



Lifelong
Learning
Programme

Interim Evaluation Med-Assess



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1 About this Evaluation

1.1 Overview

The DEIS Department of Education Development (see <http://deis.cit.ie>) is an academic department in the Cork Institute of Technology. The DEIS Department has a long history of innovation and research in the fields of open and distance learning (having been originally established to carry out an EU-funded distance education project back in 1993) and has also worked with the project partners of the current project in a range of various contexts.

The process taken by the external evaluators concentrates mainly on gathering data with regard to progress on the planned work packages and gathering of data with regard to a number of key criteria agreed with the project partnership. Any deviations from the plan however are not considered to be a major difficulty as long as partners are in agreement in terms of explanations for such deviations and have made steps to propose and implement solutions.

The document repository, Redmine, which is being used for project communication, collaboration and tracking, has allowed the evaluators to monitor the project progress. The interim evaluation was based on observation and relied mainly on the information and results provided in this well documented and updated collaborative environment. A questionnaire was designed to gather feedback from project partners on the progress of the project in terms of work packages and was designed to gather opinions on the current successes and potential problems associated with the project. At least one questionnaire was completed by each partner institute to provide additional input on the progress of the project.

2 Project Proposal (Overview and review)

2.1 The Project

The Med-Assess project aims to create an ICT based solution to measure the knowledge, abilities and competencies of medical employees (nurses, care-givers, etc.). This solution would provide recommendations for additional training courses for employees and support in the recruitment of new employees by providing an adaptable knowledge base system. The Med-Assess project aims to transfer the innovation and good practices from the OntoHR project to the current context. The Med-Assess project officially began on the 1st of October 2012 and will run until the 30th of September 2014. Over the course of the two years the project partnership will follow a very clearly defined set of 8 work packages to produce outputs defined in the project proposal and work plan. These work packages are: Project Management; Knowledge Acquisition and Formalisation; Implementation: Adaptation of Onto-HR to Med-Assess; Implementation: Customisation of Med-Assess components; Implementation: Med-Assess Transfer and Evaluation; Quality Management, Dissemination and Exploitation.

2.2 The Partnership

The Med-Assess project is led by the University of Siegen, Institute of Knowledge Based Systems, Germany and consists of four partners in total with a variety of skills and knowledge suited to the goals and objectives of the project.

2.2.1 University of Siegen, Institute of Knowledge Based Systems, Germany

The University of Siegen is a higher education institute in Germany comprising four faculties with subjects in the areas of Arts, Education, Economics and Science and Technology. The institute of Knowledge Based Systems (KBS) is concerned with diverse research areas including medical science, knowledge management, innovation management, cognitive science, alternate energy and sustainability. KBS has long established relationships with research foundations, industries and medical institutions in Europe, North America and Asia.

2.2.2 Amsterdam Business School, University of Amsterdam, Holland

The human resource management and organisational behaviour section of the Amsterdam Business School at the University of Amsterdam, Netherlands is involved in research in the areas of human resource management, personnel selection and applicant reactions, cross-cultural issues in organisational behaviour and human resource management. UVA was a partner in the OntoHR project providing expertise in ontology building and adaptive learning environments.

2.2.3 Beta Klinik GmbH, Germany

Beta Klinik GmbH is an international private clinic specialising in the diagnosis and therapy, both conservative and operative, of head, brain and spinal diseases as well as offering endovascular therapy approaches. The clinic is also heavily involved in the research of neurology, strokes, testing of instruments and digital portal systems.

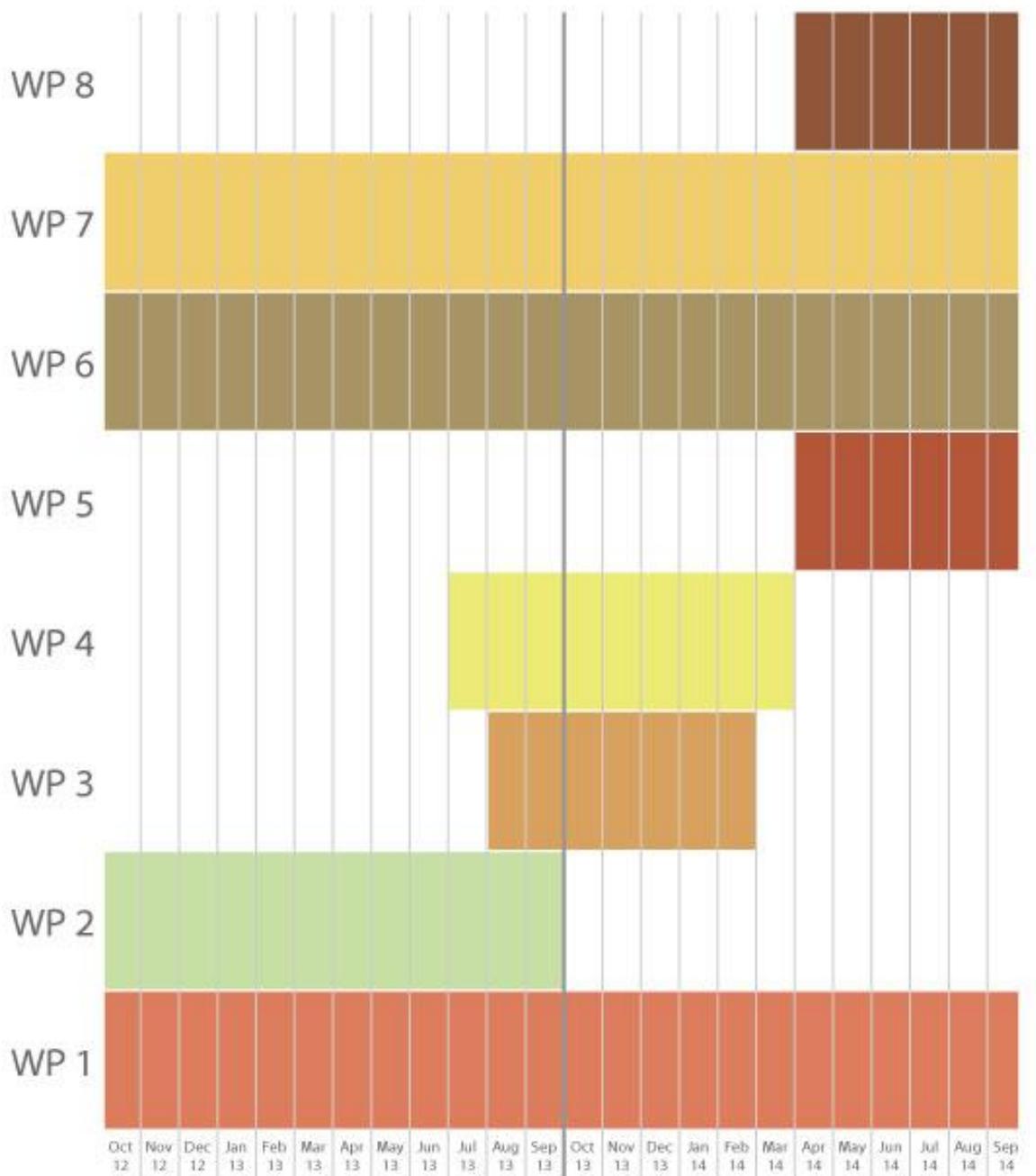
2.2.4 Corvinno Technology Transfer Center, Hungary

Corvinno Technology Transfer Center is a non profit organisation that is an offshoot of the Corvinus University, Budapest. The organisation focuses on the exploitation of gathered knowledge and experience. Corvinno has led various innovative research projects in the field of ICT, offers consultancy and solutions to clients and disseminates results through conferences, publications and training. Corvinno was a partner in the OntoHR project providing their expertise in ontology design and development.

3 Overview of project Work packages

3.1 Scheduling of Work Packages

The interim report signifies the mid point of the project and the chart below outlines graphically the proposed status of the work packages as projected in the project proposal.



3.2 Work Package Overview

The following is a breakdown of each work package, the activities and outputs outlined within, the project partners responsible and the evaluation methods to be used in assessing the effectiveness of the package.

3.2.1 WP1 – Project Management

This work package aims to create and administer a management plan for the project in order to successfully complete the project goals in an effective and efficient manner. The tasks of the workpackage leaders and management committee include, variously, offering a project workplan, outlining deadlines, ensuring effective communication, conflict resolution, financial monitoring, coordination and management of meetings and creation and management of an internal document repository.

Deliverables of WP1 are:

- Minutes of meeting of Project Management Committee
- Med-Assess project home page
- Kick off meeting
- Project work plan
- Work-in-progress meeting in Budapest

3.2.2 WP2 – Knowledge Acquisition and Formalisation

The aim of work package 2 is to determine the concepts and definitions of neuroscience nursing and care jobs that will be used to create a four level ontology model and knowledge base allowing for the creation of job profiles, which will ultimately be used in the Med-Assess system.

Deliverables of WP2 are:

- Identification, collection and formalisation of medical job descriptions

-
- Identification of knowledge elements of jobs and development of medical profession Knowledge Base consisting of learning contents
 - Technical Meeting in Beta Klinik GmbH

3.2.3 WP3 – Implementation: Adaption and Customisation of Medical Profession Knowledge and Ability Measuring

This work package will result in the creation of bank of test questions and learning items and the connection of these to the developed nodes of the ontology in the OntoHR system to ultimately customise this system to the medical area.

Deliverables of WP3 are:

- Adaptation and customisation of OntoHR for medical domain
- Customisation of Med-Assess for multi languages

3.2.4 WP4 – Implementation: Customisation and Integration of Med-Assess Components

This work package involves the customisation of the various components – supervision, recommendation and decision making – and the integration of these components into the Med-Assess system resulting in an alpha system for testing. Based on initial alpha testing, the system may be adapted for use in the pilot tests in WP5.

Deliverables of WP4 are:

- Alpha Med-Assess system
- User training workshops in Beta Klinik GmbH

3.2.5 WP5 – Implementation: Med-Assess Transfer and Evaluation

The aim of WP5 is to pilot the Med-Assess system that was initially alpha tested in WP4 and develop a final version of the system based on the evaluation of feedback from the piloting in this work package.

Deliverables of WP5 are:

- Final Med-Assess system based on pilot testing
- Evaluation of pilot testing results

3.2.6 WP6 – Quality Management

The aim of WP6 is to ensure that the project achieves its aims and objectives to the highest possible standard. A project management committee will be appointed to oversee and ensure quality management throughout the project in the form of project meetings, deliverable evaluation and general project monitoring.

Deliverables of WP6 are:

- Quality management report
- External evaluation

3.2.7 WP7 – Dissemination

WP7 aims to create a network of relevant stakeholders and fostering the interaction between researchers and practitioners in order to create value from project results and ultimately promote the Med-Assess system and resources. A project Special Interest Group will be created to add further value to the project and its results.

Deliverables of WP7 are:

- Med-Assess project leaflets
- Med-Assess project scientific publications
- Med-Assess project media presence

3.2.8 WP8 – Exploitation

The aim of WP8 is to create an exploitation plan which will determine exploitation possibilities, steps, strategies and IP rights for the project following the funding period. It will, in particular, see the results of the project being included in the Flexilab Living Lab environment.

Deliverables of WP8 are:

- Med-Assess commercialisation and system foresight

4 Evaluation of Project work packages

The project work packages have been evaluated based on their deliverables that have been due to be completed to date. As such, work packages 5 and 8 will not be evaluated (although the evaluators would like to acknowledge the planning that is frequently discussed and carried out related to the piloting in work package 5, as referenced in the meeting minutes).

4.1 WP 1

This workpackage is critical to the success of the project and is concerned with the overall management of the project and work packages. A questionnaire was distributed for the interim report in order to assess the project as a whole and it focuses in some sense on project management and its issues to gauge the comprehension and satisfaction of partners.

The workplan document is evaluated against the proposal and the activities and outcomes of the project. The document is extremely detailed and comprehensive, offering an overview, timeline, work package breakdown and further task outline. While an initial workplan was made available at the beginning of the project, the final version made available in pdf offers valuable clarity. A summary document acts as a convenient, short form guide which highlights the important points from the larger document. The task list developed as part of this is available on the Redmine document repository with tasks being marked as they are completed.

Overall, the meetings to date seem to be well planned with opportunities for dissemination and involvement of stakeholders being utilised well. The kick off meeting included a strategic workshop involving stakeholders, researchers and practitioners at a key, early stage. The minutes from these meetings and any conference calls are available and clearly outline the issues and action points arising from the meetings. While the coordinators have assured that all agendas are distributed to partners for discussion before any meetings, it is recommended that these agendas are also made available to the evaluators by inclusion on the mailing list. This is a minor recommendation. All agendas are included in the meeting minutes.

To date there have been ten conference calls, all with clear and detailed minutes:

- 9th November 2012 – KBS & UvA
- 13th December 2012 - All partners
- 15th February 2013 - Project Management Committee, all partners
- 21st February 2013 - Corvinno, KBS & UvA
- 5th March 2013 – Beta Klinik & KBS
- 17th May 2013 - KBS & Corvinno
- 7th June 2013 - KBS & UvA
- 14th June 2013 – KBS & Corvinno
- 3rd July 2013 – All partners
- 3rd September 2013 – KBS, Corvinno, UvA

There have been six face to face meetings, including a stakeholder workshop:

- Kick off meeting and workshop, Siegen
 - 22nd and 23rd October 2012
- Meeting at Beta Klinik in Bonn
 - 14th November 2012
- Technical meeting, Bonn
 - 20th, 21st, 22nd March 2013
- Meeting between KBS and associated partner Diakonie in Siegen
 - 9th September 2013
- Meeting between KBS and Beta Klinik in Siegen
 - 12th September 2013
- Annual meeting, Budapest
 - 26th + 27th September 2013

All of the documents, in addition to the regularly updated task lists, Gantt chart, news and financial documents are available to all partners and the evaluators from the document repository. However, it is recommended that any public documents or news also be uploaded to the external project website when available to ensure a consistent level of activity and updates.

The Med-Assess homepage is evaluated based on the 25-point checklist¹ and the results are outlined below:

Accessibility: The site loads quickly and there is sufficient contrast between the text and background. The line spacing and font size is suitable for the content and page style. The site works in different browsers (i.e. Chrome, Firefox, Safari, Explorer) although the Twitter plugin requires the user to click to activate each time they arrive on the home page. The site does not have a custom 404 page but this is not a critical issue. Partners should ensure that any images used on the site in the future have appropriate ALT tags for improved accessibility.

Identity: The project logo and title are displayed prominently and the EU logo and disclaimer are available on all pages. The home page information is clear and any paths to further project information, partner information or contact details are clear. The main page displays the news items clearly and it is suggested that, as the project progresses, the home page may be re-evaluated to highlight the project priorities while retaining the general layout for consistency.

Navigation: The main navigation is clear, consistent and easily identifiable with colour used to draw users to particular information. External links open in new tabs to help users return to where they were previously. The logo does not link to the homepage as the site uses a frame for the main content but if possible, the link should be included in the logo nonetheless as it is standard practice. At the time of website evaluation, the site did not include a search feature but this feature, including an advanced search option, has since been included.

Content: Headings and links are clear and consistent throughout the site. As mentioned above, main content is displayed in a frame below the large navigation but anchor tags bring the user to the content when selected from the menu. Styles and colours are consistent with the project colour scheme. Main content is concise and diagrams are used as explanatory tools to further disseminate ideas and aims. URLs are user-friendly in main content but in the snippet views they are inaccessible. HTML page titles are meaningful and explanatory. Partners should ensure that the

¹Meyers, P. (2009) **25-point Website Usability Checklist**. [Internet] User Effect. Available from: <http://www.usereffect.com>. [Accessed July 28th 2013]

homepage is updated with as much relevant and appropriate information as possible from the Redmine repository.

4.2 WP2

This workpackage is important to the project and the subsequent workpackages 3 and 4. While this workpackage has not yet finished, there seems to have been a slight delay in the work progress but nothing of critical significance and partners appear to be well in control. Notes on the document repository referring to the delay outline, that the workpackage will be extended and will run alongside workpackages 3 and 4. The reason for the delay was noted as a delay with the “evaluation of the master list and the gathering of the learning material”. An update suggested that this work will be complete at the end of October.

The technical meeting appears to have been hugely important in gathering and structuring the required content for the system. Partners used the time well by validating the content through interviews with nurses at Beta-Klinik and clear action points were outlined for all partners as a result of this meeting. The consortium followed up on these interviews with further validation of job roles and content in September with Beta Klinik and Diakonie, an associated partner for the project. A comprehensive document was made available in September outlining the learning material required for the system.

4.3 WP3 and WP4

As these workpackages have recently begun and are heavily reliant on WP2 results, they are being monitored and evaluated in terms of the current progress and any potential issues. When completing the questionnaire, one partner acknowledged the importance of clear requirements from medical experts before implementing the GUI as a crucial aspect of work for WP3. Partners also noted the significant role of Beta Klinik in WP4 and the importance of discussions prior to any decisions being made. The evaluators do not feel that there is any immediate concern related to these workpackages as partners are well aware of the potential problems incurred through delays or improper planning. Partners are communicating well in relation to the

preparation for these workpackages and a detailed task list is available on the Redmine repository.

4.4 WP6

The quality management work package resulted early on in a comprehensive set of criteria for internal quality management and evaluation of processes and outputs of the project. The document contains measures for each deliverable along with a scale of acceptable values. Along with the detailed task outline available in the Redmine repository and the regular updates of these milestones, the quality management activities in the project do not appear to have any issues currently. The evaluators would recommend, however, that partners continue to regularly monitor outputs in terms of quality and relevance and ensure that all completed public documents are uploaded to the project website where appropriate.

4.5 WP7

The project dissemination began early in the project with the workshop for stakeholders at the kick off meeting in Siegen. This gave partners a great opportunity to start expanding their network, gather associated partners and share ideas. In fact, partners appear to be continuously active in disseminating project ideas and gathering associated partners. Perhaps a strategy going forward, that was suggested by a partner in the questionnaire outlined in this document, is to focus on direct contact with individuals and organisations in the second half of the project to further expand the network. The Redmine repository outlines a clear and expanding list of networking tasks highlighting a targeted approach to this particular dissemination activity.

In terms of the project's online presence, the website is available in English and German with Dutch and Hungarian versions due to be completed as evidenced by the site itself. The project has Facebook, Twitter and LinkedIn accounts, with the Facebook and Twitter feeds available within the website if desired. Both the Facebook and Twitter accounts are active and contain useful information and while

they would benefit from more followers, this is more than likely going to be more achievable in the second half of the project when more results are produced and piloting is progressing.

Partners are actively producing articles and publications and this is another aspect that should be continued in the second half of the project. The Med-Assess leaflets and poster contain clear, concise information about the project and are easy to understand. They are available on the website in English along with a current list of publications. This information should be made available in other languages, particularly the partner languages of Dutch and Hungarian.

Overall, however, the workpackage is progressing well and the evaluators feel that the increase in tangible outputs in the second half of the project will aid in further expanding the network.

5 Online Survey Results and Evaluation

In order to gauge the views of partners with regard to the status and outputs of the Med-Assess project, and to gain additional insight into the processes and progress of the project, a representative from each partner institute was asked to complete an online survey. The survey was divided into six sections: Partner organisation, Communication, Project Objectives, Cooperation, Added Value for Partners and Work package evaluations.

An initial broad view of the results reveals an encouraging result, with all partners either agreeing or strongly agreeing with most of the relatively positive statements posed in the questionnaire. Additional, open-ended questions gave further insight. The following is a summary of the results of this survey.

5.1 Section 1 – Partner Organisation

The questions asked of the partners for this section, as demonstrated in the graph below, are:

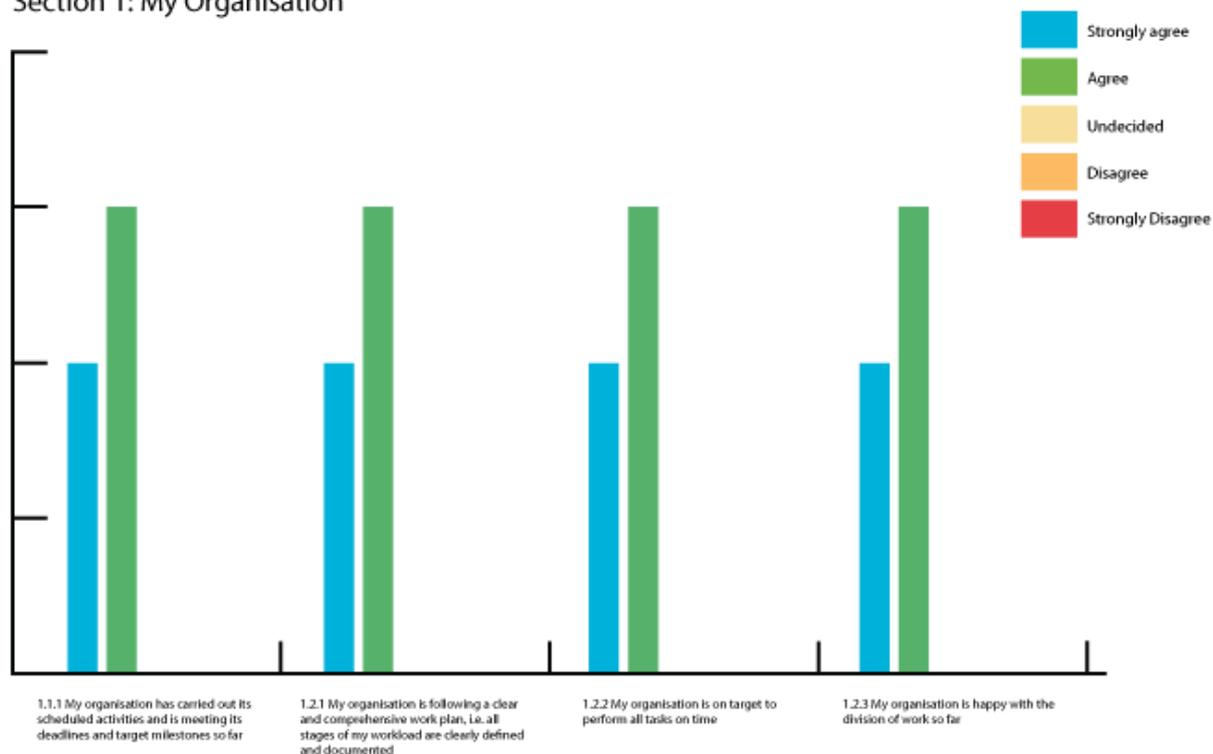
1.1.1 My organisation has carried out its scheduled activities and is meeting its deadlines and target milestones so far

1.2.1 My organisation is following a clear and comprehensive work plan i.e. all stages of my workload are clearly defined and documented.

1.2.2 My organisation is on target to perform all tasks on time.

1.2.3 My organisation is happy with the division of work so far.

Section 1: My Organisation



This first section, somewhat naturally, yielded positive results as it dealt with questions related to partner's own performance and input in the project. What was encouraging to see in the results was the satisfaction of all partners with the division of labour within the project. Not only do partners believe they are meeting their deadlines with carrying out scheduled activities, there are no general negative feelings related to other partners' level of input. Additionally, all partners either agree or strongly agree that they are following a clear and comprehensive work plan with clearly defined stages.

5.2 Section 2 – Communication

The questions asked of the partners for this section, as demonstrated in the graphs below, are:

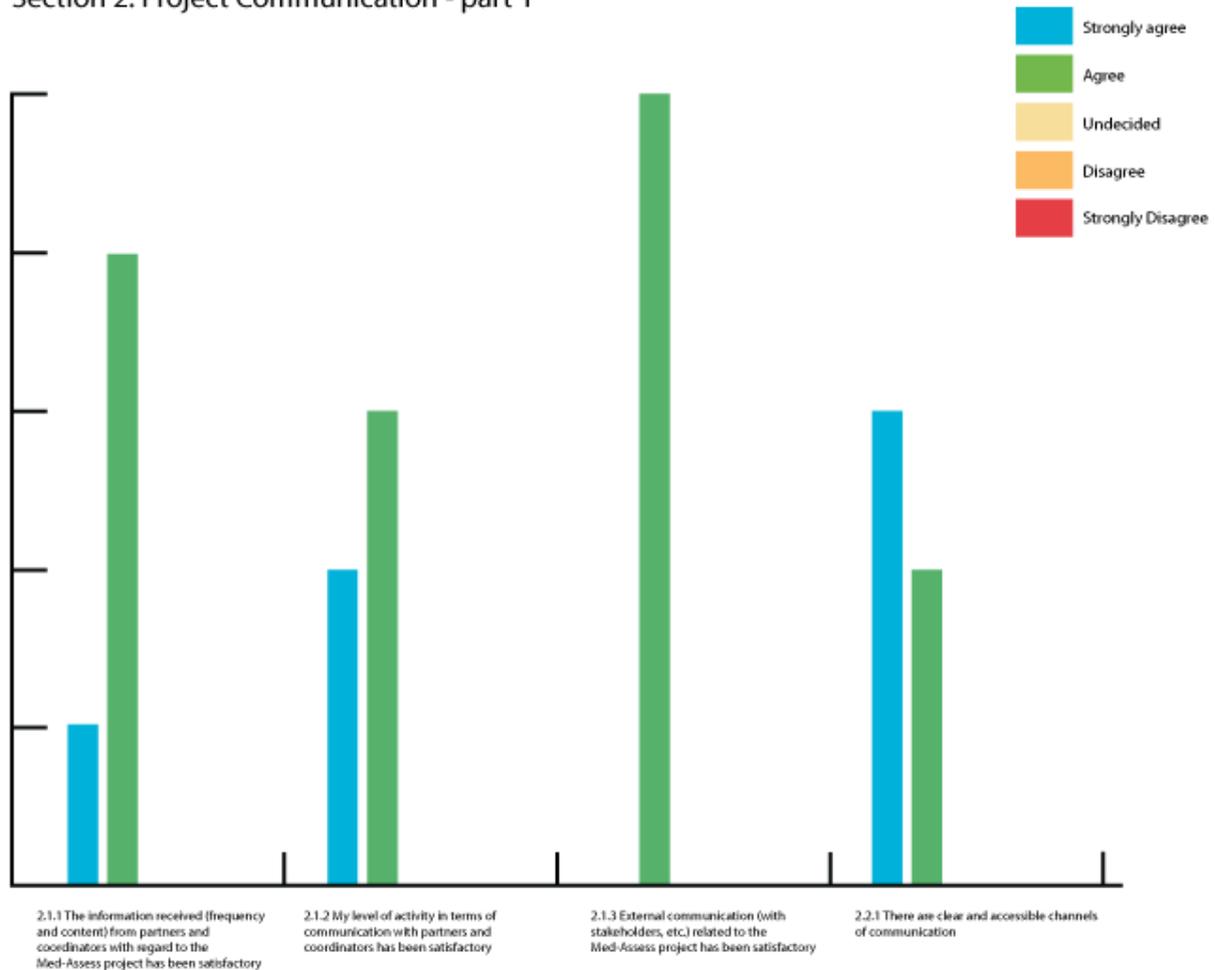
2.1.1 The information received (frequency and content) from partners and coordinators with regard to the Med-Assess project has been satisfactory.

2.1.2 My level of activity in terms of communication with partners and coordinators has been satisfactory.

2.1.3 External communication (with stakeholders, etc.) related to the Med-Assess project has been satisfactory.

2.2.1 There are clear and accessible channels of communication.

Section 2: Project Communication - part 1

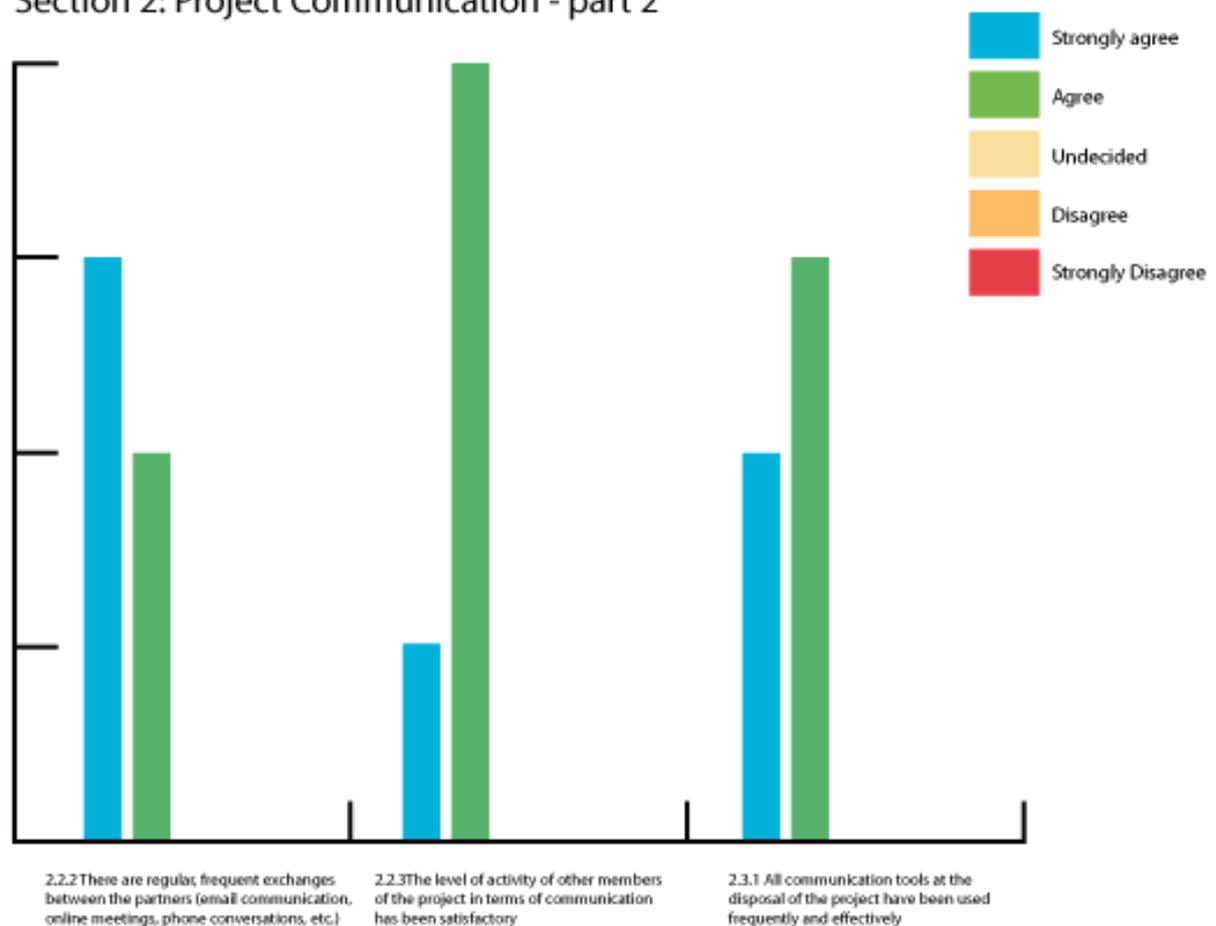


2.2.2 There are regular, frequent exchanges between the partners (email communication, online meetings, phone conversations, etc.)

2.2.3 The level of activity of other members of the project in terms of communication has been satisfactory.

2.3.1 All communication tools at the disposal of the project have been used frequently and effectively.

Section 2: Project Communication - part 2



The questions related to communication have shown general positive results with all partners either agreeing or strongly agreeing with all statements in this category, an encouraging outcome at this stage of the project. Partners believe channels of communication to be efficient and effective. Communication is frequent, an opinion that is supported by the face to face and Skype meeting minutes. Another important element of communication that was recognised by the evaluators and concurred by partners in the questionnaire was the frequent contact with external stakeholders in terms of dissemination and garnering interest for the addition of associated partners. One partner noted that this contact with external stakeholders needs to be increased in the second half of the project. This includes a recommendation from the partner for more direct lines of communication when approaching potential stakeholders in the future as the feedback from the social media pages has not been hugely effective as yet.

When asked for additional comment related to the communication in the Med-Assess project, one partner commended the “common understanding and harmony” of the consortium. There was a recommendation from a partner towards improving the internal communication in the second year of the project and for particular attention to be made on coordinating the means of gathering candidates for the piloting. These recommendations should be considered by the consortium in the second half of the project.

5.3 Section 3 – Project Objectives

The questions asked of the partners for this section, as demonstrated in the graph below, are:

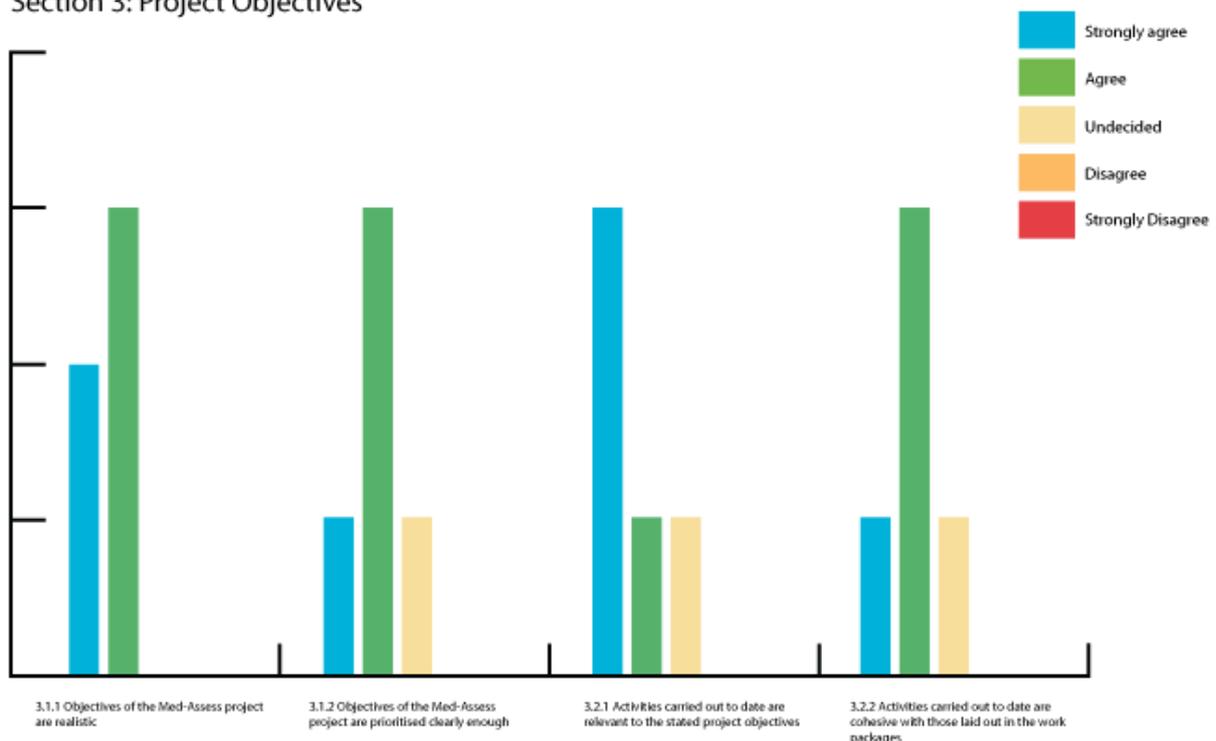
3.1.1 Objectives of the Med-Assess project are realistic

3.1.2 Objectives of the Med-Assess project are prioritised clearly enough

3.2.1 Activities carried out to date are relevant to the stated project objectives

3.2.2 Activities carried out to date are cohesive with those laid out in the work packages.

Section 3: Project Objectives



In terms of the cohesion between stated objectives and activities carried out to date, results are somewhat similar. While some partners recorded undecided responses for statements related to relevance, cohesion and prioritisation of objectives at this stage of the project it is not of huge concern. One partner noted that the workplan and task list created for each work package is helping the consortium to achieve the results of the workpackages.

When asked to provide further comment on the perceived most important objective currently and any concerns related to achieving this, partners believed the validation of the content by subject matter experts was a priority. This reflects the work plan and does not suggest any cause for concern. Another partner added the need to finish the remaining tasks of WP2 and to “establish a clear concept for the implementation of the tasks in WP3 and WP4 in regards to ontology design, system recommendations, associated learning material and GUI”. The partner noted that this particular task will be addressed at the interim meeting in September. This is not an area of concern as the meeting addressed these issues and updates were noted in the Redmine repository.

5.4 Section 4 – Cooperation

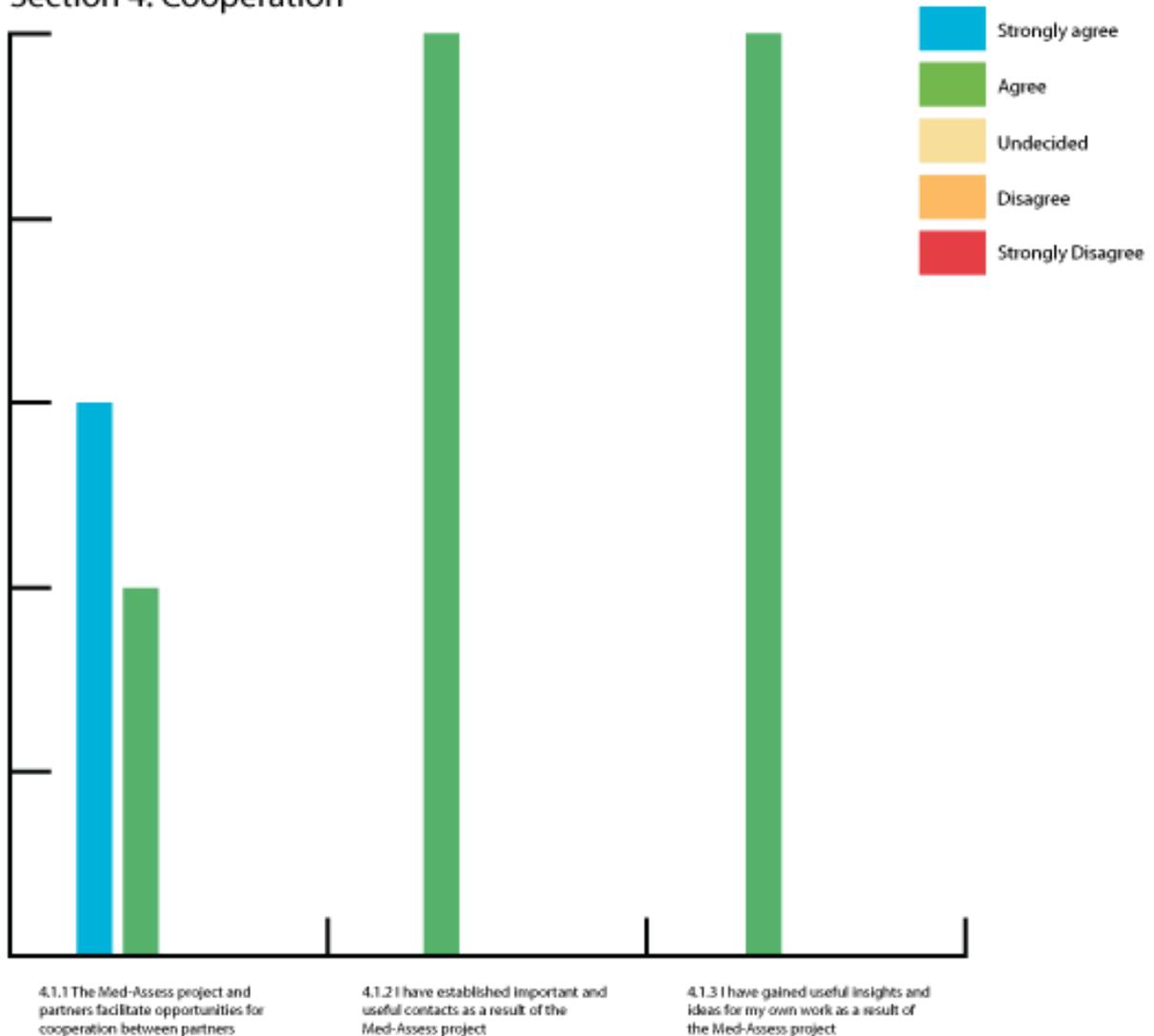
The questions asked of the partners for this section, as demonstrated in the graph below, are:

4.1.1 The Med-Assess project and partners facilitate opportunities for collaboration between partners.

4.1.2 I have established important and useful contacts as a result of the Med-Assess project.

4.1.3 I have gained useful insights and ideas for my own work as a result of the Med-Assess project.

Section 4: Cooperation



Results related to cooperation between partners are encouraging and reflect the results from the section on communication. Additionally, partners are benefitting from the collaborative environment that is fostered in the project.

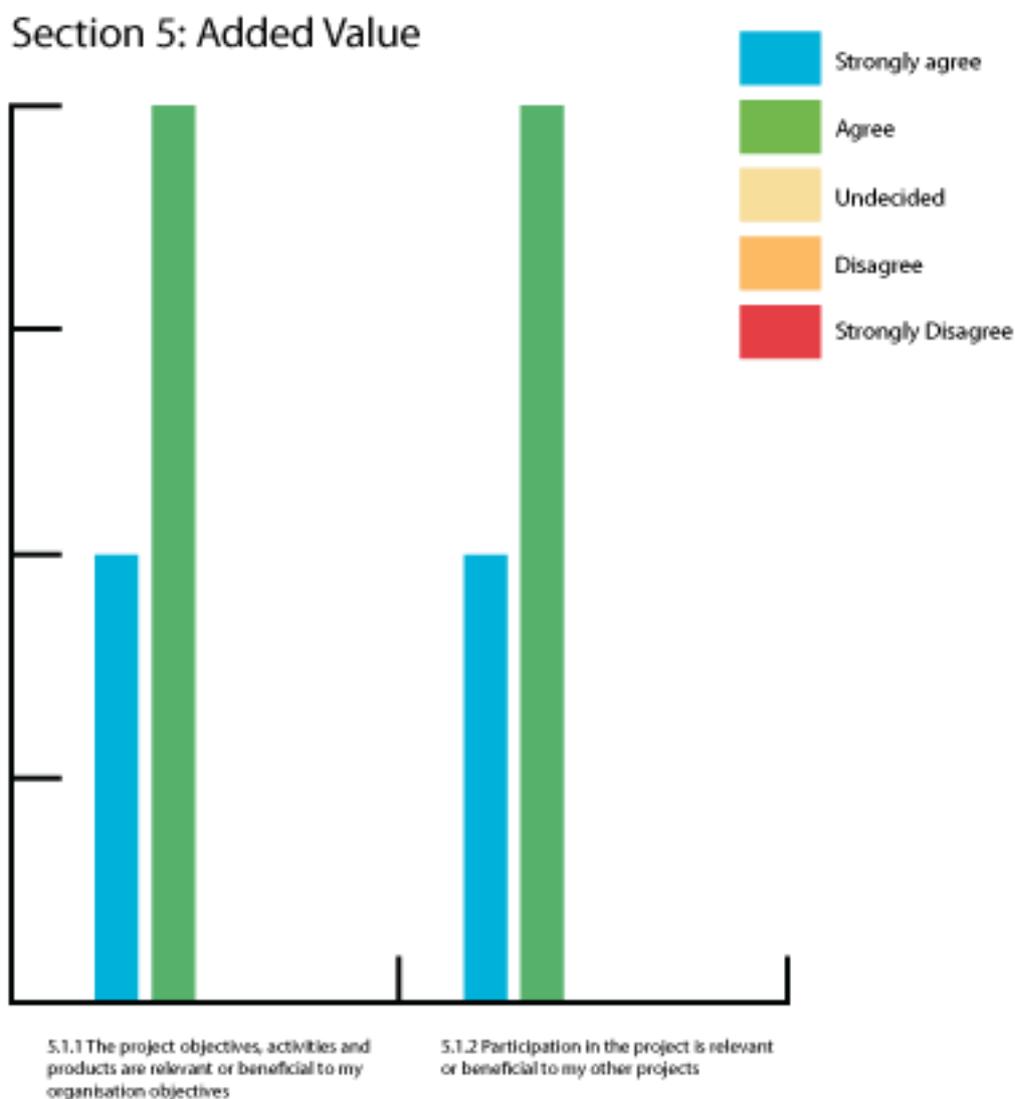
One partner notes that the history of prior projects shared between some partners and prospective future projects has contributed to the positive cooperation in this project. Another partner notes that “collaboration between academics and practitioners in carrying out applied research of this nature” is infrequent but that Med-Assess is a positive example of this cooperation that can yield valuable results.

5.5 Section 5 – Added Value

The questions asked of the partners for this section, as demonstrated in the graph below, are:

5.1.1 The project objectives, activities and products are relevant or beneficial to my organisation objectives

5.1.2 Participation in the project is relevant or beneficial to my other projects



Added value for project partners shows similar reassuring results. Partners either agreed or strongly agreed that their participation in the project is relevant and beneficial to their own organisations.

5.6 Section 6 – Content and Results

The questions asked of the partners for this section, as demonstrated in the graphs below, are:

6.1.1 The workplan is clear and the milestones and deadlines are achievable

6.1.2 The online environment, Redmine, is appropriate as a collaboration tool and document repository

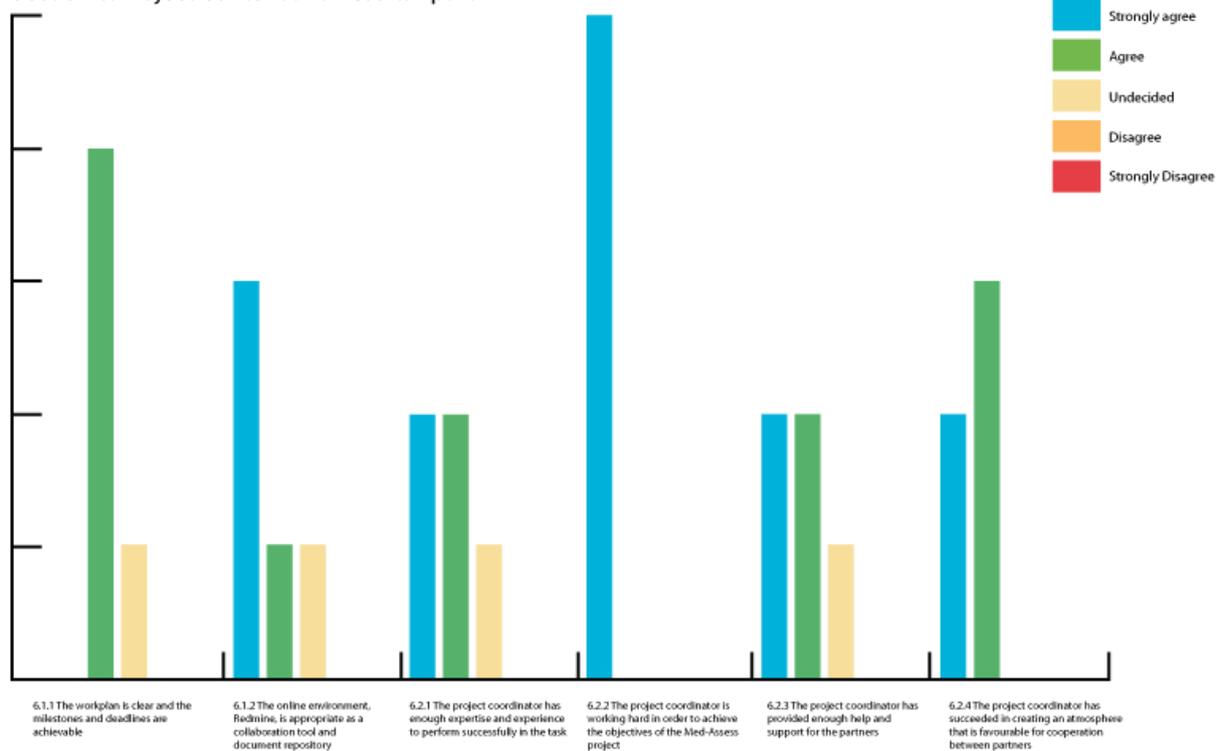
6.2.1 The project coordinator has enough expertise and experience to perform successfully in the task

6.2.2 The project coordinator is working hard in order to achieve the objectives of the Med-Assess project

6.2.3 The project coordinator has provided enough help and support for the partners

6.2.4 The project coordinator has succeeded in creating an atmosphere that is favourable for cooperation between partners

Section 6: Project Content and Results - part 1



6.2.5 The project coordinator is conducting the administrative tasks of the Med-Assess project successfully

6.2.6 The project coordinator has treated all the partners fairly and equally

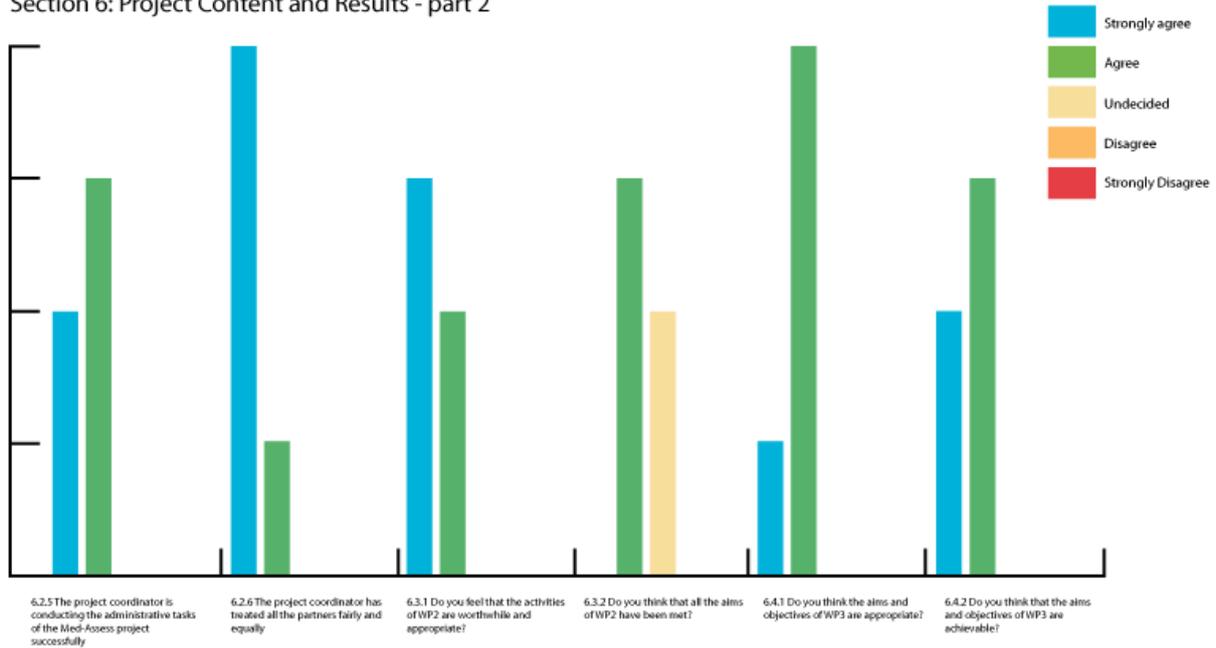
6.3.1 Do you feel that the activities of WP2 are worthwhile and appropriate?

6.3.2 Do you think that all the aims of WP2 have been met?

6.4.1 Do you think the aims and objectives of WP3 are appropriate?

6.4.2 Do you think that the aims and objectives of WP3 are achievable?

Section 6: Project Content and Results - part 2



6.5.1 Do you think that the aims and objectives of WP4 are appropriate?

6.5.2 Do you think that the aims and objectives of WP4 are achievable?

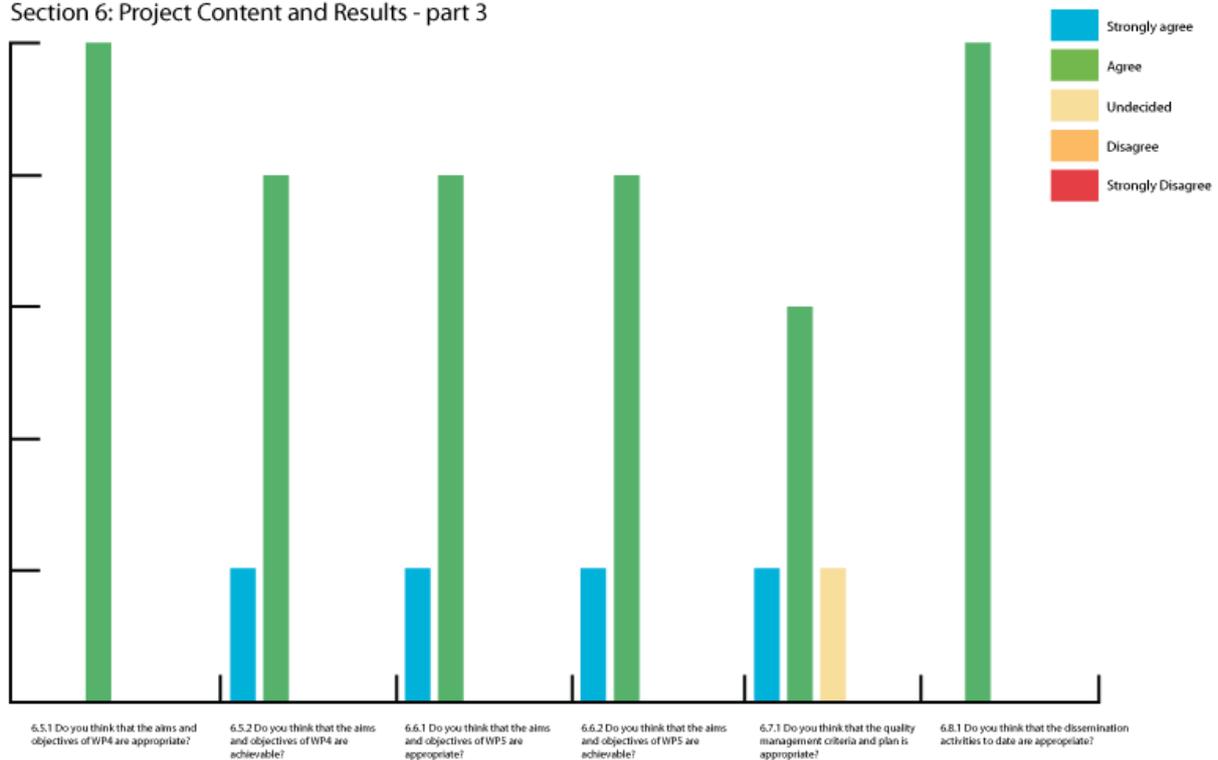
6.6.1 Do you think that the aims and objectives of WP5 are appropriate?

6.6.2 Do you think that the aims and objectives of WP5 are achievable?

6.7.1 Do you think that the quality management outline and plan is appropriate?

6.8.1 Do you think that the dissemination activities to date are appropriate?

Section 6: Project Content and Results - part 3

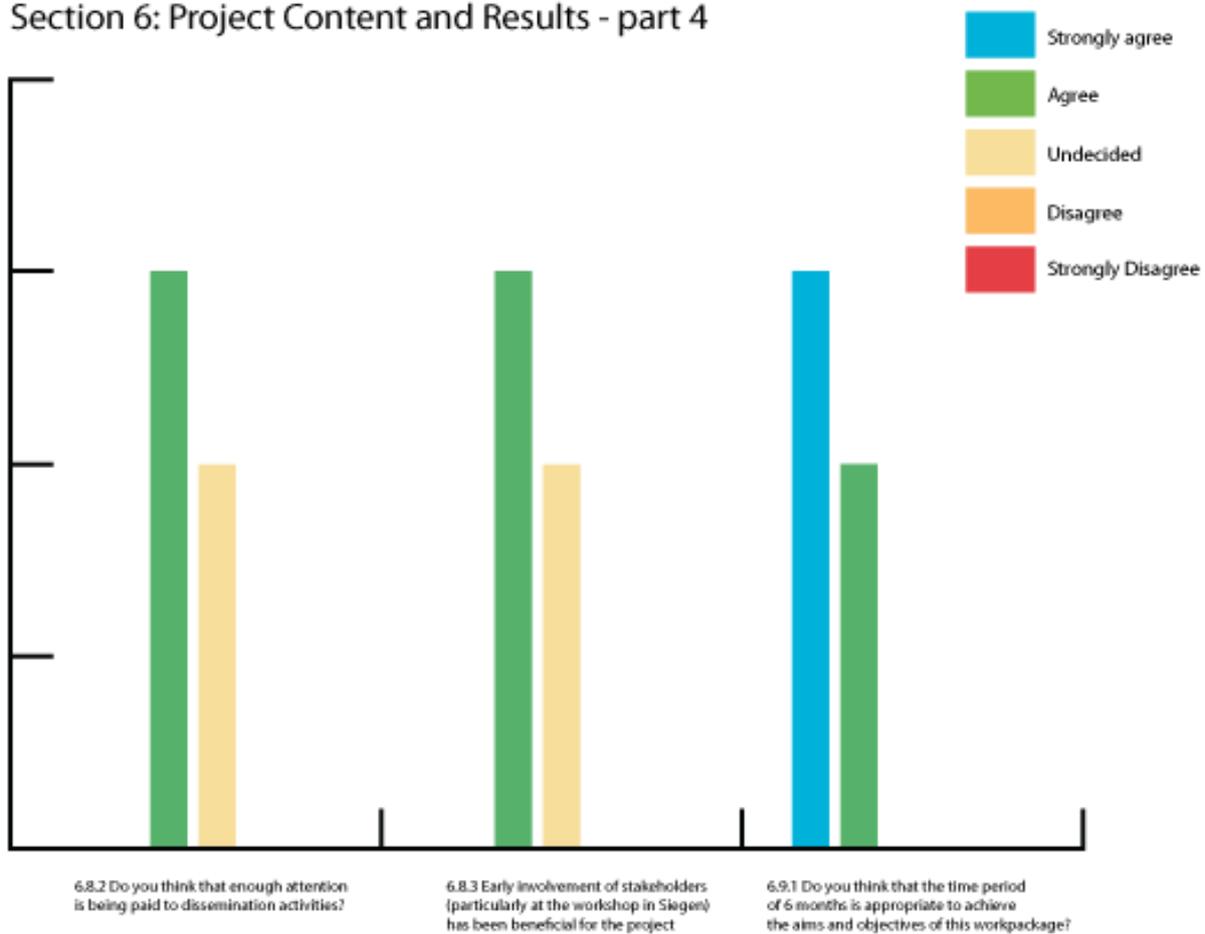


6.8.2 Do you think that enough attention is being paid to dissemination activities?

6.8.3 Early involvement of stakeholders (particularly at the workshop in Siegen) has been beneficial to the project

6.9.1 Do you think that the time period of 6 months is appropriate to achieve the aims and objectives of this workpackage?

Section 6: Project Content and Results - part 4



When evaluating the project content and results partners were, once again, positive in their responses.

In terms of the workplan, most partners agreed that the deadlines and milestones are achievable. One partner was undecided but this was representative of the partner's later comment related to specific workpackages. Similarly, most partners either agreed or strongly agreed that Redmine is an appropriate collaborative tool and document repository while one partner was undecided.

All questions related to project management and coordination resulted in positive responses from partners. This result was anticipated based on the previous answers and comments from partners. One partner was undecided in relation to the statement, *the project coordinator has provided enough help and support for the partners*. As this comment was from the coordinating institute, it is not taken in a negative way and merely as an unbiased acknowledgement. One partner noted the availability of detailed meeting minutes as a particularly strong point of the

coordinators. Another partner noted that the consortium partners are treated equally and fairly. Both of these comments highlight positive examples of project management and coordination. When asked for suggestions for improvements in the second year of the project, one partner noted that there “is a considerable overlap between Redmine and the workplan, but not enough to update one with the other”. On this topic, the coordinator noted that in order to remedy this situation, the task structure of WP2 is being changed.

Results are positive with regard to WP2 and although the workpackage is not yet finished, it is well documented in Redmine. Partners believe that, although the workpackage has been delayed, it is progressing well. Partners are aware of the significance of the workpackage results on WP3 and WP4 and are prepared to deal with the issues any possible delays would cause.

As workpackages 3 and 4 are just beginning, partners believe that the aims and objectives are achievable and appropriate at this stage. When asked to offer suggestions for the successful completion of WP3, looking ahead, one partner noted that “the requirements of the medical experts have to be clear” before implementing the GUI so that the product can be as appropriate and suitable as possible for the end user. When asked to offer suggestions for the successful completion of WP4, one partner stated the “active participation of Beta Klinik is crucial both in WP4 and WP5 to ensure the success of piloting. It is important to find motivated nurses and employers of nurses for these two WPs”. Another partner added, “the requirements for the recommendation mechanism have to be discussed with Beta Klinik, as well as the expected learning content”.

Workpackage 5 has yet to begin but partners were asked to express any concerns going forward with respect to this particular workpackage. Partners have initial concerns related to gathering candidates for piloting with one partner suggesting, “motivating many busy nurses to take part is not going to be easy”. Another partner suggests “extending the network” as a means of targeting as many piloting users as possible.

Results are positive with regard to WP6 currently, with most partners agreeing that the quality and management criteria and plan is appropriate. One partner was

undecided on this point but did not elaborate. There was no other concern or suggestion related to this workpackage.

In terms of workpackage 7, dissemination, partners are agreed that activities to date are appropriate. Most partners agree that enough attention is being paid to dissemination activities currently and that early involvement of stakeholders has been beneficial with some partners undecided on these points. When asked to comment on any concerns related to WP7, one partner noted that dissemination “is going to be much more relevant once the system is up and running and once we have data that shows that our system works”. One partner noted some suggestions moving forward with WP7 including extending the network with more direct communication approaches and improved social networking practices, which will also help in gathering test candidates.

As WP8 has yet to begin, there are no suggestions or recommendations from partners. All partners either agree or strongly agree that 6 months is a sufficient amount of time to complete the tasks and objectives of the workpackage. One partner noted that early work on the IPR agreement between partners as part of this workpackage aided these potential concerns but they will re-assess this at a later stage.

When asked for overall feedback on workpackages 2-8, partners have found the communication and division of labour among partners particularly effective and helpful when maintaining deadlines. Partners also commented on the effectiveness of the task lists and work plan for each work package. Some concerns were also expressed related to possible improvements in the documentation of results and one partner suggested that, on reflection, WP2 is “disproportionately large in comparison to the other WPs”.

6 Conclusions and Recommendations

As evidenced by the details in this report, the project appears to be progressing well and would be expected to successfully achieve its goals and objectives. The following comments are made as conclusions and recommendations:

Communication: Meetings are frequent and well documented. The partners make good use of their time and provide detailed minutes with clear action points. Face to face meetings appear to be used effectively for progressing various project issues and activities. This level of communication should be continued through the second half of the project with agendas being made available in advance where possible. A partner suggested an increase in direct communication with external stakeholders in order to extend the network and as such it is included as a recommendation for the coming year.

Online presence: The Med-Assess project website is acceptable and does not contain any serious issues. There is a danger at this stage of the project to somewhat neglect the public output of the project in order to focus on technical issues and the site should be continuously maintained by ensuring all public content and news is added regularly. Meaningful ALT tags should be added to all images to make the site more accessible.

Deadlines: While some minor delays in progress have been noted, they do not appear to be causing any significant issues and partners are actively developing strategies to deal with these delays. Further monitoring is recommended to ensure that deadlines are met and that any delays are dealt with efficiently to ensure that the project continues to progress.

Dissemination: Workshops with stakeholders, the upcoming piloting, etc. should offer more opportunities for partners to promote and disseminate the project. The project has a lot of potential for expanding the network and as one partner suggested; more tangible outputs and direct contact approaches with stakeholders could significantly improve the dissemination results.

The project's document repository, Redmine, is very comprehensive and is frequently and efficiently updated with project materials, tasks and deliverables. The evaluators have little doubt that this will continue through the second half of the project. The coordinators appear to be in regular contact with the National Agency and are effectively channelling information to partners and vice versa.