



WP3 Quality Plan

D3.3 Qualitative and Progressive Assessment Report

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Disclaimer

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Abstract

To ensure the progress going smoothly and reaching the optimal outcome, quality should be controlled during the whole project. According to the quality control and monitoring plan, progressive assessment needs to be implemented to obtain the whole picture of the project. After having the quality monitoring meetings, the overall progress of the project is monitored. Shortcomings till now can be identified so that the next steps can be designed to get improvements.

Here this qualitative and progressive assessment report is devised to conclude the progress towards goals and promises, which is a deliverable under WP3.

The deployment of quality evaluation and assessment includes both continuous and periodic methods. In continuous one, content reviews and analyses are applied. For periodic one, the opinions of partners, participants and public will be obtained through questionnaires in project meetings.

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List of Abbreviations

Abbreviation	Translation
HE	Higher Education
QC	Quality Committee
HEI	HE Institution
EC	European Commission
EU	European Union
IAB	Industrial Advisory Board

1 Introduction

With the quality control and monitoring will be carried out by a Quality Committee (QC), the progress and outcomes in each step are monitored. Based on the monitored conditions, assessments will be done to check the strengths and shortcomings. They are implemented based on the quality control and monitoring plan.

Making use of qualitative and progressive assessment reports can bring innovative thinking, which will improve existing ways of working, overcome weaknesses, promote collaboration, and plan next steps. In this case, the whole project quality will be guaranteed.

1.1 Focus points

The qualitative, innovative and progressive assessment reports are mechanisms that are devised in order to provide a whole picture of the project regarding its progress towards its goals and promises. Project added values as well as the qualitative and innovative indicators and the strategies defined in the “Quality Control and Monitoring Plan” (D3.1) and the Logical Matrix Framework will be used in this regard.

To check the status of the project, the qualitative, innovative and progressive assessment report will focus on:

- The conceptual level of the project by identifying strengths and weaknesses of the project regarding its quality. In this case, the high-level idea of the project status will be analysed.
- The innovation potential of the project, especially to the project’s wider objective of impact on the industrial, educational and socio-economic level of Iran and Iraq. After concluding the current progress of the project, the innovation potential should be checked to predict the future influence of the project.
- The project progress towards fulfilling its goals and targets. Guaranteeing the smooth progress and making the project develop as planned are important in quality control. The progress reports should be completed in time to record the status of the project.

1.2 Aim and objectives

By the use of the qualitative and progressive assessment report, the whole project quality will be checked, so that the goals can be achieved. The objectives of the assessment report include:

- Letting the consortium know what is working well in terms of the innovation and progress indicators. According to the designed plan and progress indicators, the assessment report will evaluate how the project goes. The working well part means the works which have been done are meaningful and worthwhile. Such hard work should be maintained.
- Finding what inhibits qualitative and innovation aspects of the project practices and procedures. Not only checking the strengths is important, making the project have innovations is also essential. During assessment, the factors which inhibit qualitative and innovation aspects need to be found out.
- Knowing what should be done in the next phase of the project to keep it on track and addresses the shortcomings and obstacles. With the implementation of the project, the work should be adjusted according to the strengths and obstacles. Next steps will be designed to make the project go smoothly to the final goal.

2 Quality and progress assessment

Quality assessment is the data collection and analysis to check the degree of conformity to predetermined standards and criteria are exemplified. The detailed qualitative objectives, progress indicators, and associated measures have been given in the Quality Control and Monitoring Plan (D3.1). If the quality, through this process is found to be unsatisfactory, attempts are made to discover the reason for this. Then the next-step actions will be designed according to the current status.

Progress assessment comes along with the quality assessment. During the implementation of the project, progress should be checked to see whether the project goes smoothly with high quality. In this part, the completed duties, current weaknesses, and the missing contributions will be recorded.

The assessment will be done throughout the whole project. The relationship among quality assessment, quality control and project progress is given in Fig. 1.

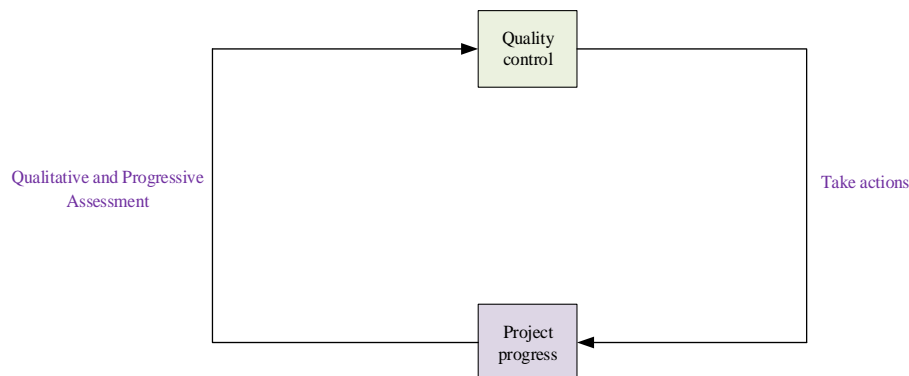


Fig. 1 The relationship between quality control and project progress

2.1 Methodology

Both continuous and periodic methods are included in the assessment methods. The continuous one includes content reviews and analyses. For the periodic one, the opinions of partners, participators and public will be obtained through questionnaires.

2.1.1 Continuous assessment

The continuous assessment means the evaluation can be done at any time during the project, such as the content reviews and analyses. A qualitative audit of the content can

help clarify the reasons and performances of the project going. How the progress goes and whether current process meets the standards, requests, and directions can be recognised. The continuous assessment can be done by both internal and external review. The activities and deliverables of the whole project will be checked and monitored all the time. Partners and participators can do the internal review, and external evaluators can do the external review. If needed, an Industrial Advisory Board (IAB) can help provide external experts to do the evaluation. The process of such continuous assessment is straightforward:

- Select a file needed to be reviewed
- Choose the review criteria
- Start the review by an expert
- Identify ideas for additional review
- Summarize and share insights.

Such review and assessment process can be implemented throughout the whole project continuously. The activities, indicators and measurements are continuously monitored and will be adjusted and adapted based on the course of the project and its progress.

2.1.2 Periodic assessment

The periodic assessment means the evaluation will be done periodically during the project, such as the questionnaires in project meetings. Questionnaires are the methods which can collect people's opinions effectively. Various questionnaires can be designed for different people and different purposes to assess the project quality.

- For partner self-assessment, questionnaires need to check whether the task/report is completed in time and on budget, any issue or difficulty meets, and any good and weak aspect of the delivery.
- For participator (structured) assessments, all participators in the meeting need to fill in the questionnaires, which can provide their views for each completed task/delivery report.
- For public session/meeting assessments, the questionnaires will be completed after the public session.

The details of the questionnaires during the Iran meeting and some results obtained by questionnaires are given as follows.

1 Self-assessment questionnaire

The self-assessment questionnaire is to check whether the task/report is completed in time and on budget, any issue or difficulty meets, and any good and weak aspect of the delivery. This will be used internally for the improvement and development. The detailed questionnaire is:

Contributor information	
Name	
Email	
Organization	
Reported work package	
Reported deliverable/task	
Deliverable No.	
Work package contributing to the deliverable	
Date to complete this Questionnaire	
Preferred confidentiality level	

Assessment of project progress	
The deliverable/task has been completed in time?	
The deliverable/task has been completed on budget?	
Reason for the above assessment	
What are the main difficulties faced (including planning, implementation and resource aspects)?	
Any suggestion for the future improvements (including what support needs in future)	

Assessment of quality of deliverable/completed task	
The deliverable/task has been completed with high quality?	
What are the main strengths of the outcomes (including technical, social, educational aspects)?	
What are the main weaknesses of the outcomes (including technical, social, educational aspects)?	
What are the remaining works and how much time is needed to complete them?	

Any suggestion for the future improvements	
Any further comment and suggestion	

Table 1 Self-assessment questionnaire

2 Reviewer assessment questionnaire

This questionnaire is also named open assessment questionnaire. It is used to assess the quality of the deliverable/task. This will be used to feedback to the completed deliverable/task.

Reviewer information	
Name	
Email	
Organization	
Work package involved	
Deliverable/task involved	
Date to complete this Questionnaire	

To be assessed deliverable/task Information	
Work package to be assessed	
Deliverable/task to be assessed	
Deliverable No to be assessed	
The deliverable/report/meeting session that this assessment is based	
Date to complete this Questionnaire	

Assessment of the quality of deliverable/task	
Questionnaire	Score from 1 (worst) to 5 (best)
Overall the quality is excellent	
The objectives are clearly specified	
All main key topics are well covered	
Technical quality is excellent	
Social aspect is fully addressed	
Educational objective is fully considered	
Description, discussion, and analysis is convincing	
Design is highly innovative (if relevant)	

Assessment of the report quality if it is deliverable

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Questionnaire	Score from 1 (worst) to 5 (best)
The report structure is well designed	
The content is well organized with the right sessions and good section titles	
The (executive) summary is focused and well presented	
The report is well and clearly presented	
The length of the report is appropriate	
The English quality is good	
Conclusions are convincing and clearly presented	
Further questions and Suggestions	

- In your opinion, what are the main strengths and weaknesses of the deliverable/task?
- In your opinion, what improvements can be made?
- Any further work or any additional material/outcome is needed?
- Any further suggestion and other comment?

Table 2 Reviewer assessment questionnaire

3 Public Session and Meeting Assessment Questionnaire

This questionnaire is designed to assess the public sessions and meetings and used to assess the quality of the public sessions and meetings.

Contributor Information	
Name	
Gender	
Email	
Organization	
Public Session/Meeting Title	
Public Session/Meeting Date/time	
Date to complete this Questionnaire	

Assessment of Public Session or Meeting (Workshop, keynote, meeting, discussion session)					
Questionnaire	Strong agree	Agree	Neutral	Disagree	Strong disagree
The agenda of the session was					

clear, balanced, focusing on all key topics.					
The session was well planned and organized.					
The session objectives were presented and discussed in a clear and understandable manner.					
The session objectives were balanced, focusing on all key topics.					
The workshop lived up to your expectations.					
The content was relevant to your field and interests.					
The activities stimulated your learning and thinking.					
The workshop was useful for the project or your study/business.					
The available time for interaction and/or discussion is good.					
The session room, facilities/teaching aids are good.					
The length of the session is appropriate					
Catering/meals were satisfactory.					
Average percentage by considering all items in each attitude level					
Any further comment and suggestion					

Table 3 Public session and meeting assessment questionnaire

The last row in the table here is to use to reflect how many people select each level (i.e., strong agree, agree, neutral, disagree and strong disagree) by concluding all factors.

4 Consortium meeting assessment questionnaire

This questionnaire is designed to assess the quality of the consortium meeting and the results are then feedbacked to further improve.

Contributor Information	
Name	
Gender	
Email	
Organization	
Public Session/Meeting Title	Erasmus+ IoTrain Consortium Meeting
Public Session/Meeting Date/time	
Date to complete this Questionnaire	

Assessment of Consortium Meeting					
Questionnaire	Strong agree	Agree	Neutral	Disagree	Strong disagree
The agenda of the meeting was clear, balanced, focusing on all key topics.					
The meeting was well planned and organized.					
The meeting objectives were presented and discussed in a clear and understandable manner.					
The presentations of the project partners were very good and useful.					
The content was highly relevant and very useful your interests and work package.					
The strengths and weaknesses of all work packages were well discussed.					
The activities and discussions stimulated your thinking.					
The meeting was very useful for your planning of your future project tasks.					
The meeting has greatly improved the communication between the partners.					
The available time for interaction and/or discussion is very good.					
The session room, facilities/teaching aids are good					
The length of the session is appropriate.					

Catering/meals were satisfactory.					
Average percentage by considering all items in each attitude level					
Any further comment and suggestion					

Table 4 Consortium meeting assessment questionnaire

Similar to the Table 3, the average percentage by considering all items in each attitude level is also added in the last row.

Above all, the general assessment methods are given in Fig. 2.

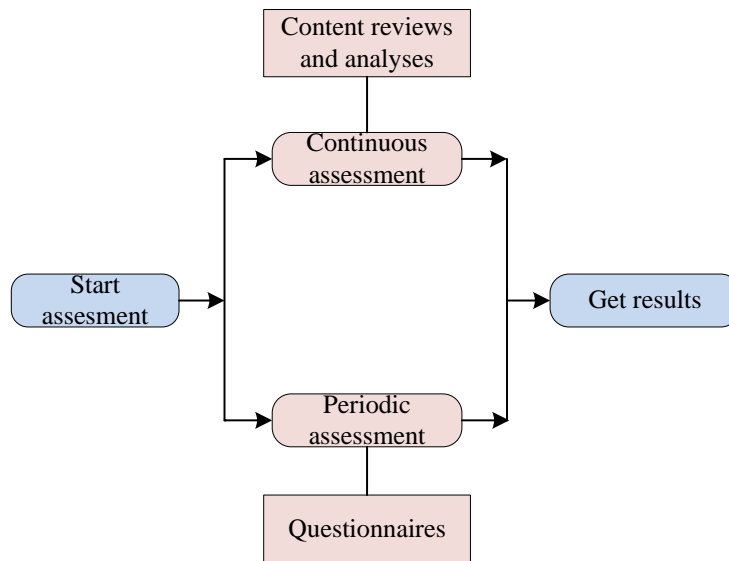


Fig. 2 Assessment methods

2.2 Results analysis

According to the results obtained by the methods mentioned in section 2.1, the current status of the project can be known. In addition, the weaknesses and the missing contributions can be concluded.

2.2.1 Current progress and outcomes

Till now, the project has obtained some important achievements, which guarantees the progress of the project. The outcomes include:

- WP1 has been completed. This is an important milestone and paves the way for the smooth start for WP2.
D1.1 – D1.5 have been well completed. Existing courses and resources, market needs and requirement, IoT trainings gap are analysed and concluded. The reviewer assessment questionnaire shows these deliverables obtain overall good quality. Especially, the important work D1.5- Course Development Plan has been completed. The scoping, needs analyses, initial planning and preparation work necessary to begin development activities for the implementation of the project have been done. Existing courses of each consortium partners are evaluated to identify the needed courses and expertise. Current and future market requirements are also identified to make sure that IoTrain outcomes can meet the market requirements. In addition, the shortcomings of courses or expertise in all partners are identified. Finally, the requirements and the courses with the Bologna system are mapped. **The reviewer assessment questionnaire about D1.5 shows it gets the highest score (i.e., score 5) in terms of its overall quality, objective clarity, main key topics, technical quality, social aspect, educational objective, and innovative design. The average quality score is 4.73.** The questionnaire also says no further work or any additional material/outcome is needed. Overall the quantities of the delivery reports are substantial and the overall quality is good.
- WP 3 has made the necessary progressed. The deliverable of quality control and monitoring plan (D3.1) has been completed. According to the qualitative objective, progress indicators and associated measures given in the plan, the quality of the project implementation can be assessed. Further D3.3 (this report) is completed.
- WP 4 has progressed well overall. D4.1 Dissemination policy and plan has successfully completed and D4.2 Project website has been well designed with the main and available information included. Further D4.4 has completed as well as large part of the D4.5. In the reviewer assessment questionnaire, all criteria have score 4 or 5 (5 is best). **The average score considering both quality of deliverable and report quality is 4.73.** It also shows no further

improvement is needed, so the quality of WP4 is good.

- WP 6 has been managed very well overall and the monthly meetings are well organised and recoded. D6.1 – D6.4 has well completed. Various difficulties have been overcome, and the project now has come to the shape and progressed smoothly. This can also be reflected from the reviewer assessment questionnaire. Almost all the criteria in terms of deliverable quality and report quality obtain the score 5. **The average quality score is 4.87, which means the overall quality of WP6 is satisfying.**
- The 1st Management and Project Progress Meeting (Iran Meeting) has been organised and completed. The meeting was held successfully in Iran between 18 -20 Dec 2021 face to face. Partners have made the communication in terms of the project details. To get the opinions of people and assess the progress quality, some questionnaires were delivered to partners and participators. **This has been reflected in 87.4% positive or strong positive feedback based on the assessment questionnaires**, which can be found in the first point of Appendix. The IoT Public Session – Seminar in IoT during the meeting was also very well organised with **88.5% positive or strong positive feedback based on the assessment questionnaires**. This is shown in the second point of Appendix. One of the most important outcomes from the Iran meeting is that the great importance of accreditation has well recognised and great effort toward accreditation currently under the way.
- The 1st Project Annual Quality Monitoring Meeting (Romania Meeting) has been organised and completed. The meeting was held successfully in Romania from 15th to 18th May 2022 face to face along with the Course Development Hackathon. This has been reflected in the feedback to the meeting. **95% is positive or strong positive feedback based on the assessment questionnaires**, in which 66% is strong positive, 29% is positive, and 5% is neutral. This result is given in the third point of Appendix.

From the above outcomes we can see that the project is advancing steadily, despite various difficulties faced. According to the reviewer assessment questionnaire, the obtained score conditions in different criteria of the completed deliverables and work packages are shown in the fourth point of Appendix.

2.2.2 Open points and areas to be improved

Although the project develops and has progression, there are still some weaknesses and missing contributions which should be solved in future.

- The project has progressed behind the schedules due to various difficulties (in particular the delay for Iraq partners to join the project). This has been one of the main issues with the project, but we have been made up the lost time recently.
- For the social objective, the measures for involving vulnerable groups in the project activities are inadequate. The gender equity issues are not clearly integrated and solved in the project plans. In this case, to encourage the participation of women in IoT Master courses, we can:
 - Provide the employability training build in the designed IoT Master course. Some special workshops and lab/practical sessions to help female students to find the industrial internships and obtain the industrial working experiences can be designed.
 - Provide part-time studies and distance learning components in IoT master course design for women with the family responsibilities.
 - Provide the studentships and awards specifically for women.
 - Organize female study groups and mentor schemes during studies.
- In addition to the gender equity problem, the disadvantaged participants should also be encouraged to take part in the IoT Master courses even beyond the project lifecycle. Efforts and considerations are needed in the design and development of IoT master courses, which can include:
 - Provide the distance/blended learning for disadvantaged participants. The people in rural and remote areas who cannot easily attend face-to-face lectures can learn online with the reduced university fees.
 - Provide the combination of self-learning and university study options.
 - Provide university studentships and develop the industrial funded IoT master's degree courses.
 - Place mentor schemes in universities to support disadvantaged participants.
- In terms of innovative (so a sub-technical objective), according to the European Union (EU) evaluation, the proposed innovative elements seem not convincingly described in the proposal. We can provide:
 - Innovative course structure such as right combination of research, skill, knowledge, and project management, dependent on the experiences.
 - Innovative (flexible) delivery of the MSc course such as part-time/professional training, distance/blended learning.
 - Innovative taught modules such as edge computing.
 - Innovative materials within a given module such as a case study or mini project to combine different course materials to solve an application

problem.

- For the cost and budget part in the project proposal, the EU have some negative evaluation feedback: The budget cannot be considered entirely cost-effective; Development WPs are over-budgeted; Staff costs should be considered; The choice to assign to Programme Countries' Institutions the largest share of dissemination budget needs to be evaluated. Therefore, some efforts are needed to prove our costing right. We can report more efforts than planned to prepare for ineligibility. The completeness of documents for reimbursements is also important.

In general, although the project progresses steadily, we still have a lot of efforts needed to make to overcome current weaknesses in future. The process of assessment results analysis is shown in Fig. 3.

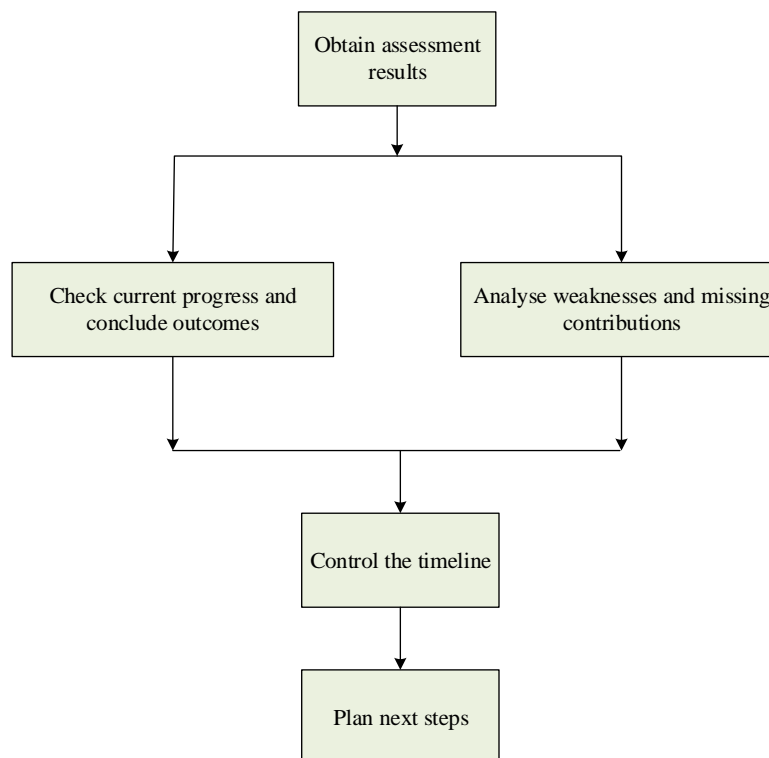


Fig. 3 The process of assessment results analysis

3 Summary and conclusion

Qualitative and progressive assessment is essential to monitor the quality of the activities in the project. The methods of assessment are given in this assessment report. Through such assessments, current outcomes and shortcomings are concluded and analysed. By identifying strengths and weaknesses of the project regarding its quality, the conceptual level of the project can be clear.

Next steps can be designed according to the current status to achieve the innovation potential and wider impact on the industrial, educational and socio-economic level of Iran and Iraq. With the help of qualitative and progressive assessments, smooth progress and on-time outputs of IoTrain project can be guaranteed.

Appendix

1. The results from consortium meeting assessment questionnaire for the 1st Management and Project Progress Meeting (Iran Meeting)

There are 14 people complete this questionnaire. The results are given as below.

Assessment of Consortium Meeting					
Questionnaire	Strong agree	Agree	Neutral	Disagree	Strong disagree
The agenda of the meeting was clear, balanced, focusing on all key topics.	64.3%	35.7%	0	0	0
The meeting was well planned and organized.	78.6%	7.1%	14.3%	0	0
The meeting objectives were presented and discussed in a clear and understandable manner.	50%	28.6%	21.4%	0	0
The presentations of the project partners were very good and useful.	50%	35.7%	14.3%	0	0
The content was highly relevant and very useful your interests and work package.	71.4%	14.3%	14.3%	0	0
The strengths and weaknesses of all work	35.7%	50%	14.3%	0	0

packages were well discussed.					
The activities and discussions stimulated your thinking.	50%	35.7%	14.3%	0	0
The meeting was very useful for your planning of your future project tasks.	42.9%	50%	7.1%	0	0
The meeting has greatly improved the communication between the partners.	71.4%	14.3%	14.3%	0	0
The available time for interaction and/or discussion is very good.	50%	35.7%	7.1%	7.1%	0
The session room, facilities/teaching aids are good	50%	28.6%	14.3%	7.1%	0
The length of the session is appropriate.	28.6%	57.1%	7.1%	7.1%	0
Catering/meals were satisfactory.	92.9%	7.1%	0	0	0
Average percentage by considering all items in each attitude level	56.6%	30.8%	11.0%	1.6%	0

2. The results from public session and meeting assessment questionnaire for the IoT Public Session – Seminar in IoT

There are 36 people completed this questionnaire, and the percentage of each selection in each topic is given as follows.

Assessment of Public Session or Meeting (Workshop, keynote, meeting, discussion session)					
Questionnaire	Strong agree	Agree	Neutral	Disagree	Strong disagree
The agenda of the session was clear, balanced, focusing on all key topics.	72.2%	25%	0	2.8%	0
The session was well planned and organized.	69.4%	25%	2.8%	2.8%	0
The session objectives were presented and discussed in a clear and understandable manner.	52.8%	36.1%	8.3%	2.8%	0
The session objectives were balanced, focusing on all key topics.	63.9%	30.6%	2.8%	2.7%	0
The workshop lived up to your	58.3%	25%	16.7%	0	0

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expectations.					
The content was relevant to your field and interests.	58.3%	25%	8.3%	8.3%	0
The activities stimulated your learning and thinking.	55.6%	27.8%	2.8%	8.3%	0
The workshop was useful for the project or your study/business.	52.8%	27.8%	13.9%	5.6%	0
The available time for interaction and/or discussion is good.	63.9%	27.8%	5.6%	0	0
The session room, facilities/teaching aids are good.	80.6%	16.7%	2.8%	0	0
The length of the session is appropriate	30.6%	63.9%	2.8%	2.8%	0
Catering/meals were satisfactory.	61.1%	11.1%	8.3%	0	16.7%
Average percentage by considering all items in each attitude level	60.0%	28.5%	6.3%	3.0%	2.2%

3. The results from public session and meeting assessment questionnaire for the 1st Project Annual Quality Monitoring Meeting (Romania Meeting)

There are 14 people completed this questionnaire, and the percentage of each selection in each topic is given as follows.

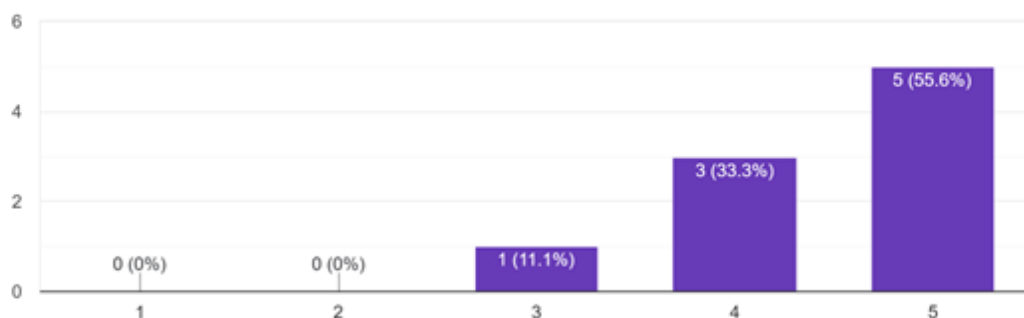
Assessment of Public Session or Meeting (Workshop, keynote, meeting, discussion session)					
Questionnaire	Strong agree	Agree	Neutral	Disagree	Strong disagree
The agenda of the session was clear, balanced, focusing on all key topics.	71.43%	21.43%	7.14%	0	0
The session was well planned and organized.	64.29%	28.57%	7.14%	0	0
The session objectives were presented and discussed in a clear and understandable manner.	57.14%	35.71%	7.14%	0	0
The session objectives were	35.71%	57.14%	7.14%	0	0

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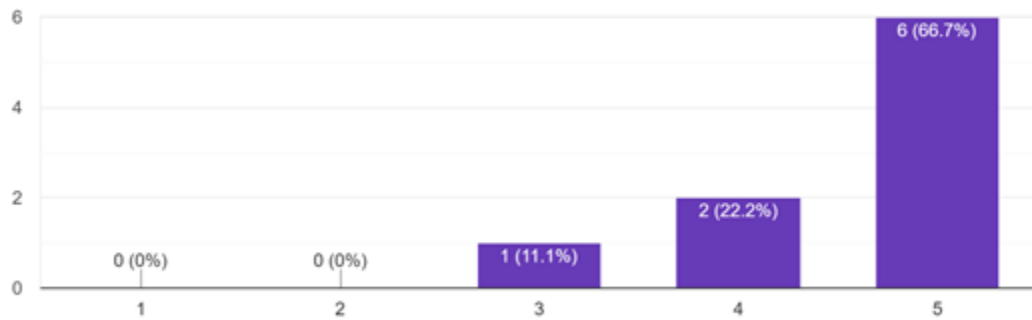
balanced, focusing on all key topics.					
The workshop lived up to your expectations.	64.29%	28.57%	7.14%	0	0
The content was relevant to your field and interests.	64.29%	35.71%	0	0	0
The activities stimulated your learning and thinking.	57.14%	35.71%	7.14%	0	0
The workshop was useful for the project or your study/business.	71.43%	28.57%	0	0	0
The available time for interaction and/or discussion is good.	71.43%	21.43%	7.14%	0	0
The session room, facilities/teaching aids are good.	92.86%	7.14%	0	0	0
The length of the session is appropriate	71.43%	28.57%	0	0	0
Catering/meals were satisfactory.	71.43%	21.43%	7.14%	0	0
Average percentage by considering all items in each attitude level	66.07%	29.17%	4.76%	0	0

4. The obtained quality score conditions of all completed deliverables so far, which are based on the reviewer assessment questionnaires are:

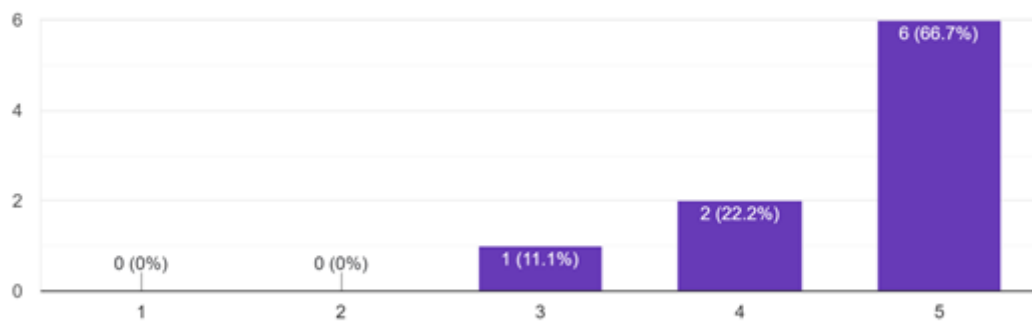
Overall the quality is excellent.



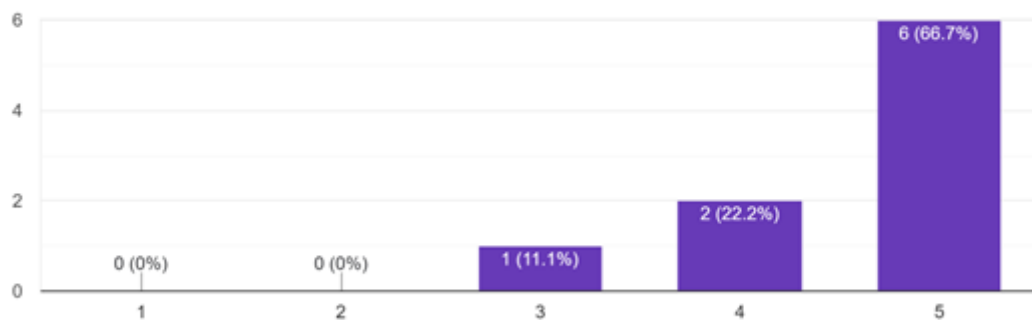
The objectives are clearly specified.



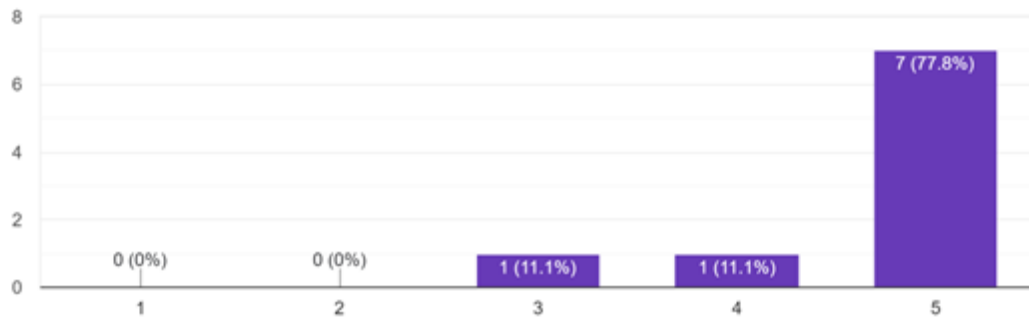
All main key topics are well covered.



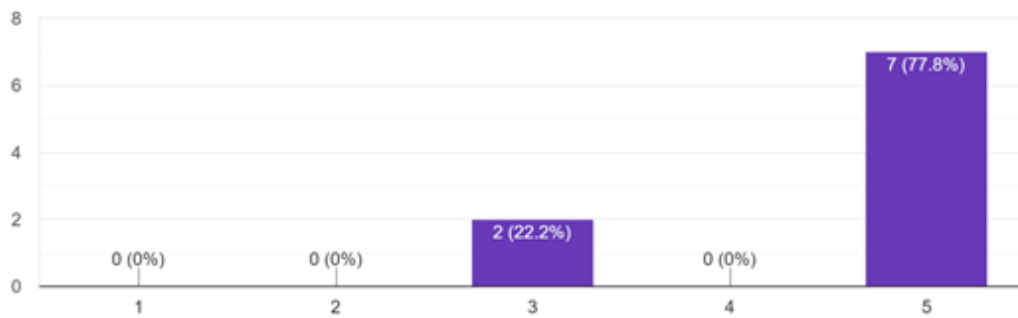
Technical quality is excellent.



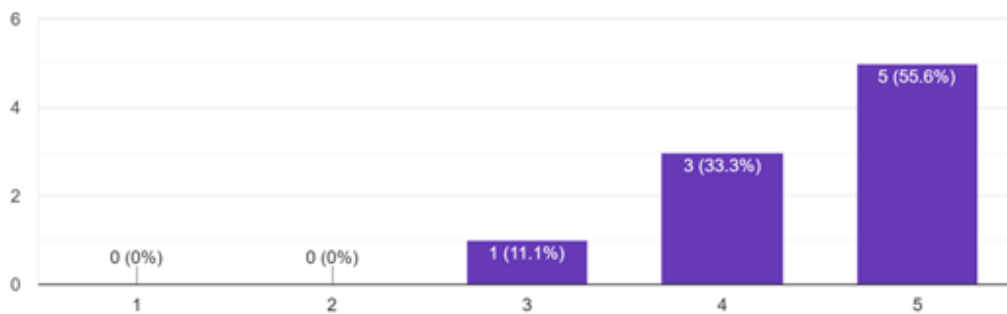
Social aspect is fully addressed.



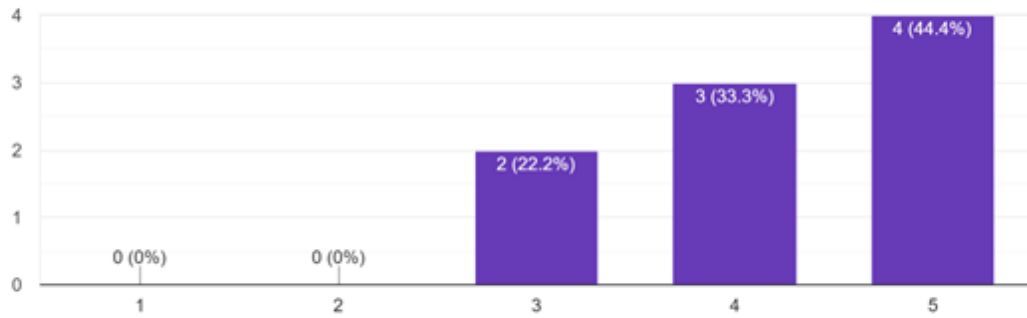
Educational objective is fully considered.



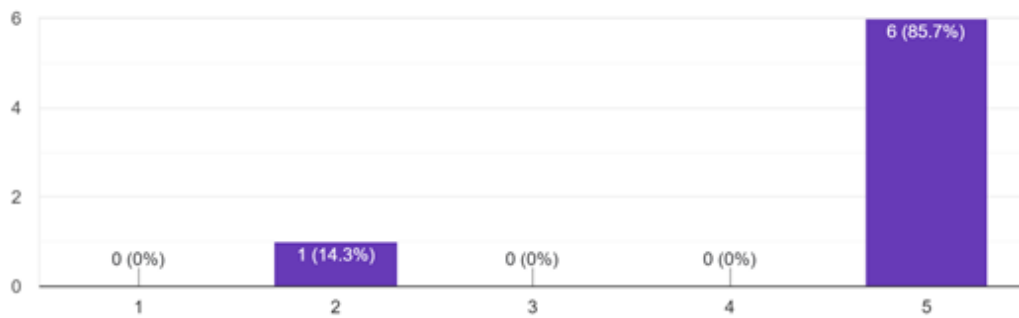
Description, discussion, and analysis is convincing.



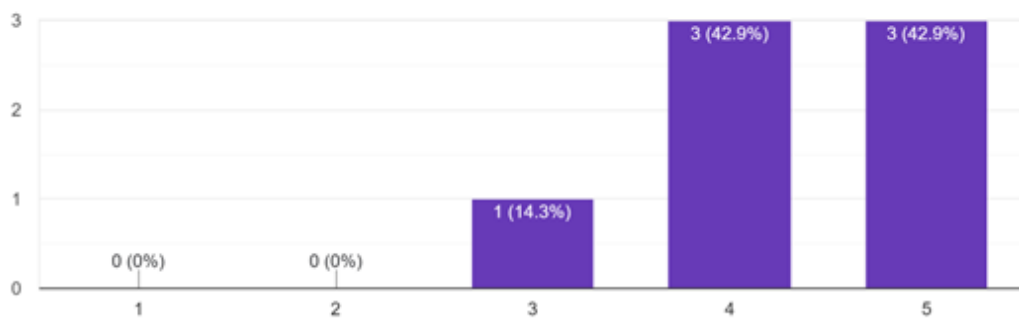
Design is highly innovative (if relevant).



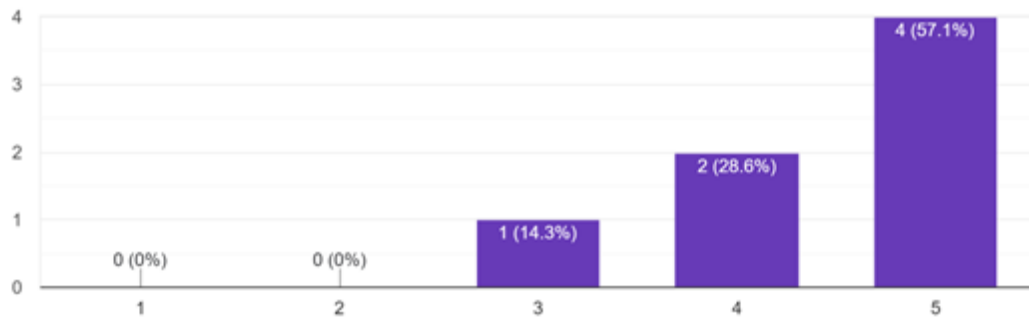
The report structure is well designed.



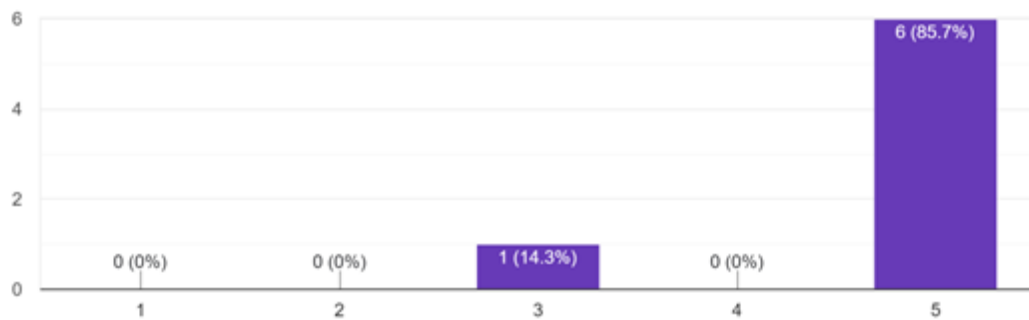
The content is well organized with the right sessions and good section titles.



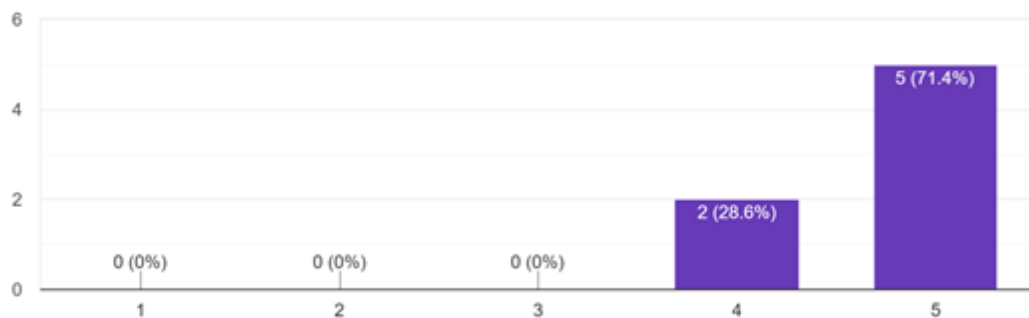
The (executive) summary is focused and well presented.



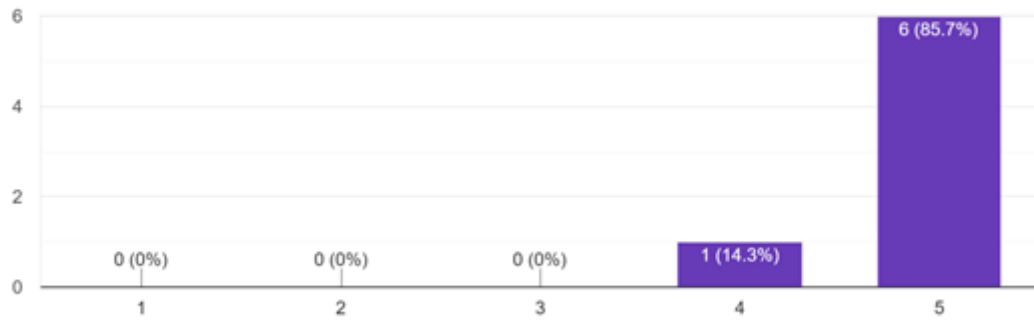
The report is well and clearly presented.



The length of the report is appropriate.



The English quality is good.



Conclusions are convincing and clearly presented.

