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Quality Plan of the project

Underneath you find the different actions in the quality plan. The internal quality monitoring and control is embedded in all project activities.

The aim is to ensure that the project will meet its objectives in the planned time. Furthermore, quality control procedures enhance cooperation amongst actors and the quality control methods used during the project can be applied to post project development of the CPD courses. The high level of quality is achieved by regular monitoring of all WP processes as well as outputs. The key method is the application of empowerment evaluation which by its nature is proactive and remedial.

Internal evaluation team consists of representatives from AHS, Metropolia, SPbMSI and UGJFA. The team cooperates with the steering group in implementing quality control procedures including their modification if needed. Follow up information of the timed steps leading to outputs, and their quality will be provided. The methods include check lists, meeting minutes, peer-reviews and empowerment evaluations.

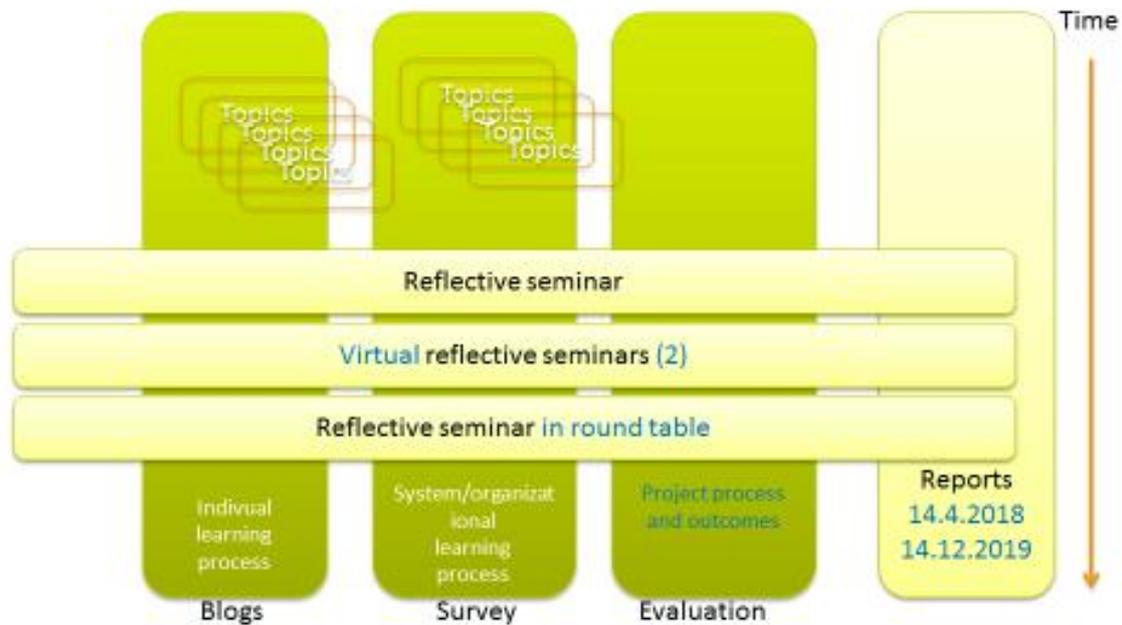


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Quality plan

1. Empowerment evaluation according to project processes and products. Empowerment evaluation starts in an early phase of the process as a proactive measure, when planning pre conditions.
 - a. We plan to use a 'Hybrid system': continuous process with a quality measurement.



2. Opinion of partners
 - a. Survey: established in the different activities/meetings. We continue making surveys on every activity. There is a google form that will be completed by every participant after every meeting / studyvisit / tutor visit. The results will be used to improve the next event.
 - b. Blogs: The blogs are a part of the digital platform. They will be used to start a discussion in the regional groups, and to give more qualitative feedback. The content of this blog is mainly used to improve the cooperation in the study circles.
3. Evaluation of outcomes and on the progress of the project
 - a. Check-list based on the matrix of every work package, in every study circle. For every WP activity and WP output a checklist is planned before the WP starts in cooperation with consortium and actors of the WP.
 - b. Progress report of the study circles: This is written to the steering group (1 paper) to give feedback on the status quo of the study circles.
 - c. Peer review system: common system developed between the partners. the goal is to help the partners to evaluate the developed outcomes.
 - d. Reports for periodic monitoring will be produced by the internal project evaluation team twice a year, reported to steering group and published on the digital platform.

4. External quality evaluation

- a. The external expert is used to gain knowledge about how the project objectives are met and to address any problems as soon as they arise.
- b. The main focus is on the quality of the CPD courses, the quality of regional cooperation and development and the quality of the management, implementation, and dissemination of the CPD courses.
- c. All the produced content and quality material is going to be shared with the external evaluator and he visits to both PA countries during the second and last year of the project. External evaluator will give feedback by reporting the coordinating organization Metropolia UAS and participating some of the quality group meetings. Metropolia UAS will disseminate all the external evaluation reports to the quality group, steering group and other project participants.

The main method in it is effectively distributed outputs (CPD course descriptions) by publishing them in Pristina and at Health conference in St. Petersburg in 2019, and to city authorities to gain feedback.

