ROBOSTEAM A2. Quality Assurance

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Outline

- Objectives

- Expected outcomes

- Assessment of the project implementation

- Assessmente of the project achievements

- Annexes

Objectives

- To ensure that all the activities, resources and objectives planned in the proposal are correctly executed, used and achieved

- To ensure timely completion of the work and early anticipation of problems

- To monitor the general satisfaction level of partners about the project as a whole

Expected outcomes

1. **Quality Assurance Plan (M1)**

The plan will define the evaluation requirements which will cover both the evaluation of the project itself (the consortium, the management, communication and other elements) and the evaluation of the results and the processes of the project

2. Risk Mapping and Resolution plan (M1)

The plan will identify the main risks, tools to be used, if required, to manage them, the expected results and the risk mitigation actions

3. Quality Assurance Reports

They include all the conclusions of activities carried out within the Quality Assurance Activity (A2), namely the progress and achievements of project, deviations from the initial work plan, their implication in the progress of the project and recommendations regarding future activities

There will be **4 six-monthly Quality reports** (M6, 12, 18, 24)

Assessment of the project implementation

The following tools will be created and implemented

- Transnational meeting evaluation questionnaire

- Bi-annual monitoring questionnaire

- A final QA questionnaire to measure internally the global quality of the project

Where necessary, semi-structured interviews will be prepared

Assessment of the project achievements

- Special evaluation questionnaires will be created to assure the correctness and high quality of the joint staff training (C1) and the students exchange (C2, C3, C4, C5 and C6)

- Feedback and assessments from beneficiaries and wider stakeholders will be captured where appropriate (O2, O3 and the multiplier events E1, E2 and E5) by questionnaires and semi-structured interviews

Annexes

- Quality Assurance Plan

- Risk Mapping and Resolution plan

- Transnational project meeting evaluation questionnaire

- Bi-annual survey

Kick-off questionnaire

https://goo.gl/XWZ1rb

Disclaimer

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