

## Document Title **Second Progress Status Report**

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## History

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## INTRODUCTION

In accordance with the Quality and Evaluation plan, the purpose of this second progress status report is to evaluate the performance of the partnership, for the period between the seventh and the twelfth months of the project.

To this aim, a progress status questionnaire was created at the beginning and was incorporated in the Quality & Evaluation plan (see Annex). Following the end of the second six month period, the questionnaire was distributed to all partners for their feedback on the progress during this period. The questionnaires were collected and analyzed in order to reach a conclusion that can be evaluated. All questionnaires, responses and analysis are available upon request.

The analysis shows positive results both for the so far achievements and effective implementation of the project and the overall cooperation within the consortium. The project progresses according to plan and the rating on the so far outcomes is positive. The following section analyzes in more details the responses, divided according to each work package.

## ANALYSIS PER WORK PACKAGE

### WP1

During the given reporting period, all planned tasks for WP1 have been completed successfully. All partners have assisted the implementation of the project management activities through their participation in the meetings held, by their good teamwork and cooperation. The consortium has so far communicated effectively all issues at hand and the partners, along with the project leader have successfully delivered the first progress report to the Bulgarian NA. The consortium has continuously been in close communication and cooperation with the project leader, thus ensuring the transparency of all implemented tasks. WP1 activities have been concluded successfully for the first half of the project. This WP is ongoing until the end of the project.

### WP2

WP2 had been successfully concluded, before the beginning of the reporting period for the Second Status Report. An evaluation of the processes in WP2 and the achieved outcomes is available at the first project status report.

### WP3

For the reporting period, the implementation of WP3 was a core part of the project. Following the foreseen time plan, all deliverables under this WP had been drafted and finalized, following a review by all partners. These deliverables include the initial review report, the multilingual mentor's training manual, a blended train-the-trainer methodology and a final review, USB sticks and an ebook. More specifically, with the aim of producing an effective and tangibly useful training manual and handbook, a Skype meeting was held among the involved partners in order to discuss which would be the most effective way for the development and the adaptation of the handbook in consortium languages. WP3 has been concluded successfully, following the foreseen safety mechanisms.

### WP4

The first priority of WP4 is to recruit VET trainers for the pilot implementation of the train-the-trainer course. Although the implementation of WP4 was scheduled to begin in M13, in order to earn some time, Militos along with OLN, began in M11 to conceptualize and design the concept and the fields of the electronic form that will be used to allow trainers to register online for the training course, through the project website.

### WP5

Quality assurance is an ongoing process in the mENTERing project. During the evaluated period, all foreseen quality safeguarding activities have been completed successfully, under WP5, quality assurance. A follow-up questionnaire was distributed in order to evaluate the second consortium meeting in Sheffield and

identify the strengths and weaknesses of the meeting (including organization, partners' collaboration etc). A report summarizing the evaluation results was produced and was distributed to all partners so they can have an insight and take it into consideration for future meetings. The main tangible output produced throughout that period was the first status report, which focused on retrospectively evaluating all implemented tasks for the first six months of the project. The status report summarized the feedback from all partners and cross-checked the implemented activities and processes with the ones foreseen in the project proposal and the quality plan. Though being an ongoing process, quality assurance activities for the second six month period, have been concluded successfully.

## WP6

Dissemination is an ongoing process in the mENTERing project. With the purpose to further disseminate the project, the already designed and developed dissemination channels and tools were designed to raise awareness, enhance visibility and distribute information about the project goals, activities and results to the target groups, beneficiaries, potential users and stakeholders. All dissemination activities have been so far successfully organized, led and implemented by Militos and complemented by all other consortium members. The on-going targeted dissemination implemented used a variety of tools and techniques especially designed to "speak the beneficiaries' language" so as to achieve massive awareness raising, transfer and receipt of content and use of project results. Militos is constantly updating the content of the website and especially the 'Newscorner' section with interesting news and updates on topics directly connected to the project objectives. At the same time the electronic form's design was conceptualized, for the registration of the VET trainers and started preparing its background, developing and technical components. At the same time, the social media pages hosted on Facebook and Twitter were constantly being updated with news related to entrepreneurship, VET in entrepreneurship and other topics directly related to the project objectives. Also, leaflets were distributed to events where consortium members participated in and in bilateral meetings. Further efforts to liaise and increase project awareness have been made and a liaison has been established with very important organizations in the entrepreneurial environment as well as with other European projects related to entrepreneurship and mentoring. To ensure that all dissemination activities are implemented as planned, Militos has developed, maintains and constantly updates the Dissemination Archive, a monitoring and reporting tool that records all implemented dissemination activities and their outcomes and outreach, allowing for close quality monitoring and to take corrective actions if necessary.

In the questionnaire, partners were also asked to evaluate and rate the quality of end deliverables produced, the end beneficiaries outreach, the meetings evaluation and consortium performance throughout the reporting period. The results are highly positive, thus showing that the consortium appreciates the efforts made by the consortium members and is satisfied with the results produced up to the point of reporting.

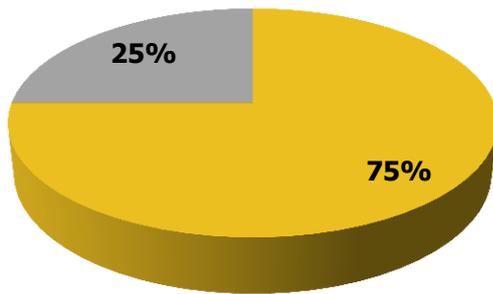
- The deliverables were mainly rated as being 'Excellent' by the majority of the partners
- The outreach level was rated as either 'Excellent' or 'Good'
- The overall evaluation of the meetings was 'Excellent'
- The consortium performance was unanimously rated as 'Excellent'

The charts that follow, aim to better illustrate the aggregate results, as evaluated from all partners.

# PROJECT RESULTS

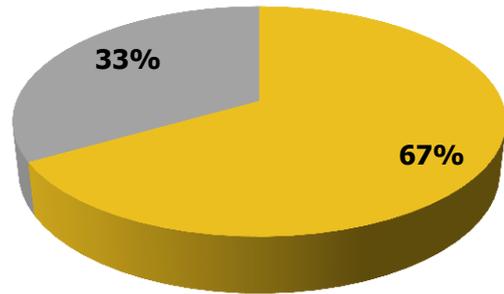
## Deliverables

### Quality of end deliverables



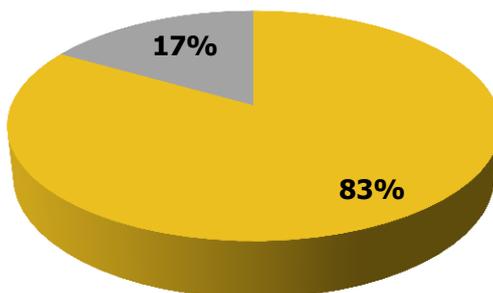
■ Excellent ■ Good

### WP1 Deliverables



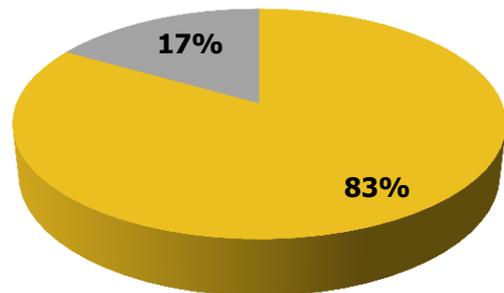
■ Excellent ■ Good

### WP2 Deliverables



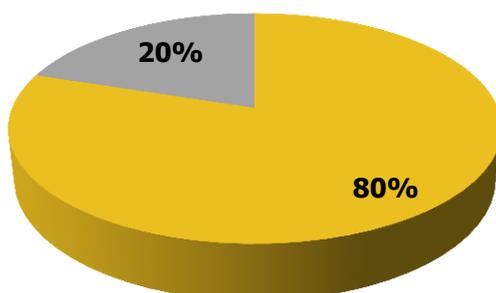
■ Excellent ■ Good

### WP3 Deliverables



■ Excellent ■ Good

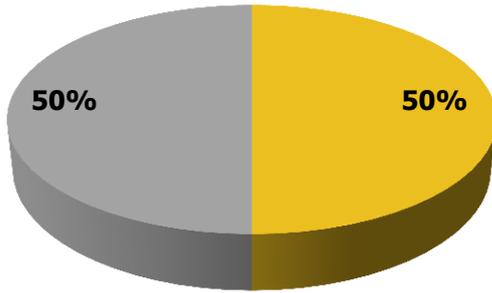
### WP5 Deliverables



■ Excellent ■ Good

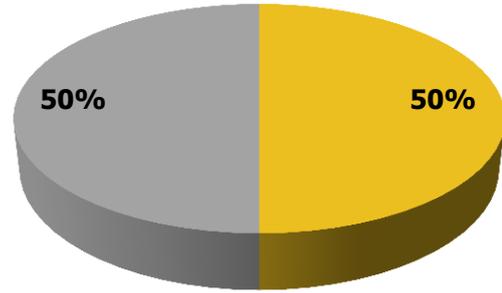
## End Beneficiaries Outreach

### End beneficiaries



■ Excellent ■ Good

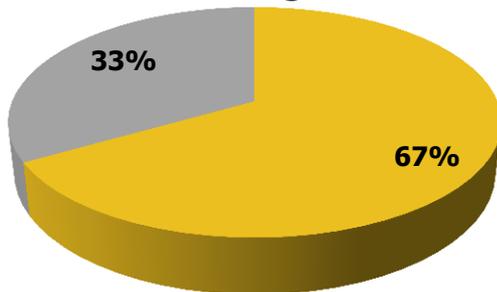
### Outreach level



■ Excellent ■ Good

## Physical meetings

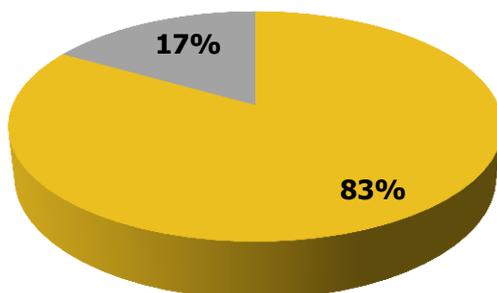
### Overall evaluation of meetings



■ Excellent ■ Good

## Partnership

### Partners' collaboration



■ Excellent ■ Good

### The partners also evaluated unanimously (100% of votes):

- The WP6 – Dissemination deliverables as being of **excellent** quality
- The effectiveness of partners' communication as **excellent**
- The communication from the project manager to the partners as **excellent**
- The consortium performance as **excellent**

**Which** clearly shows the effective of teamwork, communication and good cooperation and performance that the mENTERing consortium has.

Some additional comments made, highlight some points to be taken into consideration for future reference:

*“The time management in the last meeting in Sheffield was too centred on WP4”*

*“As the meetings are only one day we should consider better time management”*

However, there are more comments that point out positive aspects of the project implementation and partner cooperation:

*“In its first year of implementation the project consortia has been very active in terms of cooperation, implementation and project progress activities”*

*“The project team has been collaborating perfectly up to now and partners communicate very effectively to coordinate activities and next steps”*

*“We are happy end beneficiaries contact us for more information about the project”*

*“The Skype audio meetings are very useful for the communication”*

*“May be due to the fact most of the partners know each other we work very well”*

*“Let's keep the wonderful job we are doing!”*

*“A really effective working partnership where everyone brings together their strengths and supports each other in a positive way to achieve the project goals. The project manager is well organised in his communication and helps to keep the project on track through his effective communication in meetings and in between through emails etc.”*

*“As mentioned above, a truly collaborative project where we feel that each partner is working fully on the project in a positive and motivated manner to achieve the project group goals”*

## CONCLUSION

Overall, during the second six month period of its lifecycle, the project was implemented in accordance with its initial planning and timeframe. All deliverables due, were produced and delivered on time, while the partners gave a high rating to the tangible and the intangible outcomes of the project. Minor recommendations were suggested, to secure that all future endeavours and activities are of the highest possible quality. The consortium unanimously agreed that the project is being implemented smoothly and effectively and the communication and cooperation both between the leader and the partners and among the partners alone are excellent. All these results are encouraging for the future of the project and can further motivate the consortium to continue working as hard and produce high quality outcomes with the ultimate aim to provide added value to the area of VET training in entrepreneurship.

As the project leader, BICC also assures, *“overall implementation of the project is going on track. All partners are committed to fulfilling their obligations and assigned tasks. In the next reporting period the project enters into a crucial phase where the already developed training content will be piloted in the project countries - Bulgaria and Greece”*.

**ANNEX**



**Inducing VET trainers with mentoring skills to boost entrepreneurial growth  
Progress Status Report**

Period covered \_\_\_\_\_  
 Partner reporting \_\_\_\_\_  
 Contact person \_\_\_\_\_

**1. MAIN ACTIVITIES UNDERTAKEN IN THE MONITORED PERIOD**

Please list the main activities carried out by your organization during the monitored period and note the percentage status of accomplishment of the tasks (only for your organisation).

| WP # | Activity | Deadline | Current status of accomplishment % |
|------|----------|----------|------------------------------------|
|      |          |          | %                                  |
|      |          |          | %                                  |
|      |          |          | %                                  |
|      |          |          | %                                  |
|      |          |          | %                                  |

**2. PROJECT RESULTS**

| <b>Deliverables (overall)</b>                   | <b>Excellent</b>         | <b>Good</b>              | <b>Mediocre</b>          | <b>Weak</b>              | <b>Bad</b>               |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <i>Quality of end deliverables</i>              | <input type="checkbox"/> |
| <i>WP 1 deliverables (Project Management)</i>   | <input type="checkbox"/> |
| <i>WP 2 deliverables (Needs' Analysis)</i>      | <input type="checkbox"/> |
| <i>WP 3 deliverables (Content Adaptation)</i>   | <input type="checkbox"/> |
| <i>WP 4 deliverables (Pilot Implementation)</i> | <input type="checkbox"/> |
| <i>WP 5 deliverables (Quality Assurance)</i>    | <input type="checkbox"/> |
| <i>WP 6 deliverables (Dissemination)</i>        | <input type="checkbox"/> |
| <i>WP 7 deliverables (Exploitation)</i>         | <input type="checkbox"/> |

Any comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### 3. TARGET GROUP

| <b>End beneficiaries</b> | <b>Excellent</b> | <b>Good</b> | <b>Mediocre</b> | <b>Weak</b> | <b>Bad</b> |
|--------------------------|------------------|-------------|-----------------|-------------|------------|
|--------------------------|------------------|-------------|-----------------|-------------|------------|

|   |                          |                          |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <i>Level of addressing to their needs</i> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

|                                 |                          |                          |                          |                          |                          |
|---------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <i>Outreach level as of now</i> | <input type="checkbox"/> |
|---------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

Any comments:

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### 4. MANAGEMENT

| <b>Physical meetings (face-to-face)</b> | <b>Excellent</b> | <b>Good</b> | <b>Mediocre</b> | <b>Weak</b> | <b>Bad</b> |
|---|------------------|-------------|-----------------|-------------|------------|
|---|------------------|-------------|-----------------|-------------|------------|

|   |                          |                          |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <i>Overall evaluation of organisation, agenda, time management, task allocation, content, understanding, partners' collaboration and communication, project goals and tasks</i> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

Any comments:

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| <b>Communication</b> | <b>Excellent</b> | <b>Good</b> | <b>Mediocre</b> | <b>Weak</b> | <b>Bad</b> |
|----------------------|------------------|-------------|-----------------|-------------|------------|
|----------------------|------------------|-------------|-----------------|-------------|------------|

|   |                          |                          |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <i>Effectiveness of partners' communication</i> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

|   |                          |                          |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <i>Project management communication with partners</i> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

Any comments:

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| <b>Partnership</b> | <b>Excellent</b> | <b>Good</b> | <b>Mediocre</b> | <b>Weak</b> | <b>Bad</b> |
|--------------------|------------------|-------------|-----------------|-------------|------------|
|--------------------|------------------|-------------|-----------------|-------------|------------|

|                               |                          |                          |                          |                          |                          |
|-------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <i>Consortium performance</i> | <input type="checkbox"/> |
|-------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

|                                |                          |                          |                          |                          |                          |
|--------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <i>Partners' collaboration</i> | <input type="checkbox"/> |
|--------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

Any comments:

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Share with us any other comment you may have in order to improve project implementation and results:

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Thank you for your feedback

The mENTERing Quality Assurance & Evaluation Team