

EVALUATION AND QUALITY ASSURANCE PLAN

(Deliverable 5.1)

**ENHANCING AND VALIDATING SERVICE RELATED COMPETENCES IN VERSATILE LEARNING
ENVIRONMENTS IN WESTERN BALKAN UNIVERSITIES (E-VIVA)**

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This evaluation and quality assurance plan is approved by E-VIVA Steering Committee

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Table of Content

Background of the Evaluation.....	3
General Principles of the e-VIVA Evaluation	4
Introduction to the Evaluation Concept.....	4
Progress, Quality, Co-operation and Sustainability	5
Overview of the Evaluation Measures and Tools Foreseen	11
Guidelines for the Evaluation of the Core Activities and Project Products.....	14
List of e-VIVA quality criteria and indicators	15
ANNEX.....	18
Online Questionnaire e-VIVA Meeting Evaluation	18
Online Questionnaire e-VIVA Progress Evaluation	21
Template BOSS Factor Analysis.....	26

Background of the Evaluation

The present evaluation and quality assurance plan has been devised for the project e-VIVA, a European co-funded project that is financed within the ERASMUS+ programme under the Key Action 2 Capacity Building in the field of Higher Education.

e-VIVA aims at the creation of a blended learning approach to facilitate and validate competence development related to service orientation in rather informal learning contexts in higher education (HE) institutions and workplace learning contexts with a focus on the Western Balkan region. It will contribute to evidencing those competences that are of fundamental importance in the service economy and that are acquired to a large extent in non-formalised learning contexts. It follows the objective to enhance social, personal and organisational competences attitudes of graduates of different faculties in universities from the Western Balkans, aiming at increased employment and improved development of these countries as a project impact.

The project's main aims are:

- to develop a range of different forms of innovative, work-integrated training modules on social, personal and organisational competences, integrate modules into existing curricula;
- to create a system for validation of social, personal and organisational competence development;
- to equip higher education staff with innovative training approaches and skills HE staffs in innovative approaches, develop and validate these competences;
- to implement and evaluate the training modules and validation system in the partner countries;
- to establish a system for students' promotion of their skills and competences.

The strategic partnership is made up of 16 partners uniting complementary expertise and know-how with regard to professional practice (partner institutions from four programme countries) and HE. The project focuses on development and training activities for Western Balkan countries, for this reason twelve Western Balkan universities are members of the e-VIVA project consortium. The project is coordinated by the European University of Tirana, Albania. Apart from the general contribution to project activities and outputs, *die Berater*® has been entrusted with the internal evaluation and quality assurance of the e-VIVA project.

General Principles of the e-VIVA Evaluation

- The evaluation and quality assurance plan is a key document in the management and assurance of quality in the e-VIVA project. Responsibility for quality is shared between all partners and the impact of actions and inactions by each partner is acknowledged and open to challenge in striving for quality outcomes.
- Quality outcomes are sought in terms of the efficacy and efficiency of working practices as well as the efficacy and efficiency of the methodology proposed, the training and other auxiliary products.
- The evaluation and quality assurance plan seek to establish the procedures and standards to be employed in the e-VIVA project implementation and to locate responsibility for ensuring that these procedures and standards are followed. It lays out the activities and indicators that will ensure that overall quality control is carried out effectively, that quality control mechanisms are adequately planned, and plans are followed, reviewed and updated in light of experience and changing circumstances.
- The evaluation and quality assurance plan are effective throughout the lifespan of the project but it is open to review. Whilst the main overall goals of the plan should remain constant, some of the more detailed objectives, indicators and tools may need to be modified as the project proceeds. Where this is the case, such modifications need to be made explicit for the purposes of evaluation.

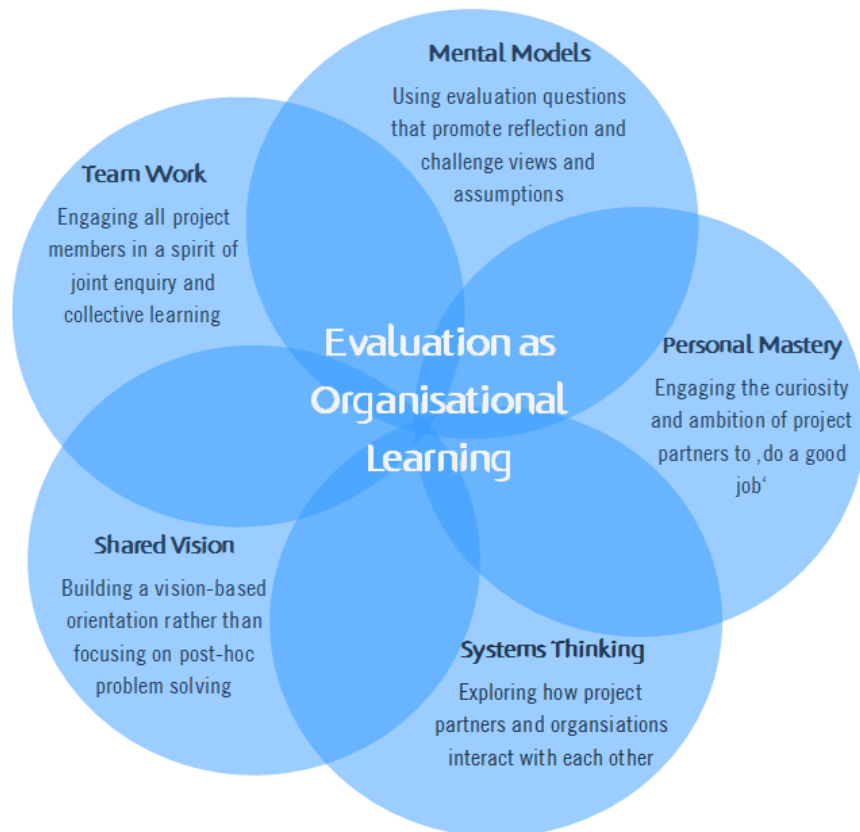
Introduction to the Evaluation Concept

The purpose of the current evaluation is not only to evaluate the project outcomes and to inform the partnership on their progress towards meeting defined goals, but rather to support the capacity building of the partnership, to help them to improve practice through building knowledge and reflecting on activities and approaches. The evaluation seeks to enable the project manager to respond and adapt in different ways to the need of the project partners, stakeholders and beneficiaries. The ultimate objective of the evaluation is to enable the project partnership to fulfil the requirements of the project, demonstrating **progress** with the highest level of **quality** and the most effective level of **co-operation**, whilst aligning all activities within an appropriate **sustainability** framework.

Viewing the project partnership not as a static entity, but rather as a dynamic, learning organisation, the evaluation will challenge the views and assumptions of the partnership, steering them towards the

Project reference no. – 598307-EPP-1-2018-1-AL-EPPKA2-CBHE-JP

successful achievement of the project goals. Seeing the partnership as a learning organisation, we must consider the various ways in which groups and individuals can learn through the evaluation process, that is, the ways in which these groups and individuals can change the ways they see their work, their objectives and their inter-relationships within the context of the project.



Progress, Quality, Co-operation and Sustainability

The focus of the internal project evaluation takes on the four distinct, but inter-connected, critical success factors of **progress, quality, co-operation and sustainability**. It is necessary to evaluate these areas separately, although they can influence each other, so as to ensure that effective strategies and approaches are in place that target, explicitly, these critical success factors.

Progress refers to the way in which the project is achieving its milestones in respect to the schedule set out in the project application and grant agreement. This aspect seeks to determine whether planned deliverables have been implemented and whether the project is on track to achieve its contractual obligations (in time). It is a purely quantitative evaluation of what has been achieved, and what is currently in progress, and will serve to revise estimates on delivery times, whilst acting as an early warning system

Project reference no. – 598307-EPP-1-2018-1-AL-EPPKA2-CBHE-JP

to highlight any activities that are falling behind and making recommendations as to how to bring the project back on track.

Quality refers to the project outputs. Quality is both an objective value, determined by referencing the qualitative and quantitative descriptors of product outputs given in the project description, to determine whether the output meets the minimum quality criteria required, and a subjective value, determined by the group consensus on whether any given output is of an acceptable quality to the group, or whether improvements can and should be made.

Co-operation refers to the inter-relationship between internal project actors, but also between the project actors and external stakeholders. It concerns the ‘people’ dimension of the project. It is a highly subjective area that requires trust and confidence within the partnership, and with the evaluator. Simulations and projections may help to identify improvements in the working climate and enhance the inter-personal aspect of the project.

Sustainability is an often-overlooked success factor that is often seen as an attribute of ‘effectiveness’. However, sustainability needs to be integrated into the project from the very beginning, and an evaluation of sustainability requires its own set of criteria. Certain factors such as the design of project outputs, the involvement of stakeholders, and the institutional and organisational capacity of project partners will all impact the sustainability potential of the project, and activities need to be evaluated on the basis of their alignment to a sustainability perspective.

Central Questions

To evaluate the implementation of the project **e-VIVA** there needs to be a set of core evaluation questions. These questions are:

- Is the project progressing in alignment with the schedule set out in the application, or with a revised schedule agreed upon by the consortium?
- Are the deliverables of a sufficient quality in terms of both formal expectations (contractual obligations) and informal expectations (partners’ wishes)?
- Are partners satisfied with the management of the project and the cooperation between partners, and is this cooperation yielding positive effects on project implementation and delivery?
- Are partners approaching the project with a pro-sustainability mind-set, engaging in activities that will yield long-term benefits, and producing outputs that are conducive to sustainable outcomes?

Methodology, Tools and Approaches

The evaluation will cover both the quality of the envisaged project process and the project outputs. It will be predominantly formative, but will also include summative aspects: **Formative** evaluation is conducted while the project is going on and aims at finding areas for improvement to optimise the effectiveness of the project by providing intermediate results, which can serve as a basis for decision-making. Thus, the quality of the project can be improved. In contrast, **summative evaluation** intends to determine the overall quality of the project and its results at the end of the project period.

Process evaluation in the scope of this project refers to the process of transnational cooperation within the partnership. The process evaluation involves:

- the degree to which defined goals and tasks have been achieved;
- the quality of transnational project meetings;
- the cooperation and communication between meetings;
- the involvement of partners;
- the project coordination;
- the personal and organisational learning process of the people and institutions involved.

The project's core deliverables (activities and products) to be evaluated in the e-VIVA product evaluation are:

- the e-VIVA qualification on competence based learning/validation of learning (including staff training packs and staff training & counselling);
- the piloting of the e-VIVA Approach;
- the e-VIVA transnational dissemination conference.

The main outputs - the e-VIVA methodology to validate service related competences in HE and the qualification course for HE staff (including the e-VIVA training material) - will be intensively commented and discussed by all project team members (internal evaluation). In addition, external experts will be subcontracted by the project to provide critical feedback on the draft core products. Apart from this, external feedback will also be gained by collecting systematic feedback from training participants and persons involved in the piloting activities (students, HE staff, professionals).

Impact sustainability is a cornerstone of the project. Project success and personal ownership, whilst also independent evaluation criteria, are both necessary factors of sustainability, and whilst all three will

Project reference no. – 598307-EPP-1-2018-1-AL-EPPKA2-CBHE-JP

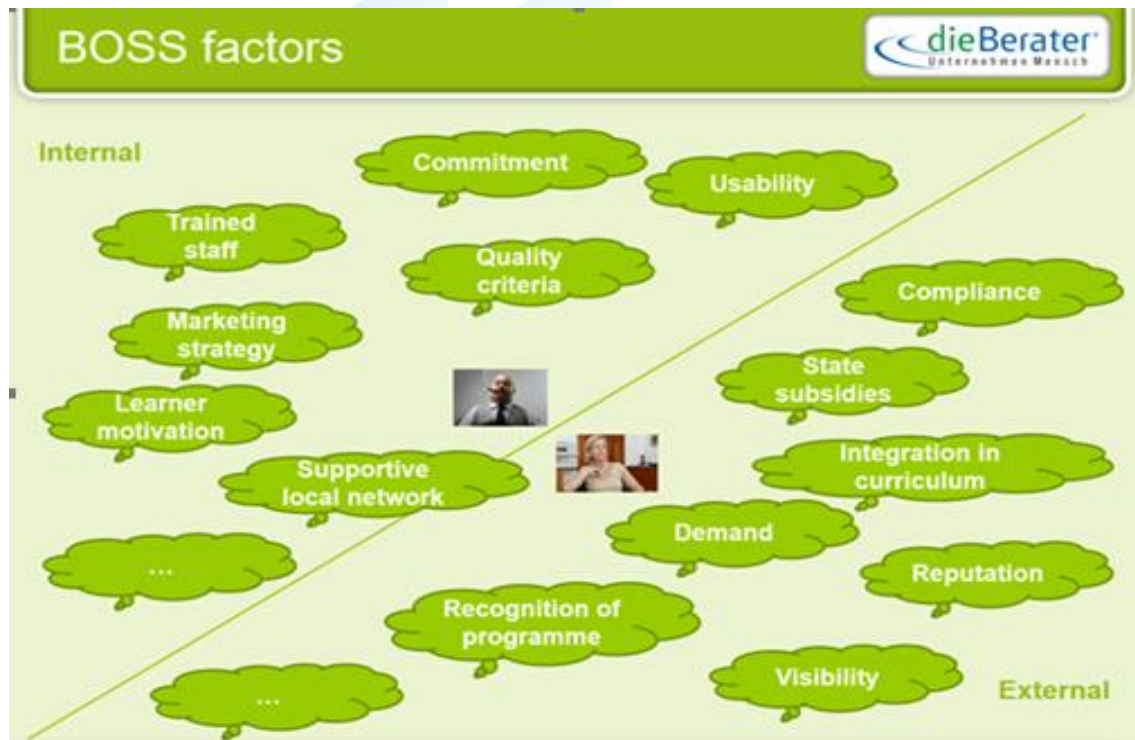
be evaluated independently, an overriding focus on sustainability should help to ensure that other quality factors are also in place.

BOSS Factor Analysis

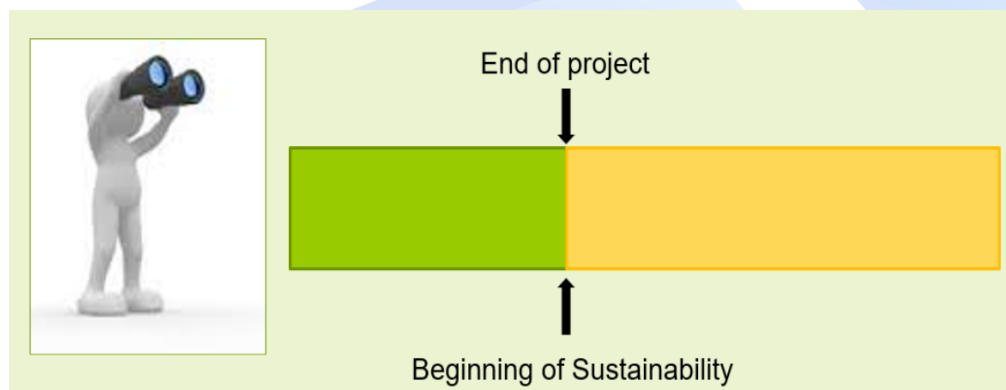
As part of the evaluation and sustainability strategies of e-VIVA, a **BOSS Factor Analysis** is implemented. The term BOSS - **B**eginning of **S**ustainability **S**tatus goes back to the sociologist Marcus Ingle (Portland State University). The application of the BOSS Factor Analysis approach to evaluation of transnational EU-funded projects was developed by Paul Talbot (*die Berater®*).

The BOSS Analysis is based on a few general assumptions:

- The main purpose of (EU) projects is to bring about lasting change to an identified problem. In the case of e-VIVA: to facilitate and validate competence developments related to service orientation in rather informal learning contexts in HEI and workplace learning contexts with a focus on the Western Balkan region to contribute to further advancement of new ways of learning.
- Most projects do not focus on the lasting change they want to bring about, but on mere completion of the deliverables promised in the project proposal. So the perspective is project-immanent instead of looking beyond the project's lifetime. This is one reason why many projects fail to mainstream and sustain the outputs they produce, i.e. to make sure that these outputs will be used by the target groups after the end of funding.
- Another reason why sustainability often fails is the isolation of project goals. Often, the project is not directly linked to overarching strategic goals of the partner institutions involved. We believe that only if a project manager succeeds in aligning the project's goals with some strategic aims of the institution, it is likely that the project outputs will be systematically used after the project.
- To accomplish sustainability of project results the end of the project should be seen as the beginning of sustainability. This Beginning of Sustainability Status (BOSS) is determined by a **number of internal and external factors** (BOSS factors) which have to be in favour of the project's aims:



- A project manager aiming for sustainability should identify and continuously and actively influence crucial BOSS factors throughout the project's lifetime.
- This needs a new perspective of project management: focusing on the conditions to start sustainability rather than on finishing a project.



The BOSS factor analysis will be used for the continuous monitoring of the project. The project partners will regularly be asked to identify internal and external BOSS factors (people in the organisation, stakeholders, political environment, existing programmes, colleagues' attitudes etc.), which need to be addressed to bring e-VIVA outcomes and strategic aims together.

Description of the Evaluation Work

- **Task 1:** Drafting this evaluation and quality assurance plan setting out the aspects, instruments and times of evaluation intervention;
- **Task 2:** Distributing the evaluation plan among partners for discussion and agreement;
- **Task 3:** Finalising evaluation instruments (questionnaires, interview guidelines, etc.) for the project (ongoing task);
- **Task 4:** Using evaluation instruments at agreed times (ongoing task with collaboration from all partners);
- **Task 5:** Creating short interim evaluation reports to be distributed to all partners, presentation of interim evaluation results (progress evaluation) at the partners meetings (steering group meetings) and discussion to explore ways to improve the situation - if necessary, also with a special focus on sustainability aspects (BOSS factor analysis);
- **Task 6:** Writing an interim and a final evaluation report (D5.2, to be submitted with the interim and final report to the NA).

Project reference no. – 598307-EPP-1-2018-1-AL-EPPKA2-CBHE-JP

Overview of the Evaluation Measures and Tools Foreseen

Internal process evaluation			
What?	Aspects of the Evaluation	Evaluation instruments	When?
Quality of the kick-off meeting and other project meetings	<ul style="list-style-type: none"> ▪ Achievements ▪ Efficiency ▪ Structure and content ▪ Clarity about roles and tasks ▪ Practical arrangements ▪ Overall satisfaction 	<ul style="list-style-type: none"> ▪ Online questionnaire 	<ul style="list-style-type: none"> ▪ Right after the kick -off meeting ▪ After 2nd project meeting ▪ After 3rd project meeting ▪ After 4th project meeting ▪ After final project meeting
Goals, objectives, internal/external factors and perspectives - sustainability	<ul style="list-style-type: none"> ▪ Personal goals ▪ Organizational goals ▪ Clarity about roles and tasks ▪ Common understanding of tasks ▪ Identification of internal/external factors 	<ul style="list-style-type: none"> ▪ BOSS factor analysis template 	<ul style="list-style-type: none"> ▪ After the kick-off meeting ▪ Before 3rd project meeting ▪ Before final project meeting
Project progress	<ul style="list-style-type: none"> ▪ Work implemented ▪ Achievements and challenges ▪ Cooperation in the consortium ▪ Project coordination ▪ Learning process 	<ul style="list-style-type: none"> ▪ Online questionnaire ▪ Based on the results: Review discussion at the meeting 	<ul style="list-style-type: none"> ▪ Before each face-to-face project meeting ▪ At the project meeting: short presentation of results of online evaluation, additional discussion
Overall project achievement	<ul style="list-style-type: none"> ▪ Compliance with aims set in the project plan ▪ Lessons learned ▪ Side effects ▪ Sustainability 	<ul style="list-style-type: none"> ▪ Online questionnaire ▪ Structured discussion facilitated by internal evaluator 	<ul style="list-style-type: none"> ▪ In advance of the final meeting ▪ At the final meeting: additional discussion of results

Project reference no. – 598307-EPP-1-2018-1-AL-EPPKA2-CBHE-JP

Evaluation instruments used for the internal evaluation:

- e-VIVA project meeting evaluation form (online form - see annex)
- e-VIVA progress evaluation form (online form - see annex)
- BOSS factor analysis template (see annex)

Evaluation of project outcomes (internal/external)			
What?	Aspects of the Evaluation	Evaluation instruments	When?
e-VIVA qualification for HE staff – including material face-to-face training course	<ul style="list-style-type: none"> ▪ Overall course quality ▪ Usefulness & feasibility ▪ Clarity of course goals and content ▪ Relevance and applicability for HE staff 	<ul style="list-style-type: none"> ▪ Questionnaire 	<ul style="list-style-type: none"> ▪ After the qualification courses
Piloting of the validation methodology Feedback of HE staff and business professionals involved in the piloting	<ul style="list-style-type: none"> ▪ Overall satisfaction with the methodology ▪ Usability (suitable for work in the context of HE) ▪ Relevance for needs of HE staff, business professionals ▪ Sustainability aspects (plans about future use) 	Questionnaire <ul style="list-style-type: none"> ▪ Interviews with <ul style="list-style-type: none"> ○ HE staff ○ Business professionals 	<ul style="list-style-type: none"> ▪ After the piloting
Piloting of the validation methodology Feedback of students	<ul style="list-style-type: none"> ▪ Clarity of benefits for learners ▪ Relevance for needs of students involved in the piloting (importance of certificate) 	<ul style="list-style-type: none"> ▪ Questionnaire 	<ul style="list-style-type: none"> ▪ After the piloting
e-VIVA final event in Tirana	<ul style="list-style-type: none"> ▪ Overall satisfaction with the event 	<ul style="list-style-type: none"> ▪ Questionnaire ▪ Something interactive like “Bulls eye”, Mood stickers etc. 	<ul style="list-style-type: none"> ▪ At the event

Project reference no. – 598307-EPP-1-2018-1-AL-EPPKA2-CBHE-JP

Additionally, experts will be subcontracted to provide written reports (PDF) on the suitability and appropriateness of the core educational deliverables before piloting. It is proposed that the various instruments to be used in the piloting and final assessment of the methodology and training workshops be developed by the partnership along the way, in line with the development of the products themselves and following clear quality benchmarks agreed by the partners. This will allow the project to take a more inclusive approach to partner participation in evaluation processes.

Guidelines for the Evaluation of the Core Activities and Project Products

Adequacy with regard to the needs of the users/participants (= HE staff/business professionals/ students)

e-VIVA qualification on competence-based learning & validation:

- Does the content address the most important topics? What is missing?
- Are all relevant aspects adequately dealt with?
- Does the content reflect the needs as identified in the research phase?
- Is the provided material adequate with regard to the educational level of the target group/target groups?
- Do the training modules refer to and complement each other?
- Are there any inconsistencies or even contradictions in approaches, recommendations, statements in the various chapters/training modules?

Quality and usability of the e- platform/e-portfolio

- structure and elements
- navigation and design
- support
- attractiveness and clarity

Quality and usability of e-VIVA Methodology

- Are the project outputs/activities practice-oriented? Are there sufficient and useful recommendations and examples of good practice?
- Do the written manuals and publications use clear and consistent terms and concepts?
- Do the chapters in the toolbox refer to and complement each other?
- Compliance with state of the art?

Coherence of the project outputs

- Overall: Is the publication an entity or just unconnected parts put together?
- Is it too long – too short – just right?

General Comments, contributions and suggestions for improvement

All evaluation instruments used in the project will be included in the interim/final evaluation report.

List of e-VIVA quality criteria and indicators

Class	Category	Indicators
1. Functionality of the Partnership	1.1 Effective communication in the transnational partnership	1.1.1 Partners are aware of each other's tasks, roles and activities within the partnership 1.1.2 Partners communicate regularly as a whole group, within and among the working groups, and on a one-to-one basis 1.1.3 Conflicts have been resolved amiably and without hindering the work progress
	1.2 Level of involvement of each partner in the project and in transnational activities	1.2.1 Each partner has contributed know-how to the project work 1.2.2 Each partner has contributed to the development of project outcomes 1.2.3 Each partner has completed their work tasks 1.2.4 Project activities are known in all partner organisations 1.2.5 The project outcomes are used in the partner organisations
	1.3 Valorisation of diverse (cultural) backgrounds and perspectives	1.3.1 Partners have been given the possibility to express their opinions freely 1.3.2 Partners' opinions have been valued in the partnership 1.3.3 Different (cultural) perspectives have been encouraged 1.3.4 Different language backgrounds have been taken into account during meetings
	1.4 Overall project administration/project coordination	1.4.1 The management system is clear to partners and functional throughout the project lifespan 1.4.2 The coordinator has given clear instructions and information throughout the project and has offered support when required 1.4.3 The coordinator has administered the project transparently, both financially and technically 1.4.4 Partners have provided feedback and information promptly and according to deadlines 1.4.5 The reporting has been completed on time
	1.5. General progress – achievements with the workplan	1.5.1 There is compliance with aims set in the project plan

Project reference no. – 598307-EPP-1-2018-1-AL-EPPKA2-CBHE-JP

	<p>including sustainability and further cooperation</p> <p>1.6 Quality of transnational meetings</p> <p>1.7. Personal and organisational learning</p>	<p>1.5.2. Provisions for sustainability and mainstreaming were set</p> <p>1.5.3 There is transfer of project content in the own organisation. Lessons learned in the project are taken into consideration.</p> <p>1.6.1 The necessary infrastructure was available at every meeting</p> <p>1.6.2 The agenda and documents of the meeting were sent to participants in due time</p> <p>1.6.3 The meetings reached their aims according to the work plan</p> <p>1.6.4. Structure, content and delivery of the meetings were appropriate</p> <p>1.6.5. Partners contributed to the meeting</p> <p>1.7.1 Partners were able to bring in and user their expertise in the project</p> <p>1.7.2. Partners were able to gain new expertise/knowledge in the project</p>
2. Quality and validity of outputs	<p>2.1 Relevance of the e-VIVA methodology to the needs of the target groups</p> <p>2.2 The impact of the e-VIVA methodology on users</p>	<p>2.1.1 The end-users have been involved in the development and testing of the methodology</p> <p>2.1.2 The methodology is based on know-how and experience drawn from target groups in all partner countries</p> <p>2.1.3 The materials produced are user-friendly and can be readily understood by the end-users</p> <p>2.2.1 Beneficiaries can define the aims of the learning activities</p> <p>2.2.2 Beneficiaries can identify the impact of the learning activities</p> <p>2.2.4 HE institutions can use the tool for planning their teaching activities</p> <p>2.2.5 HE institutions/companies can use the tool to certify informal competence development</p>
3. Dissemination and valorisation	<p>3.1 Pursuit of the defined target group</p>	<p>3.1.1 The target groups envisaged in the work plan have been correctly singled out and quantified</p> <p>3.1.2 The target group is spread across all the envisaged categories</p> <p>3.1.3 The numbers of beneficiaries specified for dissemination in the work plan have been reached</p> <p>3.1.4 The target group has been kept informed regularly via various communication channels about the project progress</p>

Project reference no. – 598307-EPP-1-2018-1-AL-EPPKA2-CBHE-JP

	<p>3.2 The multiplying effect at European/Western Balkan level</p> <p>3.3 Valorisation of project products</p>	<p>3.2.1 All partners have established contacts at local, national and European level for transferring project products</p> <p>3.2.2 All partners have disseminated information within their professional groups and existing networks</p> <p>3.2.3 The e-VIVA website has been launched on schedule and it functions at normal parameters, with information being updated regularly</p> <p>3.2.4. A Facebook account and profile was established and regularly updated</p> <p>3.2.5 Members of the target groups in countries outside the partnership have been reached</p> <p>3.2.5 e-VIVA newsletters have been published regularly</p> <p>3.2.6 Each partner has organised national info days with stakeholders and interested parties</p> <p>3.2.7 The information material envisaged in the work plan has been produced and distributed in each country and outside the partnership countries</p> <p>3.3.1 The target groups have been involved in all relevant phases of the project (analysis, piloting, evaluation)</p> <p>3.3.2 The project outcomes are made available to partner organisations and representatives of the target group</p> <p>3.3.3 The training is an adequate tool for transferring the methodology to the target group</p>
4. European Added Value	<p>4.1 Novelty of the project products (e-VIVA Methodology)</p> <p>4.2 Added value and European dimension</p>	<p>4.1.1 The methodology is based on real needs identified at partnership level and in the participating countries</p> <p>4.1.2 The methodology does not duplicate an existing tool in partner countries and at European level</p> <p>4.1.3 The information in the supporting material is complete, complementary, and up to date</p> <p>4.1.4 The methodological tool transferred to the target group is innovative</p> <p>4.2.1 The methodology is based on know-how, experience and investigations drawn from all partner countries</p> <p>4.2.4 The methodology reflects the wide European diversity in terms of recognition of informal learning</p> <p>4.2.5 The methodology is transferable at European level and can be used without significant changes</p>

The listed indicators will be focused on in the internal project evaluation as well as in the product evaluation through external experts.

ANNEX

Online Questionnaire e-VIVA Meeting Evaluation

e-VIVA Kick-off Meeting Tirana 7-8 February 2019

Achievements

Please rate each item on a scale ranging from very positive (+ +) to very negative (- -).

1.1 - Achievement of overall meeting objectives: Introducing and understanding the project and planning next steps

++	+	0	-	--
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

1.2 - Clarification of next steps: Are you clear about the tasks that have to be done by you in the next months?

++	+	0	-	--
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

1.3 - Clarification of roles: Has the meeting contributed to clarifying your role?

++	+	0	-	--
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

1.4 - Any comments regarding this section "Achievements"

Back

Next

20%

Structure, content, and delivery of the meeting

Please rate each item on a scale ranging from very positive (+ +) to very negative (- -).

2.1 - Preparation of the meeting and pre-meeting information

++	+	0	-	--
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2.2 - Selection of topics addressed in the meeting

++	+	0	-	--
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2.3 - Quality of presentations and working materials

++	+	0	-	--
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2.4 - Balance of the meeting programme (duration, work vs. free time, social activities)

++	+	0	-	--
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2.5 - Level of satisfaction with the practical arrangements (meeting venue, meals)

++	+	0	-	--
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2.6 - Any comments regarding this section "Structure, content and delivery of the meeting"

Back Next

40%

Quality of transnational cooperation

3.1 - Extent to which each partner contributed to the meeting

++	+	0	-	--
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3.2 - Common understanding amongst partners about the project

++	+	0	-	--
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3.3 - Level of satisfaction with working language

++	+	0	-	--
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3.4 - Any comments regarding this section "Quality of transnational cooperation"

Back Next

60%

Overall satisfaction and conclusions

4. - Overall satisfaction with the meeting:

++	+	0	-	-
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. - What did you appreciate most during the project meeting?

6. - Do you have any suggestions how future e-VIVA project meetings could be improved?

Back

Finish and submit

80%

Online Questionnaire e-VIVA Progress Evaluation

e-VIVA progress evaluation 1

Welcome to the first progress evaluation within the e-VIVA project!

This questionnaire examines a number of issues relating to the current progress in the e-VIVA project. Please answer referring back to the period from the start of the project up to now.

Start the questionnaire and move forward by clicking on the **Next** button below. Please note that all questions marked with an * asterisk are required and should be filled in, as otherwise you will receive an error message.

For any questions regarding the questionnaire or further comments, please contact the project partner responsible for the internal evaluation, Maren Satke: m.satke@dieberater.com

Thanks for contributing!



The protection of your personal data is of particular concern to us. All submitted data will be treated confidentially and we process your data exclusively on the basis of legal regulations such as the GDPR. The data will only be used anonymized for evaluation purposes within the FSEPS project and for the evaluation report. We will never reuse, sell, or otherwise share respondent data. Our data processing partner, Surveygizmo Inc. fulfills all GDPR compliance expectations, for further information please refer to [Surveygizmo's privacy policy](#).

Next

0%

Clarity of goals and roles

How clear are the general goals of the e-VIVA project to you?

- ☐ absolutely clear
- ☐ rather clear
- ☐ rather unclear
- ☐ absolutely unclear

How clear are the next steps that have to be carried out from you in the project?

- ☐ absolutely clear
- ☐ rather clear
- ☐ rather unclear
- ☐ absolutely unclear

How would you estimate your personal level of involvement in the project overall?

- ☐ very high
- ☐ high
- ☐ moderate
- ☐ low
- ☐ very low

Back

Next

Implementation of tasks and progress of outputs

Please rate the progress of the current project work load by clicking in the colored field according to the traffic light system:

Meaning of colors:

Green: Everything according to plan (time, quality, results)

Yellow: Minor deviations from the work plan (delays, quality etc.), problems encountered but solved

Red: Major deviations from the work plan (delays, quality etc.), problems encountered and (mainly) unsolved

Project management (WP7, including communication, reporting, time management and financial administration)

☒ green

☐ yellow

☐ red

Continuous evaluation of project progress (WP5)

☒ green

☐ yellow

☐ red

Dissemination and exploitation (WP6)

☒ green

☐ yellow

☐ red

WP1: "Research and needs analysis (stocktaking)"

☒ green

☐ yellow

☐ red

WP 2: "Competence-based learning approach (incl. validation) - a competence oriented learning and validation system for social, personal and organisational competences"

☒ green

☐ yellow

☐ red

Preparations for WP3: "Training and counselling of HE staff"

☒ green

☐ yellow

☐ red

Preparations for WP4: "Piloting the Competence-based learning approach (incl. Validation) of competences developments, accreditation and certification - Piloting the open learning approach in accompanied traineeships and work teams"

☒ green

☐ yellow

☐ red

Comments regarding tasks or work packages that are marked "yellow" or "red":

Back

Next

29%

Project progress

In general, how satisfied are you with progress of the project since the kick-off meeting?

- ☐ highly satisfied
- ☐ rather satisfied
- ☐ rather dissatisfied
- ☐ very dissatisfied
- ☐ unable to say

Back

Next

43%

Cooperation within the transnational partnership

Please rate the cooperation within this project by clicking in the colored field, again according to the traffic light system:

Meaning of colors:

Green: Everything fine, no problems

Yellow: Minor problems encountered but solved

Red: Major problems encountered and (partly) unsolved

Clarity and adequacy of information given by the project coordinator

☐

green

☐

yellow

☐

red

Collaboration with other project partners

☐

green

☐

yellow

☐

red

Efficiency and intensity of communication within the partnership (including virtual meetings)

☐

green

☐

yellow

☐

red

Decision-making processes in the consortium

☐

green

☐

yellow

☐

red

General working climate

☐

green

☐

yellow

☐

red

In case of "yellows" or "reds" on this page: Please describe the challenge / problem. What could be done to improve the situation?

Back

Next

57%

Your personal learning process

What has been your personal learning experience in the project so far?

	yes, absolutely	rather yes	rather no	no, not at all	unable to say
Have you already been able to use your expertise in the project?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you already learned something new through being a partner in the project (e.g. gained new skills, knowledge, ideas)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has the project already enabled you to make new links at a professional level that might be useful for your work?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In general, are the necessary measures in place in the project to share experiences with other partners and learn from each other?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Back

Next

71%

Final page

Please use this field if you have any further comments or suggestions for the e-VIVA project.

You have reached the end of the questionnaire. Please click on the "Submit"-button below to save and submit all your answers.

[Back](#)[Submit](#)

86%

Template BOSS Factor Analysis

e-VIVA BOSS FACTOR Analysis: Tool 1:

Potential contribution of project outcomes to long-term objectives of your organisation

Long-term objective of organisation	Project outcome	Internal BOSS factors	Rating (1-10)	External BOSS factors	Rating (1-10)

Comments and explanations:

e-VIVA BOSS FACTOR Analysis: Tool 2:

Action Plan

BOSS factor	Action	Responsible	Time	Result	Done

Comments and explanations:

**e-VIVA BOSS FACTOR Analysis: Tool 3:
Monitoring of Action Plan**

Time period: _____



BOSS factor	Action taken	Challenges encountered / solutions found	Result	Done

Comments and explanations: