

QUALITY PLAN AND MONITORING AND EVALUATION SYSTEM (INDICATORS FOR PROJECT MONITORING)



WP 5

Draft version 02

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P2P 2013- PLAN OF QUALITY MANAGEMENT

Introduction

The quality Plan is referred to project management and to the planning and the implementation of the methodology of the Peer Tutoring Education.

The Quality Plan consists in a systematic study elaborated for continuous monitoring and evaluating all project management and any single activity of project development. It will apply to all Work packages defined within P2P. The quality control is a common responsibility of all partners, who have to guarantee a constant engagement to carry out all activities and to achieve the expected results.

The monitoring process follows these three concepts:

1. The centrality of project management which takes the whole responsibility of the project;
2. the "productive" process of the project development as a backbone of the activity from which all other processes come out;
3. the self control system as a guaranty of good operation and to monitor the satisfaction of all "beneficiaries" (students, disadvantages, teachers, school managers, partners, etc).

This approach is based on these columns, but it develops the concept of process and makes it more general and put in evidence four fundamental process (applicable to the project):

- the management responsibility;
- resource management,
- process management,
- measurement analysis and improvement.

Scope and aims of the Quality plan

The Quality Plan constitutes the document in which the necessary criteria are defined for being able to guarantee the quality of the final results of the project, through the analysis and the control of the processes and the "products". The Quality plan is based on the method of the "wheel of Deming".

The plan does not only deal with the objectives of the quality, but also all the formalities to achieve them. Its validity is foreseen for the whole project duration, with some verifications and systematic re-examinations actions to monitor constantly the phases and the activities.

Process control tools

Monitoring activity is crucial for every Quality Management System.

The monitoring tools are represented by:

- indicators panel;
- questionnaires indicators elaborated to be submitted to the representatives of the project partners;
- Periodic quarterly report on experiments carried out in each context drawn up by each working group
- anonymous questionnaires on the teaching supply quality, provided to the pupils for every teaching;
- Questionnaires to be submitted to detect target needs (addressed to students, families and teachers) to define the state of each scholastic framework and the existing school distress causing disaffection / dropping-out and demotivation of the student / burn-out syndrome in the teacher.

Quality Planning and the monitoring inside the project have both the objective to establish an internal operational structure that will allow the maximum flexibility and in the meantime it will allow to define roles, performs and responsibility to all partners.

These two requisites, flexibility and definition of the roles, will constitute the quality function addressed to the management activities of the project.

To this purpose, the project will establish some proper mechanisms, processes and procedures and it will involve all partners participating. These procedures recall the range and the whole activity of actions to administrative, financial, and technical level understood the activity of verification and re-examination, the self assessment of each partner to all the levels of the activities carried out and the changes *in itinere* supported by suitable documentation.

Project management Quality

As regards the project level, the main objectives pursued will be:

- To accompany Project Management, providing it with continuous feedback from the other partners concerning the management style and the results achieved. In fact, the evaluation approach proposed asserts that evaluation is very much about managing contingency and change, as well as about assessing overall performance.
- To facilitate learning among actors, giving them an on going assessment of their performance.
- To provide final assessment of the obtained outcomes.

Project partners will be the main audience of this kind of evaluation activity. It will provide them with real-time pictures of the project development. Dimensions such as evaluation on Project Management performance, adequate participation of all partners and groups of involved actors, respect of deadlines and achievement of planned goals, Quality of the outcomes achieved, Sustainability of the results achieved and dissemination potential and the success of the Communication structures and performance within the partnership will be taken into account.

Such an evaluation approach is aimed at pursuing formative and summative purposes. As regards formative purposes, evaluation brings about a different approach, which is particularly relevant for innovation projects.

It assumes continuous feedback cycles and consultation with users, embedding such practices in the normal project work. The Collaboration approach put into practice in this project will play a key role for formative evaluation purposes. Acceptance tests are continuously applied, having the effect of validating changing needs as the development process continues.

Summative purposes pertain to the traditional approach implying assessment of the match between the results expected, the resources invested, and the goals achieved. This dimension will particularly focus on usability and transferability of products, systems, and tools.

The evaluation outcomes include an Evaluation Plan with support of an external evaluator who will assess the experimentation developed within each iVET participating context.

Project Management Structure

The Peer2Peer Project Management structure guarantees an efficient and well-balanced decision style, where all of the subunits contribute to the quality of the project outcomes. The bodies that are involved in this process will now be described.

Steering Committee

This is the leading unit of the project, in which each partner is represented. This group is in charge of the overall project coordination, of setting quality principles, review criteria, communication and administrative procedures and dissemination strategies. It leads the consortium management and is in charge of the evaluation of the project activities and results.

Project Co-ordinator

The project co-ordinator is the project applicant (Casagrande/Cesi) is in charge of the day-to-day management and project coordination as well as of the integration and coherence of project procedures, outputs and services. It is also the interface with the National Agency.

Work Package Leaders

Each of the work packages is conducted by a specialised partner with established relations in the relevant group of interlocutors, users and informants deriving from previous projects and activities. The work package leader will have the task of co-ordinating all contributions to guarantee compliance with the set time schedules and coherence with the work package activities and results as well as coherence with activities, results and outcomes of P2P as a whole. The work package leader will at the same time be responsible that the resources allocated to the work package are used to notify to the project co-ordinator possible deviations from the P2P working plan.

In order to achieve all the objectives, the project structure has been thought in Work Packages, of which the first four are integral part of the Transfer strategy, and the fifth is about the Management, coordination and evaluation of the project activities.

The following table presents the project's work package leaders:

<i>WP No</i>	<i>Work Package Title</i>	<i>Work Package Leader</i>
WP 1	Needs analysis and assessment	Jean Monnet Institute
WP 2	Adaptation of the strategy and the model of "peer tutoring education" to the ivet receiving contexts.	Frontiera Lavoro
WP 3	Transfer of the learning method based on the peer education	Casagrande/Cesi
WP 4	Quality assurance and review of the model of the peer education	Opal happy Kids
WP 5	Management, coordination and evaluation of the project	Casagrande/Cesi
WP 6	Dissemination and valorisation of the results	Inspectorate Sibiu-Romania

All activities foreseen in the project will be accompanied by a management coordination and evaluation system in order to monitor the activities and assure their visibility as well as the involvement of all stakeholders (partners included) in the ongoing activities and in the results achieved (valorization).

In the following pages (page 8), it can be observed that the project architecture foresees two fundamental moments to guarantee the strategy of the dissemination: 1) a preparatory phase, addressed to create the conditions of the transfer (adaptation) and 2) a phase of implementation, that is addressed to implement the transfer (of the model P2P) by the experimentation and the specific training for the actors involved in the experimentation (group of peers).

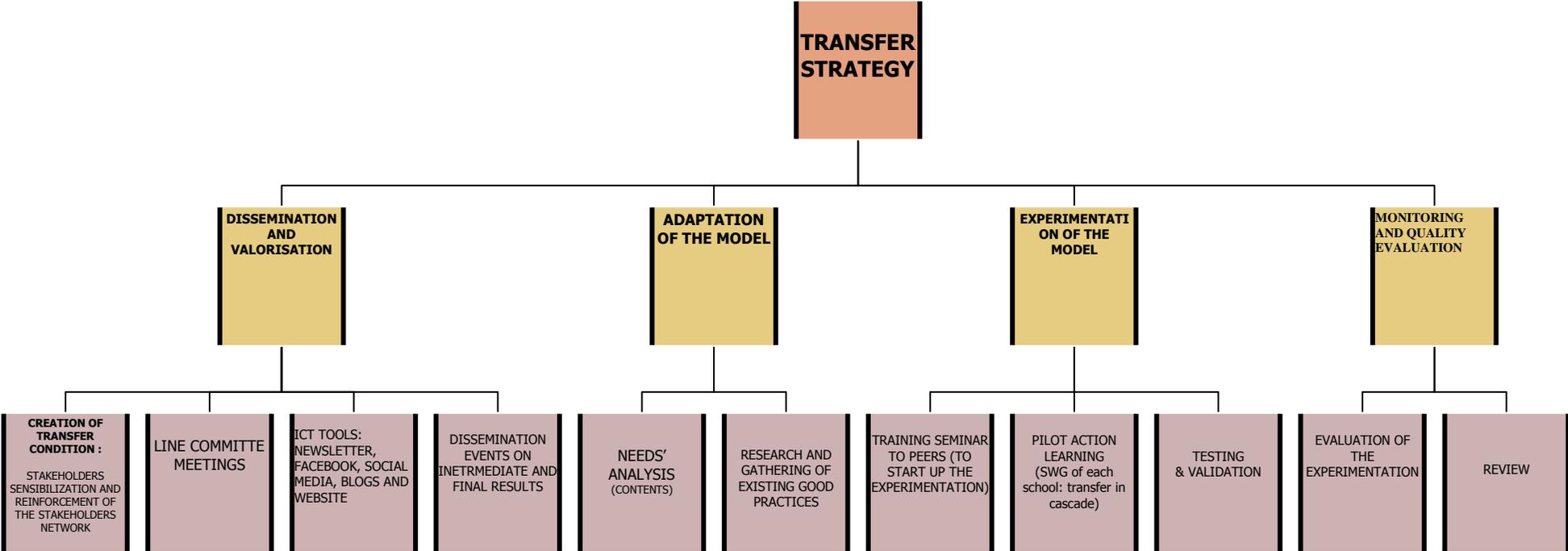
Concerning the evaluation, the project infrastructure includes two levels of management:

- the level of the project
- the level of the planning and the implementation of the methodology. For this latter, given its importance for the effective transfer, it will be object of a specific Work package (WP4).

Furthermore, each time that project makes reference to the scholastic institutions, it means the scholastic working group (SWG) represented by teachers, students selected on the basis of their empathic attitudes, valuable social experience and motivations.

The SWG will make also reference to some pilot classrooms with a significant number of students at risk of abandon of school, discrimination and marginalization as the disable students, drops outs, immigrants or natives with familiar problems, rom and other ethnic minority groups etc.

PROJECT ARCHITECTURE "P2P- Peer to Peer Tutoring: transferring successful methodology and learning strategy to reduce drop-outs in iVET " PROJECT



EVALUATION AND MANAGEMENT

Submission of deliverables /results

Each Deliverable is assigned to one leading responsible partner. This partner will have the responsibility that the deliverable is approved in terms of content, presentation and linguistic quality.

More specifically the responsible partner assures that the content of a deliverable is consistent with the output of the team working on the deliverable and that the overall goals of the project are met. Any issues endangering the success of the work package or the project have to be reported immediately to the project co-ordinator. Special emphasis is laid on the main deliverables, which will be reviewed by a minimum of three senior members of the partner organisations.

The submission procedure for deliverables ensures that the formal output of the project has met the agreed internal quality standards and fulfils the requirements of EC standards.

Deliverables have to be submitted in standard form and layout. A complete list of P2P deliverables is presented in the following table:

<i>Del No</i>	<i>Deliverable Name (Leading Partner)</i>	<i>WP</i>	<i>Month</i>	<i>Status¹</i>
D1	Summary Report on the needs of local and school contexts involved in the various countries. The analysis (desk research) examines all local and national sources of information regarding school and social uneasiness, drop-outs and related issues (bullying, vandalism, etc.) .	1	4	Public
D2	Synthetic Report on the needs of the actors of the educational/training process (educators / trainers , students and families) necessary to define, in operational terms, a common pattern (which will be referred to as P2P) of peer tutoring education in VET recipient contexts. From the results of this analysis will also emerge a state of the art on the "function of the teacher/trainer " in relation to the evolution of deviant events in the youth world.	1	4	Public
D3	Transnational thematic workshop on peer education model (based on socio- cognitive model) . The workshop will be held within the first transnational meeting in Terni with the	2	2	Public

¹ Internal = Internal circulation within project (and National Agency if requested); Public = Public document

aim to sensitize and inform adequately the Steering Committee of the project and the staff of participating partners on the methodology and to share and discuss together the different characterizing aspects, including organizational ones. On this occasion, the participants divided according to membership organization will make proposals for the adaptation of the methodology.

D4	Guidelines to support the implementation of the strategy and methodology based on Peer tutoring education with a focus on the target group " STUDENTS "	2	5	Public
D5	Guidelines to support the implementation of the strategy and methodology based on Peer tutoring education with focus on target groups " TEACHERS / TRAINERS "	2	5	Public
D6	Action Plan which sets out the maximum basic steps and timescales for the implementation of the methodology.	2	8	Internal
D7	Detailed plan for each participant containing appropriate adaptations, how to, tenses, responsibilities and resources used to systemize P2P methodology suitably tailored on own VET context .	2	9	Internal
D8	Training "peer" seminar (15 hours of training) to be held at the School Leader in IT and open to the staff of the participating partners.	3	5	Public
D9	Pilot Action Learning addressed to the members of the working groups defined for each VET context experimenting the use of the methodology.	3	7	Public
D10	Periodic quarterly report on experiments carried out in each context drawn up by each working group. The report will be prepared by the students within the peer WG groups for students/students, by tutor teachers for the group teachers/teachers	3	12	Internal
D11	List of strengths and areas for improvement (summary table)	3	12	Internal
D12	Document requiring corrective and / or preventive actions (CAR)	3	19	Internal
D13	Adaptation of guidelines for tutor junior and senior (Review of tutor junior and senior guidelines). Final	3	20	Public

version of the guidelines for students and teachers

D14	Monitoring Plan including a set of homogenous indicators that working groups will be called to detect and calculate with a frequency planned by the same evaluator. The collected data will be used to make a comparison among the results achieved.	4	11	Internal
D15	Final Evaluation Report about the experimentation developed within each iVET participating context.	4	24	Internal
D16	QUALITY PLAN, EN: The coordinator will share it with all partners at the Steering Committee (1st Transnational meeting)	5	2	Public
D17	Minutes of the transnational meetings: the planned meetings are settled in Terni (November 2013); Turkey (May 2014); and Romania (May 2015). Between one meeting and another, skype conference calls will be done among partners or some of them, if requested.	5	2	Internal
D18	Valorisation/Dissemination Plan with the aim of defining as clear as possible the target groups of the valorization strategy and of planning in details the spreading activities , in terms of time, places, channels to reach target groups and other potential final users of the project outputs.	6	7	Internal
D19	N. 5 Seminars of awareness raising events addressed to the stakeholders (awareness raising campaign on the phenomenon of the early school leaving and on the use of the methodology as a strategy to effectively fight the phenomenon. 2 of these seminars will have a transnational dimension because they will be organized in conjunction of the transnational meetings and therefore realized with the participation of the partnership.	6	4	Public
D20	n.9 meetings of the Line Committees in the different	6	9	Public

countries (3 for country) to disseminate the partial results of the project to the target groups; to assess the potentiality of the development of the project products and to involve the final users and all the other stakeholders in the process of definition of the final form of the products of the project (guidelines for teachers and for students) starting from the needs analysis (WP1) carried out in each country.

D21	Creation of a project web site in EN, IT, RO, TR with link to the web portal of partner organisations. The electronic publications of all products will be inserted in the web site and available to be downloaded and printed.	6	6	Public
D22	N. 4 informative newsletter of the project (every six month) in IT, EN, RO, TR.	6	6	Public
D23	At least 5 articles and publications on local and/or scholastic newspapers. Creation of brochure and publicity materials.	6	2	Public
D24	Transnational Conference of final dissemination in Ostuni (IT). It will be as an occasion of final discussion in a big transnational panel about the conclusions and on results obtained, that will act as basis for recommendations to the policy makers and scholastic authorities to improve "targeted" policies on Early School Leaving (ESL) phenomenon (such policies should promote different forms of learning for students at risk and to stimulate in them strong motivations to end their iVET path).	6	24	Public
D25	N. 4 films and/or CD to present the results achieved by the methodology application and to visualize the concrete application of the model within each participating school.	6	24	Public
D26	Promotional brochures of the project.	6	4	Public

INDICATORS FOR PROJECT MONITORING

The monitoring process on the whole project *iter* of P2P will allow to highlight the related corrective actions, if necessary, in order to detect in time deviations for each activity foreseen and to control the budget respect as well.

In order to monitor project activities and procedures carried out by partners in correspondence to each work package, the Control room has developed a set of indicators for each WP below indicated. The data will be gathered through direct interviews and special questionnaires (indicators questionnaires) submitted in different moments corresponding to the progress of the WP.

In particular, when possible, the questionnaires will be submitted at 25%, 50% and 75% of the duration time of each work package.

Work Package 1 'NEEDS ANALISYS AND ASSESSMENT'

The WP leader (Jean Monnet) is supposed to help the Control Room to monitor data and representing the results.

Work Package 1	Indicators	Reference Values for the acceptability	Frequence of calculation 25%, 50% 75% of each phase
NEEDS ANALISYS AND ASSESSMENT	Respect of the work plan and deadlines	Not more than 1 deviation	30/11/2013 31/01/2014
	Respect of the planned time for the achievement of the phase;	Not more than 1 month of delay	25% = 30/10/2013- 50%= 30/11/2013 75% = by 31/01/2014
	Respect of the planned budget;	Deviations less than 2%	25% = 30/10/2013- 50%= 30/11/2013 75% = by 31/01/2014
	Number of total critical issues detected and number of critical issues detected for partner;	Not more than one for each partner	25% = 30/10/2013- 50%= 30/11/2013 75% = by 31/01/2014
	Percentage of critical issues totally	90%	25% = 30/10/2013-

	resolved and for partner;		50%= 30/11/2013 75% = by 31/01/2014
	Rate of achievement of the planned objectives in terms of participation to the activity from each partner	80%	25% = 30/10/2013- 50%= 30/11/2013 75% = by 31/01/2014
	Rate of perception on the results of the activities from all stakeholders involved in the activities.	At least 70%	25% = 30/10/2013- 50%= 30/11/2013 75% = by 31/01/2014

The analysis of data and the monitoring process will be implemented by questionnaires and meetings (formal and informal), whose questions will be structured accordingly to the above mentioned scheme.

Work Package 2 'ADAPTATION OF "PEER TUTORING" MODEL AND STRATEGIES TO THE RECEIVING IVET CONTEXTS"

The WP leader (Frontiera Lavoro) is supposed to help the Control Room to monitor data and representing the results.

Work Package 2	Indicators	Reference Values for the acceptability	Frequence of calculation 25%, 50% 75% of each phase
ADAPTATION OF "PEER TUTORING" MODEL AND STRATEGIES TO THE RECEIVING IVET CONTEXTS	Respect of the work plan and deadlines	Not more than 1 deviation	30/11/2013 31/01/2014
	Respect of the planned time;	Not more than 1 month	25% = 22/09/2013 50% = 30/11/2013 75% = by 15/12/2013
	Respect of the planned budget;	Deviations less than 2%	25% = 22/09/2013 50% = 30/11/2013 75% = by 15/12/2013
	Number of total critical issues detected and number of critical	between 10 and 15	25% = 22/09/2013 50% = 30/11/2013

	issues detected for partner;	between 1 and 3	75% = by 15/12/2013
	Percentage of critical issues totally resolved and for partner;	90%	25% = 22/09/2013 50% = 30/11/2013 75% = by 15/12/2013
	Rate of achievement of the planned objectives in terms of participation to the activity from each partner	80%	25% = 22/09/2013 50% = 30/11/2013 75% = by 15/12/2013
	Rate of perception on the results of the activities from all stakeholders involved in the activities.	At least 70%	25% = 22/09/2013 50% = 30/11/2013 75% = by 15/12/2013

Work Package 3 “TRANSFER OF LEARNING METHOD BASED ON PEER EDUCATION (P2P)”

The WP leader (Consulting und ProjectManagement) is supposed to help the Control Room to monitor data and representing the results.

Work Package 3	Indicators	Reference Values for the acceptability	Frequenece of calculation 25%, 50% 75% of each phase
“TRANSFER OF LEARNING METHOD BASED ON PEER EDUCATION (P2P)”	Respect of the planned time and use of the methodologies planned for the monitoring and evaluation.	Respect of the time foreseen	25% = 20/05/2014 50% = 15/09/2014 75% = by 10/12/2014
	Respect of the planned budget;	Deviations less than 2%	25% = 20/05/2014 50% = 15/09/2014 75% = by 10/12/2014
	Number of total critical issues detected by school working groups of each partner school;	less than or equal to 9	25% = 20/05/2014 50% = 15/09/2014 75% = by 10/12/2014
	Number of critical issues totally	less than or equal	25% = 20/05/2014

	resolved by school working group of each partner school;	as 1	50% = 15/09/2014 75% = by 10/12/2014
	Rate of perception on the results of the model testing from each school working group.	At least 70%	25% = 20/05/2014 50% = 15/09/2014 75% = by 10/12/2014
	Rate of perception on the results of the of the model application in aggregate way	At least 80%	25% = 20/05/2014 50% = 15/09/2014 75% = by 10/12/2014

Work Package 4 "QUALITY ASSURANCE AND REVIEW OF THE PEER TUTORING MODEL EDUCATION"

The WP leader (Opal) is supposed to help the Control Room to monitor data and representing the results.

Work Package 4	Indicators	Reference Values for the acceptability	Frequency of calculation 25%, 50% 75% of each phase
"QUALITY ASSURANCE AND REVIEW OF THE PEER TUTORING MODEL EDUCATION"	Respect of the planned time and use of the methodologies planned for the monitoring and evaluation.	Respect of the time foreseen	25% = 15/09/2014 50% = 15/01/2015 75% = by 25/05/2015
	Respect of the planned budget;	Deviations less than 2%	25% = 15/09/2014 50% = 15/01/2015 75% = by 25/05/2015
	Number of total critical issues detected by school working groups of each partner school;	less than or equal to 9	25% = 15/09/2014 50% = 15/01/2015 75% = by 25/05/2015
	Number of critical issues totally resolved by school working group of each partner school;	less than or equal as 1	25% = 15/09/2014 50% = 15/01/2015 75% = by 25/05/2015
	Rate of perception on the results of the model review from each school working group.	At least 70%	25% = 15/09/2014 50% = 15/01/2015 75% = by 25/05/2015

	Rate of perception on the results of the use of the specific Action Plans in aggregate way	At least 80%	25% = 15/09/2014 50% = 15/01/2015 75% = by 25/05/2015
	Average of the performance indicators of the effectiveness of the P2P Model for partner and aggregates.	Good	25% = 15/09/2014 50% = 15/01/2015 75% = by 25/05/2015

Work Package 5 “PROJECT MANAGEMENT, COORDINATION AND EVALUATION OF THE PROJECT ACTIVITIES”

The WP leader (Casagrande/Cesi) is supposed to help the Control Room to monitor data and representing the results.

Work Package 5	Indicators	Reference Values for the acceptability	Frequency of calculation 25%, 50% 75% of each phase
PROJECT MANAGEMENT, COORDINATION AND EVALUATION OF THE PROJECT ACTIVITIES	Respect of the planned time for the achievement of the phase;	Delay not more than 1 month	25% = 30/03/2014 50% = 15/09/2014 75% = by 30/03/2015
	Respect of the planned budget;	Deviations less than 2%	25% = 30/03/2014 50% = 15/09/2014 75% = by 30/03/2015
	Number of total critical issues detected and number of critical issues detected for partner;	Not more than one for each partner	25% = 30/03/2014 50% = 15/09/2014 75% = by 30/03/2015
	Percentage of critical issues totally resolved and for partner;	At least 80%	25% = 30/03/2014 50% = 15/09/2014 75% = by 30/03/2015
	Rate of achievement of the planned objectives in terms of participation to the activity from each partner	At least 90%	25% = 30/03/2014 50% = 15/09/2014 75% = by 30/03/2015

	Rate of perception on the results of the activities from all stakeholders involved in the activities.	At least 70%	25% = 30/03/2014 50% = 15/09/2014 75% = by 30/03/2015
	Rate of perception of the validity of the peer methodology (in terms of efficiency and efficacy) from partners	At least 80%	25% = 30/03/2014 50% = 15/09/2014 75% = by 30/03/2015
	Rate of participation to the evaluation activities planned.	At least 90%	25% = 30/03/2014 50% = 15/09/2014 75% = by 30/03/2015

Work Package 6 “DISSEMINATION AND VALORISATION OF RESULTS”

The WP leader (Inspectoratul Sibiu) is supposed to help the Control Room to monitor data and representing the results.

Work Package 6	Indicators	Reference Values for the acceptability	Frequency of calculation 25%, 50% 75% of each phase
“DISSEMINATION AND VALORISATION OF RESULTS”	Respect of the planned time for the achievement of the phase;	Respect of time foreseen	25% = 30/03/2014 50% = 15/09/2014 75% = by 30/03/2015
	Respect of the planned budget;	Deviations less than 2%	25% = 30/03/2014 50% = 15/09/2014 75% = by 30/03/2015
	Number of total critical issues detected and number of critical issues detected for partner;	Less than or equal to 10 Less than or equal to 1 (Not more than one for each partner)	25% = 30/03/2014 50% = 15/09/2014 75% = by 30/03/2015
	Percentage of critical issues totally	At least 98%	25% = 30/03/2014

	resolved and for partner;		50% = 15/09/2014 75% = by 30/03/2015
	Rate of achievement of the planned objectives in terms of participation to the activity from each partner	At least 90%	25% = 30/03/2014 50% = 15/09/2014 75% = by 30/03/2015
	Rate of perception on the results of the activities from all stakeholders involved in the activities.	At least 70%	25% = 30/03/2014 50% = 15/09/2014 75% = by 30/03/2015
	Rate of participation of Public Administration of the Educational and Vocational field to the planned events (final conference, seminars, Line Committee etc).	At least 50%	25% = 30/03/2014 50% = 15/09/2014 75% = by 30/03/2015
	Activation of networks amongst stakeholders at national and international level for the model implementation in schools	At least 2 institutional relationships.	25% = 30/03/2014 50% = 15/09/2014 75% = by 30/03/2015
	Interest about the P2P methodology shown by non-partner schools.	At least by 2 schools of the territory.	25% = 30/03/2014 50% = 15/09/2014 75% = by 30/03/2015
	Interest about the the P2P methodology shown by other stakeholders through the Line Committee.	At least 4 actors of the territory	25% = 30/03/2014 50% = 15/09/2014 75% = by 30/03/2015
	Use of ICT tools put at partners' disposal by the project in terms of visits, links, and use of the social networks.	Adequate and systematically used	25% = 30/03/2014 50% = 15/09/2014 75% = by 30/03/2015

Gantt chart of project monitoring activities

2013	Jan	Feb	March	April	May	June	July	August	September	October	November	December
Steering/ Evaluation Committee meeting											1° meeting	
Questionnaires											1° WP1 30/11/13 1°WP2 30/11/2013	3°WP2 15/12/2013

2014	Jan	Feb	March	April	May	June	July	August	September	October	November	December
Steering/ Evaluation Committee meeting					2° meeting							
Questionnaires	3° WP 1 31/01/14		1° WP5 1° WP6 30/03/14		1°WP3 20/05/14				2°WP3 15/09/14 1°WP4 15/09/2014 2° WP5 2° WP6 15/09/14			3°WP3 10/12/14

2015	Jan	Feb	March	April	May	June	July	August	September	October	November	December
Steering/ Evaluation Committee meeting					3° meeting							
Questionnaires	2°WP4 15/01/15		3° WP5 3° WP6 30/03/15		3°WP4 25/05/15							

In short, the questionnaires will be sent to partners as indicated below:

Questionnaire on the WP 1 by 30/11/ 2013; 31/01/2014

Questionnaire on the WP 2 by 30/11/2013; 15/12/2014

Questionnaire on the WP 3 by 20/05/2014; 15/09/2014; 10/12/2014

Questionnaire on the WP 4 by 15/09/2014; 15/01/2015; 25/05/2015

Questionnaire on the WP 5 by 30/03/2014; 15/09/2014; 30/03/2015

Questionnaire on the WP 6 by 30/03/2014; 15/09/2014; 30/03/2015

QUESTIONNAIRE MODEL AND CRITERIA FOR THE EVALUATION OF THE ACTIVITIES AND RESULTS OF EACH WPs.

The evaluation process of P2P will be referred to the following criterions at project level:

- ✓ Project management (PM): monitoring on the efficiency of the management as well as the intermediate and final results related to the objectives and the timetable of the project;
- ✓ Organizational efficacy of the project partners;
- ✓ Efficacy of the management system of information and internal communication;
- ✓ Quality of the contents of the products and the services delivered through the project;
- ✓ Economical efficacy of the developed activities in terms of the human and financial resources;
- ✓ Potential for the dissemination, valorization, sustainability of the project activities and results.

Responsible Teachers (for the activities of monitoring and evaluation) to whom the questionnaires will be submitted:

Partner Name	Referent Name	Email	Telephone