

## WP 4

**Workpackage type:** Quality plan

**Workpackage title:** Quality control and monitoring

**Description of workpackage:**

The QCM of the project will rest with the project coordinator- (UFAR) who will ensure that the key deliverables are achieved in budget and within the timescale. The work of UFAR will be overseen by the project Board who will supervise the work and receive financial and other reports and take decisions.

UFAR will develop and adopt a QCM plan and tools for performance management based on four core principles: objective setting and targets -> planning, budgeting and resource deployment -> evaluation, monitoring and performance indicators -> performance review and reporting. This approach will ensure:

- regular monitoring of progress against plan
- management reporting of any deviations from the plan
- appropriately scheduled involvement of management and partners during the project
- established communication channels between the project management team and the rest of the consortium
- continuous monitoring against requirements.

Thus, before and after each major event surveys of participants will be organized to check for the effectiveness and impact.

UFAR will manage the implementation of the plan and budget and will also implement and oversee a communications plan which will ensure that partners are kept informed and meetings and other events (including virtual meetings) happen in accordance with the plan. Besides, each WP leader will produce a report upon its completion.

Close to the end of the project UFAR will organize an external audit for factual findings on the project. Drawing on variety of reports, UFAR will develop intermediate and final reports to EACEA.