

# Quality Plan

for the Project

EYPD

Early Years Digital Portfolio A European

N° Project Number: 2022-1-PT01-KA220-SCH-000086979

Produced by Pixel

*Issue: 01*

*Date: December 2022*



# Introduction

## Purpose of the Quality Assurance Plan

The current document aims at outlining quality expectations and quality standards related to the project. Quality Assurance activities aim at monitoring and verifying the effectiveness of processes used to manage and create the expected deliverables respecting the activities indicated in the application form. This document provides guidelines for Quality Assurance procedures and indicates templates to be used in order to guarantee the carrying out of the evaluation tasks.

## Main Actors

The main actors involved in the Quality Assurance and Supervision for the project, and their related activities, are the following:

### Pixel – Internal Evaluator

Pixel will be in charge of:

- Production of 3 issues of the Quality Plan
  - During the first month of the Quality Assurance Activity
  - Before the presentation of the progress report assessing the in-progress outputs and results reached
  - Before the presentation of the final report assessing the final outputs and results reached
- Definition, in the quality plan, of quality indicators and procedures
- Presentation of the Quality Plan to the partnership and related approval
- Monitoring the progress made towards the production of the project outputs and achievement of results according to the qualitative and quantitative results outlined in the Quality Plan.
- Creation and delivery of Evaluation Questionnaires addressed to the project's partners
- Creation and delivery of Evaluation Questionnaires addressed to the project's target groups
- Monitoring of the outputs produced and results achieved, assessment of their quality and provision of recommendations
- Assess respect of deadlines
- Production of a Final Evaluation Report.

### Partners

- Filling in of internal and external evaluation questionnaires
- Involvement of end users
- Collection of evaluation questionnaires from end users
- Creation of final national evaluation reports

### End users

- Evaluation of project results



## Quality Assessment of the National Agency

The evaluation report, provided by the Evaluation Committee assessing the project proposal, underlined the following aspects related to relevance / design / team / impact of the proposal:

### Comments for the Applicants

#### Weaknesses

Room for improvement can be found in the necessity to explore in larger detail how the coordinator could assume a stronger and more active role in the management of the project. It is mentioned that Pixel (IT) will support the coordinator in this task since it has decades of experience in this process, but the application falls a bit short in providing a clear understanding of how this relationship will play out and how the coordinator can, in fact, acquire management skills.

#### Suggestions for improvement

Pixel role is only to support the beneficiary organization in the management of the project. The transnational coordination strategy will be agreed in advanced and the beneficiary will always be in charge of all decisions. This involvement guarantees the possibility to acquire management skills.

### Relevance

#### Weaknesses

No weakness pointed out.

#### Suggestions for improvement

None

### Project Design

#### Weaknesses

The project does not mention matters related to recognition/validation of staff's learning, for instance, Europass

#### Suggestions for improvement

The mobility foreseen to be organized in Romania to train the kindergartens teachers will allow the interested teachers to ask for the Europass Mobility Certificate.

### Project Team

#### Weaknesses

No weakness pointed out.

#### Suggestions for improvement

None

### Impact

#### Weaknesses

It is not clear at what different times of the project the satisfaction questionnaires will be sent out

#### Suggestions for improvement

The current quality plan and related calendar of activities will clearly point out when the satisfaction questionnaires will be sent out



## Quality Assurance and Supervision Tools

The proposed tools for carrying out Quality Assurance and Supervision are:

- Quality Plan
- Meeting Evaluation Questionnaires
- Project Evaluation Questionnaire (for project partners)
- Project Evaluation Questionnaire (for end users)

## Details on the Evaluation Strategy

### WP1 - Evaluation of Project Planning

- The evaluation of the project planning includes the following aspects:
- Compatibility of the project idea with the context
- Consistency with existing needs
- Compatibility of the project idea with the partners competences
- Clarity of project objectives
- Compatibility between objectives and results produced
- Compatibility of activities carried out with the planned results

### WP1 - Evaluation of Project Management and Activities

The evaluation of Project Management and Implementation addresses the following aspects:

- Overall project management
- Adequacy of the calendar of the activities
- Time management and respect of deadlines
- Effectiveness of online management tools
- Effectiveness of problem solving strategy
- Appropriateness of circulation of information
- Project information accessibility
- Management of financial resources by the project coordinator
- Consistency of financial resources with the project's tasks
- Clarity and transparency of contractual and administrative rules
- Clarity and transparency of partners' role and responsibilities
- Effectiveness of partners' cooperation
- Integration within the project's team
- Level of involvement in the project activities by the project partners
- Consistency with the "Inclusion Dimension" of the E+ Programme
- Consistency with the "Digital Dimension" of the E+ Programme
- Consistency with the "Environmental Dimension" of the Programme

### WP2, WP3, WP4 - Evaluation of Project Outputs

The evaluation of results produced in the framework of WP2, 3 and 4 takes into consideration the qualitative and quantitative indicators described in the next section

### WP5 - Evaluation of Impact and Dissemination

The evaluation of impact and dissemination includes:

- Appropriateness of the external communication strategy
- Suitability of the project visual identity
- Clarity, usability and usefulness of the Project web site
- Effectiveness of the dissemination strategy
- Quality and results of the dissemination activities
- Impact of the project results and deliverables on the target groups



- Potential transferability of the project results and deliverables outside the partner organizations

## Change / Risk Management

The following potential risks have been identified on the basis of the previous experience in project management of some of the project partners. Corrective measures to address the possible risks have also been identified.

**RISK:** Delays in the carrying out of the project activities

**MITIGATION STRATEGY:** The timing allocated for the project activities has been agreed in the project preparation phase. A detailed calendar of activities was jointly approved. Also, two weeks before each deadline, the coordinator will send to the relevant partners a reminder to make sure they are aware of the coming deadline.

**CONTINGENCY PLAN:** Should some of the activities be delayed, the partnership will make sure they catch up and that the delay has no impact on the production of the main project's deliverables

**RISK:** Change in the partnership

**MITIGATION STRATEGY:** Each partner actively contributed to the definition of the project objectives and tasks. All are highly interested in being involved. All of the project partners also have previous experience in working in a transnational environment and some have already cooperated in the framework of previous projects.

**CONTINGENCY PLAN:** In case a partner should decide to withdraw, the partnership will identify possible substitutes providing the same expertise and experience as the one who has decided to withdraw.

**RISK:** Internal conflicts within the partnership

**MITIGATION STRATEGY:** All of the project partners share the same vision on the project. A democratic decision-making process has been planned and every decision will be discussed with the project partners and jointly adopted. A constant communication strategy will allow all partners to share information

**CONTINGENCY PLAN:** The steps to solve conflicts these will be based on actions confrontation, compromise and smoothing. The coordinator will firstly be identified as decision-maker in the case that a shared agreement cannot be reached. In case the mentioned actions fail, an external independent arbiter will be appointed by the Steering Committee. The judgment of the external arbiter will be considered conclusive.

## Partnership

The partner organizations involved in the project and in the evaluation activities are:

- Agrupamento de Escolas Miguel Torga, Portugal
- Universal Learning Systems LTD, Ireland
- Istituto Comprensivo Bartolomeo Sestini, Italy
- Pixel – Associazione Culturale, Italy
- Centro Social Santa Clara, Portugal
- Instituto Politecnico de Bragança, Portugal
- Scoala Primara EuroEd, Romania



## WP2 - Handbook for Children Documentation and Assessment

<b>Objective</b>	The aim of Work package 2 is to support the professional development of childhood educators and kindergarten teachers by providing them with pedagogical and methodological approaches to improve their teaching practices and the relationship with the children's families.			<b>Start Date</b> 01/12/2022	<b>Deadline</b> 31/01/2024
<b>Templates to be used</b>	WP2.A - Questionnaire WP2.B - Table of Contents for national reports WP2.C - Guidelines for the national report production	WP2.D - Table of Contents for handbook WP2.E - Guidelines for the handbook production WP2.F – Evaluation Questionnaire	WP2.G – Tool for questionnaire analysis WP2.H – Guidelines for evaluation report WP2.I – Target Group involvement declaration		
<b>Activity</b>	<b>Quantitative indicator(s)</b>	<b>Quantitative Result(s)</b>	<b>Qualitative indicator(s)</b>	<b>Qualitative Result(s)</b>	<b>Evaluation</b>
1 – Planning of the activities	Availability of: <ul style="list-style-type: none"> <li>Calendar of activities</li> <li>Templates and tools</li> <li>Questionnaire in English and in national languages</li> </ul>		<p>The <b>handbook</b> is assessed by project partners and target groups in terms of:</p> <ul style="list-style-type: none"> <li>Relevance</li> <li>Accessibility</li> <li>Coherence</li> <li>Clarity</li> <li>Innovativeness</li> <li>Consistency</li> </ul> <p>Average benchmark: 7,5/10</p>		
2 – Needs analysis	<ul style="list-style-type: none"> <li>1 participant per partner in the transnational meeting</li> <li>Collection of 50 questionnaires per country (100 in Portugal)</li> <li>Availability of 4 national needs analysis reports</li> <li>Availability of 1 transnational needs analysis report</li> <li>6 dimensions analysed</li> </ul>				
3 – Creation of Handbook syllabus and structure	Availability of the table of contents for the handbook				
4 – Creation of Chapters contents	Production of the contents for 5 chapters				
5 – Revision, finalization and translation of Handbook contents	<ul style="list-style-type: none"> <li>Peer Review of the contents of the handbook</li> <li>Final version of the contents of the handbook</li> <li>Availability of the handbook in the 4 partner languages</li> </ul>				
6 – Testing activities and evaluation and validation of the consistency of the contents	<ul style="list-style-type: none"> <li>Testing of the handbook with 20 childhood educators and kindergarten teachers per country (40 for Portugal)</li> <li>Availability of 4 national evaluation reports</li> <li>Availability of 1 transnational evaluation report</li> <li>Availability of 1 target group involvement per country</li> </ul>				

## WP3 – Creation of an Online Training Package

<b>Objective</b>	The objective of this WP is therefore to develop an online training package that will provide practical training to kindergarten teachers so that they can acquire a clear vision of pedagogical documentation of the achievements of early age students and the necessary motivation to use digital portfolios for children learning path assessment.			<b>Start Date</b> 01/07/2023	<b>Deadline</b> 31/12/2024
<b>Templates to be used</b>	WP3.A – TA Programme WP3.B – TA List of Participants WP3.C – TA Certificates WP3.D – Europass Contents	WP3.E – TA report WP3.F – Training Package table of contents WP3.G – Guidelines to develop the Training Package contents	WP2.H – Evaluation Questionnaire WP2.I – Tool for questionnaire analysis WP2.L – Guidelines for evaluation report WP2.M – Target Group involvement declaration		
<b>Activity</b>	<b>Quantitative indicator(s)</b>	<b>Quantitative Result(s)</b>	<b>Qualitative indicator(s)</b>	<b>Qualitative Result(s)</b>	<b>Evaluation</b>
1 - Planning the activities	<ul style="list-style-type: none"> <li>Calendar of activities</li> <li>Templates and tools</li> <li>1 participant per partner in the transnational meeting</li> </ul>		<p>The <b>Online Training Package</b> is assessed by project partners and target groups in terms of:</p> <ul style="list-style-type: none"> <li>Relevance</li> <li>Accessibility</li> <li>Coherence</li> <li>Clarity</li> <li>Innovativeness</li> <li>Consistency</li> </ul> <p>Average benchmark: 7,5/10</p>		
2 – Organisation of the Training activity	<ul style="list-style-type: none"> <li>Logistic organization of the training activity in Romania</li> <li>Participation of at least 5 teachers per partner, but Pixel and IPB</li> <li>Involvement of 3 experts by IPB in the training</li> </ul> <p>Availability of:</p> <ul style="list-style-type: none"> <li>List of Participants</li> <li>Reports on the training activity</li> </ul>				
3 – Definition of the online course syllabus and structure	Availability of the online course syllabus				
4 – Creation of Module contents	Availability of the contents for 5 modules and related peer-review				
5 – Revision, finalization and translation of module contents	Availability of in English, Italian, Romanian and Portuguese of the online training package organized in 5 modules				
6 – Testing activities	<p>Testing of the online training package with 20 childhood educators and kindergarten teachers per country (40 for Portugal)</p> <ul style="list-style-type: none"> <li>Availability of 4 national evaluation reports</li> <li>Availability of 1 transnational evaluation report</li> <li>Availability of 1 target group involvement per country</li> </ul>				



## WP4 – Digital Portfolio Management System

<b>Objective</b>	The aim of the Workpackage is to address the difficulties that childhood educators and kindergartens have in establishing a fruitful communication pattern with families regarding the cognitive achievements of children.			<b>Start Date</b> 01/07/2024	<b>Deadline</b> 30/11/2025
<b>Templates to be used</b>	WP4.A - Technical structure of the DPMS WP4.B - Case study WP4.C – Evaluation Questionnaire WP4.D– Tool for questionnaire analysis WP4.E – Guidelines for evaluation report				
<b>Activity</b>	<b>Quantitative indicator(s)</b>	<b>Quantitative Result(s)</b>	<b>Qualitative indicator(s)</b>	<b>Qualitative Result(s)</b>	<b>Evaluation</b>
1 – Planning	Availability of: <ul style="list-style-type: none"> <li>Calendar of activities</li> <li>Templates and tools</li> </ul>		<b>The Digital Portfolio Management System</b> is assessed by project partners and target groups in terms of: <ul style="list-style-type: none"> <li>Relevance</li> <li>Accessibility</li> <li>Coherence</li> <li>Clarity</li> <li>innovativeness</li> <li>Consistency</li> </ul> Average benchmark: 7,5/10		
2 – Proposal, discussion and approval of the DPMS technical structure	<ul style="list-style-type: none"> <li>1 participant per partner in the transnational meeting</li> <li>Availability of the description of technical structure of the DPMS including 3 areas: managers, teachers, and families</li> </ul>				
3 – Creation of the Case studies materials	Availability of 10 case studies (2 per country, 4 for Portugal)				
4 – Creation and debugging of the DPMS	Availability of the debugged section of the DPMS				
5 – Uploading of the case studies on the DPMS	Availability on the DPMS of 5 exemplary case studies per country (10 for Portugal)				
6 – Testing activities	<ul style="list-style-type: none"> <li>Testing of the online training package with 20 childhood educators and kindergarten teachers per country (40 for Portugal)</li> <li>Availability of 4 national evaluation reports</li> <li>Availability of 1 transnational evaluation report</li> <li>Availability of 1 target group involvement per country</li> </ul>				



## WP5 –Valorization

<b>Objective</b>	The aim of the Workpackage is to make sure that the project partnership is constantly involved throughout the project period in ensuring appropriate dissemination and promotion measures aiming at guaranteeing the maximum project visibility, create the condition for its sustainability in time and multiply the impact of its deliverables and results in the Academic communities and in the Health sector at large.			<b>Start Date</b> 01/11/2022	<b>Deadline</b> 31/10/2025
<b>Templates and tools to be used</b>	Project brochure WP5.A – Dissemination event form WP5.B – Associated Partner Letter	WP5.C – Associated Partner Form WP5.D – Links WP5.E – Articles	WP5.F – Description WP5.F – Programme WP5.H– List of participants	WP5.I – Dissemination and Sustainability Report	
<b>Activity</b>	<b>Quantitative indicator(s)</b>	<b>Quantitative Result(s)</b>	<b>Qualitative indicator(s)</b>	<b>Qualitative Result(s)</b>	<b>Evaluation</b>
1 – Definition of the Sustainability and Valorization Plan	Availability of the Sustainability and Valorization Plan		<p>The <b>valorization and dissemination</b> is assessed by project partners in terms of:</p> <ul style="list-style-type: none"> <li>• Relevance</li> <li>• Accessibility</li> <li>• Coherence</li> <li>• Clarity</li> <li>• innovativeness</li> <li>• Consistency</li> </ul> <p>Average benchmark: 7,5/10</p>		
2 – Creation and sharing of the Dissemination package	Availability of: <ul style="list-style-type: none"> <li>• Project logo</li> <li>• Project brochure in all languages</li> <li>• Templates for associated partners</li> <li>• Dissemination and sustainability sections on the website</li> <li>• Project summary</li> </ul>				
3 – Implementation of the dissemination and exploitation activities	<ul style="list-style-type: none"> <li>• Availability of the database of dissemination events filled in with at least 175 dissemination events</li> <li>• Availability of 36 associated partners on the project website</li> <li>• Availability of 42 links, articles and web articles on the website</li> </ul>				
4 – Organisation of the Multiplier event	Organization of 1 event per country (3 for Portugal) involving at least 40 participants among early childhood educators and kindergarten teachers, decision-makers, policymakers and experts.				
5 – Assessment of the activities	Assessment of the dissemination events in the database				
6 – Evaluation and Reporting	<ul style="list-style-type: none"> <li>• Availability of the sustainability report</li> </ul>				