of Vir2TEX manual (5);
- number of visitors to the project website and social media profiles (min. 3000);
- number of participants in the multiplier events (min. 20 per Info Day);
- number of info news published on the project website and social media profiles (min. 20);
- number of pieces published about the project by media (articles, interviews, etc.; min. 5);
- number of progress reports and budget reviews (2);
- number of project transnational meetings (3).

Qualitative indicators:

- percentage of positive feedback and satisfaction from target groups (min. 80% satisfaction with Vir2TEX VR360 learning materials);

- percentage of positive feedback on the elaborated Vir2TEX manual (min. 80% positive evaluation);
- percentage of positive feedback from partner organizations staff, participating in project activities (min. 90% feel satisfied and motivated to continue work on);
- min. 90% of participants of learning activities will improve their competences
- baseline evaluation method and direct feedback.

5. Evaluation

The Quality Manager, Project Manager, and the Steering group are responsible for ensuring the monitoring and evaluation of progress towards the set objectives and desired outcomes. Each partner will provide data for the two progress reports and two oral reports before virtual meetings, quality reviews, budget expenditure reviews, and internal evaluation reports. The information in these reports will be evaluated against a collectively agreed list of indicators, as described in the previous section. These indicators will facilitate ongoing monitoring of individual and overall partner performance, allowing for corrective actions, if needed, to achieve the intended outcomes. The evaluation criteria below were collaboratively developed and contributed to by all partner organizations.

The monitoring and evaluation process will encompass specific activities and tools designed to facilitate project evaluation. These activities and tools include:

- Quality instructional sessions conducted by the Quality Manager for each core group leader.
- Development of templates for monitoring and reporting project progress in terms of achieving the initially set quality indicators. These templates will be created at the project's outset and made accessible to all partners through the project's online platform.
- Reports and discussions during project meetings, both face-to-face and online. These reports will provide insights into the level of achievement of quality indicators in comparison to the established targets. Analysis of the gathered information will enable the implementation of corrective measures, if necessary.
- Feedback questionnaires for partners to gauge internal satisfaction with project progress and the quality of outputs, while also facilitating peer review.

- Feedback questionnaires for target groups and the audience to gather their input and feedback on the project.

Based on these tasks the evaluation procedure will encompass the following components:

- analyzing project outputs and long-term outcomes.
- observing interactions throughout the implementation of all project activities.
- assessing activities for compliance with quality standards.
- evaluating questionnaire feedback.
- conducting surveys among personnel from partner organizations.
- analyzing evaluation forms from participants in Multiplier events, Joint Staff training, and the Vir2TEX innovative digital platform.
- reviewing the project's adherence to the project plan and contracts.
- summarizing lessons learned and providing recommendations for use in this project and future endeavors.

To conduct the analysis and observations mentioned earlier, partners will gather specific data using questionnaires and evaluation forms. The relevant questions will include:

- Did the project successfully achieve its intended purpose and objectives?
- Was the project completed within the established timeline?
- Are there any notable research areas that were not adequately addressed in the project?
- Could the project have followed a more efficient and effective route to attain the identified outcomes?
- Did the interactions among partners enhance the national perceptions of cooperation and its benefits?

In addition to the intended qualitative and quantitative indicators, the evaluation process will include the observation of additional process indicators:

- Timely implementation of tasks, with minimal delays (up to 10% deviation from the initial planning).

- Adherence to the rules of KA2 action without any deviations.
- Ensuring a continuous and transparent flow of information through the online depository, with a minimum of 80% of project documentation shared via Google Drive.
- Achieving full transparency of project outputs, reaching 100% compliance.