MOVIE Project

1st Quality Report

March 2018

AZ Ljudska univerza Velenje

Erasmus+

Index

1. The "MOVIE" Project

Project Movie and Image Education - MOVIE - provides for the creation of a network of associations, institutions schools and educational agencies that, for different reasons and with different targets, are dealing with image education and film language to explore and create new methodologies for the training of trainers in this field. The idea of project MOVIE arises from the consideration that Europe is now facing the need to implement and improve training for both incoming and in-service teachers and educators and introducing new curricula that are more responsive to today's society demands.

The numbers of the Early School Leaving (ESL) in EU area are very high and trainers and teachers should therefore find a new balance between tradition and new technologies in a perspective of a more contemporary concept of education to prevent student from leaving.

The video can be one of the best tools to motivate the students, and with motived students, the ESL will decrease. Furthermore, nowadays classes are groups of students coming from the most different social, racial, and cultural backgrounds and this makes the group dynamics more interested but surely also more complex and difficult to deal with. Images and media languages are transversal and that can be a starting point to convey not only contents but also to create a common ground of symbols and meanings in order to facilitate and improve communication and therefore relationships within the pairs, so to prevent school disaffection and drop out.

The main objective of project MOVIE is to:
- Collect and share didactic good practices.
- Create a prototype of model of training for new or in-service teacher sustainable and replicable at a European level.
- Test and experiment the training path with group of teachers, students, and parents.
- Monitor and collect the results of the experimentation and testing.
- Perfect the model of training path and create a guideline in different language so to make the model and the methodology replicable.

- Increase the student's motivation, reduce the ESL and the number of students that do not succeed each year.

Project MOVIE intends to create a Prototype Model of Training and related didactic materials for teachers, parents, and students, innovative, replicable and sustainable at European level, in order to provide them with such instruments that must be cross curricula, that means teachers have to be addressed in improving both their technical and psychological skills.

Project results include:
- creation of the project website,
- collection of good practices among the participating countries,
- drafting of a Prototype Model of Training,
- discussion and perfecting of the draft,
- testing of the Model of Training in each partner countries,
- finalizing of the Model,
- dissemination of the results and of the outputs of the project.

Online Library, a virtual place which will be created during the project and constantly updated during and after the end of the project itself.

Project's main output will be Pedagogical Kit which includes:
- Collection of good practice / online library (for students and teachers)
- Training model (only for teachers)

E-book (for Students, Parents and Teachers)

2. Evaluation

The aim of the internal evaluation is mainly to support the quality and productivity of the cooperative partnership built in this project, to improve the project work by reflecting on activities and approaches. Areas which are evaluated include the project management and coordination, international cooperation and communication, the project progress and impact. This continuous project monitoring should make it possible to identify occurring risk factors early, which allows the project coordinator to react in time to ensure the project´s success and high quality.

Monitoring and evaluation will be carried out during the whole project, focusing both on outputs and results and on the process.

In summary, the key objectives of the evaluation activities in MOVIE are as follows:
- to enable learning at personal, professional, and organisational level.
- to find opportunities for improvements of the cooperation.
- to lay the foundations for the sustainability of the project results.

2.1. Evaluation Approach

For proper implementation of the project several internal quality assurance and evaluation activities have been planned and implemented. They are aimed at supporting the role of the leading institution in managing the project's works. More specifically, the purpose of these procedures is to ensure that the initial project schedule is being followed and that the project is relevant and tailored to the needs of the partners and the target groups. They are conducted to assure that the project's deadlines are met and that the outputs and deliverables produced are of expected quality. They are also used to ensure effective monitoring of the project including finance and reporting of project implementation in relation to main milestones. Finally, risk assessment procedures are implemented so that possible threats are identified, managed, and mitigating solutions are provided at a regular basis.

Project activities and results will be quality assured through the following activities:

1. Quality Assurance Plan (QAP) - developed and administered by LUV

The QAP outlines the mechanisms/tools to assess the outcomes of the project and inform ongoing revision and improvement of outcomes.

The QAP plan will cover:

- Project procedures and processes
- Quality objectives
- Quality standards
- Quality tools
- Quality roles and responsibilities
- Quality control
- Risk Management

A QA plan will describe guidelines for quality control of project management, for reporting problems and assuring a standard quality level in the internal project management process. It will help to identify, prevent, and eliminate unsatisfactory performance, will contain qualitative and quantitative indicators to assess overall project management performance.

Quality Assurance will be carried out using partner surveys and semi - structured interviews at each partner meeting. Results will be summarized in an interim report and discussed at the following online partner meeting.

Quality criteria will be agreed at project start up and the following quality checks will take place at the end of every review meeting by distributing questionnaires to partners at the end of every multiplier event by distributing questionnaires to participants.

Recommendations and suggestions for improvement received from these will be considered and integrated in ongoing project revision.

The table below provides an overview of quality management and evaluation tools used so far for process evaluation in the MOVIE project.

Tools (process evaluation)	Status
Internal communication plan	Agreed on at kick-off meeting, available on Google Drive
Gantt chart to monitor the project progress	Continuous evaluation in the beginning of every meeting, available on Google Drive
Work plan defined at the application stage and confirmed at kick of meeting	Provided by the coordinator, included in this report
Project progress evaluation surveys after 1st and 2nd year for mid-term and final evaluation report	Filled out by all partners; included in this report
Multiplier events satisfaction surveys	Not yet applicable
Evaluation of project products including definition of indicators and methods led by IO leading partner and the Q&E team	Indicators annexed to QMET, Evaluation not yet applicable
Risk management plan, developed at project start and revised during each meeting.	Done, available on Google Drive
List of qualitative and quantitative indicators for progress and impact measurement	Available in QAP
Budget monitoring, including financial regulations and reporting templates	Available on Google Drive, provided by coordinator

Tab. 1: List of quality management and evaluation tools

These activities cover all partners' representatives involved in development of the Intellectual Output and all meeting participants.

3. Risk management

Risk management is concerned with identified internal and external risks and other issues that might affect implementation of the project. Its aim is to implement processes to ensure the project runs according to the timeframe specified. Risks can arise from, among others, force majeure, unexpected technical difficulties, internal conflicts, poor communication, or lack of cooperation between consortium members, resource shortages, not achievable goals in terms of budget or feasibility, human operational errors (planning errors, poor quality, incomplete tasks), etc.

Thus, in addition to other quality management activities systematic risk assessment was carried out by all partners using a risk register. Potential risks were identified and calculated in terms of probability and severity. This formed the basis of contingency plans and enabled the partners to regularly monitor risk and identify suitable mitigating responses.

Thus, in addition to other quality management activities systematic risk assessment is carried out by all partners using a Risk register (see Annex 1).

4. Cooperation and communication strategies

In total 5 meetings are foreseen:
- November 2017, kick-off meeting of the project organised by the coordinator in Portugal (Almada).
- March 2018, 2nd meeting in Romania
- March 2019, 3rd meeting in Italy.
- January2020, 4th Meeting in Greece
- May 2020, 5th and final meeting in Portugal

Meetings are evaluated and feedback discussed on site.

All communication channels have both advantages and disadvantages such as speed, costs, verification receipt and contents. Therefore, depending on each situation, the following communication channels are used.

Communication channels

Purpose	Channel
Communication platform for sharing working documents and as archives	Google Drive
Daily project communication	E-mails and phone
Partner collaboration and communication during meetings, LTT activities	WhatsApp

Exchange of documents for reporting purposes	Registered post or express mail
Solving appearing issues and monitoring the process	Zoom meeting

Tab. 2: Communication channels between partners

5. Reporting strategies

Within each partner organization, a project management team is formed with distinct, important roles: the project manager oversees coordinating the project in the organization; administrative staff member ensures that financial activities are accounted and documented accordingly.

The financial reporting is agreed in the partner agreements, but a good practice based on the previous Erasmus+ project is to have financial reporting in 2 phases:

- First reporting in February 2019, before the mid-term report.
- second and final reporting in August 2020.

During each reporting phase, partners are asked to assess whether they use all the remaining budget as planned or if they foresee changes in the budget allocated to them. If seen as necessary, additional financial reporting can be requested to ensure that budget will be used as agreed.

Tools for financial monitoring and reporting include:

- budget report form (Excel) per partner,
- timesheets for Intellectual Output days,
- participant signature lists and certificates for LTT activities and transnational meetings.

Each partner will send these documents to the coordinator by the agreed financial reporting deadlines. The project **Gantt chart** (see Annex II) and **Work plan** (see Annex III) are subject to this report.

Annex I

Risk register

The aim of the risk register is to monitor and implement processes to ensure the MOVIE project runs according to the timeframe specified. The risk register identifies potential risks for the project, calculate their probability and severity and identify mitigating actions. Please take your time to review and add possible misfortunes according to the below guidelines, as well as to suggest solutions to prevent and mitigate their occurrence:

Risk reference No	Unique sequential number
Date Opened/ Raised by	Date the risk was identified/Individual who identified the risk
Risk category	**Please define risks according to the below categories:** 1. **Management** (changes in personnel, difficulties in contact with EC/partners, difficulties in achievements of outcomes, etc.), 2. **Partnership** (non-performing partners, communication problems, competency levels, disputes or disagreements etc.), 3. **Budget** (delays in co-funding, cost-ratio value, overspending, etc.), 4. **Environment** (related to targeted users, final beneficiaries and other third parties, eg. difficulties of contact and involvement, etc.) 5. **Timing** (delays, problems with holiday seasons/non-activity times, etc.), 6. **Results** (low quality, lack of foreseen results, etc.), 7. **Technical** (website breakdown, loss of data, etc.) 8. **Other** (environmental risks from nature, accidents, crimes or exposures to diseases when travelling abroad, etc.)
Risk Description	Provide a description of the risk identified, and a description of the nature of the impact if a resolution is sought, or the risk not adequately managed and the risk taking place
Likelihood	This is the probability of the risk-taking place (Low, Medium or High)
Impact	This is the impact that the repercussions of the risk occurring would have on the success of the project (Low, Medium or High)
Severity	This represents the severity of the risk and is a factor of the Likelihood x Impact
Mitigation/Resolution	Indicate here the steps that are being taken to reduce the impact or the probability of the risk occurring. This may be by removing the conditions in which the risk would occur, or by preparing the project to cope with the realised risks impact.

Risk Owner/ Date Closed	An individual identified who is best placed to manage the risk and seek to gain a resolution/Date when the risk no longer

The risk register is updated by project partners each half a year and by the internal evaluation on a quarterly basis to ensure that risks identified throughout the life of the project and mitigated promptly and appropriately.

No	Date/ Identified by	Risk category	Risk description	Likelihood High/Med/Low	Impact High/Med/Low	Severeity High Medium Low	Mitigation/ Resolution	Risk owner/ Date closed

Add row if necessary

Annex II

Gantt chart

Name of the project: **MOVIE - MOVies and Image Education**

PROJECT TIMETABLE

Project activity* MONTHS	2017				2018												2019												2020							
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Ago
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C2																																				
C3																																				
C4																																				
O1																																				
E1																																				

Please insert rows as needed

Project activity types:

An	- PROJECT MANAGEMENT AND IMPLEMENTATION ACTIVITIES
On /An	- INTELLECTUAL OUTPUTS/ACTIVITIES
Mn	- TRANSNATIONAL PROJECT MEETINGS
En	- MULTIPLIER EVENTS
Cn	- LEARNING/TEACHING/TRAINING ACTIVITIES
n	- number of the activity

Annex III

Work plan

September 2017: project starts
- Preparation of the 1st meeting
- First steps in the project

November 2017: 1st meeting Portugal – M1
- Project agenda (P1 + P2 + P3)
- Sharing of the financial guide (P1)
- Sharing first draft of the website (P1) – A1
- Sharing of first mapping draft presentation (P6) – A2
- Discussion of the good practices collected and shared by each partner (P7) – A3
- Drafting of the web library (P4) – A4
- Social networks (P3) – A5
- Draft for the quality report (P8) – A6

December 2017 – March 2018:
- Video of the 1st meeting (P3) – A7
- Preparation of the first draft of prototype of training model for teachers (P5) – A8
- Web site constant updating (P1) – A1
- Launch of the contest – Logo of the project (P2) – A9
- Preparation of the newsletter 1 (P7) – A10

March 2018: 2nd meeting Romania – M2
- Newsletter 1 (P7) – A9

- Selection the logo of the project – A9
- Presentation and discussion about the prototype of training model (P5) – O1
- 1st Quality report (P8) – A10

March to October 2018
- Perfecting of the prototype of training model and didactic material (all) – O1
- Draft of the electronic presentation of the project - (P2) – A11
- Draft of the video promoting the project (P3) – A12
- Final details for the training course of October 2018 (P5)
- Final evaluation of the 1st year and partial evaluation (all)

October 2018 – Training of teachers – Scotland – C1
- Testing the prototype of the training model within the participants – Video in Education Context – O1

November 2018 to March 2019
- Sharing of the materials by each work groups (all) – O1
- Implementation of the training course for teachers at local level – O1
- Electronic presentation of the project – A12
- Rules of the video contest (P2 + P4) – A13
- Preparation of the newsletter 2 (P7) – A14

March 2019 – 3rd meeting Italy – M3
- Presentation of the Survey about motivation/early school leaving of the students (P6) – O1
- Newsletter 2 (P7) – A15
- Sharing of the local training results and feedbacks
- Validation of the didactic materials (P6 + P7)) – O1
- Start of the video contest for students - Rules (P1 + P2 + P3 + P4) – A13

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- Draft of the project brochure (P4) – A14
- 2nd Quality report (P8) – A15

March to October 2019
- Final evaluation of the 1st year and partial evaluation
- Perfecting of the prototype of training model and didactic material - O1
- Workshops for parents (P1 + P2 + P3 + P4) – A16
- Draft of Pedagogical Kit - Teachers (P2 + P4) – O1
- Draft of Pedagogical Kit - Parents (P6 + P7) – O1
- Draft of Pedagogical Kit - Students (P1 + P3 + P5) – O1
- Video contest - Students (P1 + P2 + P3 + P4) – A13

October 2019 – Training Course – Slovenia – C2
- Presentation of good practices
- Early School Leaving – The Slovenian case.
- Activities of practice about the video and images in the classroom

October 2019 to January 2020
- Creation of the e-book related to the project – A14
- Implementation of the training course for teachers at local level – O1
- Preparation of the newsletter 3 (P7) – A15
- Exchange of students from P2 to P4 – C3
- Selection of the best videos from the "*Students Video Contest*" – A13

January 2020 – 4th meeting - Greece – M4
- The best videos from the "*Students Video Contest*" – A13
- Newsletter 3 (P7) – A15

- Draft of Pedagogical Kit (Teachers, Parents and Students)- O1
- Preparation of the final event (multiplier event) – E1
- Dissemination activities: Organization and implementation of local seminars for the dissemination of the project outputs
- 3rd Quality report (P8) – E16

January to May 2020
- Preparation on the final event
- Dissemination activities
- Preparation of the newsletter 4 – E17
- Reflection about the training courses
- Last details of the Pedagogical Kit (Teachers, Parents and Students) – O1
- Schools (P2 and P4) prepare and develop activities for the Final Event
- Exchange of students from P4 to P2 – C4

May 2020 – Final Event – Portugal – E1
- Video in education context public presentation

May 2020 – 5th meeting - Portugal – M5
- Newsletter 4 – A18
- Presentation of the Pedagogical Kit (Teachers, Parents and Students) – O1
- 3rd Quality report (P8) – A19
- Presentation of the survey results – O1
- Preparation of the final report – A20

May to August 2020
- Preparation of the final report – A20