



Tempus



Quality Control System (QCS)

Work package: **WP6 – Quality control and monitoring**

Deliverable: **Quality control and monitoring–project implementation and management plan**

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Introduction

Work package 6 of the **Tempus project IDEAlab** is '**Quality control and monitoring**'. The aim of this work package is to assure the optimal quality, structure, processes and results of the project. The leader of this WP is WUS Austria who will conduct continuous monitoring of the project, but will be supported by all partners (in form of feedback, inputs about developments in their countries and institutions, different reports etc.) in order to steer the project into the right direction. This aim will be achieved through the implementation of different quality control measures implemented at different stages of the project; these are grouped and distributed among the Consortium partners in the following way:

- 1. Quality control system established:** Quality Control System with all needed procedures, methodologies and performance indicators for evaluating the progress and the results of the project, as well as for a permanent quality assessment of IDEAlab operation, developed training and training materials.
- 2. Processes and results controlled and monitored:** All processes and results will be checked internally by peers inside consortium. This will be the first step to ensure quality of IDEAlab programs and content. Important results, like developed IDEAlab model, established physical and virtual lab, as well as developed trainings and training materials, will be externally reviewed by independent experts outside consortium (subcontracting). WUS Austria will be in charge of internal and external quality control and monitoring.
- 3. IDEAlab programs and conditions evaluated:** Evaluation surveys of IDEAlab users (students, companies) will be conducted regularly during the training period. All evaluations will be anonymous. The feedback on users' satisfaction concerning the IDEAlab programmes and conditions is crucial for controlling the quality of project results.
- 4. Best practice with other Tempus projects exchanged:** Exchange of best practice with other Tempus projects, including Inter-Tempus project coaching will be organised in collaboration with representatives of several similar projects currently running in WBC in order to use their accumulated expertise and to undertake a peer review. For this activity there is special interest to collaborate with projects targeting links between university and industry.

This Quality Control Plan is a model that can be adapted in accordance to changes during the project's implementation process.

Quality Control and Monitoring Responsibilities

This section outlines the specific evaluation and quality assurance procedures planned in Tempus IDEAlab by firstly giving an overview about the responsibilities of the partners in general, then providing a short overview on different quality assurance activities and expected outputs.

As part of **WP 6, WUS Austria (work package leader)** will

- Prepare a draft **Quality Control and Monitoring of Project Implementation and Management Plan (QCMMP)** [6.1, this document]
- Overview the whole process of quality control with strong support primarily from the project coordinator, but also from WP leaders as well as all other partners
- Develop specific forms and guidelines for conducting surveys and interviews among partners and relevant stakeholders
- Implement, with the help of partners, specific instruments which will provide valuable inputs for monitoring of the project implementation in order to assure achievement of good results
- Discuss potential risks at each project meeting in order to assess them in the current situation, to predict new risks and discuss mitigation strategies incl. required resources
- Review all relevant documents and reports regarding project implementation (e.g. partner reports, EACEA monitoring reports, etc.)
- Conduct interviews during project meetings or using online instruments in order to assure correct functioning of the labs and satisfaction of stakeholders
- Conduct ad hoc monitoring visits, if needed, with prior approval of the EACEA.

Project partners and their tasks/responsibilities in the project:

No./name	Main tasks (selection of most important ones)
P1 (Coordinator) - UNS UNIVERSITY OF NOVI SAD	- Leader of WP 3 – IDEALab operation: manage all activities related to iDEALab operations and programs delivery -development of IDEALab model and platform for students and young researchers based on reports on best EU practice and WBC needs assessment; responsible for finalizing IDEALab White paper -lead task of purchasing equipment and setting up iDEALabs -active role in all aspects of developing iDEALab – participate in trainings, developing trainings and training materials for students & companies as well as in developing virtual platform for iDEALab users -mentoring students’ ideas and open innovation projects -in charge for constituting Operation Group -support creation of regional Market for ideas -starting annual competition of entrepreneurial students from the region -take part in all dissemination, networking and activities related to securing sustainability of project result; promoting iDEALab and its services, attracting students and companies, informing other stakeholders and developing communication with media -including iDEALab into teaching process -lead task of exchanging best practice with other Tempus projects -take part in all activities related to monitoring and quality control of project processes and results, and providing internal reviews



	<ul style="list-style-type: none">-carry out continuous internal monitoring of workplan realization and prepare reports-Leader of WP 7 – Project management-in charge of overall project management (organization of kick off and closing meetings. Fully responsible for financial management of the project, writing progress reports, as well as interface with EC; coordinate development of project management procedures and financial reporting rules)-facilitate the process of iDEALab development focusing on students-take part in continuous internal monitoring of workplan realization
P2 - VTSSU Subotica Tech – College of Applied Sciences	<ul style="list-style-type: none">-analyzing local needs, collecting statistic data, questionnaires and interviews with key stakeholders, developing iDEALab model, setting up iDEALab and its inclusion into teaching process-writing regular reports on workplan realization-lead tasks of developing open innovations, as collaboration between companies and students-establishing annual regional open innovation practitioners' conference-active role in trainings, developing trainings and training materials for students and companies-mentoring students' ideas and open innovation projects, as well as in developing virtual platform for iDEALab users-involved in training iDEALab users, mentoring students' ideas and open innovation projects-take part in all dissemination and networking activities and invest its efforts in promoting iDEALab and its services, attracting students and companies, informing other stakeholders and developing communication with media-developing regional Market for ideas-activities related to securing sustainability of project results, especially in inclusion of iDEALab into teaching process and building partnerships with companies/governments-monitoring and quality control of project processes and results-important role in developing quality control mechanisms
P3 – TCAS Technical College of Applied Sciences in Zrenjanin	<ul style="list-style-type: none">-participate in analyzing local needs, collecting statistic data, questionnaires and interviews with key stakeholders, developing iDEALab model and iDEALab set-up-writing regular reports on workplan realization-participate in trainings, developing trainings and training materials for students & companies-developing virtual platform for iDEALab users-involved in all aspects of iDEALab operations and programs delivery - in training iDEALab users, mentoring students' ideas and open innovation projects-take part in developing regional Market for ideas-take part in all dissemination and networking activities and establishment regional students' start up competition and open innovation practitioners' conference-actively support establishment of both regional students' start up competition (RSC) and regional open innovation practitioners' conference (RPC)-lead task of evaluating iDEALab students' programs and conditions-take part in all activities related to securing sustainability of project results, monitoring and quality control of project processes and results, and providing internal reviews



<p>P4 – VOICT Vojvodina ICT cluster</p>	<ul style="list-style-type: none">-participate in analysing company needs, collecting statistic data, questionnaires and interviews with key stakeholders, developing iDEALab model-promoting open innovation approach among companies and professionals, and encourage partners to use iDEALab services-responsible for writing regular reports on workplan realization and budget execution for coordination meetings and project management team-lead task of developing virtual platform for iDEALab users and developing and technically maintaining project web site-active role in all other aspects of developing iDEALab (participate in trainings, developing trainings and training materials for students & companies)-involved in all aspects of iDEALab operations and programs delivery - training iDEALab users, mentoring students' ideas and open innovation projects-take part in developing regional Market for ideas-take part in all dissemination and networking activities-promoting open innovation approach among companies and professionals, and encourage partners to use iDEALab services-inform other stakeholders and communicate with media-analyzing local needs, all activities related to securing sustainability of project results, especially in developing sustainability strategy-building partnerships with companies/governments-monitoring and quality control of project processes and results-providing internal reviews
<p>P5 - BINSTH Business incubator Novi Sad</p>	<ul style="list-style-type: none">-participate in analyzing local needs, especially new company's needs, collecting statistical data, questionnaires and interviews, developing iDEALab model-responsible for writing regular reports on workplan and budget execution for coordination meetings and project management team-participate in trainings and developing trainings and training materials for students and companies-involved in all aspects of iDEALab operations and programs delivery - training iDEALab users, mentoring students' ideas and open innovation projects-take part in developing regional Market for ideas-take part in all dissemination and networking activities, actively support establishment of regional open innovation practitioners' conference and participate in monitoring and quality control of project processes and results, and providing internal reviews-take part in all activities related to securing sustainability of project results, especially in building partnerships with companies/governments-take part in all activities related to monitoring and quality control of project processes and results, and providing internal reviews-continuous internal monitoring of workplan realization; prepare reports
<p>P6 - KEC Creative Educational Center</p>	<ul style="list-style-type: none">-analyzing local needs, especially young entrepreneurs' needs, collecting statistical data, questionnaires and interviews and actively participate in developing iDEALab model-responsible for writing regular reports on workplan realization and budget execution for coordination meetings and project management team-participate in trainings, developing trainings and training materials for students and companies as well as in developing virtual platform for iDEALab users



	<ul style="list-style-type: none"> -involved in all aspects of iDEALab operations and programs delivery - training iDEALab users, mentoring students' ideas and open innovation projects -take part in developing regional Market for ideas -lead task of realizing promo material: develop promo material for the whole consortium and distribute to partners for adjustments and printing -take part in administrating project web site and in all dissemination and networking activities -take part in all activities related to monitoring and quality control of project processes and results, and providing internal reviews
<p>P7 – SEEICT Association SEE ICT</p>	<ul style="list-style-type: none"> -analyzing local needs, especially ICT entrepreneurs' needs, collecting statistical data, questionnaires and interviews with key stakeholders and actively participate in developing iDEALab model -responsible for writing regular reports on workplan realization and budget execution for coordination meetings and project management team -active role in developing trainings and training materials for students and companies -lead task of mentoring students' ideas and supporting start-ups -involved in training iDEALab users and mentoring students' ideas -take part in all dissemination and networking activities; promoting open innovation approach among companies and professionals, and encourage partners to use iDEALab services; inform other stakeholders and communicate with media -take part in all activities related to monitoring and quality control of project processes and results, and providing internal reviews
<p>P8 - EESTEC NS Electrical Engineering Students' European Association - NS</p>	<ul style="list-style-type: none"> -take part in analyzing local needs, especially students' needs, collecting statistical data, questionnaires and interviews with key stakeholders and actively participate in developing iDEALab model -take part in all activities related to monitoring and quality control of project processes and results, providing internal reviews and writing regular reports on workplan realization and budget execution-trainings, developing trainings and training materials for students and companies, as well as developing virtual platform for iDEALab users -special role as a student organization: help in all aspects of iDEALab operations and programs delivery (training iDEALab users, mentoring students' ideas and open innovation projects working with fellow colleagues) -take part in developing regional Market for ideas and all dissemination and networking activities -support establishment of regional students' start up competition -take part in all activities related to securing sustainability of project results, especially in embedding students' perspective in the heart of iDEALab -take part in all activities related to monitoring and quality control of project processes and results, and providing internal reviews. It will carry out continuous internal monitoring of workplan realization and prepare reports
<p>P9- UBL University of Banja Luka</p>	<p>- Leader of WP 5 – Exploitation:</p> <ul style="list-style-type: none"> -manage all activities related to securing sustainability of project results, especially development of sustainability strategy -take part in including iDEALab into teaching process, building partnerships with companies/governments and applying for EnoLL



	<ul style="list-style-type: none"> -take active role in iDEALab set-up, trainings, developing trainings and materials for iDEALab users and developing virtual platform for iDEALab users -host one of trainings for WBC staff (M14) -involved in all aspects of iDEALab operations and programs delivery and regional Market for ideas development -take part in all dissemination and networking activities and establishment regional students' start up competition and open innovation practitioners' conference -take part in all activities related to monitoring and quality control of project processes and results, and providing internal reviews. In addition, it will have important role in developing quality control mechanisms. It will carry out continuous internal monitoring of workplan realization and prepare reports -responsible for reports on local needs for trainings and services (realization of labour market needs assessment through preparation of questionnaires and interviews) -responsible for writing regular reports on workplan realization and budget execution
<p>P10- UNZE University of Zenica</p>	<ul style="list-style-type: none"> -take part in analyzing local needs, collecting statistical data, questionnaires and interviews with key stakeholders and actively participate in developing iDEALab model -developing iDEALab – its set-up, participate in trainings, developing trainings and training materials and developing virtual platform for iDEALab users -responsible for writing regular reports on workplan realization and budget execution -lead task of developing regional Market for ideas -facilitate creation of potential links collaborative links between companies and students in the region, using ViDEA -involved in all aspects of iDEALab operations and programs delivery (training iDEALab users, mentoring students' ideas and open innovation projects) -take part in all dissemination and networking activities and in establishment of regional students' start up competition and open innovation practitioners' conference -lead task of building partnerships with companies/governments in order to enlarge user group -take part in all activities related to monitoring and quality control and be responsible for writing regular project management reports -organize one coordination meeting (M12) in conjunction with training visit
<p>P11- ICBL Foundation Innovation Centre Banja Luka</p>	<ul style="list-style-type: none"> -take part in analyzing local needs, especially new companies needs, collecting statistical data, questionnaires and interviews with key stakeholders and actively participate in developing iDEALab model - will be responsible for writing regular reports on workplan realization and budget execution for coordination meetings and project management team -will lead task of developing trainings and training materials -take active role in trainings, iDEALab operations and programs delivery - training iDEALab users, mentoring students' ideas and open innovation projects, as well as developing regional Market for ideas -will participate in all dissemination and networking activities and establishment of regional open innovation practitioners' conference -take part in all activities related to monitoring and



	<p>quality control of project processes and results, and providing internal reviews</p>
<p>P12- EESTEC BL Electrical Engineering Students' European Association - BL</p>	<ul style="list-style-type: none"> -take part in analyzing local needs, especially students' needs, collecting statistical data, questionnaires and interviews with key stakeholders and actively participate in developing iDEALab model -responsible for writing regular reports on workplan realization and budget execution for coordination meetings and project management team -participate in trainings and take active role in developing trainings and training materials for students & companies as well as in developing virtual platform for iDEALab users -special role as a student organization: help in all aspects of iDEALab operations and programs delivery (training iDEALab users, mentoring students' ideas and open innovation projects working with fellow colleagues) -take part in developing regional Market for ideas as well -take part in all dissemination and networking activities and establishment of regional students' start up competition -take part in all activities related to monitoring and quality control of project processes and results, and providing internal reviews -continuous internal monitoring of workplan realization and prepare reports
<p>P13- UDG University of Donja Gorica</p>	<p>- Leader of WP 4 – Dissemination</p> <ul style="list-style-type: none"> -coordinate all dissemination activities and be in charge for organizing dissemination and networking activities; in charge for constituting Dissemination and Exploitation Group -promoting iDEALab network, programs and attracting students and mentors, informing other stakeholders and developing communication with media -responsible for writing regular reports on workplan realization and budget execution for coordination meetings and project management team -take part in analyzing local needs, actively participate in developing iDEALab model, developing iDEALab, participate in trainings, developing trainings and training materials for students and companies as well as in developing virtual platform for iDEALab users -involved in all aspects of iDEALab operations and programs delivery - training iDEALab users, mentoring students' ideas and open innovation projects -take part in developing regional Market for ideas -take part in all activities related to securing sustainability of project results, monitoring and quality control of project processes and results, and developing quality control mechanisms -organize one coordination meeting (M10), in conjunction with training visit
<p>P14- BSC BAR Business Start-Up Centre Bar</p>	<ul style="list-style-type: none"> -take part in analyzing local needs, especially new companies needs, collecting statistical data, questionnaires and interviews with key stakeholders and actively participate in developing iDEALab model -responsible for writing regular reports on workplan realization and budget execution for coordination meetings and project management team -participate in trainings and take active role in developing trainings and training materials for students and companies -involved in training iDEALab users, mentoring open innovation projects and developing regional Market for ideas -take part in all dissemination and networking



	<p>activities and in establishment of regional open innovation practitioners' conference</p> <ul style="list-style-type: none"> -take part in all activities related to securing sustainability of project results, especially in building partnerships with companies/governments -take part in all activities related to monitoring and quality control of project processes and results, and providing internal reviews
<p>P15- UniStutt University of Stuttgart</p>	<p>- Leader of WP 1 – Modeling IDEALab</p> <ul style="list-style-type: none"> -manage all activities related to modeling iDEALab -responsible for analyzing best practice regarding living labs, idea incubators & business accelerators from EU -active role in delivering trainings for WBC staff, developing trainings and training materials for students & companies -will advise about all aspects of iDEALab set-up and developing virtual platform for iDEALab users -disseminate project results at their university, provide help developing sustainability, periodically assess and monitor the main project results and write regular reports on project realization -important role in peer review of open innovation platform and related trainings at iDEALab, new teaching materials and adapted subjects -support establishment of regional open innovation practitioners' conference -provide help developing sustainability strategy and building partnerships with companies as well as in including iDEALab into teaching process -organize one coordination meeting, in conjunction with WS on iDEALab model
<p>P16- USFD University of Sheffield</p>	<p>-Leader of WP2 – Establishing IDEA lab</p> <ul style="list-style-type: none"> -manage all activities in establishing iDEALab, developing human and infrastructural resources -responsible for coordination of and reporting about training visits, iDEALab establishment & development of trainings for iDEALab users -active role in delivering trainings for WBC staff & host one of training (M17). -disseminate project results at their university and actively support establishment of regional students' start up competition and open innovation practitioners' conference -provide help developing sustainability strategy, building partnerships with companies, and including iDEALab into teaching process -periodically assess and monitor the main project results and take part in peer review of entrepreneurial trainings at iDEALab -organize one coordination meeting (M17), in conjunction with training visit, and be responsible for writing regular reports on workplan realization and budget execution -take part in analyzing best practice regarding living labs, idea incubators & business accelerators from EU and analyze best practice cases of support which HEIs from UK give to entrepreneurial students -development of detailed USFD case study -take part in drafting report on best EU practice -actively participation in developing iDEALab model
<p>P17- UCEEM-NSZ Uni. College of Economics, Entrepreneurship and Management NSZ</p>	<ul style="list-style-type: none"> -take part in analyzing best practice regarding living labs, idea incubators & business accelerators from EU -development of detailed UCEEM-NSZ case study regarding mentoring students and their ideas -active participation in developing iDEALab model -take part in drafting report on best EU practice -active role in delivering trainings for WBC staff and in



	<p>developing trainings and training materials</p> <ul style="list-style-type: none"> -involved in setting up mentoring guidelines for iDEALab mentors and mentoring students' ideas -disseminate project results at their university and actively support establishment of regional students' start up competition and open innovation practitioners' conference -assist in developing sustainability strategy and help in optimising developed services to youth offering iDEALabs as a incubators for their ideas -periodically assess and monitor the main project results and have especially important role in peer review of entrepreneurial trainings and mentoring procedures at iDEALab -responsible for writing regular reports on workplan realization and budget execution
<p>P18- Eleven Eleven Bulgaria OOD</p>	<ul style="list-style-type: none"> -take part in drafting report on best EU practice, focusing on idea incubators and business accelerators from EU -presentation of detailed practice of VC founds and start-up accelerators through Eleven case study -active participation in developing iDEALab model -actively participate in developing iDEALab model, delivering trainings for WBC staff and developing trainings and training materials -involved in setting up mentoring guidelines for iDEALab mentors and how to support development of high-potential startups -involved in training iDEALab users and mentoring students' ideas -disseminate project results at their institution and actively support establishment of both regional students' start up competition and open innovation practitioners' conference -assist in developing sustainability strategy and periodically assess and monitor the main project results -periodically assess and monitor the main project results as a one of EU partners; especially important role in peer review of entrepreneurial trainings and mentoring procedures at iDEALab -organize a coordination meeting (M30) and be responsible for writing regular reports on workplan and budget execution
<p>P19- SFC Sustainable Finance & Consulting</p>	<ul style="list-style-type: none"> -take part in drafting report on best EU practice, focusing on living labs & business accelerators from EU -participate in developing iDEALab model, delivering trainings for WBC staff and developing trainings and training materials -involved in setting up iDEALab and developing virtual platform for iDEALab users -transfer the knowledge about the different methods and methodologies that are used as part of the implementation of living labs -lead task of membership application in European Network of Living Labs and transfer helpful knowledge, different methods and methodologies -disseminate project results at their institution and actively support establishment of regional open innovation practitioners' conference -periodically assess and monitor the main project results and have especially important role in peer review of open innovation platform and readiness of iDEALab to become living lab -responsible for writing regular reports on workplan realization and budget -periodically assess and monitor the main project results as a one of EU partners; especially important

	role in peer review of open innovation platform and readiness of iDEALab to become living lab
P20- WUS World University Service - Austrian Committee	<p>-Leader of WP 6 – Quality control and monitoring</p> <ul style="list-style-type: none"> -coordinate all activities related to monitoring and quality control of project processes and results -important role in developing quality control mechanisms, managing internal and external reviews, as well as writing regular reports on workplan realization and budget -take part in developing iDEALab model -assist in the process of matching identified best practice to local needs and support extension of HEIs role in society -active role in developing trainings and training materials for students and companies -advise about methodological and didactic aspects and help in setting up iDEALab and developing virtual platform for iDEALab users -disseminate project results at their institute and actively support establishment of regional students' start up competition -help in including iDEALab into teaching process; support revision & adaption of at least 20 subjects from different HEIs and development & publication of adequate teaching materials; involved in all other activities related to securing institutional, financial and political sustainability of project result

Tempus iDEALab Quality Assurance Instruments

This chapter offers an overview of different instruments which will be used in order to assure the good quality of project results. They are defined in line with the specific activities within the work packages and the type of the deliverables.

Work packages	QA instruments
WP1 Modelling iDEALab	<ul style="list-style-type: none"> - Internal review of developed analysis
WP2 Establishing iDEALab	<ul style="list-style-type: none"> - PCUs inquired about their training needs before the training for the purpose of adjusting trainings accordingly - Based on a formal questionnaire gathered feedback from the PCUs regarding their satisfaction with the implemented trainings - Review of all relevant documents by EU partners (strategy, portfolio of services, etc.)
WP3 iDEALab operation	<ul style="list-style-type: none"> - Formal survey among students and companies regarding their impressions and experience with the project and specific activities (type of survey, e.g. online, will be determined on the case-to-case basis in order to achieve largest response rate and highest reliability of results) - Reports from students regarding their start up development

WP4 Dissemination	<ul style="list-style-type: none"> - Reports from PCUs regarding student start-up competition - Reports from all partners regarding their dissemination activities (form will be made available by WUS Austria) - Revised curricula/syllabi and revised teaching material/methods
WP5 Exploitation	<ul style="list-style-type: none"> - Peer reviews by EU partners on the sustainability strategy of the labs - Peer reviews by EU partners on the modification of the curricula - Report by PCUs regarding the developed partnerships between labs and industry
WP6 Quality control and monitoring	<ul style="list-style-type: none"> - QC concept developed by WUS Austria as WP leader and discussed with all partners - The concept is subject to change according to relevant developments within the project - Reports from external monitoring by EACEA in PC - Semi-structured Skype interviews with all lab managers in order to inquire about the establishment and functioning of the labs, as well as their cooperation with the industry, with students and other university units - Monitoring visits to specific partner countries for the purpose of providing extra consulting and/or implementation of trouble shooting measures (if needed and upon approval by the EACEA)
WP7 Project management	<ul style="list-style-type: none"> - Inputs from all partners regarding interim report to EACEA (based on a specific template created by coordinator in cooperation with WUS Austria as QC WP leader) - Inputs from all partners regarding final report to EACEA (based on a specific template) - Ad hoc reports according to specific activities

Tempus iDEALab quality assurance time-plan

Internal quality assurance processes in Tempus iDEALab are addressing (1) monitoring of progress and processes, and (2) are assuring that all intermediate and final results meet the declared objectives of the proposal. Additionally to these two fields (3) the evaluation of the iDEALabs by the users (students evaluation and feedback from companies through questionnaire) will be gathered to guarantee high quality of outputs.

The following plan gives a brief overview on the different monitoring levels, time scheduling, aims, methods and expected outputs as well as responsibilities.

1. MONITORING OF PROGRESS AND PROCESSES

- **Progress reports**

Responsible: Consortium, coordinated by UNS

Contributions by all partners

The original plan (as presented in the project proposal) was to request bi-monthly reports from the partners, however, within the process of project implementation it became clear that that would not have added value to project management and QA processes (since there is already good and continuous communication between the coordinator and partners), but it would merely produce a great amount of administrative work for partners. Therefore, it was decided that partners will fill in formal reporting templates only prior to the interim and final report. Additional "ad hoc" progress reports will be requested only if needed and with regards to specific activities (e.g. report on establishment of the centre, report on the centre's activities, report on student competition). These "ad hoc" reports will be announced to partners at project meetings.

When	Evaluation aims and methods	Expected outputs
01/2015; 05/2015; 12/2015; 06/2016 According to needs	Monitoring visits linked with already planned project meetings. Monitor the project progress by writing "ad hoc" progress reports on workplan realization.	
2014; 2015; 2016	Annual SC meetings will help in reviewing work progress, assessing quality and financial flow and directing further actions.	Overview of the implementation of the project
06/2014	Regular meetings with national Tempus offices and Inter-Tempus project coaching will be organised, in order to improve quality and management exchange of best practice with other Tempus projects.	Feedback to the partners
01/2016	Evaluation survey of students and other iDEALab users.	
From 04/2014	Internal review among consortium members and external review by independent experts.	
01/2016	Skype interviews with lab managers.	

- **Meeting & Progress evaluation**

Responsible: WUS Austria

Contributions by all partners

When	Evaluation aims and methods	Expected outputs



01/2014 (Novi Sad)	Kick-Off-Meeting	Report to the promoter & partners
07/2014 (Stuttgart)	Second Partner Meeting – coordination meeting, in conjunction with WS on iDEALab model; to review work progress, assess financial flow and agree on further actions. Methods: Presentation/synthesis of results, group discussion.	Report to the promoter & partners
01/2015 (Sofia)	Third Partner Meeting – coordination meeting, in conjunction with training visit. Short presentation and discussion of results, open questions, major deliverables, potential needs and risks. Methods: Presentation/synthesis of results, group discussion. After the meeting questionnaire to assess all meetings that took place (feedbacks for training and meetings after the first year of implementation) – WUS Austria.	Report to the promoter & partners
06/2015 (Sheffield)	Fourth Partner Meeting Short presentation and discussion of results, open questions, major deliverables, potential needs and risks. Methods: Presentation/synthesis of results, group discussion (WUS Austria).	Report to the promoter & partners
12/2015 (Novi Sad)	Fifth Partner Meeting Short presentation and discussion of results, open questions, major deliverables, potential needs and risks. Methods: Presentation/synthesis of results, group discussion (WUS Austria).	Report to the promoter & partners
06/2016 (Zenica)	Sixth Partner Meeting Meeting including workshop on sustainability of project outputs/outcomes. Short presentation and discussion of results, open questions, major deliverables, potential needs and risks. Methods: Presentation/synthesis of results, group discussion. After the meeting questionnaire to assess the meetings that took place (feedbacks for training and meetings for the second year of implementation) – WUS Austria.	Report to the promoter & partners
10/2016 (Novi Sad)	Regional students’ start-up competition: Formal survey among students and companies regarding their impressions and experience with the project and specific activities Reports from students regarding their start up development	Report to the promoter & partners
11/2016 (Novi Sad)	Closing Meeting After the Meeting questionnaire to assess the meeting.	Report to the promoter & partners

- **Interim and final survey about work progress**

Responsible: WUS Austria

Contributions by all partners

Interim and final survey about work progress can be combined with Meeting and Progress evaluation, as feasible.

When	Evaluation aims and methods	Expected outputs
One month before interim and final report	Partners will fill in formal reporting templates about progresses and processes for the purpose of quality monitoring. WUS Austria will prepare the templates, invite partners to provide their feedback and elaborate short feedback reports. "Ad hoc" progress reports will be requested only if needed and with regards to specific activities.	Short feedback report, which will be part of the interim and/or final report.

Scheduling of reports:

Interim report: Due when 70% of 1st pre-financing (60% of EU grant) has been disbursed (= 42 % of EU grant) and not later than half-way through the eligibility period.

Final report: Due (Project coordinator -> EC) 2 months the latest after the end of the eligibility period.

- **Management and management reports**

Responsible: UNS

When	Evaluation aims and methods	Expected outputs
11/2014 4/2015 2/2016 12/2016	Financial reporting (4 times during the project) including adequate supporting documentation for receiving instalments and budgeting of further activities (planning). Dates according to partnership agreement: 15.11.2014; 15.04.2015; 15.02.2016; 15.12.2016.	To quantify milestones achievement, track budget execution, identify obstacles and outline plans for the following period.

2. EVALUATION OF THE INTERMEDIATE AND FINAL RESULTS

- **Results checklist**

Responsible: Project management / Consortium

Deliverables will be checked against the definition in the application. For certain products the Consortium can decide to make an additional internal peer review.

3. MONITORING OF IDEAlabs

When	Evaluation aims and methods	Expected outputs
	Review of training concepts for lab staff to ensure trainings respond to specific needs of target groups (WUS Austria). Method: Feedback on training agendas and methodology, evaluation of trainings by participants.	Evaluation report for trainings
	Review of reports of labs (WUS Austria)	Recommendations on processes and progress
	Review of development and implementation of services of labs: Method: Review of activity and strategy plans, portfolio of services, etc.	Report on implementation of services and possible improvements
	Inputs/feedback from PCUs on challenges/opportunities in setting up labs, the overall implementation of services, staffing and equipment purchase. Method: Semi-structures Skype interviews or interviews within the planned meetings and trainings in PC.	Report on implementation of services and possible improvements

4. Internal peer reviews of curricula modules

Interdisciplinary curricula modules will be developed and reviewed by peer reviewers in terms of content (EU partners) and on Bologna conformity (EU partners and WUS Austria).

When	Evaluation aims and methods	Expected outputs
10/2015 – 03/2016	Select 20 subjects from different departments to be reviewed and send the revised syllabi to EU partners for feedback.	Revised syllabi and revised teaching material/methods

Risk Log

The identified risks can be summarized under the following broad categories, which refer a.) to the external risks related to the **unstable political environment**, and b.) risks related to the **capacities and willingness of key stakeholders of the project**; c.) risks related to the **legal framework or institutional set up** in the target country and d.) the **availability of data**.

Assumption	Potential Risk	Mitigation strategy
Political environment will remain stable and it will not affect smooth implementation of the project	No potential risk which can be anticipated at the moment	No mitigation strategy needed at the moment
Key stakeholders of the project understand the objectives of the project and have both capacities and willingness/commitment to achieve its goals.	Key stakeholders may lack required capacities or interest.	Ad hoc consultation and targeted support by project coordinator and partners/Consortium. Regular communication between partners via clearly defined formats.
Legal framework and institutional set up (i.e. of HEIs and relevant Governmental bodies) are conducive to achieve the envisaged project results.	Legal framework (e.g. finance/controlling/tendering) or institutional set up (e.g. structure of HEI) may not allow smooth implementation of envisaged project activities.	PCU: Communication of the challenge faced to PM at earliest possible stage; as necessary follow up with Consortium or EACEA to identify adequate responses to the challenge faced.
Necessary data are available to ensure implementation of activities in line with envisaged work plan.	Relevant data may not be available (e.g. for QA) to ensure implementation of activities in line with envisaged work plan.	To the extent possible, collection of available data (also through additional means such as dissemination of questionnaires etc); communication of challenge faced to PM and as required, follow up by Consortium.



The LFM of the project document (see ANNEX I) describes these assumptions and risks in further detail along specific project objectives, outputs & outcomes and activities.