



Prevention Lab 2.0

Prevention Lab 2.0: e-content Lab for psychosocial risks at work prevention
VISIONARY project transference

Internal Evaluation Methodology

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Project description

Psychosocial risks such as violence and bullying can lead to stress at work. Stress at work can affect anyone at any level. It can happen in any sector and in any size of organisation. Stress affects the health and safety of individuals, but also the health of organisations and national economies.

Reducing work-related stress and psychosocial risks is not only a moral, but also legal imperative. There's a strong business case as well. In 2008, the annual economic cost of work-related stress in the EU-25 was estimated at 20 billion Euros.

The Community strategy on health and safety at work 2007-2012 (COM(2007) 62 final) explicitly highlights psychosocial issues as important factors in the workplace and calls for the development of a more preventive culture with priority given to mental health in the workplace. The strategy calls for an assessment to be made of the European framework agreement and a recent conference on 'Tackling work-related stress in the EU' (July 2009) took stock of the experience and lessons learned from implementing the European social partners' autonomous framework agreement on work-related stress agreed in 2004.

In other hand the Report on work plan Violence and Harassment a European picture (European Commission, 2010) concluded that (among others) two main activities have to be developed:

- Implement more preventive initiatives for avoiding the psychosocial risk at work;
- Improve the access to the best practices and other resources addressed to prevent the violence at work (bullying).

Considering the above reasons, PREVENTION LAB 2.0 project aims to transfer the VISIONARY project with the following objectives:

- To agree a common approach about the psychosocial risks at work, their causes and their consequences;
- To identify different resources developed European level to prevent the psychosocial risk at work;
- To define a curricula on psychosocial risk prevention;
- To elaborate some training pathways based on the resources identified;
- To develop a collaborative and participative learning environment based on web 2.0.

In order to answer the actual challenges about psychosocial risk at work, and considering the methodological proposal of the VISIONARY project, the PreventionLab2.0 will elaborate a learning platform for improving the training offer addressed to prevent the psychosocial risk at work.

The partnership is formed by 5 different entities coming from different areas, ensuring quality in the project implementation: two institutions with a broad experience on the subject tackle by the project (ASIMAG and PREVENT), a technological partners (INFOART) who will develop the learning platform, a university (ZEPF) that works in the methodological development for preventing any unhealthy psychosocial situation, and finally a public institution that support the decision makers through the social research activities.

PREVENTION LAB 2.0 is addressed to the following direct target groups:

- Trainers on psychosocial risks at work.
- Trainers on Health and Safety at work.
- Training Institutions (especially those working in the field of health and safety at work).
- Experts in psychosocial risks at work (psychologists, doctors, lawyers, etc).
- Experts on ICT applied to training/learning.

Furthermore, the project is addressed to the following indirect beneficiaries:

- Workers.
- Employees associations
- Trade Unions
- Companies
- Public Bodies
- Public Administrations
- Agencies in charge of health and safety at work.

Project outcomes

PREVENTION LAB 2.0 will transfer the methodological approach of the platform. That is, the project will develop a collaborative and participative learning site (based on web 2.0 concept) which will contain different resources for psychosocial risks prevention at works.

Thus, and according to a training pathway (agreed by the partners taking into consideration the results of the analysis of psychosocial risk at work state of the art in participant countries), the learning platform will offer several resources to support the preventive activities of our target group, as following:

- eBook about the situation of psychosocial risk prevention in all participant countries;
- Links to on-line courses;
- Publications;
- Case of study (successfully and unsuccessfully developed to prevent psychosocial risks);
- Learning material;
- Collaborative tools as forum, blogs ... focused on the different topics about the psychosocial risks prevention at work, where learners could share their knowledge and experiences;
- On-line activities, as seminars, conferences, etc.

At the same time, the partnership will elaborate a handbook that will provide future learners/users with a set of guidelines and recommendations about how to use the platform.

So project outcomes will be:

- Prevention of psychosocial risk at work. Resources, strategies and initiatives developed at European level
- Guide for transference. From VISIONARY site to PreventionLab2.0
- Prototype of PreventionLab2.0 Platform
- PreventionLab2.0. Final version of the collaborative platform
- Handbook

- Pilot experience and expert validation
- Interim report
- Project website
- Project leaflet
- Final report on dissemination
- Exploitation strategy
- Report on conclusions
- Report on evaluation
- Final report

WP8 description and aims

The leader of evaluation – VŠĮ „Europos socialinis verslumo ugdymo ir inovatyvių studijų institutas“, Lithuania.

This Work Package (WP) will aim:

- to ensure the quality of the Project management and the final results;
- to provide to the project of the necessary quality for implementation.

The leader of the WP will develop the methodologies for implementing the activities related to the Quality management. Thus, the institution will elaborate two different methodologies:

1) Internal Quality Plan aimed to ensure the quality if the project activities. Based on a series of evaluation templates (containing – when appropriate the main project’s indicators), these monitoring tools will evaluate: roles of the partners, activities implementation, Communication, Key project processes, etc.

The report about the internal partnership activities and processes will be elaborated at the middle and at end of the project. By the end of each WP, the leader of evaluation will provide a brief feedback to the partners related with implementation of the WP.

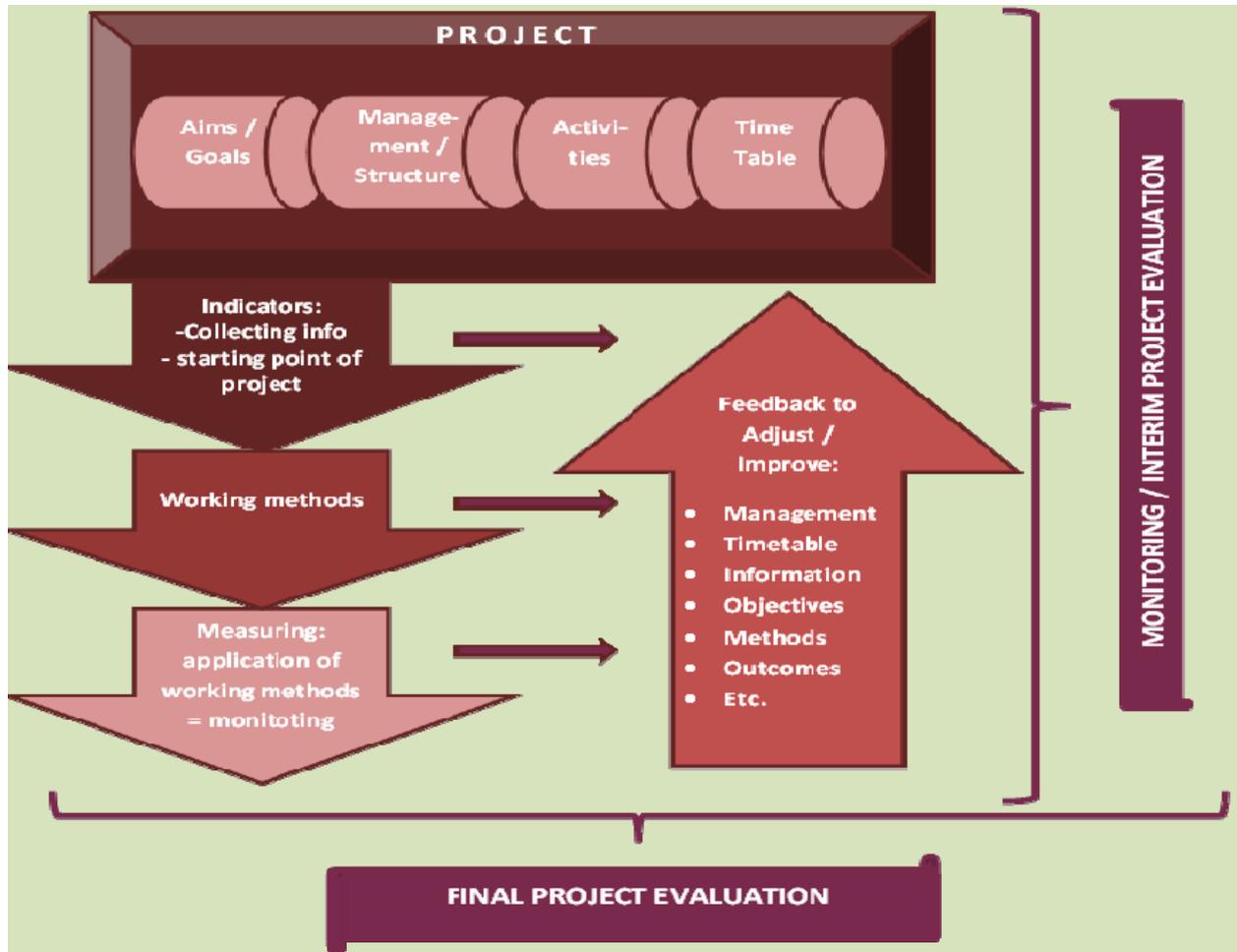
2) External Quality Monitoring: The external evaluation will help examine the coherence of the project to the results obtained and the needs of the target group. External quality monitoring provides the board, and other groups that rely on the work of the internal audit activity, with independent confirmation of the quality of work carried out. External quality monitoring will be performed by qualified persons who are independent of the organization, who have no conflict of interest, and to whom no such conflict could be imputed. For that each partner will create a Pilot National Committee in each participant country. These groups will be consisting by experts on different issues achieved by the project, end users of the tool and potential end users. These experts will evaluate not only the quality of the project activities, but the quality of project outputs and/or results, and the methodological approach used for obtain them.

Finally, the promoter will subcontract an external evaluation in order to improve the project process. The results of evaluation will be enclosed to final report.

The purpose of the project evaluation:

- **to assess participants' perceptions of the project implementation: activities and meetings;**
- **to identify the project's longer-term impact and monitor the activities to demonstrate the project's success;**
- **to provide recommendations for project development and improvement;**
- **to examine the changes that resulted from doing the project;**
- **to elaborate a report containing the main conclusions.**

The scheme of evaluation



According to project aims/goals, management/structure, activities, timetable, there will be made 14 different questionnaires for evaluation. They will be developing aimed to evaluate each of the eight project work packages, and the overall project. 8 different questionnaires will be a part of final evaluation. The questionnaires will contain a series of indicators that help know the level of development of the project. The final evaluation will be the longest one, which involves all the project phases, activities, WPS. It consists of 6 parts-questionnaires.

The questionnaires will be focused on the partners (work team in each partner country), who will have to fill in accordance with timetable of questionnaires. And considering the results, a report containing the main conclusions and different recommendations for improving the project implementation will be elaborated.

Types of evaluation

There will be used formative, process and outcome evaluation in the project.

Formative and process evaluation both will focus on the effectiveness and the operational aspect of a project and both will require a strong monitoring mechanism to track operational activities and to collect information related to the process. This evaluation will be making during all project period using questionnaires. All partners will participate in evaluation.

Outcome evaluation will identify both the desirable and undesirable impacts of the project, determine if the needs that inspired the project were satisfied, or if they still exist. In this type of evaluation, there will be identified evaluation indicators, collected appropriate data, and interpreted the results. This evaluation will be made at the end of each WP to implement WP8. Lithuanian partner is responsible for it. A good understanding of project process is needed, so formative and process evaluation results will help to make final outcome evaluation.

Evaluation tools, Project Map and Questionnaires

There will be used formal and informal evaluation tools in the project. Formal evaluation tools include survey, evaluation forms and focus group. Informal evaluation tools include journal recording, on-site visits and documentation.

There will be also used tools, which are needed gather quantitative information by numbering, rating and ranking it and qualitative information such as stories, anecdotes, and opinions about a particular aspect of the project, or observation notes.

The following evaluation tools will be used to collect data within the project time frame.

Formal evaluation tools:

- Survey. It may include some open-ended (qualitative) questions;
- Evaluation form. A set of questions that determine the participants' opinions, attitudes, and understanding once a project activity is complete.

Informal evaluation tools:

- Journal Recording. Self report of daily activities by project participants;
- On-site visits. A combination of observation and interviews that occur in the project's environment;
- Documentation. Administrative records of project activities (e.g., reports, minutes of meetings, registration forms).

Quantitative evaluation tools: survey, evaluation form, documentation.

Qualitative evaluation tools: journal recording, on-site visits, documentation.

Objective	Project Activities Relating to the Objective	Anticipated Outputs (direct products of related activities)	Evaluation Tools (How you will gather evaluation information)
To guarantee that the resources and budget are adequately managed and used to guarantee that	<ul style="list-style-type: none"> • Administrative and financial management; • Communication; • Elaboration of the project management extranet; 	Overall outputs.	<ul style="list-style-type: none"> • Evaluation forms; • On-site visits.
	<ul style="list-style-type: none"> • Partnership meetings. 	<ul style="list-style-type: none"> • Interim report; • Final report. 	<ul style="list-style-type: none"> • Questionnaires ; • Documentation; • Journal Recording.
To analyse the state of the arte regarding to prevention of psychosocial risk at work at both national and European Level	<ul style="list-style-type: none"> • Elaboration of methodological approach; • Develop of analysis activities; • Elaboration of national reports; • Elaboration of WP. 	Prevention of psychosocial risk at work. Resources, strategies and initiatives developed at European level	<ul style="list-style-type: none"> • Questionnaires ; • Journal Recording.
To analyse in deep the previous project (objectives, target groups, etc ...)	<ul style="list-style-type: none"> • Analysis of the VISIONARY results; • Transferability of the contents; • Elaboration of guidelines for transference. 	Guide for transference. From VISIONARY site to PreventionLab2.0	<ul style="list-style-type: none"> • Questionnaires; • Journal Recording.
To develop of collaborative platform	<ul style="list-style-type: none"> • Definition of the platform and first version; • Contents development and hosting; Prototype development; • Improvement of platform; • PreventionLab2.0. 	<ul style="list-style-type: none"> • Prototype of PreventionLab2.0 Platform; • PreventionLab2.0. 	<ul style="list-style-type: none"> • Questionnaires; • Journal Recording.
To define the handbook structure	<ul style="list-style-type: none"> • First definition of handbook contents; • Elaboration of the first handbook; • Final elaboration of handbook; • Handbook translation. 	Handbook	<ul style="list-style-type: none"> • Questionnaires; • Journal Recording.
To define and design the validation strategy	<ul style="list-style-type: none"> • Design of validation plan; • Planning of validation strategy in each participant country; • Validation activities implementation; • Elaboration of the reports on validation activities. 	<ul style="list-style-type: none"> • Pilot experience and expert validation; Report on conclusions. 	<ul style="list-style-type: none"> • Questionnaires; • Journal Recording.

Project Map

No. of WP	Project activity	The deadline of evaluation	No. of questionnaire	Number of filled questionnaires of partners
1	All activities in the project as in a whole (every 6 months): <ul style="list-style-type: none"> • Administrative and financial management • Communication • Elaboration of the project management extranet 	19 March 2012	Questionnaire no. 1	1
		20 August 2012		
		18 March 2013		
		19 August 2013		
	1st partnership meeting	19 March 2012	Questionnaire no. 2	1
	2nd partnership meeting	20 August 2012		
	3rd partnership meeting	19 March 2013		
	4th partnership meeting	19 August 2013		
2	Elaboration of methodological approach	18 June 2012	Questionnaire no. 3	1
	Develop of analysis activities			
	Desk research			
	Questionnaires			
	Interviews			
	Case studies			
3	Analysis of the VISIONARY results	19 November 2012	Questionnaire no. 4	1
	Transferability of the contents			
	Elaboration of guidelines for transference			
4	Definition of the platform and first version	22 April 2013	Questionnaire no. 5	1
	Contents development and hosting			
	Prototype development			
	Improvement of platform			
	PreventionLab2.0.			
5	First definition of handbook contents	19 July 2013	Questionnaire no. 6	1
	Elaboration of the first handbook			
	Final elaboration of handbook			
	Handbook translation			
6	Design of validation plan	22 June 2013	Questionnaire no. 7	1
	Planning of validation strategy in each participant country			

	Validation activities implementation			
	Elaboration of the reports on validation activities			
7	The project internal information transfer within the consortium	22 July 2013	Questionnaire no. 8	1
	The introduction of the first project outcomes to the target group			
	Addressing final users and potential users that could benefit from the research outcomes and tools developed within the project			
	Overview of European, national and local environments			
	Analysis of the results in the framework of the exploitation area			
	Elaboration of Exploitation strategy			
	Final evaluation of the project	16 September 2013	Questionnaire no. 9 Questionnaire no. 10 Questionnaire no. 11 Questionnaire no. 12 Questionnaire no. 13 Questionnaire no. 14	6

Questionnaires

Considering

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Activities

These questionnaires must be filled at the end of the activity. There is a deadline for each questionnaire, when it must be sent to the partner, responsible of evaluation (PSE „Europos socialinis verslumo ugdymo ir inovatyvių studijų institutas“, Lithuania).

Every WP has questionnaire to find out the quality, opinions and suggestion of partners. One questionnaire is designed for overall project management, communication and elaboration (for project as a whole). All overall questionnaires must be filled every 6 months (4 times during the project). Also there will be final evaluation questionnaires of the project. Final questionnaires divided into 6 parts considering the common activities implemented during whole project period. These questionnaires must be filled in at the end of the project.

Due to the fact that there will be activities which will finish at the same time, sometimes you have to fill in more than one questionnaire. The elaborate project evaluation you will find on page 12.



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