



LIFELONG LEARNING PROGRAMME
LEONARDO DA VINCI: TRANSFER OF INNOVATION



Quality Management Plan 2013-2015

Version 1.0 – January 2014

Version 1.1 – June 2014

Version 1.2 – November 2014

Version 1.3 – June 2015

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1. Aims

The Quality Management Plan (QMP) defines common standards for the entire project lifecycle. All partners are involved in quality assurance activities. The ongoing processes of management, monitoring and internal evaluation will contribute to an on-going quality assurance process, following the continuous improvement cycle.

The QMP purpose is to provide project management boards (steering committee, technical board and project management team) with indicators to let them take appropriate decisions, track and report on project progress.

It will also act as a qualitative mechanism to ensure that any issues regarding usability, understanding or the impact of the project's progress and deliverables are highlighted and fed back to the Partners, in order to implement corrective action or target resources in the appropriate areas.

Quality assurance would occur through three specific mechanisms:

1. Setting out a Quality Assurance Plan which is agreed by all of the partners;
2. Defining how partners will assess quality through establishing Key Performance Indicators;
3. Producing an interim and final evaluation report, which reflect on the project's progress against its outcomes, highlighting learning and good practices.

The Quality Assurance and Internal Evaluation monitoring will be led by **KONYA MESLEKI VE TEKNİK ANADOLU LİSESİ**.

The one2one Quality Management Plan is designed to be used in conjunction with:

- The proposal of the project
- The Contract

2. Consortium Organisation

The consortium represents seven organisations from seven different program countries. All these organizations are involved in VET concerning "industrial maintenance".

Participant Number	Participant Name	Participant Short name	Country
P0	Centro de Formación Profesional Xabec	Xabec	Spain
P1	Savo Consortium for Education	SAVO	Finland
P2	Universitatea din Pitesti Facultatea de Electronica, Comunicatii si Calculatoare	U.Pitesti	Romania
P3	Escola Profissional Val do Rio	ValdoRio	Portugal
P4	South & City College Birmingham	SCCB	UK
P5	Konya mesleki ve teknik anadolu lisesi.	Konya	Turkey
P6	Lycée Polyvalent Isaac Newton	IsaacNewton	France

2.1 one2one key figures

The one2one key figures are:

- the **Project Director (PD)** supervises the Scientific, Administrative and Quality Managers and assists them in managing the project;
- the **Technical Manager (SM)** is responsible of the: overall scientific coordination of the project; important technical decisions in the course of the project ; control and correction of those decisions.
- the **Project Manager (PM)** is to oversee the administrative and financial procedures of the consortium.
- the **Quality Manager (QM)** implement the QMP, oversees the project quality procedures and is responsible of the monitoring activities;
- the **WP Leader (WPL)** is the responsible of the specific Working Package. He should be chosen within the WP partner Leader staff.
- the **Partner Representative (PR)** is the contact person for the project as established in the one2one contract;

Any person, among the above mentioned figures, could hold more than just one role.

The Project Boards are:

- The **Steering Committee (SC)**: It is composed by the partners' representatives and will be chaired by the Project Director. This Board will provide guidance and decision-making, solve conflicts, overseeing that work packages tasks and outcomes are completed in a timely and cooperative manner.
- The **Technical Board (TB)**: It is composed by partners' technical representatives (head of studies, teachers or trainers) and will be chaired by the Technical Manager of the Project. This group is in responsible for technical issues like writhing the ProjectX, linking them to Learning Outcomes, etc.
- The **Project Management Board (PM)**: This Board will provide overall management and monitoring of the project and will assure inter-work package communication. Moreover, it will be responsible of the production and the delivery of all project monitoring instruments. In addition they will support dissemination, exploitation and sustainability of project results.

The above mentioned project boards will be constituted during the Kick-Off meeting.

3. Project Characteristics and Results

The one2one quality objectives are to:

- set quality measures;
- provide support to consortium partners to achieve the goals;
- monitor adherence to the Quality Plan throughout the project's lifecycle.

The Quality Plan is designed to provide for the assurance of quality, according to the main one2one Project characteristics:



- one2one focuses on the development of what we have called “**ProjectX**”, which is a methodological guide for the student to carry out a concrete activity, one to one with the teacher, in which theory and practice are both perfectly integrated and is related to the real workplace.
- Each ProjectX will be developed on the basis of real work situations. From each situation the Learning Outcomes are extracted, which means we will also create a tool based in the ECVET credit system that will allow mobility of students between the participating institutions. In this way we are aligned with the European Strategy 2020 which boosts the mobility of students and teachers in a high degree of quality.

The main results of the project are listed in the following table:

Nr	Description	Deadline	WP	Responsible
1	Project's website	21-12-2013	WP6	Xabec
2	Quality Management Plan	02-12-2013	WP1	Xabec
3	Financial Reports	31-01-2014	WP1	Xabec
4	Interim Reports	30-09-2014	WP1	Xabec
5	Final Report	30-09-2015	WP1	Xabec
6	Research and Analysis Report	07-03-2014	WP2	Savo
7	Booklet: Teaching with ProjectX	30-09-2015	WP3	Pitesti
8	Booklet: Catalogue of ProjectX	30-09-2015	WP4	ValdoRio
9	Report: Results of Implementation.	30-09-2015	WP5	Isaac Newton
10	Valorisation Plan	01-12-2014	WP6	Xabec
11	Project Brochure	01-07-2014	WP6	Xabec
12	Newsletters	31-05-2015	WP6	Xabec
13	Video Footage of the Project	30-07-2015	WP6	Xabec
14	Advertising Materials	15-02-2014	WP6	All
15	Monitoring and Evaluation Forms and Methods	01-12-2013	WP7	Xabec – Konya
16	Periodical monitoring and evaluation reports	30-09-2015	WP7	Konya

4. Project Quality Monitoring Instruments and Indicators

The quality monitoring and the evaluation of the project will be realized in the WP1 and in the WP7.

The PMB will assure the developing and delivering of the project quality monitoring instruments in order to compare the carried out ones with the planned ones in terms of:

- timing of the activities;
- using of the financial and Humans resources.

Regardless of the “Leonardo da Vinci” monitoring instruments, the following simple table could be useful in order to evaluate the project working progress in terms of timing and resources.



Result			Monitoring and Evaluation						
Id	Description	Deadline	Quality Indicator (s)	Data Source	When will data be captured?	Who will be involved?	When will the evaluation occur?	How will it be reported?	Responsible
1	Project's website	21-12-2013	Number of accessing the web page	Web page statistics	30/05/2014 30/05/2015	XABEC	During meeting	Results Report	XABEC
			Usability – Web experience	Questionnaire	30/05/2014 30/05/2015	ALL PARTNERS	During meeting	Results Report	XABEC KONYA
2	Quality Management Plan	02-12-2013	Plan exists	Website	02/12/2014	KONYA	Second Transnational Meeting	Document	XABEC KONYA
3	Financial Reports	31-01-2014	Punctuality Completeness	Partners Financial Officer	10/03/2014 10/09/2014 10/06/2015 10/10/2015	ALL PARTNERS	One month after data capturing	Report to partners	XABEC
4	Interim Reports	30-09-2014	Evaluation from the National Agency (NA)	Report from NA	30/09/2014	ALL PARTNERS NA	90 days after interim report is received by NA	Report	XABEC
5	Final Reports	30-10-2015	Evaluation from the NA	Report from NA	30/10/2015	ALL PARTNERS NA	90 days after final report is received by NA	Report	XABEC



Result			Monitoring and Evaluation						
Id	Description	Deadline	Quality Indicator (s)	Data Source	When will data be captured?	Who will be involved?	When will the evaluation occur?	How will it be reported?	Responsible
6	Research and Analysis Report	07-03-2014	Delivered on time	Website	07-03-2014	KONYA	Date of delivering the report	Report	KONYA SAVO
			Fulfils the requisites of the proposal	Evaluation questionnaire	On the next meeting	ALL PARTNERS	During meeting	Results Report	KONYA SAVO
7a	Booklet: Teaching with ProjectX - Draft (before implementation)	30-04-2014	Delivered on time	Website	30-04-2014	KONYA	Date of delivering the booklet	Results Report	KONYA U.PITESTI
			Fulfils the requisites agreed by partners	Evaluation questionnaire	On the next meeting	ALL PARTNERS	During Meeting	Results Report	KONYA U. PITESTI
7	Booklet: Teaching with ProjectX	30-08-2015	Delivered on time	Website	30-04-2014	KONYA	Date of delivering the booklet	Results Report	KONYA U.PITESTI
			Fulfils the requisites of the proposal	Evaluation questionnaire	On the next meeting	ALL PARTNERS	During Meeting	Results Report	KONYA U. PITESTI

Result			Monitoring and Evaluation						
Id	Description	Deadline	Quality Indicator (s)	Data Source	When will data be captured?	Who will be involved?	When will the evaluation occur?	How will it be reported?	Responsible
8a	Booklet: Catalogue of ProjectX - Draft (before Implementation)	30-12-2014	Delivered on time	Website	30-09-2014	KONYA	Date of delivering the booklet	During meeting	KONYA VALDORIO
			Fulfils the requisites of the proposal	Evaluation questionnaire	On the next meeting	ALL PARTNERS	One month after delivering the booklet	Result Report	KONYA VALDORIO
8	Booklet: Catalogue of ProjectX	30-08-2015	Delivered on time	Website	30-09-2014	KONYA	Date of delivering the report	Result Report	KONYA VALDORIO
			Fulfils the requisites of the proposal	Evaluation questionnaire	On the next meeting	ALL PARTNERS	One month after delivering the booklet	Result Report	KONYA VALDORIO
9	Report: Results of Implementation	30-05-2015	Delivered on time	Website	30-05-2015	KONYA	Date of delivering the report	Result Report	I.NEWTON KONYA
			Fulfils the requisites of the proposal	Evaluation questionnaire	On the next meeting	ALL PARTNERS	One month after the end of WP	Result Report	I.NEWTON KONYA

Result			Monitoring and Evaluation						
Id	Description	Deadline	Quality Indicator (s)	Data Source	When will data be captured?	Who will be involved?	When will the evaluation occur?	How will it be reported?	Responsible
10	Valorisation and Sustainability Plan	01-12-2014	Plan delivered on time	Website	01-12-2014	KONYA	Date of delivering the plan	Result Report	XABEC KONYA
			Dissemination and short and long term sustainability measures	Plan itself	01-12-2014	KONYA	Second transnational meeting	Result Report	XABEC KONYA
			Accomplishment of valorisation and sustainability objectives	Evaluation questionnaire	During transnational meetings	ALL PARTNERS	One month after capturing data	Overall Reports	XABEC KONYA
11	Project Brochure	01-07-2014	Delivered on time	Website	01-07-2014	KONYA	One month after capturing data	Result Report	XABEC KONYA
			Usefulness for partners	Evaluation questionnaire	30/06/2015	ALL PARTNERS	30/07/2015	Result Report	XABEC KONYA

Result			Monitoring and Evaluation						
Id	Description	Deadline	Quality Indicator (s)	Data Source	When will data be captured?	Who will be involved?	When will the evaluation occur?	How will it be reported?	Responsible
12	Newsletters	31-05-2015	Delivered on time	Website	One month after each transnational meeting	KONYA	Date of delivery	Result Report	XABEC KONYA
			Usefulness for partners	Evaluation questionnaire	30/06/2015	ALL PARTNERS	30/07/2015	Result Report	XABEC KONYA
13	Video footage of the project	30-07-2015	Delivered on time	Website	30-07-2015	ALL PARTNERS	Date of delivery	Result Report	XABEC KONYA
14	Advertising Materials: Posters, leaflets, merchandising material, etc	15-02-2014	Number of materials	Evidence of materials	During transnational meetings	ALL PARTNERS	One month after data capturing	Result Report	KONYA XABEC KONYA XABEC
			Usefulness for partners	Report from partners					
15	Monitoring forms and methods	30-09-2015	Available when evaluation occurs	Evidence of materials		KONYA			XABEC
16 a	Evaluation Reports, at the end of each project meeting	30-09-2015	Delivered on time	Website	One month after each transnational meeting	ALL PARTNERS	Date of delivery	Report	XABEC KONYA
16b	Monitoring and Evaluation Reports	30-09-2015	Delivered on time	Website	During Meetings	XABEC		Report	XABEC

Annex 1. Meeting Evaluation Form

Updated: January 25, 2014

Meeting Evaluation Place and Date

1. General Aspects

	1	2	3	4
PREPARATION				
Meeting preparation				
Previous documentation				
Objectives were clear				
LOCATION				
Meeting location is good				
Staff is friendly				
Facilities are appropriate				
DOCUMENTATION				
The documentation folder is complete				
The quality of the documentation is good				



2. Working Sessions

	1	2	3	4
WORKSHOP 1 : [name of the workshop]				
The workshop was informative				
The workshop was relevant				
The workshop was clear				

WORKSHOP 2 : [name of the workshop]				
The workshop was informative				
The workshop was relevant				
The workshop was clear				

WORKSHOP 3: [name of the workshop]				
The workshop was informative				
The workshop was relevant				
The workshop was clear				

Comments and suggestions



Annex 2. Quality Evaluation Questionnaire – June 2014

Updated: 30/05/2014

Min 1 Max 4

RESULT 1. PROJECT'S WEBSITE

This website is easy to use.
I am able to find what I need quickly on this website.
I enjoy using the website
It is easy to navigate within the website
General Web experience

1	2	3	4

Comments

RESULT 6. RESEARCH AND ANALYSIS REPORT

it describes the elements of VET systems of partners' countries
It analyzes feasibility of implementing ProjectX methodology in partners' countries
The report is clear and easy to understand

1	2	3	4

Comments



RESULT 7a. Booklet: Teaching with ProjectX - Draft (before implementation)

	1	2	3	4
The methodology describes how to include ProjectX in subjects				
The methodology describes clearly the steps to write a ProjectX				
The methodology give guidelines about how to personalize the work in the classroom				

Comments

RESULT 11. PROJECT BROCHURE

	1	2	3	4
It is useful for partners				

Comments



Annex 3. Quality Evaluation Questionnaire – November 2014

Updated: 30/10/2014

Min 1 Max 4

RESULT 1: PROJECT'S WEBSITE

This website is easy to use.
I am able to find what I need quickly on this website.
I enjoy using the website
It is easy to navigate within the website
General Web experience

1	2	3	4

Comments

RESULT 8a: Booklet: Catalogue of ProjectX (Draft – before implementation)

The ProjectX are related with real job situations
The ProjectX include learning outcomes
The ProjectXs could be implemented in other school different than the one that proposes it.
The ProjectX include clear evaluation criteria
The ProjectX facilitates the recognition and validation of Learning Outcomes
General perception of the catalogue at this point of the project

1	2	3	4



Annex 4. Quality Evaluation Questionnaire – June 2015

Updated: 01/06/2015

Min 1 Max 4

RESULT 7: BOOKLET “TEACHING WITH PROJECTX”

The booklet is easy to understand
The booklet is clear for new partners
The booklet is well written in English
The booklet is attractive and well presented

1	2	3	4

Comments:

RESULT 8: Booklet: Catalogue of ProjectX

The ProjectX are related with real job situations
The ProjectX include clear and well defined learning outcomes
The ProjectXs are transferable; could be implemented in other school different than the one that proposes it.
The ProjectX include clear evaluation criteria
The ProjectX facilitates the recognition and validation of Learning Outcomes
General perception of the catalogue at this point of the project

1	2	3	4

Comments:

RESULTS 11 & 14: Project Brochure and advertising materials

The brochures are attractive
The brochures are clear
The advertising materials produced by the partners are attractive
The final brochure is useful for sustainability

1	2	3	4

Comments:

