



## **Evaluation Plan**

### **Popup Restaurant – innovative e-learning route to self-entrepreneurship in line with ECVET procedures**

**Project Duration: (01/09/2017 – 31/08/2019)**

Project Number 2017-1-IT02KA204-036465  
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## Introduction

The general objective of the “Evaluation Plan” for the project Pop-Up Restaurants is to guarantee the highest possible efficiency, relevance, impact and sustainability of the results of the project.

The evaluation process within this project is a crucial aspect in terms of:

- application and the quality management procedures in the implementation of the project;
- progress and the production of the defined outcomes;
- maximisation of the project’s impact on both national and international level;
- providing meaningful feedback to the European Commission;
- learning lessons for future partnership;

The methodology of the evaluation will follow European Commission (EC) evaluation guidelines which is based on 5 key evaluation criteria formalised by OECD-DAC: *relevance, efficiency, effectiveness, impact* and *sustainability*. Plus additional criteria that apply to all EC policies, i.e. *coherence/complementarity* and the *community value added*.

The evaluation process will examine the extent to which the consortium used its resources/ input in an efficient way to achieve the goals set up in the project plan and the level of impact that the project has and will have on its intended target groups. The aims of the evaluation:

- establish that quality management components and tools are designed to ensure that project execution is of a high standard;
- determine a plan and a strategy to ensure that project development and outcomes are monitored and that they will be successfully delivered;
- implement a quality assurance process to ensure the project aims and objectives are met to high standards;
- continuous improvement is achieved during the project lifespan.

## Evaluation plan

The quality assurance of the project is ensured from the very beginning and throughout the project, concentrating on the following:

- Project development
- Transnational meetings
- Partner's communication and cooperation
- Project products
- Piloting
- Impact and dissemination efficiency

At the beginning of project implementation, an evaluation group will be established. The evaluation activities will be carried out by each partner, but the Volkshochschule im Landkreis Cham e.V. will be the leading partner for these tasks based on their long term experience in the field of projects' management and quality assurance. They will be responsible for the development of this Evaluations Plan, preparation, distribution and collection of questionnaires, preparation of the monitoring reports every six months which will check partner reports, project activities with the project application and implementation strategy.

Following evaluation tools will be deployed:

- Progress Tool to be completed every 6 months
  - "Project issue and change control log"
  - Evaluation of project outcomes against project milestones and quality indicators specified in intellectual outputs
- Project Meeting Questionnaire
- Evaluation questionnaire during the piloting phase
- "Monitoring report" every 6 months: on-going feedback on project developments, tools and outcomes. This report will be based on the information provided by the phase progress excel sheet and will propose a kind of "photography" of the project each 6 months. This shall help avoid any unnecessary deviations from the work plan as well as enable a timely intervention by the coordinator if there are some problems. The coordinator will propose some changes in the implementation strategy if necessary and partners will take decisions according to the conclusions of the report.

**Commento [OB1]:** Dear Mira could you please check this point and specify what do you mean? Will your organisation prepare an excel sheet, that will be updated every 3 months by each partner? (page 36 in the application)

The evaluation plan will therefore include:

- "formative" evidence e.g. questionnaires, Project issue and change control log, evaluations

- “summative” evidence e.g. summaries of various project aspects

Formative Evaluation will ensure that changes are made to project execution and work plans. It aims to assess progress in meeting the project’s goals of collecting information to learn whether or not the benchmarks of progress were attained and to highlight any unexpected developments. Through quantitative and qualitative data processing it will determine the impact of the activities and strategies used, and whether some of the project activities need to be changed to improve the outcomes. An aspect of the evaluation will also take into account the external evaluation recommendations made at the approval stage by the Commission.

The Summative evaluation will be carried out upon completion of project realisation and assess the success and the link between declared expectations and actual realisation of project goal, including:

- project interaction and dynamics between consortium members;
- project management processes and implementation;
- analysis of the structure and organisational culture of the partnership;
- project financial management and QA plans;
- project dissemination strategies, mainstreaming and valorisation plan;
- project research methodology and analysis of results;
- project deliverables / outcomes and other concrete outputs against milestones and original plans;
- evaluation of the development of the Popup restaurant curriculum and its testing;
- evaluation of work placement of the trainees into business of the sector;
- evaluation of the developed curriculum on “My Clyde” e-learning platform and its methodology.

The summative evaluation will be completed as an “Interim” and “Final” report. Each of the reports will include feedback the following:

- Interim report
  - Project management and the quality of leadership;
  - Partnership expertise and competence and distribution of tasks based of each partner’s strengths;
  - Partnerships cooperation;
  - Barriers and challenges regarding development and execution of intellectual outputs;
  - Progress towards actualisation of final products;
  - Quality and efficacy of work plans/deadlines in terms of relevance to stated aims and objectives;
  - Clear definition of roles and responsibilities;

- Quality and impact of dissemination activities;
- Conflict and resolution of emergent problems during the lifecycle of the project;
- Quality of communication strategies implemented at management level and within the partners;
- Recommendations for the next phase of the project.
- Final report
  - Review of all sections from the interim report;
  - Quality and effectiveness of project products (VLP and Training package);
  - Impact of project on partners;
  - Impact of project on its intended target audience;
  - Wider benefits of the project;
  - Extent to which project success has been realised.

The Evaluation Plan and Quality indicators which will be taken into account for the evaluation of the project are:

- the coherence of the activities carried out with respect to the project objectives;
- the correspondence between expected results and achieved results;
- the efficiency of the organizational structure;
- the extent of the adherence to the project procedures and processes

The indicators taken into account will be those specified within each intellectual output with reference to the evaluation report within the original application form.

## Quality assurance: success criteria and factors

Element	Project Management	Evaluation, Impact and Quality Assurance	Dissemination And Exploitation	O1 Popup restaurant curriculum development and validation	O2 Adaptation of the Popup restaurant curriculum into “My Clyde” e-learning platform	Transnational elements and added value
<b>Deliverables</b>	<p>Project management toolkit</p> <p>Interim report to NA</p> <p>Final report to NA</p> <p>Transnational meetings (1-5)</p>	<p>Evaluation Plan</p> <p>Issue change control log</p> <p>Quarterly project controlling</p> <p>Project meeting questionnaires</p> <p>6 month evaluation reports</p>	<p>Project Website and logo</p> <p>Partners’ institutional websites</p> <p>Social media</p> <p>Stakeholder forum meeting</p> <p>Steering group meetings</p> <p>Pop-up Multiplier Events (E1 – E6)</p>	<p>Curriculum development (100 hours)</p> <p>Memorandum of Understanding (MoU) between partners</p> <p>Curriculum validation/ Piloting</p> <p>Work placement in enterprises of the sector (food/restaurant/catering)</p> <p>Curriculum Translation in national languages</p>	<p>Curriculum adaptation</p> <p>Upload the Curriculum on “MY Clyde platform”</p>	All
<b>Summary</b>	Co-ordination and leadership in the partnership	The project evaluation plan	Adequacy of dissemination tools Production and delivery of an exploitation plan	Development work on the main deliverables	Development work on the main deliverables	The quality of the partnership = (partners & co-ordinator)



<b>Success factors</b>	<p>Clear division of tasks between the partners</p> <p>Clear work plan and time table is available. Distribution of responsibilities among the partners</p> <p>Agreed decision-making procedure</p> <p>Methods of communication between partners are agreed and regular means of communication and collaboration are taken into account (participation, transparency, sustainability, diversity management, persistence)</p> <p>Contributions from partners are valued</p>	<p>Setting up advisory groups Feedback from focus groups</p> <p>Evaluation workshops from piloting</p> <p>Cooperation in the partnership</p> <p>Internal and external evaluation agreed and conducted parallel</p>	<p>Tools produced to specification and on time</p> <p>Dissemination Plan agreed and followed Initial plan produced to specification</p> <p>Plan is updated through lifetime of project</p> <p>Copyright agreement between partners agreed and signed</p> <p>Partner participation and contributions</p>	<p>Contribution to the development of the curriculum structure</p> <p>Definition of the units, their content and use</p> <p>Alignment with EQF standards and ECVET system</p> <p>Development work follows timetable and work plan</p> <p>List of interviewees established and involved</p> <p>Partner participation and contributions</p> <p>Relevance of the results for the development of the next outputs (O2)</p>	<p>Development work follows timetable and work plan</p> <p>Adequate development of the methodology of the open platform</p> <p>Number of users of the open platform</p> <p>User-friendliness, usability, relevancy, accuracy.</p> <p>Partner participation and contributions</p>	<p>Partners commit time and resources</p> <p>Partners attend meetings and other events, e.g. Multiplier events.</p> <p>Partners takes part in the agreed dissemination</p> <p>Partners show a willingness to solve problems</p> <p>Clear evidence of sharing of roles &amp; responsibilities Development of trust and positive attitudes Project partners develop a sense of ownership of the project</p>
<b>Evaluation mode</b>	Internal	Internal	Internal and external	Internal	Internal	Internal and external
<b>Evaluation</b>	Evaluation sheet completed by partners	Evaluation checklist, tools (see evaluation	Monitored by internal evaluation	Written feedback on analysis and its results,	Verified in O2 and during multiplier events	Measurement of the impact on target groups

<b>instruments</b>	and co-ordinator regarding cooperation and engagement, understanding of project aims and objectives; risk register, checklist on activities every 6 months updated by coordinator	instruments for management and implementation)	Tools: feedbacks from multiplier events, feedback and evaluation of dissemination (number of reached institutions, persons) and exploitation (number of implementation and mainstreaming)	including numbers of respondents and the quality of answers		and success criteria
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Internal Evaluation																									
Month in the Popup restaurant project	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
Year	2017				2018												2019								
Month	09	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	
Evaluation Reports (6 monthly level)																									
Evaluation Report 1						X																			
Evaluation Report 2												X													
Evaluation Report 3																		X							
Evaluation Report 4																									X

## Annex 1 Project issue and change control log

Partner.....

Date

Issue and change control					
Project Activity / Intellectual output	Status of the activity (open, in progress, finalised)	Description of issue	Proposed change	Date of completion according to the plan	Proposed date of completion

## Annex 2 – Quality evaluation of Implementation of activities and Intellectual Outputs

**Popup restaurant**  
**Quality evaluation of Implementation activities and Intellectual Outputs**  
**(1st semester)**

**Partner organisation:**  
**Name:**

**INTERNAL EVALUATION OF THE PROJECT DEVELOPMENT**

With the aim to evaluate the quality of the conducted tasks and internal procedures, it is necessary that you give us your sincere opinion about the basic aspects of the Project, **developed up to date**. Please score the following aspects of the project using a scale from 1 to 4 (being **1 the lowest and 4 the highest**) marking with an X the correspondent section. Complete the suggestion section and the aspects to be improved.

**TRANSVERSAL WORKS**

<b>1. PROJECT MANAGEMENT</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1.1. The coordination of the Project has been clear, participative and effective.				
1.2. The organisation of the activities (information, performance of dates....) has been precise and according to the common agreements.				
1.3. The participation of the partners in the development of the activities has been complete and balanced.				
1.4. The communication between all the partners has been permanent, enriching and varied in suggestions and ideas.				
1.5 Project Management and Development Meetings				

<b>2. DISSEMINATION, MAINSTREAMING AND EXPLOITATION</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
2.1. The dissemination plan is clear and effective				
2.2. The project web site shows updated information about the progress of the project.				
2.3. The web site shows updated information about results obtained and allows interaction from external users.				
2.4. The dissemination actions conducted by the partners has been sufficient, varied, and with expected impacted.				

2.5. The results obtained are useful for educational and training purposes within your organisation and/ or in contact with the beneficiaries of the project.				
2.6 Promotional materials (press releases, newsletters)				
2.7 Dissemination events including multiplier events				

<b>3. QUALITY ASSURANCE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
3.1. The methods of quality control and evaluation (questionnaires, validation of deliverables, and consultation within the consortium) have been useful and adequate to meet the objectives.				
3.2. The information on the deliverables has been circulated on time and the comments and suggestions have been taken into account to produce the final versions.				
3.3. The outcomes and/or partial products have been satisfactory regarding the initial expectation.				

<b>4. O1 Curriculum Development</b>				
4.1. The activities and tasks included on this Output have been completed on foreseen date.	<input type="checkbox"/> YES <input type="checkbox"/> NO			
4.2. The numbers of working days and the programmed deadline for its performance have been enough.	<input type="checkbox"/> YES <input type="checkbox"/> NO			
4.3. The procedures and instructions to fulfil the tasks have been communicated and relevant.	<input type="checkbox"/> YES <input type="checkbox"/> NO			
4.4. The means and resources foreseen have been adequate and have been used with efficiency.	<input type="checkbox"/> YES <input type="checkbox"/> NO			
If you answer "no" please provide an explanation				
The outcomes and/or partial products have been satisfactory regarding the initial expectation.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1. development of the template research				
2. development of structured interviews with different target groups in all countries				
3. desktop research				
4. delivery of the country reports				
5. delivery of collaborative report				

**Suggestions and aspects to be improved**

### Annex 3 – Partners meeting evaluation

**Project Popup restaurant**  
**Meeting No 1 assessment questionnaire**

<b>Partner institution:</b>	
<b>Date of the meeting:</b>	
<b>Place of the meeting:</b>	

We kindly ask to all participants of the Pop Up project meeting to fill in this questionnaire. It will help us to evaluate and improve our work.

Evaluation scale: 4 - very good; 3 - good; 2 - fair; 1 - unsatisfactory.

Performance indicator		Grading			
		1	2	3	4
1	Evidence of clear planning/ preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Realistic timescales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	There was active participation from all the partners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	The agenda included all important issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	The decisions made were clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**For any of performance indicators your graded by 2 and 1, please, indicate its weaknesses:**

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**What do you think went particularly well:**

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**Any other issues and suggestions for improvements or solutions:**

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**Thank you for filling this in!**