WP5

Quality and Evaluation [**WP1** - **7**]

All Partners Progress Meeting #2 Report

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1. Quality Evaluation of WP7 - All-partners meetings

As indicated in the UNITEL Quality & Evaluation Plan (Q&E Plan), quality events of work package 7 which include input (i.e. resources), processes (i.e. execution of work package), and outputs (i.e. deliverables) are subject to specific assessment. Being one of the outstanding elements contributing to project management decision-making, activity follow-up, processes and outputs review and evaluation, all partners meetings are subject to assessment. This is conducted through an online survey witch adapts the respective template in Q&E Plan to each specific context.

Universidade Aberta (UAb) [Portugal] as WP5 leader in cooperation with the Shahid Chamran University of Ahvaz (SCU) [Iran], is responsible for the design and launch of the surveys as well as for the analysis and interpretation of results and for producing the report.

This report relates to the evaluation of the second all partners progress meeting, dedicated to WP1, 2, 3, 5 and 7, which was held online on the 28th and 29th September, 2021.
The recordings of the meeting can be found at:
https://drive.google.com/drive/folders/1IOQ2peN3tWUejy85kXzX4TyQWXRjXCT7
The materials presented at the meeting may be assessed at:
https://drive.google.com/drive/folders/1GpIulHVgKSG3MCf8hA-4itnV8t4-0Gmf

The survey was conducted between the 13th and the 29th October, 2021. The online questionnaires were sent to all potential respondents (meeting participants) and 15 responded. This result is similar to the one obtained in the quality survey of PM1. This consistent response rate in all 3 surveys (KoM, PM1 and PM2) is a clear indication of team cohesion as well as of a sign of consolidation of the quality evaluation process. However, it should be pointed out in regard to PM2 that no representatives from three of the partner institutions replied to the survey (IKIU, UI and SUT).

2. Quality Evaluation of All-partners Progress Meeting #1

Use of personal data and pictures

Of the 15 respondents, all have authorized the use of their personal data shared in the questionnaire, as well as of any photos related to their participation in the progress meeting.

Number of Surveys Responded by Partner

|		
P1	USGM (Università degli Studi Guglielmo Marconi):	2 responses
P2	UTU (Turun Yliopisto):	2 responses
P3	UAb (Universidade Aberta):	1 response
P4	PRISMA (Prisma Electronics ABEE):	1 response
P6	USB (University of Sistan and Baluchestan):	2 responses
P7	SU (Shiraz University):	1 response
P9	UT (University of Tehran):	1 response

| P10 | SCU (Shahid Chamran University of Ahvaz): | 4 responses |
| P12 | NAMVARAN P&T COMPANY: | 1 response |

2.1. Contribution and participation in the meeting preparations

As the graphic below shows, all partners consider to have contributed to the progress meeting (PM) preparations according to plan. This is a consolidated result, as the same percentage was registered in the survey of the KoM and a close one in the one on PM1 (93,3%).

1. Have you contributed to the meeting preparations according to the plan?
15 responses


- Yes
- No

100%
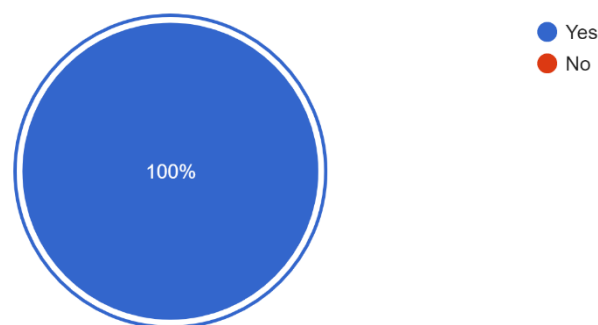
2.2. Rating of the PM in relation to conditions for participation, organization, outcomes and outputs

After a very positive result in the survey of the KoM, the following assessment of these items in PM1 was less impressive. But, fortunately this has been partly rectified in PM2. Even so, the results of the survey demonstrate two different trends. On one side, the survey shows a clear progress overall in how partners evaluate the meeting preparation and dynamics in relation to PM1. However, there's also some signs of a growing dissatisfaction amongst a few partners.

In fact, the partners have increased their satisfaction with how the PM was prepared, demonstrating on PM2 a similar appreciation to the one shown in the KoM. The same doesn't apply however to how it was conducted and reported. The best rated item continues to be the accessibility and usability of the web conference platform used. The rating of the agenda is also consistently high, with the PM2 registering similar results to the KoM. No significant evolution though was registered in what concerns logistic organization. Meeting participants seem less appreciative of the quality of the minutes. This item in particular has been identified as an area for improvement since the KoM evaluation. Corrective action seems to be needed in this domain.

2. Rate the all-partner meeting in relation to the following items (1-5, being 5 the highest score):
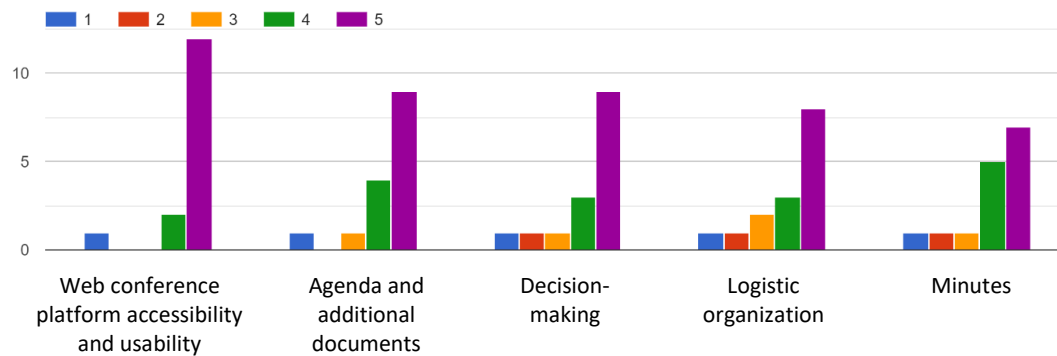
2.3. Rating of the work packages presentations, discussion and decision-making

The survey results are impressive and demonstrate consolidation in what concerns the WP presentations. Satisfaction is very high as to WP 1, with a similar rating to the one registered in the KoM. The same applies to WP 5, which has an excellent evaluation as well. These WPs haven't been presented in PM1 and results are consistent with the ones in the KoM survey. The rating of WP 7 presentation is also high, although not as much as it was at the KoM. A similar phenomena occurs with WP 6. As for WP 2 and WP3, even if the evaluation is not as good as with other WPs, the PM2 survey shows a significant evolution from PM1, a fact which is quite encouraging.

3. Rate each Work Package discussion in relation to the clearness of presentations and quality of decision-making (1-5, being 5 the highest score):
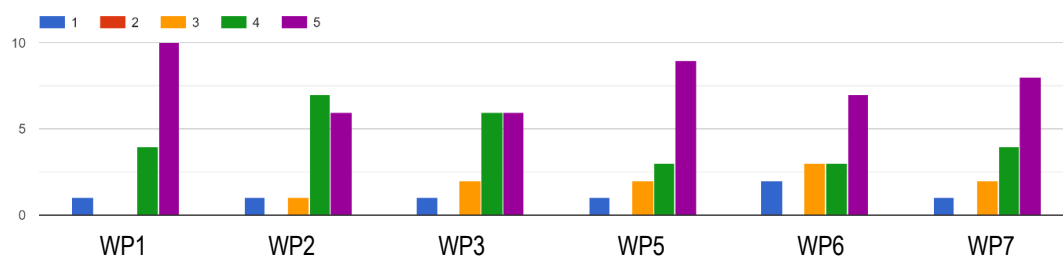

2.4. Effectiveness of communication between partners and the coordinator

All but one partner representatives have considered the internal communication between partners and the coordinator to be effective. This result is consistent with previous surveys, although less impressive than the one registered in the KoM and PM1 assessments in which, agreement was unanimous.

4. Was your communication with the coordinator effective?

15 responses

- ● Yes
- ● No

93.3%
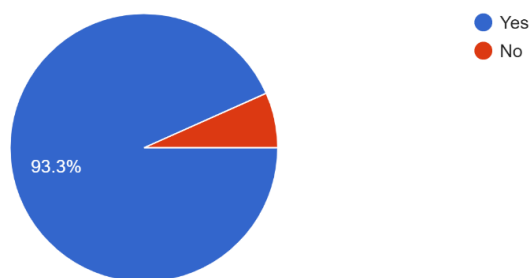
2.5. PM efficiency and quality of decision-making

As reported in section 2.2, some partner representatives demonstrated dissatisfaction with the way the PM2 was conducted, showing scepticism regarding the meeting outputs. This phenomena has been detected consistently in all partner meetings. In fact, the results of the survey in this particular item are similar to what was registered in the KoM and PM1 evaluations. As reported in previous reports, it is advisable that project management take action to improve this indicator.

Two of the respondents have provided concrete suggestions. These include a clarification of each partner's role and further discussions on the pedagogical development of WP 2.

5. Have the results met the expectations and decisions taken in the meeting been sufficiently clear to all partners?

15 responses

- ● Yes
- ● No

13.3%

86.7%
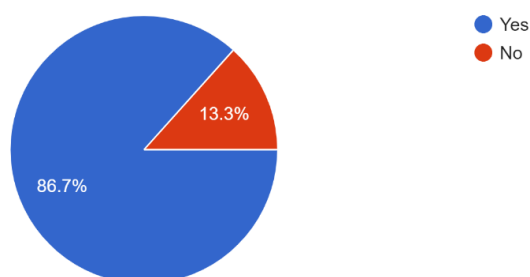
2.6. Implementation of decisions taken in PM

The survey results show a negative evolution in what concerns the evaluation of how decisions taken have been implemented. Differently from PM1, in which all partners evaluated positively this item, two negative assessments have been registered in the PM2 survey. This result, however, is similar to the one obtained in the KoM. One of the respondents provide a clue for interpreting this criticism, stating that the negative evaluation refers to the delays in the project activities, in particular the signing of partnership agreements. There's was also a critical remark to

the delays and postponements in the discussion of the meeting agenda items. An improvement regarding this indicator should be expected as the project gains speed, the partnership consolidates, and the discussions become more structured and focused.

6. Have the decisions taken in the meeting been adequately implemented?
15 responses
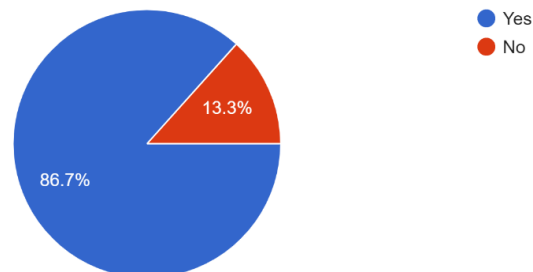
2.7. Contribution to process improvement

All but one respondents have evaluated positively this item, considering that their feedback has been taken into account for improving the process. This positive result is consistent with what has been reported of the previous meetings. Nevertheless, in the corresponding surveys no negative evaluation was ever received, which is different from what occurred in the current survey, in which there is one respondent who disagreed.

7. Was your feedback taken into account for the process improvement?
15 responses
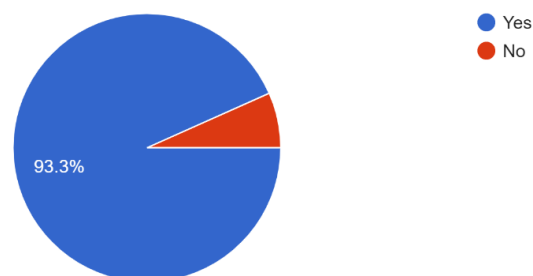
2.8. Final comments

Some of the respondents to the survey submitted additional comments and useful suggestions. The most significant of these have been reported in section 2.6.

In addition, there was also a request from one of the partner representatives worth mentioning, This relates to the urgency of organizing physical meetings.

3. Conclusions

This survey results demonstrate a consolidated evaluation of the project meetings and the partnership dynamics, as most of the items show similar results to previous reports. There is however, a progress in how PM2 is assessed when compared to PM1. Overall, the partners are satisfied with the quality of the PM's preparation, organization and discussion. The evaluation of the meetings decision-making, reporting and follow up is less positive, although still good in general. The comments and suggestions made individually by the respondents are constructive and don't identify major critical aspects. The partners demonstrate a similar high appreciation of the interaction and the communication with the project coordination.

Nevertheless, a number of aspects in need for improvement have been emerging consistently in all reports. As noted already since the KoM evaluation, several partners claim not to have a clear understanding of the project planning and implementation. The delay in solving some administrative and financial issues has also created some discomfort amongst the partnership. The lack of physical meetings and international mobility may be an additional difficulty for consolidating the project identity.