

## **QUALITY ASSURANCE PLAN**

### **for the project Learning at Any Time, at Any Place via any Device (BYOD-Learning)**

Under the activities in the Quality Assurance, we suggest a detailed list of activities and documents to be used during the period of the implementation of the project:

1. Quality Assurance Statement – signed by a representative from each partner organization
2. Contingency Plan – plan for handling the possible risks
3. Timeline/Gantt chart of the project activities for the whole period (from the coordinator)
4. List of tasks and responsibilities for each partner (suggested by the coordinator and partners)
5. Delivering of the tangible results as described in the application form (all)
6. Evaluation forms filled in by partners periodically and after completion of a result
  - Assessment of project management
  - Assessment of quality assurance
  - Assessment of deliverables/tangible results
  - Assessment of the dissemination activities
  - Assessment of the transnational meetings
7. Quarterly reporting by each partner of their activities and progress reports using a template provided, which covers the following parameters: - to what extent do they comply with the deadlines, fulfillment of individual and team tasks, finishing the results as scheduled.

The following indicators will be used to assess the success of the implementation. The questions in the evaluation forms will give information about the following:

- COMPLIANCE - Related to the ratios that indicate the degree of fulfillment of the tasks or duties.
- EVALUATION - Related to the ratios or methods to identify the performance and improvement opportunities of the tasks, processes or activities.
- EFFICIENCY - Related to the ratios that indicate the time invested and the cost necessary to fulfill a task.
- EFFICIENCY - Related to the ratios that indicate the success in the fulfillment of a task, such as the percentage of the task carried out at any time.
- MANAGEMENT - Related to the project management tools, the quality of communication between the coordinator and the partners and the efficiency of the procedures.