



# open sounds

## Document's title

Project information	
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P0	IT	ISTITUTO DEFFENU	DEF	
P1	DK	EARMASER ApS		<b>EarMaster</b> <sup>®</sup>
P3	IT	Dipartimento di Ingegneria dell'informazione UNIVERSITÀ DI PADOVA	DEI- UNIPD	
P4	IT	MIDIWARE	MIW	 music for the future
P5	IT	NUVOLE WEB SRL	NUVOLE	 DROPS THAT GROW THE WEB.
P6	UK	BRIGHTON ART	BAL	
P7	UK	Institute of education UNIVERSITY OF LONDON	IOE	



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## INTRODUCTION

The purpose of this document is to provide a point of reference on the topic of quality and evaluation for OPEN SoundS – Peer education on the internet for social sounds project. Quality Assurance and evaluation Plan applies to OPEN SoundS project developed by the consortium formed by:

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P0	IT	ISTITUTO DEFFENU	DEF	
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P7	UK	Institute of education UNIVERSITY OF LONDON	IOE	

The Olbia's Technical High School "Attilio Deffenu", contractor and coordinator of the project, is since many years the leader in the territory in the experimentation and research activities in the educational field, oriented to the didactical and methodological innovation. In the last ten years the Deffenu Institute has been involved in many National and European projects, building a schools network in order to experiment with teachers and students new learning models and new methods with the aid of new technologies. All the partners have a large experience in managing projects with impressive portfolios of projects implemented already.

As they have been involved in similar projects, they will act efficiently to ensure the quality and the evaluation of the project.

## PROJECT QUALITY AND EVALUATION PLAN PURPOSE

The aim of the project quality and evaluation plan is to establish an internal operational framework, which will allow maximum flexibility while maintaining a clear distinction of roles and responsibilities of all partners involved.

The identified specific needs of the project, in terms of the quality assurance and evaluation, are the following:

- a shared partners' vision concerning the procedures within the partnership for carrying out the project contractual obligations;
- a collaborative working style within the project partnership;
- balanced contribution to the efficient implementation of the planned tasks;
- a tool to facilitate ongoing and reflexive self-review of the project activities.

**Formattati:** Elenchi puntati e numerati

## QUALITY MANAGEMENT METHOD

### 2.1 Project Overview

The reference framework for Key Competences for Lifelong Learning, adopted on November 2005 by the Parliament and the Council, identifies the Digital Competence as a key competence for the implementation of "Education and Training 2010" Programme, and includes music in the Cultural Expression competence ('Cultural expression' comprises an appreciation of the importance of the creative expression of ideas, experiences and emotions in a range of media, including music, corporal expression, literature and plastic arts).

Actually the Education programmes encompass, in a very large variability of implementation across Europe, curricula of study both for Music and for Digital literacy as transversal competences for lifelong learning. However, Music and Digital competence are rarely integrated within the educational context (see i.e. EFMET final report, Eurydice database), and this integration is often related to the single teacher initiative more than based on an articulated strategy. To the other hands, students use and enjoy music in their day-to-day lives, as well the internet, which is a powerful medium especially for music download, sharing, creation.

Moreover, as recently highlighted by several publications on future trends, students are also "tremendously interested in social networking sites because of the community, the content, and the activities they can do there (Horizon report 2007), while to the contrary collaborative work continues to be a critical component of scholarly/learning activities. The phenomenon of social networking could be a direct response to this challenge, as the educational community is finding ways to connect and contribute using social networking tools. This challenge is included in a major two pursued by the educational/training institutions:

- a) to better link formal and informal settings (in-and-out for the school);
- b) to motivate students to learn and so combat the troublesome drop-out phenomenon.

The adoption of ICT and internet based tools in music education could thus contribute to tackle several problematic issues of educational/training settings, by

- a) developing key competences for LLL;
- b) enhancing motivation of students in engaging themselves in learning;
- c) fostering the link between formal and informal settings;



d) promoting the links between education/training and work settings.

Anyway, previous experiences in the field of music education through ICT pointed out a missing link among the actors involved in the field, like music products providers, ICT software providers, mobile phones providers (where the usage of the music is massive among students), teachers of music, educational institutes and policy makers. It is envisaged that the missing mutual understanding among the private/public actors in the music field hold and slow down potential developments in this direction, and for that reason a **networking action** is here required.

The main objective of OPEN SoundS is to transfer to the students, present in different educational contexts where digital technologies are used in creative and vocational function, a very advanced model of training on the Net: the possibility to produce and share music in remote mode inside of the virtual and transnational learning communities.

The project intends to contribute to transform, modernize and adapt the education and training systems in e-learning, creating an European network of students, fans of music and technology, that inside the educational system (school, conservatories, vocational training) experience the use of virtual working environments dedicated to the shared and transnational creation of musical projects.

More precisely, the project outcome *is to test the extension of an informal learning model, that use new technologies in their most innovative applications, to help students acquire key competencies in compliance with the EFC and in prospective of the transfer in the labour market.* The possibility to benefit such models will allow us to integrate them in educational processes in line with the requirements of the knowledge society as well as the individual end vocational needs of students

The prospective of the projects, in terms of **expected results**, is allowing students, especially those potential early school leavers, to:

- a) build the first, structurally, European educational network that use the Musical TD in creative and collaborative key*
- b) develop digital and technology competence;*
- c) strengthen the active citizenship through a collaborative practice which is going to involve a large number of youths who love music in the partners countries;*
- d) improve and to increase the opportunities, quality and fields of transition in market labour.*

The **expected changes in the system** concern:

- the possibility to develop training strategies which are able to transfer key competencies in VET;
- a new educational perspective to build appropriate training courses to access the labour market; a better skill to recognize and evaluate non formal and informal knowledge acquired by students.

The main **target groups** addressed by the project action are:

- students and association of students
- teachers and association of teachers
- researchers in the field of music education, ICT in Education (and Training), distance education and training
- enterprises and companies in the field of music and educational software

The project will have a **duration of 24 months**, since it is envisaged that the establishment and consolidation of a network, as well as the adoption of a shared method of review by complex organisations as Education Institutions, requires this amount of time to provide effective results, also given the innovative approach adopted with the ICT/Music learning communities of students that are expected to be involved.

## 2.2 Project Management Approach

The project management is intended as a service to the whole project, allowing networking, research, administrative activities.

The project management will be organized and will act in order to ensure the achievement of project results and the accuracy of procedures.

A **Steering Committee** is established at the very first stage: this group will be in charge of the overall project co-ordination, of major management decisions, and of setting quality principles, review criteria, communication and administrative procedures and dissemination strategies.

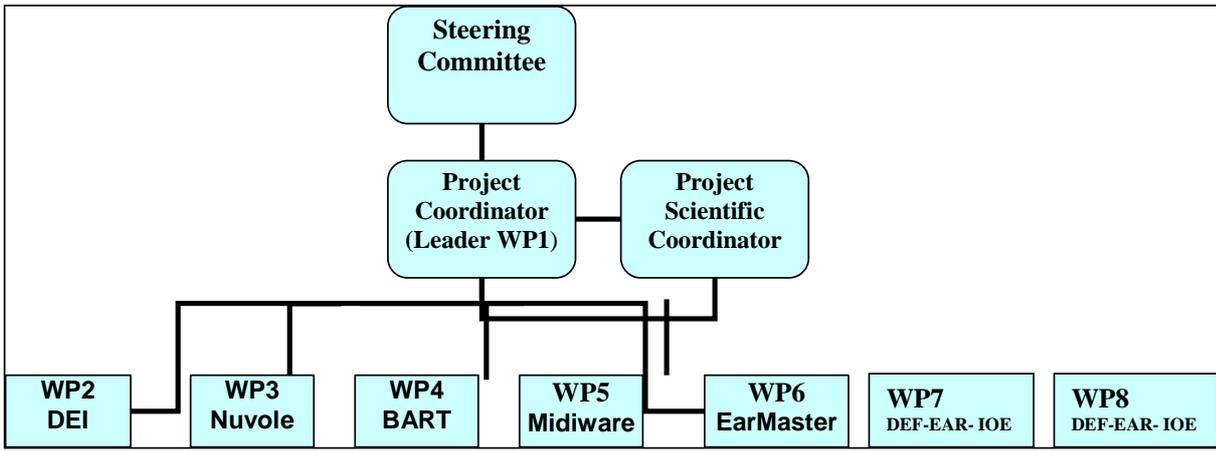
It is composed by a representative from all partners:

Member of the Steering Committee	Organisation represented
<b>Enrica Salvatrice Scuderi Gemma Fiocchetta</b>	Istituto A. Deffenu
<b>Hans Lavdal Jacobsen</b>	EarMaster ApS
<b>Sergio Canazza</b>	DEI – Università di Padova
<b>Francesco Borsotti</b>	Midiwaresrl
<b>Andrea Pescetti</b>	Nuvole web srl
<b>Russell Blakeborough</b>	Brighton Art ApS
<b>Evangelos Himonides</b>	IOE – University of London

Communication procedures are set up by the SC, in order to ensure an efficient flow of information among partners. Operational communication will take place via e-mail, audio-conferencing and web-based collaborative environments (made available via the project website), but these will need to be complemented by regular face-to-face meetings.

Circulation of documents will be agreed as part of the management plans and the deliverables of each one of the Activities will be sent by the WP leader to the Project Scientific Coordinator and other members of the SC for final review. As for project management documents, the project coordinator will ensure the circulation of relevant cost statements and other administrative information. The activities of PM will be supported by the Evaluation and Quality assurance activities.

- enterprises and companies in the field of music and educational software



In the event of a disagreement within the consortium regarding the work-plan, Consortium Agreement or any other relevant issue, such disagreements will in the first instance be resolved by a decision of a simple majority of the Steering Committee members.

In the event of an inability on the part of the SC to come to a decision, the final decision will be made by the Project Coordinator, in consultation with the European Commission.

**The Project Coordinator** will be responsible for the scientific consistency of the project; for the management of the consortium agreement procedures; planning, organizing day to day management of the project (includes organisation of meetings and tasks related); communication within the partnership; communication with the Executive Agency; writing of reports (interim and final), including financial report; participation to the meetings.

**Work Package (WP) Leader** is responsible for the co-ordination of the specific WP activities, for scheduling of the reports within this work package and for the deliverables. In the table below we have included the name of the WP, the timeframe, the WP leader and the partners involved in the WP:

WORK PACKAGE	TIMEFRAME		WP LEADER / PARTNERS INVOLVED
<b>WP1</b> Preparatory phase - Definition and sharing of project work plan	Month 1	Month 24	Lead: DEFFENU Deffenu lead this WP and in this first phase have in charge the definition of the project work plan. In this phase ensure also the definition of the communication and quality Plans. During all project Deffenu as project coordinator ensure the managements of the partners meeting and the coordination of all project activities



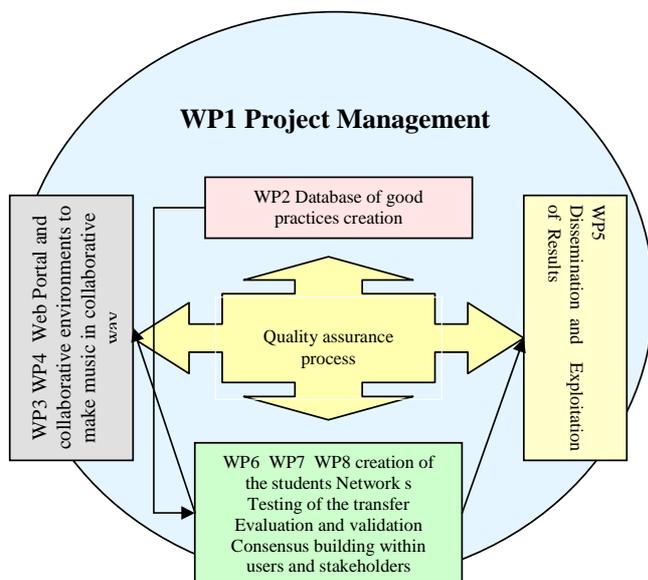
<b>WP2</b> Survey on good practices related to the use of virtual learning environments in music in the European education and training context	Month 3	Month 24	Lead: DEI DEI in charge to provide tools and criteria for collecting practices and realizing the survey plan and final synthesis BRIGHTON ART in charge to design and manage the online database All partners involved in data collection.
<b>WP3</b> Implementation of the OPEN SoundS web portal and processing of the Transfer Plan	Month 5	Month 24	Lead: Nuvole Nuvole have in charge to develop and implement the project web portal In this phase all partners work to share and define the Transfer Plan of activities and the tools to support the transfer activities
<b>WP4</b> Reorganization of the MODEM platform according to the transfer activities and their integration into the OPEN Sounds web portal	Month 8	Month 24	Lead: BRIGHTON ART BRIGHTON ART in charge for the MODEM platform reorganization and for the development and maintenance/updating of the new collaborative environment to produce and share music on line All partners is involved to testing the platform functionality and the affective usability in the educational context
<b>WP5</b> Definition of the Dissemination and Exploitation plan	Month 11	Month 24	Lead: MIDIWARE Midware lead all the Dissemination and exploitation activities. Develop the Dissemination plan, tools and action to guarantee the diffusion of the project results and the increase of the European Network of students during the project and beyond its lifespan All partners involved at all levels of dissemination (local, national, European, International)
<b>WP6</b> Development of Testing Plan and its main tools Integration of the testing networks of different target groups involved in the project partner countries	Month 12	Month 24	Lead: EarMaster EarMaster lead this WP and in have in charge to support the creation and integration of the students Networks. Earmaster ensures the development of the testing plan for the transfer and the tools to support the activities of testing. It also guarantees the quality criteria and the feedback coming from reviews into project transfer actions
<b>WP7</b> Testing of the Transfer	Month 14	Month 24	Lead: Deffenu, EarMaster and IEO. The partners leaders guarantee the quality and effectiveness of the testing activities and the evaluation and validation of the transfer activities results

<b>WP8</b> Integration in the System	Month 22	Month 24	Lead: Deffenu, EarMaster and IEO In this last phase of the project the partners leader and each other partners will work to develop the exploitation activities of the project results to all its main target group and stakeholders. In this phase will also central to ensure the dissemination of the achieved models of the music creation through TD beyond the life cycle of the project
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All Work Package Leaders will report regularly to the Project Coordinator and the Steering Committee on the progress of their respective work packages. These reports will provide the information for the periodic analysis and for preparing the progress reports and the final report.

### The relations between the Work Packages

WP 1 Project Management is related with all the other WPs and the QA and Evaluation is supporting the WP 2, 3, 4 and 5.



## 2.3 Management Methods and Procedures

### 2.3.1. Action Plans

#### Schedule of management meetings

As concerns management and co-ordination, the meetings' aims are:

- to set up the internal management system to co-ordinate the working bodies: decision-making, operative and consultant bodies
- to co-ordinate the day-to-day running and management of the project and to ensure the project's contractual obligations are carried out



- to implement formal reporting and concertation activities, including cross-sectorial liaison within the Programme. The management meetings will be focused on the assessment of the work progress; consistency of the project deliverables with oncoming deadlines; setting up the possible corrective actions.

Information on the various Work-Packages status is provided for a better co-ordination and for identifying of any deviations, problems etc. The Steering Committee will be in charge of managing such issues, with the participation of Work Packages Leaders, according to a predefined agenda, prepared by the Project Coordinator.

The meetings minutes will provide a set of tasks and implementation guidelines for all the project activities.

The Consortium will organize co-ordination meetings approximately every 5-6 months during the 3 years of the project lifecycle. Additional meetings of subcommittees of the consortium (focusing on specific work package tasks) will be considered as appropriate (decided by the Lead Partner for the work package). Specific meetings for WPs will be held if needed with the participation of those involved in the elaboration and implementation of the relevant project activities. Virtual meetings (online conferences) will be organized for urgent matters.

Whereas the minutes of coordination and communication meetings will be elaborated and circulated by the Project Coordination Unit, WP leaders will be responsible for the drafting and circulation of the minutes related to specific WP meetings.

The Lead Partner will be responsible for Scheduling of the management meetings.

### ***Research Plan***

A plan of the research of good practices and methodologies for Music Education through ICT will be elaborated in order to create an European network of students that make music in collaborative and remotely way

There will be chosen the appropriate tools and criteria to identify the good practices. Collection of the study cases will feed the good practices database, which will provide the necessary information for the survey on good practices related to the use of virtual learning environments in music in the European education and the final Report on the project results. DEI UNIPD WP2 Leader, with the support of the project partners, will design the Research Plan and will be responsible for its implementation.

### ***Dissemination and Exploitation Plan***

Oriented on ensuring the visibility of the project aims and results, on valorising the activities and the results of the project, the Dissemination and exploitation Plan will foster the mainstreaming of results among the stakeholders and will also enhance the network by attracting new members.

The development of the Exploitation Plan is part of the WP5 and it will become the basis for the sustainability of the network beyond the project lifespan.

MIDIWARE together with all partners will form the work group responsible for the design of the Plan and the implementation of the WP activities foreseen in the Plan.

### ***Transfer Plan***

The transfer Plan will be focused on specific activities in order to identify the Students , to involve them in the use of collaborative environment to make music and to animate and promote consensus building within the project stakeholders.

Also, in this Plan will be scheduled specific events and activities to enhance dialogue with policy makers. EarMaster WP Leader will be in charge to design and to implement this Plan, with the support of the project partners



### **Testing Plan**

Deffenu, EarMaster, Midiware, CSC and IOE ensure the creation and integration of the students Networks and in collaboration with all other partners guarantee the development of: the testing plan for the transfer activities and the tools necessary to support the activities of testing. Ensure too the evaluation and validation of the project activities results

### **Quality Assurance and Evaluation Plan**

As the quality is very important for the success of the project implementation, the procedures and activities related to quality assurance and evaluation will be included in a Plan. It will provide a point of reference on the topic of quality and evaluation for the Net Sound project.

### **2.3.2. Organizing the communication and information exchange**

The Steering Committee will be responsible for the exchange of administrative and managerial documents.

#### **2.3.2.1. Internal Communication and Information Exchange among the Partners**

Operational communication:

- via e-mail;
- audio-conferencing;
- web-based collaborative environments (made available via the project website);
- regular face-to-face meetings.

Circulation of documents:

- Working papers, presenting results and inputs for further development, will be sent for information and for additional contribution of the Partners;
- the deliverables of each Activity will be sent by the WP Leader to the Project Coordinator and the other members of the SC for final review;
- Management documents, such as the minutes of the project meetings, which are to be issued by the Project Coordinator, and the revised Action Plan will be circulated among all the Partners and uploaded on the Partners workspace (on project web-site). Also, the Project Coordinator will be responsible for circulating the relevant cost statements and other administrative information among the members of the Project Consortium.

As a communication procedure, all the representatives of the Partners will be part of the Net Sounds mailing list, in this way they can exchange rapidly information and suggestions on the development of the project.

The Partners will agree also on the documents formats and standards, being designed the logo of the project and the templates for work documents.

#### **2.3.2.2. External Communication and Information Exchange with the Stakeholders**

The communication with the stakeholders, the members of the target group, with mass-media and with the decision-makers will use the following main communication channels:

- Project Web-site;
- Partners web-sites;
- Newsletter;
- Events organized to promote the project and to disseminate the results;



- mass-media communicates.

### Monitoring and evaluation

Each Work-Package Leader is responsible to monitor the progress in the work-package assigned. The Project Coordinator is responsible to monitor the overall progress of the project.

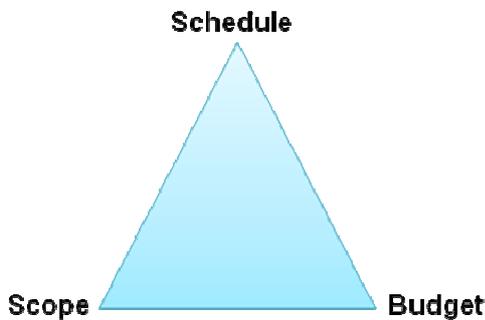


Corrective actions should be taken according to a bottom-up approach and should be primarily adopted within the respective work-package itself.

Only problems which affect the interdependence of other work packages or which could affect the overall success of the project should be dealt on a project management basis or within the Steering Committee.

If only one work-package is concerned, the WP Leader will supply an updated work plan for the work-package which will substitute the original plan. If the work of other work-packages or the success of the whole project is endangered because of late or poor performance of a work-package, the Project Coordinator will inform immediately the Steering Committee, which will elaborate an up-dated alternative project plan.

During the whole implementation duration of the project, the Steering Committee, as well as the Project Coordinator will focus on respecting the rule “**managed change** keeps the project within accepted limits of the triple constraint”:



#### 2.3.4. Reporting

**Reporting Procedure:** As established in the Project Contract, an interim and a final Report have to be provided by the Lead Partner to the Commission. All the partners will contribute to drawing up the reports according to the provisions of the Grant Agreement signed, sending the requested administrative and operational information 30 days at the



latest before the foreseen submission date to the Agency. The interim and final reports will include the Cost Statement (necessary for the drafting of the Financial Report) prepared in accordance with the financial general rules of the Commission.

### 3. PROJECT QUALITY ASSURANCE

Quality assurance will help to establish if a deliverable is acceptable based on the processes used to create it.

#### 3.1. Quality Assurance Procedures

Quality assurance activities are focused on the processes used to create the deliverable.

The Project Consortium will use the Shewhart Cycle, developed by Dr. W. Edwards Deming, which is a very useful tool. This cycle for quality assurance consists of four steps: *Plan*, *Do*, *Check*, and *Act*. These steps are commonly abbreviated as PDCA.

The four quality assurance steps within the PDCA model stand for:

- **Plan:** The Action Plans (see 2.3.1.) will represent this first step; each activity will have a qualitative feedback from the partners.
- **Do:** Implementation of the activities foreseen on each WP;
- **Check:** Monitor and evaluate the implemented activities by comparing the results with the predetermined objectives. This phase will include feedback from the partners, as well as from the target groups and stakeholders.
- **Act:** Apply actions necessary for improvement if the results require changes. It will be based on the feedback from reviewers and from the national Agency (on the interim and final reports).

#### 3.1.1 Procedures for elaboration and submission of Deliverables

Each deliverable is assigned to one leading responsible partner. This partner takes the responsibility that the deliverable is of high quality and on time. The responsible partner ensures that the content of a deliverable is consistent with the specific WP aims, as well as with the overall goals of the project. Any issues endangering the success of the work-package or the project has to be reported immediately to the Project Coordinator and discussed within the Steering Committee.

The Submission Procedure for deliverables ensures that the formal output of the project meets the agreed internal quality standards, particularly in terms of quality of each deliverable and in terms of punctuality with the deadlines.

The following procedures have been adopted:

- 1) Deliverables must be sent to the Project Coordinator at the latest two weeks prior to the due date by the Work Package Leader;



- 2) At the same time, the partner responsible for the deliverable makes the deliverable available to all Project Partners for internal review and collects remarks and suggestions. The feedback period for Project Partners depends on the time schedule, but will usually last at least 5 working days. Feedback is sent directly to the responsible partner who documents the feedback;
- 3) A feedback cycle between the authors and the other Project Partners will be established in order to optimise the deliverable. The process will be documented by the Project Coordinator. The internal reviewer of a partner organisation will contact both the responsible partner and the Project Coordinator on eventual necessary changes;
- 4) Simultaneously to the internal review process, the Project Coordinator reviews the formal criteria of the deliverable and checks the content against the content described in the Project Programme and suggests, if needed, appropriate changes to the responsible partner;
- 5) If substantial changes have been made to the prior draft, the new draft version will be made available for reviewing to all project partners;
- 6) In case of urgency at least an interaction among *PC* and the main author of the deliverable should be arranged before final delivery.

### 3.1.2 Quality Review Procedure of the final deliverables

The OPEN Sounds list of deliverables:

table 2. Deliverables List

<u>WP</u>	<b>Deliverables</b>	<b>Deadline</b>
<u>WP1</u>	<ul style="list-style-type: none"> <li>- <b>Start up meeting and seminars</b></li> <li>- <b>Detailed work plan</b></li> <li>- <b>Communication Plan</b></li> <li>- <b>Quality Plan</b></li> <li>- <b>Support Committee</b></li> </ul>	<b>mese 2</b>
<u>WP2</u>	<ul style="list-style-type: none"> <li>- <b>Research Report</b> on the presence of learning environments for music remote production, with special reference to those aimed at the education and training systems of the partner countries</li> <li>- <b>“Sector study”</b> on the prospects of the use of TD in music production and creation in education and training</li> <li>- <b>Database on Good Practice - Structure and Functioning-</b></li> <li>- Operative plan of the OPEN Sounds web portal</li> </ul>	<b>mese 4</b>
<u>WP3</u>	<ul style="list-style-type: none"> <li>- Detailed <b>Plan of Transfer</b> activities</li> <li>- Planning of specific <b>tools to support the implementation and transfer of innovation</b></li> <li>- Creation and development of the <b>project web portal</b></li> <li>- <b>II° Partners meeting</b> and Seminar at the CSC of Padova</li> </ul>	<b>mese 7</b>

<b>WP 4</b>	<ul style="list-style-type: none"> <li>- <b>Implementation and integration of the new platform for music production</b> into the OPEN SOUNDS web portal. (Reorganization of modern platform for its use within the VET system of the partner countries)</li> <li>- <b>Test to verify the platform functionality</b> and the potential users acceptance and satisfaction</li> </ul>	<b>mese 10</b>
<b>WP 5</b>	<ul style="list-style-type: none"> <li>- <b>Disseminatio and Exploitation Plan</b></li> <li>- <b>disseminations materials</b> ( news, newsletters, etc)</li> <li>- creation of the <b>project pages in the main networks web 2.0</b> ( Facebook You tube etc)</li> <li>- creation of the <b>You tube channel of Open Sounds</b></li> </ul>	<b>Tutta la durata del progetto</b>
<b>WP 6</b>	<ul style="list-style-type: none"> <li>- <b>Identification and implementation of the European networks of students for the testing activities</b></li> <li>- <b>Testing Plan of the Transfer</b></li> <li>- <b>Check of protocols</b> to support the transfer and testing activities</li> <li>- <b>Tools to support implementation and transfer activities</b> on small and large scale</li> <li>- 3 rd partners Meeting and Seminar on the issues raised by the transfer testing and validation of results organized by Earmaster in Copenhagen (DK)</li> </ul>	<b>mese 12</b>
<b>WP 7</b>	<ul style="list-style-type: none"> <li>- <b>Tools to support implementation and transfer activities</b> on small and large scale</li> <li>- <b>Final Report on the results of the testing of transfer activities</b></li> <li>- Partners Meeting and seminar in Rome and London</li> </ul>	<b>mese 20</b>
<b>WP 8</b>	<ul style="list-style-type: none"> <li>- <b>Final book which presents the theoretical and methodological reflection on the experience conducted by Open Sounds</b> and the results achieved (Italian and English)</li> <li>- <b>Agreements between policy makers, key actors and other sector stakeholders to consolidate the use in the VET system of the virtual learning environment to create music and related learning tools</b>, as well as, for the exploitation of the innovative methodologies developed through OPEN Sounds</li> </ul>	<b>mese 24</b>

The OPEN Sounds project partnership implements the Quality Review Procedure for each deliverable produced in the project. Every deliverable will go through the Quality Review prior to its submission to the National Agency in order to ensure that the project deliverables are of high quality, professional standard, and state-of-the-art.

#### Conducting a quality review

Deliverables produced by work package leaders will be submitted by e-mail (or other means where appropriate) to the Project Coordinator and to the project mailing list.

**All the deliverables (final drafts) will be required for a review on minimum two weeks before their due date.** This is necessary to ensure that deliverables are submitted on time and respecting the QA standards.



**All partners** will carry out the **reviewing task**. The feedback period for project partners depends on the time schedule, but will usually last at least 5 working days. Feedback is sent directly to the responsible partner who documents the feedback.

All communications will be carried out by e-mail to the Net Sounds mailing list.

While the work package leaders are responsible for the production of high-quality deliverables, the final responsibility lies with the Project Coordinator to ensure that properly quality assured deliverables are submitted on time.

The documentation standards proposed are:

- **General Guidelines for Documentation**

All documentation will be written in **Italian** (IT) and **English** (UK).

For the main documentation MS-Word (at least 2000) will be used. Other kinds of files can accompany the main documentation (e.g. programs, Power-Point files). The main body of the text will be written with Arial, 11.

- **Document Structure**

A deliverable should comprise seven parts as follows:

- front sheet comprising administrative information (version management table)
- table of contents
- main part of the document starting with an introduction and ending to a conclusion
- references
- appendices

- **Document Front Page**

The front sheet of each deliverable and internal document comprises the following elements:

Project information	
<b>Project title:</b>	OPEN SoundS – Peer education on the internet for social sounds
<b>Programme:</b>	Sectoral Program Leonardo da Vinci.. Transfer of innovation (TOI) - 2011
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Work package:	WP..... ( n. of workpage documents related)

An electronic template of the deliverable will be sent to each partner after the finalising and quality assurance of the quality report.

The short names of the partners in the project are the following:

Partner Number	Country	Legal Name	Short Name	Logo
P0	IT	ISTITUTO DEFFENU	DEF	
P1	DK	EARMMASTER ApS	EARM	
P3	IT	Dipartimento di Ingegneria dell'informazione UNIVERSITÀ DI PADOVA	DEI- UNIPD	
P4	IT	MIDIWARE	MIW	
P5	IT	NUVOLE WEB SRL	NUVOLE	
P6	UK	BRIGHTON ART	BAL	
P7	UK	Institute of education UNIVERSITY OF LONDON	IOE	

The document identification codes will be used also as file names.

For management reasons we will add one digit at the end of the documentation code,

representing the version of the document, and it will be v and a number starting with 1.

- **Version Management Table**

When the final document is delivered to the Commission, the files of the documents will be named as described above. This will take the version number 1.0.

In each document we will have version management table, where the version numbering starts from 1.0 (the drafts are not included; these will be managed with the file names). All the changes after the final version 1.0 will be written in this table.

- **Table of Contents**

For the table of contents the format "Formal" of the Ms-Word 97 (and on) is used.

- **Main document**

Individual formatting and layout of documents will depend on its contents. Therefore, there is no standard for the use of tables, charts, diagrams etc. However, all documents must be produced to a professional standard whereby they could be published without major formatting work being performed. The main document starts with introduction and end to the conclusion.

- **References**

This part should contain the list of documents and other key references relevant to the deliverable.

All references should be cited in the text and listed in numerical order at the end of the document.

- **Headers and footers**

Each page starting from the second page contains header. The header contains the following information:

*Document Title*

Each page starting from the second page contains footer. The footer contains the following information:

*File Name*

*Page number and the total amount of pages*

- **Conclusions**
- **Glossary of Abbreviations, Acronyms and Definitions** (*if necessary*)

### **3.1.3 Corrective actions**

The main concern of corrective actions on a project management basis is the quality and timelines of milestones and project deliverables. Deviations from plan of formal project output will be documented by the Project Coordinator.

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## PROJECT QUALITY CONTROL

### 4.1. Project Quality Control Procedures

**Embedded Quality Control Mechanisms:** The interactivity between the Project Management Committee, the Project Advisory Board and the Work Package Leaders allows for **collective scrutiny of project progress**.

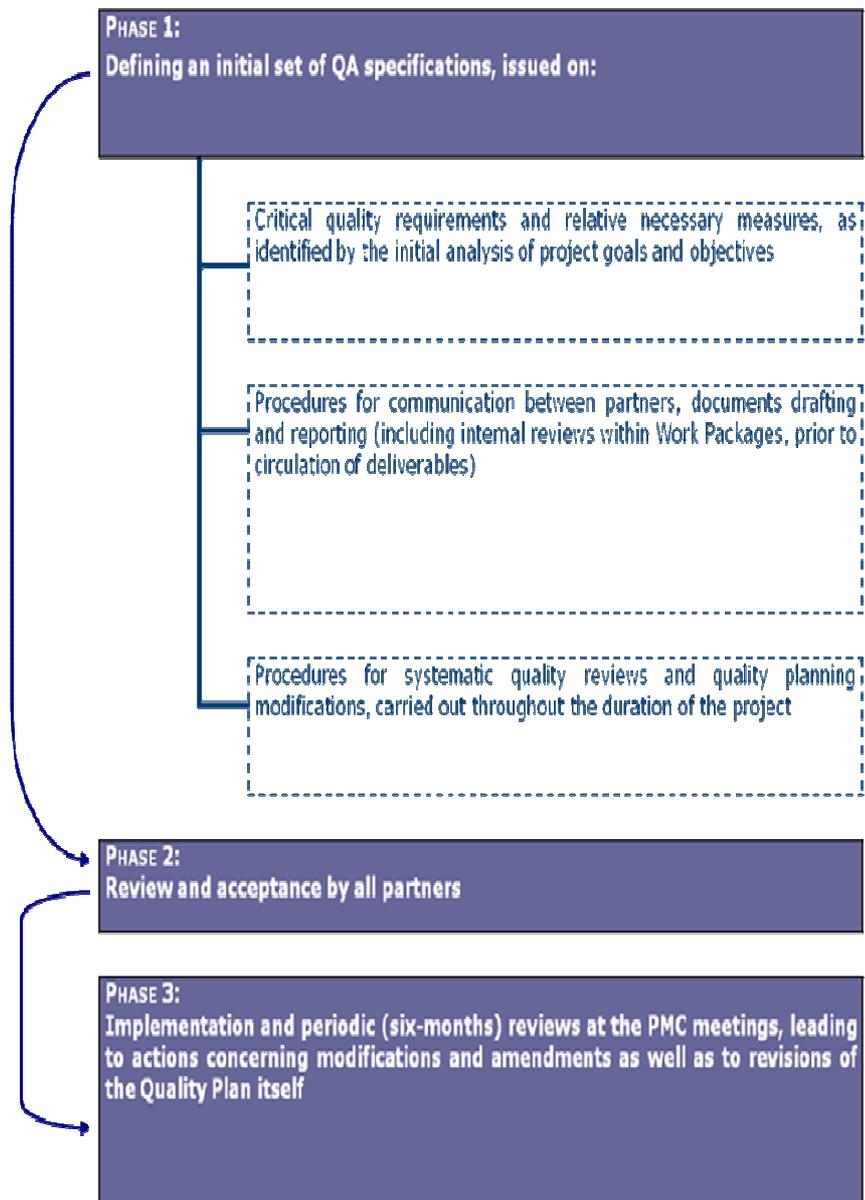
Essentially it provides for internal quality control – through triangulation of evaluation activities between the constituent structures, ensuring that management and decision-making is not decoupled from evaluation.

The following graph indicated how **formative evaluation** will be the bridge to incorporate the results of the quality control mechanisms to management and decision making:



Within this overall approach, quality control will be made operational mainly by including in the formative evaluation processes regular assessment of the outcomes and results achieved.

The implementation of a Quality Control (QC) cycle will consist of the following three phases:



## 4.2 Revision of deadlines

The operation of this QC cycle is based on the organisation of the Project Management task. More specifically, all project deliverables are subject to Quality Assurance procedures, prior to their submission. This calls for the establishment and operation of a Review Panel for each deliverable, consisting of the Project Coordinator, the corresponding Work Package Leader and a team of 1-2 experts, always including a representative of the Project Advisory Board.

The members of the Review Panel are nominated during the Management Meetings, specifically for every deliverable scheduled for the forthcoming period. The work undertaken by this Panel corresponds to:

- receiving the initial draft of the scheduled deliverable from the responsible partner (work-package leader);
  - returning documented remarks concerning the quality of the deliverable and its consistency to the work programme;
  - receiving the final draft deliverable to be submitted, and
  - returning remarks concerning the final deliverable.
- In parallel, the Project Coordinator is responsible for:
- following up the compliance of the deliverable to the remarks of the Review Panel,
  - ensuring the prompt reception of the drafted deliverables by the members of the Review Panel and
  - ensuring in time response of the Review Panel to the Work-package Leader.

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The process consists of:

- Review of the accomplishments and results of the project at selected project milestones;
- Referring to the Project Planning process area for more information about milestone planning;
- Milestone reviews are planned during project planning and are typically formal reviews.

Typical Work Products - Documented milestone review results

- Conduct reviews at meaningful points in the project's schedule, such as the completion of selected stages, with relevant stakeholders.

WP Leaders, Steering Committee members, target groups, and other relevant stakeholders within the project are included in the milestone reviews as appropriate.

2. Review the commitments, plan, status, and risks of the project.
3. Identify and document significant issues and their impacts.
4. Document the results of the review, action items, and decisions.
5. Track action items to closure.



# EVALUATION

## 5.1 Introduction

The evaluation process, as an integrated part of the Open Sounds project will look both at the operations (the way the project is conducted, the extent to which it is following the design) and at the outcomes and effects.

In particular the Leonardo da Vinci TOI OPEN SoundS will be evaluated:

- The quality of the learning and technological environment created to support the transfer of innovation
- The testing protocols put in place
- The type and consistency of networks of students put in place
- The impact of testing on students and the main results achieved, in terms of education and training

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All these process related to the evaluation of results achieved through the Transfer and Testing activities will be presented in detail in the Transfer and Testing Plans of the project.

The evaluation process developed in the field must also provide :

- feedback information to the project team, to the Coordinator as the project goes along. In this context, it will refer to the project lifecycle, focusing on a variety of activities, interactions, procedures, products, feedbacks, and goal-matching results. During the project lifetime, formative and summative evaluation will be combined.

More generally The evaluation can emphasise the project goals. Taking into account that the project aims will be used as criteria against which outcomes are weighed, the evaluation activities will reinforce the concern of the partners towards them. Evaluation is an *ongoing* process, made of “formal” procedures as well as of “informal” interactions, and unpredictable contingencies. It would be restrictive to consider the present evaluation plan complete and non changeable. It contains only the guidelines for the evaluation activities.

## 5.2. The concept of the evaluation

Evaluation is relevant to a variety of actors:

- project partners, for whom it is a tool to improve the project activities, to take corrective measures, and in the end of the project to draw up conclusions;
- relevant stakeholders and target groups, for whom it represents an overview of the sustainability and potential of multiplication of the project’s contents;
- policy makers and national and regional level and the European Commission

The evaluation framework is designed to provide valid tools to assess the development of the project in relation to the expected results and achievements.

COMPONENT	FOCUS ON...
Purposes of the evaluation	<i>What are the main purposes of and who are the main audiences for the evaluation?</i>



<b>Scope of the evaluation</b>	<i>What is the “object” of the evaluation? What should be evaluated?</i>
<b>Stakeholders</b>	<i>Which main stakeholders are involved or implicated in the project and its evaluation?</i>
<b>Project’s Lifecycle</b>	<i>What are the lifecycle stages of the project and what evaluation activities are appropriate at each stage?</i>
<b>Evaluation criteria</b>	<i>What kind of evaluation criteria will be used?</i>
<b>Methods and techniques</b>	<i>What evaluation questions will be asked and what range of methods is likely to be used for gathering the data?</i>
<b>Evaluation and project management</b>	<i>How will evaluation be integrated into the overall project activities?</i>
<b>Utilisation of the evaluation results</b>	<i>How will the evaluation main findings be used and disseminated and what activities will be carried out to facilitate use?</i>
<b>Work share</b>	<i>Who will carry out the evaluation and with what resources?</i>

### 5.3 The Purposes of Evaluation

Evaluation gives the project responsible persons the **chance to decide whether the project has met its wider objectives**. The main reasons for the evaluation activities are:

- the opportunity to learn from the experience (success or failure);
- considering if there were better ways of designing the project;
- redefining the actions in order to reach the objectives;
- checking that the objectives of the project have been achieved.

Evaluation is seen as a way to increase the rationality of policy-making and as a tool that can provide objective information on the implementation and outcomes of the project.

The methodologies, solutions, and tools explained in the present evaluation framework globally aim at defining a threefold purpose: **operational, summative, and learning purposes**.

1. **Operational purposes** (how the project is being developed, project management, the quality of partners’ participation, respect of deadlines, the modalities according to which work is being carried out, and the respect of quality criteria, potential corrective measures etc).
2. **Summative purposes** (the match between expected results and achieved results, also considering the resources used (efficiency) and the impact (effectiveness) of the intervention on the target groups).
3. **Learning purposes** (identifying the critical factors at the origin of the success/failure of the project activities, the overall assessment of the “lesson” that can be learned from the project).



## 5.4 The Scope of Evaluation

In order to design a coherent evaluation plan it is necessary to identify the scope, or unit of analysis, of the evaluation.

The evaluation activities will comprise all the **monitoring activities**, which aim at **making sure that the project develops along the directions described in the proposal**.

Monitoring and evaluation will provide the information project planners and managers need to determine whether a project has been implemented as planned. It can also help them to identify the problems that need to be solved, the expected or unexpected impacts that have occurred, and the lessons that should guide them in selecting and designing future projects.

Monitoring and evaluation studies can provide the kind of information required by project managers and planners at each of the stages of a project.

From the perspective of the *operational purposes*, evaluation will focus on the following activities:

- Monitoring of project progress, with particular attention on the respect of deadlines.
- Effectiveness of project management.
- Modalities of communication among partners.
- Match between the nature of the results obtained and the quality criteria.

Regarding the *summative purposes*, evaluation will refer to the following activities

- Evaluation of overall project results vs. planned objectives;
- evaluation of the quality of the learning environment and technology, created to support the transfer of innovation
- evaluation of the testing protocols put in place
- evaluation of the type and consistency of networks of students put in place
- evaluation of the impact of testing on students and the principal results achieved at educational and training level
- evaluation of the impact of network activity in terms of: of: increased awareness on Open Sounds among relevant Music Education stakeholders and target groups; peer review activities in the areas identified; usefulness of the Net Sounds activities and results for policy makers;
- Evaluation of dissemination impact and sustainability potential.

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In response to *learning purposes*, evaluation will focus on the following activities:

- Assessment of the project partners' satisfaction about the project outputs and results.
- Assessment of the nature of the relationship between project consortium and external stakeholders.
- Assessment of the sustainability of the project results.
- Potential for dissemination.

The project partners are the main audience of the evaluation activity, which provides them with the real-time picture of the project development. **All the project partners will be involved in the evaluation tasks.**

They will be expected to co-operate with the partner responsible for evaluation in order to achieve completeness in data gathering and efficacy in data processing.

### 5.5 Evaluation Criteria

Once having collected evidence on process and outcomes, the evaluation assesses the merit of the project by comparing the evidence to some set of expectations.

Official goals are not the only possible source for criteria that the evaluation applies. Other standards of judgement can come from the expectations of other actors. Usually, the objectives are the benchmark for measuring success. According to the three different evaluation purposes (operational, summative, and learning purposes), the evaluation criteria for OPEN SoundS Project will be both quantitative and qualitative.

With regards to *quantitative criteria*, ad hoc grids and interpretative ratings will be prepared beforehand. Such objectively verifiable indicators will describe overall goals and purpose, turning them into operationally measurable terms. They will focus on the overall coherence of the project activities with the work plan, in terms of timing, respect of deadlines, and consistency of the outputs delivered etc.

As far as *qualitative indicators* are concerned, the following dimensions will be addressed:

- communication style, referring to the communication flow among partners, which should guarantee good management and sharing of information among the actors involved;
- actions' strategic orientation, referring to the coherence between each partner's priorities and the implemented activities;
- project internal integration, referring to planning and partners collaboration;
- added value for partners and stakeholders etc.

Measures of Project performance which should be used in evaluation:

MEASURES OF PROJECT PERFORMANCE	PURPOSE	EXAMPLES
EFFICIENCY outputs/inputs	Compares resource inputs with outputs	Benefits of the project (as indicated by specifically designed output measures) relative to the resource committed
EFFECTIVENESS outputs/objectives	Compares output with objective planned output	Outputs (measures of which are derived during the project) relative to total outputs hoped for the project



ECONOMY actual costs/planned costs	Assess scope for elimination of wasteful expenditure	Actual costs of the project relative to budgeted costs
PARTICIPATION output/total audience base	Identifies achievements in relation to estimated potential users and stakeholders	Individuals/organizations/projects (thereafter referred as users) receiving benefits of policy relative to the whole system who could benefit
AVAILABILITY	Level and quality of service provided	Amount and quality of the inputs provided by the project
AWARENESS (take-up)	Assesses knowledge of actors which the project is being targeted on	Number of actors aware of the project (no of participants in the events and no of web visitors)
ACCEPTABILITY	Compares policy services provision with users' preference	% of users who are satisfied with project

### ***Management and co-ordination structures***

Open Sounds evaluation activities need to incorporate specific management and co-ordination structures. As already mentioned, the “bridge” between quality and management will be **formative evaluation**.

The project coordinator, supported by all the Project Partners, and in particular by EarMaster, Midware, DEI and IOE ) is the evaluation coordinator, responsible for the following functions:

- definition of the evaluation methodology and plan;
- identification of the tools for periodic self-assessment and final project assessment;

The management and co-ordination activities carried out will aim to:

- facilitate co-ordination between WP activities and the overall project plan;
- provide common guidelines to the partners;

- provide links and feedbacks between the evaluation activities and the project management, to manage contingencies which may occur during the project lifecycle.

The evaluation coordinators regularly interact with the Project Steering Committee.

## 5.7 Methods and Techniques

There are different **evaluation techniques**. Some issues are to be considered, as follows:

- evaluation should have the active participation of the project team
- Interim evaluation/assessment will be used to check that the project is proceeding according to the workplan and to learn the lessons of the project. This evaluation should be highly analytical since corrective actions may be considered so as to learn from the experience and improve the processes.
- Qualitative methods will predominate, but this doesn't mean the exclusion of quantitative evaluations.

The main **evaluation instruments** that will be prepared and used will be the following:

- **group discussions** and **formative evaluation sessions** that to be carried out in each partners meetings. They will be asked about general project issues (how they managed to accomplish the planned actions, whether they managed to meet deadlines, their opinion about the transnational co-ordinator's support, organisation of events, their opinion about the attainment of fixed goals, etc.);
- **questionnaires** that will be filled on line by the students **participants in the collaborative e remote music creation activities** and concerning their expectations, comments on the project development, etc.
- **ad hoc interviews to the involved actors**, aiming at assess their reactions and feedback, as well as its sustainability and transferability potential.
- **self-evaluation** (project partners).

The *rationale* is to ask directly the people involved in the project and working for it about her/his experience, expectations, opinions etc. concerning the project itself. This methodology will be used for both ongoing monitoring and periodical evaluation.

As far as interpretation of data is concerned, it will be fully integrated in the content analysis, providing it with the underlying theoretical elements. Thus, ICT use in music education approaches and references to learning organisations will be among the interpretative keys used in the analysis of partners' feedback.

Evaluation is expected to contribute to better choices and improvement of the project implementation. All partners will be actively involved in the dissemination phase and in utilisation of evaluation results.

The table we have included in the following page includes a summary of the:

- Evaluation activity proposed to be carried out
- Evaluation instruments to be used
- Process proposed to achieve the evaluation results



in the frame of the *formative* and *summative* evaluation frameworks proposed for OPEN Sounds.

ACTIVITY PROPOSED	EVALUATION INSTRUMENTS	PROCESS PROPOSED
<b>FORMATIVE EVALUATION</b>		
<b>Session to review progress and processes to be carried out in the project meetings</b>	Questionnaires and formative evaluation sessions	<ul style="list-style-type: none"> <li>• Design of a grid</li> <li>• Formative evaluation session during ALL the project meetings</li> <li>• Introduction of corrective actions</li> <li>• Short report to include in each of the project minutes</li> <li>• Final comprehensive report including the instruments, processes, corrective actions and results</li> </ul>
<b>Activation of electronic forum on project monitoring</b>	Group discussions and formative evaluation sessions	<ul style="list-style-type: none"> <li>• Opening of an evaluation oriented Group in the project platform;</li> <li>• Groups discussions led by a member of the Steering Committee.</li> </ul>
<b>SUMMATIVE EVALUATION</b>		
<b>evaluation of::</b> - the quality of the learning environment and technology implemented - the type and consistency of networks of students put in place - the impact of testing on students and the principal results achieved at educational and training level (music related and education/pedagogy related): results vs. objectives	Questionnaires and formative evaluation sessions	<ul style="list-style-type: none"> <li>• Design and on line access of a grid for the participants to the music creation activities</li> <li>• analysis of the results</li> <li>• group discussions in the project meetings</li> </ul> Issue of a short evaluation report
<b>Evaluation of the on-line support service performance</b>	Self-evaluation (by Steering Committee)	<ul style="list-style-type: none"> <li>• Establishment of the main evaluation criteria</li> <li>• Analysis of the project platform</li> <li>• issue of a report</li> </ul>
<b>Evaluation of the impact</b>	<i>Ad hoc</i> interviews to the involved Music Education actors	<ul style="list-style-type: none"> <li>• design and circulation of ad hoc interview grids to be carried out to the involved Music Education stakeholders involved in the seminars</li> <li>• analysis of the results,</li> <li>• issue of an evaluation report with main finding to include in the final report of the project</li> </ul>

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**Elaboration of a Final evaluation report including a synthesis of the evaluation results and corrections included**



## 5.8 Data analysis and utilization of evaluation results

The analysis of the data obtained from the above-described tools will involve a combination of content analysis and interpretation.

Content analysis typically takes the form of scanning or inspection of the responses of the involved actors to the question prompts, in terms of pre-determined and/or retrospective structures. An ex-ante structure will be prepared, containing pre-determined criteria validated by the partners. They will focus on the following elements:

- interactivity and collaboration;
- technical effectiveness;
- degree of satisfaction towards the results achieved, etc.

Moreover, also a retrospective ex-post point of view will be adopted, so that the data will be scanned without a pre-determined plan, in order to build up a meaningful clustering of the frequency and type of elements discussed. *For example*, in a questionnaire with several open questions or within a survey, references to motivation might occur several times. It will be relevant to identify the peculiar context and check the frequency with which a determined issue is addressed.

It will then be possible to infer conclusions and assess about each partner's, the overall partnership's positions and the results of the project as identified by the main target groups of teachers and students who took part the testing.

