

Project Evaluation Compendium

Projet ERASMUS+ Yabda (يبدأ)

“Strengthening of relations between higher education and the wider economic and social environment”

586418-EPP-1-2017-1-MA-EPPKA2-CBHE-JP

WP 4	Quality and evaluation plan
Task 2	Project evaluation compendium
Deliverable	Guidebook for project evaluation M4 (April 2018)
Status of the document	Draft
Document version	V2
Date	22/07/2018
Author	AUEB

Project Evaluation Compendium¹

Projet ERASMUS+ Yabda

586418-EPP-1-2017-1-MA-EPPKA2-CBHE-JP

Introduction

“Evaluation of projects is the employment of a set of methods, techniques and concepts of social research in an attempt to assess the effectiveness and efficiency of the implementation of the above mentioned projects, always performed with the aim of their improvement” (P. H. Rossi, 1997).

The Yabda project makes no exception from the general definition mentioned above and, accordingly, a great deal of importance is placed on assessing right from the beginning of the project, and mostly along its lifespan, the way the project is being implemented. The fact that the project has a very specific design, enclosing three compulsory horizontal working packages (Project Management, Dissemination, Evaluation), shows the importance attributed to the continuous assessment of how the project meet its objectives.

The Evaluation of the Yabda project employs two main evaluation categories, namely process evaluation and effect evaluation, which are defined below (for the sake of better understanding the terms used in this document):

1. Process evaluation is the type of evaluation which focuses on assessing the degree to which a project has been implemented as planned.
2. Effect evaluation, assesses the effectiveness of a project as demonstrated by the quality of the project’s outcomes, and identifies the project’s impact on those who participated in the project.

The Evaluation of the Yabda Project is implemented through WP4, which foresees quality assurance assured through the Quality Assurance Committee, the Quality Assurance and Evaluation Plan and the process of continuous quality control.

The remaining of the current document concerns a short guidebook, which organises the quality assurance and evaluation related activities foreseen in WP4, termed Project Evaluation Compendium.

¹ Sources: 1) “EWA Evaluation Strategy”, Document produced by Romtens Foundation, 2011, 2) Unpublished documents, produced by AUEB, 2017.

Data sources:

All associated partners

3. Effect evaluation

The effect evaluation foresees two levels, which are: a) the assessment of the quality of the deliverables and b) the impact evaluation assessing the impact of the interventions to be unfolded under WP2 and WP3.

3.1. Quality assessment of the deliverables

This type of evaluation is intended to guarantee the production of high-quality deliverables in line with the project work plan. With this in mind, the following process (using a proper internal review) is outlined based on a time line and a set of actions to be repeated for each project deliverable. Figure 1 presents, in graphical terms, the sequence of events that will ensure the quality of Yabda’s deliverables:

Start of Task

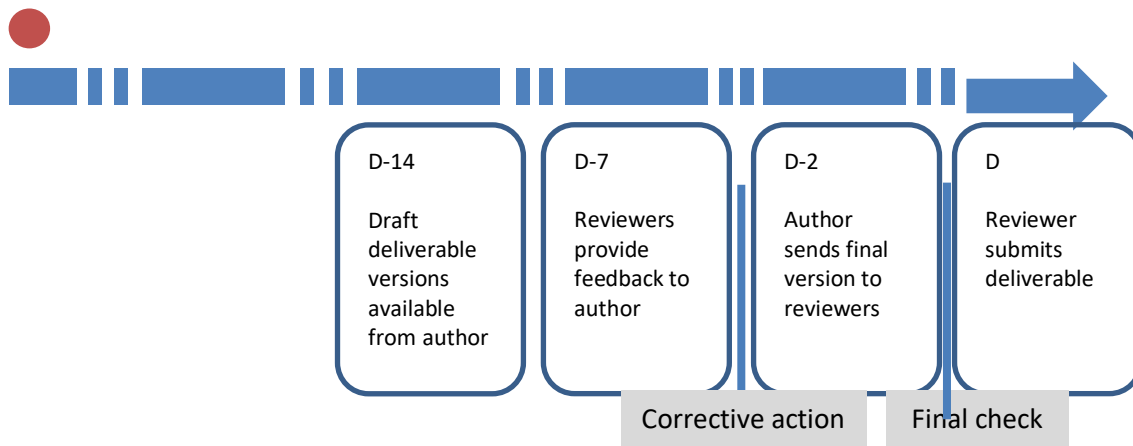


Figure 1: The Yabda deliverables’ quality assessment process

For each project deliverable internal reviewers are appointed in the early stages of the project. Table 1 below shows the detailed list of project deliverables together with their assigned internal reviewers (as they were appointed during the 2nd project meeting in Tunis, July 2018).

In a nutshell, the process described in Figure 1 requires that:

- The author of the deliverable provides a first draft of the deliverable to one among the appointed internal reviewers (shown in Table 1) at the latest two weeks before final submission;
- The internal reviewer provides his/her overall assessment of the deliverable and send it to the author within a week;

- The author implements the changes and sends the final version back to the reviewer, to the WP leader and the scientific coordinator, no later than 2 days before the deadline;
- Once last comments are resolved among all players and taken on board by the author, the deliverable is submitted to the Project Coordinator.

It should be noted that authors when preparing the deliverables and internal reviewers when providing feedback should make sure to comply with both the deliverables presentation guidelines (as described in the Quality Assurance and Evaluation Plan) and the deliverables content requirements (as described in the detailed description of the project).

The end result of the implementation of this process is expected to be a set of quality deliverables.

Table 1: List of Yabda deliverables and assigned internal reviewers

Del/able Number	Deliverable Name	WP	Name of lead org	Type	Due Month	Internal reviewer (indicated partner's member of the Quality Assurance Committee)
R1.1.	Yabda Entrepreneurship model	1	AUEB	Report	M7 (July 2018)	UAE, UMAB, AUEB
R1.2.	Specifications of the Yabda Virtual Learning Environment	1	ReadLab	Report	M8 (August 2018)	UAE, UMAB, AUEB
R1.3.	Yabda Guide of Best Practices: University-led Entrepreneurship and Innovation	1	LENTIC	Report	M4 (April 2018)	UAE, UMAB, AUEB
R1.4.	Gap analysis Report	1	AMU	Report	M6 (June 2018)	UAE, UMAB, AUEB
R1.5.	Yabda Training Material and Trainers' Guide	1	LENTIC	Training material	M9 (September 2018)	UAE, UMAB, AUEB
R1.6.	Yabda Train the Trainers workshops	1	LENTIC	Product	M10-12 (December 2018)	UAE, UMAB, AUEB

R1.7.	Yabda Institutional Strategies	1	UH2C	Report	M12 (December 2018)	UAE, UMAB, AUEB
R2.1.	Yabda Entrepreneurship Centres	2	UCA	Product	M15 (March 2019)	UH2C, US, AUEB
R2.2.	Yabda Guide	2	UTEM	Learning material	M17 (May 2019)	UH2C, US, AUEB
R2.3.	Yabda Trainings workshops for teaching and administrative staff	2	UMAB	Product	M18-M20 (June 2019 ?)	UH2C, US, AUEB
R2.4.	Yabda Communities	2	UAE		M18 (June 2019)	UH2C, US, AUEB
R2.5.	Yabda Hubs	2	UCA	Report	M18 (June 2019)	UH2C, US, AUEB
R2.6.	Yabda MOOC	2	ReadLab	Product	M16 (April 2019)	UH2C, US, AUEB
R3.1.	Yabda Training Material	3	US	Training material	M25 (January 2020)	UH1, UC3, AUEB
R3.2.	Yabda Training Programme	3	US	Product	M26-29; M31-34 (February 2020?)	UH1, UC3, AUEB
R3.3.	Community-led support for entrepreneurship in Yabda Universities	3	UAE	Report	M36 (December 2020?)	UH1, UC3, AUEB
R3.4.	Yabda Entrepreneurship prize	3	UB1	Product	M26 (February 2020)	UH1, UC3, AUEB
R4.1	Quality Evaluation Plan	4	UH2C	Report	M3 (March 2018)	UTM, AMU AUEB
R4.2	Project Evaluation Compendium	4	AUEB	Product	M4 (April 2018)	UTM, AMU AUEB
R4.3	Quality Evaluation Reports	4	AUEB	Report	M6, M12, M18, M24, M30 (June 2018, ..., June 2021)	UTM, AMU AUEB

R.4.4	Evaluation report	4	AUEB	Report	M36 (December 2020)	UTM, AMU AUEB
R5.1.	Dissemination and exploitation Plan	5	AMU	Report	M3(March 2018)	UAE, UB1, AUEB
R5.2.	Yabda website	5	ReadLab	Product	M3 (March 2020)	UAE, UB1, AUEB
R5.3.	Portfolio of dissemination material	5	AMU	Product	M6 (June 2018)	UAE, UB1, AUEB
R5.4.	Yabda national conferences	5	UC3	Event	M24 (December 2019)	UAE, UB1, AUEB
R5.5.	Yabda policy briefs	5	UH1	Product	M24, M36 (December 2019-2020)	UAE, UB1, AUEB
R5.6.	Yabda infodays	5	US	Event	M29 (May 2020)	UAE, UB1, AUEB
R5.7.	Yabda International Conference and Yabda Prize Award	5	UCA	Event	M36 (December 2020)	UAE, UB1, AUEB
R6.1.	Partnership Agreement	6	Project Coordinator	Product	M3 (March 2018)	ReadLab, LENTIC, AUEB
R6.2.	Interim Report #1	6	Project Coordinator	Report	M12 (December 2018)	ReadLab, LENTIC, AUEB
R6.3.	Interim Report #2	6	Project Coordinator	Report	M24 (December 2019)	ReadLab, LENTIC, AUEB
R6.4.	Final report	6	Project Coordinator	Report	M36 (December 2020)	ReadLab, LENTIC, AUEB

3.2. Impact evaluation

Impact evaluation is intended to assess the impact of the project's activities. For this reason, the evaluation questionnaire presented in ANNEX 4 will be used after each workshop to measure participants' views.

4. C. Evaluation Reports

Below there is a compilation of all the reports to be produced under the WP4 work package and their estimated dates:

Name of the report	Estimated period for its production
Quality Assurance and Evaluation Plan	M3
Project evaluation compendium	M4
Quality Assurance and evaluation Reports	M6; M12; M18; M24; M30
Evaluation report	M36

ANNEX 1 - MONITORING MATRIX

Del No	Deliverable Name	WP	Name of lead org	Type	Due in	Delivered in	Data collection instrument (eg. partners' progress report, questionnaires)
R1.1.	Yabda Entrepreneurship model	1	AUEB	Report	M7 (Jul18)		
R1.2.	Specifications of the Yabda Virtual Learning Environment	1	ReadLab	Report	M8 (Aug18)		
R1.3.	Yabda Guide of Best Practices: University-led Entrepreneurship and Innovation	1	LENTIC	Report	M4 (Apr18)		
R1.4.	Gap analysis Report	1	AMU	Report	M6 (Jun18)		
R1.5.	Yabda Training Material and Trainers' Guide	1	LENTIC	Training material	M9 (Sep18)		
R1.6.	Yabda Train the Trainers workshops	1	LENTIC	Product	M10-12 (Dec18)		
R1.7.	Yabda Institutional Strategies	1	UH2C	Report	M12 (Dec18)		
R2.1.	Yabda Entrepreneurship Centres	2	UCA	Product	M15 (Mar19)		
R2.2.	Yabda Guide	2	UTEM	Learning material	M17 (May19)		
R2.3.	Yabda Trainings workshops for teaching and administrative staff	2	UMAB	Product	M18-M20 (Jun19)		

R2.4.	Yabda Communities	2	UAE		M18 (Jun19)
R2.5.	Yabda Hubs	2	UCA	Report	M18 (Jun19)
R2.6.	Yabda MOOC	2	ReadLab	Product	M16 (Apr19)
R3.1.	Yabda Training Material	3	US	Training material	M25 (Jan20)
R3.2.	Yabda Training Programme	3	US	Product	M26-29; M31-34 (Febr20)
R3.3.	Community-led support for entrepreneurship in Yabda Universities	3	UAE	Report	M36 (Dec20)
R3.4.	Yabda Entrepreneurship prize	3	UB1	Product	M26 (Feb20)
R4.1	Quality Evaluation Plan	4	UH2C	Report	M3 (Mar18)
R4.2	Project Evaluation Compendium	4	AUEB	Product	M4 (Apr18)
R4.3	Quality Evaluation Reports	4	AUEB	Report	M6, M12, M18, M24, M30 (Jun18-Jun21)
R.4.4	Evaluation report	4	AUEB	Report	M36 (Dec20)
R5.1.	Dissemination and exploitation Plan	5	AMU	Report	M3(Mar18)
R5.2.	Yabda website	5	ReadLab	Product	M3 (Mar18)
R5.3.	Portfolio of dissemination material	5	AMU	Product	M6 (Jun18)
R5.4.	Yabda national conferences	5	UC3	Event	M24 (Dec19)

6) Have your initial expectations been fulfilled?

7) What are your expectations for the remaining of the project?

SECTION II

Please give a mark to the following topics (Project Management related ones and internal cooperation related ones) according to your satisfaction and wish for changes to be done.

Please use the following scale:

- Very low level – **Mark 1**
- Low level – **Mark 2**
- Acceptable – **Mark 3**
- Good level – **Mark 4**
- Very good level – **Mark 5**

Topic	Please give a mark here	Please write here your opinions/proposals for change
Project management		
1. Overall coordination		
2. Decision making processes - How fair was it?		
3. Decision-making processes – How transparent was it?		
4. Planning of activities – how effective was it?		
5. Distribution of roles and responsibilities by the project management to you – how clear was it?		
6. Keeping up with the deadlines		
7. General progress of the project		

Working together

1.Cooperation amongst partners		
2.Conflict resolution		
3.Communication with other associated partners		
4.Communication with the project manager		
5.Opportunities to learn new things		

ANNEX 4 – WORKSHOPS' EVALUATION QUESTIONNAIRE

Your opinion is very important for us in order to evaluate the workshop and organize it better in the future. Please spend a few minutes to answer the following questions.

Please place a **√** in the answer that expresses you the best.

Organization of the workshop

	Totally disagree	Partly disagree	Neither agree nor disagree	Partly agree	Totally agree
The duration of the workshop was satisfactory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The programme of the workshop was well organized time-wise.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Scope of the workshop

	Totally disagree	Partly disagree	Neither agree nor disagree	Partly agree	Totally agree
The workshop enhanced your knowledge on entrepreneurial terms and concepts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The workshop enhanced your entrepreneurial skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The workshop enhanced your interest in entrepreneurship.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Implementation of the workshop

	Totally disagree	Partly disagree	Neither agree nor disagree	Partly agree	Totally agree
The learning methods and techniques used during the workshop helped in the assimilation of the knowledge presented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The instructors contributed positively in the implementation of the workshop and in providing the necessary guidance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall evaluation of the workshop

	Totally disagree	Partly disagree	Neither agree nor disagree	Partly agree	Totally agree
The workshop was interested.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My overall opinion of the workshop is a positive one.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are there any comments you wish to make regarding the workshop?

.....
 THANK YOU!