Quality Management Plan

DIGIWELD

DIGITAL EDUCATION AND TRAINING IN WELDING

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1. DIGIWELD | Introduction and Overview

The main idea behind **DIGIWELD - Innovative Digital Tool for Training in the Field of Welding** project, financed by Erasmus+ programme (2018-1-RO01-KA202-049218), is to make welder professional education more attractive to trainees, promote the upskilling of professional welders and the acquisition of digital competences by trainers, by using innovative digital tools in the welding training.

DIGIWELD consortium will achieve these purposes, by:

1. Creating an open and innovative digital learning system and digital education materials dedicated to the training of apprentices;
2. Proposing of non-formal component of the education and training EU guidelines for the welding apprentices, in order to attract them to the knowledge and responsibilities of the profession of welder. The system will allow the apprentice to access the information and perform practice time on welding simulator;
3. Creating conditions for international groups of apprentices to actively participate to simultaneous training and welding contests in the most possible safe conditions, by using specific standalone simulators or in virtual classrooms;
4. Creating opportunities for the apprentices with difficulties in learning or economic stability to use digital system for their training which will increase their access on the labor market.

All these items will be developed in DIGIWELD partners' languages: EN, ES, IT, RO and PT.

Regarding innovation, this project will:

- Promote the implementation of new digital tools (e.g. simulators) in welding technical education and training, offering new technologies and teaching methods to teachers/trainers,
- Promote learners' acquisition of competences and skills using software applications, simulators and web contents,
- Use real-life welding scenarios in simulators to train learners.

2. Quality Management Plan | Main objectives

Quality Management Guide provides DIGIWELD partnership with a plan to guide and control project's activities from a quality assurance point of view. This plan defines the methods of quality evaluation, tools and targets of the evaluation, defining clear procedures for monitoring qualitative and quantitative indicators, as well as procedures for taking preventive and corrective actions in case of on-conformity.

This evaluation methodology will be explained in detail later in this document.

3. Terms and Concepts

In order to better understand this document, it is important to know the following Terms and Concepts, which will be used throughout and in the scope of DIGIWELD project:

A. Terms

A	**Assessment:** Often used as a synonym for evaluation. The term is sometimes recommended for restriction to processes that are focused on quantitative and/or testing approaches.

C	**Conclusions (of an evaluation):** Final judgments and recommendations. **Context (of an evaluation):** The combination of factors accompanying the study that may have influenced its results, including geographic location, timing, political and social climate, economic conditions, and other relevant professional activities in progress at the same time. **Criterion, criteria:** A criterion (variable) is whatever is used to measure a successful or unsuccessful outcome, e.g., grade point average.

D	**Dissemination:** The process of communicating information to specific audiences for extending knowledge and, in some cases, with a view to modifying policies and practices. **Document:** Any written or recorded material not specifically prepared for the evaluation.

F	**Formative evaluation:** Evaluation designed and used to improve an intervention, especially when it is still being developed.

G	**Goal:** A broad-based description of an intended outcome.

I	**Impact evaluation:** An evaluation focused on outcomes or payoff of a project. **Implementation evaluation:** Assessing program delivery (a subset of formative evaluation). **Input:** Activities and resources (human, material, financial) used to carry out activities, produce outputs and achieve results. **Instrument:** An assessment device (test, questionnaire, protocol, etc.) adopted, adapted, or constructed for the evaluation.

O	**Objective:** A specific description of an intended outcome. **Observation:** The process of direct sensory inspection involving trained observers. **Output:** Products and activities stemming from the project and delivered to the project's target population, stakeholders and policy makers. They are also the specific results obtained from the management of inputs.

P	**Participants:** Those individuals who are directly involved in a project. **Performance evaluation:** A method of assessing what skills students or other project participants have acquired by examining how they accomplish complex tasks or the quality of the products they have created (e.g., poetry, artwork). **Population:** All persons in a group.

Q	**Qualitative evaluation:** The approach to evaluation that is primarily descriptive and interpretative. **Quantitative evaluation:** The approach to evaluation involving the use of numerical measurement and data analysis based on statistical methods.

R	**Recommendations:** Suggestions for specific actions derived from evidence-based conclusions. **Results:** The consequences or changes directly attributed to the activities of the project.

S	**Strategy:** A systematic plan of action to reach predefined goals. **Summary:** A short restatement of the main points of a report. **Summative evaluation:** Evaluation designed to present conclusions about the merit or worth of an intervention and recommendations about whether it should be retained, altered, or eliminated.

V	**Verification:** Revisiting the data as many times as necessary to crosscheck or confirm the conclusions that were drawn.

B. Concepts

Evaluation: Systematic collection and analysis of information on the actual performance of a project. Its aim is to analyse the relevance, progress, success and cost-effectiveness of the project. An evaluation compares planned results with the actual results of a project being a diagnostic tool.

Monitoring: Continuing management exercise. Its aim is to supervise the accounting and administrative processes of a project. When implementing a project, monitoring deals almost exclusively with the conversion of inputs into outputs.

4. Project Monitoring

The project monitoring is an important step of the evaluation criteria in a way that it supports the risk management, which is crucial either for the good development of the project and for the performance evaluation along its duration.

The monitoring process considers three main factors for its evaluation, which are:

1. The programme's inputs,
2. Activities and outputs,
3. Their relation to the generation of the desired impact.

4.1 Communication within the consortium and Communication with the ERASMUS+ National Agency

Communications inside the consortium are of much importance for the management of the project and for the inclusiveness of the partnership. Good communication facilitates meetings, decisions and interactions between partners, who need to play a two-way communication role, acting as linking points between their respective organisations and the partnership itself.
For the partnership to function, there must be clear information flows among partners, and between the partnership manager and its own staff as well.

It includes sharing information within the same Intellectual Outputs' (IO) development, as it is usually important for further developments in different IOs.
It is also very important to provide/receive feedback on the materials developed so it can be possible to identify flaws and help to improve those materials so that, in the end, the best results can be achieved.

Reporting to the project coordinator, Asociatia de Sudura din Romania (ASR), is another mean of communication inside the consortium, which is essential.
There is also informal means of communication such as controlling the timing and stepping of the project implementation.
Several channels of communication are proposed to be used inside the consortium (active and passive), each being characterised by advantages such as speed, cost, verification of reception and contents:

- E-mail for daily informational communication,
- Telephone for daily informational communication,
- Post or express mail for every official document that requires an original signature and for the material communications, as well,
- Skype meetings when decisions should be taken, or consensus need to be reached.

Communication with ERASMUS+ National Agency (NA) will be carried out by DIGIWELD coordination (ASR), which will create a bridge of information with the NA requesting relevant information for the project's development whenever necessary, with the knowledge of the partnership.

4.2 Consortium transnational meetings

Table 1 Meetings' Agenda

TRANSNATIONAL MEETING	HOST	SCHEDULE
TM1 Kick-Of-Meeting	ASR – RO	M2 – 11/2018
TM2 First evaluation of the project implementation and quality check of the activities including the learning materials covering quality assurance in welding	EWF – PT	M9 – 06/2019
TM3 Interim evaluation of project implementation related to learning materials covering digital competences as well as major point of learning management system (LMS) and setting up SIMTRANET	CESOL – ES	M12 – 09/2019
TM4 Interim evaluation of the project implementation related to learning materials covering welding processes as well as evaluation of the digital examination tool	CNT – RO	M17 – 02/2020
TM5 Digital learning/teaching materials in terms of practice modules, real life welding study cases and project implementation progress	IIS – IT	M20 – 05/2020
TM 6 Multiplier events, analysis of the demonstrative actions' preparation of interim report, analysis of implementation and analysis of results quality; necessary corrective measures	ATS – ES	M24 – 09/2020

Meetings play a key role in any project. They provide the opportunity to strengthen the partnership, allowing a free flow of information and teamwork between its members.
Meetings provide the time for information exchange, joint problem solving and face-to-face project monitoring. The schedules of all Transnational Meetings were agreed between DIGIWELD partners in the kick-off meeting.

Before any meeting, the respective **agenda** will be sent by the project coordinator to all partners. Agendas need to comprise the following information about the meetings:

- Date and time,
- Location,
- Purpose of the meeting,
- Topics of discussion,
- Participants.

Agenda also applies to Skype meetings, sent to all partners at least one week before its realisation.

The **responsibilities of the project coordinator (ASR)**, regarding the consortium meetings, are the following:

- Organize the meeting,
- Define the agenda,
- Communicate all the necessary information to all partners,
- Take pictures of the event.

In the end of any transnational meeting, the project coordinator will elaborate the **minutes** of the meeting. Such document should contain the following minimal information:

- Date and time,
- Location,
- Topics discussed,
- Decisions taken,
- Tasks to be carried out by all partners and deadlines.

The minutes should be sent to the partnership by e-mail within 10 working days after the meetings. It is expected for the partners to give feedback and approval of the minutes within 10 days after the minutes are delivered.

The **responsibilities of the hosting partner** are as follows:

- Choose and organize the location for the event,
- Assure the multimedia and other specific equipment, that is required for the presentation,
- Organize the attendance list,
- Assure assistant to fulfil list with the discussed information,
- Assure copies of the discussed documents for every participant,
- Organize coffee-breaks during the meeting.

In terms of **management** of the consortium meeting:

- The hosting partner will welcome all participants and make the necessary presentations,

- The project coordinator will conduct the meeting in articulation with promoter partner,
- If a certain point is unable to be discussed due to absence of a participant or lack of preparation, the project coordinator may postpone the discussion of the subject for the next meeting, but only if this does not involve a major alteration to the plan,
- If any point or theme is overlooked, it will be included within another point of the agenda.

4.3 Procedures for the Decision-Making process

Decision-making process involves all DIGIWELD partners, aiming to reach a consensus among all:

- In a given situation, all facts will be analysed and discussed by the partnership in order to reach a collective decision,
- In case it is not possible to reach a decision, the project coordinator submits to all partners a proposal to be discussed for acceptance,
- The proposal will be discussed with comments and modifications brought by the partners and, in the end, a consensual decision will be reached after voting,
- All partners will sign a document with the decision as an approval confirmation.

4.4 Template requirements for the official documents issued within the implementation of DIGIWELD project

All issued documents' templates under DIGIWELD project must comply with specific requirements:

COVER PAGE	PAGE FOOTER
• ERASMUS+ logo • DIGIWELD logo • Document number • Date of publication • Disclaimer	• Project number • Title of the document • Page(s) number

Templates will be provided in Annex for referring.

5. Evaluation Process and Instruments

DIGIWELD evaluation methodology is structured on Deming (or PDCA) Cycle, a continuous quality improvement model consisting of a logical sequence of four repetitive steps for continuous improvement and learning:

Figure 1 Deming cycle diagram (PDCA)

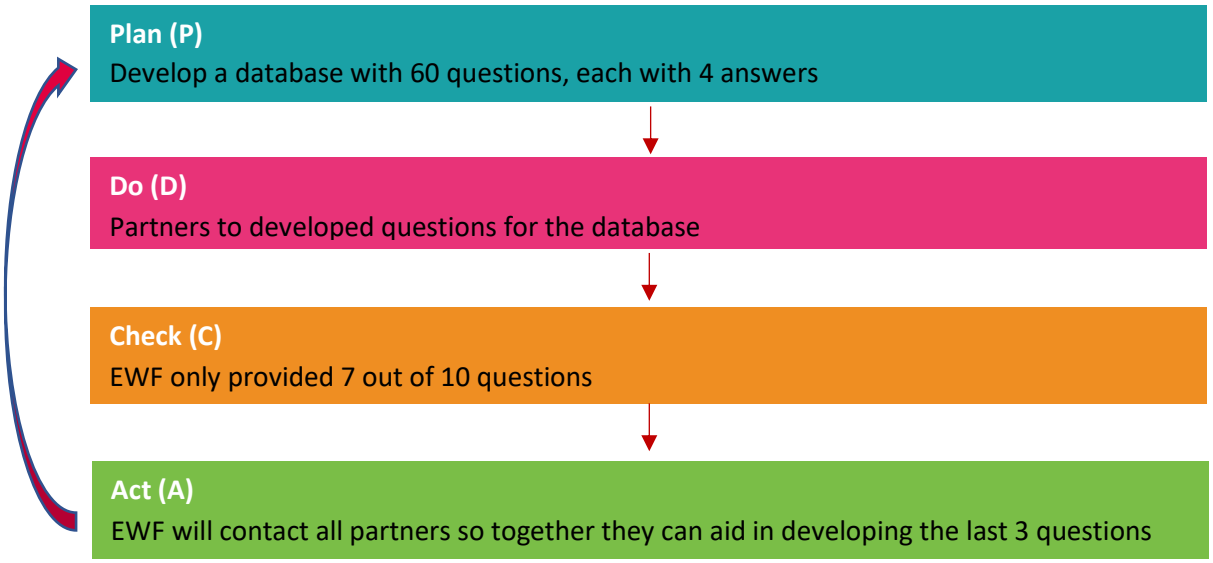
Plan (P)
Each activity and project output is planned to be delivered in a certain deadline and in accordance to specific indicators

Do (D)
Concrete implementation of the tasks

Check (C)
Actions will be assessed against the previous planning

Act (A)
Preventive and corrective measures will be implemented, if necessary

Table 2 Example of Demin cycle (PDCA) application to IO4 – Elaboration of digital examination system



In order to evaluate to which extent DIGIWELD reached its results and objectives, the evaluation methodology will focus on a comparative analysis of the projects' indicators, which are:

a. Resources – refer to the budget allocated to each activity and to the persons involved,
b. Outputs – related to the activity,
c. Results – related to the direct and immediate effect,
d. Impact indicators – refer to the consequences of the project.

The project's approach for quality is based on two principles: evaluation management and evaluation of results.

Evaluation Management encompasses:

- A clear set of roles and rules,
- Actions for support the implementation of the activities (time planning and work efforts),
- Financial management and controlling,
- Framework cooperation and communication between partners,
- Interactive monitoring and continuous improvement.

As for **Evaluation of Results**, it states that results must be:

- Coherent, valid and relevant for project goals and target group,
- Concrete, measurable and delivered on time,
- Cover all objectives of the project.

For each IO, partners will set quality indicators both for the working process and for the quality of the results, whose assessment will start from the base value and will continuously be monitored until the target value is reached.
A questionnaire for quality and process monitoring will be available, as well as a template for monitoring, which must be filled by each partner every six months as a way to report their progress.
The analysis of quality will be used as input data for preventive/corrective actions, as well as for progress and final reports related to quality of results that will have both a formative and summative function.

6. Methodology for evaluating DIGIWELD activities

The methodology used for assessing a project's activities is crucial for the success of the project as it helps partners to perform their task according to a workplan, budget and quality plan.

To assess whether a project reached its results or not, a comparative analysis of indicators can be used, focusing on the above-mentioned project's indicators (i.e. resource, outputs, results and impact).

The project approach for evaluating the developed activities is based on:

a. **Qualitative indicators** – Assess the performance of the project's outputs and results (e.g. management documents, surveys among direct and indirect participants),
b. **Quantitative indicators** – Number of outputs/results obtained against the outputs/results from the Application form (e.g. number of deliverables, multiplier events, participants, etc.).

DIGIWELD project has the following Qualitative indicators:

QUALITATIVE INDICATORS | Management documents		Due dates
1	Quality Management Plan	M6|M13
1	Interim Report on quality of the outputs/results	M13
1	Final Report on quality of the outputs/results	M24
1	Dissemination Plan	M5
1	Interim Report on Dissemination	M13
1	Final Report on Dissemination	M24

QUALITATIVE INDICATORS | Surveys among direct and indirect participants	
1	Survey related the acceptance of the simulator as digital tool for teaching/learning/practising activities
1	Survey related to the performance of the apprentices/students after they have been trained on simulator
1	Survey on stakeholders invited to workshops related to the consistency and quality of the outputs of the project

DIGIWELD's Quantitative indicators are:

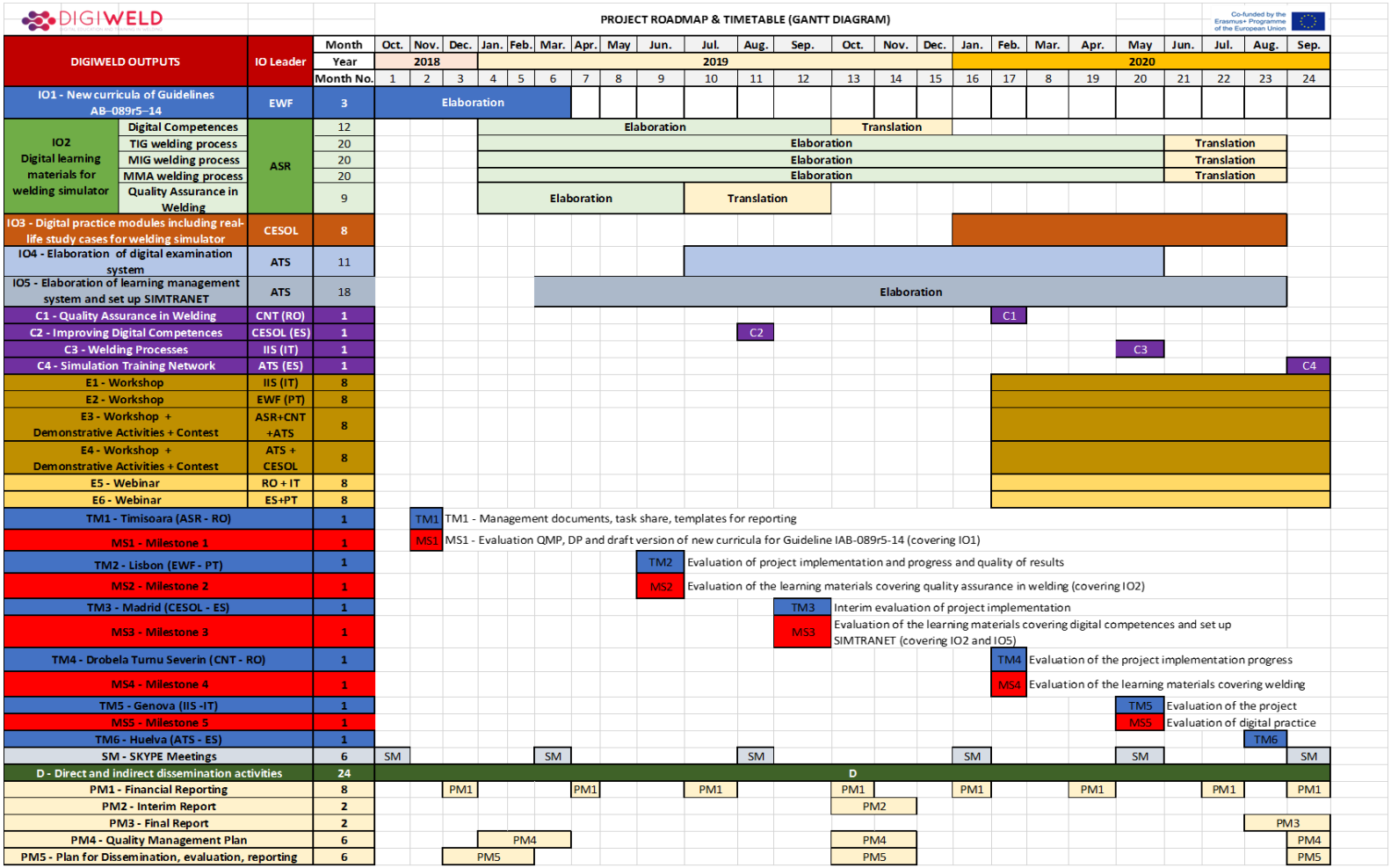
QUANTITATIVE INDICATORS | Intellectual Outputs (IO)		TOTAL
IO1	**"New Curricula of European Welder Guideline (IAB-089r5-14)"** 1 Curricula updated for Guideline IAB-o89r5-14	1
IO2	**"Digital learning materials for welding simulator/computer"** 1 Digital course "TIG welding" for SIMTRANET/stand-alone simulator/computer, 1 Digital course "MIG welding" for SIMTRANET/stand-alone simulator/computer, 1 Digital course "MMA welding" for SIMTRANET/stand-alone simulator/computer 1 Digital course "Quality Assurance in welding" for SIMTRANET/stand-alone simulator/computer	4
IO3	**"Digital practice modules, including real life case studies for welding simulator"** 3 Digital practice modules for TIG welding for SIMTRANET/stand-alone simulator 3 Digital practice modules for MIG welding for SIMTRANET/stand-alone simulator 3 Digital practice modules for MMA welding for SIMTRANET/stand-alone simulator 10 Specific real-life study cases in welding for SIMTRANET/stand-alone simulator	19
IO4	**"Elaboration of digital examination system"** 1 Database with 60 questions each with 4 answers 1 Software application for digital examination for SIMTRANET/stand-alone simulator/computer	2
IO5	**"Elaboration of learning management system and set up SIMTRANET"** 1 Learning management system for SIMTRANET 1 Simulation training network composed by 2 computers from 2 countries (RO/ES)	2

	QUANTITATIVE INDICATORS | Short-term courses	TOTAL
C1	**"Quality Assurance in Welding"** Participants: 12	4
C2	**"Welding Processes"** Participants: 12	
C3	**"Simulation Training Network"** Participants: 12	
C4	**"Digital Competences"** Participants: 12	
	Total Participants	48

Nr. of Events	QUANTITATIVE INDICATORS | Demonstrative Sessions/Contests/Workshops	TOTAL
5	**Demonstrative training sessions on welding simulator/SIMTRANET** Participants: 50	23
5	**Contests sessions** Participants: 50	
1	**Training session for participants with fewer opportunities** Participants: 10	
12	**Workshops** Participants: 120	
	Total Participants	230

Amount	QUANTITATIVE INDICATORS | Demonstrative Sessions/Contests/Workshops	TOTAL
1	**Website of the project** In EN/ES/IT/P/RO	638
1	**Facebook page dedicated to DIGIWELD project**	
1	**Twitter account dedicated to DIGIWELD project**	
1	**YouTube channel dedicated to DIGIWELD project**	
6	**Webpages as sections of the websites of the partners**	
7	**Articles in newsletters, edit in the national language or in the language used to edit the Newsletter**	
500	**Flyers** In EN/ES/IT/P/RO	
120	**Poster** In EN/ES/IT/P/RO	
1	**Project logo**	

7. GANTT Chart



8. DIGIWELD | Workplan

The workplan intends to provide information on the monitoring of DIGIWELD Intellectual Outputs (IOs), referring their respective tasks, scheduled dates for their conclusion and leader partner(s).

These data will allow partners to assess whether the project's activities are being developed complying with the GANTT chart or not, in order to understand if there are any delays and if there is a need for corrective measures.

Table 3. Workplan for all DIGIWELD project's activities (excerpt)

Outputs/Results promised in Application Form		GANTT	Covered by	Status	Base	Actual	Target	Responsible	Partners	Actions
1.	Quality Management Plan	01.10.2018 31.03.2019	MPI	Draft	0	1	1	EWF	ASR	To be updated after reviewing process To be adopted during TPM 2
2.	Interim Report on quality of the outputs/results	M13	MPI	Not Started	0	0	1	EWF	ASR	No actions
3.	Final Report on quality of the outputs/results	M24	MPI	Not Started	0	0	1	EWF	ASR	No actions
4.	Dissemination Plan	01.10.2018 31.03.2019	MPI	Delayed On progress	0	0	1	IIS	ASR	To be elaborated as soon as possible

The schedule is synchronised with the timing of the implementation and the deadlines are defined for every task and result.

The completed Workplan is available in Annex.

9. DIGIWELD Activities' Evaluation

In order to evaluate the project's activities, partners need to base their assessment on what was proposed in the initial stage of the project, also considering quality and quantitative indicators previously mentioned.
It will allow to evaluate if the main results of the project were achieved or not and to understand the quality of the results based on the rate that will be given to each task/activity.
This rate is based on a scale, ranging from **1 (Poor quality)** to **5 (Excellent quality)**, as showed in the table below:

Table 4: Evaluation of the results

Result	Leader	Rate					Obs.
		1 -	2	3	4	5 +	
1 Survey related the acceptance of the simulator as digital tool for teaching/learning/practising activities	EWF						
Updated curricula for Guideline EWF IAB – 089r5–14	EWF						
4 Digital courses for welding simulator (SIMTRANET/stand-alone simulator/computer)	ASR						
9 Digital practice modules for welding simulator (SIMTRANET/stand-alone simulator)	ASR						
10 Specific real-life study cases in welding for SIMTRANET/stand-alone simulator	CESOL						
1 Database with 60 questions each with 4 answers	All						
1 Software application for digital examination for SIMTRANET/stand-alone simulator/computer	ATS						
1 Learning management system for SIMTRANET	ASR CESOL						
1 Simulation training network composed from 2 computers from 2 countries RO-ES	ASR CESOL						
4 Transnational short-term courses (ES, IT, RO) – min of 12 participants per course	All						
12 Workshops with at least 10 participants/event = 120 participants	All						
6 Demonstrative Activities for apprentices/students with at least 10 participants/event = 60 participants	All						
1 Demonstrative Activity for people with fewer opportunities with at least 10 participants/event = 10 participants	All						

5 Contests on welding simulator with at least 10 participants/event = 50 participants	All						
2 International Webinars (RO-IT and ES-P) with at least 30 participants/event = 60 participants	All						
1 Quality Management Plan; Interim and Final Reports on Quality	EWF						
1 Dissemination Plan; Interim and Final Reports on Dissemination	IIS						
Website of the project in EN, but sections in ES/IT/P/RO languages	IIS						
6 Webpages on the website of the partners	All						
Min. 7 articles in newsletters	All						
500 flyers	All						
120 posters	All						
Project Logo	IIS EWF						

The listed tasks in *Table 4* are in accordance with the project proposal.

There is also a column to identify the leader of the task/result.

The evaluation of each task/result will be performed according to the range identified in the same table.

9.1 Risk Analysis

Throughout the project, DIGIWELD coordinator will carry out a risk management strategy, which aims to identify potential problems, failure in reaching goals, delays in implementation of the project's activities, failure in the execution of the project's budget and conflicts that may occur. Based on this strategy, the project's coordinator will be able to take preventive and/or corrective measures to avoid the negative impact on the project's outputs, results and overall quality.

Each partner must carry out a risk analysis, identifying potential risks that could appear during the project's implementation. The partnership will perform a risk analysis covering:

a. Risk identification: identify risks that are directly related to the project's activities,
b. Risk evaluation: define impact of each risk on the project's implementation,
c. Risk priorisations: make a priority list of risks,
d. Risk management: elaborate a strategy for reducing the probability connected to risk appearances and to reduce its impact on the project.

In their analysis of the activities carried out under DIGIWELD project, partners need to have in mind a set of risks that may hamper the regular development of those activities, which include:

- Delays in overall execution and delivery of tasks,
- Lower quality, usefulness or relevance of the results,
- Low performance of partners, including insufficient interest or no commitment with project tasks,
- Communication issues, disagreements and conflicts between partners,
- Risk related to the financial implementation of the project, such as cost underestimation, delays or absence of financial reporting.

Risk related to delays can occur due to:

- One or more partners who do not comply with the GANTT chart,
- Quality of the outputs, which may not be accepted due to the requirements of the Quality Management Plan.

Any delay can be solved by sharing partners' tasks among the rest of the project's members. The coordinator can perform an analysis to reveal solutions to be considered to prevent further delays. If the delay is due to a given output quality, the responsible for the Quality Management Plan will propose corrective measures in order to correct the output and prevent other situations to occur.

In terms of budget, risks may occur due to:

- Difference between the requested and the approved budget (i.e. budget cuttings),
- Failure on the execution of the budget according with financial coordination (e.g. underspending/overspending of the amounts by one or more partners).

The financial control of the budget execution will prevent any deviation and can be done using timesheets to be filled monthly by each partner for staff costs, with explanations related to IOs covered or project management and implementation work effort. DIGIWELD coordinator will evaluate each partner in terms of performance in budget execution and take appropriate measures.

In all projects, conflicts may arise due to several reasons, some of which may be:

- Disagreements on different subjects,
- Non-application of decisions by one or more partners,
- Disrespect of the GANTT chart/timing/budget, which may decrease stability within the consortium.

These conflict situations can affect the functionality of the consortium. Therefore, and as previously mentioned in this document, the work will be shared between all partners in fully agreement of the consortium, which decreases any risk of dysfunctionality. Each partner will be encouraged to bring measures (discussed and approved by all partners) dedicated to the

improvement of the project's implementation. Thus, any decision will be taken under the vote of all partners and any conflict will be analysed within the consortium. The conclusions will be for the benefit of the project.

10. Evaluation Report

Before the issue of the Final Report, it is necessary to elaborate a report on the evaluations carried out by partners during the project's duration to all DIGIWELD results/activities - a Interim Report, which is coincident with the Technical Mid-Term report – M13.

This is to help the coordinator to appreciate the success level of the implementation.

The Evaluation Report will be fulfilled with:

- Detailed presentations of the instruments used in evaluations,
- Specificity of the surveys and analysis performed to evaluate the project,
- Results of the surveys and analysis,
- Supplementary not estimated results,
- Strengths and weaknesses revealed during implementation.

Other relevant information for the quality of the DIGIWELD project will also be reported.

The Evaluation Report will be evaluated by the partners from realistic and comprehensive points of view. If applicable, partners can consider specific criterion to be applied.

ANNEXES

Workplan (Action List from TM2 - Portugal)

Outputs/Results promised in Application Form		GANTT	Covered by	Status	Base	Actual	Target	Responsible	Partners	Actions
1.	Quality Management Plan	01.10.2018 31.03.2019	MPI	Draft	0	1	1	EWF	ASR	To be updated after reviewing process To be adopted during TPM 2
2.	Interim Report on quality of the outputs/results	M13	MPI	Not Started	0	0	1	EWF	ASR	No actions
3.	Final Report on quality of the outputs/results	M24	MPI	Not Started	0	0	1	EWF	ASR	No actions
4.	Dissemination Plan	01.10.2018 31.03.2019	MPI	Delayed On progress	0	0	1	IIS	ASR	To be elaborated as soon as possible
5.	Interim Report on Dissemination	M13	MPI	Not Started	0	0	1	IIS	ASR	No actions

6.	Final Report on Dissemination	M24	MPI	Not Started	0	0	1	IIS	ASR	No actions
7.	Questionnaire 1 for Survey 1 Survey related the acceptance of the simulator as digital tool for teaching/learning/practising activities Target group: apprentices	01.10.2018 31.03.2019	IO1	Finalized	0	1	1	EWF	all	No actions
8.	Report on Survey 1	01.10.2018 31.03.2019	IO1	Finalized	0	1	1	EWF	all	No actions
9.	Questionnaire 2 for Survey 2 Survey related to the performance of the apprentices/students after they have been trained on simulator Target group: apprentices	M24		Not Started	0	0	1	EWF	all	No actions
10.	Report on Survey 2	M24		Not Started	0	0	1	EWF	all	No actions
11.	Questionnaire 3 for Survey 3	M24		Not Started	0	0	1	EWF	all	No actions

	Survey on stakeholders invited to workshops related to the consistency and quality of the outputs of the project Target group: stakeholders									
12	Report on Survey 3	M24		Not Started	0	0	1	EWF	all	No actions
13.	Curricula updated for Guidelines AB–089r5–14	01.10.2018 31.03.2019	IO1	Finalized	0	1	1	EWF	all	To be adopted To be translated
14.	Digital course "TIG welding" for SIMTRANET/stand-alone simulator/computer	01.01.2019 31.08.2020	IO2	Not started Delayed	0	0	3	ASR	tbd	Index (all) Share work (ASR) Digital template (ATS) Elaboration (all) Analysis (CNT) Analysis (EWF)
15.	Digital course "MIG welding" for SIMTRANET/stand-alone simulator/computer	01.01.2019 31.08.2020	IO2	Not started Delayed	0	0	3	ASR	tbd	Index (all) Share work (ASR) Digital template (ATS) Elaboration (all) Analysis (CNT) Analysis (EWF)

16.	Digital course "MMA welding" for SIMTRANET/stand-alone simulator/computer	01.01.2019 31.08.2020	IO2	Not started Delayed	0	0	3	ASR	tbd	Index (all) Share work (ASR) Digital template (ATS) Elaboration (all) Analysis (CNT) Analysis (EWF)
17.	Digital course "Digital Competences" for SIMTRANET/stand-alone simulator/computer	01.01.2019 30.09.2019	IO2	Not Started Delayed	0	0	1	ASR	ATS	Index (all) Share work (ASR) Digital template (ATS) Elaboration (all) Analysis (CNT) Analysis (EWF)
18.	Digital course "Quality Assurance in welding" for SIMTRANET/stand-alone simulator/computer	01.01.2019 30.06.2019	IO2	Not Started Delayed	0	0	1	ASR	tbd (EWF)	Index (all) Share work (ASR) Digital template (ATS) Elaboration (all) Analysis (CNT) Analysis (EWF)
19.	Technical Report – Analysis regarding the level of understanding	31.08.2020	IO2	Not started	0	0	1	CNT	-	Will start after the elaboration of the digital learning materials
20.	Technical Report – Analysis on educational materials	31.08.2020	IO2	Not Started	0	0	1	EWF	-	Will start after the elaboration of the

	regarding standardization - applicability - relevance – compatibility									digital learning materials
21.	Digital practice modules for TIG welding for SIMTRANET/stand-alone simulator	01.01.2020 31.08.2020	IO3	Not Started	0	0	3	CESOL	tbd during TPM 2	No actions
22.	Digital practice modules for MIG welding for SIMTRANET/stand-alone simulator	01.01.2020 31.08.2020	IO3	Not Started	0	0	3	CESOL	tbd during TPM 2	No actions
23.	Digital practice modules for MMA welding for SIMTRANET/stand-alone simulator	01.01.2020 31.08.2020	IO3	Not Started	0	0	3	CESOL	tbd during TPM 2	No actions
24.	Specific real-life study cases in welding for SIMTRANET/stand-alone simulator	01.01.2020 31.08.2020	IO3	Not Started	0	0	3	CESOL	tbd during TPM 2	No actions
25.	Digital examination tool for theory and practice – database with 60 questions	01.07.2019 31.05.2020	IO4	Not Started	0	0	1	ATS	all	No actions
26.	Digital examination tool for theory and practice – software application	01.07.2019 31.05.2020	IO4	Not Started	0	0	1	ATS	all	No actions

27.	Learning management system for SIMTRANET	01.03.2019 31.08.2020	IO5	Not Started Delayed	0	0	1	ATS	all	Actions to be made during TPM2
28.	Simulation training network composed by 2 computers from 2 countries (RO/ES	01.03.2019 31.08.2020	IO5	Not Started	0	0	1	ATS	all	No actions
29.	Participants at short-term course Quality Assurance in Welding	25.02.2020 29.02.2020	C1	Not Started	0	0	12	EWF + CNT	all	No actions
30.	Participants at short-term course Welding Processes	05.05.2020 09.05.2020	C3	Not Started	0	0	12	IIS	all	No actions
31.	Participants at short-term course Simulation Training Network	01.09.2020 05.09.2020	C4	Not Started	0	0	12	ATS	all	No actions
32.	Participants at short-term course Digital Competences	03.09.2019 07.09.2019	C2	Not Started	0	0	12	CESOL	all	No actions
33.	Participants at Workshops IT	01.02.2020 30.09.2020	E1	Not Started	0	0	20	IIS	-	No actions
34.	Participants at Workshops P	01.02.2020 30.09.2020	E2	Not Started	0	0	20	EWF	-	No actions
35.	Participants at Workshops RO – ASR (including people	01.02.2020 30.09.2020	E3		0	34	20	ASR	-	No actions

	with fewer possibilities – 10 participants)									
36.	Participants at Demonstrative Sessions - ASR	01.02.2020 30.09.2020	E3		0	40	10	ASR	-	No actions
37.	Participants at Contest - ASR	01.02.2020 30.09.2020	E3		0	40	10	ASR	-	No actions
38.	Participants at Demonstrative Sessions – ASR+ATS	01.02.2020 30.09.2020	E3		0	0	10	ASR+ATS	-	No actions
39.	Participants at Workshops RO - CNT	01.02.2020 30.09.2020	E3		0	0	20	CNT	-	No actions
40.	Participants at Demonstrative Sessions - CNT	01.02.2020 30.09.2020	E3		0	0	10	CNT	-	No actions
41.	Participants at Contest - CNT	01.02.2020 30.09.2020	E3		0	0	10	CNT	-	No actions
42.	Participants at Workshop ES - ATS	01.02.2020 30.09.2020	E4		0	0	20	ATS	-	No actions
43.	Participants at Demonstrative Sessions - ATS	01.02.2020 30.09.2020	E4		0	0	10	ATS	-	No actions

44.	Participants at Contest - ATS	01.02.2020 30.09.2020	E4		0	0	20	ATS	-	No actions
45.	Participants at Workshop ES - CESOL	01.02.2020 30.09.2020	E4		0	0	20	CESOL	-	No actions
46.	Participants at Demonstrative Sessions - CESOL	01.02.2020 30.09.2020	E4		0	0	10	CESOL	-	No actions
47.	Participants at Contest - CESOL	01.02.2020 30.09.2020	E4		0	0	10	CESOL	-	No actions
48.	Participants at Demonstrative Sessions – CESOL+ATS	01.02.2020 30.09.2020	E4		0	0	10	CESOL+ATS	-	No actions
49.	Participants Webinar RO-IT	01.02.2020 30.09.2020	E5		0	0	20	ASR+IIS	-	No actions
50.	Participants Webinar ES-PT	01.02.2020 30.09.2020	E6		0	0	30	EWF+CESOL+ATS	-	No actions
51.	Website of the project In EN/ES/IT/P/RO	M24	PMI		0	1	1	IIS	all	Each partner will provide translation of the content
52.	Facebook page dedicated to DIGIWELD project	M24	PMI		0	1	1	IIS	all	No actions

53.	Twitter account dedicated to DIGIWELD project	M24	PMI		0	1	1	IIS	all	No actions
54.	YouTube channel dedicated to DIGIWELD project	M24	PMI		0	1	1	IIS	all	No actions
55.	Webpages as sections of the websites of the partners	M24	PMI		0	0	6	IIS	all	All partners will create webpages till next TPM
56.	Articles in newsletters, edit in the national language or in the language used to edit the Newsletter	M24	PMI		0	2	7	IIS	all	ASR prepared 2 articles
57.	Flyers In EN/ES/IT/P/RO	M24	PMI		0	100	500	IIS	all	ASR prepared 100 flyers and distributed to stakeholders
58.	Project logo	M24	PMI		0	1	1	IIS	all	Logo elaborated by EWF and approved by all PPs
59.	Other dissemination activities	M24	PMI		0	2		all	all	1 article presented at conference 1 article in several online technical journals

DIGIWELD Events' Agenda & List of Participants (Templates)

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of the European Union

DIGIWELD

[Name of the Event]
[Date (Day(s), Month, Year)]

AGENDA

Organizer: [Name of the hosting entity]
[Address]

Venue: [Name of the place]
[Address]

Day X – [Day of the week |Date]

Hour	Activity	Name of the partner responsible

[Disclaimer]

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DIGIWELD

[Name of the Event]
[Date (Day(s), Month, Year)]

LIST OF PARTICIPANTS

Organizer: [Name of the hosting entity]
[Address]

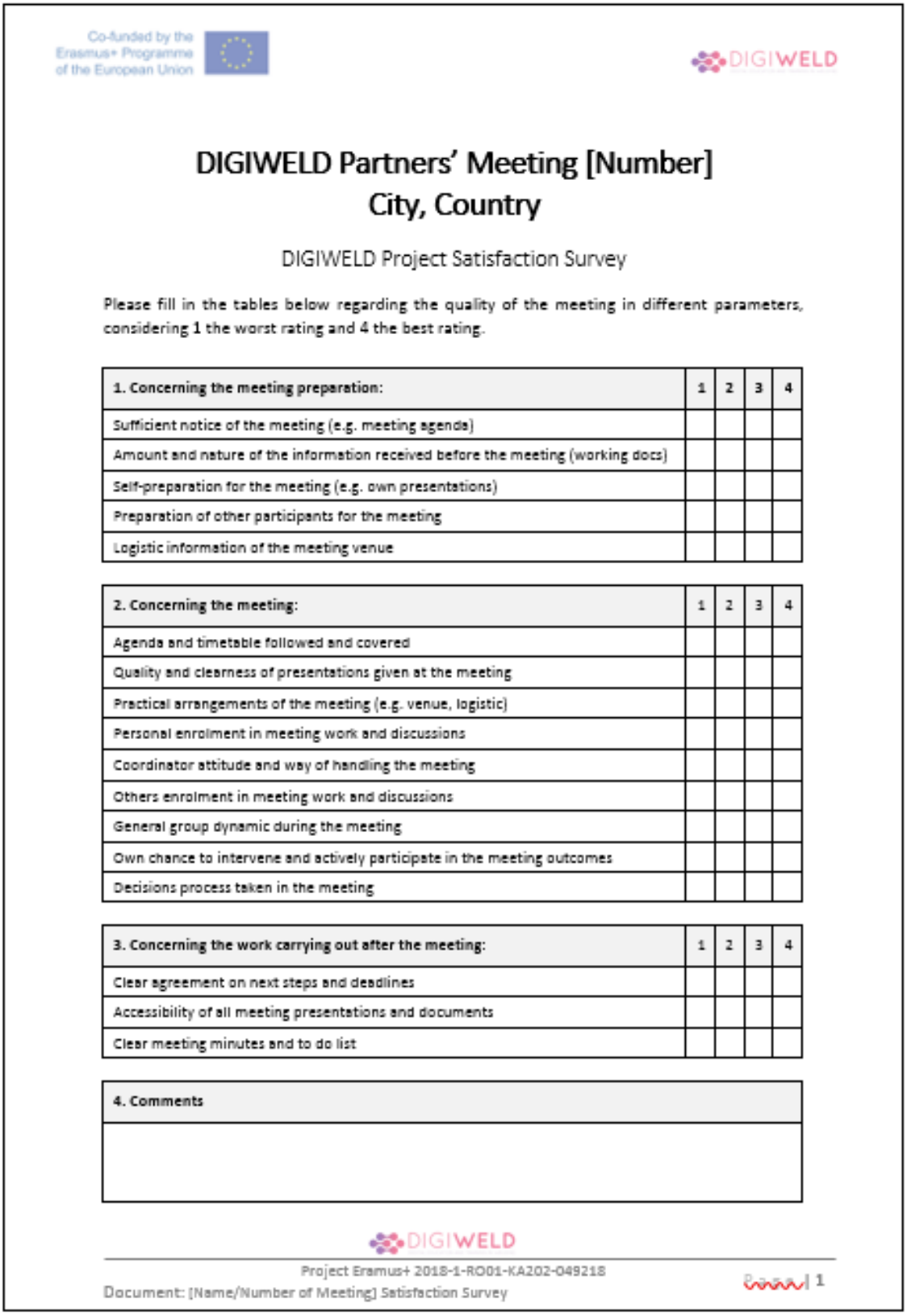
Venue: [Name of the place]
[Address]

Day X – [Day of the week |Date]

ID	Surname, Name	Partner	E-Mail / Tel.	Signature
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

(Disclaimer)

DIGIWELD Meetings | Satisfaction Survey



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DIGIWELD

DIGIWELD Partners' Meeting [Number]
City, Country

DIGIWELD Project Satisfaction Survey

Please fill in the tables below regarding the quality of the meeting in different parameters, considering 1 the worst rating and 4 the best rating.

1. Concerning the meeting preparation:	1	2	3	4
Sufficient notice of the meeting (e.g. meeting agenda)				
Amount and nature of the information received before the meeting (working docs)				
Self-preparation for the meeting (e.g. own presentations)				
Preparation of other participants for the meeting				
Logistic information of the meeting venue				

2. Concerning the meeting:	1	2	3	4
Agenda and timetable followed and covered				
Quality and clearness of presentations given at the meeting				
Practical arrangements of the meeting (e.g. venue, logistic)				
Personal enrolment in meeting work and discussions				
Coordinator attitude and way of handling the meeting				
Others enrolment in meeting work and discussions				
General group dynamic during the meeting				
Own chance to intervene and actively participate in the meeting outcomes				
Decisions process taken in the meeting				

3. Concerning the work carrying out after the meeting:	1	2	3	4
Clear agreement on next steps and deadlines				
Accessibility of all meeting presentations and documents				
Clear meeting minutes and to do list				

4. Comments

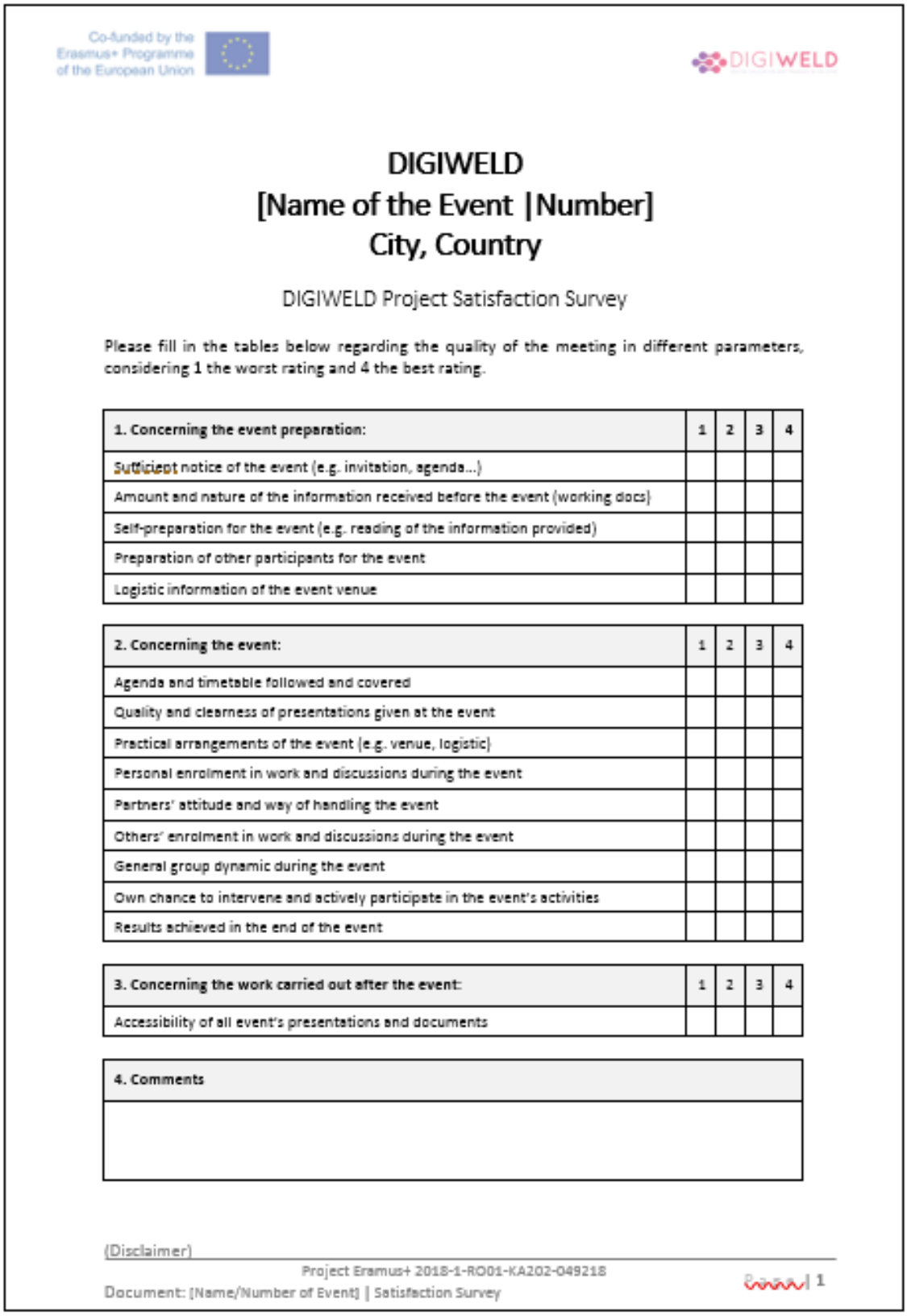
DIGIWELD

Project Eramus+ 2018-1-RO01-KA202-049218

Document: [Name/Number of Meeting] Satisfaction Survey

Page | 1

DIGIWELD Events| Satisfaction Survey (Template)



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DIGIWELD

DIGIWELD
[Name of the Event |Number]
City, Country

DIGIWELD Project Satisfaction Survey

Please fill in the tables below regarding the quality of the meeting in different parameters, considering 1 the worst rating and 4 the best rating.

1. Concerning the event preparation:	1	2	3	4
Sufficient notice of the event (e.g. invitation, agenda…)				
Amount and nature of the information received before the event (working docs)				
Self-preparation for the event (e.g. reading of the information provided)				
Preparation of other participants for the event				
Logistic information of the event venue				

2. Concerning the event:	1	2	3	4
Agenda and timetable followed and covered				
Quality and clearness of presentations given at the event				
Practical arrangements of the event (e.g. venue, logistic)				
Personal enrolment in work and discussions during the event				
Partners' attitude and way of handling the event				
Others' enrolment in work and discussions during the event				
General group dynamic during the event				
Own chance to intervene and actively participate in the event's activities				
Results achieved in the end of the event				

3. Concerning the work carried out after the event:	1	2	3	4
Accessibility of all event's presentations and documents				

4. Comments

(Disclaimer)

Project Eramus+ 2018-1-RO01-KA202-049218

Document: [Name/Number of Event] | Satisfaction Survey

Page | 1

DIGIWELD Attendance Certificate (Meetings)

Erasmus+

Erasmus+ Programme – Strategic Partnership - Project Nr: E+ 2018-1-RO01-KA202-049218

[Partner LOGO]

DIGIWELD

Certificate of attendance
Transnational project meetings

I undersigned [name of the person representing the hosting partner]

position: [position of the representative of the hosting partner]

representing the host organization: [NAME OF THE HOSTING PARTNER]

address: [...]

city: [...]

country: [...]

certify that the following persons:

Mr. [name of the person representing the Partner Org.]

representing the sending organization/school:

[name and acronym of the Partner Org.]

address: [...]

city: [...]

country: [...]

was present from [...] **to** [...]

attended a transnational meeting organized in [City, Country].

Place: [City]
Date: [date of the last day of the meeting]

The host organization: [NAME AND ACRONYM]

[Name of the person representing the hosting organization]
[Position]

DIGIWELD Activities' Evaluation (Template Part I)

DIGIWELD | Activities' Evaluation

Result(s)	Leader	Rate					Obs.
		1 -	2	3	4	5 +	
1 Survey related the acceptance of the simulator as digital tool for teaching/learning/practising activities							
Updated curricula for Guideline EWF IAB –089r5–14							
4 Digital courses for welding simulator (SIMTRANET/stand-alone simulator/computer)							
9 Digital practice modules for welding simulator (SIMTRANET/stand-alone simulator)							
10 Specific real-life study cases in welding for SIMTRANET/stand-alone simulator							
1 Database with 60 questions each with 4 answers							
1 Software application for digital examination for SIMTRANET/stand-alone simulator/computer							
1 Learning management system for SIMTRANET							
1 Simulation training network composed from 2 computers from 2 countries RO-ES							
4 Transnational short-term courses (ES, IT, RO) – min of 12 participants per course							
12 Workshops with at least 10 participants/event = 120 participants							
6 Demonstrative Activities for apprentices/students with at least 10 participants/event = 60 participants							
1 Demonstrative Activity for people with fewer opportunities with at least 10 participants/event = 10 participants							
5 Contests on welding simulator with at least 10 participants/event = 50 participants							
2 International Webinars (RO-IT and ES-PJ with at least 30 participants/event = 60 participants							
1 Quality Management Plan; Interim and Final Reports on Quality							
1 Dissemination Plan; Interim and Final Reports on Dissemination							

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DIGIWELD Activities' Evaluation (Template Part II)

Website of the project in EN, but sections in ES/IT/P/RO languages							
6 Webpages on the website of the partners							
Min. 7 articles in newsletters							
500 flyers							
120 posters							
Project Logo							

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