Project Title:
THE FOF-DESIGNER:
DIGITAL DESIGN SKILLS FOR FACTORIES OF THE FUTURE

Project Acronym:
DigiFoF

Grant Agreement number:
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Subject:
D6.1- Quality assurance and risk management plan

Dissemination Level:
Public

Lead Organisation:
UNIBG

Project Coordinator:
ULBS

Contributors:
All Partners

Reviewers:
ULBS

Revision	Preparation date	Period covered	Project start date	Project duration
V1	May 2019	Month 4-5	01/01/2019	36 Months

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1 Executive Summary

The aim of WP6 is to set in place the instruments, indicators, responsibilities and milestones to ensure high-quality and timely project results and outputs. The elements defined in WP6 are used to ensure the quality of WP2, WP3, WP4, WP5 and WP9.

The estimated start date of WP6 is PM4, while the estimated end date is PM24. Lead organisation is UNIBG.

The steps included in WP6 are:

- Defining a **quality assurance strategy**, quality assurance (QA) measures, templates, instruments, indicators and milestones.
- Drawing up a **risk management plan**, identifying risks, elaborating their impact, thus prioritizing them and defining risk management measures and responsible.
- Assuring **quality of administrative items**, including project meetings, reporting and monitoring templates, administrative process, financial management, project partner cooperation, mobilities.
- Assuring **quality of content items**, including training materials, industrial cases, OMiLAB4FOFs, design tools, summer schools, FoF Competence Design Network, project web platform.

The tasks foreseen in WP6, the expected results and the due date are reported in Table 1.

	Task	**Description**	**Expected results**	**Due Date**
T6.1	Creating a quality assurance and risk management plan	Quality control and assurance mechanisms and procedures (templates, responsibilities, time planning and milestones). Definition of quality assurance indicators.	Quality assurance and risk management plan	PM5
T6.2	Implementing the quality assurance of the administrative processes and results	Every six months the responsible persons within the project consortium will assess the procedures and processes in place for assuring the quality of implementation. They will consider also the risks and assess their current status; finally, if necessary, they will propose improvement measures for the quality procedures.	Quality assurance report on administrative processes	PM6, PM12, PM18, PM24, PM32

T6.3	Realizing the quality assurance of training materials and tools	Before the final delivery, assessment of the quality of each unit and case of training materials: this activity will be performed by at least two experts.	Handbook on quality assurance of trainings	PM8
T6.4	Performing the quality assurance of trainings	Creation of a handbook on how to successfully prepare and run trainings. Evaluation of trainings by internal and external reviewers.	Report on quality assurance activities	PM18, PM36
T6.5	Performing the quality assurance of the other deliverables (i.e. the network and the labs)	Feedback given in written and oral form to the main authors of the deliverable.		

Table 1: Tasks, expected results and due date

2 Quality assurance plan

The Quality Assurance Plan formalizes the approach that will be followed by the DigiFoF consortium to ensure high quality of the project activities, outputs and outcomes, and project management.

Prof. R. Pinto from UniBG is responsible for defining the quality assurance plan as well as for coordinating and monitoring the realisation of all the quality activities inside the project. All the partners support this quality assurance and each partner must designate its own quality appointee.

The final Quality Assurance Plan, established from the collaboration among Prof. Pinto and all the quality appointees, will be approved and available to all the participants through the online platform (http://cloud.digifof.ulbsibiu.ro).

Specific responsibilities have been allocated to different monitoring committees, namely:

- Steering Committee (SC)
- Project Management Board (PMB)
- Project Manager (PM)
- Quality Manager (QM)
- Dissemination and exploitation manager (DEM)
- Work package leaders (WPL)

The quality assurance process will include both internal and external specialists:

- **External evaluators** are senior members in their field. They will evaluate the DigiFoF Competence Network, OMiLAB4FoFs, the vocational training programme, the guideline for the industry-academia joint Master programme, the summer schools.

- **Internal evaluators** are senior members of the DigiFoF consortium. They will evaluate the outputs based on their competences.

This document will include quality objectives, quality assurance measures, templates, instruments, indicators and milestones of the project. The quality assurance activities will be based both on ***qualitative measures*** *(i.e.* the observance of deadlines, the achievement of objectives and certain levels of performance) *and* ***quantitative measures*** (i.e. answers to questionnaires, number of participants in a training and reports). Data will be gathered from all project partners and key stakeholders involved in each activity.

Specifically, the Quality Assurance Plan defines procedures for:

1. Ensuring quality of project output:
   1.1 Monitoring the quality of the written documents, the deliverables, the project outcomes such as design tools and design labs, the project activities such as trainings, network activities.
   1.2 Providing measures and indicators to monitor the quality of all the project deliverables.

2. Ensuring quality of administrative processes and reports:
   2.1 Monitoring the quality of project management activity.
   2.2 Providing measures and indicators to monitor the quality of all the project management.

2.1 Quality of project deliverables – documents format and information

The main quality objective of the DigiFoF project is that the project deliverables meet the predefined requirements. Since several partners are involved, it is important to ensure that the same levels of quality can be achieved by all of them, to provide the appropriate deliverables to the other actors. To achieve that level of quality, a common quality expectation for all deliverables is of utmost relevance.

A consistent format for all document-based deliverables (e.g. Word documents, PowerPoint documents) is to be followed by all partners using templates provided together with this Quality Assurance Plan.

Regarding the specific information included into the deliverable, it is important that the amount of information in each deliverable shall be comprehensive hence including all the relevant output of the project. Deliverables shall be concise and easy to follow. The readability of a document is a vital ingredient for its success hence it shall be written with their target readers in mind.

Each deliverable shall be reviewed at least by one internal expert. Reviewers for each deliverable shall be appointed at the beginning of each WP and approved by the QM. The review of each document must be finished 7-10 days before the deliverable deadline. This guarantees to the deliverable authors the time to amend the document as suggested by the reviewers. Specific people are appointed in the following Table 2. Quality Assurance Plan includes a checklist (Annex A) that shall be used for the evaluation of the deliverables written in a document form.

The templates and checklists are adopted by the QM and SC members in order to ensure a common appearance of deliverables as well as to ensure that a minimum amount of information will appear consistently in all documents produced by the project. This is not applicable to deliverables that by their nature need to have a different format (i.e. OMiLAB, webinars, trainings). Regarding the teaching and training material, it will be essential to verify its correctness, clarity, completeness and consistency. This material should be an output of the project, which will remain valid even after the project has been completed.

In addition to the quality of the written deliverables, time is also important: the project sets precise deadlines for the different deliverables. In case of delays, the deliverable responsible shall inform the QM who would support in proposing and sharing possible solutions. All the deliverables with the specific deadlines are reported in Table 2.

Deliverable	Title	Responsible	Due date	Reviewer
D 1.1	Information collection system	OMiLAB	PM3	ULBS
D 1.2	Report on needs and demands for FoF-design: Findings and recommendations	UNIBIAL	PM6	VIAMECA
D 2.1	FoF Design Competence Network: Strategy and Action Plan	OMiLAB	PM7	AFIL
D 2.2	OMiLAB4FoFs	ULBS	PM12	OMILAB
D 2.3	Web platform	BOC	PM3 (updates ongoing)	CIRIDD
D 2.4	Brokerage system	BOC	PM5	UNIBG
D 2.5	DigiFoF Design Academy Concept	EMSE	PM33	SOCOLNET
D 2.6	FoF Designer: Report on Market Demands for Competences	OMiLAB	PM12,24,34	VIAMECA/UNIBIAL
D 2.7	Business Plan	OMiLAB	PM33	ULBS
D 3.1	DigiFoF problem-based learning path for students and professionals	EMSE	PM7	SOCOLNET
D 3.2	Teaching and training materials for the design of the Factory of the Future	ULBS	PM18 (updates in PM22 and PM33)	BOC
D 3.3	Design method for the Factory of the Future	ULBS	PM14	OMiLAB
D 3.4	Design (modelling) tool for the Factory of the Future	ULBS	PM22	OMiLAB
D 3.5	Industry-cases on FoF design	CONTI	PM16	BOC
D 3.6	Webinar series on designing the Factory of the Future	BOC	PM34 (every month one webinar)	UNIOULU
D 4.1	Factory of the Future: Vocational training program	CLEX	PM10	EMSE
D 4.2	Vocational trainings	CONTI	PM30	EMSE
D 4.3	Report on professional trainings	CONTI	PM24 and PM34	IDPC
D 4.4	Joint Open Badge certificates and formal local certificates	OMiLAB	PM12	EMSE
D 5.1	Action plan on joint academia industry initiatives	UNIBIAL	PM12	AFIL
D 5.2	Report on academia-industry	UNIBIAL	PM14, PM24, PM34	AFIL
D 5.3	Report on evaluation of developed academic materials during the NEMO Summer Schools	UNIOULU	PM24, PM34	OMiLAB

D 5.4	Guideline on establishing a joint industry-academia Master program for FoF-Designers	ULBS	PM33	CONTI
D 6.1	Quality assurance and risk management plan	UNIBG	PM5	ULBS
D 6.2	Quality Assurance Report on Administrative Processes	UNIBG	PM6, PM12, PM18, PM24, PM32	ULBS
D 6.3	Handbook on Quality Assurance of Trainings	BOC	PM8	UNIBG
D 6.4	Report on Quality Assurance Activities	UNIBG	PM18, PM36	UNIBIAL
D 7.1	Evaluation report on industry cases	UNIBG	PM18	VIAMECA
D 7.2	Evaluation report	UNIBG	PM13, PM19, PM25, PM31, PM36	AFIL
D 8.1	Print materials	VIAMECA	PM2 and PM12 (for brochures)	CIRIDD
D 8.2	Workshops and tutorials	AFIL	PM6-PM36	BOC
D 8.3	Scientific and press articles, white paper	EMSE	PM6-PM34	CIRIDD
D 9.1	Interim Report	ULBS	PM18	UNIBG
D 9.2	Final Report	ULBS	PM36	UNIBG
D 9.3	Project meetings	ULBS	PM6, PM12, PM18, PM24, PM30	UNIBG

Table 2: Deliverables title, responsible, due date and reviewer

2.2 Quality of project deliverables – events (meeting, training, webinars, workshops)

Among the outcome of the DigiFoF project, many events such as workshops, webinars, summer schools are foreseen. This section of the Quality Assurance Plan provides guidelines on the events organisation and standards to ensure coherence between the events organised by the project partners.

All events within the project shall be organised in an effective and efficient manner. The organisers shall provide in due time a full information package to all the participant. The latter includes: agenda, information about the venue and how to reach it (suggested hotels, public transports available, etc.), link to online conference software (in case of webinar), material and tools required. Time for preparation activities depends on the event type (e.g. summer school, workshop or trainings). This will be settled by each WP team.

The organisers of the event shall ensure the implementation of the events respecting the proposed agenda (sessions and breaks). All the presentations and used for the events shall use the Power Point template in the attach to this document. A recording of the meeting minutes, written in a concise and clear manner, shall be available at the end of each event. List of attendees must also be filled-in following the defined template (annex B). The event organisers are in charge of taking picture and adding them in the project web platform (link).

When relevant, a feedback form shall be distributed to all the event participants (annex C). The organisers are responsible for reporting the collected feedback using the DigiFoF standard template (annex D). This template has to be filled by project partners (organisers). It shall be used to inform colleagues and partners about events.

2.3 Quality of project deliverables – LABs

The distinguishing feature of the DigiFoF project is the development of physical labs: OMiLAB4FoF. A quality standard for the development of this physical labs shall be followed.

As far as this aspect is concerned, reference is made to the guidelines provided by OMiLAB.

In particular, OMiLAB should verify compliance with the minimum requirements regarding the dimensions and spaces required for the installation of the laboratory. In addition, OMiLAB will investigate the presence of the different recommended spaces: creative/innovation space, evaluation space, engineering space.

OMiLAB's experience will also guide other organisations in solving any problems that may arise.

3 Quality control and assurance activities

While the first part of the Quality Assurance Plan includes templates, rules and procedures to ensure a common quality of documents and evaluations, the following part describes how the quality of the project results will be ensured. It also includes specific indicators and measures to ensure high quality of the results.

The quality assessment process will consist of the following steps:

1. Identifying key components of the evaluation (evaluation items, measures, qualitative and quantitative indicators).
2. Identifying approaches to collect and analyse data.
3. Defining how to communicate and apply improvement suggestions.
4. Monitoring the implementation of the improvement suggestions.

3.1 Key components of the evaluation

The main results of the project to be evaluated are the milestones (Table 3), which represent the fundamental goals that each work package must achieve. Milestones are fundamental, because the work packages are interdependent: the outputs of one is the starting point for other following WP, this makes necessary that the deadlines are respected as much as possible to avoid delays in the implementation of the entire project.

WP	**Milestones**
WP1	Needs collection system, report on FoF-design needs
WP2	DigiFoF Design Competence Network, OMiLAB4FoF labs
WP3	Learning materials, case studies, webinars, design tools
WP4	Vocational training program with formal and open badge certificates, trainings
WP5	Guideline for industry-academia Master, summer schools
WP6	Quality assurance plan, QA-ed materials and tools
WP7	Peer and external evaluations
WP8	Webpage, publications, workshops, social media presence
WP9	Reports to be delivered to the EACEA, financial management, IPR

Table 3: Milestones for each WP

The quality assurance activities will be based on two types of data: qualitative and quantitative. On the one hand, qualitative data concern, for example, the observance of deadlines, the achievement of objectives and certain levels of performance. Qualitative indicators also refer to the achievement of certain levels of satisfaction regarding training and events. On the other hand, quantitative data concern, for example, the number of responses to questionnaires, the number of views or downloads of reports.

Hereafter, Table 4 reports the list of specific indicators settled for the project milestones identified.

WP	Indicators	Nr (quantitative indicator)	Qualitative indicators
WP1	Filled online questionnaires	80	Successful interpretation and usage of data collected
	Prints of FoF-design needs report	150	How many additional requests were received to provide the needs report?
WP2	DigiFoF network members	20	
	OMiLAB4FoF labs	5	
	Lab users	400	Do the users plan to regularly use the labs? Do the lab users provide mainly positive feedback?
WP3	Learning units/modules	30	Do the materials meet the quality criteria?
	Industry case studies	20	Do the enterprises see the cases as reflective of their challenges?
	Webinars	24	How many users recommend the webinars to potential participants?
	Open source design tools	20	
	Open use platform	1	
WP4	Vocational trainees (incl. certificates)	100	Are the trainees satisfied with the trainings?
WP5	HEIs using guideline	5	
	Participating teachers	22	
	Participating students	50	
	Professionals	8	
	Evaluation feedback	100	Satisfaction with training
	Summer schools	2	
WP6	QAed materials/outputs	75	How many items have met the quality criteria in the first round?
	Impact of improvements proposed on quality of results and outputs		Are the project partners satisfied with the framework?
WP7	Evaluations by peers and external experts	50	Do the evaluated materials/tools meet the quality criteria?
	Relative quality to the assessment level		

WP8	Web-portal hits	1500	Duration of stay on web-portal
	Published articles	40	
	Participants to dissemination workshops	200	Satisfaction with workshop
	Flyers	2000	Requests for flyers and posters
	Posters	200	
WP9	EACEA reports	2	

Table 4: Qualitative and quantitative indicators

3.2 Collecting and analysing data

The data, both qualitative and quantitative, will be collected by the project partners involved in the different activities to reach a specific milestone.

Qualitative data will be easily gathered during the WP activities and through the deliverable report (annex A) performed by the reviewers. The data regarding the satisfaction of the event participants will be gathered through the reports of events (annex D) that each partner should fill in after the collection of satisfaction questionnaire (annex C).

Quantitative data should be gathered during the WP by the WP leader. A specific template has been developed for the monitoring of quantitative indicators (annex E). According to the project deadlines, the level reached by the indicators should be compared with the one to be achieved: in the event of an unsatisfactory result, improvements should be discussed in order to try to bridge the gap between expected and actual results. These measures will then be implemented and, subsequently, their impact on the same performance indicators will be verified. Annex E includes all this information. The monitoring of output quality shall be performed twice for each WP, one in the middle and one at the end. It ensures that the results of the projects are constantly monitored.

3.3 Communicating and applying improvements suggestions

The report of the evaluations performed by the WP leaders shall include all the information necessary to the QM to monitor the overall quality of the project. As soon as the reports are completed, they shall be sent to the QM who will take care of the results and, if necessary, support the WP leader in managing issues and problems.

4 Risk management plan

A risk represents the possibility of some event happening that has a negative impact on the project. In a project like DigiFoF, a risk is also represented by the failure to achieve certain objectives, as well as the failure to produce the expected deliverables, within the set timeframe. Often this can have a knock-on effect, which is transmitted from one WP to another.

A multi-year project with several partners inevitably involves risks. The risks affecting the project outcome can be related to two different potential factors:

- factors not depending on the project organisation team, such as socio-economic, geographical, political, regulatory, technological;
- factors depending on the project organisation team, such as partners' resources availability, organisational culture and project management.

While in the case of risks depending on the project organisation, a detailed quality management plan has been established (see previous section) to limit the growth of risks, for what concerns the group of risks associated with factors not directly depending on the project consortium, it is of utmost relevance to identify and monitor them.

4.1 Risk management procedure

To identify all the risks associated to the DigiFoF project, both internal and external, the consortium has identified a risk management plan. The main aim of such a plan is to:

1. Identify risks and elaborate their probability of occurrence and their impact on project development
2. Prioritize them and define risk mitigation measures to cope with it.
3. Monitor and update the Table including the lists of risks identified in the project.

4.2 Risk identification and assessment

The first activity to properly manage and avoid risks is to identify them and to evaluate their exposure (probability multiplied by impact).

Three different levels of "probability of risk occurrence" have been identified in the project:

- LOW: the probability that a risk occurs into the project is almost close to zero.
- MEDIUM: a risk could occur sometimes during the entire project duration.
- HIGH: a risk is very likely to occur during the project.

For what concerns the impact, three levels have been defined as well:

- LOW: the occurrence of the risk will have a negligible impact on the project.
- MEDIUM: the occurrence of the risk will have a marginal impact on the project.
- HIGH: the occurrence of the risk will have a critical impact on the project.

According to the abovementioned probability of occurrence levels and impact levels, the exposure to a given risk is estimated using the risk exposure matrix in figure 1.

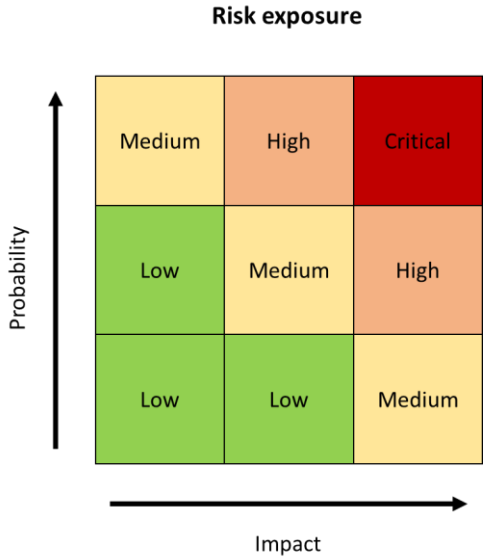

Figure 1: Risk exposure matrix

The matrix shows how the risks are classified. Hence, the risks shall be prioritized considering their exposure. Risks with "high" or "critical" exposure have to be analysed and managed before risks with "medium" exposure. In turn, the latter shall have the priority on risks associated to "low" exposure.

4.3 Risk mitigation measures

For each risk identified a set of mitigation activities shall be settled in order to reduce the risk exposure. Each WP leader is responsible for executing the risk mitigation activities concerning the WP they lead. After the implementation of such activities, the risk exposure shall be reduced.

4.4 Risk monitoring and control

All risks shall be entered into the Risk Management Table (see paragraph 4.6) and the Project Manager will be responsible for maintaining this Table.

The Table, including the main risks identified at the very beginning of the project, will be available to project partners through the DigiFoF web platform. Each WP leader will be responsible to update the Table at the beginning of each WP with the new foreseen risks.

The Management Board will review the project's risks on a regular basis and will write relevant issues into the progress report.

4.5 Roles and responsibilities

The project manager is the overall coordinator of the Risk Management Plan. He is responsible to facilitate risk identification and assessment and to monitor all the risks identified into the project together with their mitigation measures. He is also responsible for briefing the Management Board on the status of risks and write reports on them.

All the project partners, in particular WP leaders, shall coordinate with the project manager to review the overall risk management Table, identify new risk and the associated contingency plan. They shall also review and recommend any changes to the risk assessments made and the risk mitigation plans proposed. Finally, they shall inform the project manager about the completion of mitigation actions related to each risk.

4.6 The DigiFoF Risk Management Table

Although risk monitoring will be a constant activity during the project, a preliminary list of potential risks underlying DigiFoF have been defined. Each risk has been defined and assessed with respect to the "risk exposure" rating identified.

The Risk Management Table contains the following information:

- Risk number
- Description
- WP
- Probability of occurrence
- Impact
- Risk exposure
- Risk mitigation measures

The risks foreseen within the DigiFoF project are listed in the following Table (Table 5). It constitutes a preliminary list of items to be taken into account, but it is only a start of the work and it will be updated during the overall project duration with newly identified risks. It shall be updated at the beginning of each WP and throughout the entire project in order to recognize and manage all the criticalities.

Nr	Risk description	WP	Probability of occurrence	Impact	Risk exposure	Proposed mitigation measure
1	Ineffective participation of project partners	All WPs	Low	High	Medium	The project management team should observe the behaviour of the project partners, including their participation in scheduled virtual meetings. In case of poor or not proactive participation of some partners, the reasons must be investigated.
2	Lack of coordination among the WPs	All WPs	Medium	Medium	Medium	Most WPs are overlapping in timing and are interdependent as deliverables; therefore, the project management team must ensure constant coordination between the WPs, encouraging continuous and effective communication between the project partners.
3	Coordination problems within each individual WPs	All WPs	Low	Medium	Low	The risk concerns the individual WPs and the partners involved in them. As in the case of coordination between the different WPs, communication between the partners and the effective dissemination of information should also be promoted here.
4	Delays in project implementation	All WPs	Low	Medium	Low	The delay in completing a deliverable can cause a knock-on effect on the whole project, so it is fundamental to meet the deadlines of each deliverable. The manager of each WP will have to make sure that the relevant deliverables are ready in time, as well as the project management team will have to monitor the overall progress of the project
5	Poor needs collection	WP1	Low	High	Medium	The questionnaire must respond to the need to collect precise information on the state of digital design skills of the target companies. Questions should be precise and without margin for interpretation. A sufficient number of answers should be collected according to the indicators identified in the project proposal.
6	Financial and practical (e.g. spaces) difficulties of partners for the	WP2	Medium	High	High	Regarding financial difficulties, the project team can help partners to find possibilities to raise funds, as well as partners can look for cheaper solutions for the laboratory.

	development of the OMiLABs					Regarding spaces, possible changes in the structure of the laboratory can be studied to adapt it to the available spaces.
7	Delay in the development of the DigiFoF web platform	WP2	Low	Medium	Medium	The project management team will monitor the correct and timely development of the platform. Any doubts of the platform development team will have to be shared with the project partners, so even in this case communication is essential.
8	Lack of material to populate the digital library	WP3	Low	Medium	Low	The development of training materials and industrial cases is a central point of the project. The project management team must ensure that the material development activities are implemented effectively. The commitment of all project partners involved in these activities must be kept constant, investigating any problems that may hinder their work.
9	Low level of involvement of external stakeholders (e.g. industrial, enterprises employees and professionals)	WP4, WP7	Medium	Medium	Medium	Contact must be maintained with the industrial world. The importance of the project must be passed on to these stakeholders and the possible benefits, both direct and indirect, that may derive from it must be presented. Therefore, the effectiveness of these messages must be guaranteed.
10	Difficulties in involving the academic organisations outside the project consortium	WP5	Low	Medium	Medium	Obstacles to the involvement of academic organisations may be encountered: teachers may not understand the usefulness and benefits of using labs and related training material in their courses. A key role will be played by the project partner teachers and the management project team can also contribute to this. The use of labs for research activities, including degree theses, should also be encouraged.
11	Low impact of dissemination strategy	WP8	Medium	Low	Low	To ensure a good impact of dissemination activities, an effective strategy must be developed that takes into account the possibility of addressing heterogeneous figures from both industry and academia. It will be important to identify the right channels in relation to the targets to be reached.

Table 5: Risk Management Table

ANNEX A: Quality Assurance Checklist for evaluation of the deliverables

Deliverable Nr and Title:	
Main Author/Editor:	
Peer Reviewer (Institution, Person):	
Date of Receipt of Deliverable:	
Date of Sending out the completed peer review:	

Section 1 – Deliverable content and objective	**Evaluation**	**Comments**	**Recommendations**
Does the deliverable comply with the major objective of the DigiFoF project?	☐ Yes ☐ No ☐ Partially		
Does the deliverable comply with the WP objectives as specified in the WP description?	☐ Yes ☐ No ☐ Partially		
Does the Deliverable correspond with the activity description as specified in the application form?	☐ Yes ☐ No ☐ Partially		
Major strengths of the deliverable			
Major weaknesses of the deliverable			

Section 2 – Deliverable structure and layout	**Evaluation**	**Comments**	**Recommendations**
Is the length of the deliverable justified? If no, please specify by e.g. indicating parts that are superfluous, irrelevant, redundant, unspecific or would need more explanation?	☐ Yes ☐ No		
Is the deliverable presented using the project deliverables template?	☐ Yes ☐ No		
Are the complementary information (external sources, bibliography, methodology, list of contacts) adequate?	☐ Yes ☐ No		
Level of written English	☐ Excellent ☐ Adequate ☐ Poor		

Section 3 – Review Summary	**Evaluation**
The current version of the deliverable is:	☐ Applicable and ready to be submitted to the EC, if required; ☐ Applicable, but requires minor revisions ☐ Inapplicable and requires substantial revisions
Is it necessary for the revised deliverables to be reviewed again before submitting it to the EC?	☐ Yes ☐ No

ANNEX B: List of event attendees

Event	
Venue	
Date	
Organisers	

ATTENDEES:

	Name	Organisation	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

ANNEX C: Participant feedback form

Dear Participant,

Thank you for attending this event. In order to improve the organisation of the events within the DigiFoF project, we invite you to complete the following questionnaire.

We appreciate your valuable contribution and we thank you in advance!

	Most satisfied	Satisfied	Moderately satisfied	Rather dissatisfied	Not at all satisfied
Overall organisation of the event	5	4	3	2	1
Programme structure	5	4	3	2	1
Time management	5	4	3	2	1
Venue and facilities	5	4	3	2	1
Presentations	5	4	3	2	1
Interaction with other participants	5	4	3	2	1

Please indicate your agreement with the following statements

	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
The information I got will be useful for my job	5	4	3	2	1
The topics of the event are similar to what I was expecting	5	4	3	2	1
The material distributed is useful and informative	5	4	3	2	1
The overall structure of the event is suitable for the topic and the participants	5	4	3	2	1
The style and the communication of the organisers is suitable for this kind of event	5	4	3	2	1
The interaction between organisers and participants was relevant	5	4	3	2	1
I would recommend this kind of event to colleagues	5	4	3	2	1

Additional comments:

_____

_____

_____

ANNEX D: Event report template

Author:	
Event Title:	
Event Date and Venue:	
Type of event (training, webinar, summer school):	
Organiser(s):	
Link to Agenda:	
Short description:	
Total number of participants invited:	
Total number of participants:	

EVENT ROLLOUT
Please attach the final event agenda and the list of participants (Annex B)

EVENT EVALUATION BY PARTICIPANTS

Summary of the Participant Feedback Form
Please insert the results of the feedback received from participants. Include only the overall percentage of the feedback received.

	Most satisfied	**Satisfied**	**Moderately satisfied**	**Rather dissatisfied**	**Not at all satisfied**
Overall organisation of the event					
Programme structure					
Time management					
Venue and facilities					
Presentations					
Interaction with other participants					

ANNEX E: WP quality measurement Table

WP:	
WP Leader:	
Type of quality monitoring report:	☐ Intermediate (performed in the middle of the WP) ☐ Final (end of WP)
Date of Quality Audit:	
Milestone:	

Section 1 – Qualitative measurement	**Evaluation**	**Comments**	**Recommendations**
Has the objective of the WP been achieved?	☐ Yes ☐ No ☐ Partially		
Is the WP on time?	☐ Yes ☐ No ☐ Partially		
How is the level of satisfaction of external participant with respect to the project output?	☐ High ☐ Acceptable ☐ Low ☐ Not Applicable	(*Please include here data regarding the level of satisfaction achieved during the events and the threshold identified by the Quality Assurance Plan)*	

Possible measures of interventions *(Include here suggestions and measures that can be adopted to improve the quality of the WP)*

Section 2 – Quantitative measures	**Expected nr** *As reported in the QAP*	**Achieved nr.**	**Are the quality standards achieved?**	**Possible measures of interventions**
Indicators *Please report here the indicators to monitor the specific output as defined in the Quality and Assurance Plan*			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	

Section 3 – Review Summary	**Assessment**
The output of the WP is:	☐ Excellent ☐ Adequate ☐ Poor
Comments:	