



PRO.D.I.G.Y

Promoting Disability Inclusion
in emergency response
in the World of Work

2022-1-PL01-KA220-VET-000087639

Evaluation and Monitoring Report

Activity 1.3



Co-funded by
the European Union

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.

Table of content

1	Acronyms – Abbreviations	4
2	Report Summary.....	5
3	Project Results & Deliverables.....	5
4	Partnership performance and Communication.....	7
5	Project Management Evaluation	8
6	Project Meetings.....	10
7	Concluding remarks	14
	Appendices	15
	A.1 Interval evaluation questionnaire.....	15
	A.2 Online meetings evaluation questionnaire	18

List of Tables

Table 1	Acronyms - Abbreviations	4
---------	--------------------------------	---

About PRO.D.I.G.Y	
Action type	KA220-VET - Cooperation partnerships in vocational education and training
Priority	HORIZONTAL: Addressing digital transformation through development of digital readiness, resilience and capacity VET: Increasing the flexibility of opportunities in vocational education and training
The general objective of the PRO.D.I.G.Y project is to promote the use and adoption of AR/VR solutions to assist disabled people, first responders and companies during workplace emergencies to increase the safety of people with disabilities. Acquired Emergency Preparedness Training would offer people and companies ways to prepare and be protected during unexpected workplace emergencies. The PRO.D.I.G.Y project will provide individuals and companies, a user-friendly and interactive online platform that would allow users to utilize its innovative material based on a robust methodology and supported by an online educational package. The synopsis of the PRO.D.I.G.Y project objectives is that through its results, it will leverage the ability of target group to respond effectively during emergency situations, thus reducing the probability and impact on the safety of employees, especially employees with disabilities. One of the main objectives of the project is to present to target group personnel a guided pathway to educate themselves quickly and effectively on emergency preparedness, enhancing their skills and their contribution to the welfare of their organisation and its people.	

The sole responsibility of this publication lies with the author.

The European Union is not responsible for any use that may be made of the information contained therein.

1 Acronyms – Abbreviations

Table 1 Acronyms - Abbreviations

Term	Acronym
Spoleczna Akademia Nauk	SAN
Promoting Disability Inclusion in emergency response in the World of Work	PRODIGY
Project Result	PR
Quality Management Plan	QMP
Quality Management	QM
Lead Partner	LP
National Authority	NA
Work Package	WP
Sigma Business Network	SIGMA
Vocational and Educational Training	VET
Small-Medium Enterprise	SME

2 Report Summary

The present document reports on the QM activities conducted during the first year of the Erasmus+ PRODIGY project - "Promoting Disability Inclusion in emergency response in the World of Work" Project under Key Action 2 - Cooperation partnerships in vocational education and training. The general objective of the PRO.D.I.G.Y project is to promote the use and adoption of AR/VR solutions to assist disabled people, first responders and companies during workplace emergencies to increase the safety of people with disabilities. Acquired Emergency Preparedness Training would offer people and companies ways to prepare and be protected during unexpected workplace emergencies. Project QM activities are coordinated by SIGMA, in close collaboration with the Leader Partner (SAN) and all partners, depending on the specific project activity or process evaluated. For the first year of the project, QM activities focused on the evaluation of project activities, project management practices, communication and cooperation issues, and project outcomes and deliverables thus far.

In the following sections, the methods and results of the corresponding evaluation surveys, in which only team members have participated, since most PRs are at an early stage of development and no meaningful feedback from external stakeholders could be received. According to the findings, all partners are highly satisfied with project, quality and financial management practices. This is also true for the project meetings, to a satisfactory extent, and for the communication and cooperation aspects of the project, where only a few issues ("timeline issues") were identified, but these can be addressed in the second part of the project. Concerning the development of deliverables and PRs, partners are, also highly satisfied with the quality and level of progress achieved in their development.

3 Project Results & Deliverables

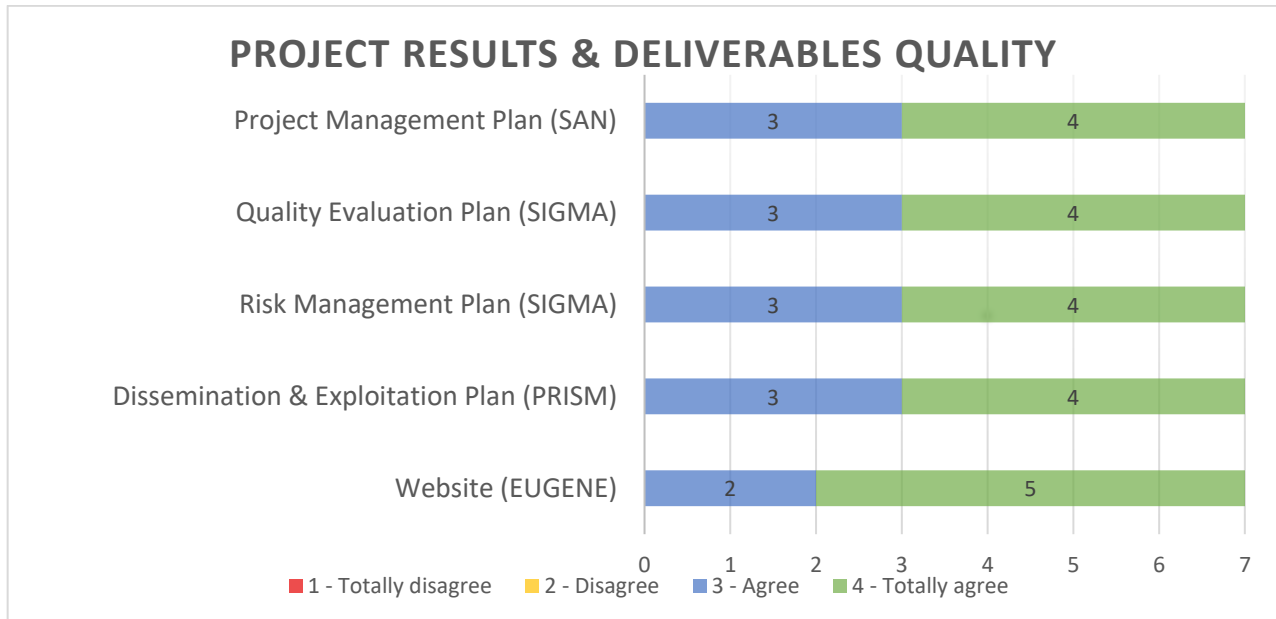
Project Results (PRs) constitute the main part of project outcomes; hence, their quality is of paramount importance. Quality aspects of PRs are not restricted to their scientific/technical value but entail, also, the dimensions of effectiveness, adaptability to the needs of target users and overall sustainability. The 4 basic PRs and the corresponding leaders are presented in the following table.

Project Result	Leader
PR1 – Emergency Preparedness Methodological Framework	SIGMA
PR2 – Emergency Preparedness Self-Assessment Tool	SIGMA
PR3 - Emergency Preparedness Training Course	SAN
PR4 – Emergency Preparedness Online Training Platform	EUGENE

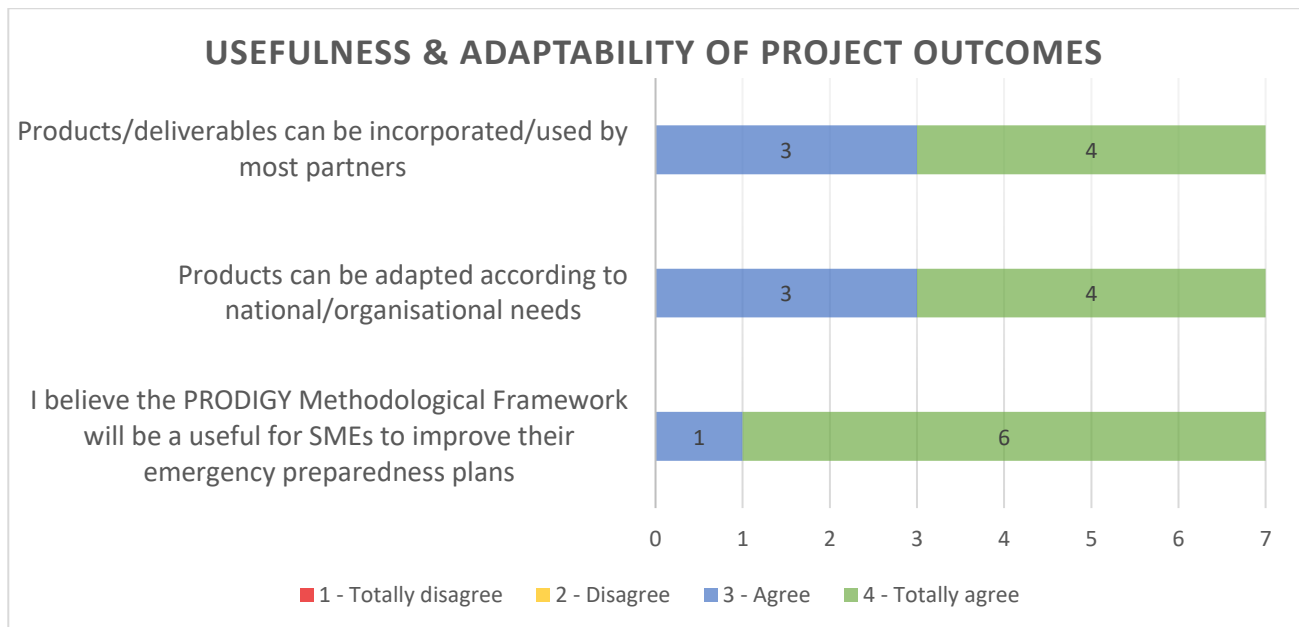
The review processes, conducted by the partners responsible for the various project tasks, accounts for the first-level quality assessment process for PRs and deliverables. Pre-final versions of the deliverables are uploaded to the projects repository for comments by partners, not directly involved in their development. For the quality assessment of finished deliverables as well as the progress achieved in the development of PRs a dedicated section has been incorporated in the internal quality survey (Appendix A1, Section A). The specific section comprised of 8 closed-type questions (4-point Likert, ranging from 'low' to 'high'), 5 concerning the assessment of project, quality, risk and dissemination management as well as the assessment of the website, who are, obviously, quite important in terms of project implementation, and 3 concerning the quality of outcomes associated with PRs.

The internal survey was conducted at the end of the first year and 7 persons, 1 for each partner, participated in it. According to the submitted answers, the quality of completed deliverables associated with the development of PRs

as well as with the horizontal activities of project and quality management are quite high. The corresponding answers are presented at the following chart.



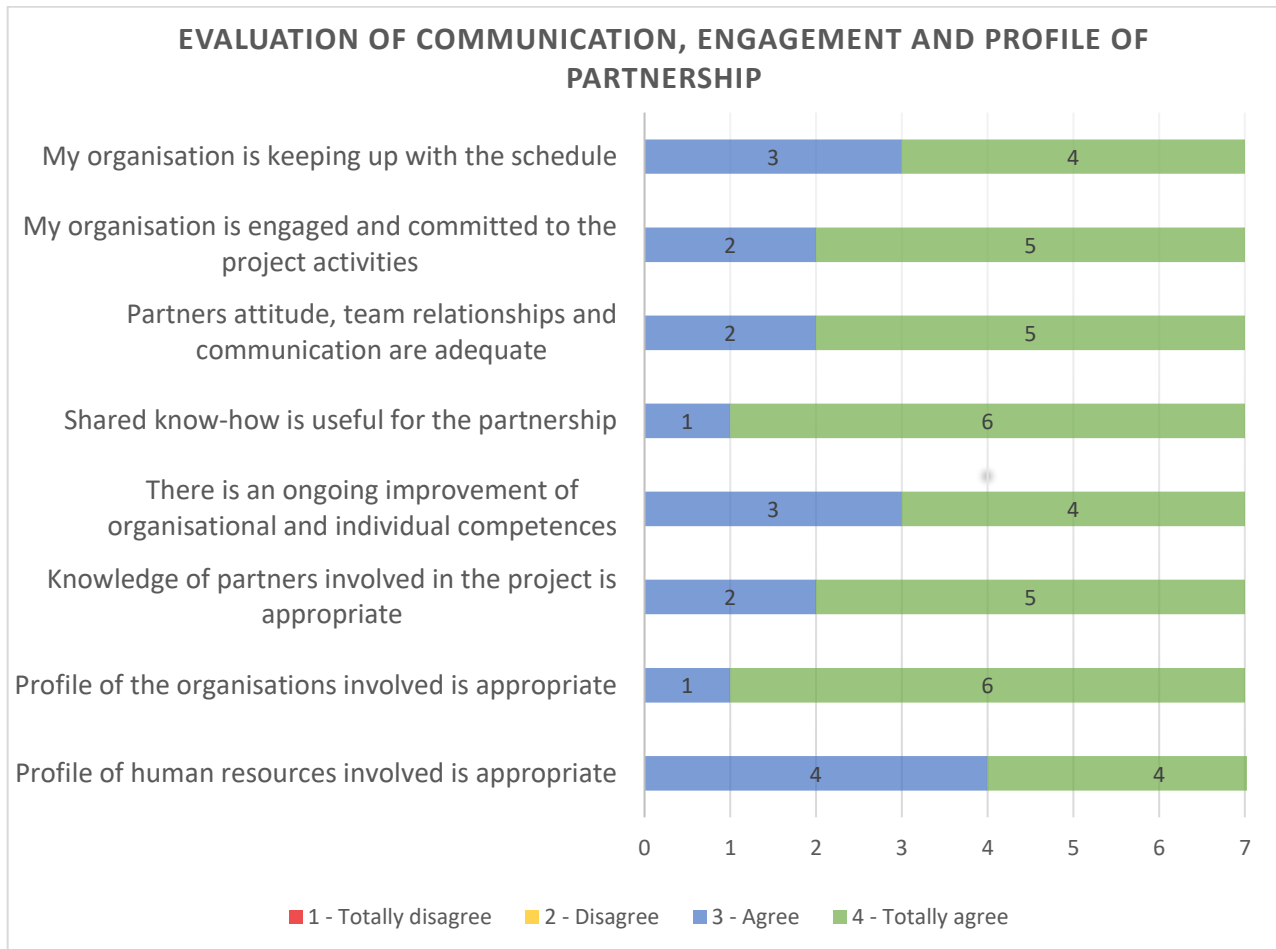
The usefulness, adaptability, sustainability of the project's outcomes were the subjects of four additional closed-type questions (4-point Likert, ranging from 'low' to 'high'). According to the submitted project outcomes thus far, satisfy stated objectives in all relevant dimensions. The corresponding answers are presented in detail, at the following diagram.



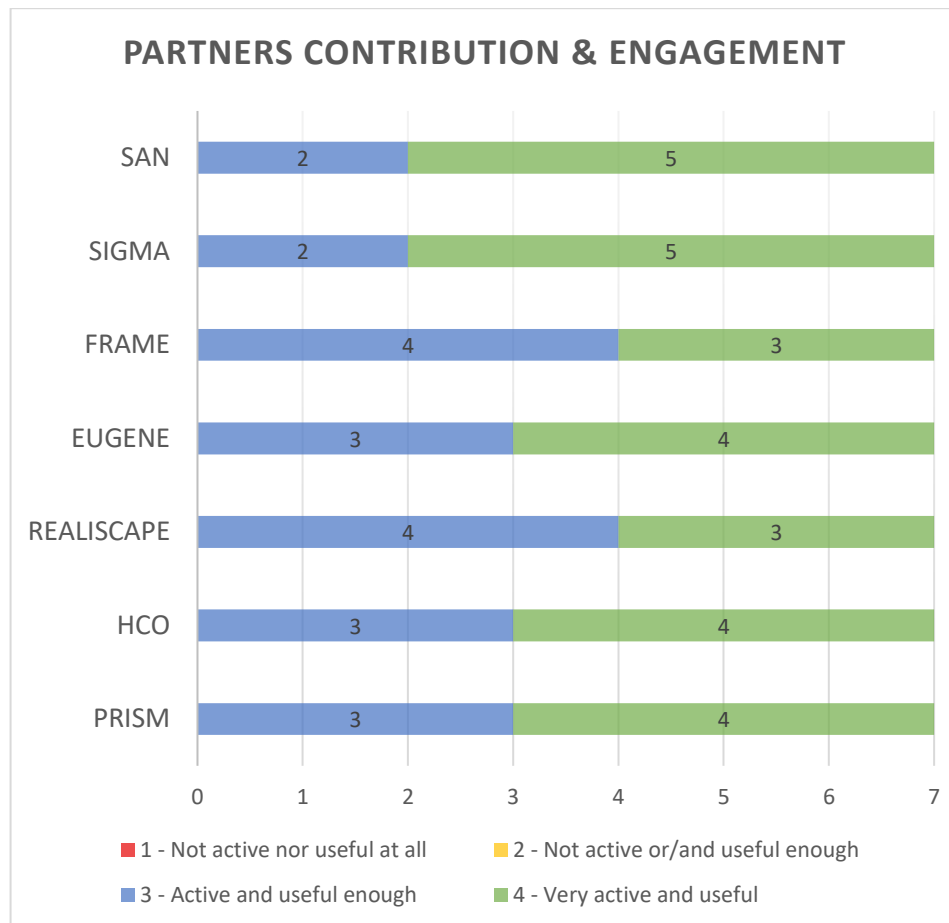
The final question asked for feedback and suggestions on how to improve the PRs and the project outcomes. Most of the respondents did not provide any specific ideas, except for one who mentioned the need to accelerate the work to meet the project proposal objectives.

4 Partnership performance and Communication

To achieve project objectives, successful team collaboration is required. This in turn requires efficient communication and high levels of trust and engagement among partners. To assess communication and partnership aspects a dedicated section has been incorporated in the internal survey questionnaire (Appendix A1, Section B,). The specific questions comprised of 8 closed-type questions (4-point Likert, ranging from 'totally disagree' to 'totally agree'). The corresponding answers (1 per partner, 7 in total) are presented at the following diagram, from which it can be observed that partners are highly satisfied with the partnership profile and performance in terms of communication, cooperation and engagement.



Besides the above, survey participants were asked to rate the level of engagement and contribution of all partners in the development of project results and common activities (4-point Likert scale, ranging from 'low' to 'high'), which as can be seen at the following diagram was evaluated as high for all partners.



As with other sections of the internal survey questionnaire, the last section question concerned possible improvements and comments regarding communication, engagement and cooperation. Submitted comments were wholly positive and no specific recommendations were submitted.

5 Project Management Evaluation

The effectiveness and quality of project and financial management practices were further investigated through the internal questionnaire survey, conducted at the end of the first project year. Specific issues evaluated through the questionnaire include are the following:

- clarity and feasibility of the project objectives,
- fulfilment of the planned schedule,
- adequacy of the management model,
- financial management issues,
- task allocation and monitoring,
- adequacy of the planning, logistics and usefulness of project activities, and
- involvement of all partners in the continuous improvement of processes.

The questionnaire contains a section dedicated to PM evaluation (Appendix A1, Section C) comprising of 13 closed-type questions (4-point Likert, ranging from 'totally disagree' to 'totally agree'). The received feedback (7 replies, 1 per partner) indicates that all members are highly satisfied with project management and financial management practices. Among the several aspects investigated, Adequate work planning for the project objectives and timetable within the schedule are the two with the least favorable scores, but again the respective average

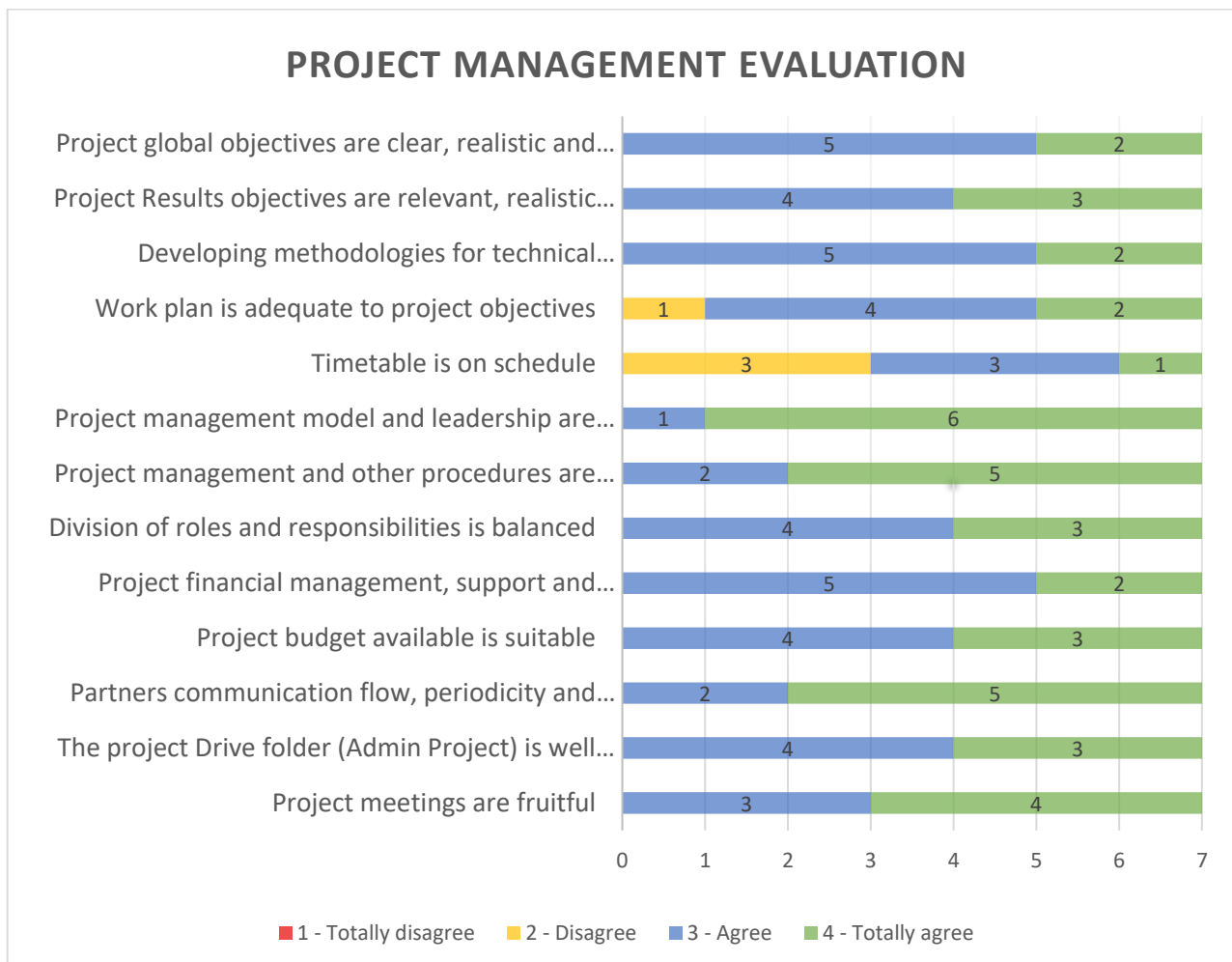
evaluation scores are very high. Three respondents didn't agree that timetable is on schedule and one suggested the need to accelerate the work to meet the project proposal objectives.

At this point it is important to note that there are deviations from the project timeline due to factors such as the late start of the project or the late delivery of certain project deliverables within the planned schedule. However, as part of the project risk management, the potential risk of delay in project completion was communicated to the entire consortium and mitigation strategies were discussed. In particular, all partners agreed to follow the schedule as closely as possible.

Some mitigation strategies for project delays are as follows:

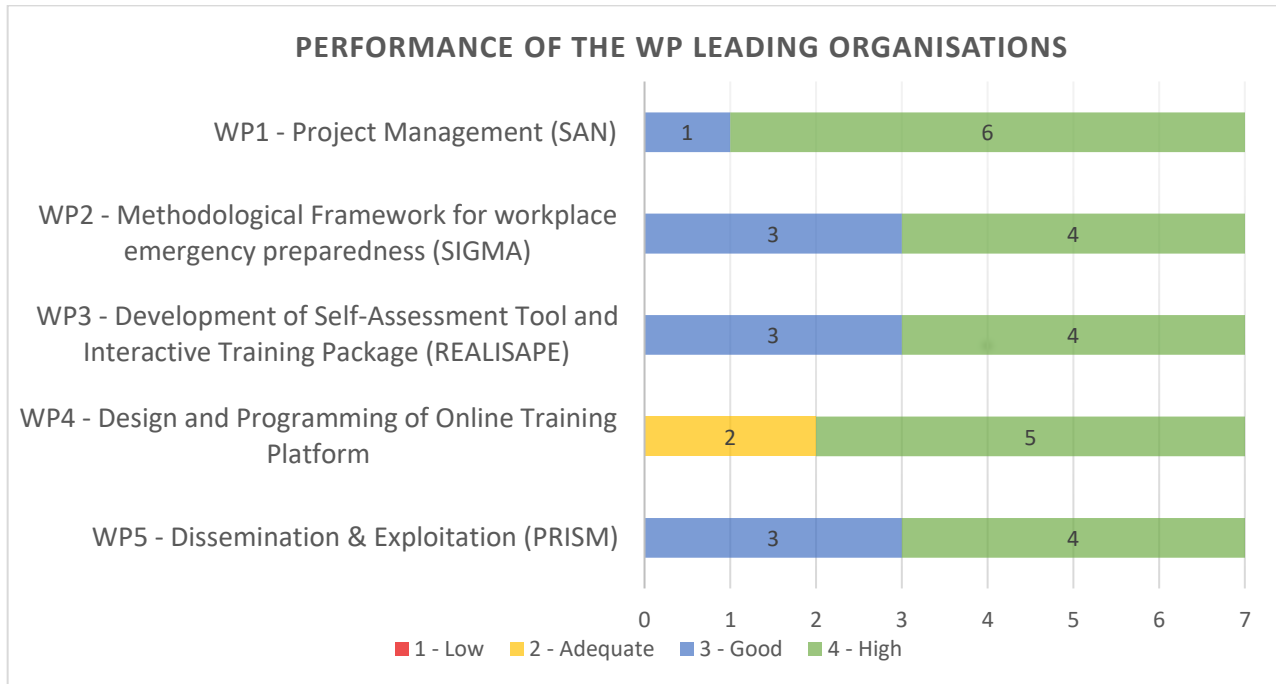
- Frequent and clear communication with all project partners by the LP.
- Conduct an online meeting once a month to keep track and regularly monitor the progress of the project and report any discrepancies or issues to the relevant stakeholders.
- Immediate and effective implementation of corrective actions by the LP whenever a delay threatens the progress of the project.
- Periodically review and update the project plan and adjust the schedule as necessary to take into account any changes or uncertainties.

Submitted answers per question are presented in the following diagram.



The last section that has been incorporated in the internal quality survey was the evaluation of the overall performance of the work package (WP) leading organisations in the first year of the project (Appendix A1, Section C). The specific section comprised of 5 closed-type questions (4-point Likert, ranging from 'low' to 'high'). The received feedback (7 replies, 1 per partner) indicates that all members are highly satisfied with WP management except for two who said that WP4 has not been started yet. At this point we note that the first activity of Work Package 4, Report on the technical specifications of the web platform has been successfully completed.

Submitted answers per question are presented in the following diagram.



The final question asked for feedback and suggestions regarding the overall project management process. Most of the respondents did not provide any specific ideas.

6 Project Meetings

Team meetings are an important element of the project as they provide the best way to coordinate actions, review ongoing work, plan future activities, and discuss or clarify issues. During the reported period 9 project meetings, 1 Transnational (Kick-off - Online) and 8 online, have been conducted. In order to evaluate their quality and effectiveness, as well as investigate subjective attitudes of participants, internal questionnaire surveys have been conducted after each meeting. To facilitate data collection and analysis, the corresponding questionnaires were provided in digital form through Google Forms that were forwarded to all participants.

The developed questionnaires/forms evaluate the following aspects:

- Sufficiency of information sent before the meeting,
- Clearness of tasks that must be carried out,
- Partners' contribution to the meeting,
- Opportunity for each partner to appropriately express their opinions,
- Respect for the agenda and negotiation of any changes,
- Clearness of the next steps and follow-up activities after the meeting,

- Achieving the goals of the meeting,
- Adequacy of working environment.

The online meetings' evaluation form comprises of 12 closed-type questions (5-point Likert, ranging from 'strongly disagree' to 'strongly agree'), 2 open-type questions for respondent comments and recommendations, and 2 closed-type question associated with identification of participants. (Appendix A2). The date of each meeting and the corresponding numbers of participants/respondents per meeting are presented in the following table.

Online Meeting	Num. of Participants
Transnational Project Meeting, 09/03/2023	8
1st online meeting, 12-04-2023	8
2nd online meeting, 04-05-2023	7
3rd online meeting, 15-06-2023	8
4th online meeting, 06-07-2023	10
5th online meeting, 01-09-2023	9
6th online meeting, 12-10-2023	9
7th online meeting, 16-11-2023	9
8th online meeting, 11-12-2023	7
Total	75

The feedback from the 75 evaluations was overwhelmingly positive, with 97.9% of them expressing satisfaction (either 'agree' or 'strongly agree') with the project meetings. This is a very high level of approval for the work done. However, the respondents gave some suggestions on how future project meetings could be improved and suggestions regarding the identified problem areas of the project:

Suggestions on how future project meetings could be improved

- "sometimes the internet connection was not working well and it was difficult to understand". (Transnational Meeting – Online)
- "the questions which arise during the period in between the meetings can be answered/discussed during the on-line meeting. I would suggest to create something like FAQ folder where partner can put the questions which are going to be answered there. In case of a need to discuss these questions, those will be discussed during another online meeting". (2nd Online meeting)
- "I would suggest that if somebody has a feedback to the documents last discussed a long time ago, he/she should send it before the meeting, so partners can take a look as it is not possible to remember what it was about". (8th Online meeting)

The first suggestion, about the internet connection problems, is not something that can be easily improved by the project coordinators. It is the responsibility of each partner to ensure that they have a stable and reliable internet connection before joining the online meetings. If they encounter any technical issues, they should inform the coordinators as soon as possible and try to resolve them quickly.

The second suggestion, about creating a FAQ folder for questions, is redundant. The project already has a shared online platform where partners can post their questions, comments and feedback on the project documents and activities. There is no need to create another folder for the same purpose. Moreover, the online meetings are not meant to answer every single question that arises during the project implementation. They are meant to discuss the most important and urgent issues that require collective input and decision-making.

The third suggestion, about sending feedback before the meeting, is obvious and common sense. It is expected that every partner reviews the project documents and provides their feedback in a timely manner.

Therefore, these suggestions indicate that some partners need to improve their work ethic, communication skills and commitment to the project.

Any problem areas for the project that should be tackled as soon as possible - suggestions regarding the identified issues

- i. “no problems, everything was fine. But personal meeting would be even more fruitful according to my point of view”. (Transnational Meeting – Online)
- ii. “The framework still seems to be quite vague” (4th Online meeting)
- iii. “future deadlines related to wp2 activities should be a little bit more clear; sometimes deadlines are not respected” (4th Online meeting)
- iv. “I wish that already identified problems about delays will be solved soon” (6th Online meeting)
- v. “Nothing more than issues that were discussed during the meeting (delays of other partners and risk management)”. (6th Online meeting)
- vi. “as always, personal meeting would be more fruitful, I think. It is difficult to discuss complicated topics through on-line”. (6th Online meeting)
- vii. “or an accurate representation of progress, the Gantt chart should include all planned activities”. (7th Online meeting)
- viii. “We are behind the planned schedule. I think we should speed up”. (7th Online meeting)
- ix. “To make more clear the workflow of project's activities”. (8th Online meeting)
- x. “We are behind the planned schedule. I think we should speed up”. (8th Online meeting)

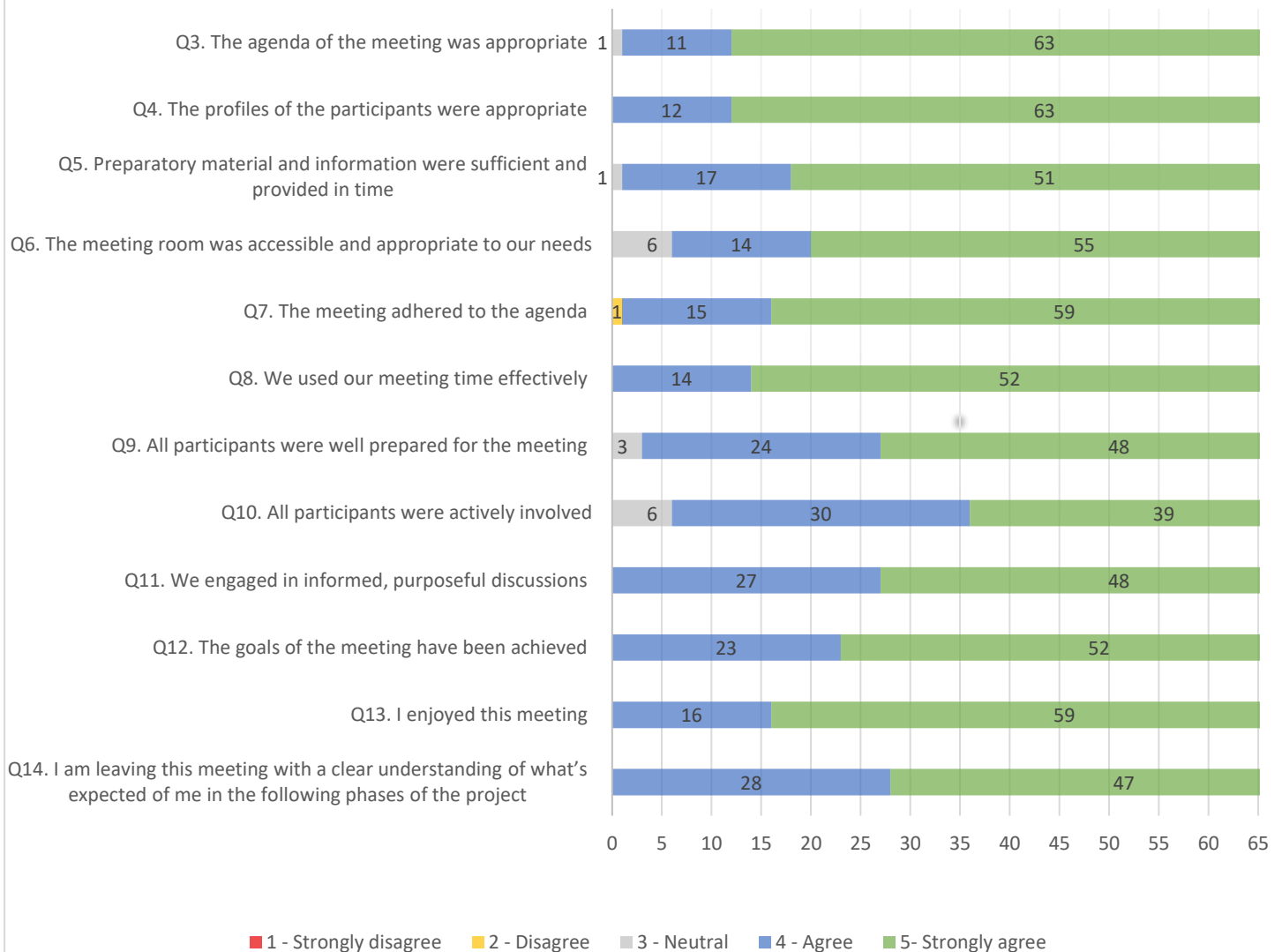
The evaluation questionnaires of the online meetings revealed some problem areas for the project, some of which have been addressed or should be addressed as soon as possible. These are:

- Lack of clarity and specificity of the emergency preparedness framework and workflow of activities. With regard to the first, this comment was made when the activity was in its initial phase. At this stage, the methodological framework is undergoing an external review to improve all aspects, including clarity and specificity. In addition, some respondents expressed confusion and uncertainty about the objectives of the project, the expected results and the work to be carried out. This may affect the quality and consistency of project deliverables and cooperation between partners. It is recommended that the application form is studied thoroughly at regular intervals by all partners, so that they are on the same page.
- One of the main challenges facing the project is the lack of timely and consistent execution of tasks by some partners. This has created dissatisfaction and concern among other partners who rely on their work. This puts the project schedule at risk, as well as the achievement of the project's objectives. However, as noted above, as part of the project risk management, the possible risk of delay in project completion was shared with the whole consortium and mitigation strategies were agreed upon. In particular, all partners committed to adhere to the schedule as much as possible. Some strategies to mitigate project delays were also outlined above (Chapter 5).
- The preference for face-to-face meetings over online meetings. Some respondents reported feeling more comfortable and productive in face-to-face meetings, where they can discuss complex issues more easily and effectively. However, online meetings are the only feasible option at this time from the project planning perspective. Therefore, it is important to find ways to improve the quality and engagement of online meetings, such as providing clear agendas and guidelines and ensuring the active participation of all partners.

These issues need to be urgently addressed by the project coordinator in consultation with all partners to ensure the smooth implementation and success of the project.

Submitted answers per question are presented in the following diagram.

MEETINGS EVALUATION



7 Concluding remarks

Based on the feedback gathered from partners through meetings and evaluation surveys it is evident that project partners are very satisfied with the adopted management practices and overall partnership performance. In terms of project outcomes, partners believe that completed (and under-development) project deliverables/products are (and will be) of high quality and relevance to the target users. Good ratings are, also, provided to the level of partners' engagement and contribution. Feedback regarding project management, task allocation and communication practices is also highly positive, with only a few objections regarding the adherence to the time schedule. Finally, regarding project meetings, partners are highly satisfied in all relevant aspects and have submitted some recommendations which will be taken into account in subsequent meetings.

In the second year of the project most PRs outcomes will reach a level of maturity where it will be possible to receive meaningful feedback from members of the target groups (SMEs and VETs) during testing and dissemination activities. This is absolutely essential in terms of overall quality but also of relevance and sustainability of project outcomes, so it should be of top priority for all partners.

Appendices

A.1 Interval evaluation questionnaire

INTRODUCTORY TEXT

The Internal evaluation questionnaire adopted for the PRODIGY project is based on the assessment of the project progress in terms of:

- i. Project Results
- ii. Communication among the partners and their satisfaction for the communication and
- iii. Overall project management of the project (including financial management, tasks' distribution).

Please note that only one response per partner organisation shall be provided.

Thank you for your contribution!

IDENTIFICATION

Name: *(Free Answer)*

Organisation: *(Free Answer)*

SECTION A. Evaluation of Project Results

Under this section, the Project Results (PRs) developed in the first year of the project are evaluated, in terms of their quality and their usefulness to partners, end-users and stakeholders.

Please answer the questions below.

1. The general quality and usefulness of products and procedures developed during the first year of the project were adequate: (1 - Totally disagree, 2 - Disagree, 3 - Agree, 4 - Totally agree)
 - Project Management Plan (SAN)
 - Quality Evaluation Plan (SIGMA)
 - Risk Management Plan (SIGMA)
 - Dissemination & Exploitation Plan (PRISM)
 - Website (EUGENE)
2. Taking into account the work done during the first year of the project, what do you think about the quality of the products/deliverables, their usefulness for partners, users and stakeholders? Please rate the following sentences according to your opinion. (1- Totally disagree, 2 - Disagree, 3 - Agree, 4 -Totally Agree)
 - Products/deliverables can be incorporated/used by most partners.
 - Products can be adapted according to national/organisational needs.
 - I believe the PRODIGY Methodological Framework will be a useful for SMEs to improve their emergency preparedness plans
3. Comments (e.g. important remarks, critical points, suggestions for improvement): Any less positive rating given to the aspects above should be justified here. *(Free Answer)*

SECTION B. Communication among the partners

This section aims to evaluate, at an internal level, the following aspects:

- (1) clarity and importance of the project objectives for each partner,
- (2) level of sharing, trust, clarity of responsibilities and tasks,
- (3) promotion of higher quality results within working groups,
- (4) overcoming the geographic distance between partners,
- (5) assurance of the PRs planning and control,
- (6) promotion of empowerment and communication, and
- (7) monitoring of partnership performance and reengineering the working process.

Please answer the following questions.

4. Concerning the partnership and your organisation's performance and involvement, please rate your level of agreement with the following statements: (1- Totally disagree, 2 - Disagree, 3 - Agree, 4 -Totally Agree)
 - My organisation is keeping up with the schedule
 - My organisation is engaged and committed to the project activities
 - Partners attitude, team relationships and communication are adequate
 - Shared know-how is useful for the partnership
 - There is an ongoing improvement of organisational and individual competences
 - Knowledge of partners involved in the project is appropriate
 - Profile of the organisations involved is appropriate
 - Profile of human resources involved is appropriate
5. According to your perception, how active and useful do you find each partner to be for PRODIGY project development and common activities: (1 - Not active nor useful at all, 2 - Not active or/and useful enough, 3 - Active and useful enough, 4 - Very active and useful)
 - SAN
 - SIGMA
 - FRAME
 - EUGENE
 - REALISCAPE
 - HCO
 - PRISM
6. Please state your comments (e.g. important remarks, critical points, suggestions for improvements). Any less positive rating given to the aspects above should be justified here.

SECTION C. Evaluation of Project Management

Under section the following aspects are evaluated:

- (1) clarity and feasibility of the project objectives,
- (2) fulfillment of the planned schedule,
- (3) adequacy of the management model,
- (4) efficiency of the project communication process,
- (5) adequacy of the planning, logistics and usefulness of project activities, and
- (6) involvement of all partners in the continuous improvement of processes.

Please respond to the following questions:

7. Concerning the project processes, development and management in general: (1- Totally disagree, 2 - Disagree, 3 - Agree, 4 -Totally Agree)

- Project global objectives are clear, realistic and feasible
- Project Results objectives are relevant, realistic and feasible
- Developing methodologies for technical activities are appropriate
- Work plan is adequate to project objectives
- Timetable is on schedule
- Project management model and leadership are adequate
- Project management and other procedures are clear
- Division of roles and responsibilities is balanced
- Project financial management, support and control are effective
- Project budget available is suitable
- Partners communication flow, periodicity and tools are adequate
- The project Drive folder (Admin Project) is well organised and easy to use
- Project meetings are fruitful

8. Performance of the WP leading organisations (during the first year of the project) was satisfactory: (1 - Low, 2 - Adequate, 3 - Good, 4 - High)

(please justify any less positive appreciation in the space at the end of this section)

- WP1 - Project Management (SAN)
- WP2 - Methodological Framework for workplace emergency preparedness (SIGMA)
- WP3 - Development of Self-Assessment Tool and Interactive Training Package (REALISAPE)
- WP4 - Design and Programming of Online Training Platform
- WP5 - Dissemination & Exploitation (PRISM)

9. Please state your comments regarding the overall project management process (e.g. important remarks, critical points, suggestions for improvements). Any less positive rating given in the aspects above should be justified here.

A.2 Online meetings evaluation questionnaire

INTRODUCTORY TEXT

PRODIGY-Online Project Meeting Evaluation Questionnaire
PRO.D.I.G.Y-Promoting Disability Inclusion in emergency response in the World of Work
Project Code-KA220-VET-DC99E711

IDENTIFICATION

Q1. Which project meeting are you going to evaluate? *(Free Answer)*

Q2. Please indicate your organization/company *(Free Answer)*

MEETING EVALUATION (Strongly disagree, Disagree, Neutral, Agree, Strongly agree)

Q3. The agenda of the meeting was appropriate

Q4. The profiles of the participants were appropriate

Q5. Preparatory material and information were sufficient and provided in time

Q6. The meeting room was accessible and appropriate to our needs

Q7. The meeting adhered to the agenda

Q8. We used our meeting time effectively

Q9. All participants were well prepared for the meeting

Q10. All participants were actively involved

Q11. We engaged in informed, purposeful discussions

Q12. The goals of the meeting have been achieved

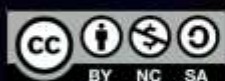
Q13. I enjoyed this meeting

Q14. I am leaving this meeting with a clear understanding of what's expected of me in the following phases of the project

COMMENTS AND RECOMMENDATIONS

Q15. Do you have any suggestion/advice on how future project meetings could be improved? *(Free Answer)*

Q16. Did you identify any problem areas for the project that should be tackled as soon as possible? Do you have any suggestions regarding the identified issues? *(Free Answer)*



This document may be copied, reproduced or modified according to the above rules. In addition, an acknowledgement of the authors of the document and all applicable portions of the copyright notice must be clearly referenced.

All rights reserved. © Copyright 2023 PRO.D.I.G.Y

www.prodigy-project.eu