MSIE 4.0 Audit Plan (Final Audit)

Auditor Dr. Ruzica Nikolic   University of Zilina

Objective 1. To review conformance of project outputs which are completed at the project closure, to ESG or other specifications stated in the project proposal.

2. To review allocation of workload among partners across the project plan and implementation of related activities at the project closure.
3. To assess overall effectiveness of the project management, as well as sustainability of the project results towards their implementation in the future.

Venue Asian Institute of Technology

Date 2-5 November 2020

Mode of Interview Online conference

Date	Time	Key Position	Auditee	Audit Scope	Supporting Document
02-Nov	3:00-5:00 pm (Thailand) *9:00-11:00 am (Brussels)*	Project Coordinator Meeting ID: 835 0987 6327 Passcode: 329845	**Pisut Koomap, AIT**	project establishment and management, project goals, project accomplishments and sustainability	project proposal and project plan
--Break--					
	7:00-9:00 pm (Thailand) *1:00-3:00 pm (Brussels)*	PEC Meeting ID: 884 1057 3816 Passcode: 960832	**Pisut Koomsap, AIT** **Attakorn Kengpol, KMUTNB** **Apiwat Mutamara, TU** **Wichai Chattinnawat, CMU** **Rui Lima, UMinho** **Tomasz Nitkiewics , CUT** **Tom Savu, UPB** **Livia Lazar, UPB** **Kanchana Sethanan, KKU** **Thanate Ratanawilai, PSU**	workplan and work allocation, member participation, and workpackage deliverables	workpackage final reports

Date	Time	Key Position	Auditee	Audit Scope	Supporting Document
	9:00-10:00 pm (Thailand) *3:00-4:00 pm (Brussels)*	Daily Audit Summarizing			
03-Nov	3:00-4:00 pm (Thailand) *9:00-10:00 am (Brussels)*	WP 2-3: WPLs and Task Leaders. Meeting ID: 876 7959 4584 Passcode: 146843	**WPL2: Tomasz Nitkiewics , CUT** **Tomasz Nitkiewics , CUT** Task Leader 2.1, 2.2, 2.4 **Huynh Trung Luong, AIT** Task Leader 2.3 **Kanchana Sethanan, KKU** Task Leader 2.5, 2.6 -- **WPL3: Huynh Trung Luong, AIT** **Diana Mesquita, UMinho** Task Leader 3.1, 3.4 **Montalee Sasananan, TU** Task Leader 3.2 **Huynh Trung Luong, AIT** Task Leader 3.3, 3.5	task deliverables and member participation	task reports

Date	Time	Key Position	Auditee	Audit Scope	Supporting Document
	4:00-5:00 pm (Thailand) *10:00-11:00 am (Brussels)*	WP 5-6: WPLs and Task Leaders Meeting ID: 834 9092 8734 Passcode: 031719	**WPL5: Kanchana Sethanan, KKU** **Andrei Dumitrescu, UPB** Task Leader 5.1 **Huynh Trung Luong, AIT** Task Leader 5.2 **Thitipong Jamrus, KKU** Task Leader 5.3, 5.4,5.6 **Attakorn Kengpol, KMUTNB** Task Leader 5.5 **Kanchana Sethanan, KKU** Task Leader 5.7 -- **WPL6: Pisut Koomsap, AIT** **Pisut Koomsap, AIT** Task Leader 6.1-6.4	task deliverables and member participation	task reports

--**Break**--

Date	Time	Key Position	Auditee	Audit Scope	Supporting Document
	7:00-9:00 pm (Thailand) *1:00-3:00 pm (Brussels)*	Course Developers and Pilot Test Instructors Meeting ID: 817 9431 7722 Passcode: 924414	**Uttapol Smutkupt, CMU*** (Smart Operations Management) **Anna Wiśniewska-Sałek, CUT*** (Sustainable Supply Chain Management) **Suriya Jirasatitsin, PSU*** (Intelligent Decision Support Systems) **Kunlapat Thongkaew , PSU** (Collaborative Manufacturing Systems) **Mihaela Ulmeanu, UPB** (Additive Manufacturing for Industry 4.0) **Agnieszka Ociepa-Kubicka, CUT** (Innovative Product Design and Development) **Naris Charoenporn, TU*** (Human-centric Design for Operator 4.0) *Pilot-tested courses	course development process, course content, management, activities and materials, teaching approaches, pilot testing, student feedback	course materials, course review and student feedback
	8:00-9:00 pm (Thailand) *3:00-4:00 pm (Brussels)*	Daily Audit Summarizing			

Date	Time	Key Position	Auditee	Audit Scope	Supporting Document
04-Nov	3:00-5:00 pm (Thailand) *9:00-11:00 am (Brussels)*	QCMB: Meeting ID: 892 5386 6628 Passcode: 223440	**Livia Lazar, UPB** **Supapan Chaiprapat, PSU** **Anintaya Kamkanya , TU** **Sirorat Pattanapairoj, KKU** **Wasawat Nakkiew, CMU** **Warapoj Meethom, KMUTNB** **Diana Mesquita , Uminho** **Robert Ulewicz, CUT**	development of quality plan and internal quality control and monitoring system, Implementation of the internal quality control and monitoring procedures	quality plan, internal quality control and monitoring report, monthly reports
			--**Break**--		
	7:00-8:00 pm (Thailand) *1:00-2:00 pm (Brussels)*	Conference Organizers and Project Administratives Meeting ID: 889 7300 4782 Passcode: 290154	**Pisut Koomap, AIT** **Kanchana Sethanan, KKU** **Duangthida Hassadintorn Na Ayutthaya, AIT** **Technical Team**	conference organizing, participants, content, and feedback	summary of the event
	8:00-9:00 pm (Thailand) *2:00-3:00 pm (Brussels)*	Training Instructors. Meeting ID: 843 4261 5438 Passcode: 816688	**Kanchana Sethanan, KKU** **Attakorn Kengpol, KMUTNB** **Wichai Chattinnawat, CMU** **Naris Charoenporn, TU** **Suriya Jirasatitsin, PSU**	training activities, content delivered, audience feedback	training schedule, training materials, video, audience feedback
	8:00-9:00 pm (Thailand) *3:00-4:00 pm (Brussels)*	Daily Audit Summarizing			

Date	Time	Key Position	Auditee	Audit Scope	Supporting Document
05-Nov	3:00-5:00 pm (Thailand) *9:00-11:00 am (Brussels)*	AIT Virtual Lab Tour. Meeting ID: 830 4567 5100 Passcode: 465034	**Pisut Koomap, AIT Lab Development Team** Task Leader 3.6, 3.7	capability of the labs to support teaching and learning processes of classes in the project, equipment maintenance, sustainability of the labs , as well as long-distanced laboratory services	reports on laboratory development
			--------------------Break--------------------		
	7:00-8:00 pm (Thailand) *1:00-2:00 pm (Brussels)*	Students Meeting ID: 851 3282 4136 Passcode: 708754	**Ms. Phanumas Sojithamporn, AIT** (st120891@ait.ac.th) **Applied Data Analytics** -------------------------- **Mr. Kaswan Sriadan, PSU** (Kaswan.kurang@gmail.com) **Intelligent Decision Support Systems** -------------------------- **Mr. Chaichana Suedamrong, CMU** (Td_ere@hotmail.com) **Ms. Kannika Charoenwong, CMU** (kjkannikaa@gmail.com) **Smart Operations Management** ----------------------------- **Mr. Akkasajja Duangsupasin, KMUTNB** (muangserm007@gmail.com) **Digital Factory**	Pilot tested courses: teaching and learning approaches, class activiteis, and assessment	reports on pilot testing

Date	Time	Key Position	Auditee	Audit Scope	Supporting Document
	8:00-9:00 pm (Thailand) *2:00-4:00 pm (Brussels)*	Audit Closing Session Meeting ID: 829 6630 1917 Passcode: 831687		preliminary audit feedback and comments	