

Evaluation report SENDI project

KICK OFF MEETING – GRANADA - SPAIN



This report contains the evaluation analysis of the filled out questionnaire about the Kick off meeting in Granada of the SENDI project. All questions will be covered with a small evaluation supported by a diagram.

9 januari 2014

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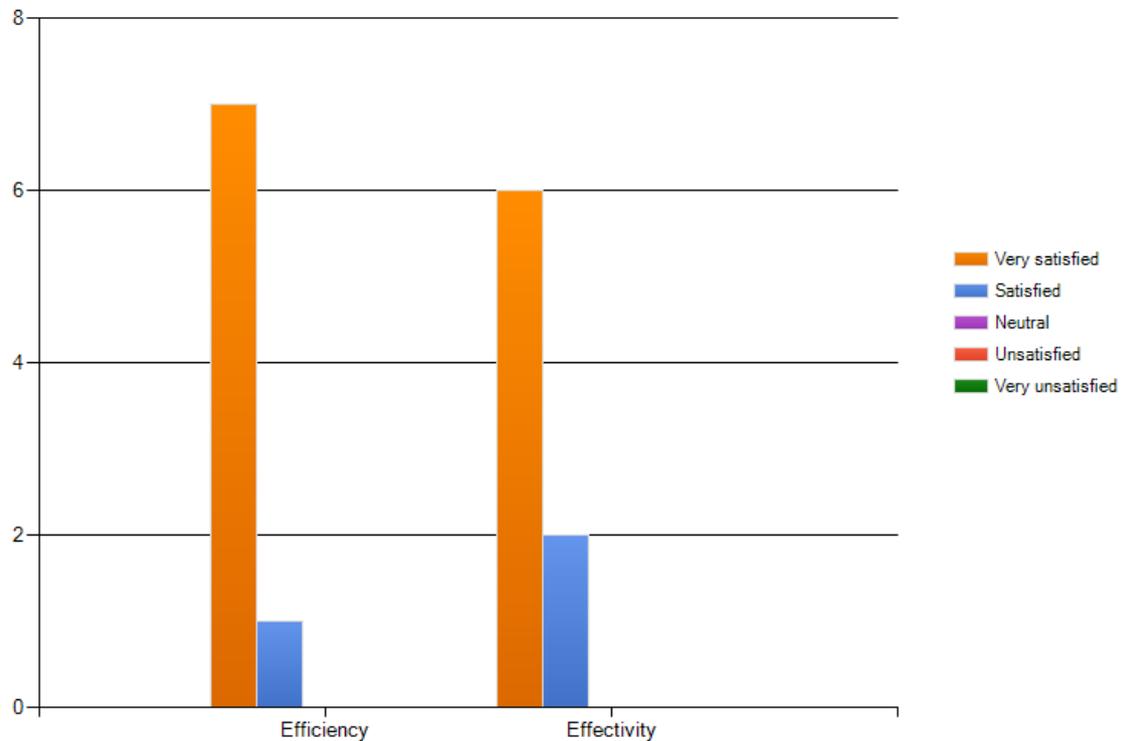
Evaluation report SENDI project

Kick Off meeting – Granada - Spain

In this evaluation report all questions will be evaluated through a concise analysis supported with several diagrams. All 13 questions are answered by 7 participants of the meeting. 8 partners started the survey, but unfortunately one participant ended the survey in an incorrect way. In this report all questions will be evaluated separately (so N=7 or 8 at the questions). At the end of this evaluation report a general analysis of the findings concerning this Kick off meeting will be given at question 13.

Question 1 – Efficiency and effectivity of Kick off meeting

So far, there has been one Kick off meeting in Granada for the SENDI project. Please indicate your opinion concerning the efficiency and effectivity of the meeting.

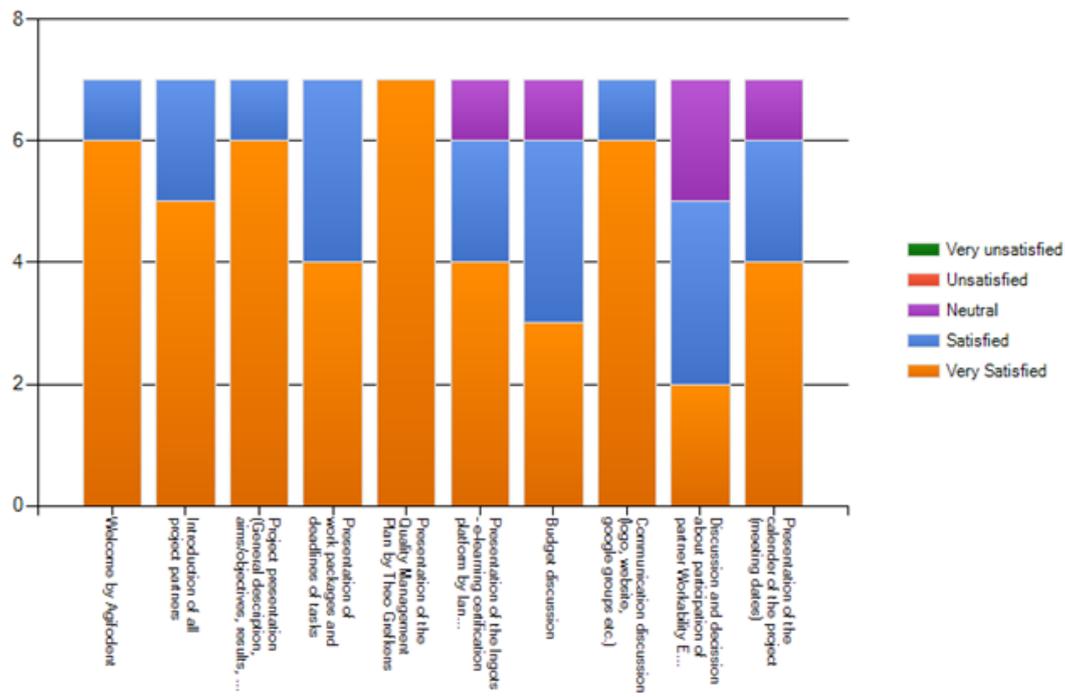


Remarks/Explanations
- Involvement of partners experienced in EU projects - effective coordination of the meeting.
All partners were in the meeting, and the ambient was very good. The majority of the partners were known from previous projects
All outstanding issues were resolved and the path was cleared for project work with minimum pitfalls.
All business was covered. Only issue to be resolved is the inclusion of Workability.

Regarding to the diagram and the extra remarks, that were made by some participants it seems, that both the efficiency and effectivity of the Kick off meeting were sufficient. In terms of the efficiency the score was slightly better, what indicates that everyone was slightly more satisfied with the meeting-process and realization (efficiency), than with the outcome (effectivity). On behave of the remarks, that were made, it seems, that all participants think the meeting was carried out the right way, especially because of the partners (previous experience with each other and EU projects). One remark made concerning the issue with the inclusion of *Workability Europe* within the SENDI project.

Question 2 – Discussion project subjects & -activities

So far, are you satisfied with the way the project subjects & -activities have been discussed the 22th and 23th of December? Was this in a clear and open way within the partnership and between project partners?



Remarks/Explanations

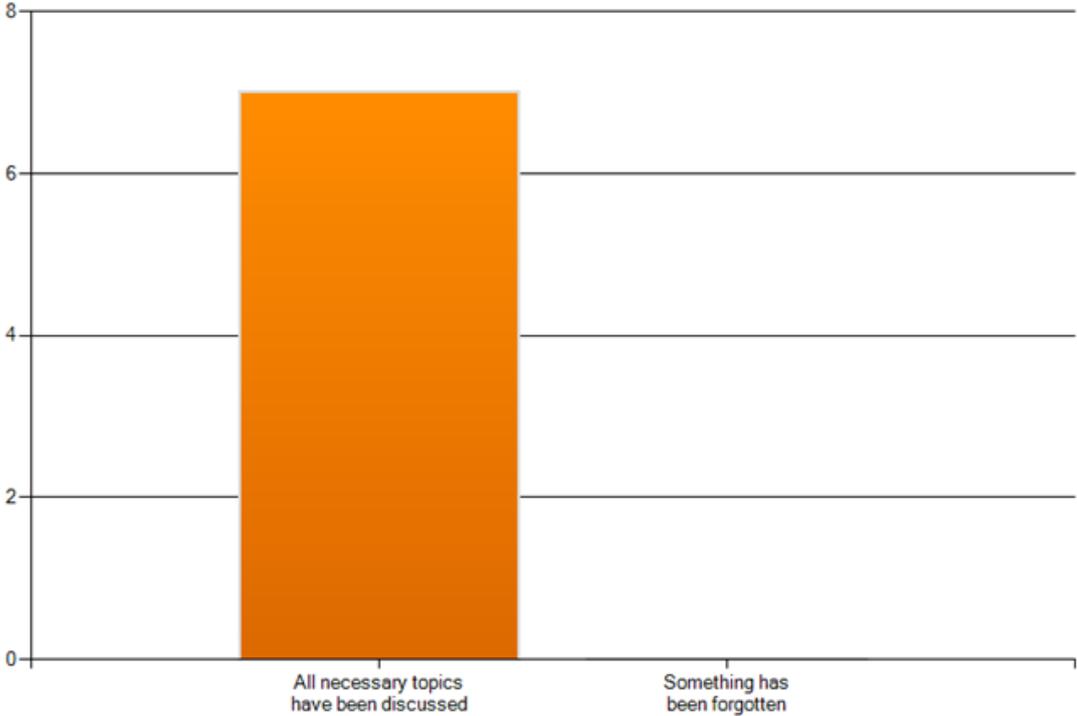
Meeting was concentrated on solving of actual situation with Workability Europe and that influenced the whole work programme, although no important question remains unsolved.

Snag with workability seems to be due to bureaucratic procedures presenting a risk to the sustainability of the project outcomes before we are even started!

Concerning the project subjects and activities, the diagram makes clear, that especially the “Presentation of the Quality Management Plan by Theo Grefkens” scored high. The “Welcome by Agifodent”, “Project presentation” and the “Communication Discussion” scored sufficient to very sufficient. The “Discussion and decision about participation of partner *Workability Europe*” scored least well, maybe because the meeting was in a large extent focused on solving this problem, but this was more difficult than expected and a concrete solution is forthcoming. This can be concluded by the two remarks made by partners.

Question 3 – Discussion all necessary topics

Have all necessary topics been discussed in the Kick Off meeting in November or has anything been forgotten?

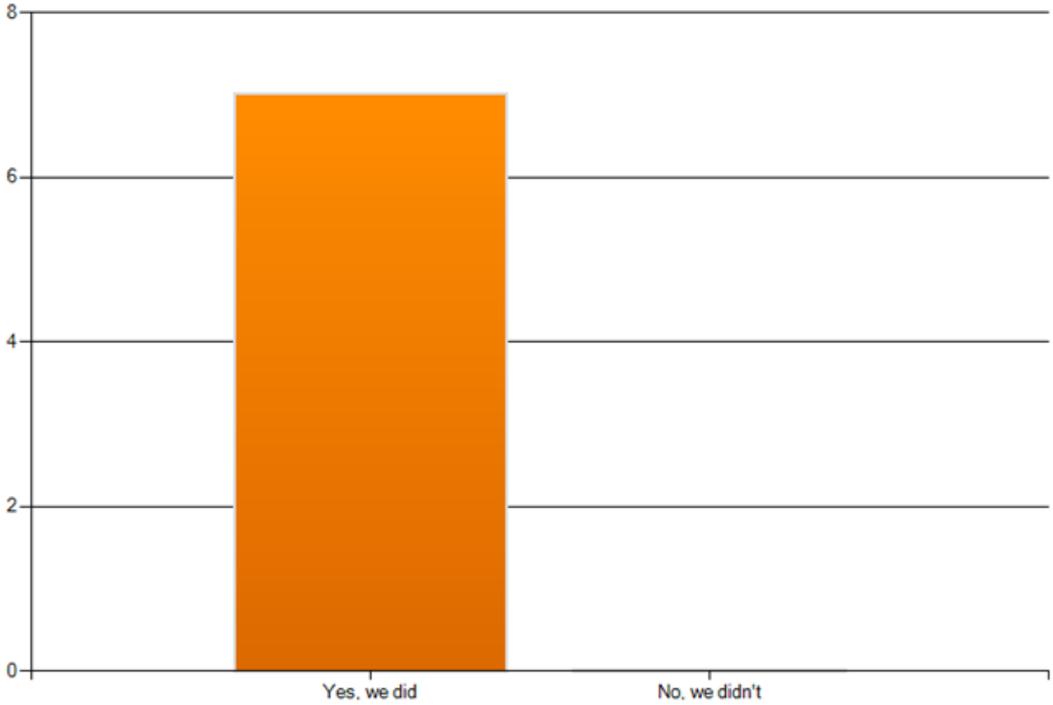


Remarks/Explanations
However, some topics need to be discussed also after the meeting.

Obviously, all topics of the agenda were discussed during the Kick off meeting of the SENDI project in Granada in November, as can be seen in the diagram. But one remark was made, concerning some topics that need to be discussed after the meeting. Where this comment is based on exactly, remains unclear.

Question 4 – Role tasks after Kick off meeting

Did you (and your organisation), at the end of this Kick Off meeting, leave with a clear role and clear tasks?

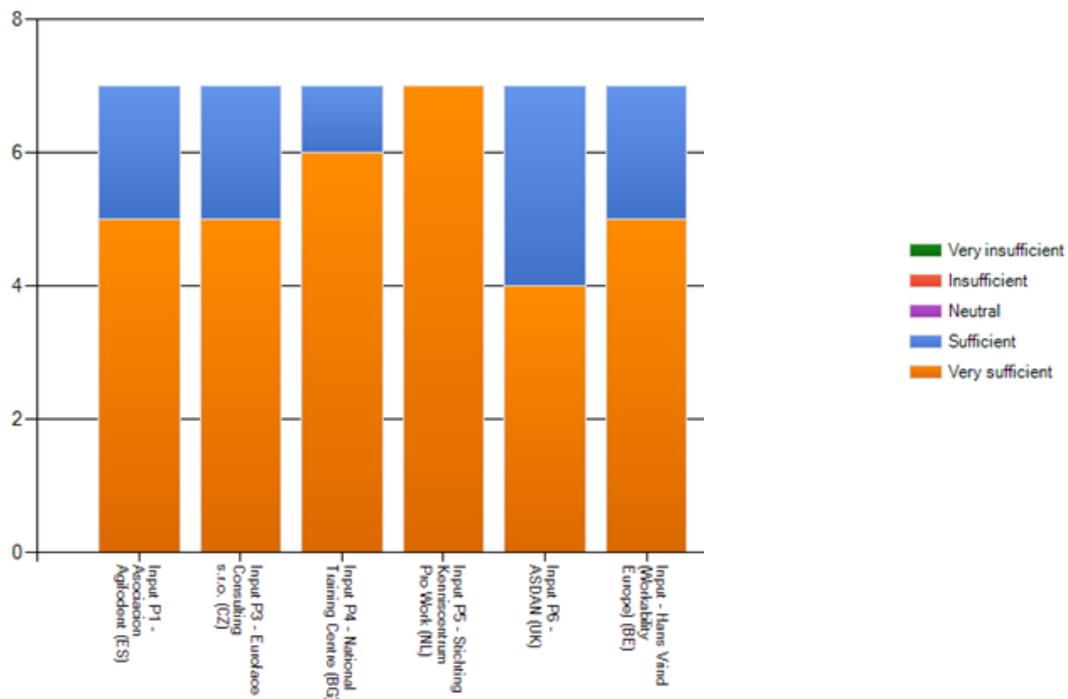


Remarks/Explanations
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According to all participants the role tasks were clear to them when they left the meeting in November. No remarks were made.

Question 5 – Active participation of all partners

Taking into account the partners expertise with the project topics and in this Kick Off meeting, how do you evaluate the active participation of all partners in the project so far?



Remarks/Explanations

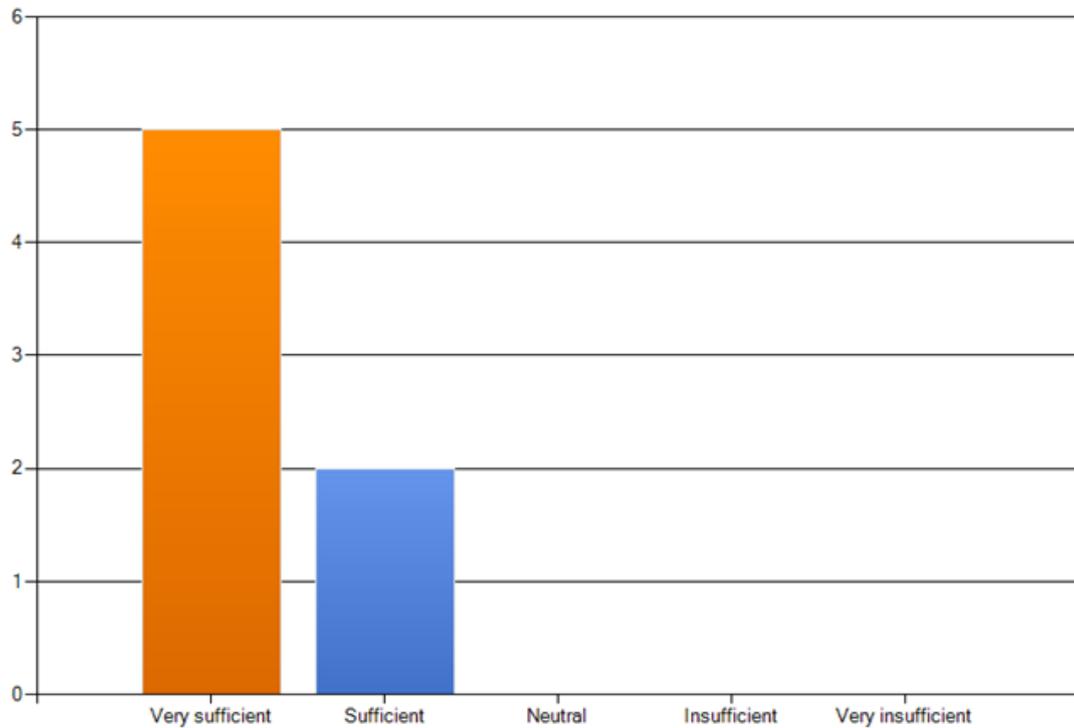
Roles of the partners are very well distributed already in the application form.

Still too early to evaluate real work, but the beginning looks promising. The only thing I could pin is really the lack of experience of ASDAN in this type of EU projects, but with some help from other partners the administrative tasks will be carried out with little effort.

It seems, that all partners scored reasonably positive according to the partners who filled out this questionnaire. Especially *Stichting Kenniscentrum Pro Work* (NL) scored high. Also *Asociacion Agifodent* (ES), *Euroface Consulting s.r.o.* (CZ), *National Training Centre* (BG) and *Hans Vrind (Workability Europe)* (BE) score sufficient to very sufficient. The score of *ASDAN* (UK) was a little bit less positive in comparison to the others. This can be related to one of the comments made by a partner related to *ASDAN*, that it is too early to really evaluate work at the moment, but that the lack of experience of *ASDAN* is possibly a problem, but at the same time this is not expected.

Question 6 – Opinion hosting organisation *Asociacion Agifodent*

What is your opinion about the coordinator of this project (*Asociacion Agifodent*) also in relation to the organization of this Kick Off meeting in Granada?



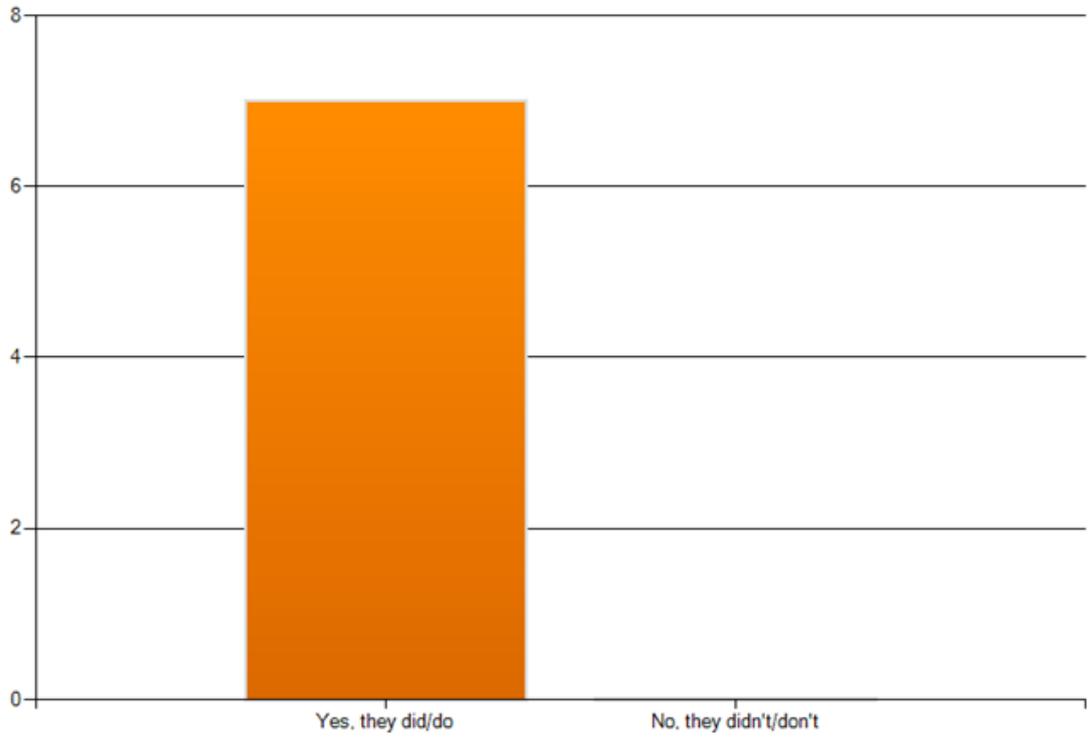
Remarks/Explanations

Personally I'd like to see more managerial involvement, as this would speed up the decision-making process. But meeting plan and proceedings were all just fine.

As becomes clear by the diagram, the coordination of *Asociacion Agifodent* of this meeting is reviewed sufficient up to very sufficient. The remark only indicate, that more managerial involvement is needed, but the meeting plan and proceedings was sufficient.

Question 7 – Keeping made promises as partners

Did all partners keep the made promised so far and fulfil their tasks as planned and agreed in the project plan and during the Kick Off meeting?



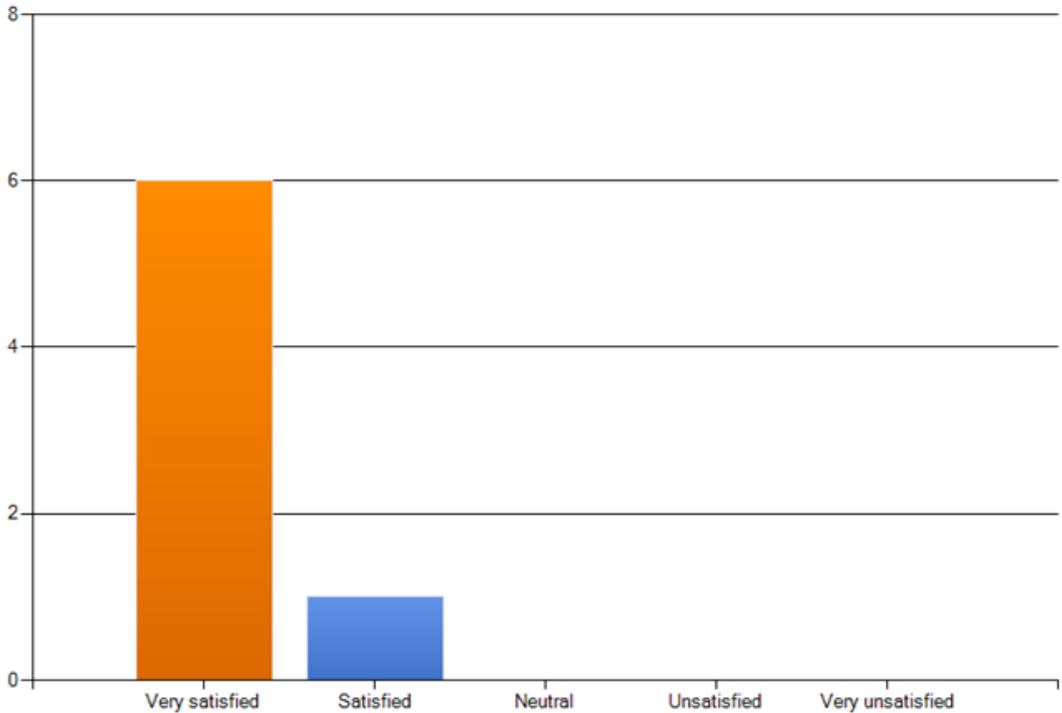
Remarks/Explanations
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The only answer on this question by 7 participants of the survey is, that all partners fulfil their tasks as planned and agreed on in the project plan and during this Kick off meeting. No explanations were given.



Question 8 – Quality of partner teamwork and cooperation so far

What is your opinion about the quality of the development of teamwork and partner cooperation in the project so far (both during the start-up phase and the Kick Off meeting)? I'm...

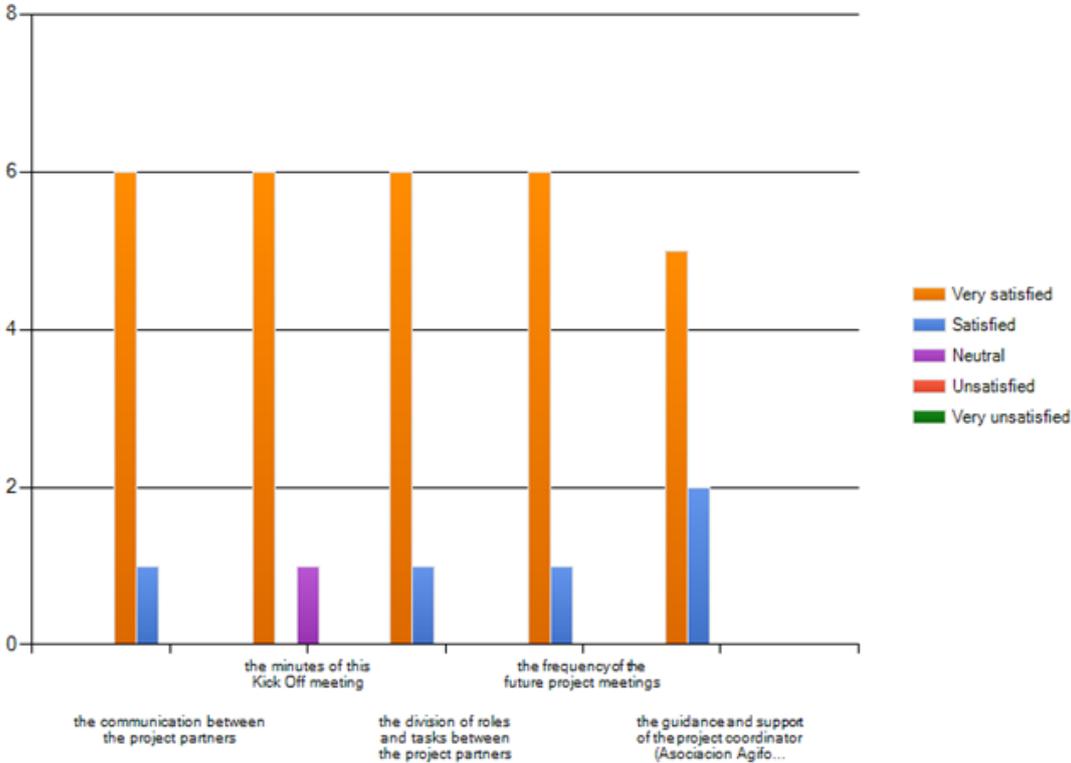


Remarks/Explanations
I appreciate nice atmosphere in the working team.
I think that the team is strong and in a good position to overcome future difficulties.

Most of the participants filled out “Very satisfied” at this question regarding the quality of teamwork and partner cooperation. The remarks made, confirm this answer (nice atmosphere in the working team, a strong team and good position to overcome future difficulties).

Question 9 – Answering statements

Please answer the following statements. I'm satisfied with...



Remarks/Explanations
We didn't receive the minutes of the Kick Off Meeting yet!
No problems so far.
No minutes of meeting...

As can be seen in the diagram, the partners are especially satisfied concerning three topics. First “the communication between the project partners”, second “the division of roles and tasks between the project partners” and finally “the frequency of the future project meetings”. “The minutes of meeting of this Kick of Meeting” scored with “the guidance and support of the project coordinator” least well. This can be related to the comments made about the fact, that the minutes of meeting have not been sent yet to the partners.

Question 10 – Opinion about project progress and process so far

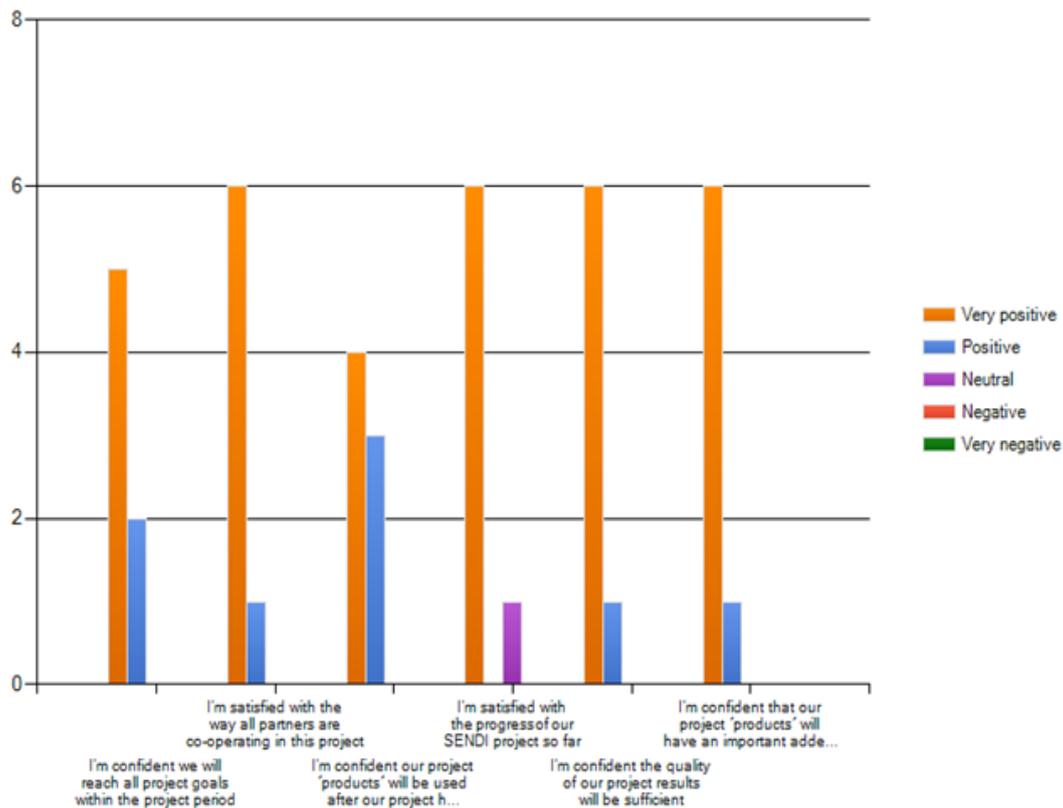
What is your general opinion about the project progress and process so far (including the future meeting locations, project activities, -content, development, et cetera)? Please describe your opinion in the text box below:

Remarks/Explanations
Project proposal was very well specified and cooperation has started in nice and productive atmosphere.
After all the problems which arose after the withdrawal of <i>Workability</i> from the project and re-integrate all activities of work package 4, I hope we can deal with all the activities within the project SENDI. Our first activity (making this survey) is accomplished!
The first meeting was successful, because it covered all the important topics, and the task was distributed in a good manner between the partners. I think that this was a very good start for the future development of the project.
In my opinion, the kick off meeting was successful. All the important issues were discussed and the task to do have been left clear to all the partners. I think this meeting was a good starting point for the project.
We are now in the second month of our project and I feel very satisfied with the all partners involvement, communication and organization. We are all completing our assigned tasks and I know we will be doing it during the whole project.
Off to a good start.
Everything appears to be going to plan. The only issue of significance is the position of <i>Workability</i> because it is a key part of the dissemination and sustainability strategies.

According to the answers, all partners who contribute to this survey seem to be all satisfied with the project progress and process until now and are hopeful in terms of the project progress and process in the future. The only remark was, concerns the problems with the participating party *Workability Europe* (and their important contribution concerning the dissemination and sustainability strategies). Despite of that, the partners seem overall satisfied with the project so far.

Question 11 – Opinions about statements

Please give your opinion by grading the following statements:



Remarks/Explanations

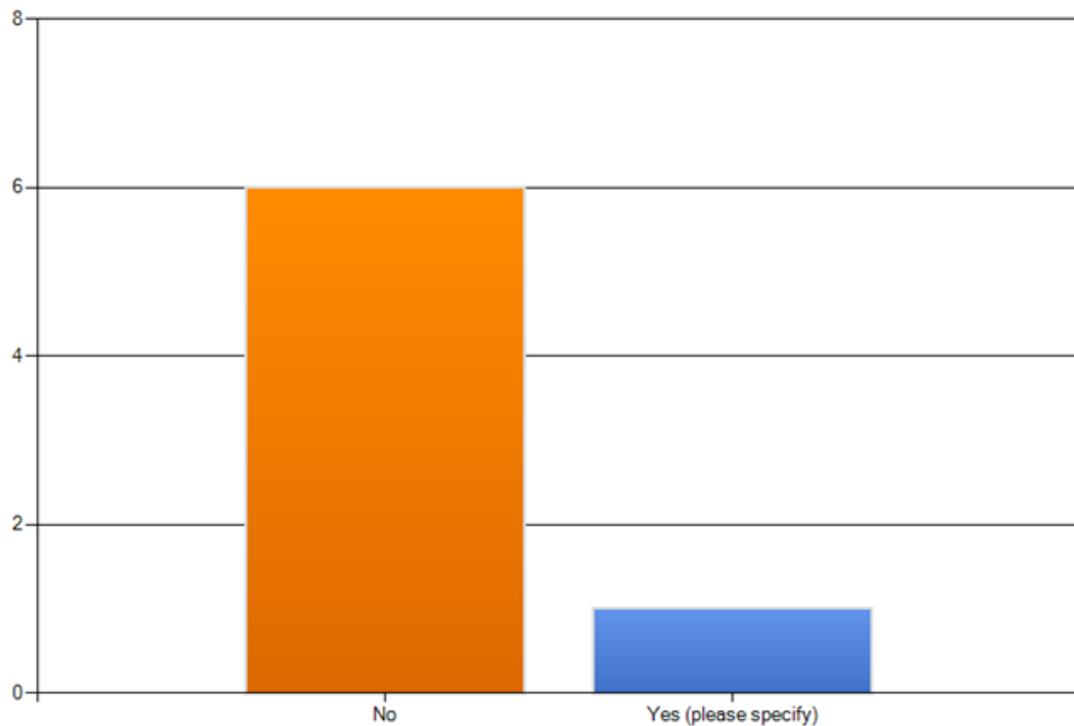
Project is very ambitious and bring a lot of work for all partners.

Only minor doubt is due to the *Workability* role in long term sustainability.

All partners seem to be again generally positive about the project outcomes in relation to this first evaluation. The partners are especially satisfied with the way the partners are cooperating and they are confidence about the quality of the project results and about the fact the project products have an important added value for flexible and tailor made learning and teaching. The statement concerning the confidence of reaching project goals within the project period and the satisfaction with the progress of the SENDI project is so far, scored positive as well. The confidence, that the project products will be used after the project period, scored the least well in relation to the other statements, but still positive.

Question 12 – Suggestion to improving project coordination

Do you have any suggestions to improve the project cooperation (f.e. future meetings) and/or the project results?



Remarks/Explanations

Start 2014 --> 2nd meeting in the NL!

In relation to the diagram and the remarks made, the overall view of the participants is, that no major improvements have to be made now. One partner stated “Yes” and specified this with the remark, that the next meeting in the Netherlands should be planned in the beginning of 2014!

Question 13 – General remarks

If you feel anything has been forgotten or in case you have any questions or comments with respect to this questionnaire or the project progress/process/content, please add your remarks here!

Remarks/Explanations
N.A.
Nothing of significance.

As made clear by all answers, the diagrams and the remarks/explanations, and also at this question all partners seem to be positive about the progression of the project.

Kick off meeting

All partners stated, that the efficiency and effectivity of this Kick off meeting is sufficient, but especially the efficiency (meeting-process) scored high. The attendance of all partners at this meeting is evaluated sufficient. All partners have a good score, but especially *Stichting Kenniscentrum Pro Work* (NL) scored high as well as the presentation of Theo Grefkens concerning the Quality Management Plan. Finally, *Asociacion Agifodent* scored very good as hosting organisation of this Kick off meeting, in Spain, no remarks were made except in another question concerning their project management, that could be more intensified or visible at this stage.

General SENDI remarks

Concluded from the answers of this survey all partners are again reasonably satisfied with the project subjects and activities so far and seem to be all positive regarding the project outcome. *Asociacion Agifodent* scored satisfactory as well. But a lot of comments were made concerning the participation of *Workability Europe* in the SENDI project. Partners state, this took quite some time at the meeting and the problem isn't really solved in the meeting. Besides that partners state the importance of their involvement concerning the dissemination of the SENDI project. In the meanwhile it became clear, a solution is found for this problem whereby Hans Vrind will still be involved in the project, but not with *Workability Europe*.

Communication & Collaboration between partners

Every participant seem to be satisfied about the communication and also the collaboration of partners and every participant is hopeful regarding the quality of teamwork for now but also in the future. This can be related to the experience with each other as partners as well as their experience with European project in general. Only in the case of ASDAN there are some doubts about their (lack of) experience, but everyone is hopeful, that with a little guidance from the other partners, this will be all 'solved'.

TO-DO list

- Communication about the role of Hans Vrind/*Workability Europe*;
- Next steps of the project, coordinated by the lead partner of the project *Asociacion Agifodent*;
- Planning of the next meeting beginning of 2014 in the Netherlands (by *Pro Work*).