



Management and Quality Plan

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1 INTRODUCTION

1.1 Purpose of The Project Quality Management Plan

VIRTUAL Quality Management Plan is an instrument at disposal of the Partnership and of each Partner for the fulfillment of the project aims and objectives short, mid and long terms.

The **Project Quality Plan** is a critical part of the VIRTUAL project management. Its scope is to define how quality has to be managed all over the project-life. Quality is planned in VIRTUAL also in order to prevent needless work, as well as waste of cost and time. Quality is be considered from both, an outcome and process view.

1.2 Project Quality Management Plan approach

VIRTUAL has an interconnected “*customer satisfaction*” and “*high standard deliverable*” approach. The **VIRTUAL** Quality approach identifies as **main customer / target groups**:

and as main deliverables described in the project’s proposal (see Annex 1 – Table 1)

The core operational aim of **VIRTUAL** is to **achieve** the **aims** [Errore. L'origine riferimento non è stata trovata.] and the **objectives** [Errore. L'origine riferimento non è stata trovata.] that have been detailed in the project’s proposal.

All the **activities** and the efforts of the Partnership are intended to accomplish, as planned and scheduled, those goals. **Activities** are articulated in **Work Packages** that lead to delivery of **outcome(s)** in form of **deliverables** (tangible outcome) and/ or **results** (immaterial outcome).

1.3 Project Quality Management Overview

The processes and activities that produce deliverables need to fulfil certain quality levels in order to reach the expected high-quality outcome. To address all quality requirements and quality assurance mechanisms in the VIRTUAL project, 'Project Quality Plan' at hand has been developed by the project team. This plan acts as the quality reference document for the project and all Partners will agree the project quality plan.

1.3.1 Organization, Responsibilities, and Interfaces

VIRTUAL Quality Plan is coordinated with the organization of the Project Management and Implementation. The coordination / decision-making approach is structured in **3 different levels**:

- **STERING COMMITTEE**
- **QA RESPONSIBLE**
- **WORK PACKAGE LEADER**

1.3.2 STERING COMMITTEE

The **STERING COMMITTEE (SC) (upper level)**: is the decision-making body. Chaired by the project scientific coordinator, it is composed of one representative from each Partner, each

having one vote for decision making purposes. The **SC** is responsible for the **strategic and guidance of the Project**:

- *Overall direction of activities – research, training and management – and re-orientation whenever necessary*
- *Budget revision*
- *Incorporation of new contractors*
- *Dealing with defaulting partners*

1.3.3 QA RESPONSIBLE

The **QA RESPONSIBLE (middle level)** is in charge of Project Quality Management so as to safeguard the efficient management and flow of information within the network. **It** is established during the **first 3 months**; it ensures the result adequacy with respect to the network objectives and the GANTT. The board will guarantee that an **adequate balance between outputs and WPs activities**.

Communication and Dissemination Plan is accomplished within the project frame.

1.3.4 WORK PACKAGE LEADER

The **Work Package Leaders (WPL)** are operating unities of the Project. Each WP is represented by a leader reporting to the **SC** and responsible for the correct WP's implementation.

Each **WP leader** is responsible

- **to plan the technical work of the WP and tasks providing evidence to the SC**
- **to ensure that project timetables are maintained**
- **to report any discrepancy to the PO and that WP objectives and tasks are achieved;**
- **to attend meetings** within the project and relevant extra-meetings if necessary.

1.3.5 END USERS ADVISORY BOARD

An **End User Advisory Board (EUB)** composed by stakeholders and relevant key persons from end-users and target groups can be set to assist and collaborate. **EUB** can contribute also to **dissemination activities and multiplier events**. Members to be identified within **to define within 2023.06.30]**

Name	Role	Quality Responsibility
TBD	TBD	TBD
TBD	TBD	TBD
TBD	TBD	TBD

1.3.6 VIRTUAL QUALITY TEAM

VIRTUAL Quality Team is coordinated by TUCEP and s made of one member of each Partner. The IAT cares also about collecting feedback **from stakeholders** on the **perception of the project** ongoing. IAT collaborates in **Progress Monitoring activities** including **progress reports (one per year)**, a **mid-term report** and a detailed **final report**.

Name of referent have to be confirmed [within 2023.06.30]

Name of referent	Partner	Role	Quality Responsibility
<i>Dionisio Capuano</i>	<i>TUCEP (IT)</i>	<i>Coordinator</i>	<i>Coordination and WP Leader</i>
<i>Ludovica Ardemani, Stefano Poeta</i>	<i>ARTES (IT)</i>	<i>Beneficiary</i>	<i>Collaboration in monitoring, evaluation and assessment Reporting as to own activities and tasks</i>
<i>Jovan Stalevski Blagoj Trajkov</i>	<i>CEFE (MK)</i>	<i>Beneficiary</i>	<i>Collaboration in monitoring, evaluation and assessment Reporting as to own activities and tasks</i>
<i>Kebjana Haka</i>	<i>UEIT (AL)</i>	<i>Beneficiary</i>	<i>Collaboration in monitoring, evaluation and assessment</i>
<i>Jola Osmenaj Diana Biba</i>	<i>KPT (AL)</i>	<i>Beneficiary</i>	<i>Collaboration in monitoring, evaluation and assessment Reporting as to own activities and tasks</i>
<i>Elinda Krasniqi</i>	<i>UBT (KO)</i>	<i>Beneficiary</i>	<i>Collaboration in monitoring, evaluation and assessment Reporting as to own activities and tasks</i>

2 TOOLS AND APPROACH

2.1 COMMUNICATION

Regular Meetings: Partners care to schedule regular meetings, such as weekly or bi-weekly conference calls or virtual meetings, to discuss project progress, challenges, and updates. These meetings provide an opportunity for partners to exchange information, address any issues, and maintain alignment throughout the project.

Document Sharing: Partners share a centralized document sharing platform, such as a shared cloud storage system, to store and share project-related documents. This ensures that all partners have access to the latest versions of important files, reducing the risk of miscommunication or outdated information.

Review and Evaluate: Periodically Partners review and audit the communication processes and outcomes to identify areas of improvement and ensure compliance with the established quality assurance procedures. This review may include assessing the effectiveness of communication channels, identifying bottlenecks or gaps, and implementing corrective measures.

Documentation and Reporting: Maintain thorough documentation of all communication activities, including meeting minutes, decisions made, and actions taken. This documentation serves as a record of communication processes and can be valuable for future reference or audits

Partners consider also the opportunity of:

Standardized Communication Formats: Establish standardized formats for communication to ensure consistency and clarity. This may include templates for emails, meeting agendas, minutes, progress reports, and any other relevant communication documents. The standardized formats should include essential information and be easily understandable by all partners. [to define within 2023.06.30]

Specific Quality Control of Communication: Implement a system for quality control of communication. This may involve regular reviews of communication materials, such as emails, reports, and presentations, to ensure accuracy, clarity, and adherence to established standards. Feedback loops and peer reviews can be employed to provide constructive feedback and identify areas for improvement. [to define within 2023.06.30]

As baseline strategy Partners care for

Continuous Improvement: by regularly soliciting feedback from partners on the effectiveness of communication processes. This feedback can be obtained through surveys, evaluations, or open discussions. Based on the feedback received, make necessary adjustments and refinements to enhance communication efficiency and effectiveness.

3 PROJECT QUALITY MANAGEMENT

At the highest of levels Quality Management involves planning, doing, checking, and acting to improve project quality standards. VIRTUAL breaks the practice of Quality Management into three process groups: Quality Planning (QP), Quality Assurance (QA) and Quality Control (QC). The following sections define how this project will apply each of these practice groups to define, monitor and control quality standards.

3.1 VIRTUAL PROJECT QUALITY APPROACH

VIRTUAL quality assurance approach aims to contribute to EU Quality Education system

Ensuring educational standards: VIRTUAL quality assurance approach helps to maintain and enhance educational standards across different countries, ensuring that the project meets the expectations and requirements set by the European Commission. This includes aligning the project objectives with relevant EU policies and frameworks, such as the European Higher Education Area (EHEA) or the European Qualifications Framework (EQF).

Enhancing credibility and recognition: By implementing VIRTUAL quality assurance approach, the project gains credibility and recognition both within the participating countries and at the European level. This is particularly important for transnational projects involving multiple stakeholders, as it establishes a solid foundation for trust, collaboration, and future partnerships.

Facilitating comparability and transferability: VIRTUAL quality assurance approach promotes comparability and transferability of education and training outcomes across different countries in the Balkan Area. This allows for the recognition of qualifications and competencies acquired through the project, supporting mobility and the lifelong learning agenda promoted by the European Commission.

Supporting transparency and accountability: Quality assurance mechanisms promote transparency and accountability by providing clear guidelines, standards, and evaluation processes. This ensures that the project is implemented effectively and efficiently, with measurable outcomes and a focus on continuous improvement. It also allows for monitoring and reporting on the project's progress, ensuring compliance with EU policies and regulations.

Fostering collaboration and cooperation: VIRTUAL quality assurance approach encourages collaboration and cooperation among project partners and stakeholders, fostering a culture of shared responsibility and continuous dialogue. This facilitates the exchange of good practices, the identification of challenges, and the implementation of appropriate solutions, ultimately leading to the sustainable development of education systems in the Balkan Area.

Overall, a quality assurance approach in a transnational education project involving countries from the Balkan Area aligns with the European Commission's policies by promoting educational excellence, mobility, comparability, and cooperation. It ensures that the project meets the expected standards, enhances its credibility, and contributes to the overall goals of the European education and training agenda.

3.1.1 VIRTUAL QUALITY PRINCIPLES

Strategic Quality principles guiding all aims of the project, learning objectives, delivery methods and technologies are:

1. Relevance (learner-centeredness; accountability; appropriateness)
2. Transparency (clarity of aims for partners and participants; clarity of achievement; clarity of presentation; clarity of rationale of learning approach used)
3. Reliability and consistency (internal coherence)
4. Integrity (methodological and contents, textual and factual)
5. Attractiveness
6. Flexibility (Individualization; adaptability)
7. Transferability
8. Participation (involvement, personal interest, partnership)
9. Efficiency (cost effectiveness)
10. Security (effective and safe treatment and storage data)

3.1.2 VIRTUAL QUALITY GOALS

The **Quality Plan** overall goal is to assure:

- the achievement of the **project aims**
- the achievement of the **project objectives**
- the achievement of the **expected results**
- the delivery of outcomes (products and deliverables) with particular reference to **deliverables, objectives, impacts** and the compliance with their quantitative and qualitative quality requirements
- the **customer satisfaction**, i.e., the satisfaction of **target groups, beneficiaries of the activities, stakeholders**

The Quality Plan pursuing its goals supports Partners in guaranteeing the timing, effectiveness and efficiency of the planned activities.

3.1.3 VIRTUAL QUALITY PLAN STRATEGY

The VIRTUAL Quality Plan strategy is based on procedures and instruments for **monitoring** the activities, **evaluating** the outcomes / deliverable / results according the quantitative and qualitative indicators, **assessing** the **expected results** considering the general context and circumstances.

3.1.4 VIRTUAL QUALITY PLAN OPERATIONAL MONITORING

In **VIRTUAL Quality Plan quality monitoring** addresses and project's progression. Monitoring refers to progression and implementation's processes and has a prevention purpose. This process assures targets and goals, from the quantitative and qualitative point of view will be achieved. It assumes that

- a) *each item* (activity or deliverable's production / delivery process) can be monitored and has quantified and qualified set of indicators
- b) *monitoring steps* are planned and milestones defined

c) a *monitoring function* for each item exists and she/he is informed of the quantitative and qualitative goals, of the monitoring phases, of the reference figure to turn to in case of events (internal or external) that can jeopardise the achievement of the targets and goals.

d) monitoring function is also aware of risk management plan

VIRTUAL identifies this *monitoring function* at level of **Task Leader / Work Package Leader**

3.1.4.1 BUDGET MONITORING

Coordinator is responsible according the EU rules and the GA provisions. Additionally, for budget monitoring each Partner is responsible for its share of budget. Each Partner knows the financial and budget rules and scheduled financial and administrative tasks.

3.1.5 VIRTUAL QUALITY PLAN OPERATIONAL EVALUATION

The **evaluation activity** is carried on in respect of defined targets and/or expected goals.

The **evaluation activity** is carried out during the project lifetime.

The evaluation activity includes **intermediate steps**.

The evaluation addresses

a) **activities (work packages and tasks)** implementation and progression,

- according **quantitative** and **qualitative indicators** including **compliance with deadline**,
- through **evaluation forms**, reports and other methods agreed by Partners
- implemented by an evaluation panel consisting of i) activity's responsible(s), ii) work packages responsible, iii) QA responsible, iv) involving target groups and stakeholders, if appropriate.

For **each activity to evaluate**, quantitative and/or qualitative indicators are defined according the project proposal. Partners can refine indicators.

b) **deliverables'** delivery and quality level,

- according **quantitative** and **qualitative indicators** including **compliance with deadline**,
- through **deliverable form** and **narrative** as reports or sections / parts of reports,
- implemented by an evaluation panel consisting of i) deliverable's responsible(s), ii) task / work package responsible, iii) the QA Responsible, iv) involving target groups and stakeholders when planned or suitable, iv) End User Advisory Board (EUAB); v) VIRTUAL Quality Team. Technically
 1. the quantitative and qualitative aspects and descriptors are reported in **evaluation form** by the WP/Task/DEL responsible
 2. the evaluation is shared with the SC
 3. Target groups /stakeholders' feedback are acquired, if appropriate
 4. Final evaluation is carried out at STERING COMMITTEE level

All the evaluation's processes have as guiding principle the **achievement of the VIRTUAL objective and aims**.

3.1.6 VIRTUAL QUALITY PLAN OPERATIONAL ASSESSMENT

The **Quality Assessment** follows the same procedure of the previous paragraph related to Evaluation. The **assessment addresses**

- main VIRTUAL's deliverables
- work packages' activities accomplishment
- management and internal communication
- Communication / Dissemination (external)
- Target groups involvement
- Stakeholders' involvement

moreover, the assessment

- includes customers' satisfaction (target groups and stakeholders) results
- takes into consideration external aspects that can also modify the taking into consideration of quantitative / qualitative indicators as used in the evaluation phases
- is drafted by VIRTUAL Quality Team
- is validated by Steering Committee

3.2 VIRTUAL QUALITY PLAN: OPERATIONAL ASPECTS

QA activities (monitoring, evaluation and assessment) operationally addresses **specific "items"** identified according the project proposal's provisions and Partners' indications. It is planned to revise the list of the items, (together with their indicators, the tools and approach for monitoring, evaluation and assessment) at least at 10 months from the start of the project. First step of integration and revision 2023.06.30

The "items" are listed in monitoring, evaluation, assessment tables drafted in excel that constitute the **"VIRTUAL Dashboard Tool"**.

3.2.1 VIRTUAL QA ITEMS

4.1 DELIVERY MONITORING TABLE	(to complete and revise within 2023/06/30)
4.2 MILESTONES TABLE	(to complete and revise within 2023/06/30)
4.3 PROJECT AIMS AND OBJECTIVES	(to complete and revise within 2023/06/30)
4.4 PROJECT RESULTS	(to complete and revise within 2023/06/30)
4.5 TRANSNATIONAL MEETINGS	(to complete and revise within 2023/06/30)
4.6 BUDGET CONTROL	(to complete and revise within 2023/06/30)
4.7 PROGRESS, QUALITY AND ACHIEVEMENTS MONITORING	(to complete and revise within 2023/06/30)
4.8 RISKS' MANAGEMENT	(to complete and revise within 2023/06/30)
4.10 COMMUNICATION	(to complete and revise within 2023/06/30)
4.11 IMPACTS (Par. 3.1 of the proposal)	(to complete and revise within 2023/06/30)
4.12 QUALITY APPROACH FOR SUSTAINABILITY	(to complete and revise within 2023/06/30)

3.2.2 VIRTUAL QUANTITATIVE INDICATORS

The quantitative indicators for VIRTUAL are derived from the specifications eventually provided in the proposal. **In cases where these indicators are not explicitly defined, they will be determined by the Partners within the designated deadline for indicator review (2023.06.30).**

The establishment of baselines or minimum targets is carried out based on criteria of coherence and plausibility.

The project relies on the initial forecasts presented in the proposal to outline its quantitative indicators. These indicators serve as measurable benchmarks to assess the progress and impact of VIRTUAL. However, in instances where the proposal does not specify these indicators or their targets, the responsibility falls upon the Partners to establish them before the indicator review deadline.

During this indicator review process, the Partners collaborate to define the specific quantitative indicators that will effectively measure the project's success. These indicators are carefully selected based on their relevance to the project's objectives and their ability to provide meaningful insights into the project's outcomes.

To ensure accuracy and reliability, the establishment of baselines or minimum targets follows a consistent and plausible approach. This involves considering various factors such as the project's scope, available resources, and expected outcomes. The baselines or minimum targets are set at levels that are realistically attainable and align with the project's overall goals.

By defining these indicators and their baselines or minimum targets, the project creates a framework for assessing its progress and determining the extent to which it achieves its intended outcomes. These indicators also facilitate monitoring and evaluation activities, allowing the project to track its performance and make any necessary adjustments along the way.

In summary, the quantitative indicators for VIRTUAL are derived from the proposal's forecasts and are further refined by the Partners during the indicator review process. The establishment of baselines or minimum targets is guided by considerations of coherence and plausibility, ensuring that these indicators effectively measure the project's success and provide valuable insights into its outcomes.

3.2.3 VIRTUAL QUALITATIVE INDICATORS

The qualitative indicators for VIRTUAL are derived from the detailed description and objectives outlined in the project proposal. These indicators capture the non-quantifiable aspects of the project and provide valuable insights into its effectiveness, stakeholder engagement, and overall impact.

The project proposal serves as a guiding document that outlines the desired outcomes and expected qualitative results. It sets the foundation for determining the qualitative indicators that will be used to assess the project's success in meeting these objectives.

Within the proposal, specific qualitative indicators are identified, taking into consideration factors such as stakeholder satisfaction, relevance of project activities, and the quality of

participant experiences. These indicators are carefully selected to reflect the project's goals and provide a comprehensive understanding of its qualitative impact.

While the proposal may provide initial indications of the qualitative indicators, it is important to note that further refinement and definition of these indicators may occur during the indicator review process. This allows project partners to collectively evaluate and establish baselines or minimum targets that are coherent, plausible, and aligned with the project's objectives.

By drawing on the proposal text, VIRTUAL ensures that the qualitative indicators align with the project's intended outcomes and provide meaningful insights into its success. Regular monitoring and evaluation of these indicators throughout the project's lifecycle enable ongoing assessment of the project's qualitative performance and support decision-making processes to optimize its impact.

In summary, the qualitative indicators of VIRTUAL are derived from the project proposal, which outlines the desired outcomes and objectives. These indicators are carefully selected and refined to assess stakeholder satisfaction, project effectiveness, and participant experiences, providing valuable insights into the project's qualitative impact.

3.3 MONITORING, EVALUATION, ASSESSMENT APPROACH

The Project Quality goals are pursued through a participatory activity involving at various level and with different roles and contributions Partners, target groups and stakeholders and articulated in three main phases: a) **Monitoring**, b) **Evaluation**, c) **Assessment**.

The effort through the Project Quality activities is also to use in the three phases instruments and approach allowing forms of measurability of aims, results, objectives, products and

3.3.1 MEASURE PROJECT QUALITY

The VIRTUAL's approach is structured in a way assuring a holistic and timely monitoring of the project, reliable evaluation of the items and an overall integrated assessment considering the project achievements in wider contexts.

The approach foresees a **dashboard monitoring level** that includes all the project proposal items. Item is intended as a generic expression including heterogeneous elements (from aims to deliverables to activities). In the dashboard scheme they are collected together, being aware of their heterogeneity and their eventual scalable interconnection, using essential common parameters (descriptor, responsible, deadline, achievement/completion).

The **dashboard monitoring** is a **back-office** activity for

- a) collecting all the items from the project proposal
- b) resolving overlapping and systematisation of monitoring / evaluation / assessment levels
- c) selecting and prioritising items related operational areas of actual monitoring / evaluation / assessment.

3.3.2 Dashboard structure

CODE	DESCRIPTION/ DESCRIPTORS / SPECIFICATIONS	RESPONSIBLE	DEADLINE / MILESTONE	INDICATOR(S) / EVIDENCES	(M) MONITORING (E) EVALUATION (A) ASSESSMENT		ACHIEVED	NOTES
					TOOLS	SCHEDULING		

The QA dashboard for VIRTUAL is an Excel spreadsheet managed by TUCEP but open and accessible to all project partners for the purpose of sharing monitoring, evaluation, and assessment processes. It serves as a centralized tool for tracking and assessing the quality assurance activities related to the VIRTUAL project. The dashboard provides an overview of the project's performance, progress, and key indicators, allowing partners to collaborate, exchange information, and contribute to the continuous improvement of the project. By making the dashboard available to all partners, it promotes transparency, accountability, and collaboration in ensuring the project's success.

3.3.3 ITEM QUALITY FORM

The project partners of VIRTUAL have access to a quality control form for items and gathering feedback, proposals (i.e.; request of modification), remarks, evaluations from Partners, staff and individuals involved in project with QA roles and functions. The evaluation form is structured as a Google Form and is available to all partners. The Google Form functionality enables continuous feedback collection and statistical analysis. The Excel sheet generated by the Google Form allows for detailed analysis and statistics. This collaborative process ensures the systematic assessment of items and enables partners to contribute their insights and evaluations to enhance the project's quality and effectiveness.

3.3.3.1 Template

Person drafting the form

- ☐ name _____
- ☐ surname _____
- ☐ role in the project _____

Item

- ☐ item code (write the code as from tables, for the proposal of new item indicate title and area)

Your activity is

- ☐ monitoring
☐ details about the activity _____
- ☐ evaluation
☐ details about the activity _____

☐ assessment

☐ details about the activity _____

if you are evaluating / assessing the item

quantitative evaluation / assessment

1(poor) - 2 - 3 - 4 - 5 (excellent)

Qualitative evaluation and /or remarks and suggestion

Please shortly detail _____

Demo: <https://forms.gle/fP4G1MB749hEgqjh6>

4 APPENDIX A: TABLES

4.1 DELIVERY MONITORING TABLE

WP/R	T	TR	TD	Y/N /P	CODE	DEL	DL	DR	DD	Y/N
WP1	TUCEP	As in the proposal (a.i.p.)	a.i.p.	On-going	Y	DEL1	Quality and Risk management Plan	28 Feb 2023	a.i.p.	
WP1	TUCEP	As in the proposal	a.i.p.	a.i.p.	P	DEL2	Progress and Final Reports Project	31 Dec 2024	a.i.p.	
WP2	UET	As in the proposal	a.i.p.	a.i.p.	P	DEL3	Dual training paths mapping tools	31 May 2023	a.i.p.	
WP2	UET	As in the proposal	a.i.p.	a.i.p.	P	DEL4	Dual training paths in VET Map for tourism and catering	31 Jul 2023	a.i.p.	
WP2	UET	As in the proposal	a.i.p.	a.i.p.	P	DEL5	Skills catalogue in tourism and restaurant sectors	30 Nov 2023	a.i.p.	
WP2	UET	As in the proposal	a.i.p.	a.i.p.	P	DEL6	Report on tasks to improve skills and professional figures	31 Dec 2023	a.i.p.	
WP3	KPT	As in the proposal	a.i.p.	a.i.p.	P	DEL7	Preliminary digital didactic Toolkit Design	30 Nov 2023	a.i.p.	
WP3	KPT	As in the proposal	a.i.p.	a.i.p.	P	DEL8	Guidelines of the digital teaching methodology	31 Jan 2024	a.i.p.	
WP3	KPT	As in the proposal	a.i.p.	a.i.p.	P	DEL9	Report on the Toolkit piloting process	31 Mar 2024	a.i.p.	
WP3	KPT	As in the proposal	a.i.p.	a.i.p.	P	DEL10	Didactic Toolkit/materials realised using AR/VR	31 Mar 2024	a.i.p.	
WP4	UBT	As in the proposal	a.i.p.	a.i.p.	P	DEL11	Training Curricula	31 May 2024	a.i.p.	
WP4	UBT	As in the proposal	a.i.p.	a.i.p.	P	DEL12	Trainers Guide (for curriculum implementation)	31 Jul 2024	a.i.p.	
WP4	UBT	As in the proposal	a.i.p.	a.i.p.	P	DEL13	Memorandum of Understanding (MoU)	30 Sep 2024	a.i.p.	
WP5	TUCEP	As in the proposal	a.i.p.	a.i.p.	P	DEL14	Dissemination Plan	28 Feb 2023	a.i.p.	
WP5	TUCEP	As in the proposal	a.i.p.	a.i.p.	P	DEL15	Project corporate identity	28 Feb 2023	a.i.p.	
WP5	TUCEP	As in the proposal	a.i.p.	a.i.p.	P	DEL16	Project website	28 Feb 2023	a.i.p.	
WP5	TUCEP	As in the proposal	a.i.p.	a.i.p.	P	DEL17	Dissemination materials	31 Aug 2023	a.i.p.	

WP/R	T	TR	TD	Y/N /P	CODE	DEL	DL	DR	DD	Y/N
WP/ Responsible (WP/R), Task (T), Task responsible (TR), Deadline (TD), Done Yes/No (Y/S), Deliverable (DL), Deliverable Responsible (DR), Deliverable Deadline (DD), P= processing										

4.2 MILESTONES TABLE

WP/R		T	TR	TD	Y/N	CODE	MILESTONE	DL	DR	DD	Y/N
WP1	TUCEP	As in the proposal	a.i.p.	a.i.p.	P	MS1	Documentations (agenda, report, slides, photos, etc.) about kickoff meeting of VIRTUAL project.	a.i.p.	a.i.p.		
WP1	TUCEP	As in the proposal	a.i.p.	a.i.p.	P	MS2	Plan approved by partnership Periodic Report about the project risks	a.i.p.	a.i.p.		
WP1	TUCEP	As in the proposal	a.i.p.	a.i.p.	P	MS3	Periodic progress reports to update the audience on details of ongoing project.	a.i.p.	a.i.p.		
WP2	UET	As in the proposal	a.i.p.	a.i.p.	P	MS4	Dual paths in tourism map available in english (memorandum – document)	a.i.p.	a.i.p.		
WP2	UET	As in the proposal	a.i.p.	a.i.p.	P	MS5	List of entrepreneurs involved shared among the partners (excel list)	a.i.p.	a.i.p.		
WP2	UET	As in the proposal	a.i.p.	a.i.p.	P	MS6	Report on matching between the needs of entrepreneurs and dual mapped training systems (document – dossier)	a.i.p.	a.i.p.		
WP3	KPT	As in the proposal	a.i.p.	a.i.p.	P	MS7	Report with indications about contents of digital didactic toolkit	a.i.p.	a.i.p.		
WP3	KPT	As in the proposal	a.i.p.	a.i.p.	P	MS8	Report on fellows’ participations	a.i.p.	a.i.p.		
WP4	UBT	As in the proposal	a.i.p.	a.i.p.	P	MS9	Memorandum of Understanding signed about curriculum	a.i.p.	a.i.p.		
WP5	TUCEP	As in the proposal	a.i.p.	a.i.p.	P	MS10	Digital and printed materials delivered	a.i.p.	a.i.p.		
WP5	TUCEP	As in the proposal	a.i.p.	a.i.p.	P	MS11	Report on final public event List of participants	a.i.p.	a.i.p.		

WP/R	T	TR	TD	Y/N	CODE	MILESTONE	DL	DR	DD	Y/N
WP/ Responsible (WP/R), Task (T), Task responsible (TR), Deadline (TD), Done Yes/No (Y/S), Deliverable (DL), Deliverable Responsible (DR), Deliverable Deadline (DD)										

4.3 PROJECT AIMS AND OBJECTIVES

CODE	DESCRIPTION	RESPONSIBLE	MILESTONES / DEADLINES	INDICATOR(S) / EVIDENCES	MEASUREMENT		NOTES
					TOOLS	SCHEDULING	
A.1	<i>V.I.R.T.U.A.L. aims to promote the development of smart tourism (see. Par. 1.1 of the proposal)</i>	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A.2	<i>Develop teaching methodologies availing of technology and/or ICT tools and develop teacher's ability to incorporate Digital Technologies in teaching (see. Par. 1.2 of the proposal)</i>	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A.3	<i>Equip students with competencies to use/access tools, software and platforms (see. Par. 1.2 of the proposal)</i>	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A.4	<i>Increase interaction between teachers and students (see. Par. 1.2 of the proposal)</i>	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A.5	<i>Increase the level of understanding and reduce the grasping time and the effort that students need to learn information by using 3D concepts instead of 2D ones (see. Par. 1.2 of the proposal)</i>	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A.5	<i>Offer a better delivery of basic knowledge even for complex issues, higher learning efficiency and better learning experience by AR/VR techniques (see. Par. 1.2 of the proposal)</i>	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30

CODE	DESCRIPTION	RESPONSIBLE	MILESTONES / DEADLINES	INDICATOR(S) / EVIDENCES	MEASUREMENT		NOTES
					TOOLS	SCHEDULING	
A.6	Foster cooperation between VET and tourism industry by organizing conjoint sessions to co-design digital didactics materials (see. Par. 1.2 of the proposal)	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A7	to improve the level of competences, skills and employability potential of VET learners through new and innovative VET educational programs, in particular by applying innovative technologies such as virtual reality (VR), augmented reality in the VET institutions involved (AR) and simulators to facilitate the delivery of practical learning but also to improve the effectiveness of face-to-face and online teaching in long-term VET (Education 4.0) (see. Par. 1.2 of the proposal)	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A8	establishing bridges of collaboration between training and tourism industry as means to ensure the proper usage of Education 4.0 at Western Balkan VETs (see. Par. 1.2 of the proposal)	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A9	Integrate the contribution of entrepreneurs (business associations, individual companies, etc.) in the production of innovative teaching materials capable of guaranteeing the practical approach required in VET as well as in study programs (see. Par. 1.2 of the proposal)	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30

CODE	DESCRIPTION	RESPONSIBLE	MILESTONES / DEADLINES	INDICATOR(S) / EVIDENCES	MEASUREMENT		NOTES
					TOOLS	SCHEDULING	
A10	<i>foster the exposure of staff, managers, policy makers and high-level teachers to approaches that bring the labour market closer to VET (dual learning, development of curricula with private sector partners, secondary schools) (See. Par. 1.2 of the proposal)</i>	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A11	Capacity building of trainers and staff to incorporate Virtual Technologies in teaching (see par. 2.1.2)	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	<i>Number of trained staff and trainers Attendance to training courses</i>	<i>administration of an evaluation questionnaire by trainers regarding the attended training course, as well as a test to verify the actual level of learning of the material provided in the classroom.</i>	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A12	Equip students with competencies to use/access digital tools (see par. 2.1.2)	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	<i>n. of students who gained competencies to use/assess digital tools after piloting course</i>	1. Surveys concerning student satisfaction on gained competencies 2. Evaluation on gained student competencies using different tests and projects from the field	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A13	Increase interaction between teachers and students (see par. 2.1.2)	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	<i>n. of students and teachers feeling involved; increased feeling of involvement by students in school life</i>	1. Surveys/interviews concerning student satisfaction 2. Interviews with teachers to understand their perception of interaction	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A14	Offer a better delivery of basic knowledge even for complex issues (see par. 2.1.2)	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	<i>n. of students who gained knowledge of courses that employ AR/VR technologies respect of students who attend to traditional course</i>	1. Comparing gained knowledge of courses that employ AR/VR technologies vs traditional courses (the same test for two groups) 2. Impact assessment and evaluation from students	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30

CODE	DESCRIPTION	RESPONSIBLE	MILESTONES / DEADLINES	INDICATOR(S) / EVIDENCES	MEASUREMENT		NOTES
					TOOLS	SCHEDULING	
A15	Foster cooperation between VET and tourism industry (see par. 2.1.2)	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	1. Number of open days, joint product developments, etc. 2. Number of participants on these joint events 3. Surveys concerning participant satisfaction on these joint events 4. Videos and others materials from these joint events 5. Number of total online views of the streamed event	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A16	participation of target groups in communication, promotion and dissemination activities (see par. 2.1.5)	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A17	adhesions of target groups in validation of the toolkit design (see par. 2.1.5)	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A18	adhesions of stakeholders in fora and focus groups (see par. 2.1.5)	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A19	adhesions of target groups to workshops and to training (see par. 2.1.5)	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A20	adhesions of target groups to final conference (see par. 2.1.5)	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A21	adhesions of target groups to memorandum for signatures (see par. 2.1.5)	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A22	feed-backs from target groups to curricula and guide for trainers (see par. 2.1.5)	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30

CODE	DESCRIPTION	RESPONSIBLE	MILESTONES / DEADLINES	INDICATOR(S) / EVIDENCES	MEASUREMENT		NOTES
					TOOLS	SCHEDULING	
A23	Coordinate all of the work packages' activities of and orchestrate all these activities throughout all of the phases of the project making sure that the work package teams reach their specific goals and responsibilities across the overall project WP1	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A24	Manage and facilitate the communication and discussion among partners; WP1	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A25	Organise the kick-off meeting and a plenary meeting every six months , with the contribution of all partners; WP1	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A26	Promote activities and exchange of information and data among partners; WP1	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A27	Monitor and evaluate the progress of the project with respect to the defined objectives - WP1	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A28	Elaborate a Risk Management plan that foresees risks, estimates the impacts, and creates response plans to mitigate them WP1	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A29	maintain contact with the European Commission and manage the administrative and financial aspects of the Project, WP1	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A30	understand how students are involved in dual activities during their training paths (in touristic sector) and how is realised the relationship between VET providers and	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30

CODE	DESCRIPTION	RESPONSIBLE	MILESTONES / DEADLINES	INDICATOR(S) / EVIDENCES	MEASUREMENT		NOTES
					TOOLS	SCHEDULING	
	firms, looking at the difficulty of implementing WBL paths given the crisis in the sector triggered by the pandemic - WP2						
A31	analyse existing inefficiencies in each partner Country , in terms of practical experiences offered in the training field WP2	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A32	identify skills gap in training offer as a result of mapped VET programs in the partners Countries - WP2	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A33	adapt the training offer to changes in the labor market - WP2	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A34	learn methodologies to systematically detect the needs of businesses in order to adapt training programs - WP2	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A35	implement new forms of cooperation between VET providers and companies WP2	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A36	Enable students to develop professional skills by performing very specific tasks , in safe environments where students can learn at their own pace - WP3	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A37	Use new technologies that can be integrated into online learning platforms and face-to-face contexts to develop key competences for students participating in VET programs but also extensible in other training contexts WP3	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A38	Increase students' engagement via interactivity WP3	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30

CODE	DESCRIPTION	RESPONSIBLE	MILESTONES / DEADLINES	INDICATOR(S) / EVIDENCES	MEASUREMENT		NOTES
					TOOLS	SCHEDULING	
A39	Equip students with competencies to use/access tools , software and platforms WP3	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A40	Increase interaction between teachers and students WP3	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A41	Increase the level of understanding and reduce the grasping time and the effort that students need to learn information by using 3D concepts instead of 2D ones WP3	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A42	Offer a better delivery of basic knowledge even for complex issues , higher learning efficiency and better learning experience by AR/VR techniques WP3	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A43	Transform the role of the teacher to be more as a co-learner , coach and development collaborator WP3	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A44	Transform the role of the student to be a “junior collaborator” with the teacher and be part of the learning process WP3	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A45	Build teachers/trainers knowledge capacity on using innovative and technological didactic materials WP3	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A46	Develop institutional capacities and modernize them by introducing VT and AR in teaching and learning processes WP3	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A47	Respond to the needs of the business, tourism and catering world , through its participation in the phase of detection of needs (WP2) and, directly, in the design of didactic materials WP3	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A48	Build capacities for VET trainers to incorporate Digital Technologies in teaching WP3	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30

CODE	DESCRIPTION	RESPONSIBLE	MILESTONES / DEADLINES	INDICATOR(S) / EVIDENCES	MEASUREMENT		NOTES
					TOOLS	SCHEDULING	
A49	Develop teaching methodologies availing of technology and/or ICT tools WP3	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A50	Foster the perception that virtual technologies can be used beyond games and entertainment WP3	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A51	Promote VR/AR as an instrument for improving education in learning multifaceted perceptions WP3	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A52	designing learning-outcome based Curricula, taking into account entrepreneurs needs caused by pandemic situation and digital didactic materials realised;m (WP4)	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A53	improve the ability of teachers to interact with the business world and their ability to transfer business needs into educational curricula WP4	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A54	developing specific tools and guides supporting VET designers in the instantiation of new curricula into EU Curriculum; WP4	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A55	measuring and enhancing the design, content and delivery of the programs within a VET provider¹. Each field of study has great opportunities in VR/AR and this should be incorporated in study program so that students are more prepared for the future job market. WP5	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30

¹ VR teaching and learning have a great potential and high effectiveness levels by stimulating spatial memory and allowing users to master various skills in different fields.

CODE	DESCRIPTION	RESPONSIBLE	MILESTONES / DEADLINES	INDICATOR(S) / EVIDENCES	MEASUREMENT		NOTES
					TOOLS	SCHEDULING	
A56	to coordinate communication between consortium members, stakeholders and the public through dedicated project website and social media platform. WP5	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A57	to foster knowledge among all project partners and to ensure that the project's results effectively reach the end-users and the digital didactic material are widely tested and used. WP5	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A58	to maximise the spread of the project results to the target sector's stakeholders, including policymakers, potential users and final users, through the creation of marketing channels and well- structured dissemination activities. WP5	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A59	To guarantee the visibility of the financing of the European Union WP5	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
A60	To make provision for the future success of the outputs, demonstrating their real value to stakeholders and decision-makers, and so underpin future funding WP5	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30

4.4 PROJECT RESULTS

CODE	DESCRIPTION	RESPONSIBLE	DEADLINE	INDICATOR(S)	MEASUREMENT		NOTES
					TOOLS	SCHEDULING	
R1							
R.1.1							
R.1.2							
R.1.3							
.....							
R2							
R.2.1							
R.2.2							
.....							
R3							
R.3.1							
R4							
R4.1							
R4.2							
.....							

4.5 TRANSNATIONAL MEETINGS

CODE	DESCRIPTION / SPECIFICATIONS	RESPONSIBLE	DEADLINE / MILESTONE	INDICATOR(S) / EVIDENCES	MEASUREMENT		NOTES
					TOOLS	SCHEDULING	
TM1	KICK OFF MEETING						
TM2	1MID-TERM MEETING						
TM3							
TM4							
TM5							
TM6							
TM7							

4.6 BUDGET CONTROL

CODE	DESCRIPTION / SPECIFICATIONS	RESPONSIBLE	DEADLINE / MILESTONE	INDICATOR(S) / EVIDENCES	MEASUREMENT		NOTES
					TOOLS	SCHEDULING	
BUD1	Identification of the Financial Manager	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
BUD2	Manage system of financial controls	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
BUD2.1	allocation sheet	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
BUD3	six-month report	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
BUD3.1	Synthesis Report	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
BUD5	Control of the Objectives-Activity-Time-Results and the (possible) discrepancies	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
BUD5.1	Comparison and corrective actions	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
BUD6	Project evaluation	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
BUD7	Quality Follow-Up / protocol-rules	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
BUD8	Q&FU of Project Management	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30

4.7 PROGRESS, QUALITY AND ACHIEVEMENTS MONITORING

CODE	DESCRIPTION / SPECIFICATIONS	RESPONSIBLE	DEADLINE / MILESTONE	INDICATOR(S) / EVIDENCES	MEASUREMENT		NOTES
					TOOLS	SCHEDULING	
QM1	Activities and procedures for QM	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
QM1.1	Time schedule for internal monitoring activities	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
QM2	Internal evaluation by experts	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
QM3	EX-ANTE EVALUATION about Relevance of project achievements Effectiveness of the actions to reach set objectives Efficacy of management and communication approaches Integration into ongoing activities and the extent to which each partner will improve its internal capacity (knowledge assessment, appreciation of tools/procedures European added value	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
QM4	IN ITINERE EVALUATION about terms of benefits gained, proper use of resources, management soundness, effectiveness of communication/dissemination activities, partners participation, stakeholder involvement, participants satisfaction, transferability and sustainability	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30

CODE	DESCRIPTION / SPECIFICATIONS	RESPONSIBLE	DEADLINE / MILESTONE	INDICATOR(S) / EVIDENCES	MEASUREMENT		NOTES
					TOOLS	SCHEDULING	
QM5	EX POST EVALUATION on generated project impacts on participants and partner consortium and stakeholders' involvement	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	Final report Survey Surveys comparative analysis and survey on recognition -Production of ICT tool, e-platform -Meetings and debates that each partner will organize with local stakeholders	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
QM6	evaluation	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	Periodical questionnaire to students	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
QM7	Teaching approach evaluation	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	Periodical questionnaire to trainers	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
QM9	Data storage analysis coherence and statistical meaning in implementation of AI	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	Synthetic indexes	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30

4.8 RISKS' MANAGEMENT

CODE	DESCRIPTION / SPECIFICATIONS	RESPONSIBLE	DEADLINE / MILESTONE	INDICATOR(S) / EVIDENCES	MEASUREMENT		NOTES
					TOOLS	SCHEDULING	
RM1	Appointment of a risk manager	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
RM2	RISK MANAGEMENT MANUAL Identification of the main risks and impacts on objectives, resources and budget - Mitigation / Recovery plans	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
RM3	Partners have shared the set of risks / mitigation measures	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30

4.9 RISK ITEMS

Critical risks and risk management strategy

Describe critical risks, uncertainties or difficulties related to the implementation of your project, and your measures/strategy for addressing them.

Indicate for each risk (in the description) the impact and the likelihood that the risk will materialise (high, medium, low), even after taking account the mitigating measures.

Note: Uncertainties and unexpected events occur in all organisations, even if very well-run. The risk analysis will help you to predict issues that could delay or hinder project activities. A good risk management strategy is essential for good project management.

Risk No	Description	Work package No	Proposed risk-mitigation measures
RISK1	Insufficient participation of target groups in communication, promotion and dissemination activities	WP2	Partners provide for selected actions of involvement with trainers, teachers and learners, Tourism SMEs and subject that participates in order to consolidate the impact of promotion activities in medium terms. Direct mailing to SMEs with information
RISK2	Insufficient adhesions of target groups in validation of the toolkit design	WP2	Supplementary promotion activities through Partners networks; focusing on adhering most motivated target groups in order to maximize the positive results and goals (actual durable sustainable tourism approaches)
RISK3	Insufficient adhesions of stakeholders in fora and focus groups	WP2	Supplementary promotion activities through Partners networks focusing on adhering most motivated stakeholders in order to maximize the positive results and goals (exploitation and valorisation of the results)

RISK4	Insufficient adhesions of target groups to workshops and to training	WP4	Supplementary promotion activities through Partners networks; focusing on adhering most motivated adhering participants in order to maximize the positive results (increasing in skills) and goals (durable sustainable tourism approaches collaboration, participation to cross-sectoral ecosystems) Enhancing the qualitative level of the participation.
RISK5	Insufficient adhesions of target groups to final conference	WP3	Supplementary promotion activities through direct contact of associated and other institutional Partners; supplementary campaign coordinated by focusing on most motivated adhering participants in order to maximize the positive results (impact in the medium long term of the conference) and goals (networking in the project's fields). Enhancing the qualitative level of the participation to the Conference in order to maximize qualitative impact
RISK6	Insufficient adhesions of target groups to memorandum for signatures	WP3	Supplementary promotion activities through direct contact and other institutional Partners; opening a subscription on line supported with focused and massive mailing. Presenting the memorandum also in other events or projects involving SMEs.
RISK7	Insufficient feed-backs from target groups to curricula and guide for trainers	WP4	Supplementary promotion activities through small groups organised online

4.10 COMMUNICATION

CODE	DESCRIPTION / SPECIFICATIONS	RESPONSIBLE	DEADLINE / MILESTONE	INDICATOR(S) / EVIDENCES	MEASUREMENT		NOTES
					TOOLS	SCHEDULING	
COM1	All documents are translated in other national languages	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
COM2	STERING COMMITTEE meeting during transnational meeting with key figures for each Partner	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
COM3	QA RESPONSIBLE (Coordinator, Responsible of QLN and EVR and responsible of the 5 phases	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
COM3.1	Management board meeting	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
COM4	FOLLOW UP and ASSESSMENT TEAM (Partner QPLN, Coordinator , two of the Partners	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
COM4.1	FU&A proposing validation of the output(s)	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
COM4.2	FU&A assessing the realization of the project	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
COM4.3	FU&A identifies mismatching between planned / done proposing corrective measures	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
COM5	Communication / Collaborative system is on (videoconference system, Google Meet, archive server)	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
COM6	Stakeholders are identified (among the categories described in the proposal)	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
COM6.1	Actions of communication-dissemination are associated to each transnational meeting	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
COM6.2	Multiplier events are associated to national or international conference	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30

CODE	DESCRIPTION / SPECIFICATIONS	RESPONSIBLE	DEADLINE / MILESTONE	INDICATOR(S) / EVIDENCES	MEASUREMENT		NOTES
					TOOLS	SCHEDULING	
COM6.3	National events of dissemination/valorisation are organised during phase 5	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30

4.11 IMPACTS (Par. 3.1 of the proposal)

CODE	DESCRIPTION / SPECIFICATIONS	RESPONSIBLE	DEADLINE / MILESTONE	INDICATOR(S) / EVIDENCES	MEASUREMENT		NOTES
					TOOLS	SCHEDULING	
IMP1	Broadening the range and reach of learning experiences , e.g. by providing access to a vast range of resources online, through video-based teaching and learning	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
IMP2	Enabling students to contextualise and apply their learning in the real world by accessing learning opportunities outside the classroom, e.g. augmented and virtual reality allows students to rehearse risky processes in safe and controlled conditions	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
IMP3	Facilitating communication, connection and collaboration. In the past, student groups were largely confined to those within physical reach e.g. those in a school or local community. Schools can now easily connect to share information and collaborate via social media. They can also connect and collaborate with learners in different countries	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
IMP4	Encouraging more learner-centred learning by inspiring students to take more responsibility in directing and managing their own education and allowing teachers space to personalise learning for students. For example, in video-based teaching and learning the learner is actively engaged and interacts with the video materials by controlling the pace of viewing, answering embedded questions and quizzes, adding reflective layers of information to the video, and directly manipulating or even creating video material from scratch	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
IMP4	Students targets of this project will increase their interest and attention in lessons and will boost their motivation , such as in the case of augmented reality. Questionnaires will be administered to teachers to detect the degree of increased interest and attention of students	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30

CODE	DESCRIPTION / SPECIFICATIONS	RESPONSIBLE	DEADLINE / MILESTONE	INDICATOR(S) / EVIDENCES	MEASUREMENT		NOTES
					TOOLS	SCHEDULING	
IMP5	Students with more visual or hands-on learning styles , or who might lack face-to-face access to certain resources due to their location or socioeconomic background. Tools will be given to the VET providers involved to identify how many students have had the opportunity to access the educational resources of the project and who, otherwise, would not have been able to benefit from them due to their socio-economic conditions or their location in specific contexts	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
IMP6	students with SEN, who will benefit from the possibility of using more inclusive educational tools. Also in this case, teachers will be given a questionnaire to check whether the technological teaching materials have been able to reduce the discomfort of their SEN students	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
IMP7	VET trainers/teachers who, through the trainers' training program, will learn the techniques for using the teaching technologies provided in the Project as well as the digital teaching skills. As part of the training course for trainers, a test will be carried out to verify the learning of the technical skills relating to the use of the designed teaching materials; at the end of the experimentation, teachers will be asked to self-evaluate the upgrading of the ability to teach also with methodologies that enhance digital tools	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
IMP8	Companies and trade associations in the tourism sector which, through the contribution to the co-design of technological and digital tools and contents, will improve their ability to interact with VET providers and to manage WBLs even in times of crisis like the current one. Both the satisfaction of these subjects with respect to the collaboration in the production of digital teaching materials and their judgment on the usefulness of these materials for learning the professional techniques to be carried out in the company will be measured using a questionnaire and, if possible, a round table (focus group)	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
IMP9	Vet providers will have the chance to collect new types of data. The data collected and analysed is more consistent than hitherto and instantly available to trainers. The application of AI will enable teaching and learning to be adjusted in line with the learner's individual progress	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30

CODE	DESCRIPTION / SPECIFICATIONS	RESPONSIBLE	DEADLINE / MILESTONE	INDICATOR(S) / EVIDENCES	MEASUREMENT		NOTES
					TOOLS	SCHEDULING	
IMP10	Importantly, the use of new technologies will facilitate access to high-quality VET for socially disadvantaged students , and therefore foster social inclusion and inclusive growth . The economies of scale associated to VR, AR and simulators imply that these technologies will be used in a certain number of VET schools and in different fields of study , which reduces the need for schools to invest in expensive equipment –which could be particularly challenging in schools in disadvantaged areas	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
IMP11	The use of digital technologies will be associated with increased student motivation and engagement , leading to higher student retention rates in VET programmes and therefore contributing to equity in education (Khan, Ahmad and Malik, 2017; Aarkrog et al., 2018)	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
IMP12	Virtual reality and simulators will help reduce unnecessary expenses for those occupations that make intensive use of materials or supplies (e.g. in catering), representing a more ecological and economical alternative	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
IMP13	the use of VR and AR will have numerous benefits for employers providing training , as these technologies can shorten the amount of time that new trainees need to spend on real equipment, which reduces the cost of training and therefore provides a cost-effective complement to traditional work-based learning	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
IMP14	contrast to the decline in interest in VET ; the disruption caused by COVID-19 may not only have a negative impact on the willingness of enterprises to offer work-based learning programmes, but also on the educational choices open to young people. VET programmes, especially those with a lot of work-based learning, may become less attractive for youth and the risk could be even higher for girls and women who, except for very few countries in the world, already were heavily under-represented among apprentices due to gender stereotypes and occupational segregation among other	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
IMP15	VET better aligned with the needs of both the learners and the (future) employers	complete and/or revise within 2023/06/30	complete and/or revise	complete and/or revise within 2023/06/30	complete and/or revise	complete and/or revise within 2023/06/30	complete and/or revise

CODE	DESCRIPTION / SPECIFICATIONS	RESPONSIBLE	DEADLINE / MILESTONE	INDICATOR(S) / EVIDENCES	MEASUREMENT		NOTES
					TOOLS	SCHEDULING	
			within 2023/06/30		within 2023/06/30		within 2023/06/30

4.12 QUALITY APPROACH FOR SUSTAINABILITY

CODE	DESCRIPTION / SPECIFICATIONS	RESPONSIBLE	DEADLINE / MILESTONE	INDICATOR(S) / EVIDENCES	MEASUREMENT		NOTES
					TOOLS	SCHEDULING	
ACC1	All the outcomes available on the platform for consulting and downloading	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
ACC2	Materials translated an updated	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
ACC3embedded forum will allow mutual cooperation and exchange of information among all the people interest in the project	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
ACC4	Scientific papers, when possible, will be submitted to open access scientific journal	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
ACC5	use of the project results after the funding period is also guaranteed by the creation of the transnational network	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
ACC6	VIRTUAL platform will host the project results and it will be shared among the Official European Platform for Dissemination s such as Erasmus+ Project Results Platform, Eacea European platform Projects	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
SUST1	Development of Sustainability strategy	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
SUST2	Development of an exploitation strategy	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
SUST3	Involvement of stakeholders (NGO, Institutions) for dissemination of project outputs	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30

CODE	DESCRIPTION / SPECIFICATIONS	RESPONSIBLE	DEADLINE / MILESTONE	INDICATOR(S) / EVIDENCES	MEASUREMENT		NOTES
					TOOLS	SCHEDULING	
SUST4	Individual parts of the VIRTUAL core platform will be made available to code repositories, expecting to activate groups worldwide that will work towards its further development	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
SUST5	Accessibility options for the public that will be able to use some of the VIRTUAL services for free and upload content	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
SUST6	Identifying user groups, stakeholders, political decision makers	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
SUST7	Implementation of a snowball approach through teachers and learners	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
SUST8	Website	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
SUST9	MoU for clustering the actors/stakeholders to assess a European Network to foster common strategy	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30
SUST10	To set-up spin-off activities to exploit the VIRTUAL outputs	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30	complete and/or revise within 2023/06/30

5 APPENDIX B: PROJECT QUALITY MANAGEMENT PLAN SHARING

The undersigned acknowledge they have reviewed the **Project Quality Management Plan** and agree with the approach it presents. Changes to this **Project Quality Management Plan** can be proposed and agreed by Partners.

Appendix B: References

The following table summarizes the documents referenced in this document.

Document Name and Version	Description	Location

Appendix C: Key Terms

The following table provides definitions for terms relevant to this document.

Term	Definition

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