



QUALITY ASSURANCE PLAN

SUMMARY

- ✓ The Quality Assurance Plan will define the expected level of quality for all project activities. Implementation of the project with high quality is a responsibility of the project coordinator, i.e. IBI that will have a monitoring role in this respect. The aim of the Quality Assurance Plan (QAP) is to define the quality control and quality assurance activities that will be carried out throughout the project in order to ensure smooth implementation, continuous monitoring and high quality level of the project results and the project outcomes.
- ✓ Allocation of budget towards the partner institutions will be done only if the activity is carried in consistence with the level of quality as defined with the Quality Assurance Plan.
- ✓ The QAP will enable an efficient collaboration among the project partners and delivery of project results and outcomes, whereas the risk assessment analysis is necessary for evaluation and control of potential project risks, focusing on their precautionary diagnosis and handling.
- ✓ The project will be carried out in five phases (Preparation, Implementatiton, Dissemination, Follow-up and Conclusion). Specific activities can be seen in the draft version of the plan.

MEETING GUIDELINES

1 Meeting requests

- Meetings will be organized and scheduled by contacting all team members. Meeting dates should be agreed upon and pre-announced at least 3 (three) weeks beforehand. Meetings will be collocated when possible to minimize expenses and travel time of partners.

2 Participants to meetings

- A pre-determined number of team members from each partnering organization is required to attend meetings, as prescribed by the project proposal and project plan. If a planned participant is unable to attend a meeting, they must inform the meeting organizer beforehand, and/or provide a substitute member to take their place.

3 Meeting Agenda

- Meeting agendas are prepared by meeting organizers. A meeting agenda must be distributed to all participants 14 (fourteen) days in advance. Meeting participants may suggest additional items to be added to the Meeting Agenda, but no later than 5 (five) days before the start of the meeting. During the meeting the consortium can add new items on the agenda following a unanimous decision.

4 Meeting minutes

- Meeting minutes will be distributed within 10 business days following the meeting by the team leader of the organizing partner. All decisions become binding after they have been recorded in the meeting minutes and the meeting minutes have been accepted by the participants.

5 Resources for meetings

- All resources for meetings will be available on the meeting, as well as the private section of the web-site of the project.

INDICATORS OF ACHIEVEMENT

Specific objective 1 - To increase practical learning and skills of the target group members, by supporting and integrating the Career Centers, that will merge efforts of skills build-up for increased understanding of entrepreneurship, market principles and competencies in business management

This specific objective will be accomplished with delivery of Result 1; Result 2; Result 3; and Result 4:

- **Result 1** - Several IOAs will be used for measuring the level of accomplishment
 1. quantitative IOA that will measure the number of participants that will participate the ICCE workshops in all partner institutions by the list of attendance;
 2. qualitative IOA –the number and quality of the materials prepared for the workshop;
 3. qualitative IOA - report by each student for self-evaluation of the knowledge gained through the workshops
 4. qualitative IOA - the evaluation of teaching staff of the knowledge students' have gained.
- **Result 2** – Measure the achievement through quantitative indicators:
 1. the use of ICCE services and the online resource hub;
 2. the number of participants at the ICCE forums.
- **Result 3** – IOAs:
 1. the development of the Intensive Study Programme;
 2. the type of innovative services that the Career Centers offer;
 3. the convergence between the services that Career Centers at each partner HEI offer;
 4. the reports from the Skype meetings held during the implementation of the project.

INDICATORS OF ACHIEVEMENT

- **Result 4:**

1. IOA1 - The opinions and evaluations collected from business sector representatives;
2. IOA2 - A report about the level of communication between the business sector representatives and the other stakeholders, especially the students.

Specific objective 2 - To empower the target group members in the area of entrepreneurship and management by providing them with a simulated virtual environment, establishing a connection between practical and theoretical learning.

IOAs:

- 1) the successful development of the Business Simulation Software (implementation and testing)
- 2) the number of students that will use the BSS – a report will be provided
- 3) the test and evaluations of the functionality of the software.

Specific objective 3 - To improve the quality and efficiency of educational best-practices at the partnering HEIs. This specific objective will be accomplished with obtaining all the six expected results from the project, measured by the respective IOAs.

INDICATORS OF ACHIEVEMENT

We will measure the quality of the project's components according to the following criteria:

- **Business Simulation Software (BSS)**

1. the quality of the software i.e. the errors and bugs that will arise with the initial use of the software;
2. the feedback reports provided by the users of the software, i.e. the teaching staff and students about the success of the software

- **International Career Centre for Entrepreneurship (ICCE)** - To evaluate the quality of this project component we will use the feedback from the students, as well as the other participants at the ICCE workshops (teaching staff and representatives from the business community), about the impact of ICCE activities on encouragement of the entrepreneurial spirit and the innovative efforts of the students.

QUALITY ASSESSMENT

- ✓ The project coordinator establishes and maintains an assessment program which includes procedures for planning and implementing regular assessments.
- ✓ Assessments of quality control are made on quarterly basis, based on the risk factor of the activities undertaken.
- ✓ The results of assessments are documented, reviewed by the project manager and are tracked to verify development and effective implementation of corrective actions.
- ✓ Monitoring and surveillance activities are undertaken as a continuous barometer of quality assurance compliance and implementation.
- ✓ The results of quality assessments is documented in a formal report

QUALITY ASSESSMENT

- **Potential Risk 1:** A modest level of involvement of students in the proposed project activities - **Likelihood: Low**
- **Potential Risk 2:** An unenthusiastic level of involvement of external experts in the proposed project activities - **Likelihood: Low**
- **Potential Risk 3:** Potential delays of the implementation of the project as a result of delay of some of the crucial project activities due to external factors - **Likelihood: Medium**
- **Potential Risk 4:** Unfavorable economic, political, legal or other external circumstances in some of the partnering countries that could delay or limit the implementation of some of the project activities - **Likelihood: Low**

Potential occurrence of unfavorable external conditions, and potential occurrence of any other risk will be monitored and evaluated constantly during the implementation of the project and appropriate risk-management strategies will be implemented.