WP4 Report

Livia LAZAR

Table 4. List of documents

Discussion topics

➢ Update the QCMB structure

➢ WP's final report

➢ WP Leader's Monthly Report

➢ External audit report

➢ Deliverables evaluation, according to the evaluation criteria and Work Project Plan

➢ Internal Quality Controls and Monitoring
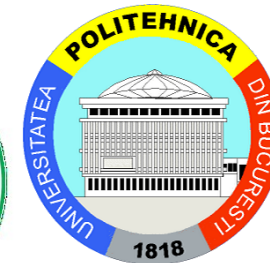
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Discussion topics

Partner	Role	The official board members	The updated version
UPB	Chair	Livia Veronica Lazăr	Livia Veronica Lazăr
PSU	Co-Chair	Supapan Chaiprapat	Supapan Chaiprapat
AIT	Com	Huynh Trung Luong	Huynh Trung Luong
CMU	Com	Wasawat Nakkiew	Wasawat Nakkiew
KMUTNB	Com	Athakorn Kengpol	Athakorn Kengpol
TU	Com	Anintaya Khamkanya	Anintaya Khamkanya
KKU	Com	Komkrit Pitiruek	Sirorat Pattanapairoj
UMinho	Com	Teresa Monteiro	Diana Mesquita
CUT	Com	Robert ULEWICZ	Robert ULEWICZ

Table 4. List of documents

WP's final report

WP's final report structure:

➤ should respect the QF_DTM – Deliverable template

➤ the report should present:

❖ *introduction:* the main objective of the WP, the team, the time reference

❖ *for each task within:*

▪ the input data according to the requirements from the Project Details;

▪ the main results obtained, according to the reports submitted;

▪ the evaluation criteria identified for the task, according to the QF_ECI;

▪ the QCMB evaluation result, including the observations received;

▪ the PEC evaluation result, including the observations received.

❖ *conclusions.*

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Table 4. List of documents

WP Leader's Monthly Report

SECTION A

Table 1- General data

Title and reference number of the work package (WP)		
WPL:	Reporting period: *the previously month for the completion date*	Completion date:

Table 2 - Activities carried out since last report to date

Task No*	Task Description	Start date	Due date	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement	Implementing status (done, partially–? [%])	Nonconformity YES/NO
Task x.x								
Sub Task x.x.y								

Table 3 - Corrective Actions **

Task No*	Task Description	Details
Task x.x		
Sub Task x.x.y		

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Table 4. List of documents

WP Leader's Monthly Report

Table 2 - Activities carried out since last report to date

Task No*	Task Description	Start date	Due date	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement	Implementing status (done, partially–? [%])	Nonconformity YES/NO
Task x.x								
Sub Task x.x.y								

*If a task contains several activities, please divide it to subtasks and report the progress of both the task and its subtasks.

Guidelines for table 2:
The table 2 will present the results for the activities carried on in the reporting period, mentioned in table 1.
Task Description – according to the Detailed Description of the Project (Part H – Work packages – pages 93 to 141)
Start date – the real date at which the task started and should be finished
Due date – the date when the task should be finished, accordingly to the last version of MSIE4.0-Project-Management-and-Communication-Plan-PMCP (tables 5,7,9 – adjusted work plan)
Place – internal (if the members involved are working in its own university); city/ country (if the members involved are in the same location)
Partners involved – the partners involved, if the tasks / subtask doesn't involve all the partners, otherwise it should mention "all partners"
Specific and measurable indicators of achievement, accordingly to QF_ECI and Detailed Description of the Project (Logical Framework Matrix – LFM – pages 81 to 88)
Implementing status
   – done, if the task is finished, meaning that its outcomes are approved by QCMB and PEC, and also uploaded on the project website
   – partially – for work in progress, with additional information (discussions with the members involved; (draft) tables/ lists/ reports etc.)
Nonconformity – "YES", if the activities results do not respect the requirements of the project (delayed start date, overdue the due date, unfulfilled indicators etc.), otherwise it will be mentioned as "NO".

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Table 4. List of documents

WP Leader's Monthly Report

Table 3 - Corrective Actions **

Task No*	Task Description	Details
Task x.x		
Sub Task x.x.y		

*If a task contains several activities, please divide it to subtasks and report the progress of both the task and its subtasks.

**Only when corrective actions are needed.

Guidelines for table 3:

The table 3 will be fill only for the task from table 2, where there were identified nonconformities.

The details should mention the main actions taken in order to remedy the identified nonconformity.

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Table 4. List of documents

WP Leader's Monthly Report

SECTION B

Table 4. Activities to be carried out for the next month

Task No	Task Description	Start date	Due date	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement	~~Implementing status (done, partially ? [%])~~
Task x.x							
Sub Task x.x.y							

*If a task contains several activities, please divide it to subtasks and report the progress of both the task and its subtasks.

Guidelines for table 4:

The table serves as a planning tool for the next month activities. The table data will be accordingly with the same sources mentioned for table 2.

Start date – should mentioned the estimated date for the tasks (activities) that are programmed to start in the next month of the reporting one.

The informations within the Table 4 will be used to fill in the table 2 from the next month report.

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Table 4. List of documents

WP Leader's Monthly Report

SECTION C

Table 5. Complete Activities to date

Task No**	Task Description	Start date	Due date	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
Task x.x						

** For a completed task containing subtasks, please report only the task.

Table 6. Progress of Deliverables

Deliverable No	Deliverable Description	Status (Y/N)			
		Prepare	Submit to QCMB	Submit to PEC	Officially Complete

Table 7. Indicators

Indicator of achievement and or/performance as indicated in the project proposal	Target	Sources of information on indicators	Measured Results	Measured Date	Observation

Table 8. Changes that have occurred in this result since the original proposal

Change date	Change details

Table 4. List of documents

WP Leader's Monthly Report

Table 5. Complete Activities to date

Task No**	Task Description	Start date	Due date	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
Task x.x						

** For a completed task containing subtasks, please report only the task.

Guidelines for table 5:
The table 5 will centralize all the finished tasks until the reported period, including those mentioned in the table 2 – SECTION A.

Table 4. List of documents

WP Leader's Monthly Report

Table 6. Progress of Deliverables

Deliverable No	Deliverable Description	Status (Y/N)			
		Prepare	Submit to QCMB	Submit to PEC	Officially Complete

Guidelines for table 6:

Table 6 will centralize all the deliverable developed until the reported period, including the ones from the current report, accordingly to their status.

Status:

>*Prepare* – the deliverable is in the preparing process
>*Submit to QCMB* – the deliverable was sent to the WP4 Leader, with cc to WP4 coLeader, Project Coordinator
>*Submit to PEC* – the deliverable was sent to PC, after receiving the approving from QCMB (including, if needed the modifications requested by QCMB)
>*Officially complete* – involves that the deliverable received the approval from PEC, and it was uploaded on the project website.

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Table 4. List of documents

WP Leader's Monthly Report

Table 7. Indicators

Indicator of achievement and or/performance as indicated in the project proposal	Target	Sources of information on indicators	Measured Results	Measured Date	Observation

Guidelines for table 7:

The table will centralize all the indicators achieved until the reported period, including the ones from the current report.

The target must be accordingly to QF_ECI and Detailed Description of the Project (Logical Framework Matrix – LFM – pages 81 to 88), by example "The completion of the curriculum and syllabus by project partners in M30", "20 teachers and staffs trained on new methodologies and tools" etc.

Sources of information on indicators, could be from a link to the project website to a report/ table/ list/ meeting minute etc.

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WP Leader's Monthly Report

Table 8. Changes that have occurred in this result since the original proposal

Change date	Change details

Guidelines for table 8:

The table will centralize all the changes occurred on the outcomes, due dates, indicators etc. of the work package that differs from the original proposal.

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Table 4. List of documents

External Audit Report (EAR)

EAR - outcome under WP 4, task 4.3 - Inviting external evaluation of the project results

As specified in [QF-ECI-v1 Evaluation Criteria_Identification_Task 4.3.docx](), the reports, will include, according to the project timeline activities, the evaluation results on the followings:

a) Teaching/learning materials

b) Implementation of the activities, outputs and outcomes, the planned workload

c) Assessment of the sustainability of the project results (curriculum, syllabuses, teaching materials, etc.)

d) Intermediate and final verification and validation of the project teaching/learning materials and results

in accordance with the QCMP.

Table 4. List of documents

External Audit Report (EAR)

The quality of the report will be assessed in different aspects as follows:

- *Format:* the deliverable can be assessed with respect to the rules of Document Control in this project.

- *Content:* the deliverable must be comprehensive enough to ensure an adequate coverage of the topics mentioned previously.

- *Time:* the reports must be submitted by the established timeline.

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Table 4. List of documents

External Audit Report

Auditor details:

Assoc. Prof. Dr. Tan Kay Chuan

NUS Chief Quality Officer,

Department of Industrial and Systems Engineering

National University of Singapore (NUS)

Lead Trainer and Assessor to the ASEAN University Network

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External Audit Report

The audit reporting package shall include evaluation results on (according to the signed contract and ECI):

i) Implementation of the planned activities, workload distribution across work packages, and activities actually undertaken. The project team's compliance with the objectives, activities and outcomes as outlined in the project proposal and in the project quality documents adopted after the start of the project.

ii) Assessment of the validity and sustainability of the project results: outcomes of the following tasks.

All documentation must comply with the PROJECT documentation standard stated in the Quality Control and Monitoring Plan (QCMP).

Due time: 30.05.2019

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Table 4. List of documents

External Audit Report
Assessment of the validity and sustainability of the project results

Outcomes of the following tasks

Work package1: Gap Analysis

- Task 1.1: Develop a gap analysis working plan
- Task 1.2: Analyzing of MSIE curricula & learning and teaching methods
- Task 1.3: Assessing needs of industry and students
- Task 1.4: Identifying gaps.
- Task 1.5: Identifying competitive factors for the curriculum
- Task 1.6: Developing recommendations for the curriculum

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External Audit Report
Assessment of the validity and sustainability of the project results

Outcomes of the following tasks:

Work package 2: Curriculum Structure and Courses

- Task 2.1: Developing curriculum structure and academic program learning outcomes

Work package 4: Quality Control and Monitoring

- Task 4.1: Developing a quality control and monitoring system
- Task 4.2: Implementing the quality control and monitoring of the project

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External Audit Report
Assessment of the validity and sustainability of the project results

Outcomes of the following tasks

Work package 5: Dissemination and Exploitation of Project Results

- Task 5.1: Development of a dissemination, exploitation and sustainable plan

- Task 5.2: Creating a project website to support the dissemination strategy and communication and collaboration among partners

- Task 5.3 Production and dissemination of project materials

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External Audit Report
Assessment of the validity and sustainability of the project results

Outcomes of the following tasks

Work package 6: Project Management

- Task 6.1: Finalizing management structure

- Task 6.2: Organizing kick-off and regular consortium meetings

- Task 6.3: Monitoring and controlling the project

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Evaluation Criteria Identification and Deliverables Evaluation

Task	Source	Responsible	Result	Destination	Due time
1. Establish the evaluation criteria for the starting task	Work Plan Detailed MSIE 4.0 Project (Logical Frame Matrix, WP deliverables)	Table 2. Evaluation criteria identification responsible, according to QCMP	QF-ECI, Evaluation criteria identification	QCMB	The 15th day of the month, working day
2. Deliverable evaluation	WPL QF-ECI, Evaluation criteria identification Work Plan Detailed MSIE 4.0 Project (Logical Frame Matrix, WP deliverables)	QCMB Member	Deliverable Evaluation form (*) minimum 5 applicable (**) if the assessment is "No", or bellow "satisfactory", the QCMB member must make suggestions/ observations	WP4 Leader	Within 3 days
	QCMB Member	WP4 Leader	Deliverable Evaluation results centralized (the "Deliverable" is accepted only if all the assessment is Y or at least "satisfactory"	WPL with CC to PC	Within 2 days

Evaluation Criteria Identification and Deliverables Evaluation

WP	Task no.	Description	QCM responsible	YES/ NO	Start Time, (PMCP-V2)	Outcomes evaluated (QCMB – last date)
1	1.1	Developing a gap analysis working plan	Wasawat Nakkiew	Yes	Jan, 2018	GD-T1.1_O1.1(V3) Final -21.01.2019
	1.2	Analysing of MSIE curricula being offered, and of learning and teaching methods being applied	Teresa Monteiro	Yes	Mar, 2018	GD-T1.2_O1.2 (V5) 12.11.2018
	1.3	Assessing needs of industry and students	Wasawat Nakkiew	Yes	Apr, 2018	GD-T1.2_O1.3(V4) 13.11.2018 GD-T1.3_O1.4(V5) 14.01.2019
	1.4	Identifying gaps	Teresa Monteiro	Yes	Aug, 2018	GD-T1.4_O1.5(V4) 24.01.2019
	1.5	Identifying competitive factors for the curriculum	Wasawat Nakkiew	Yes	Aug, 2018	GD-T1.5_O1.6 (V4).docx 14.02.2019
	1.6	Developing recommendations for the specifications and areas of specialization for the curriculum	Wasawat Nakkiew	Yes	Sep, 2018	GD-T1.6_O1.7 (V2).docx 06.03.2019

Evaluation Criteria Identification and Deliverables Evaluation

WP	Task no.	Description	QCM responsible	YES/ NO	Start Time (PMCP-V2)	Outcomes evaluated
2	2.1	Developing curriculum structure and academic program learning outcomes	Robert ULEWICZ	Yes	jan, 2019	No (Unofficial Note for Task 2.1)
	2.2	Developing courses and course learning outcomes based on a matrix that maps course learning outcomes with program learning outcomes, and also teaching and learning methods,	Robert ULEWICZ	Yes	Febr, 2019	No (Unofficial Note for Task 2.2) ?WP2 MSIE 4.0 Courses
	2.3	Conducting pilot test of the key courses	Huynh Trung Luong	Yes	Aug, 2019	No
	2.4	Assessment of pilot test of the key courses and finalize the curriculum and the courses	Robert ULEWICZ	Yes	May,2020	No
	2.5	Preparation for accreditation of the curriculum	Thitipong Jamrus/ Komkrit Pitiruek	No	Nov, 2019	No
	2.6	Accreditation of the curriculum by the national accreditation institution in Thailand	Thitipong Jamrus/ Komkrit Pitiruek	No	Apr,2020	No

Evaluation Criteria Identification and Deliverables Evaluation

WP	Task no.	Description	QCM responsible	YES/NO	Start Time (PMCP-V2)	Outcomes evaluated
3	3.1	Developing teaching materials	Teresa Monteiro	No	May, 2019	No
	3.2	Translating teaching materials between English and Thai	Anintaya Kumkalya	No	Jun, 2019	No
	3.3	Developing a web-portal for online learning	Huynh Trung Luong	Yes	Apr, 2018	No (CD-T3.3_O3.1 (V1) on going)
	3.4	Training of staff on new tools and best practice exchange on modern teaching techniques	Teresa Monteiro	No	Febr, 2018	No (Project-Based Learning (PBL), 13-15.09.2019)
	3.5	Adapting learning materials developed to the online learning	Huynh Trung Luong	No	Jul, 2019	No
	3.6	Purchasing and installing of teaching equipment	Huynh Trung Luong	No	Jan, 2019	No, Equipments?
	3.7	Developing a laboratory and online remote access of the laboratory works	Huynh Trung Luong	No	Oct,2019	No (VDO clip – 11.04.2019 On going)

Evaluation Criteria Identification and Deliverables Evaluation

WP	Task no.	Description	QCM responsible	YES/ NO	Start Time (PMCP-V2)	Outcomes evaluated
4	4.1	Developing a quality control and monitoring system	Livia Veronica Lazar	Yes	Febr,2018	Yes QCMP(V4)
	4.2	Implementing the internal quality control and monitoring of the project	Livia Veronica Lazar	Yes	Sept,2018	A03_QF-QCM - draft - 26.01.19
	4.3	Inviting external evaluation of the project results	Supapan Chaiprapat	Yes	Mar, 2019	2 lists of candidates Signed contract
	4.4	Inviting external financial audit	Supapan Chaiprapat	Yes	Aug, 2020	No

Evaluation Criteria Identification and Deliverables Evaluation

WP	Task no.	Description	QCM responsible	YES/NO	Start Time (PMCP-V2)	Outcomes evaluation
5	5.1	Development of a Dissemination, Exploitation and Sustainable plan	Livia Veronica Lazar	Yes	Jan, 2018	DESP(V7) 1.10.2018
	5.2	Creating a project website to support the dissemination strategy, and communication and collaboration among	Huynh Trung Luong	Yes	Jan, 2018	Report for Project's Website Assessment (42 participants) 22.09.2018
	5.3	Production and dissemination of project materials	Thitipong Jamrus/ Komkrit Pitiruek	No	Mar, 2018	MSIE 4.0 Channel on YouTube; 11 VDO clips; 12 events; 1 brochure (EN,TH,PO) (not evaluated)
	5.4	Publications in professional journals, newspapers, magazines, brochures, and social media	Teresa Monteiro	No	Feb, 2019	12 international publications
	5.5	Developing joint short-term courses in the field of Industrial Engineering in cooperation with industry …	Athakorn Kengpol	No	Oct, 2019	No
	5.6	Organizing dissemination events with relevant stakeholders	Wasawat Nakkiew	No	Sep, 2018	7 events (? evaluation)
	5.7	Organizing the final dissemination-sustainability conference	Huynh Trung Luong	No	Aug, 2020	No

Evaluation Criteria Identification and Deliverables Evaluation

General aspects that must be taken in account:

- Check the last version of DESP (V 0.8) in order to be approved by PEC

- I couldn't find on the project website, the dissemination materials specified: the brochure to introduce the project, developed under three languages: Thai, English, and Polish

- The dissemination events (seminars/ workshops) must be evaluated. This shall be done accordingly to QF-EVE-Event Evaluation

- Are there any feedbacks on the 7 dissemination events?

Evaluation Criteria Identification and Deliverables Evaluation

WP	Task no.	Description	QCM responsible	YES/ NO	Start Time (PMCP-V2)	Outcomes available
6	6.1	Finalizing management structure	PEC-CUT	Yes	Nov, 2017	PMCP(V1), PMCP(V2)
	6.2	Organizing kick-off and regular consortium meetings	PEC-TU	No	Feb, 2018	Agendas Minutes meeting Attendance lists
	6.3	Monitoring and controlling the project	PEC-PSU	No	Dec, 2017	MSIE 4.0 midterm report Financial Report submitted for Midway Assessment
	6.4	Closing the project	PEC-KMUTNB	No	Jul, 2020	

General aspects that must be taken in account:

- All the events organized within the project (project meetings, training sessions, seminars/ workshops etc.) must be evaluated.

- This shall be done accordingly to QF-EVE-Event Evaluation (v1), if there are is not developed other instrument, at the request of the WPL responsible and with the approval of QCMB and PEC.

Internal Quality Controls and Monitoring Team

Partner	Role	Name
UPB	TL	Tom SAVU
AIT	CP	Huynh Trung Luong
CMU	CP	Wichai Chattinnawat
KMUTNB	CP	Athakorn Kengpol
TU	CP	Anintaya Kumkalya
KKU	CP	Sirorat Pattanapairoj
PSU	CP	Supapan Chaiprapat
UMinho	CP	Rui Sousa
CUT	CP	Anna WIŚNIEWSKA-SAŁEK

Internal Quality Controls and Monitoring

A03_QF-QCM-V4 Internal Quality Control and Monitoring (v4)

Responsible: **Tom SAVU**

Evaluation period: **01.03.2019 – 30.04.2019**

According to **MSIE4.0-Project-Management-and-Communication-Plan-PMCP-V1.1.pdf** for WP1 and **PMCP-V2.0/12.04.2019** for the rest of WPs

Work Package	Task		Deliverables	Planned Start date	Planned End date	Actual Start date	Actual End date			Task leader	Indicator(s)	Results	Status	Observations, suggestions
							WP	QCMB	PEC					
WP1	T1.1	O1.1	Gap Analysis working plan	1.Jan.18	31.Mar.18		31.May.18	22.Nov.18	11.Jun.18	Wichai Chattinnawat, Rui Lima	QF-ECI-T1.1	REVISED-WORKING-PLAN-WP1-approved-by-PEC.pdf	REDRAFTED	Dates from WP1 Leader and from QCMB do not match
						15.Jan.19						GD-T1.1_O1.1 (V1)	DONE-FINAL	
WP1	T1.2	O1.2	Comprehensive analysis of MSIE curricula in Thailand and in EU partner countries	1.Mar.18	31.Jul.18		29.Dec.18	12.Nov.18	30.Dec.18	Rui Lima	QF-ECI-T1.2	GD-T1.2_O1.2 (V6).docx	DONE-FINAL	Some dates from WP1 Leader and from QCMB do not match
		O1.3	Assessment of learning and teaching tools and methods in Thailand and in EU partner countries				30.Dec.18	13.Nov.18	11.Jan.19	Rui Lima		GD-T1.2_O1.3 (V5).docx	DONE-FINAL	Some dates from WP1 Leader and from QCMB do not match
WP1	T1.3	O1.4	Analysis of needs of industry and students	1.Apr.18	30.Sep.18		5.Jan.19	14.Jan.19	24.Jan.19	Rui Lima	QF-ECI-T1.3	GD-T1.3_O1.4 (V6).docx	DONE-FINAL	
WP1	T1.4	O1.5	Gaps between the needs and graduates' competences	1.Aug.18	30.Sep.18		17.Jan.19	24.Jan.19	5.Feb.19	Rui Lima	QF-ECI-T1.4	GD-T1.4_O1.5 (V4).docx	DONE-FINAL	
WP1	T1.5	O1.6	Competitive factors for the curriculum	1.Aug.18	30.Sep.18		6.Feb.19	14.Feb.19	22.Feb.19	Rui Lima	QF-ECI-T1.5	GD-T1.5_O1.6 (V4).docx	DONE-FINAL	
WP1	T1.6	O1.7	Recommendations for specifications and areas of specialization for the curriculum	1.Sep.18	31.Oct.18		24.Feb.19	6.Mar.19	13.Mar.19	Rui Lima	QF-ECI-T1.6	GD-T1.6_O1.7 (V2).docx	DONE-FINAL	

Internal Quality Controls and Monitoring

A03_QF-QCM-V4 Internal Quality Control and Monitoring (v4)

Responsible: **Tom SAVU** Evaluation period: **01.03.2019 – 30.04.2019**

According to **MSIE4.0-Project-Management-and-Communication-Plan-PMCP-V1.1.pdf** for WP1 and **PMCP-V2.0/12.04.2019** for the rest of WPs

Work Package	Task		Deliverables	Planned Start date	Planned End date	Actual Start date	Actual End date			Task leader	Indicator(s)	Results	Status	Observations, suggestions
							WP	QCMB	PEC					
WP2	T2.1	O2.1	A modernized curriculum for Master's degree in IE	1.Jan.19	31.Mar.19	29.Jan.19				Tomasz Nitkiewicz	QF-ECI-T2.1		OPEN-DRAFT	Estimated end date: April 2019
WP2	T2.2	O2.2	Syllabuses for all courses in the curriculum	1.Feb.19	30.Jun.19	30.Jan.19				Tomasz Nitkiewicz	QF-ECI-T2.2		OPEN-DRAFT	Estimated end date: May 2019

Internal Quality Controls and Monitoring

A03_QF-QCM-V4 Internal Quality Control and Monitoring (v4)

Responsible: Tom SAVU

Evaluation period: **01.03.2019 – 30.04.2019**

According to **MSIE4.0-Project-Management-and-Communication-Plan-PMCP-V1.1.pdf** for WP1 and **PMCP-V2.0/12.04.2019** for the rest of WPs

Work Package	Task		Deliverables	Planned Start date	Planned End date	Actual Start date	Actual End date			Task leader	Indicator(s)	Results	Status	Observations, suggestions
							WP	QCMB	PEC					
WP3	T3.1	O3.1	Teaching materials for instructors	1.May.19	30.Apr.20					Diana Mesquita			NOT YET STARTED	
WP3	T3.3	O3.3	A platform for online learning	1.Apr.18	30.Nov.18					Mongkol Ekpanyapong			OPEN-DRAFT	
				1.Feb.19	31.May.19					Mongkol Ekpanyapong			OPEN-DRAFT	
WP3	T3.4	O3.4	Trained instructors and staffs on new teaching tools and methods. Three workshop	1.Feb.18	28.Feb.18					Rui Lima			NOT YET STARTED	
				1.Sep.18	30.Sep.18								NOT YET STARTED	A training sessions took place during the meeting in Portugal
				1.Jan.19	31.Jan.19								NOT YET STARTED	
WP3	T3.6	O3.6	Installed hardware and software	1.Jan.19	30.Sep.19					A.M. Harsha S. Abeykoon			OPEN-DRAFT	

Internal Quality Controls and Monitoring

A03_QF-QCM-V4 Internal Quality Control and Monitoring (v4)

Responsible: **Tom SAVU**

Evaluation period: **01.03.2019 – 30.04.2019**

According to **MSIE4.0-Project-Management-and-Communication-Plan-PMCP-V1.1.pdf** for WP1 and **PMCP-V2.0/12.04.2019** for the rest of WPs

Work Package	Task		Deliverables	Planned Start date	Planned End date	Actual Start date	Actual End date			Task leader	Indicator(s)	Results	Status	Observations, suggestions
							WP	QCMB	PEC					
WP5	T5.1	O5.1	Dissemination, Exploitation and Sustainable Plan	1.Jan.18	31.Mar.18	1.Mar.18	17.Jan.19			Andrei DUMITRESCU			Wating QCMB approval	
WP5	T5.2	O5.2	Project website	1.Jan.18	30.Sep.20	12.Feb.18							ONGOING	
WP5	T5.3	O5.3	Dissemination materials	1.Mar.18	30.Apr.18	30.Mar.18				Thitipong Jamrus			ONGOING	
WP5				1.Sep.18	31.Oct.18	1.Sep.18							ONGOING	
				1.Mar.19	30.Apr.19									
WP5	T5.4	O5.4	Publications in professional journals, newspapers, magazines, brochures and social media	1.Feb.19	31.Mar.19	1.Feb.19				Rui Lima			ONGOING	
WP5	T5.6	O5.6	Dissemination events organized	1.Sep.18	30.Sep.18	19.Sep.18				Wichai Chattinnawat			ONGOING	
				1.Mar.19	31.Mar.19								ONGOING	

Internal Quality Controls and Monitoring

General aspects that must be taken in account:

- A greater involvement of QCM team members is in order. The QCM team members as well as each coordinator on partner level and WP leaders need to be aware of the importance of timely and accurate communication.

- The news within the project (reports/ lists/ tables/ events etc.) must be communicated:
  - by the developer within it's own university to the QCM member assigned, **on continually bases;**
  - By WP Leader or coLeader to QCM Task Leader Tom Savu and cc to WP4 Leader Livia Lazar; PC – Pisut Koomsap; WP5 Leader - Kanchana Sethanan**, on monthly bases.**

Thank You

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