Project title: "STEAME GOES HYBRID: Blueprint Guidelines and Policy Recommendations."
Reference number: 2020-1-CY01-KA226-SCH-082675
Implementation period: May 2021 – April 2023

QUALITY ASSURANCE STRATEGY

Updated: JUNE 2021

METHODOLOGY

The methodology to be followed for ensuring quality is the following:

Step 1 - General Design of Quality: Achieving quality requires careful planning. Therefore, the first step is designed to achieve the objectives of quality. The objective of this step is to ensure that all Standards and Guidelines required for the design, administration, resources and project control, are sufficiently determined.

Step 2 - Define Quality Assurance Framework: The objective of this step is to ensure that the Standards and Guidelines, which were determined in the Design of Quality Management, are realistic and correspond to the specific conditions of the project; the activities of the quality control are performed normally and without irregularities and that; the analysis of errors and defects will provide the basis for improving the quality of the projects' deliverables.

Step 3 - Perform Quality Control Activities: The purpose of this step is to identify defects so as to be able to correct them. This control is under the collective responsibility of the consortium partners and shall be performed during the whole project, not solely on the completion of an outcome/ deliverable, so as to check the completeness, consistency and the fulfilment of the objectives.

Step 4 - Perform corrective/preventive actions (target < 20%): The defects and discrepancies identified by quality control must be corrected. For this purpose and to maximize the relevance of the proposed plan on the standards set in place, the Coordinator will proceed with a detailed analysis of the critical points of the proposed methodological approach as regards to the overall Management and Quality Assurance of the project.

QUALITY ASSURANCE COMMITTEE

In order to ensure the quality of the project the consortium will form a Quality Assurance Committee including three partners, with enough experience so as to be able to identify risks and decide upon the necessary corrective/ preventive actions. The QA committee should not include any IO leaders or the coordinator. Please find the synthesis below:

Partner Orginisation	Name of the representative
P5. ITC PACLE MORANTE	Antonella Corrado
P1. LEAFNET	Georgia Christodoulou
P7. IDEA	Mihaela Singer

The committee will meet physically and/or virtually up to four times to discuss the progress made, as well as assess the risks identified and if needed revise them.

Quality Assurance Committee meetings:

Quality Assurance Committee meetings	Meeting date
QAC 1st Meeting	
QAC 2nd Meeting	

For this project, two quality evaluation reports are foreseen (one at the end of the first year of the project and the other at the closing of the project), which will incorporate both internal evaluation questions, as well as external ones. The reports will be compiled by the Quality Assurance Committee, with the constant collaboration of the partners for the provision of information and feedback when necessary.

Quality Assurance and project Evaluation Deliverables	Scheduled
Quality Assurance plan	
Interim quality assurance report	April 2022
Final quality assurance report	April 2023

APPENDICES

Appendix 1

The following indicators should be taken into consideration by the Quality Assurance Committee:

QUALITY ASSURANCE INDICATORS

The Basic Indicators of progress and success are:

FULFILMENT INDICATORS, RELATED TO A TASK CONCLUSION. They are related to ratios that indicate the achievement degree of task and/or duties, e.g., number and quality of duties fulfilled, minimum number of participants, etc.

EVALUATION INDICATORS, related to the ratios and/or methods that help in performance identification and improvement opportunities for tasks, process or intellectual outputs activities. Some examples include the qualitative and quantitative results obtained in the validation phase, or the internal communication indicators.

EFFICIENCY INDICATORS, related to the ratios that indicate the invested time for the fulfillment of tasks/duties and the costs of it. Some examples: the use of resources in different work packages, the incurred costs in management, etc.

EFFICACY INDICATORS: related to ratios that indicate the capacity or success in the fulfillment of task and duties, such as the percentage of task accomplished at any moment or evaluation of intellectual output activities quality.

Indicators are described from a qualitative and quantitative point of view from the perspectives of the overall implementation of the project and particular project objectives. The quality will be measured by the results of the monitoring and evaluation questionnaires issued regularly by project Management and answered by all partners, as well as evidence collected during project activities.

QUALITATIVE AND QUANTITATIVE INDICATORS
Overall project management:
IQ-Quality of Project management arrangements – no more than 20% rate of delays in delivering results throughout the project.
IC-Effectiveness of coordination by the project coordinator – no more than 20% rate of issues and problems detected in coordination.
IE-Effectiveness of the monitoring and evaluation processes – 100% of partners and coordinator compliance with quality monitoring process tasks.
IF-Effectiveness of quality arrangements – 100% rate of compliance with recommendations and amendment according to the problems detected.

IQ. Project Quality & Impact Level Indicators:
IQ.1 Number of events organized per partner:
a. 1 local multiplier event/partner country (target = 5)
b. 1 partners' meetings in the Applicant's partner country (target = 1)
IQ.2 Number of C1 trainings (target = 1)
IQ.3 Number of visits of the project website (target >60/ month)
IQ.4 Number of stakeholders reached (target >50000)

Appendix 2

The following Outline could provide sources for the development of the Quality Assurance Plan

Evaluation and Quality Plan of PATHWAYS: Outline

Action	point in time	Activity	Means	Main Responsibility
Continuous-evaluation of development IO and other expected activities	At each meeting At various instances after the completion of parts of the contents of Intellectual outputs and other activities/ expected results.	Consideration of issues in the meetings Consideration of the state of materialization of each expected outcome/ result Consideration of the state of materialization of the stages of each expected outcome in the context of the GANDT plan	Discussions Reviews of the content of the intellectual outputs Discussions, Questionnaires	The Quality Assurance Committee Project Coordinator Leaders of each IO
Continuous-evaluation of partnership	At each meeting, During the managing of various phases	Monitoring the communication between the partners Consideration of the Risk Plan Consideration of the extent of materialisation of each deliverable	Discussions Questionnaires Monitoring facilities of the communication network of the project	The Quality Assurance Committee Project Coordinator Leaders of each IO
Risk Plan	At each meeting	Monitoring the various risks in the development of the project and designing a contingency plan for managing such risks	Discussion and review of a document providing for these risks	The Quality Assurance Committee Project Coordinator Leaders of each IO
Quality Assurance Statement	At each meeting At the preparation of the Interim Report At the preparation of the Final Report	Identifying the Basic aspects that have been undertaken and identifying the degree of their materialisation (quantitively and qualitatively)	Discussion and review of a document providing for the aspects that reflect the quality of the project and undertaking the responsibility of promoting/ materialising them. Pilot testing	The Quality Assurance Committee Project Coordinator Leaders of each IO

Quality Of each outcome/ deliverable	At each meeting At the preparation of the Interim Report At the preparation of the Final Report	Identifying the extent of the quality of each IO	Discussions Questionnaires Monitoring the related parts of the developed Intellectual Outputs	The Quality Assurance Committee Project Coordinator Leaders of each IO

Appendix 3

The "STEAME GOES HYBRID" Contingency Plan for Risks