Project title:
STEAME: Guidelines for Developing and Implementing STEAME Schools

Reference number: 2019-1-CY01-KA201-058240

Implementation period: November 2019 – October 2021

Evaluation and Quality Plan for STEAME: An Outline

Action	point in time	Activity	Means	Main Responsibility
Pre-evaluation	at each meeting whenever any partner identifies a risk/ issue/ difficulty in the context of the development of each IO	Monitoring, Collection of opinions of partners, observations Consideration of the risk plan Consideration of the risk plan Identification of needs	Questionnaires, Observations Discussions Communication between partners, feedback Interviews, Questionnaires	The Quality Assurance Committee Project Coordinator Leaders of each IO
Post-Evaluation	End of each meeting End of the project in the context of the testing each IO	Monitoring, Collection of opinions of partners Monitoring the achievement of goals and the status of each deliverable Identification of outcomes	Questionnaires, Observations Discussions, Questionnaires Interviews, Questionnaires	The Quality Assurance Committee Project Coordinator Leaders of each IO
Continuous-evaluation of development IO and other expected activities	At each meeting At various instances after the completion of parts of the contents of IO and other activities/ expected results	Consideration of issues in the meetings Consideration of the state of materialization of each expected outcome/ result Consideration of the state of materialization of the stages of each expected outcome in the context of the TIMELINE plan	Discussions Reviews of the content of the deliverables Discussions, Questionnaires	The Quality Assurance Committee Project Coordinator Leaders of each IO
Continuous-evaluation of partnership	At each meeting, During the managing of various phases	Monitoring the communication between the partners Consideration of the Risk Plan Consideration of the extent of materialisation of each deliverable	Discussions Questionnaires Monitoring facilities of the communication network of the project	The Quality Assurance Committee Project Coordinator Leaders of each IO
Risk Plan	At each meeting	Monitoring the various risks in the development of	Discussion and review of a document	The Quality Assurance

| | | the project and designing a contingency plan for managing such risks | providing for these risks | Committee

Project Coordinator
Leaders of each IO |
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| Quality Assurance Statement | At each meeting

At the preparation of the Interim Report

At the preparation of the Final Report | Identifying the Basic aspects that have been undertaken and identifying the degree of their materialisation (quantitatively and qualitatively) | Discussion and review document providing for the aspects that reflect the quality of the project and undertaking the responsibility of promoting/ materialising them
Pilot testing | The Quality Assurance Committee

Project Coordinator

Leaders of each IO |
| Quality Of each output/ outcome/ deliverable | At each meeting

At the preparation of the Interim Report
At the preparation of the Final Report | Identifying the extent of the quality of each deliverable | Discussions
Questionnaires
Monitoring the related parts of the developed Deliverables. | The Quality Assurance Committee

Project Coordinator

Leaders of each IO |