Enhancing Competencies of Central Asian Universities in Agricultural Policy
focused on Environmental Protection & Land Management

**ECAP**

# Quality Management Plan

# Objectives and aims of the project ECAP

The main aim of ECAP is to enhance the level of competencies and skills of Higher Education Institutions in Central Asia (Uzbek and Kazakh universities) by providing them with an innovated program curricula in the field of "Environmental protection and Land Management" – in the context of the Common Agricultural Policy of the EU (CAP) principles.

# Quality Management Strategy

The goals for quality management of the ECAP-project are to ensure, that:

- Project deliverables meet their stated requirements.
- Project management processes are appropriately followed.

Quality management is performed throughout the project with special attention to:

1. **Quality Planning** – primarily during the project planning process.
2. **Quality Assurance (QA)** – primarily during the project execution process.
3. **Quality Control (QC)** – primarily during the project monitoring and controlling process.

This *Quality Management Plan (QMP)* serves as a helpful document in assessing, monitoring and evaluating the quality of the project. On the one hand the QMP should serve as a guideline to monitor deadlines and therefore assess the quality of the delivery time of the products, on the other hand it should be used as a reference for assessing the quality of the delivered products itself. The QMP is primarily targeted at the project coordinator and should support him in ensuring a proper project outcome.

# Quality Control and Monitoring Committee (QMC):

The *Quality Control and Monitoring Committee (QMC)* is not responsible for the quality of the products and deliverables, but for ensuring and enforcing the process of quality management itself.

- Reinfried MANSBERGER, Head of the Committee (BOKU, A)
- Maitah MANSOOR, member (CULS, CZ)
- Marina ALEXEYEVA, member (KAZNAU, KZ)
- Muhtar NASIROV, member (Samarkand State University, UZ)

# 1   Quality Planning

**Quality is the degree to which the project fulfills its requirements**. Quality management planning determines quality policies and procedures relevant to the project for both project deliverables and project processes, defines who is responsible for what, and documents compliance.

The quality management plan identifies these key components:

| Objects of quality review | Quality Measure | Quality Evaluation Methods |
| --- | --- | --- |
| Project Deliverables | Deliverable Quality Standards | Quality Control Activities |
| Project Processes | Process Quality Standards | Quality Assurance Activities |

Quality of a curricula development can be divided into different dimensions throughout the project (see Figure 1).
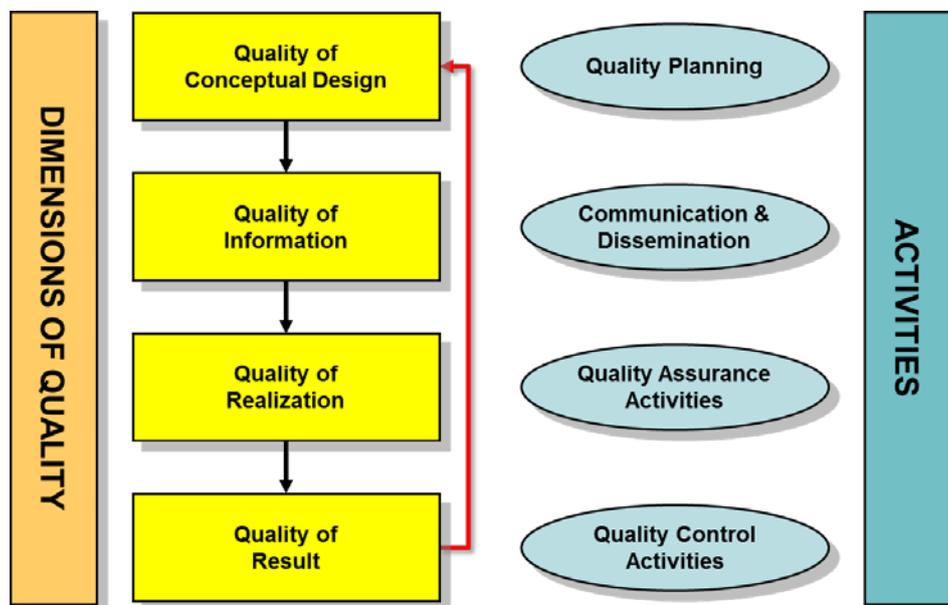


*Figure 1: Dimensions of quality*

### Quality of Conceptual Design
*Activity: Quality Planning*
By a proper planning of project steps, work packages and deliverables, a quality outcome of the project can be expected. From Meetings to Target Group Needs Analysis, from recurring QM-reports to Questionnaires and from pilot-testing to trainings. All these steps are planned, constantly monitored and evaluated in order to maximize to quality of the project.

### Quality of Information
*Activity: Communication & Dissemination*
During the whole project, information quality is an important issue that has to be assured. Communication transparency throughout the whole process has to be ensured by proper documentation and dissemination of information (e.g. e-mails, web page, electronic platform).

## Quality of Realization
*Activity: Quality Assurance*

To ensure the quality of all the single steps and processes, focus has to be set on quality assurance activities. It is very important to define those by linking every project work package step to an activity that ensures an optimal outcome. Communication between the members of the project, as well as peer-reviewing and exchanging knowledge is the key.

## Quality of Results
*Activity: Quality Control*

Every project step has to be defined with a proper outcome/deliverable. This outcome has to be precise and concrete, so that the achievement of the goal and its quality can be defined by the respective person responsible for it.

The main project work packages are shown in Table 1. They include preparation, implementation, quality control, dissemination and project management. All the work packages contain several other project steps with respective deliverables and goals, which are shown in the accompanying documents.

*Table 1: Work Packages*

| WP No. | Work package |
|---|---|
| 1 | Preparation for project implementation |
| 2 | Project implementation - development of project outputs |
| 3 | Quality Control & Monitoring |
| 4 | Dissemination & Exploitation of Project Outputs |
| 5 | Project Management & Coordination |

# 2   Quality Assurance

**The focus of quality assurance is on the processes used in the project**. Quality assurance ensures that project processes are used effectively to produce quality project deliverables. It involves following and meeting standards, continuously improving project work, and correcting project defects.

The following table (Table 2) identifies as an example:
- The project processes subject to quality assurance.
- The quality standards for that process.
- The quality assurance activity – e.g., quality audit or review - that will be executed to monitor that project processes are properly followed.
- How often or when the quality assurance activity will be performed.
- The name of the institution responsible for carrying out and reporting on the quality assurance activity.

*Table 2: Examples for „Quality Assurance Activities"*

| WP No. | Project Process | Quality Assurance Activity | Frequency / Interval / Deadline | Responsible Partner |
|---|---|---|---|---|
| 1.1.1. | Preparation of background papers for "Agreement" creation | Communication & Peer Review | | SUA |
| 1.1.2. | Signing agreements with EACEA and with partners | | | SUA |
| 1.1.3. | Preparation of kick-off meeting | | | SUA |
| 2.1.1. | Creating working groups consisting of CA teachers/experts | | | SUA |
| 2.1.2. | Identification of gaps in training curricula of partner universities | | | SUA |
| | | | | |

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# 3   Quality Control

**The focus of quality control is on the deliverables of the project**. Quality control monitors project deliverables to verify that the deliverables are of acceptable quality and the customer is satisfied.

The following table (Table 3) identifies as an example:
- The major deliverables of the project that will be tested for acceptable quality level.
- The quality standards and satisfaction criteria established for the project deliverable.
- The quality control activities that will be executed to monitor the quality of the deliverables.
- How often or when the quality control activity will be performed.
- The partner responsible for carrying out and reporting on the quality control activity.

*Table 3: Examples for „Quality Control Activities"*

| WP No. | Deliverable / Result / Indicator | Quality Control Activity | Frequency / Interval / Deadline | Responsible Partner |
|---|---|---|---|---|
| 1.1.1. | Background papers finished and ready | Papers are complete and ready? | 01.11.2015 | SUA |
| 1.1.2. | Signed Agreements | Agreements are signed by all partners? | 01.12.2015 | SUA |
| 1.1.3. | Kick-Off Meeting executed | Kickoff Meeting is executed and questionnaires are filled out by all partners? | 01.12.2015 | SUA |
| 2.1.1. | Working Groups created | Working groups of CA partners are created? | 15.01.2016 | CA |
| 2.1.2. | Gaps in Training Curricula identified and reported to coordinator | Peer review of report of gaps | 15.02.2016 | SUA |
|  |  |  |  |  |

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# 4   Quality Assessment Tools

To assess and document the quality of the processes and the products, several tools are available in the project. These tools are described shortly in this document and should always be considered by the project coordinator as well as the partner responsible for the specific work package.

### Meetings

After each meeting, every partner has to fill out a predefined questionnaire *(see ANNEX 1 – Template for Evaluation of Meetings)*, documenting the expectations, quality of information, participation and satisfaction of the respective partner. These have to be sent to the project coordinator two weeks after each meeting at the latest. The questionnaires help to determine the overall satisfaction with the meetings and potential improvements on the efficiency.

### Reports

Every 3 months (beginning at project start), all the members have to file a report on their activities and their progress *(see ANNEX 2 – Template for Quarterly Report)* to the project coordinator. This report has to include also an evaluation of the quality of procedures and products.

All reports of project partners will be aggregated by the project coordinators using the QM "Traffic Light" Excel sheets (see chapter below). The results will be delivered by the project coordinator in comprehensive form to the QMC. QMC will analyze and validate the results achieved and give feedback to the project coordinator (see Figure 2).
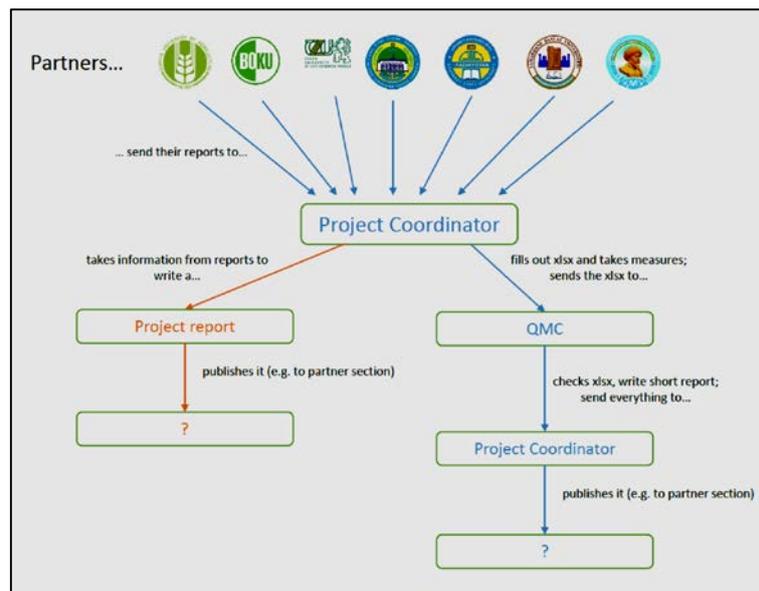


*Figure 2: Workflow of project reporting (including QM)*

### Quality Management "Traffic light" Excel sheets

The *Quality Management* Excel sheets include the overall time plan, as well as the work packages, the deliverables and responsibilities (see Figure 3). The quality of the products, the cost-effectiveness and their delivery time (on time, pending, late) should be documented by the project coordinator and/or the respective partner responsible for the work package. When a product is late or the quality is not conform to the stated requirements, the respective cell has to be filled according to the "Traffic light"-system described in the table. Additionally, measures have to be taken and documented, in order to assure a high quality product as soon as possible. The quality and the particular indicators are defined by the work package leader. Every three months (beginning at 15.01.2016) the project coordinator has to send the updated table to the QMC as part of the Quality Report.

Quality Management Overview
WORK PLAN YEAR 1

Legend:
- Deadline passed: Urgent Measures!
- (o) Deadline passed for max. 4 weeks
- (+) Product/Result delivered on time
- Quality not achieved
- (o) Quality to be improved
- (+) Quality achieved
- Costs significantly higher than budget frame
- (o) Costs slightly higher than budget frame
- (+) Costs within budget frame

| WP | Project Process | Quality Assurance Activity | Deliverable / Result / Indicator | Quality Control Activity | running process | Deliverable Deadline | Responsible Partner | Delivered / Progress | Measures taken / Comments | Quality of product | Measures taken / Comments | Costs within budget frame | Measures taken / Comments |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2.4.1. | Creation of the electronic platform | Feedback, Communication, former projects | Electronic Platform up and running | Progress report in each QM-report, indicators defined separately | running | 15.12.2015 - 15.12.2016 | SUA | | | | | | |
| 4.1.1. | Dissemination of online and printed materials | Feedback, Communication | Materials disseminated by SUA | Progress report in each QM-report | running | 15.12.2016 - 15.10.2018 | SUA | | | | | | |
| 4.1.1. | Dissemination of online and printed materials | Feedback, Communication | Materials disseminated by partner countries | Progress report in each QM-report | running | 15.12.2016 - 15.10.2018 | ALL | | | | | | |
| 1.1.1. | Preparation of background papers for "Agreement" creation | Peer-review and Communication | Background papers finished and ready | Papers are complete and ready? | | 15.11.2015 | SUA | | | | | | |
| 1.1.2. | Signing agreements with EACEA and with partners | Peer-review and Communication | Signed Agreements | Agreements are signed by all partners? | | 15.12.2015 | SUA | | | | | | |
| 1.1.3. | Preparation of kick-off meeting | Communication, Votes, Questionnaires | Kick-Off Meeting executed | Kickoff Meeting is executed and questionnaires are filled out by all partners? Questionnaires analysed? | | 15.12.2015 | SUA | | | | | | |
| 2.1.1. | Creating working groups consisting of CA teachers/experts | Communication | Working Groups created | Working groups of CA partners are created and reported to project coordinator? | | 15.01.2016 | CA | | | | | | |
| 3.1.1. | Development of Quality and Management Reports | Preparing the structure of the Report, Communication | QM-report 1 delivered and checked by the QMC | Has the structure of the Report been prepared? Discussed with partners? Final version approved? | | 15.01.2016 | SUA | | | | | | |
| 5.2.1. | Elaboration of reports | Communication | Report 1 written by SUA | Report elaborated and sent to the WP leader? | | 15.01.2016 | SUA | | | | | | |
| 5.2.1. | Elaboration of reports | Communication | Report 1 written by partner countries | Reports elaborated and sent to the WP leader? | | 15.01.2016 | ALL | | | | | | |
| 2.1.2. | Identification of gaps in training curricula of partner universities | Peer-review and Communication | Gaps in Training Curricula identified | Study plans are compared? Appropriate courses selected? Syllabuses reviewed? | | 15.02.2016 | ? | | | | | | |
| 2.1.3. | Filling the gaps and assessing the suitability of modified materials to be fit for creation of a new training curricula | Peer-review and Communication | Gaps filled by partner countries | Modifications are proposed? Are they incorporated in existing materials? Discussed with partners? Existing curricula innovated / new curricula created? | | 15.03.2016 | ALL | | | | | | |
| 2.1.3. | Filling the gaps and assessing the suitability of modified materials to be fit for creation of a new training curricula | Peer-review and Communication | Gaps filled by SUA | Modifications are proposed? Are they incorporated in existing materials? Discussed with partners? Existing curricula innovated / new curricula created? | | 15.03.2016 | SUA | | | | | | |
| 2.2.1. | Creation of Methodological Manual for Curricula Development | Preparing the structure of the Manual, Communication, Draft Proposal, Peer-review, Final version | Methodological Manual for Curricula Development finished | Structure of the Manual proposed? Discussed with partners and approved? Full version proposed? Discussed with partners and approved? Final version finished? | | 15.03.2016 | CULS, SUA | | | | | | |
| 5.1.1. | Creation of web page | Template, Final Version, Regular Maintenance and Update | Web Page up and running | Web page prepared? Language mutations completed? Continuously updated? | | 15.03.2016 | SUA | | | | | | |
| 5.2.1. | Elaboration of reports | Communication | Report 2 written by SUA | Report elaborated and sent to the WP leader? | | 15.04.2016 | SUA | | | | | | |
| 5.2.1. | Elaboration of reports | Communication | Report 2 written by partner countries | Report elaborated and sent to the WP leader? | | 15.04.2016 | ALL | | | | | | |
| 2.1.4. | Elaboration of the Target Group Needs Analysis | Preparing the structure of the TGNA, Communication, Elaboration by Partners, Final Summary Document | Target Group Needs Analysis delivered | Surveys are prepared by each partner? Sent to the responsible partner? Reviewed and discussed? Summary document prepared? | | 15.04.2016 | CULS | | | | | | |
| 3.1.1. | Development of Quality and Management Reports | Update, Communication | QM-report 2 delivered and checked by the QMC | Report was updated? Sent to partners? | | 15.04.2016 | SUA | | | | | | |
| 2.3.1. | Elaboration of background materials by EU partners for training curricula content | Courses selection, Communication | Background materials finished | Were the courses selected for innovation? Discussed with partners and WP leader? | | 15.06.2016 | SUA | | | | | | |
| 5.2.1. | Elaboration of reports | Communication | Report 3 written by SUA | Report elaborated and sent to the WP leader? | | 15.07.2016 | SUA | | | | | | |
| 5.2.1. | Elaboration of reports | Communication | Report 3 written by partner countries | Report elaborated and sent to the WP leader? | | 15.07.2016 | ALL | | | | | | |
| 3.1.1. | Development of Quality and Management Reports | Update, Communication | QM-report 3 delivered and checked by the QMC | Report was updated? Sent to partners? | | 15.07.2016 | SUA | | | | | | |
| 2.2.2. | Training of CA partners | Communication | Training finished | Participants attended in planned number? Did they attend all presentations? Did they fulfil planned tasks? | | 15.09.2016 | BOKU, SUA | | | | | | |
| 5.2.1. | Elaboration of reports | Communication | Report 4 written by SUA | Report elaborated and sent to the WP leader? | | 15.10.2016 | SUA | | | | | | |
| 5.2.1. | Elaboration of reports | Communication | Report 4 written by partner countries | Report elaborated and sent to the WP leader? | | 15.10.2016 | ALL | | | | | | |
| 3.1.1. | Development of Quality and Management Reports | Update, Communication | QM-report 4 delivered and checked by the QMC | Report was updated? Sent to partners? | | 15.10.2016 | SUA | | | | | | |
| 4.2.1. | Organisation of dissemination events | Communication | Dissemination Events executed by SUA | Dissemination event was organised? | | 15.10.2016 | SUA | | | | | | |
| 4.2.1. | Organisation of dissemination events | Communication | Dissemination Events executed by partner countries | Dissemination event was organised? | | 15.10.2016 | ALL | | | | | | |
| 2.3.2. | Innovation of training curricula content of CA partners | Peer-review and Communication | Training curricula content finished | Were courses innovated? | | 15.01.2017 | ? | | | | | | |

*Figure 3: Example of the Quality Management „Traffic Light" Excel Sheet*

# ANNEX

## Partner Meetings' Evaluation Sheet

**ENHANCING COMPETENCIES OF CENTRAL ASIAN UNIVERSITIES IN AGRICULTURAL POLICY FOCUSED ON ENVIRONMENTAL PROTECTION & LAND MANAGEMENT**

## "ECAP"

**Capacity Building in the field of Higher Education under**

*No. 561590-EPP-1-2015-1-SK-EPPKA2-CBHE-JP*

| | |
|---|---|
| **Meeting in:** | |
| **Name / Organisation of Participant** | |

| | |
|---|---|
| 1. Was the information provided by the organisers of the meeting properly (indication administrative issues and content of the meeting). Was the information delivered in time? | |
| 2. What did You expect before the meeting? | |
| 3. Has the meeting met Your expectations? | |
| 4. What did You like most, which idea, theme or discussion impressed You? | |
| 5. Which motivation do You take from the meeting for Your work / for the ECAP project? | |
| 6. How would You evaluate Your own participation during the workshop? | |
| 7. Specify the main developments concerning our common goal since our last meeting[1] (keywords) | |
| 8. Document weak points and/or lacks in current project realisation and outline risks for project implementation | |
| 9. Specify three key challenges for the next steps of project implementation! | |
| 10. Which suggestions do You have for the next meeting / for the future? | |

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[1] Since the start oft he project (in case of the Kick-Off)

# Enhancing Competencies of Central Asian Universities in Agricultural Policy focused on Environmental Protection & Land Management

## ECAP

No. 561590-EPP-1-2015-1-SK-EPPKA2-CBHE-JP

## Quarterly Report (including Quality Assessment)

### Part 1 – General data

**Year of the project:** 1.

**Quarter:** 1.

**Reporting period:** from: 15 October 2015      to: 14 January 2016

**Reporting partner:** Vyberte položku.

### Part 2 – Results

*Please, select project deliverables/results/outcomes you have been working on during the relevant reporting period*:

☐ Contract on project implementation     ☐ Target Group Needs Analysis

☐ Methodological Manual for Curricula Development     ☐ Training Curricula & Courses

☐ Electronic Platform     ☐ Pilot Testing

☐ Quality and Management Reports

☐ Dissemination online and printed materials     ☐ Dissemination events

☐ Web page     ☐ Reporting

*Please, describe your activities and evaluation on each selected output of the project (use N/A when not relevant):*

## Contract on project implementation *(max. 500 characters)*

### Activities (including WP number)

*Evaluation*

| Time | | Quality | | Costs | |
|---|---|---|---|---|---|
| 🟥 | Deadline passed | 🟥 | Quality not achieved | 🟥 | Costs significantly higher than budget frame |
| 🟨 | Deadline passed for max. 4 weeks | 🟨 | Quality to be improved | 🟨 | Costs slightly higher than budget frame |
| 🟩 | Product/Result delivered on time | 🟩 | Quality achieved | 🟩 | Costs within budget frame |

### Comments to evaluation (required, if traffic lights are yellow or red)


## Target Group Needs Analysis *(max. 500 characters)*

### Activities (including WP number)

*Evaluation*

| Time | | Quality | | Costs | |
|---|---|---|---|---|---|
| 🟥 | Deadline passed | 🟥 | Quality not achieved | 🟥 | Costs significantly higher than budget frame |
| 🟨 | Deadline passed for max. 4 weeks | 🟨 | Quality to be improved | 🟨 | Costs slightly higher than budget frame |
| 🟩 | Product/Result delivered on time | 🟩 | Quality achieved | 🟩 | Costs within budget frame |

### Comments to evaluation (required, if traffic lights are yellow or red)

## Methodological Manual for Curricula Development *(max. 500 characters)*

### Activities (including WP number)

### Evaluation

| Time | |
|---|---|
| 🟥 | Deadline passed |
| 🟧 | Deadline passed for max. 4 weeks |
| 🟩 | Product/Result delivered on time |

| Quality | |
|---|---|
| 🟥 | Quality not achieved |
| 🟧 | Quality to be improved |
| 🟩 | Quality achieved |

| Costs | |
|---|---|
| 🟥 | Costs significantly higher than budget frame |
| 🟧 | Costs slightly higher than budget frame |
| 🟩 | Costs within budget frame |

### Comments to evaluation (required, if traffic lights are yellow or red)

## Training Curricula & Courses *(max. 500 characters)*

### Activities (including WP number)

### Evaluation

| Time | |
|---|---|
| 🟥 | Deadline passed |
| 🟧 | Deadline passed for max. 4 weeks |
| 🟩 | Product/Result delivered on time |

| Quality | |
|---|---|
| 🟥 | Quality not achieved |
| 🟧 | Quality to be improved |
| 🟩 | Quality achieved |

| Costs | |
|---|---|
| 🟥 | Costs significantly higher than budget frame |
| 🟧 | Costs slightly higher than budget frame |
| 🟩 | Costs within budget frame |

### Comments to evaluation (required, if traffic lights are yellow or red)

Co-funded by the
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## Electronic Platform *(max. 500 characters)*

### Activities (including WP number)

### Evaluation

| Time | |
|---|---|
| 🟥 | Deadline passed |
| 🟧 | Deadline passed for max. 4 weeks |
| 🟩 | Product/Result delivered on time |

| Quality | |
|---|---|
| 🟥 | Quality not achieved |
| 🟧 | Quality to be improved |
| 🟩 | Quality achieved |

| Costs | |
|---|---|
| 🟥 | Costs significantly higher than budget frame |
| 🟧 | Costs slightly higher than budget frame |
| 🟩 | Costs within budget frame |

### Comments to evaluation (required, if traffic lights are yellow or red)

## Pilot Testing *(max. 500 characters)*

### Activities (including WP number)

### Evaluation

| Time | |
|---|---|
| 🟥 | Deadline passed |
| 🟧 | Deadline passed for max. 4 weeks |
| 🟩 | Product/Result delivered on time |

| Quality | |
|---|---|
| 🟥 | Quality not achieved |
| 🟧 | Quality to be improved |
| 🟩 | Quality achieved |

| Costs | |
|---|---|
| 🟥 | Costs significantly higher than budget frame |
| 🟧 | Costs slightly higher than budget frame |
| 🟩 | Costs within budget frame |

### Comments to evaluation (required, if traffic lights are yellow or red)

## Quality and Management Reports *(max. 500 characters)*

### Activities (including WP number)

### Evaluation

| Time | |
|---|---|
| 🟥 | Deadline passed |
| 🟧 | Deadline passed for max. 4 weeks |
| 🟩 | Product/Result delivered on time |

| Quality | |
|---|---|
| 🟥 | Quality not achieved |
| 🟧 | Quality to be improved |
| 🟩 | Quality achieved |

| Costs | |
|---|---|
| 🟥 | Costs significantly higher than budget frame |
| 🟧 | Costs slightly higher than budget frame |
| 🟩 | Costs within budget frame |

### Comments to evaluation (required, if traffic lights are yellow or red)

## Dissemination online and printed materials *(max. 500 characters)*

### Activities (including WP number)

### Evaluation

| Time | |
|---|---|
| 🟥 | Deadline passed |
| 🟧 | Deadline passed for max. 4 weeks |
| 🟩 | Product/Result delivered on time |

| Quality | |
|---|---|
| 🟥 | Quality not achieved |
| 🟧 | Quality to be improved |
| 🟩 | Quality achieved |

| Costs | |
|---|---|
| 🟥 | Costs significantly higher than budget frame |
| 🟧 | Costs slightly higher than budget frame |
| 🟩 | Costs within budget frame |

### Comments to evaluation (required, if traffic lights are yellow or red)

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of the European Union

## Dissemination events *(max. 500 characters)*

### Activities (including WP number)

### Evaluation

| Time | | Quality | | Costs | |
|---|---|---|---|---|---|
| 🔴 | Deadline passed | 🔴 | Quality not achieved | 🔴 | Costs significantly higher than budget frame |
| 🟡 | Deadline passed for max. 4 weeks | 🟡 | Quality to be improved | 🟡 | Costs slightly higher than budget frame |
| 🟢 | Product/Result delivered on time | 🟢 | Quality achieved | 🟢 | Costs within budget frame |

### Comments to evaluation (required, if traffic lights are yellow or red)

## Web page *(max. 500 characters)*

### Activities (including WP number)

### Evaluation

| Time | | Quality | | Costs | |
|---|---|---|---|---|---|
| 🔴 | Deadline passed | 🔴 | Quality not achieved | 🔴 | Costs significantly higher than budget frame |
| 🟡 | Deadline passed for max. 4 weeks | 🟡 | Quality to be improved | 🟡 | Costs slightly higher than budget frame |
| 🟢 | Product/Result delivered on time | 🟢 | Quality achieved | 🟢 | Costs within budget frame |

### Comments to evaluation (required, if traffic lights are yellow or red)

**Activities (including WP number)**

**Evaluation**

| Time | |
|---|---|
| 🟥 | Deadline passed |
| 🟧 | Deadline passed for max. 4 weeks |
| 🟩 | Product/Result delivered on time |

| Quality | |
|---|---|
| 🟥 | Quality not achieved |
| 🟧 | Quality to be improved |
| 🟩 | Quality achieved |

| Costs | |
|---|---|
| 🟥 | Costs significantly higher than budget frame |
| 🟧 | Costs slightly higher than budget frame |
| 🟩 | Costs within budget frame |

**Comments to evaluation (required, if traffic lights are yellow or red)**

**General evaluation**

*Please, tick one option (1 = insufficient, 2 = poor, 3 = good, 4 = very good, 5 = excellent) to evaluate the quality of following subjects of assessment:*

**Communication between partners**
☐1 ☐2 ☐3 ☐4 ☐5

**Information and instructions provided to partners by the project coordinator**
☐1 ☐2 ☐3 ☐4 ☐5

**Level of cooperation between partners**
☐1 ☐2 ☐3 ☐4 ☐5

**Delivery of outputs in time**
☐1 ☐2 ☐3 ☐4 ☐5

## Part 3 – self – evaluation and suggestions

*Please, try to provide answers on following questions:*

**Did the present progress of the project meet your expectations? If yes, how? If not, please, provide your comments/critics.** (max. 500 characters)

**What are your suggestions for the future progress of the project?** (max. 500 characters)

**Did you observe some problems during your work on project tasks? If yes, please describe.** (max. 500 characters)

**Please, try to provide the level of satisfaction with your present work on the project:**

*Please, tick one option (1 = insufficient, 2 = poor, 3 = good, 4 = very good, 5 = excellent):*

☐1          ☐2          ☐3          ☐4          ☐5