

WP6: Quality Control of the Project

A Quality Control plan will be developed, published and disseminated among project partners to monitor the achievement of the project objectives.

Monitoring mechanisms:

1. An annual budget review and audit, and progress reports by the management committee, to ensure
 - financial compliance with budget
 - achievement of project outcomes
2. Internal monitoring carried at the YU by dean, vice-dean and project coordinator
 - periodically check of project status and progress towards results.
3. Assessment and accreditation of programme by MOHE
 - per standard national processes

Monitoring mechanisms (continued):

4. Student/other stakeholder evaluation of curriculum and teaching
5. Evaluation with respect to EU norms
 - for curriculum structure, module contents, ECTS-compatible workloads, Bologna-compatibility, lab facilities and overall educational experience
6. Tools and procedures to describe and support project QA
 - Quality Control Manual
 - Information system to support quality control or project and programme activities
7. A contingency plan
 - to provide measures to be undertaken in case project activities/ outcomes are delayed or not achieved
 - should always prepare for activities before they start
 - should always plan for alternatives (have a “Plan B”)

WP6 – Associated Deliverables

D14: Quality Control Plan – 1/6/11

- will include a reporting and communication system
- to be used by all project staff to ensure successful implementation of individual activities.

D15: Information System for QC of Curriculum – 1/9/12

- based on the EU standards for QC
- will be used by academic staff members to measure the quality of the teaching/learning process
- to be developed by DCU and hosted at YU
- could be a customized open source software.

WP6 – Associated Deliverables

D16: Progress Reports – 1/12/13

- Twice-yearly progress reports by the management committee

D17: Budget Review – 1/12/13

- annual budget review reports
- data on the spending in relation to implementation of project activities
- prepared after audit reviews by project partners and YU administration.

WP6 – (old) Workload Allocation

			<i>Number of staff days*</i>				
<i>Partners involved</i>	<i>Country</i>	<i>Short name</i>	<i>Cat. 1</i>	<i>Cat. 2</i>	<i>Cat. 3</i>	<i>Cat. 4</i>	<i>Total</i>
1	Jordan	YU	45	22	20	20	107
2	Jordan	GJU	18	12	0	0	30
3	Jordan	HU	18	12	0	0	30
4	Ireland	DCU	20	17	10	15	62
5	United Kingdom	QMUL	20	17	0	0	37
6	Spain	UPV	20	17	0	0	37
<i>Total</i>			141	97	30	35	303

Good project management requires:

- Effective planning
- Regular communication
- Delegation of activities
- A problem solving approach
- Appropriate dissemination
- Continuous self-evaluation

Effective project management uses the following tools:

- Logical framework (**how and why**)
- Plan of Action (**who and when**)
- Budget (**how much**)

Above all: Results-oriented Monitoring

Quality control manual

- reporting and monitoring procedures for:

- Internal monitoring (Site managers, QAPT and Coordinator)
- External monitoring (NTOs and external experts – out of Consortia)
- Technical and Financial reporting (six-monthly, as precondition for next installment-prefinancing)
 - Narrative description of activities carried out in partner institution
 - Statistical data for Technical report
 - Financial report with cash flow tables for staff and mobility costs
 - Supporting documents (copies) provided to Coordinator in time
 - PST and Coordinator assess and accept partners' reports,
 - applying several assessment criteria

Quality control manual

- reporting and monitoring procedures for:

- Self-evaluation (assessment of LFM matrix, Workplan and Budget, Cash Flow Tables;
- Two-stage quality control is applied in development of programmes and publications
 - I. Conductor – OUTCOME leader
 - II. SC - Coordinator
- Consultation with the beneficiaries of the project (students, graduates, enterprises, trainees, teachers, service providers, managers etc.)
- Questionnaires at dissemination and training events

Assessment criteria for Technical and Financial reporting

Technical Report:	Technical report delivered in time
	Technical report is well completed (1 - poor, 5 - excellent)
	Do described activities correspond to sent deliverables, staff and travel costs?
	Expected indicators are achieved (1 - insufficient, 5 - completely)
Financial Report:	Financial report is completed and signed by legal representative
	Cash flow staff table
	Cash flow travel table
Supporting documents delivered as copies:	Convention form for staff costs, signed by legal representative
	IRG report on travel, signed by traveler
	Travel invoices - copies, calculations by accountant
	Invoices of purchased equipment, copies
	Are there overspends (OS) or underspends (US) of TEMPUS budget?
	Co financing are provided

