

**Summary of answers to Questionnaire  
for the Quality Control and Monitoring Board members**

<i>Project implementation stage</i>		
1	Do you know what the task of each of the QCMB members is?	<b><i>Yes, they all do.</i></b>
2	Was the communication within the QCMB without any major problems?	<i>The communication among QCMB went very well. QCMB communicate through several channels. These include Email, Line, what's app, and telephone calls.</i>
3	Was the communication of the QCMB with the Project Coordinator without any major problems?	<i>There was no problem in the communication of the QCMB with the Project Coordinator.</i>
4	Was the communication of the QCMB with the Project Executive Committee without any major problems?	<i>There was no problem in the communication of the QCMB with the Project Executive Committee.</i>
5	Was the communication of the QCMB with the project team members without any major problems?	<i>There was no problem in the communication of the QCMB with the project team members.</i> <b><i>Another opinion:</i></b> <i>Some delays, but overall the tasks were carried out.</i> <b><i>And another:</i></b> <i>Communication with the PEC is correct. There are sometimes small delays, but they do not affect the positive assessment.</i>
6	Did the QCMB meetings take place in accordance with the adopted rules and plan?	<i>Partially, because of some of the changes in plan have been informed via email.</i> <b><i>Another opinion:</i></b> <i>QCMB meetings has been held as planned and followed the rules suggested in the QCMP. (majority of answers)</i> <b><i>And another:</i></b> <i>There were also unofficial meetings online through a social media platform.</i>
7	Did the project team meetings take place in accordance with the adopted rules and plan?	<b><i>In all the Thai universities project team meetings were held regularly, once or twice a month and even more frequently if it was necessary to resolve some situation.</i></b>
8	Do you know what the task of each project team member is?	<i>Yes, all the QCMB know their tasks.</i>
9	How does the QCMB evaluate and approve changes in the project plan and realization?	<i>The main channels are meetings or via email through surveys, the conclusions, including observations and recommendations been recorded under the minute meeting or centralized and transmitted</i>

		<p><i>to implicated parties via email by QCMB Chair.</i></p> <p><i>The QCMB Chair will inform about the change via email or in the meeting.</i></p> <p><i>We discuss until reaching consensus answer after that implement it.</i></p> <p><i>The Task leader informs about changes in the plan to QCMB. The QC Task leader would circulate an email to all QCMB members for approval and then make conclusions and submits the issues to PEC. The PEC will take action on approval of any changes to the plan.</i></p> <p><i>WPL will circulate the issues to be discussed around the QCMB.</i></p> <p><i>Finalization of the discussion is made based on the majority.</i></p> <p><i>QCMB assesses individual stages/tasks at meetings or assesses in the form of a survey that is sent to the Chair. The survey includes an assessment of the individual elements of a task/project, as well as any comments and reservations.</i></p>
10	<p>How does the QCMB monitor the PEC actions?</p> <p>Are there regular communications /discussions /exchange of reports?</p>	<p><u><i>QCMB monitors the PEC actions, through the reports presented in the meetings, both online or onsite, or submitted by PEC to QCMB Chair.</i></u></p> <p><i>QCMB assesses PEC during meetings and using reports that are sent to the QCMB Chair.</i></p> <p><i>There are regular communications regarding issues of reporting documents.</i></p> <p><i>QC Task leader, or her representative, attends all the PEC meetings.</i></p> <p><i>Not really! (Strange answer!!!!)</i></p>
11	<p>Who monitors the risks? How do the risks affect the quality of the project realization?</p>	<p><u><i>A risk management committee (RMC), composed of all the WPLs (Co-WPLs), chaired by PC. The risks identified in the project could affect the quality of the project realization through delaying project outcomes (benefits), reducing the quality of the project outputs, extending timeframes, increasing costs.</i></u></p> <p><i>The QCMB and PEC monitor the risks. PEC and the project coordinator.</i></p>
12	<p>How does the risk management take place? When, how and to whom do the QCMB members communicate the risk development or arising new risks?</p>	<p><i>PMCP-V2.0 (Section 7 Project Risk Management). The communication are mostly done via email, to QCMB leader,</i></p>

		<p>and further to implicated parties, that always involves PC.</p> <p><i>QCMB members inform the QCMB Chair at meetings or via email about identified threats, she then informs the PC.</i></p> <p><i>The PEC and the project coordinator will consider the risk based on the project plan. The risk will be assessed by QCMB only when the task leader submits a report with incomplete content.</i></p> <p><i>Whenever any risks are foreseen, QCMB will have a discussion. PEC and PC will be informed when the issue cannot be handled by the internal measures.</i></p>
13	Which measures have been taken in the project to eliminate effect of risks on quality of the project realization, outcomes/products?	<p><u><i>Through the Risk assessment form.</i></u></p> <p><u><i>All RMC members are asked to consult with his or her WP members to perform the risk assessment on an annual basis and complete this risk assessment form.</i></u></p> <p><u><i>The form should be submitted to PC by the end of October.</i></u></p> <p><u><i>A specific set of measurement were developed for each task.</i></u></p>
14	Was the quality and quantity of the achieved outputs monitored?	<p><u><i>The monitoring is been done in relation to evaluation criteria established for the tasks and the adjusted project work plan.</i></u></p> <p><i>Yes, the timeliness of course development and the material developed were checked.</i></p> <p><u><i>All outputs must be approved by both QCMB and PEC before the publication.</i></u></p>
15	Which measures have been taken by the QCMB to assure the quality of the project outcomes /products?	<p><u><i>The project outcomes/products are evaluated against the specified criteria.</i></u></p> <p><u><i>If the outcome does not fulfill the requirements, the QCMB Chair will inform the WP Leader responsible to make the necessary adjustments.</i></u></p> <p><i>Evaluates the courses' contents.</i></p> <p><i>QCMB members from all partners share information about the progress of the project. The QCMB Chair communicates in updating the status of the project.</i></p> <p><i>QCMB evaluate all reports using the QF-DES form.</i></p>
16	How was the project budget monitored?	<p><u><i>The project budget was monitored through the financial statements sent by each partner.</i></u></p> <p><i>PEC leader handles this task.</i></p>

		<p><i>Monitored and reported by financial statements, project time sheet and monthly time sheet every month.</i></p> <p><i>By the project coordinator, PEC, and Team manager.</i></p> <p><i>PC will monitor the budget overall. For PSU, the university has an administration body to look over how the allocated budget is spent.</i></p> <p><b><i>Note here: The PSU administration body cannot be above the project manager and team. Spending of funds should be justified (explained) ONLY to PEC and PC and not to a particular university's financial administration.</i></b></p>
17	<p>What project records do the QCMB keep? How are they kept? Are the data being backed up?</p>	<p><u><i>The main records maintained by QCMB, through QCMB leader, available on each member mail archive, and also on project website are related to the project outcomes/ products assessment, QCMB minute reports, QCMB reports and QCM reports.</i></u></p> <p><i>The records are kept in the electronic file format. The data was updated and backup by the QCMB leader.</i></p> <p><b><i>And a somewhat puzzling answer: Nothing. Records of the project has been kept on the project website, as well as in email and personal data storage.</i></b></p>
18	<p>Who has access to the QCMB records? To whom are the information/reports on the current quality development of project management/realization passed?</p>	<p><u><i>For the records uploaded on the project website, the access is available to all the registered project members which are logged on. For the assessment's records, the data are sent via email to the responsible WP Leader and PC.</i></u></p> <p><i>Every member of QCMB has their own record. However, all the record was kept and collected by the QCMB leader. QCMB Leader. We inform to task leader and PEC.</i></p> <p><b><i>The whole team can access the QCMB records that were approved by PEC on the project website.</i></b></p>
<b><i>Project mid-term evaluation stage</i></b>		
19	<p>Were all the tasks, planned to be realized thus far, implemented at a standard level of quality? If not, why? Please, elaborate.</p>	<p><u><i>The tasks planned to be realized thus far, were implemented at the standard level required by the project and the evaluation criteria identified, when necessary taking in account the</i></u></p>

		<p><u>comments and recommendations of QCMB.</u></p> <p><i>Most of the tasks were implemented as planned.</i></p> <p><i>All the tasks that have been implemented are of standard quality. However, it is very challenging now as we are moving through WP2 when the pilot tests to be conducted in each partner university. <u>Some local rules and regulations may apply, that probably prevent the planned activities to successfully take place in time.</u></i></p> <p><b><i>This is very important to note!!!!</i></b></p> <p><i>All tasks were carried out at a standard level, following QCMB's comments and recommendations.</i></p>
20	<p>Were all the outputs/products, planned to be realized thus far, executed at a standard level of quality? If not, why? Please, elaborate.</p>	<p><u>There were some delays that triggered the delaying of the following tasks, mainly because of the different holidays and busy periods/schedules from country to country, respectively member to member.</u></p> <p><b><i>Note: this is plausible explanation for some of delays in the project realization.</i></b></p> <p><i>Outputs of the projects passed the quality criteria prior to the publications. Outputs we have thus far are results of the gap analysis from WP1 which become inputs of WP2 to develop the course structure. It can be clearly seen that those outputs were considered when the project worked on each subject.</i></p> <p><b><i>Several members answered with simple "yes".</i></b></p>
21	<p>Which measures to improve the project organization were implemented? Were they implemented at a standard quality level? If not, why? Please, elaborate.</p>	<p><u>Members' feedback was requested. Meetings held online through skype, WhatsApp and Zoom. If established as necessary, plans have been reviewed and forms/worksheets developed to assure the appropriate outcome.</u></p> <p><b><i>QCMB are monitoring each Task. If improvement is needed, the PEC will be informed and implemented.</i></b></p> <p><i>There are feedbacks from public events that were recorded and used as improvement information.</i></p> <p><i>Worksheets and/or questionnaires were prepared for individual tasks. In the case</i></p>

		<p><i>of a low rating, it was recommended to make changes. Revisions were made after the changes.</i></p> <p><b><i>Several members answered N/A???</i></b></p>
22	<p>Which measures to improve the project <b>realization</b> were implemented?</p> <p>Were they implemented at a standard quality level?</p> <p>If not, why?</p> <p>Please, elaborate.</p>	<p><b><i>I apologize for repeating question #21!</i></b></p>
23	<p>Do you consider, from the quality aspect, that the project is a success <i>thus far</i>, i.e. are the project objectives met at a standard level of quality?</p> <p>Please, elaborate.</p>	<p><u><i>Thus far, the finished outcomes of the project met the assumed quality level, there is still a need to recover from delays.</i></u></p> <p><b><i>Some interesting answers/suggestions:</i></b></p> <p><i>Yes, but it could be better. The level of expected outcomes should be clearly identified before the given task have commenced.</i></p> <p><i>Based on the evaluation of task outcomes, the quality of outputs is very good. This project seems to accomplish the proposed goals.</i></p> <p><i>From my point of view, the project is considered successful at some level. Project results have been released from each WP with great effort and dedication, though some delays may be experienced.</i></p> <p><i>The project's goals have been achieved; the quality is at a satisfactory level.</i></p>
24	<p>Is the documentation on the quality control and monitoring in this stage available?</p>	<p><u><i>Yes, on the website project, Task 4.2 Leader, WP4 Leader and PC.</i></u></p> <p><b><i>QCMP is available on the website and it is up-to-date.</i></b></p> <p><i>Documentation is available from the QCMB leader, Task 4.2 Leader and project website.</i></p>
25	<p>Is that documentation at the standard level of quality?</p>	<p><b><i>Mainly all the answers were simply: "Yes, it is".</i></b></p> <p><i>QCMP is developed using the Erasmus+ project standard.</i></p> <p><i>Yes. We also allow changes to be made whenever the documentation is not clear or insufficient.</i></p> <p><b><i>This is an important remark!!!</i></b></p>
26	<p><i>Is there anything you would like to add?</i></p>	<p><b><i>Nobody did add anything.</i></b></p>