



## WP4 QUALITY PLAN

### QCM report no.1

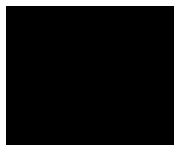
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## REVISION SHEET

Version	Date	Author (Partner/Person)	The revision reason
1	14.08.2018	Livia Lazar/UPB	First version

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## 1 Executive Summary

The purpose of this report is to provide an objective assessment from the project's point of view of the progress and achievements of the project during its duration, and, in particular, to identify any improvements and adjustments that should be considered for subsequent periods.

The evaluation period refers from October 2017 to April 2018 and include the partners representatives' feedbacks accordingly to the project processes ongoing, the first QCMB meeting and the evaluations for the outcomes within the mentioned period.

## 2 Introduction

The purpose for internal quality monitoring and control is to validate that the project deliverables are completed with an acceptable level of quality and to assures that project's processes are able to properly create these deliverables.

For this, there are three levels of evaluation and monitoring:

- 1) Process-evaluation: Monitoring the advance of the project, the communication among the partners including between the project meetings, cooperation and the management, feedback of PMB to national teams, testing of project outcomes (through the partners), regular reports of all partners at the meetings, close cooperation during the development processes, common discussion for improvement during the project run, use of questionnaires,
- 2) Product-evaluation: Feedback of the results and materials from target groups, partners and PMB, international experts, and from Thai users of the digital platform,
- 3) Evaluation of the project impact: quantitative and qualitative analyses on target groups, documentation of dissemination activities (including exploitation and distribution), evaluation report, minutes of the project meetings, selected results from questionnaires, possibly project changes, measures for the sustainability including financial sustainability of the project results .

## 3 Process-evaluation

At 12 February 2018, during the Kick-off Meeting, there was confirmed the Project Executive Committee (table 1) and the structure of QCM board (table 2).

During the Kick -off meeting, the WP Leaders for packages 1, 4 and 5 exposed their WP'S tasks ongoing and presented the results.

There were several delays on tasks starting (Task 1.1; 1.2; 4.1; 5.1, 5.2, 6.2) due to the necessary time to organize the first meeting with all the formalities involved.

The work plan was adjusted, accordingly to PMCP (0.3), in order to provide the real image of the project ongoing, and to ensure the recovery of the needed time.

During this period, the quality and management procedures and forms, were developed and implemented accordingly to QCMP and PMCP.

Table 1. PEC Board

PEC Board			
Partner	Role	Name	Email
AIT	Chair	Pisut Koomsap	<a href="mailto:pisut@ait.asia">pisut@ait.asia</a>
CMU	Member	Wichai Chattinnawat	<a href="mailto:chattinw@gmail.com">chattinw@gmail.com</a>
KMUTNB	Member	Athakorn Kengpol	<a href="mailto:athakorn.kengpol@gmail.com">athakorn.kengpol@gmail.com</a>
TU	Member	Apiwat Muttamara	<a href="mailto:mapiwat@engr.tu.ac.th">mapiwat@engr.tu.ac.th</a>
KKU	Member	Kanchana Sethanan	<a href="mailto:ksethanan@gmail.com">ksethanan@gmail.com</a>
PSU	Member	Thanate Ratanawilai	<a href="mailto:thanate.r@psu.ac.th">thanate.r@psu.ac.th</a>
UPB	Member	Tom SAVU	<a href="mailto:tomsavu@gmail.com">tomsavu@gmail.com</a>
UMinho	Member	Rui Lima	<a href="mailto:rml@dps.uminho.pt">rml@dps.uminho.pt</a>
CUT	Member	Tomasz NITKIEWICZ	<a href="mailto:tomasz.nitkiewicz@wz.pcz.pl">tomasz.nitkiewicz@wz.pcz.pl</a>

Table 2. QCM Board

QCM Board			
Partner	Role	Name	Email
UPB	Chair	Livia Veronica LAZAR	<a href="mailto:livia_veronica_lazar@yahoo.com">livia_veronica_lazar@yahoo.com</a> <a href="mailto:livia.lazar2014@gmail.com">livia.lazar2014@gmail.com</a>
PSU	Co-Chair	Supapan Chaiprapat	<a href="mailto:supapan.s@psu.ac.th">supapan.s@psu.ac.th</a>
AIT	Member	Huynh Trung Luong	<a href="mailto:luong@ait.asia">luong@ait.asia</a>
SMU	Member	Wasawat Nakkiew	<a href="mailto:wasawat@eng.cmu.ac.th">wasawat@eng.cmu.ac.th</a>
KMUTNB	Member	Atthakorn Kengpol	<a href="mailto:athakorn.kengpol@gmail.com">athakorn.kengpol@gmail.com</a>
TU	Member	Anintaya Kumkalya	<a href="mailto:kanintay@engr.tu.ac.th">kanintay@engr.tu.ac.th</a>
KKU	Member	Komkrit Pitiruek	<a href="mailto:komkri@kku.ac.th">komkri@kku.ac.th</a>
Uminho	Member	Teresa Monteiro	<a href="mailto:tm@dps.uminho.pt">tm@dps.uminho.pt</a>
CUT	Member	Robert ULEWICZ	<a href="mailto:robert.ulewicz@wz.pcz.pl">robert.ulewicz@wz.pcz.pl</a>

New tools were provided: Deliverable template; Quality Form Template; Deliverable Evaluation; Evaluation Criteria Identification; Website questionnaire; Event Evaluation; Monthly Time Sheet; Meeting Minutes Report; Meeting Attendance Sheet; Work Package Monthly Report.

For each task, there were nominee a responsible in order to establish the evaluation criteria for monitoring and assessment of the process and its deliverable. The data are available in the QCMP.



#### 4 Product-evaluation

The templates developed under WP4 and WP6, were evaluated and approved under QCMP and PMCP procedures. They are available as annexes to the two plans mentioned previously.

The project website assessment (WP5 – Task 5.2) implied the use of a questionnaire. One report was submitted by WP5 team, that centralized the feedback from 24 participants (partners' representatives and other organizations). The results indicated that the website possessed very good ergonomic features, offered good user experience and possessed good functional features.

Two questionnaires for assessing the needs of the industry and the needs of the students were developed under WP1.

#### 5 Evaluation of the project impact

At this phase, the project impact is best shown in the answers received from the participants of the Kick-off meeting, but also the participants from the public seminars held at AIT (February 2018) and PSU universities (February and July). The answers were collected using the Event Evaluation form. The answers show a positive impact of the project message transmitted during the meetings and the public seminars.

Also, there was created the official project Facebook page (WP5 team), that will allow a better communication between the project members and the focus target.

#### 6 Conclusions

Each partner has established its representatives for the PEC and QCMB structure, and tools are developed continuously accordingly with the project's needs. Each task is been monitored and evaluated accordingly with QF\_ECI. There is a need for a better scheduling of the activities, taking in account that WP1 delayed outcome will trigger the delay of the next packages.