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SEnDIng

D6.6.7

WP7 QUALITY REPORT

FOR THE TIME PERIOD

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Delivery Slip

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PROJECT SUMMARY

SEnDIng project aims to address the skills' gap of Data Scientists and Internet of Things engineers that has been identified at the ICT and other sectors (e.g. banking and energy) at which Data Science and Internet of Things have broad applications. To achieve this goal, SEnDIng will develop and deliver to the two aforementioned ICT-related occupational profiles two learning outcome-oriented modular VET programmes using innovative teaching and training delivery methodologies.

Each VET program will be provided to employed ICT professionals into three phases that include: (a) 100 hours of on-line asynchronous training, (b) 20 hours of face-to-face training and (c) 4 months of work-based learning. A certification mechanism will be designed and used for the certification of the skills provided to the trainees of the two vocational programs, while recommendations will be outlined for validation, certification & accreditation of provided VET programs.

Furthermore, SEnDIng will define a reference model for the vocational skills, e-competences and qualifications of the targeted occupational profiles that will be compliant with the European eCompetence Framework (eCF) and the ESCO IT occupations, ensuring transparency, comparability and transferability between European countries.

Various dissemination activities will be performed – including the organization of one workshop at Greece, Bulgaria and Cyprus and one additional conference at Greece at the last month of the project – in order to effectively disseminate project's activities and outcomes to the target groups and all stakeholders. Finally, a set of exploitation tools will be developed, giving guides to stakeholders and especially companies and VET providers, on how they can exploit project's results.



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1 Introduction

The scope of the deliverable is to report in narrative form the Quality Assurance activities that were applied for WP7 during the time period December 1, 2017 – January 31, 2021. Quality Assurance includes all those planned and systematic actions necessary to provide adequate confidence that a product or service will satisfy given quality requirements. Quality Assurance evaluates the performance of the project and produces recommended actions and change requests, while quality control applies all the operational techniques and activities that are used to fulfil requirements for quality.

The Quality Assurance Report follows the same structure as the corresponding plan.

2 Deliverables Quality Standard

During the reported time period the project consortium produced the following deliverables within WP7:

D7.1: Dissemination plan

This deliverable is the project dissemination plan that defines the project strategy for disseminating information emanating from the project, the dissemination target groups, the dissemination channels and responsibilities among partners, the dissemination methodology applied and the promotional material produced. Specifically, the dissemination plan explains: (a) what will be disseminated (the key message) and to whom (the target groups), (b) why (the purpose), (c) how (the method) and (d) when (the timing)

D7.2: Dissemination and promotional material

This deliverable consists the dissemination and promotional material produced for increasing the visibility of the project: (a) 1 project flyer in Greek, English and Bulgarian, (b) 1 tri-fold in Greek, English and Bulgarian and (c) 2 promotional flyers for the piloting of the Data Science and IoT VET programs. All the material is available through the project website.

D7.3: Project presentations

This deliverable is a report about the project presentations done in various events, as well as publications done at international conferences.

D7.4: SEnDIng project website

This deliverable is a report with regards to the final version of the project website running at <http://www.sending-project.eu/>.

D7.5: SEnDIng Newsletters

This deliverable consists the 6 newsletters published in English, Greek and Bulgarian through the project life-cycle. The newsletters are available through the project website.

D7.6: Dissemination report

This deliverable consists of 3 reports describing the dissemination activities for each year of the project. These activities are summarized as follows: (a) development of promotional and dissemination material, (b) project dissemination in various events, (c) online project dissemination through the website www.sending-project.eu as well as LinkedIn, Facebook and Twitter and (d) organization of 3 national workshops and 1 final conference.

D.7.7: Exploitation Plan

This is the exploitation plan aiming to maximize the exploitation potential of the project's main outputs. The deliverable aims to set up the successful exploitation of the results both during the project lifetime and after the project has concluded. Successful exploitation or sustainability of the SEnDIng results is one of the key objectives of the project. To enable exploitation, this plan includes the following aspects: (a) the results to be exploited, (b) the stakeholders, (c) the exploitations strategies and (d) a first analysis of the fit between these results, and the exploitation activities throughout the project and beyond.

D7.8: Teaser

This deliverable consists of the 2 SEnDIng promotional videos published through the project lifecycle. The 2 videos are available through the project website.

D7.9: SEnDIng Toolkits

This deliverable consists of 3 SEnDIng toolkits developed for IT professionals, companies and VET providers. The toolkits are available through the project website

The objectivity of the review process is ensured by two criteria: (1) the reviewer is not directly involved in the development of significant part of the deliverable and (2) the reviewer uses standard quality criteria, documented in advance in the review form in order to check the quality of the deliverable.

For each of the aforementioned deliverables, the relevant stakeholders applied the following review procedures:

- Work Package Leader or Project coordinator appoints reviewers.
- Final draft of the deliverable was reviewed by the appointed reviewers.
- Where necessary, the deliverables authors were asked promptly to modify the document to ensure that it is with the expected high quality.

- The authors of the deliverable addressed the comments and recommendations of the reviewers, if any and submitted the final version of the deliverable.
- The reviewers checked the final deliverable and documented their findings in the specially designed review forms.
- The reviewers uploaded the review forms in the Review/Forms folder under the folder in which the respective deliverable was stored.

2.1 Corrective actions

There were not significant deviations from the quality plan that required corrective actions.

2.2 Review criteria

The criteria that were applied for deliverables' review were the following:

- Clarity of the deliverable
- Compliance with defined work plan
- Quality of evidence and analysis
- Uniformity
- Quality of writing and presentation
- Potential impact to the target groups

Detailed information about the review criteria is given at the project quality assurance plan. As we have stated, compliance to the review criteria per each deliverable was checked and documented by at least two appointed reviewers in the corresponding review forms for each deliverable.

3 Documentation Quality Standards

The following documentation standards were followed during the project lifecycle.

- **Text.** All text documents should use Microsoft Word format or OpenOffice format. In the case of a document's review the "Track Changes" option should be activated.
- **Tables:** All tables incorporating calculations should use Microsoft Excel or OpenOffice format.
- **Diagrams or figures.** Complex diagrams or figures should be designed using Microsoft Visio or PowerPoint format.

- **Presentations.** All presentations should use Microsoft PowerPoint or OpenOffice format.
- **Images.** In general, all images should use the JPEG format. In order also to minimize the size and optimize the quality of project related videos, recent video codec (e.g. DivX) should be used.

All deliverables were written using the template provided in the "Annex – SENDING deliverable template" of project quality assurance plan. Compliance to the documentation quality standards per each deliverable was checked and documented by at least two appointed reviewers in the corresponding review forms for each deliverable.

4 Transparency

The project partners have ensured the transparency on both processes for the development of WP7 deliverables and the relevant work products.

Transparency of the process was ensured for all deliverables in the scope of this report. Each partner responsible for the respective deliverable communicated in advance the process of deliverable development with the lead partner and the partners involved in the respective tasks during the monthly skype meetings and/or during a specific skype meeting initiated by the project leader or a partner. The partners achieved consensus about each deliverable.

All partners assured transparency of the work products and respective deliverables through their continuous sharing with all stakeholders in the structured repository accessible.

5 Continuous Improvement

All partners were involved in a communication aiming to further improve the quality of the deliverables and the respective process, by trying to combine the feedback collected by each partner. Moreover, additional feedback was requested by trainees through surveys during the workshops and final conference. The scope of these surveys was three-fold: (a) to evaluate the event, (b) to collect feedback about the potential impact of the SEnDIng project to the target groups and (c) to collect feedback about the intention of the target groups to exploit further the main outputs produced.

6 Communication Standards

While working on the deliverables in WP7, all partners took into account the accepted communication standards:

- The common way of communication among partners was via e-mail.

- In the case that an email is addressed to all project partners, the mailing list sendig-all@ceid.upatras.gr was used.
- At the topic of each email included the name of the project.
- All the documents and files were stored at the google drive folder.
- All emails should be notified (with cc) to the project manager and technical manager.

7 Monitoring tools

While working on the WP7 deliverables, the project partner reported progress permanently to assure the quality of work and deliverables.

The following monitoring tools and mechanisms were utilized:

- **Six-monthly internal reports per partner**
- **Monthly skype meetings.** Monthly skype meetings was organized with the participation of all SEnDIng partners. The main scope of these meetings is to keep all partners informed about project progress and running deliverables, problems occurred and mitigations steps taken.
- **Specific skype meetings.** Specific skype meetings were held on to discuss the status and the process of producing the WP7 deliverables.
- **Face to face meetings.** During the face-to-face meetings organized in the reported period, the partners paid a special focus on the WP7 deliverables.
- **Timesheets.** The timesheets provided by the partners reported the efforts invested for successful completion of WP7 activities and tasks and production of the corresponding deliverables.

8 WP7 Impact evaluation report

Below is presented the impact evaluation report for WP7 according to the template defined in project impact evaluation methodology.

D7.1: Dissemination plan / D7.2: Dissemination and promotional material / D7.3: Project presentations/ D7.4: SEnDIng project website

D7.5: SEnDIng Newsletters / D7.6: Dissemination report / D.7.7: Exploitation Plan / D7.8: Teaser / D7.9: SEnDIng Toolkits

WP No	No of deliverable / result(s)	Evaluation tools used	Target groups/ potential beneficiaries	Impact	Quantitative Indicators measured	Qualitative indicators measured	Impact for the sector concerned/ Comments/ Recommendations/ Corrective actions proposed or/and implemented
7	D7.1 D7.2 D7.3 D7.4 D7.5 D7.6 D7.7 D7.8 D7.9	1.Questionnaires at workshops and final conference 2. Focus groups at workshops and final conference	HEIs, VET providers, IT professionals, SMEs, large companies, Associations of IT professionals and scientists, Associations of IT companies, Certification Bodies, Policy Makers	1. International cooperation with like-minded organizations involved in the European VET ecosystem. 2. Creation of collaboration networks between different parties (VET providers, HEIs, enterprises) through a structured set of tools and procedures.	5.1a. Number of participants in the workshops - 74 5.2a. Number of participants in the final conference - 77 5.3a. Number of exploitation toolkits designed - 3 5.4a. Number of dissemination material produced – 1 flyer, 1 tri-fold, 2 brochures, 2	5.1b. Profile of participants in the workshops – HEIs, IT professionals, SMEs, Associations of IT scientists and professionals, Certification Bodies 5.2b. Profile of participants in the final conference - HEIs, VET providers, IT professionals, SMEs, Associations of IT professionals and scientists, Associations of	

					<p>videos, 6 newsletters, 2 press releases</p> <p>5.5a. Number of publications at international conferences - 7</p> <p>5.6a. Number of stakeholders reached through project website - 4690 users at the project website (new + returning users)</p> <p>5.7a. Number of followers at social networks - 176</p> <p>5.8a Number of project follow-up activities already implemented – 1</p> <p>Memorandum of Understanding between SEnDIng partners</p>	<p>IT companies, Certification Bodies</p> <p>5.4b. Type of dissemination material – Flyers, Tri-folds, brochures, videos, presentations, newsletters, press releases</p>	
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