Successful achievement of the project results through quality assurance

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PRESENTED BY LIISA TOLONEN

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Aim of Quality assurance and monitoring

- The main aim of quality assurance and monitoring in project management is **to ensure that all project deliverables and processes are implemented with high quality.**

Structure of Quality assurance and monitoring

- An organizational structure of quality assurance and monitoring, an example from the AccelEd project
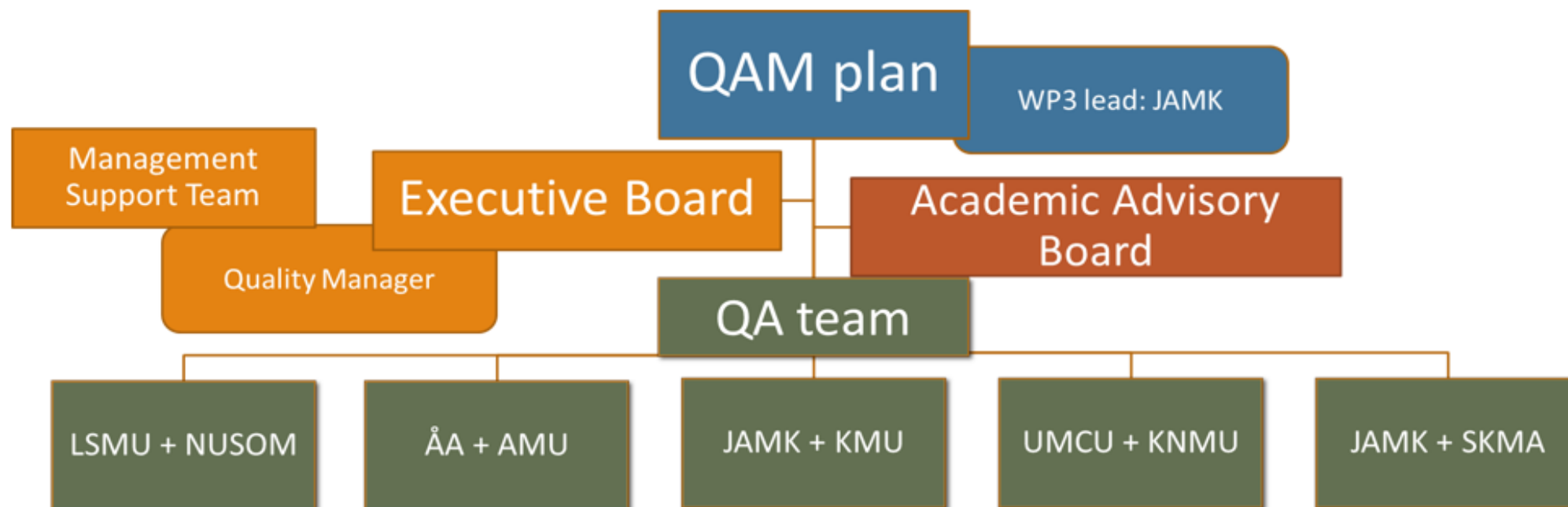
Quality assurance and monitoring (QAM) -plan

- In the AccelEd project
  - The aim of the QAM plan is **to describe the systematic process of** producing high quality reliable data and recommendations for improvement actions.
  - Content of the plan
    - Aims of quality assurance
    - Aims, objectives, and deliverables of the project and responsibilities
    - Quality measures
    - Timeline of the QAM activities
    - Working guidance of quality assurance activities
    - Quality assurance documentation

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Quality assurance and monitoring -practices
Quality management is based on the principle of continuous improvement (Cf. Deming's circle: PDCA)

• Daily improvement
• QA rounds and recommendations for corrective actions
• QA-reports to EB and AAB for decisions for necessary corrective actions

Quality improvement

Planning

• Erasmus+ programme guide
• Consolidated work plan
• Grant Agreement
• Consortium Agreement

Follow-up and evaluation

Doing

• Quality monitoring
• Short- and long-term indicators
• Feedback from different target groups
• Mid-term and final quality assessments
• External quality evaluation

• Management alignment and partnership setup
• Project plan
• Project activities and meetings (Work package, Executive Board , Academic Advisory Board
• Working instructions
• Document management and control

Quality assurance and monitoring operationally

WP leaders

- Responsible for own leading WPs quality
- Composing the Mid-term and Final Quality reports with the parts of own WP implementation status
- Carrying out needed improvement actions according to the QA suggestions

QAM team in pairs

- Every half year checking the project progress
- Internal quality reports
- Mid-term & Final quality reports

EB

- Management board of the project implementation
- Coordinating across AAB/WP leaders/QA
- Periodical project reporting

AAB

- Overall responsibility of the quality of the academic and scientific results of the project

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Quality assurance and monitoring -tool

- **Risk prevention tool** in the AccelEd project

WP3 QUALITY ASSURANCE AND MONITORING PLAN: Appendix 2.

RISK ANALYSIS AND MITIGATION PLAN, FINAL Quality Report

Risk Score 9 implemented actions and planned improvements reported every half year to EB and AAB,

Risk Score 6 actions reported in every internal quality report.

Risks WP2.1	Value of proba bility	Value of impact	Overall risk score	Prevention to minimize the risk	Actions, if risk occurs	Responsib le	Implemented actions and planned improvements by					Summary of the main action to avoid risks and their mitigation throughout the project.
							8.6.2021	13.12.2021	08.06.2022	14.12.2022	08.06.2023	

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Periodical Quality assurance and monitoring -round

- Every six month in the AccelEd project

1st QAM team meeting

✓ Launching the data collection

2nd QAM team meeting
(1 month after the 1st meeting)

✓ Situational check of data collection

Executive Board meeting

✓ The key findings and improvement suggestions of the internal QAM reports are presented
✓ Improvements suggestions are discussed and recorded in the meeting minutes with clear deadlines, responsibilities, and follow-up measures

Academic Advisory Board meeting
(4 times during the project

✓ Overall responsibility of the quality of the academic and scientific results of the project.

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Impact/sustainability of the project results

- One example on how the impact of the project can be assessed
  - 1ST assessment on work package level, 2nd assessment concerning the whole project

Focus on the **outcomes** that have resulted from the **outputs** of your work package and then think about how they have made an **impact** … at
- Individual/personal
- Institutional
- High education sector
- Society levels.

INPUTS (money, staff, knowledge, networks)

OUTPUTS (meetings, trainings, reports, learning materials)

OUTCOMES (changes in skills and practices, institutional / legal changes)
- Individual /personal →
- Institutional →
- High education sector →
- Society →

IMPACT (societal / structural changes such as higher employability, increased quality of healthcare, more equal opportunities for women)
- Individual /personal →
- Institutional →
- High education sector →
- Society →

Good practices of Quality assurance and monitoring

- It is important to see quality assurance (QA) **as a shared issue in a project**, everybody should take her/his responsibility for QA work

- QA related **roles and responsibilities** of project members are important to define, for example, who takes overall responsibility of risk management.

- It is good to do **QA activities and project management in close cooperation**

- The QA plan should be as **concrete and compact as possible consisting of essential procedures**, reviewing and updating the plan during the project life cycle

- Reporting the QA findings **every six months** (regularity)

- Indicator monitoring is good to be **timely to bring quick information** supporting operations

- It is important to **pay attention to the follow-up** of the improvement actions recommended by the QA team

- **Collection of baseline data** at the beginning of the project helps to evaluate the impact of the project

Successful achievement of project results

- In the AccelEd project, successful achievement of the project results, outcomes, and impact through the QA was **based on the daily long-term and committed cooperation following the guidelines of the QAM plan.**

- The event deliverables, report deliverables, and teaching and learning materials were of **high quality and** the **indicators per work package were reached.**

- In the AccelEd project, **based on the information produced by the QA, it was possible to monitor and ensure the quality of the project**
  - This conclusion is also supported by the results of the external quality evaluation carried out in the project.

- **The QA system ensured the successful implementation of the AccelEd project and the quality of the results, as well as the impact of the project.**

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Thank you!