Evaluation Criteria Identification

This form is for Quality Control and Monitor member (QCMM) to identify criteria for task evaluation.

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**WP No.: 6**

**Task No.: 6.1**

1. **Objective(s) and Deliverable(s)**

The main objective(s) of this task: to provide key information about the project and guidelines for the implementation of the MSIE4.0 project so that all stakeholders have a common understanding on what has to be achieved, what has to be delivered, who will involve, when to deliver, and how to communicate during the project term.

The deliverable(s) of this task: Project Management and Communication Plan- PMCP

1. **Process Monitoring & Assessment**

In your opinion, what should we look at in order to say that the task is done properly and met the objective?

To determine whether the task has been correctly implemented we must employ the following criteria:

* clearness,
* feasibility,
* comprehensiveness,
* accordance to the project specificity, objectives, schedule and structure,
* accordance to the project proposal, partner agreements, financial agreement and project dedicated resources,
* just approach to the decision competences of project partners / bodies / members,
* accordance to the requirements and guidelines of funding agency.

Can we measure them and how do we measure them? If you can’t measure it, please remove and find another one.

Some of the abovementioned criteria could be verified by comparison to project proposal, agreements, schedule and funding agency requirements and guidelines. The rest of the criteria are considered to be qualitative ones and should be measured by adopted grading scale.

1. **Deliverable Assessment**

In your opinion, what should be the specifications of the deliverable(s)?

The final effect should be PMPC document that should provide comprehensive and clear structure, procedures, decision mechanisms and measures.

Please identify similar deliverable(s) elsewhere.

Each project externally funded and realized within consortium of partners should have similar PMCP, but I don’t have direct access to them.

Please rate those deliverables according to your specifications.

N/A

What are the criteria or scales that you have used to rate those deliverables?

N/A

According to your criteria, please set the target specifications for our deliverables to claim that the objective is met?

As the criteria mentioned above.