

# Quality and Evaluation Plan: STORIES

Version 0.9.1

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## 1 Introduction

The Quality and Evaluation Plan will serve as the principal guideline for quality control of the project management, for reporting problems, and for ensuring a standard quality level in the project management process. The plan will also encompass the quality of the IOs produced and the sustainability related to achieved IOs, the efficacy and effectiveness of the implemented methodology and instruments. In other words, the Q&E Plan defines the structure and instruments to be used in the formative and summative evaluation of the project.

The key actors responsible for the Q&E activities, the main aims of these activities, and their outputs will be defined in Sections 2, 3, and 4, respectively. Section 5 specifies in more detail the procedures, tools, and indicators for evaluating the project process and the outputs. The final section of the plan (Section 6) specifies how the Q&E Plan will be implemented in practice and continuously monitored and complemented in the course of the project.

## 2 Q&E Team and External Evaluator

The evaluation process entails both 1) internal evaluation of the project progress conducted by the partners throughout the project and 2) external evaluation carried out and reported by an expert from outside of the project consortium.

The **External Evaluator** will perform the external monitoring and evaluation. The evaluator will support the drafting of the Q&E plan and the mid-term and a final Q&E Reports, report on project management performance and project meetings, and contribute to evaluating the Intellectual Outputs. As specified in the project plan, the External Evaluator will have the main responsibility for:

- the definition of quality indicators for each item above and of monitoring procedures,
- the design and submission of questionnaires and grids to evaluate the project (plenary meetings and the overall project planning) and coordination,
- the collection and analysis of evaluation data,
- the co-operation with the internal Q&E team and integration of results, and
- the elaboration of evaluation reports.

The Q&E activities will be overseen by a designated **Q&E Team** consisting of one representative from each partner organization, and led by JYU. The Q&E Team as well as the External Evaluator will support JYU in detailing the evaluation tools, methodologies and procedures. The members of the Q&E Team (and thereby key actors in the planning and implementation of the activities related to quality assurance and evaluation) are listed in Table 2.1.

**Table 2.1: The Q&E Team and External Evaluator**

Name	Organization	Role
Tuula Nousiainen	JYU	Q&E Team Leader
Riccardo Lelli	Coopselios	Q&E Team Member
Isabel Martin	PH-KA	Q&E Team Member
Göksu Gözen	MSGSU	Q&E Team Member
Virginio Amistadi	Computer Learning	Q&E Team Member
Chiara Bertolini	UNIMORE	Q&E Team Member
Luca Ghirotto	University of Bologna	External Evaluator

### 3 Aims of the Q&E Activities

As defined in the project plan, the aim of the Q&E activities is to determine and guarantee:

- efficiency of implementation tools and methodology,
- effectiveness of the project planning and implementation,
- achievement of the planned results / expected impact,
- consistency between the objectives reached and results expected,
- effectiveness of the dissemination activities,
- quality of the intellectual outputs produced, and
- sustainability related to achieved intellectual outputs and implemented methodology and instruments.

### 4 Outputs of the Q&E Activities

The first output of the Q&E activities is the Q&E Plan. Two Q&E reports will be produced during the project: an interim report halfway through the project and a final report at the end of the project. The outputs, their due dates, and the partners responsible for their delivery are listed in Table 4.1.

**Table 4.1: Outputs of the Q&E activities**

Output	Due	Partner responsible
Quality and Evaluation Plan	Kick-off meeting, December 2015 (first draft)	JYU
	M3 (final)	JYU together with Q&E Team and External Evaluator
Interim Report	M18	JYU together with Q&E Team and External Evaluator
Final Report	M36	JYU together with Q&E Team and External Evaluator

Reports are generated to indicate status and make recommendations. Based on a participatory approach, the results of the evaluation will be shared and discussed within the partnership during the project meetings. On the basis of recommendations from the External Quality Expert and feedback from partners, corrective actions will be taken whenever necessary. Improving activities will be strategic since the project is set up to allow sustainability and prosecution of activities.

### 5 Procedures, Tools, and Indicators for Evaluating the Process and the Outputs

Different dimensions of the project will be evaluated with a strong involvement of final users and stakeholders (such as teachers, school leaders, teacher educators, associations/federations, ministry departments, and municipal offices). Tools and instruments (e.g., questionnaires, focus groups, interviews) for collecting evaluation data both internally and from stakeholders will be designed by the Q&E Team in collaboration with the External Evaluator (and, where relevant, with the partner responsible for a specific outcome) and dispatched to partners and final users.

This section will detail the procedures, tools, and indicators for the evaluation and quality assurance of the project. The section is divided into three parts:

- 1) evaluation of the project process,
- 2) quality of the intellectual outputs produced during the project, and
- 3) evaluation of project events (both internal and public).

## 5.1 Quality of the Project Process

The aspects to be evaluated in terms of the project process have been specified in the project plan, including partnership performance; progress toward the contractual outcomes; respect of the work plan; coherence between work plan and activities carried out; as well as effectiveness and impact of dissemination and exploitation activities. Table 5.1 specifies how these aspects will be evaluated.

**Table 5.1: Evaluating the quality of the project process**

Aspect to be evaluated	Timing	Indicators / Collection instrument	Actor(s) responsible
Partnership performance (quality of the management, IO leaderships, effectiveness of communication, meeting deadlines etc.)	Continuous monitoring + annual reporting	Feedback questionnaire to partners  External Evaluator's observation of project activities (e.g., partner meetings)	External Evaluator with Q&E Team: design of collection tool, administering questionnaire, reporting results  All partners: providing feedback
Progress toward the contractual outcomes (IOs, events, other results/deliverables specified in the project plan)	Continuous monitoring + annual reporting	Follow-up chart/checklist  Feedback questionnaire	External Evaluator with Q&E Team: design of collection tool, administering questionnaire, reporting results  Q&E Team: monitoring progress against objectives  All partners: providing feedback
Respect of the work plan	Continuous monitoring + annual reporting	Follow-up chart/checklist  Feedback questionnaire	External Evaluator with Q&E Team: design of collection tool, administering questionnaire, reporting results  Q&E Team: monitoring progress against work plan
Coherence between work plan and activities carried out	Continuous monitoring + annual reporting	Follow-up chart/checklist  Feedback questionnaire (see above)	External Evaluator with Q&E Team: design of collection tool, administering questionnaire, reporting results

Effectiveness and impact of dissemination activities	Continuous monitoring + annual reporting	Monitoring outcomes against the Dissemination Plan.  Quantitative indicators, such as: - event attendance (multiplier events, conference, national presentations), - dissemination volume (publications, products, online platform visits, social media account followers, etc.), - number of scientific publications and presentations  Qualitative indicators, such as: - Feedback questionnaire to event participants	External Evaluator with Q&E Team: design of collection tool, administering questionnaire, reporting results
Effectiveness and impact of exploitation activities	Continuous monitoring + annual reporting	Monitoring outcomes against the Exploitation Plan.  Feedback (questionnaire and/or interviews and/or focus groups) from representatives of different stakeholder groups (incl. policymakers)	External Evaluator with Q&E Team: design of collection tool, administering questionnaire, reporting results

## 5.2 Quality of the Intellectual Outputs

Preliminary focus areas for evaluating each of the six Intellectual Outputs to be produced in the project have been outlined in the project plan. These, as well as some tentative methods and instruments of evaluation are presented in Table 5.2. More detailed indicators for evaluating the quality of the IOs will be defined separately for each specific IO, in collaboration with the partner responsible for the IO and the External Evaluator.

**Table 5.2: Evaluating the quality of the Intellectual Outputs**

#	Intellectual Output	Evaluation focus	Method of evaluation	Timing	Actor(s) responsible
IO1	Manual of best practices of digital storytelling in early childhood	Exhaustiveness	Teacher feedback, assessment against pre-set goals	Report: M7	Q&E Team together with IO Leader (UNIMORE) and External Evaluator
IO2	Scientific research report	Replicability, applicability	Peer review of manuscripts, scientific and educational expert evaluation of the research design and relevance of research questions	Report: M22, M30	Q&E Team together with IO Leader (JYU) and External Evaluator

I03	Teachers' training reference framework and OER contents	Effectiveness	Teacher feedback, assessment against pre-set goals	Report: M13	Q&E Team together with IO Leader (PH-KA) and External Evaluator
I04	Online platform	Usability	Cognitive walkthrough, usability checklists, user feedback	Report: M9	Q&E Team together with IO Leader (Computer Learning) and External Evaluator
I05	Educational experimentation report	Replicability, applicability	Peer review of manuscripts, scientific and educational expert evaluation of the experiment and validity of results, assessment of implementation of experimentation against research plan	Report: M22, M30	Q&E Team together with IO Leader (MSGSU) and External Evaluator
I06	Guidelines on media literacy in early childhood education	Exhaustiveness	Teacher feedback, assessment against pre-set goals	Report: M36	Q&E Team together with IO Leader (Coopselios) and External Evaluator

### 5.3 Evaluation of Events

Different events play a key role in the project. Internal project meetings support the smooth progress of the project activities, whereas public events disseminate information on the project and its results. In order to evaluate their effectiveness, it is important to collect feedback from the participants of each project event (internal and external, local and international).

Table 5.3a addresses the evaluation of the public multiplier events, and Table 5.3b presents the evaluation related to the internal project meetings. The External Evaluator and the Q&A Team will develop a generic format to be used for collecting feedback on all events, and this core will be augmented with event-specific elements.

**Table 5.3a: Evaluating the Multiplier Events**

Event	Date and location	Collection instrument	Partner(s) responsible	Aspects to be evaluated
Italian local event #1	M9 Italy (RE)	Feedback questionnaire to participants	- Q&E Team and External Evaluator (feedback instrument) - Italian partners (feedback collection)	Relevance and appeal of the content, feedback on the format of the event
Italian local event #2	M9 Italy (Trento)	Feedback questionnaire to participants	- Q&E Team and External Evaluator (feedback instrument)	Relevance and appeal of the content, feedback on the format

			- Italian partners (feedback collection)	of the event
Finnish local event	M9 Finland	Feedback questionnaire to participants	- Q&E Team and External Evaluator (feedback instrument) - JYU (feedback collection)	Relevance and appeal of the content, feedback on the format of the event
Turkish local event	M9 Turkey	Feedback questionnaire to participants	- Q&E Team and External Evaluator (feedback instrument) - MSGSU (feedback collection)	Relevance and appeal of the content, feedback on the format of the event
German local event	M9 Germany	Feedback questionnaire to participants	- Q&E Team and External Evaluator (feedback instrument) - PH-KA (feedback collection)	Relevance and appeal of the content, feedback on the format of the event
International multiplier event (OEB)	Dec 2017 Germany (Berlin)	Feedback questionnaire to participants	- Q&E Team and External Evaluator (feedback instrument) - PH-KA (feedback collection)	Relevance and appeal of the content, feedback on the format of the event
Final conference	M36 Italy (Trento)	Feedback questionnaire to participants	- Q&E Team and External Evaluator (feedback instrument) - Italian partners (feedback collection)	Relevance and appeal of the content, feedback on the format of the event

**Table 5.3b: Evaluating the internal project meetings**

<b>Event</b>	<b>Date and location</b>	<b>Collection instrument</b>	<b>Partner(s) responsible</b>	<b>Aspects to be evaluated</b>
Meeting #1 (Kick-off)	M1 Reggio Emilia, IT	Feedback questionnaire to partners who attended	External Evaluator and Q&E Team	Accomplishment of meeting goals, overall feedback
Meeting #2	M7 Jyväskylä, FI	Feedback questionnaire to partners who attended	External Evaluator and Q&E Team	Accomplishment of meeting goals, overall feedback
Meeting #3	M12 Istanbul, TK	Feedback questionnaire to partners who attended	External Evaluator and Q&E Team	Accomplishment of meeting goals, overall feedback
Meeting #4	M28 Karlsruhe, DE	Feedback questionnaire to partners who attended	External Evaluator and Q&E Team	Accomplishment of meeting goals, overall feedback
Meeting #5	M36 Trento, IT	Feedback questionnaire to partners who attended	External Evaluator and Q&E Team	Accomplishment of meeting goals, overall feedback

## 6 Implementation and Monitoring of the Q&E Activities

The Q&E Plan will be continuously monitored and updated when necessary. In the course of the project, it will be complemented with more specific tools for measuring the quality of different project aspects and outcomes.

The Q&E Team leader (JYU), supported by the External Evaluator and the Project Coordinator, will set up an online repository (either embedded in the project online platform or in a separate location linked to the platform) where all Q&E materials will be shared and the implementation of the plan will be monitored. The repository will include:

- A general **follow-up chart / master checklist** for continuous, real-time tracking of the project progress and timely attainment of the objectives set in the project plan (including IOs, events, and all other deliverables specified in the plan).
- **Feedback form templates** (see Table 5.3a) to be used by the partners in conjunction with their events and other activities involving external participants.
- **Internal evaluation sheets** (see Table 5.3b) for partners' self-assessment of the project progress, including the evaluation of each project meeting and the annual evaluations of the whole project.
- **IO-specific evaluation tools** (see Table 5.2) for assessing the extent to which the objectives set for each Intellectual Output have been met. These tools will be developed later with the support of the partners responsible for different IOs.
- The annual **Q&E Reports** compiled by the Q&E Leader together with the External Evaluator and the Q&E Team.