



6th Output

3rd INTERAL QUALITY 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 **December 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, FuturSolutions, Enerterna, Univercell Battery.**

type of report **Quality & Evaluation report – partners’ feedback from questionnaires collected by e - mail.**

1. Objectives and general description of the activity

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

2. Activity implementation (when applicable)

Distributing questionnaires to the partners by e – mails, collecting the answers provided and analyzes making, in order to produce the report.

3. Outputs (when applicable)

1. 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.	11/11 (100%)	0/11 (0%)	0/11 (0%)
Conclusions and suggestions: 1. After second report the main goals were reviewed and now the Partners don’t have any problems with objectives of the project.			
2 - The coordination	9/11(81,8%)	0/11 (0%)	2/11 (18,2%)



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approach is appropriate			
<p>Conclusions and suggestions: One partner refers that the deadlines are not always clear for them.</p> <p>Decisions are not shared with Partner involved and communication is sometimes seen as a negative.</p> <p>Measures already implemented: After second report, to improve the communication and perception of the tasks that each partner as to comply, the coordinator started to send the monthly tasks distribution at the beginning of each month. At the end of the month partners should provide feedback about the tasks situation.</p> <p>The document is updates and available at the adminproject software.</p>			
3 - Coordinator is supporting project partners adequately	9/11(81,8%)	2/11 (18,2%)	0/11 (0%)
<p>Conclusions and suggestions: Only two partners answered that they don't know if the support provided by the coordinator is being effective. Maybe short Skype meeting and explanation are recommended with them.</p> <p>Measures already implemented: The coordinator is insisting on having more Skype meetings with the partners and the monthly task distribution documents (mentioned above) is being send.</p>			
4 - Project partners are cooperating on all tasks	6/11 (54,5%)	3/11 (27,3%)	2/11 (18.2%)
<p>Conclusions and suggestions: Aldo the majority of the partners feel that everyone is cooperating, two of them consider the cooperation as not fully satisfactory (some partners have difficulties in comply with the deadlines) and three Partners don't know if the cooperation is satisfactory. The suggestion is to take measures that could build trust, motivation and team spirit.</p> <p>Measures already implemented: Enhance the communication by Skype and share the tasks that each partner has to comply. Involve the companies in all partners meetings.</p>			
5 - The project activities have been progressing according to the timetable	7/11 (63,6%)	2/11 (18,2%)	2/11 (18,2%)
<p>Conclusions and suggestions: Main problems connected with progressing according schedule were: workshops (were late than it should be) because the development of the <i>beta</i> version of the platform took longer them expected and the good functioning of the platform is the key issue - without the platform, other</p>			

activities cannot be carried out.			
Measures already implemented: Reinforce the ICT team, create a helpdesk mail and Skype, to provide Skype meetings to help partners and users to better use the platform and to solve the problems in a short time.			
6 - Project partners can learn from project activities	9/11(81,8%)	2/11 (8.3%)	0/12 (0%)
7 - Project partners can learn from each other	9/11(81,8%)	2/11 (8.3%)	0/12 (0%)
8 - There is a realistic timescale of future activities	10/11 (90,9 %)	1/11 (8,1%)	0/12 (0%)
9 - The initial time planning of activities needs review	4/11 (36.4%)	5/11 (45,4%)	2/11 (18.2%)
Conclusions and suggestions: 6. Some partners suggest that in Project there is no place for delays because when it was build in extra time in initial planning to cover the fact that something could run over schedule.			
10 - The project budget is well planned	8/11 (72,7%)	2/11(18,2%)	1/11 (8,1%)
Conclusions and suggestions: A large percentage of partners (72.7%) feel there is no need to review the budget and timetable. Only one partner feels the budget should be adjusted to make sure that each partner can achieve project objectives within planned budget and time.			
11 - All partners contribute to the project adequately	6/11 (54,5%)	3/11(27.3%)	2/11 (18,2%)
Conclusions and suggestions: One partner refers that some partners are more alert than others and are more focused on complying the deadlines than others.			
Measures already implemented: The coordinator is insisting on having more Skype meetings with the partners and the monthly task distribution documents (mentioned above) is being send.			
12 - The role of each partner is clear to me	9/11 (81,8%)	2/11 (18,1%)	0/11 (0%)



13 - The communication among partners is effective	7/11 (63,6%)	1/11 (8.1%)	3/11 (27,3%)
<p>Conclusions and suggestions: Three don't agree that the communication is effective suggest giving more feedback to the coordinator how the work is developed in order to make this communication better. The fact that the language used to communicate is not the mother tongue could influence the interpretation given by partners when communicating by email. The suggestion is to use the Skype more often to avoid miss understandings and lack of communication.</p> <p>Measures already implemented: The coordinator is insisting on having more Skype meetings with the partners, the companies are now going to be able to all the partners meetings. This allows all us to have more opportunities to communicate face-to-face and enhance the level of commitment and partnership sense among partners.</p>			

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

“Acknowledgement of queries should be made to ensure queries are being addresses and communicated in a good time frame. Nevertheless, the coordinator’s new initiatives to email task monthly is good as a reminder for all partners what need to be done in the months ahead.” Referred by one partner.

“We are enjoying being involved in the project and particularly the workshops that have been taking place recently and the testing of the platform. We will shortly be reviewing this workshop and improving it where we can with feedback from other partners who have been running the workshops in their own countries. We believe that we need to work hard to improve the use ability of the platform and to make it a user friendly website before we start the serious stage of further promotion. We believe that the platform needs to be the best it can in order for us to attract attention from others who will then go on to use it and promote it to others they know. We know that the lead partner is making these improvements with the feedback from the testing of the platform by other partners”. Referred by one partner and similar ideas are shared by other two.

Conclusions

The platform needs to be improved in order to attract attention from others who will then go on to use it and promote it to others they know. This is the main point of improvement at this point because the ability to attract user’s depends on the quality of the product we are offering. To do this all partners must be involved, use the





platform frequently and know it very well. It is also very important to provide support and solve any problems as quickly as possible. This is already being done by the helpdesk mail and Skype team.

To improve the communication we suggest everybody to use the Skype more frequently and that important thing should be communicated to all partners and not only to the coordinator.

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

We received feed from every WP leading partner.

4. Choose the option that suits your opinion (optional question)

Distribution of the answers by the 10 WP that are part of the project – (in this part only the answers from the 10 WP leading partners were considered)

	1 – Agree	2 – Don't know	3 – Disagree
1 - This WP 1 is progressing according to the timetable	10/10 - 100%	0/10 – 0%	0/10 – 0%
2 - Timescale for this WP is realistic	8/10 – 80%	01/10 – 10%	1/10 – 10%
3 - There are no complications with this WP 1	7/10 – 70%	2/10 – 20%0	1/10 – 10%
4 - I have a clear strategy for leading this WP 1 and I know my responsibilities	10/10 - 100%	0/10 – 0%	0/10 – 0%
5 - I regularly communicate with other partners in this WP 1 and provide all necessary information and support	10/10 - 100%	0/10 – 0%	0/10 – 0%
6 - The partners involved in this WP 1 cooperate effectively and provide necessary contribution	6/10 - 60%	1/10 – 0%	3/10 – 30%
7 - The project coordinator provides/provided support	10/10 - 100%	0/10 – 0%	0/10 – 0%



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8 - The budget of this WP 1 was well planned	80/10 – 80%	0/10 – 0%	2/10 – 100%
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5. Comments – please comment on the progress of the WP you are leading, encountered problems, suggested improvements and other issues related to your WP: (optional question):

Partner in charge of WP 1 – feels the need to have all partners to comply with the deadlines in order to avoid complications related to management procedures; feels that the budget should predict more budget for travel to allow all partners at all meetings.

Partner in charge of WP2 – feels that partners should cooperate more and provide the necessary contribution. To do so it would be necessary that the partners send the documents on time (if they answer; “don’t know” or “disagree” they should comment it in order to have more information.

Partner in charge of WP6 – feels that that the predicted time to develop the platform was too short and the budget to low.

Partner in charge of WP7 – refers to the fact that they had to wait for the platform development to develop their WP.

Partner in charge of WP9 – feels that partners should cooperate more and provide the necessary contribution, but does not explain why this happens nor what could be done to avoid this situation.

5. *Activity evaluation (when applicable)*

The 100% feedback

6. *Future commitments and task (when applicable)*

Implementation of Project Partners suggestions.

7. *Recomendations*

The Project coordinators should disseminate this report (among all Project Participants).



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