

Project **EDIPUS: European Digital Portfolio for University Students**

Reference number: 2015-1-CY01-KA203-011856

Implementation period: November 2015 – October 2017

European Digital Portfolio for University Students - EDIPUS QUALITY ASSURANCE STRATEGY

METHODOLOGY

The methodology to be followed for ensuring quality is the following:

Step 1 - General Design Quality: Achieving quality requires careful planning. Therefore, the first step is designed to achieve the objectives of quality. The objective of this step is to ensure that all Standards and Guidelines required for the design, administration, resources and project control, are sufficiently determined.

Step 2 - Define Quality Assurance Framework: The objective of this step is to ensure that the Standards and Guidelines, which were determined in the Design Quality Management, are realistic and correspond to the specific conditions of the project; the activities of the quality control are performed normally and without irregularities and that; the analysis of errors and defects will provide the basis for improving the quality of the projects' deliverables.

Step 3 - Perform Quality Control Activities: The purpose of this step is to identify defects so as to be able to correct them. This control is under the collective responsibility of the consortium partners and shall be performed during the whole project, not solely on the completion of a deliverable, so as to check the completeness, consistency and the fulfilment of the objectives.

Step 4 - Perform corrective/preventive actions (target < 20%): The defects and discrepancies identified by quality control must be corrected. For this purpose and to maximize the relevance of the proposed plan on the standards set in place, the Coordinator will proceed with a detailed analysis of the critical points of the proposed methodological approach as regards to the overall Management and Quality Assurance of the project.

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QUALITY ASSURANCE COMMITTEE

In order to ensure the quality of the project the consortium will form a Quality Assurance Committee, with one representative from each partner, with enough experience so as to be able to identify risks and decide upon the necessary corrective/preventive actions. Please find the synthesis below:

Consortium partner	Name of the representative
European Association of Erasmus Coordinators (EAEC) - Cyprus	Emma Zeniou
Instituto Superior De Engenharia Do Porto (ISP) – Portugal	Nuno Escudeiro
Enoros Consulting Ltd –Cyprus	Kostas Kloudas
University Of Piraeus Research Center –Greece	Fotini Asderaki
Unimed Unione Delle Universita Delmediterraneo Associazione – Italy	Marcello Scalisi
Erasmus Student Network – Belgium	Matthew Clemo
Universitaet Wien – Austria	David Zuser
Eurocrea Merchant Srl – Italy	Lucia Coletti
Fundación Universidad Empresa De La Región De Murcia - Spain	Enrique Egea

The committee will meet virtually four times to discuss the progress made, as well as assess the risks identified and if needed revise them.

Quality Assurance Committee meetings:

Quality Assurance Committee meetings	Meeting date
QAC 1st meeting	April 2016
QAC 2nd meeting	September 2016
QAC 3rd meeting	January 2017
QAC 4th meeting	May 2017



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For this project, two quality evaluation reports are foreseen (one at the end of the first year of the project and the other at the closing of the project), which will incorporate both internal evaluation questions, as well as external ones. The reports will be compiled by the Quality Assurance Committee, with the constant collaboration of the partners for the provision of information and feedback when necessary.

Quality Assurance and project Evaluation Deliverables	Scheduled
Quality Assurance plan	29.01.2016
Interim quality assurance report	31.10.2016
Final quality assurance report	31.10.2017

QUALITY ASSURANCE INDICATORS

The basic Indicators of success defined for the EDIPUS project are:

At Project Management Level:

- Schedule performance index (budgeted cost of work performed/budgeted cost of work scheduled)
- Cost performance index (budgeted cost of work performed/actual cost of work performed)
- Number of meetings carried out (target 5 transnational meetings)
- Number of deliverables submitted on time (Target 100%)
- Number of budget revisions (target 0)
- Number of reallocation of responsibilities (target <10%)

At Project Quality and Impact Level:

- Number of events organized per partner (target 1 local multiplier event)
- Number of trainings provide (target 100%)
- Number of visits of the project website (target >60/month)
- Number of stakeholders reached (target >100000)
- Number of students trained (target >250)
- Attendance rate at the trainings delivered (Target >90%)
- Number of DPP users, portfolios inserted in the db

At Monitor and Evaluate performance Level:



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- Number of participants making use and accessing the Digital Portfolio Portal and the Database of Digital Portfolios (target >100);
- Number of the University services or other institutions promoting and embracing the DPP (target >100);
- Number of employers accessing the Database of Digital Portfolios to view student profiles (target >40);
- Number of people that attended each local events per country (target > 190);
- suggestions made from members of the target groups participating in the pilot phase for the training course (target < 15);
- Number of risks with high, medium and low impact which the partners addressed (target <1-2);
- Number of risks the partners avoided through the implementation of preventive actions (target =100%);