



## REPORT

[This report should be made to report activities related with the project namely: meetings, workpackages reports, quality report and other activities.]

partner in charge **University of Humanities and Economics in Lodz**

date **September 2014**

location **University of Humanities and Economics in Lodz**

participants\* **ISCTE - University Institute of Lisbon, University of Salford, University of Humanities and Economics in Lodz, Università degli Studi Guglielmo Marconi, The Institute for Developmental and Strategic Analysis, Varna Free University "Chernorizets Hrabar", Plantijn Hogschool, University of Wolverhampton, Enertecna; Univercell, Futursolutions and Cofely Fabricom.**

type of report **Quality & Evaluation report – partners feedback from questionnaires collected during 4<sup>th</sup> meeting.**

\*In attachment the registration signature

### 1. Objectives and general description of the activity

To evaluate the progress of the project, and find problems and possible solution in order better cooperation.

### 2. Activity implementation (when applicable)

Distributing questionnaires to the partners on the third partners meeting in Ljubljana.

### 3. Outputs (when applicable)

Part 1 - Please rate the following aspects related to the progress of the project

	1 – Agree	2 – Don't Know	3 – Disagree
1. The objectives of the project are clear to me.	<b>11/12 (91,7%)</b>	1/12 (8,3%) P13	0/12 (0%)

#### Conclusions and suggestions

This results point to the need to make a short review of the main goals of the project. This could be done by the coordinator by sending a new timetable and roles for the second year of the project.



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2. The coordination approach is appropriate.	<b>10/12 (83,3%)</b>	2/12 (16,7%)	0/12 (0%)
<b>Conclusions and suggestions</b> <i>2. Deadlines are not always clear for Partners. Short review of the schedule and deadlines of the main tasks of the project. This could be done by the coordinator by sending a new timetable and roles for the second year of the project implementation.</i>			
3 - Coordinator is supporting project partners adequately.	<b>10/12 (83,4%)</b>	1/12 (8,3%)	1/12 (8,3%)
<b>Conclusions and suggestions</b> <i>3. One partner doesn't feel adequately supported in project by the coordinator. The coordinator must be aware of this situation and provide more regular support to this partner using email, Skype and improve the communication strategies.</i>			
4 - Project partners are cooperating on all tasks.	<b>6/12 (50%)</b>	5/12 (41.7%)	1/12 (8.3%)
<b>Conclusions and suggestions</b> <i>4. Half of the partners are not fully satisfied with the cooperation; perhaps some measures could be taken to increase partners' involvement, mutual trust, communication and responsibility towards the tasks.</i>			
5 – The project activities have been progressing according to the timetable.	<b>6/12 (50%)</b>	2/12 (16,6%)	4/12 (33,4%)
<b>Conclusions and suggestions</b> <i>5. The main problem for Partners is that the platform is not totally complete and not all the features work yet. They are afraid that it will be too many work in the next period to do because of this reason.</i>			
6 - Project partners can learn from project activities.	<b>11/12 (91,7%)</b>	1/12 (8.3%)	0/12 (0%)
7 - Project partners can learn from each other	<b>12/12 (100%)</b>	0/12 (0%)	0/12 (0%)
8 - There is a realistic timescale of future activities	<b>7/12 (58.3%)</b>	4/12 (33.4%)	1/12 (8,3%)
<b>Conclusions and suggestions</b> <i>6. Short review of the timetable and roles of each Partner in the project is recommended. This could be done by the coordinator by sending a new timetable and roles for the second year of the project.</i>			
9 - The initial time planning of activities needs review.	<b>8/12 (66.7%)</b>	0/12 (0%)	4/12 (33.3%)
<b>Conclusions and suggestions</b> <i>9. Timetable should be reviewed. This could be done by the coordinator by sending a new timetable and roles for the second year of the project.</i>			
10 – The project budget is well planned.	<b>6/12 (50.0%)</b>	4/12 (33.4%)	2/12 (16,6%)

<b>Conclusions and suggestions</b>			
10. There is a need to review the budget of the project and make sure that each partner can achieve project objectives within planned budget.			
11 - All partners contribute to the project adequately	3/12 (25.0%)	<b>6/12(50.0%)</b>	2/12 (16.6%)
<b>Conclusions and suggestions</b>			
One Partner didn't answer that question.			
12 - The role of each partner is clear to me	<b>9/12 (75.0%)</b>	2/12 (16.6%)	1/12 (8.3%)
13 - The communication among partners is effective	<b>10/12 (83.4%)</b>	1/12 (8,3%)	1/12 (8.3%)

General comments regarding project progress and implementation, suggestions for improvements:  
(optional question)

“Excellent input from many of the Partners with a open forum to discuss ideas and issues.”

“Project is generally progressing well, we need to see how the website WP 6 will be delivered”

Part 2 - Please rate the following aspects of the related to the WPs progress (optional question)

Please select the Work Package that you lead:

WP 1	WP 2	WP 3	WP 4	WP 5	WP 6	WP 7	WP 8	WP 9	WP 10
1/12 (8.3%)	1/12 (8.3%)	1/12 (8.3%)	1/12 (8.3%)	1/12 (8.3%)	0/12 (0%)	1/12 (8.3%)	0/12 (0%)	1/12 (8.3%)	1/12 (8.3%)

There were no replies from WP6 and WP8 leaders.

Choose the option that suits your opinion (optional question)

WORK PACKAGE 1	1 – Agree	2 – Don't know	3 – Disagree
1 - This WP1 is progressing according to the timetable	1	0	0
2 - Timescale for this WP1 is realistic	1	0	0
3 - There are no complications with this WP1	0	0	1
4 - I have a clear strategy for leading this WP1 and I know my responsibilities	1	0	0
5 - I regularly communicate with other partners in this WP1 and provide all necessary information and support	1	0	0

6 - The partners involved in this WP1 cooperate effectively and provide necessary contribution	0	0	0
<i>It would be necessary that the partners send the documents on time (timesheet, staff costs statement, etc)."</i>			
7 - The project coordinator provides/provided support	0	1	0
8 - The budget of this WP1 was well planned	0	0	1
Partner from Portugal <i>"Partners from companies didn't have budget to travel and attend in the partners meetings. It is obvious to make it."</i>			

WORK PACKAGE 2	1 – Agree	2 – Don't know	3 – Disagree
1 - This WP 2 is progressing according to the timetable	1	0	0
2 - Timescale for this WP2 is realistic	1	0	0
3 - There are no complications with this WP2	0	0	1
4 - I have a clear strategy for leading this WP2 and I know my responsibilities	1	0	0
5 - I regularly communicate with other partners in this WP2 and provide all necessary information and support	1	0	0
6 - The partners involved in this WP2 cooperate effectively and provide necessary contribution	0	0	1
<i>"It would be necessary that the partners send the documents on time. Moreover, it would be helpful if partners provided comments in 'open-questions'."</i>			
7 - The project coordinator provides/provided support	1	0	0
8 - The budget of this WP2 was well planned	1	0	0

WORK PACKAGE 3	1 – Agree	2 – Don't know	3 – Disagree
1 - This WP3 is progressing according to the timetable	1	0	0
2 - Timescale for this WP3 is realistic	1	0	0
3 - There are no complications with this WP3	1	0	0
4 - I have a clear strategy for leading this WP3 and I know my responsibilities	1	0	0
5 - I regularly communicate with other partners in this WP3 and provide all necessary information and support	1	0	0

6 - The partners involved in this WP3 cooperate effectively and provide necessary contribution	1	0	0
<i>"Not all in the same way"</i>			
7 - The project coordinator provides/provided support	1	0	0
8 - The budget of this WP3 was well planned	1	0	0

<b>WORK PACKAGE 4</b>	<b>1 – Agree</b>	<b>2 – Don't know</b>	<b>3 – Disagree</b>
1 - This WP4 is progressing according to the timetable	1	0	0
2 - Timescale for this WP4 is realistic	1	0	0
3 - There are no complications with this WP4	0	0	1
4 - I have a clear strategy for leading this WP4 and I know my responsibilities	1	0	0
5 - I regularly communicate with other partners in this WP4 and provide all necessary information and support	1	0	0
6 - The partners involved in this WP4 cooperate effectively and provide necessary contribution	1	0	0
7 - The project coordinator provides/provided support	1	0	0
8 - The budget of this WP4 was well planned	1	0	0

<b>WORK PACKAGE 5</b>	<b>1 – Agree</b>	<b>2 – Don't know</b>	<b>3 – Disagree</b>
1 - This WP5 is progressing according to the timetable	1	0	0
2 - Timescale for this WP5 is realistic	1	0	0
3 - There are no complications with this WP5	1	0	0
4 - I have a clear strategy for leading this WP5 and I know my responsibilities	1	0	0
5 - I regularly communicate with other partners in this WP5 and provide all necessary information and support	1	0	0
6 - The partners involved in this WP5 cooperate effectively and provide necessary contribution	1	0	0
<i>"Not all in the same way"</i>			
7 - The project coordinator provides/provided support	1	0	0
8 - The budget of this WP5 was well planned	1	0	0

<b>WORK PACKAGE 7</b>	<b>1 – Agree</b>	<b>2 – Don't know</b>	<b>3 – Disagree</b>
1 - This WP7 is progressing according to the timetable	0	0	1
2 - Timescale for this WP7 is realistic	1	0	0
3 - There are no complications with this WP7	1	0	0
4 - I have a clear strategy for leading this WP7 and I know my responsibilities	1	0	0
5 - I regularly communicate with other partners in this WP6 and provide all necessary information and support	1	0	0
6 - The partners involved in this WP7 cooperate effectively and provide necessary contribution	1	0	0
7 - The project coordinator provides/provided support	1	0	0
8 - The budget of this WP7 was well planned	1	0	0

<b>WORK PACKAGE 9</b>	<b>1 – Agree</b>	<b>2 – Don't know</b>	<b>3 – Disagree</b>
1 - This WP9 is progressing according to the timetable	1	0	0
2 - Timescale for this WP9 is realistic	1	0	0
3 - There are no complications with this WP9	0	0	1
4 - I have a clear strategy for leading this WP9 and I know my responsibilities	1	0	0
5 - I regularly communicate with other partners in this WP9 and provide all necessary information and support	1	0	0
6 - The partners involved in this WP9 cooperate effectively and provide necessary contribution	0	0	1
7 - The project coordinator provides/provided support	1	0	0
8 - The budget of this WP9 was well planned	1	0	0

<b>WORK PACKAGE 10</b>	<b>1 – Agree</b>	<b>2 – Don't know</b>	<b>3 – Disagree</b>
1 - This WP10 is progressing according to the timetable	1	0	0
2 - Timescale for this WP10 is realistic	0	0	1
3 - There are no complications with this WP10	1	0	0



4 - I have a clear strategy for leading this WP10 and I know my responsibilities	1	0	0
5 - I regularly communicate with other partners in this WP9 and provide all necessary information and support	1	0	0
6 - The partners involved in this WP10 cooperate effectively and provide necessary contribution	0	1	0
7 - The project coordinator provides/provided support	0	0	1
8 - The budget of this WP10 was well planned	1	0	0

Please comment on the progress of the WP you are leading, encountered problems, suggested improvements and other issues related to your WP: *(optional question):*

*Some WPs are not represented by filled Questionnaires (WP 8, WP 6).*

**4. Activity Evaluation** *(when applicable)*

*Some WPs were not evaluated (wp 6 and wp8). Maybe this was because the same partner leads more than one WP (P1-ISCTE-IUL – WP1 & WP6) and only evaluated one of them. On WP8 the situation could be that since the WP suffered a delay the partner in charge did not make its evaluation yet. 7*

**5. Future Commitments and tasks** *(when applicable)*

*According with quality plan the next evaluation report will be done in November 2014.*



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