

**Questionnaire
for the Project Coordinator/Project Executive Committee members**

<i>Project completion/final audit stage</i>		
1	Were there any changes/problems in the project team communicating since the mid-term audit?	
2	Did the Project Executive Committee meetings take place in accordance with the adopted rules and plan since the mid-term audit?	
3	Did the project team meetings take place in accordance with the adopted rules and plan since the mid-term audit?	
4	Did the composition of the project team change since the mid-term audit? If yes, who was replaced and why? Please, elaborate.	
5	Was the quality and quantity of achieved outputs monitored as before the mid-term audit? Any changes? Problems? Please, elaborate.	
6	Did any predicted risks/new risks appear since the mid-term audit? If yes, how did you handle the identified risks?	
7	Was the project budget was monitored and reported as before the mid-term audit?	
8	Were there any problems recorded related to compliance with contractual obligations since the mid-term audit? If yes, what are they? How were those problems eliminated? If not, why? Please, elaborate.	
9	Did the project management (Coordinator/PEC) follow recommendations from the mid-term audit for improving the organization of work?	
10	Which measures were implemented? Please, elaborate.	
11	Were the project objectives met?	
12	Which parameters of the defined project objectives were met / not met? If not, why? Please, elaborate.	

13	Were all the outputs, planned to be realized, implemented, in what amount and quality? If not, why? Please, elaborate.	
14	Were all the products, planned to be realized, implemented? If not, why? Please, elaborate.	
15	Was the final report made?	
16	Which groups were informed that the project is completed?	
17	Were all the project team members informed that the project is completed?	
18	Were the project record kept as before the mid-term audit? Any changes/problems?	
19	How were the project outputs promoted to stakeholders/general public? Please, elaborate.	
20	Is the documentation on the project management available?	
21	Are all the project documents archived?	
22	Were the project outputs (realized thus far) duly promoted to stakeholders? At which stakeholders was the promotion aimed? Please, elaborate.	
23	Is the documentation on the project management available?	
24	<i>Is there anything you would like to add?</i>	

**Questionnaire
for the Quality Control and Monitoring Board members**

<i>Project completion/final audit stage</i>		
1	Was the communication within the QCMB without any major problems since the mid-term audit?	
2	Was the communication of the QCMB with the Project Coordinator without any major problems since the mid-term audit?	
3	Was the communication of the QCMB with the Project Executive Committee without any major problems since the mid-term audit?	
4	Was the communication of the QCMB with the project team members without any major problems since the mid-term audit?	
5	Did the QCMB meetings take place in accordance with the adopted rules and plan since the mid-term audit?	
6	Did the project team meetings take place in accordance with the adopted rules and plan since the mid-term audit?	
7	Did any predicted risks/new risks appear since the mid-term audit? If yes, how did you handle the identified risks? Did those risks affect the quality of the project realization? If yes, how were they eliminated?	
8	Was the quality and quantity of the achieved outputs monitored as before the mid-term audit?	
9	Which measures have been taken by the QCMB to assure the quality of the project outcomes /products since the mid-term audit?	
10	Was the project budget monitored as before the mid-term audit?	
11	Were the project records kept as before the mid-term audit? Are the data being backed up?	
12	Were all the tasks, planned to be realized implemented at a standard level of quality as before the mid-term audit? If not, why? Please, elaborate.	

13	Were all the outputs/products, planned to be realized executed at a standard level of quality as before the mid-term audit?? If not, why? Please, elaborate.	
14	Do you consider, from the quality aspect, that the project is a success <i>in general</i> , i.e. are the project objectives met at a standard level of quality? Please, elaborate.	
15	Is the documentation on the quality control and monitoring in this stage available?	
16	Is that documentation at the standard level of quality?	
17	<i>Is there anything you would like to add?</i>	

**Questionnaire A
for the Team members**

<i>Project design stage</i>		
1	Did you have/know your competencies and responsibilities at this stage?	
<i>Project planning stage</i>		
2	Did you have/know which activities you were responsible for at this stage?	
<i>Project implementation stage</i>		
3	How often did the project team meetings take place? Did you attend the meetings? How many meetings were held and at how many you were present? Please elaborate.	
4	Did you regularly communicate the actual status of project activities and individual outputs to the project manager? How? Did you prepare reports? Please elaborate.	
5	If it was necessary to make the project changes, do you know about the related processes?	
6	Did you have an overview of requested changes? Did you know which changes were approved and which were turned down? How were the changes approved?	
7	Were you able to propose any changes? Were they accepted/rejected? Please elaborate.	
8	How did you monitor the results achieved and their qualitative characteristics?	
<i>Project completion/final audit stage</i>		
9	Are you satisfied with your role in the project realization? Please elaborate.	
10	Were the tasks assigned to you adequate with respect to your qualifications?	

11	Do you think that you could execute some other tasks better? If yes, which one(s)? Please elaborate.	
12	What is your general opinion on the project realization so far? Please elaborate.	
13	Any suggestions on what you think that should/could be improved/changed in project tasks/outputs? Please elaborate.	
14	<i>Is there anything you would like to add?</i>	

**Questionnaire B
for the Team members**

<i>Project completion/final audit stage</i>	
1	How often did the project team meetings take place? Did you attend the meetings? How many meetings were held and at how many you were present? Please elaborate.
2	Did you regularly communicate the actual status of project activities and individual outputs to the project manager? How? Did you prepare reports? Please elaborate.
3	Did you have an overview of requested changes? Did you know which changes were approved and which were turned down? How were the changes approved?
4	Were you able to propose any changes? Were they accepted/rejected? Please elaborate.
5	Are you satisfied with your role in the project realization? Please elaborate.
6	Were the tasks assigned to you adequate with respect to your qualifications?
7	Do you think that you could execute some other tasks better? If yes, which one(s)? Please elaborate.
8	What is your general opinion on the project realization so far? Please elaborate.
9	Any suggestions on what you think that should/could be improved/changed in project tasks/outputs? Please elaborate.
10	<i>Is there anything you would like to add?</i>

The "A" form of questionnaire for the team members was intended for those members that did not take part in answering the questionnaire at the mid-term audit stage, while the form "B" was for those who did.

Questionnaire for students

<i>Project completion/final audit stage</i>	
1	How much, in general, do you know about this project? Please elaborate.
2	How many pilot courses, offered within the project realization, did you attend? Please, list which courses.
3	Why did not you attend more/all the courses?
4	Did you want to?
5	How do you evaluate the course/courses you did attend? Please give grade: From 1 (poor) to 5 (excellent). Please evaluate <u>all</u> the courses that you attended.
6	Were the conditions for the course adequate? 1) Number of students in the class? 2) Teaching equipment? 3) Course materials? 4) Were the course materials provided? (In advance, in time, later). 5) Teacher's attitude? 6) Number of credits? Please, elaborate on each issue.
7	What would you change/improve?
8	Did you work in the lab? If not, would you like to?
9	Did you find the course(s) that you attended useful for your further studies? Which one(s) and how was it useful? Please, elaborate.
10	Did you find the course(s) that you attended useful for your future employment? Which one(s) and how was it useful? Please, elaborate.
11	Would you suggest some new courses to be held? Or the new topic to be considered within the courses that were offered? Please, elaborate.
12	<i>Is there anything you would like to add?</i>

Instructions for filling in the questionnaire

Fill in the questionnaire in Word directly, do not write in handwriting, if possible.

Please, answer all the questions to the best of your knowledge.

Please, write as much as you want or can and extend your answers to as many lines as you feel necessary.

For questions where it is written: "Please, elaborate" means that you should explain your answer.

If you find that some question does not concern you, just write N/A – non-applicable.

The last question is for your additional remarks, if you feel that you could add some thoughts for improving the project realization.

Thank you!

Note: Questionnaire is being filled anonymously! Do not sign it!