

EXTEND

Quality Plan

Deliverable 4.1 -
Internal monitoring
and quality control

April 2019



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Quality Plan

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| Abstract | This document presents the approach to be taken with respect to the Quality requirements of the project. |
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1. Introduction

The purpose of this document is to outline the approach to be taken with respect to the quality requirements of the EXTEND Project

2. Basic Philosophy

In order to produce an approach to quality that is both practical and of value to the EXTEND Project and its participants, the basic philosophy behind the plan needs to be clearly articulated. There are 5 key points that have been used as the basis for the construction of this plan. They are

- Outcomes focused
- Works alongside Project Management
- Needs to be thorough but not overly bureaucratic
- Focus on 'value of project activity' more so than compliance with the plan

Accepting of justified change.

3. Structure

The approach taken, in line with the original proposal document, has focused on the setting up of 2 key groups. These groups are

- Evaluation Working Group (EWG)
- External Quality Control Team (EQCT)

Each Group takes a different perspective with respect to the project, but both are aimed at determining whether or not the project is delivering value.

The EWG is an internally focused group whereas the EQCT offers external scrutiny.

In each case the process by which the Group will be established will be common. That process can be articulated as follows

- Establish a Terms of Reference
- Identify the composition of the Group
- Outline the activities to be undertaken
- Determine the methods of data collection
- Determine the methods of reporting
- Explicitly state the approach to be taken when investigating anomalies

Evaluation Working Group (EWG)

The Terms of Reference of the EWG are as follows

- To prepare monitoring and quality reports every 6 months
- The basis of the reports will be
 - o Evaluation of meetings
 - o Evaluation of events
 - o Evaluation of tasks
- Data will be collected by a simple but standard pro forma

External Quality Control Team (EQCT)

The Terms of Reference of the EQCT are as follows

- To assess the quality of the project results from an external perspective
- The basis of the reports will be

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- Evaluation of internal Quality reports
- Discussion with EWG members and other Project Team members
- Analysis of the project results and their value

The composition of the two groups will be as follows:

The **Evaluation Working Group** will comprise 7 members

- 2 representatives from WMG as Work Package Leads
- 1 representative from NMSTU
- 1 representative from KulSU
- 1 representative from a non-Russian / Tajik university
- 2 representatives to be volunteered

The **External Quality Control Team** will comprise 4 members who are experts in Engineering Education

- At least one member must be Russian / Tajik
- The other 3 members should be from different countries and will be nominated by the project partners. SEFI and ENAEE would be potential source organisations

The EWG will be expected to meet face-to-face at each project meeting and, if appropriate, on-line between meetings.

The EQCT will meet midway through the project and at the end of the project.

4. Work Activities

There will be three main work activities associated with the Quality Plan that will all result in presentations back to the EXTEND Project Team and the production of reports.

These three areas of work will be:

- A thorough review of each project meeting and the Team operation
- Co-ordinating the setting up and operation of the EQCT
- Evaluating the quality and value of the project outputs

The main element of work will be conducted by the Work Package Leads and will comprise the creation of data collection tools at different points during the project.

An example of one such tool is given in Appendix A.

The focus of the questions asked will relate to the value of the project meetings – the knowledge gained, the exchanges undertaken and the usefulness in terms of enabling the required project outcomes. The questions will also cover forward-looking elements such as identifying how the knowledge and ideas can influence the outputs and what challenges are foreseen. The objective will be for the data collected to not only become a record of the project quality during execution, but also to guide future decision making to ensure enhanced value wherever possible.

The data collection will for the most part be cross-sectional, but certain questions will be carried forward from meeting to meeting in order to ensure that there is some longitudinal tracking of the project quality. Different questionnaires will be developed for the EU partners and the Russian / Tajik partners.

The EQCT will be established by the mid-point of the project such that the first meeting (by video-conference) can be undertaken shortly afterwards. The second meeting will be a seminar and it will be held in the middle of the 3rd year of the project. The seminar will focus on assessing the

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project quality and preparing the final quality report for the project. Both the EWG and the EQCT will participate in the seminar thus allowing a valuable exchange of ideas.

The final work activity will focus on the evaluation of the quality and value of the project outputs. Within this activity there will be two elements:

- A review of the documentation produced to ascertain its value as a coherent and high quality record of the project as it was undertaken
- A review of the quality and value of the individual EXTEND Centres

The initial element of the work will be driven by the requirement to ensure that the project documentation is of sufficient quality that others could refer to it and potentially adopt a similar approach to the setting up of an Engineering Education Teacher Training and Support Centre such as those labelled EXTEND Centres in this project. The usefulness of a high quality record of a successfully executed project has the potential to speed up and smooth the progress of a comparable Centre implementation.

The second element of the work will focus on establishing the quality and value of the EXTEND Centres and will draw on a range of data sources. These will include, but not be limited to, interviews with Centre staff, users and beneficiaries (e.g. students and university administration), usage data for the Centres, a review of the Centre spaces and the facilities they offer, scrutiny of the documentation and resources produced as part of the Centres' operation, evidence of the Centres' visibility and reach both within the host institution and on the national stage and finally observations on how the individual EXTEND Centres are co-operating with each other.

The final evaluation work associated with the EXTEND Centres will be planned by the end of the 2nd year of the project such that there is sufficient awareness of what needs to be undertaken and time for the data to be gathered and analysed. It is suggested that a rating statement for each EXTEND Centre be established from this work. An example is given in Appendix B.

5. Deliverables

The deliverables for the Quality Plan are as follows:

Internal Quality Reports to be produced

- 30/06 and 30/12 1st year
- 30/06 and 30/12 2nd year
- 30/06 3rd year

External Quality Reviews

- 30/06 2nd year
- 30/12 2nd year

Final Quality Report

- 30/11 3rd year

All reports will be produced, reviewed and stored along with all other project documents as required by the Project Management Team.

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5.Conclusions



This Quality Plan has outlined the key elements of the work to be undertaken as part of the EXTEND Project.

It has been written in a generic way such as to enable its use in future projects of this type.

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Appendices

Appendix A – Sample Data Collection Tool

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|  Co-funded by the Erasmus+ Programme of the European Union  | Khujand Meeting |
| | 15-19 October 2018 |
| | Name: |
| | Institution: |
| Date of completion: | |
| Russian Federation and Tajikistan Partners | |
| <p>Please complete a separate form for each individual attending the Meeting in Khujand</p> <p>For each question where you are asked to provide a score, please add comments to justify the score if you feel it appropriate</p> | |
| How clear were the objectives of the meeting? (10 – very, 5 – somewhat, 0 – not at all) | |
| How well were the objectives of the meeting met? (10 – fully, 5 – partially, 0 – not at all) If you give less than 10, please indicate what objectives were not achieved | |
| How clear are you about the vision for your EXTEND Centre? (10 – very, 5 – somewhat, 0 – not at all) | |
| How clear are you about the approach you will be using in order to realise your vision? (10 – very, 5 – somewhat, 0 – not at all) | |
| How would you rate the quality of the input you have received from the European partners to help you create your vision? (10 – excellent, 5 – acceptable, 0 – poor) | |

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Appendix B – EXTEND Centre Sample Rating Statement

EXTEND Centre Rating ***GOLD***

Areas of positive value:

- Highly visible within the institution
- Has a clear focus
- Dedicated space is appropriate
- Developing a specialism in Active Learning

Areas for development:

- Collaboration with other similar Centres is limited
- Publication of activities being undertaken and their evaluation

Local context:

The EXTEND Centre at XXX University has been charged with developing a more active and integrated engineering curriculum and teaching community.

Ratings could be given as Bronze, Silver and Gold with the associated points to establish context, priorities and value.