

 Innovate Strategic Partnership
for European Higher Education

ISPEHE

Quality Assurance and Risk Assessment Plan

Participating organizations



Univerza v Ljubljani



Project:

INNOVATIVE STRATEGIC PARTNERSHIP FOR EUROPEAN HIGHER EDUCATION (ISPEHE)

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1. INTRODUCTION

This document forms a single point of reference on the quality that will be governed during the course of the ISPEHE project. The aim of the Quality Assurance Plan (QAP) is to define the quality control and quality assurance activities that will be carried out throughout the project in order to ensure smooth implementation, continuous monitoring and high quality level of the project results and the project outcomes.

The QAP will enable an efficient collaboration among the project partners and delivery of project results and outcomes, whereas the risk assessment analysis is necessary for evaluation and control of potential project risks, focusing on their precautionary diagnosis and handling.

2. DISTRIBUTION LIST

This Quality Assurance Plan will be distributed to the all the Project Partners:

Integrated Business Institute (IBI)
University of Pavia (UNIPV)
University of Ljubljana, Faculty of administration (FA)
Riga Technical University (RTU)
The University College of Economics and Culture (EKA)

The Quality Assurance Plan (draft version) is prepared by IBI. All partners need to revise and update the Quality Assurance and Risk Assessment Plan. The Quality Assurance and Risk Assessment Plan will be presented and discussed during the Kick-off meeting held in Skopje on March 12th-13th.

3. PROJECT DESCRIPTION

The main objective of ISPEHE is the creation and strengthening of long-term strategic cooperation between Higher Education Institutions (HEIs), students and enterprises, and developing sustainable learning advancements in HEIs on European level. For this purpose, three specific objectives of the project are set as:

- Support and implementation of models for effective and practical learning, which will encompass awareness for innovation driven culture and entrepreneurship, through developing an integrated curricula which will be taught across partnering HEIs and will strengthen entrepreneurial spirit and encompass best practices of all partners.
- Promotion and enhancement of career advising systems for students, by creating a collaborative link among stakeholders on all operational levels, through creating a Consolidated Career Center, which will function across countries and HEIs
- Development of Business Education Public Integration Platform (BEP), which will increase the opportunities for cooperation between HEIs, students, businesses and other stakeholders and will be a useful tool for support and management of projects online.

With these activities, ISPEHE partners address two crucial issues of the European requirements (EU strategy 2020) for improvement of higher education, improving the quality and efficiency of education, enhancing creativity and innovation in education, with specific accent on entrepreneurship.

The work schedule for the project, including all activities planned to ensure meeting project objectives is as follows:

Phase one: Preparation phase (January 2015 – March 2015)

In this phase the following outcomes are expected:

- Developing a project website
- Commencing with project promotion
- Staff recruitment
- Drafting Dissemination, Communication and Visibility Plans
- Creation of Quality Assurance Plan
- Preparation of Project Breakdown and Incidentals Budget
- Kick-off meeting
- Meeting with project stakeholders
- Preparation of inception Report

Phase two: Implementation phase (April 2015 – May 2016)

During Phase two, the following outcomes are expected:

- Creation of SILM – Strategic integration of learning modules
- For this outcome, one transnational meeting in Riga, Latvia (EKA) is planned, as well as one-week Intensive capacity building programme at Pavia, Italy (UNIPV).
- Establishment of a Consolidated Career Centre
- For this outcome, one Intensive capacity building programme is planned at Ljubljana, Slovenia (FA).
- Development of BEP
- For this outcome, at least two video conferences, organized by IBI, Skopje, R. Macedonia, and one transnational meeting hosted by RTU, Riga, Latvia are planned.

Phase three: Dissemination Phase (June 2016 – August 2016)

- o Organization of a multiplier event by IBI, for presenting the of Integrated Model for Fostering an Innovation Driven Culture and Learning Efficiency at HEIs
- o Organization of audiovisual consultation sessions with business sector representatives for students (IBI, Skopje, R. Macedonia)
- o Promotion of BEP at European level

Phase four: Follow-up (September 2016 – October 2016)

- o Evaluation of the Integrated Model for Fostering an Innovation Driven Culture and Learning Efficiency at HEIs by students at partnering HEIs.
- o Evaluation of Consolidated Career Centre by students at partnering HEIs.

Phase five: Conclusion (November 2016 – December 2016)

- o Organization of final event (IBI, Skopje, R. Macedonia)
- o Preparation of Final report

4. PROJECT MEETING MATRIX

Meeting	Objectives	Audience	Frequency/ Time	Prior notice	Hosting institution	Medium/ Location	Deliverables
Kick-off meeting	Introduce the team, roles and members, brief project review, objectives and project activities, initial discussion about the BEP platform	All project partners	Once, Duration: 2 days 12-13 March, 2015	6 weeks	IBI	Face to face	Agenda, Meeting minutes, Dissemination, communication and visibility plan Quality assurance and risk assessment plan Inception report
Video conference meeting	Building BEP version 1, Testing and improving BEP version 1	All project partners	Four times, one April- May, 2015	1 week	IBI	Teleconference	/
Joint staff meeting	Perspectives and modernization of HE Pathways for making the education practices more accessible and acceptable in direction of designing new innovative education approaches that will satisfy the business sector needs	All project partners	Once Duration: 2 days Period: Between June, 2015	6 weeks	EKA	Face to face	Agenda, Meeting minutes, Individual Reports from participants
Intensive capacity building/training activity	Integrating the existing curricular content and teaching methods, adding value added and innovative spirit to the	All project partners	Once, Duration: One week (5 working days) Period:	6 weeks	UNIPV	Face to face	Agenda, Meeting minutes Individual Reports from participants

	already implemented curricula		September, 2015				
Intensive capacity building/training activity	Pilot Consolidated Career Centre	All project partners	Once, Duration: One week (5 working days) Period: December, 2015	6 weeks	University of Ljubljana	Face to face	Agenda, Meeting minutes Individual Reports from participants
Joint staff meeting	BEP design-features and functionalities	All project partners	Once Duration: 2 days Period: June, 2015	6 weeks	RTU	Face to face	Agenda, Meeting minutes, Individual Reports from participants
Multiplier event	Presentation of the Pilot model	All project partners	Once Duration: 1 day Period: June, 2016	6 weeks	IBI	Face to face On-line	Agenda, Report
Multiplier event	Audiovisual consultation sessions with business sector representatives and students	All project partners	Once Duration: 1 day Period: July, 2016	6 weeks	IBI	Face to face On-line	Agenda, Report
Final event	Overall presentation of project results Final project promotion	All project partners	Once Duration: 2 day s Period: November, 2016	6 weeks	IBI	Face to face On-line	Agenda, Final report

5. MEETING GUIDELINES

5.1 Meeting requests

Meetings will be organized and scheduled by contacting all team members. Meeting dates should be agreed upon and pre-announced at least 3 (three) weeks beforehand. The respective team leader is responsible for initiating meeting organization. Meetings will be collocated when possible to minimize expenses and travel time of partners.

5.2 Participants to meetings

A pre-determined number of team members from each partnering organization is required to attend meetings, as prescribed by the project proposal and project plan. All meeting participants are required to participate in cooperative manner. If a planned participant is unable to attend a meeting, they must inform the meeting organizer beforehand, and/or provide a substitute member to take their place.

5.3 Meeting Agenda

Meeting agendas are prepared by meeting organizers. A meeting agenda must be distributed to all participants 14 (fourteen) days in advance. Meeting participants may suggest additional items to be added to the Meeting Agenda, but no later than 5 (five) days before the start of the meeting. During the meeting the consortium can add new items on the agenda following a unanimous decision.

5.4 Meeting minutes

Meeting minutes will be distributed within 10 business days following the meeting by the team leader of the organizing partner. All decisions become binding after they have been recorded in the meeting minutes and the meeting minutes have been accepted by the participants.

5.5 Resources for meetings

All resources for meetings will be available on the meeting, as well as the private section of the web site of the project.

6. INDICATORS OF ACHIEVEMENT

All expected outcomes will be measured in terms of the successfulness of their achievement. For this purpose, Indicators of Achievement (IOA) for each expected result are prescribed. After the completion of an activity, the project coordinator will measure the IOA for the expected result, thus establishing the rate of successful achievement. Results are divided into three groups, as per the specific objectives they satisfy.

Specific objective 1 - Support and implementation of models for effective and practical learning

Result 1: Enhanced capacities by attending a 7-day Intensive Capacity Building Staff Programme (ICBF) (UNIPV)

Indicators of achievement:

- Agenda for the 7-day ICBF Programme with detailed presentation of the daily activities of the visiting staff
- List of participants
- 10 Short Individual Reports from participants
- Handouts and power point presentations from the meeting

Result 2: Developed Integrated Model for Fostering an Innovation Driven Culture and Learning Efficiency at HEIs

Indicators of achievement:

- Documented pilot Model for increasing innovation among prospective students, published in English and disseminated to stakeholders (available online)
- Impact assessment and evaluation from students

Result 3: Raised public awareness by organizing a public Event for promoting the Integrated Model for Fostering an Innovation Driven Culture and Learning Efficiency at HEIs

Indicators of achievement:

- Agenda for public Event
- List of participants
- Number of total online views of the streamed event
- Materials from the event (publicly available)

Specific objective 2 – Enhancement of career advising systems for students by creating Consolidated Career Center

Result 4: Increased capacities to undertake advisory activities, pedagogical services and participatory approach in guiding students to most suitable prospective career paths by attending a 7-day Intensive Capacity Building Staff Programme (ICBF) (FA).

Indicators of achievement:

- Agenda for the 7-day ICBF Programme with detailed presentation of the daily activities of the visiting staff
- List of participants

- 10 Short Individual Reports from participants
- Visual materials (Handouts and power point presentations from the meeting)

Result 5: Established and developed core operational capacities of a Pilot Consolidated Career Centre

Indicators of achievement:

- Legal documentation completed for the establishment of the Consolidated Career Centre
- Number of students using the services of the Consolidated Career Centre
- Evaluation results from students assessing impact of Consolidated Career Centre.
- Specific objective 3 – Creation and promotion of Business Education Public Integration Platform (BEP) increasing opportunities for cooperation between HEIs, students, businesses and other stakeholders

Result 6: Increased and strengthened network of stakeholders and enhanced communication among the partnering institutions and stakeholders in the direction of successful implementation of the project activities

Indicators of achievement:

- Visual and work materials
- Preparation report

Result 7: Created and maintained a fully operational Business Education Public (BEP) Integration Platform

Indicators of achievement:

- Monitoring of BEP (response time less than 1 second, monitored and measured with a specialized software monitoring solution)
- Number of overall end users of BEP platform (measured at the start of BEP version 2 development cycle and at the end of the project).
- Number of collaborative projects at the end of the project using BEP

7. QUALITY ASSESSMENT

The project coordinator establishes and maintains an assessment program which includes procedures for planning and implementing regular assessments. Assessments of quality control are made on quarterly basis, based on the risk factor of the activities undertaken. During quality assessment IOA are carefully examined and assessed as to provide clear image of the level of quality implementation of the project. The results of assessments are documented, reviewed by the project manager and are tracked to verify development and effective implementation of corrective actions. Monitoring and surveillance activities are undertaken as a continuous barometer of quality assurance compliance and implementation. The results of quality assessments are documented in a formal report of the project manager.

8. EXPECTED RISKS

Several risks are predicted to occur during the implementation of the project. Their definition, likelihood of occurrence and remedies follow:

➤ Low level of involvement of stakeholders

There is a possibility that some of the stakeholders, especially businesses or students may not be willing to take part in planned activities.

Level of risk: Low

Risk management strategy: Constant communication with all stakeholders and focusing all promotion activities at target groups of the project. Already established cooperative links of partnering HEIs with students and business entities will be used to remedy this problem.

➤ Conflict among team members

During the implementation of the project, there is a possibility of conflicting activities among project team members and overlapping of dependent activities.

Level of risk: Low

Risk management strategy: Meticulous planning of project activities and scheduling during the preparation phase. Constant communication among project coordinators of each team will ensure that any arising conflicts are resolved immediately.

➤ External conditions

During the implementation of the project, there will be possibilities that external conditions of economic, political or legal nature may impede or endanger the implementation of project activities.

Level of risk: Low

Risk management strategy: At least two different scenarios for implementing the project activities will be prepared during the Preparation Phase in order to smooth out any external effects that might occur throughout the project period.

➤ Delays of project implementation

Due to either/both internal or external factors, delays of project activities and/or project implementation may occur.

Level of risk: Medium

Risk management strategy: Meticulous planning of project activities and scheduling during the preparation phase. Use of CPM and Perth chart to map milestones and deadlines for the project, as well as constant communication with partners, in order to ensure deadlines are met and delays do not occur.

During the implementation of the project, risk assessment will be made on quarterly intervals, in order to ensure that objectives are met and risk management strategies are in action. If required, project partners may change or adapt risk strategies to respond to current and expectant conditions.