

# Evaluation and quality assurance plan

## Work Package 8

**MEET Project**  
***Management E-learning Experience for Training secondary school's students***  
***LLP-LdV-TOI-10-IT-560***





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## Colophon

### **Management E-learning Experience for Training secondary school's students** Evaluation and quality assurance plan

The final report has been developed by:  
*KCH International, The Netherlands*

The present evaluation plan has been created for the project MEET, a Transfer of Innovation project of the Leonardo da Vinci Programme (reference nr LLP-LdV-TOI-10-IT-560) as part of Work Package 8: Monitoring and Evaluation.

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## 1. Background of the quality assurance and evaluation procedure

The project's main aim is implementing one innovative training practice (Business Game-BG) from the higher education to the Vocational Education and Training (EQF 4-5). Moreover it aims at encouraging a possible development of the practice in the LLP and the setting out of pedagogical solutions based on ICT.

The partner responsible for Work Package 8: Monitoring and Evaluation is P7, KCH International, The Netherlands. Quality assurance for this project is twofold. First, it is important that the efforts of the project partners will be optimized that nothing is overlooked. On the other hand it is also important that ideas and proposals within the project are analyzed for their usefulness and practicality in relation to the objectives of the project.

The quality assurance system presents comprehensive documentation on the input expected of each partner and feedback modules to be used for assessment and reporting. Questionnaires are prepared for the assessment of each project meeting and Work Package.

The evaluation will cover both the quality of the envisaged project process and the project products, but will not take into consideration economic / financial aspects as this is the expertise of the financing National Agency of the Leonardo da Vinci Programme.

*Last update: March 2011*



## 2. Partnership

The project's partners are divided into core partners and associated partners, each of which has different responsibilities and involvement in the project's activities. For detailed indications of each partner's involvement in specific Work Programmes, see [Annex 1: GANTT chart of the project](#)

### Partners

<b>P0</b>	IT	IIS Luzzatti	CP
<b>P1</b>	EST	Laane-Viru Rakenduskorgkool	AP
<b>P2</b>	FR	CRDP	CP
<b>P3</b>	FR	CREDIJ	AP
<b>P4</b>	IT	Ipssar P. Borselino	AP
<b>P5</b>	IT	TBG	CP
<b>P6</b>	IT	USRV	CP
<b>P7</b>	NL	KCH	CP
<b>P8</b>	NL	ROC West Brabant	AP
<b>P9</b>	PL	ZDZ	AP
<b>P10</b>	PT	APMP	AP
<b>P11</b>	PT	CECOA	CP
<b>P12</b>	RO	CEMT	AP
<b>P13</b>	SL	GZS CPU	AP

CP= Core partner

AP=Associated partner

The organisation chart of the MEET project maps the relations between project partners from the operative point of view. Each organisation has different positions at different points of the project, for example they have more responsibility as WP coordinators, but are following the instructions of another partner when producing results for another WP. [For the organisation chart of the project we refer to annex B.](#)

### Communication procedure

The MEET project team consists of 6 core partners and 7 strategic partners in 8 countries. The internal communication procedure has been developed for facilitating the contacts between partners, communicating effectively and being sure that all the project documents are traceable and present in one place. For ensuring this, a web platform / digital workspace and forum has been set up to which each partner is expected to load all the working documents of the ongoing WP and other information relating to the process of the project activities in their country.

## 3. Scope and purpose of the evaluation

The evaluation will cover both the quality of the envisaged project products and the project process (internal evaluation). In addition, also the entire project will be evaluated at the end of the project.

### 3.1. Product evaluation

The main **project results** are:

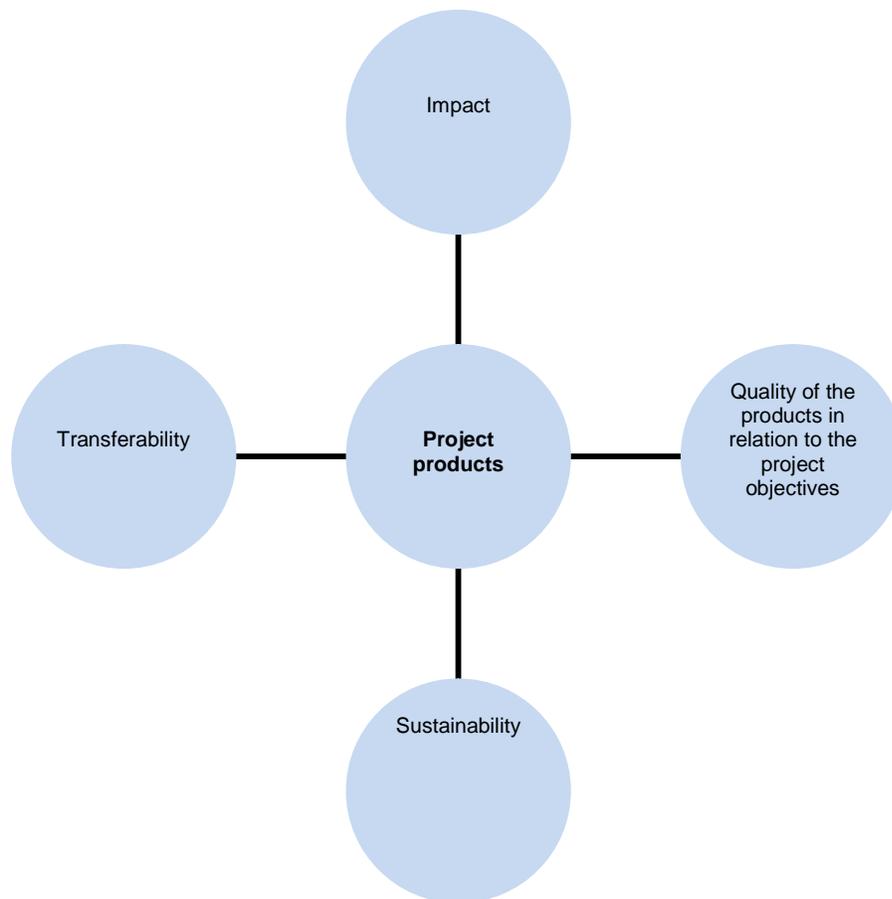
- The business Game handbook:
  - Chapter 1: The needs of the learning process of users of 4-5 EQF level
  - Chapter 2: The EQF format and the pedagogical criteria applied



- Chapter 3: The features of multimedia learning product or tool
- Chapter 4: Testing support
- Chapter 5: Utilization Guide
- Chapter 6: Testing Activities Observation
- Chapter 7: Examples of units expressed in learning outcomes according to a specific formative path
- Chapter 8: Results of the PILOT
- Italian, Portuguese, Dutch, France and English version of software Business Game.
- Guidelines to install the software of the Business Game
- Business Game final version in partners languages
- Monitoring & Evaluation report

The evaluation of the project products will take into account the following indicators:

- impact and quality of the product in relation to the objectives defined in the project;
- sustainability and transferability of the presented results.

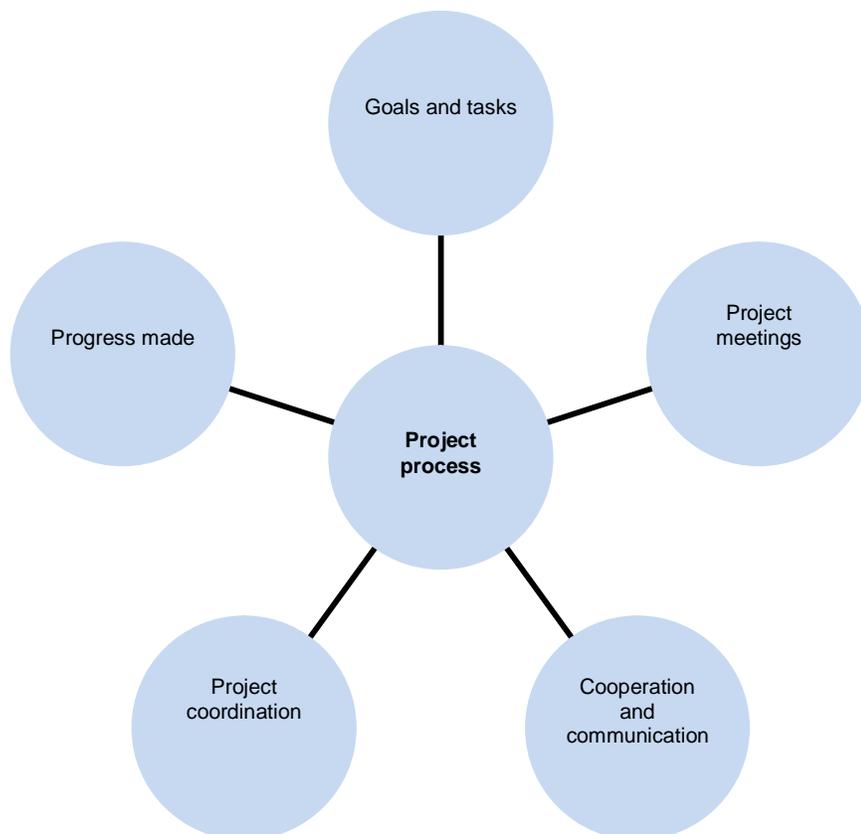


Product evaluation				
What?	When	Aspects	How?	Who?
The business Game handbook	At the completion of each research report	Adequacy of the chosen format and instruments	Qualitative report	KCH
Italian, Portuguese, Dutch, France and English version of software Business Game		Consistency / comparability of the results from each partner		
Guidelines to install the software of the Business Game		Validity of the conclusions drawn		
Business Game final version in partners languages		Adequacy of the planned adaptations to national needs		

### 3.2. Internal evaluation

**The process** evaluation refers to the process of transnational cooperation within the partnership. This involves

- the defined goals and tasks,
- the transnational project meetings,
- the cooperation and communication between meetings,
- the project coordination,
- progress made towards the aims of the project.





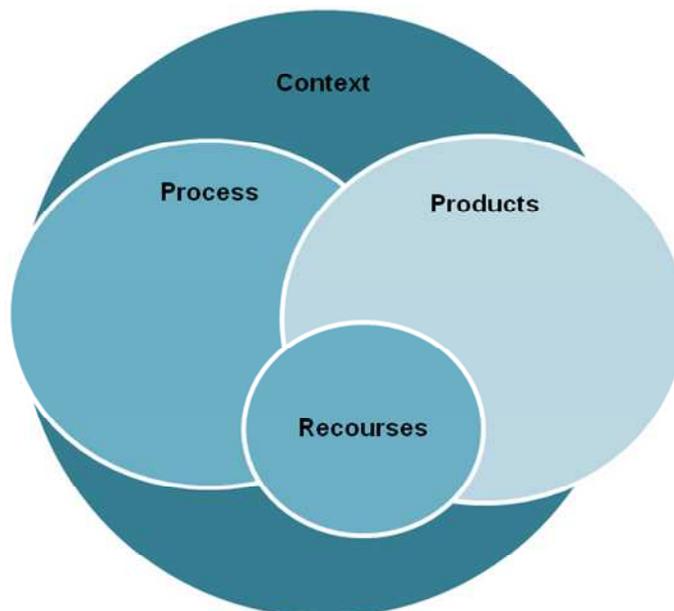
The process evaluation will take into account the general objectives of the project and in detail the quality criteria established prior to each WP by the coordinating partner of each WP. The tools for process assessment will be:

1. questionnaires among partners (on each international meeting)
2. questionnaires among partners after each WP

The evaluation of the process of the project is done as the activities progress in time. It also has a function to develop the quality of the activities as feedback is offered after each meeting and at the end of each Work Package.

Progress evaluation				
What?	When	Aspects	Based on	Who?
Communication between partners	During, After	Quantitative data: the frequency of use of the on-line platform; The regularity of activity updates;	Comparison with Communication guidelines	KCH
Quality of project meetings	During (at meetings)	Efficiency of achievements Structure and content Cooperation between partners Practical arrangements Overall satisfaction	Meeting Evaluation Form	Filled by each partner, analysed by KCH
Progress during WP's	After each WP	Work implemented Cooperation Results vs objectives and guidelines	Progress Evaluation Form Progress Reports	Filled by each partner, analysed by KCH
Overall project achievements	After	Compliance with aims set in the project plan	Final Questionnaire Structured discussion at the final meeting	By each partner, analysed by KCH

When measuring and evaluating both the project products and the project process, the context and the resources will be considered.





### 3.3 Project evaluation

Within the MEET Project an assessment of the effectiveness of the project's processes and results is planned.

The objectives of the Project evaluation are the following:

- to have an *ex post* validation of the Project methodology and strategy. This validation will be based both on the degree of achievement of the project results (information that can be derived reading the monitoring data) and on the measurement of long and medium term impact of project activities;
- to check that projects results meet the requirements considered relevant to reach the major objectives of Leonardo Programme as mentioned in the project plan;
- to enable and enhance horizontal and vertical mainstreaming, providing useful suggestions and guidelines on the vocational training policies for the member countries national and regional competent institutions and for the European bodies

The evaluation will focus on the following topics:

- Transnationality / international cooperation (to which extent are the products a result of common activities?; are they shared by the partners?; can they influence training policies or the acquisition of professional profiles in different member countries?);
- innovation;
- impact (mainly on the regional and national competent bodies);
- project sustainability (is the network or the methodology going to survive the project life cycle?);
- transferability (are the methodology and project best practices easy to be transferred in different context/countries?) and what are the necessary adaptations?

Besides the analysis of the data provided by the monitoring system and by the project documents (reports, minutes of the meetings ad so on) and the analysis of the project products the evaluation will use some tools of qualitative analysis such as a meeting of the external auditor with the partners' representatives (a focus group will be held at the final meeting of the project, though it is not intended as a formal audit).

**Table 1: Topics, methods and tools for the evaluation**

PROJECT CHARACTERISTICS EVALUATION		
Topic	Method and tools	
Impact	Desk analysis	Examination of the minutes of the meetings, and the documentation presented during the partnership meetings and of the documents put in the project web platform. Official documents showing the adoption by competent bodies of the profiles/training programmes. Analysis of the dissemination and valorisation results.
	Survey	Interviews /questionnaires to the project staff involved in the various activities.
Innovation	Desk analysis	Analysis of project products
	Survey	Focus group at the last partnership meeting



PROJECT CHARACTERISTICS EVALUATION		
Topic	Method and tools	
Sustainability	Desk analysis	Analysis of the data collected by monitoring system Analysis of project products Examination of the minutes of the meetings, and the documentation presented during the partnership meetings and of the documents put in the project web platform. It will concentrate on some major issues such as: is there a long or medium term vision and goals for the project and its partners? Is there a plan for incorporating the project methodology/results and network within the organisations, is there a strategy to obtain additional funding and support for the project beyond the time of the original grant? What about project promotion and dissemination plan for raising awareness of the project and updating and disseminating its products.
	Survey	Focus group within the last partnership meeting
Transferability	Desk analysis	Analysis of the data collected by monitoring system Analysis of project products Examination of the minutes of the meetings, and the documentation presented during the partnership meetings and of the documents put in the project web platform.
	Survey	Focus group at the last partnership meeting
Transnationality	Desk analysis	Analysis of the data collected by monitoring system Analysis of project products Examination of the minutes of the meetings, and the documentation presented during the partnership meetings and of the documents put in the project web platform.
	Survey	Focus group at the last partnership meeting

#### Objectives of the final focus group

The main objective is to prompt a discussion among partners (starting from the existing documents and from the results of the monitoring process):

some issues related to the five criteria of our evaluation: impact, innovation, transferability, internationality, sustainability; some ideas principles to be used as guidelines for competent institutions, at European national or regional level.

#### 4. Annexes