



Life Long Learning Programme Leonardo da Vinci – Transfer of Innovation
Language e-learning tool for vocations – share the standards

SH@RE PROJECT

Language e-Learning tool for vocations - Share the standards

**Lifelong Learning Programme
Leonardo da Vinci**

Transfer of Innovation

Project Agreement n° 2011-1-PL1-LEO05- 19896

WP3 – QUALITY AND EVALUATION

MIDTERM EVALUATION REPORT

1st Draft

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Evaluation context and approach

This is the Interim Evaluation report to be elaborated in the frames of the Leonardo da Vinci Transfer of Innovation project Language e-learning tool for vocations - share the standards – SH@RE. Representatives from the four project partner organisations completed the questionnaire.

This interim evaluation report marks the mid-point of SH@RE project. It aims to provide an independent assessment of the project for partners and funders at the midpoint.

The main aims of the report are:

- To assess whether the project is on track to meet its objectives.
- To note, and comment on, any major departure from the original plan.
- To record any learning points from the project so far; and
- To recommend any corrective actions for the programme management to be considered for the rest of the project.

This evaluation report is based on questionnaires compiled by all the partners, and aims to monitor the actions developed during the project timeframe, directly involving the participating organisations.

Therefore the purpose is also to assess the mid-term results, together with the produced impact, identifying the success and the critical factors, dealing with the carried out initiatives. All the people implicated in the project development will be in the condition to deeply understand the practices, the skills and the experiences acquired, stimulating a process of collective learning and the possible transferability of the performed innovative outputs.

The **QUESTIONNAIRES** take into account the following aspects:

- *Project management* (coordination, financial aspects, working meetings)
- *Communication & Partnership* (information sharing and relations among partners, dissemination actions)
- *Comparison between planned objectives and achieved results* (consistency between working plan, timelines and actions taken)

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- *Quality & Added value* (competencies acquired by the partners, quality of the products).

The partners have been asked to provide their answers in a free text form, listing the POSITIVE and CRITICAL aspects, and including a place for additional comments. The responses are collected, elaborated and analysed, and finally divided per sections, in order to provide a clear overview about the project situation after the first year.

The analysed aspects are the following:

- the achievement of the project objectives;
- the adopted working methodology;
- the organisational and management issues;
- the efficiency of the implemented communication plan, both from the internal and the external point of view;
- the dissemination activities and the promotion of the products;
- the consistency between the project purposes and the actual context and real needs of beneficiaries and field experts.

Following the Evaluation Report outcomes, the coordinator and the partners will have the opportunity, during the second half of the project, to correct actions and processes, to modify approaches and methods with the purpose to improve as much as possible the **SH@RE** project quality and impact.



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Project management

According to the partners there is good evidence that the project is being managed efficiently, is well organized and punctual:

1. The project is running more or less on schedule. The project leader has completed major milestones in project management, administration and finances. These are managed and monitored through six monthly reporting to the management group and recorded on a project management log. It is a simple and effective project management tool that allows the project coordinator and partners to monitor project progress at a glance.
2. Partners consider that the transnational coordination within the project is good, sufficient, responsive and supportive. Everything is discussed in the group in detail and decisions are taken in the presence of all partners during project meetings.
3. Specific criteria have been defined from the very beginning with regards to the partner's selection (e.g. allocation of specific tasks to each of the partners involved). The project manager knows the strengths and weaknesses of all partners, thus makes very appropriate use of their key competences.
4. The project is financially well administered. The project coordinator had to deal with problems in getting most claims on time. Funds have been distributed to partners with no undue delay.
5. All partners agree that one of the main factors contributing to the implementation of the project objectives is the project management skills of the Promoter, presenting a transparent working plan, clear rules of administrative and financial procedures, good documentation of agreements about next steps and goals, close monitoring of the project activities.
6. The efficiency in the project management is considered good thanks to the communication mainly by email and phone calls with the project coordinator. However communication should be improved as some of the partners expressed having problems using the online communication



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(video conferences via oVoo online application). However the later has not affected the accomplishment of tasks.

7. The working plan and actions is positively evaluated, there is a clear distribution of roles settled in the project proposal. There is a clear definition of results and the expected outcomes are well designed and financially calculated.

8. With regards to the project meetings, the partners consider that all the meetings were organized well, reached their goals while documentation of agreements has been delivered in due time explaining clearly the next steps and project goals.

Communication and Partnership building

The communication and relations among partners as well as the circulation of strategic information is quite good. Certain technical issues arised from project partners regarding the online communication tools (Dropbox, oVoo video conferencing tool). Sharing of folders and documentation between partners seems to be a hard exercise for some of the partners. Communication works efficiently through the face-to-face interactions during the meetings.

The partnership considers that there is potentiality to better exploit one another competences, to increase visibility of each partner's work, to reinforce communication among partners.

One recommendation concern the need to share among the partners the dissemination activities, to give a picture of what has been made in every country, to bring new ideas for valorisation.

Communication is established with all key players either through face-to-face contacts or direct mailing communication. The coordinator and most of the partners have a great capacity to communicate with potential stakeholders of the project. However external communication and diffusion of the project outcomes could be reinforced by using online media such as electronic newsletters and social networking media such as Facebook.

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With regard to the most effective methods for transnational co-operation, according to the partners these methods are:

- The exchange of information;
- The exchange of methods and approaches;
- The joint development of methods and approaches;
- The organisation of meetings;
- The exchange of documents and literature;
- The respect for the different skills and competences of the partners.

Planned Objectives and Achieved results

All the partners agree that compared to the initial objectives the results of the project are successful and that until the moment the partnership more or less accomplished what intended to do.

All activities carried out so far are relevant to the project and very clear but the methodology should be improved. The respect of deadlines should be improved and partners should be able to catch up with the activities, even if there are certain delays. Additional time should have been devoted on WP5 and WP6.

The project coordinator encountered problems with collecting the documents required for the financial reports as well as differences between the countries' laws, accountancy rules and different NA's requirements.

Factors contributing and/or obstructing the execution of the project objectives

Factors contributing:

- Common understanding of the project objectives and expected results by all Partners;
- Very good communication channels;
- Understanding of cultural differences by all Partners;
- The symbiosis between technical and pedagogical teams is an important contribution to achieve the goals of the project;

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- Good base in specific knowledge (professional and didactical) and experience of all the partners in their areas;
- Enthusiastic people;
- Selection of partners for specific abilities;
- Mixture of technical / educational / managerial experts;
- Clearly stated goals in the application and project brief;
- Clear division of responsibilities;
- As all the partners are experienced in their fields and know their duties in the scope of the project, the partnership is established very strongly.

Factors obstructing:

- Time schedule has been quite tight for specific tasks such as translation of pedagogical materials;
- Lack of competencies in achieving some of the tasks;
- Complexity of tasks;
- Not all partners are experienced in Leonardo Projects and this made also their work in the project less easier.

The project objectives are assessed as consistent with the activities and the deliverables and the innovation rate is high.

Transferability and further exploitation of project results may be mostly achieved succeeded as soon as project products are ready. In the upcoming months it is recommended that each partner will report how to exploit the training programme in its own country after the project ends.

Quality and Added Value

The expectations expressed by the partners indicate a high level of interest and commitment to delivering the outputs proposed by SH@RE project. One of the positive aspects remarked by the partners to the latter end is the understanding on how the process of learning should be organised in order to achieve good and sustained results.



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With regard to the transnational character of the project, the partnership considers that nature of transnationality in the project lies in the explicit exchange of experience. The transnationality worked out as a two-way process based on mutual exchange of knowhow and the implementation of models and methods.

The majority of the partners consider that the documents prepared and shared (agendas, memos, presentations etc) are good or excellent.

All the partners agree that the partnership within the project is of real value as most of them wish to continue the partnership after the end of the project. This can consist of the added value of this project, good communication, complicity and co-operation.

The website is graphically well designed, but it is necessary to improve its visibility so as to be more attractive for project results further exploitation.

Recommendations

The development of SH@RE project so far has been characterised by a focused commitment from the partners and the delivery of project outputs as originally envisaged. A spirit of support has been fostered although it is recommended to strengthen the relationships and teamwork for the development of the training materials (WP5 & WP6).

It is good practice for dissemination to take place throughout the project, and for partners to systematically record all dissemination events; including published materials, written articles, and workshops, input at conferences and visits to discuss the project. Since a template has not already been drawn up for completion by partners about dissemination activity it is recommended that this should be done. Ideally, copies of written dissemination activity should be sent to the project coordinator. There may also be benefit from sharing written articles with partners as they may be in a position to produce something similar in their own country.

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As specified in this report, potential issues have been identified by the evaluation team and are reported to partners so that any emerging challenges may be confronted. That said, it is important to keep alert for later work packages, in particular about the materials produced.

In order to support communication between partners, sufficient time should be given to sharing ideas and experiences. One of the positive spin-offs and added value gained from European funded projects is when transnational partners find that they have areas in common that they can further develop through partnership in the future.