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Smart Grid Technology – A Master Program [SGT-MAP]

WP7 – Quality Control and Monitoring of the SGT-MAP
(Quality Assurance Plan)

WP Leader: Helwan University (HU)

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List of Abbreviations

ASSTMT	Arab Academy for Science, Technology and Maritime Transport
ASWU	Aswan University
AU	Alexandria University
CCEF	Course Contents Evaluation Form
CEF	Communications Evaluation Form
CP	Contact Person
CSEF	Course Specifications Evaluation Form
DDT	Deliverable Document Template
DEF	Deliverable Evaluation Form
EC	European Commission
EEF	Event Evaluation Form
HU	Helwan University
IEF	Internal Evaluation Form
MEF	Meeting Evaluation Form
P2	Partner 2
P6	Partner 6
PAMS	Project Activities Monitoring Spread sheet
PC	Project Coordinator
PCT	Project Coordination Team
PEEF	Project External Evaluation Form
PEF	Project Evaluation Form
PMT	Project Management Team
QA	Quality Assurance
QAC	Quality Assurance Committee
QAP	Quality Assurance Plan
SGT-MAP	Smart Grid Technology- Master Program
UNIABD	University of Aberdeen
UNI-KLU	UNIVERSITAET KLAGENFURT
UOS	University of Strathclyde
US	UNIVERSIDAD DE SEVILLA
WEF	Website Evaluation Form
WP	Work package
WPL	Work package Leader
WSEF	Workshop Evaluation Form

1 Executive Summary

In the scope of the SGT-MAP project, and specifically according to what is stated in the WP7: Quality control and monitoring of the SGT-MAP, this Quality Assurance Plan (QAP) is prepared to ensure the production of concrete and high–quality outcomes in line with the approved project workplan.

In this context, the main purpose of the Quality Assurance Plan is to smooth the project's management and guide all project partners on the evaluation and quality issues, by defining the general approach to quality control, internal and external evaluation and the procedures that need to be followed by the consortium partners for effective communication as well as production and documentation of the project deliverables.

2 Introduction

The main objective of this Quality Assurance Plan is to describe the procedures that the project partners and their teams will follow in order to monitor, ensure and control the quality of all processes and outcomes during the project lifetime. In particular:

- To clearly define the content, format, review and approval process of the project deliverables;
- To define the responsibilities of the project partners regarding those deliverables.
- To identify the different tools and means to be applied throughout the project duration.
- To provide guidelines for adequate implementation and thereby assure that certain quality levels in the performance of our tasks are fulfilled.
- To define the quality requirements that must be obtained throughout the project lifecycle, those that the actions and deliverables must conform to.

3 Management Structure for the SGT-MAP Project

The management structure for the SGT-MAP project can be viewed as follows:

Project Coordinator (PC): The PC is mainly responsible on supervising and coordinating all activities in the project to ensure that all partners are working towards the planned project objectives; contractually, technically and

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administratively. Also, the PC representing the consortium towards the EC and ensuring effective flow of information between the project partners.

Project Management Team (PMT): The PMT chaired by the PC, is composed from the contact persons (CPs) of the project partners which is mainly responsible on setting the strategic orientation of the project and managing and supervising its implementation process.

Project Coordination Team (PCT): The PCT chaired also by the PC, is composed from one member from each partner in the project which is mainly responsible on coordinating and monitoring the implementation process of the project among the consortium partners and takes all decisions required for the successful progress of the project.

Work Package Leader (WPL): The WPL is responsible on the detailed co-ordination between all partners involved in implementing the activities of a specific work package (WP) in the project. For each deliverable, within a specific WP, the Leader will assign direct responsibility either to himself or to associate individuals. The WPL is also the person who will be contacted by the PC as part of the monitoring of progress towards completion of the deliverables related the assigned WP.

The following tables shows the members of PMT and PCT as well as the leaders of the different WPs of the project as was agreed on them during the kickoff meeting of the project in the university of Aberdeen (UNIABD).

PMT/PCT Team Members		
Partner	**Member**	**Email**
UNIABD/UOS	Khaled Ahmed (PC)	khaled.ahmed@strath.ac.uk
UNI-KLU	Andrea Tonello	andrea.tonello@aau.at
US	Sergio Perez	sergi@us.es
ASSTMT	Mostafa Hamad	Mostafa.hamad@staff.aast.edu
AU	Nabil Abbasy	nabil.abbasi@alexu.edu.eg
HU	Mahmoud Elmesalawy	melmesalawy@yahoo.com
ASWU	Mohamed Orabi	morabi@apearc.aswu.edu.eg

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WP Leaders' Contact Details			
WPs	**Led by**	**Contact Person**	**Email**
WP1: Setting up the SGT-MAP (Preparation)	UNIABD	Khaled Ahmed	khaled.ahmed@strath.ac.uk
WP2: Development of 24 program courses.	ASSTMT	Mostafa Hamad	Mostafa.hamad@staff.aast.edu
WP3: Development of a modern smart grid laboratory.	ASWU	Mohamed Orabi	morabi@apearc.aswu.edu.eg
WP4: Development of accreditiation self study reports for specific professional training courses.	ASSTMT	Noha Galal	noha.galal@staff.aast.edu
WP5: Development of the suggested road map toward upgrading the conventional grid.	UNI-KLU	Andrea Tonello	andrea.tonello@aau.at
WP6: New smart grid technology skills acquired by the teaching staff of consortium universities.	**Cancelled**		
WP7: Quality control and monitoring of the SGT-MAP.	HU	Mahmoud Elmesalawy	melmesalawy@yahoo.com
WP8: Dissemination and sustainablility of the project results.	AU	Ragi Hamdy	rhamdy@alexu.edu.eg
WP9: Project management and coordination.	UOS	Khaled Ahmed	khaled.ahmed@strath.ac.uk

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4 Quality Assurance Committee for SGT-MAP Project

In order to manage and achieve the quality assurance process for the SGT-MAP project, a Quality Assurance Committee (QAC) has been formed which is composed of two qualified quality assurance members, one from HU (P6), who leads WP7, and the other from AASTMT (P2). The duty of the QAC is to monitor and evaluate the progress of the project and to ensure that all project activities are carried out properly according to the approved workplan and ensuring proper execution of the project activities. Moreover, each partner in the consortium is asked to assign one member to be a QA representative for it. The QA representative for each partner is directly communicating with the QAC and is responsible on managing all activities related to the quality assurance process inside the partner. The QAC will report to the PCT and attend the annual meeting of PMT. The contact details for QAC and QA representatives are shown in the following two tables.

QAC Contact Details		
Partner	**QA Representative**	**Email**
HU	Mahmoud Elmesalawy	melmesalawy@yahoo.com
ASSTMT	Noha Galal	noha.galal@staff.aast.edu

QA Representatives' Contact Details		
Partner	**QA Representative**	**Email**
UNIABD	David Vega-Maza	d.vega-maza@abdn.ac.uk
UNI-KLU	Francesco Marcuzzi	francesco.marcuzzi@aau.at
US	Ramon Portillo	ramonpg@us.es
ASSTMT	Noha Galal	noha.galal@staff.aast.edu
AU	Ragi Hamdy	rhamdy@alexu.edu.eg
HU	Mahmoud Elmesalawy	melmesalawy@yahoo.com
ASWU	Mohamed Ali Ismeil	melzanaty@apearc.aswu.edu.eg

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5 Quality Assurance Process for SGT-MAP Project

The main goal of the SGT-MAP project is to contribute into smart grid technology awarness through an educational programme aiming to strenthen links between educational institutions and enterprises. This can be attained through achieving the following specific objectives,

- Developing a university-based master program capable of delivering modern and market relevant courses in smart grid by 2019.
- Enhancing smart grid related knowledge and improving the skills of the teaching staff.
- Strengthening the link and cooperation between universities, enterprises, and governmental authorities.
- Improving the awareness of smart grid benefits especially in sorting out the energy crisis.
- Design and building laboratory experiements related to smart grid technologies.
- Proposing technical training courses in the field of smart grid technology.

For efficient achievement of the project planned objectives, the SGT-MAP project has defined a detailed plan of implementation and project management. This plan is described in a nine Work packages in the project Application Form as follows:

WP.1: Setting up the SGT-MAP.

WP.2: Development of 24 program courses.

WP.3: Development of a modern smart grid laboratory.

WP.4: Development of accreditiation self study reports for specific professional training courses.

WP.5: Development of the suggested road map toward upgrading the conventional grid.

WP.6: New smart grid technology skills acquired by the teaching staff of consortium universities.

WP.7: Quality control and monitoring of the SGT-MAP.

WP.8: Dissemination and sustainablility of the project results.

WP.9: Project management and coordination.

According to the nature of the implemented project activities and deliverables in each WP, two kinds of assessment are planned to be performed: internal and external. The internal assessment was conducted on two levels. The first level is the internal auditing that performed by each partner university for self-assessment purposes in which this process is managed by the contact person and QA representative of each partner. For this level, each partner is asked to hire two qualified non-project members from the university to act as internal assessors for all implemented activities and produced deliverables by this partner. The second level is the peer-evaluation that conducted among partner universities for inter-partner assessment purposes in which this process was managed by the QAC. In this level, the project members themselves in each partner act as peer reviewers for all inter-related conducted activities and deliverables.

On the other hand, the whole project implemented activities and deliverables are evaluated through qualified external assessors. Due to the multi-discipline nature of the SGT-MAP project and to guarantee the effectiveness of the external assessment process, two external assessors are planned to be selected and hired, one with electrical power background and the other with electrical communication background. In addition to the technical background of the assessors, their experiences in previous projects forms the main metrics for their selection.

Based on what is mentioned above, the quality control and monitoring of project activities and outputs is performed continuously throughout the project lifetime internally as stated above and externally through external assessors and the beneficiaries of different implemented activities.

6 Monitoring of SGT-MAP Project Activities and Deliverables

To assure high level of quality regarding to the results of the SGT-MAP project, each deliverable is evaluated for its completion in due time as well as for its completeness, clarity and comprehensiveness. Regarding to the on-time completion, a Project Activities Monitoring Spread sheet (PAMS) is developed to be used by the QAC, WPLs, and PCT as a tool for monitoring the status of all project activities and deliverables. The specifics of all project activities and events, as regards to the responsible on each activity, start and end date, deliverable type, evaluation level and the quality assurance tool used for evaluation are described in PAMS. The

following shows some snapshots from the developed Project Activities Monitoring Spread sheet (PAMS).

SGT-MAP Project Activities Monitoring Sheet								
First Year (15/10/2016 – 14/10/2017)								
Activity No.	Activity title	Lead Partner	Participating Partners [Egyptian Partners (EGP)/ European Partners (EUP)]	Total duration (in weeks)	Start Date	End Date	Deliverable Type	Evaluation Level	QA Form Used for Evaluation
1.1	Establishment of the project organization and discussion of the strategic plan.	UNIABDN	EUP	2	15/10/2016	14/1/2017	Report	Internal, Peer	SGT-MEF, SGT-DEF
			EGP	3	15/10/2016	14/1/2017			
1.2	Plan the multidiscipline interaction map and subject area	UNIABDN	EUP	2	15/10/2016	14/11/2016	Report	Internal, Peer	SGT-DEF
			EGP	4	15/10/2016	14/12/2016			
1.3	Preparation of the program curricula map	UNIABDN	EUP	5	15/12/2016	14/3/2017	Report	Internal, Peer, External	SGT-DEF
			EGP	5	15/12/2016	14/3/2017			
2.1	Approve the suggested curriculum map	ASSTMT	EUP	1	15/2/2017	21/2/2017	Report	Internal, Peer	SGT-DEF
			EGP	1	15/2/2017	21/2/2017			
2.2	Distribute the course among the consortium members	ASSTMT	EUP	2	15/2/2017	14/4/2017	Report	Peer	SGT-DEF
			EGP	2	15/2/2017	14/4/2017			
2.3	Development of program courses	ASSTMT	EUP (See Table 1&2 in courses sheet)	14	15/4/2017	14/10/2017	Courses Specifications	Internal, Peer, External	SGT-CSEF
			EGP (See Table 1&2 in courses sheet)	14	15/4/2017	14/10/2017			
7.1	Internal assessment of QA activities	HU	EUP	3	15/1/2017	14/10/2017	Report	Internal	SGT-DEF, SGT-IEF
			EGP	3	15/1/2017	14/10/2017			
7.2	Peer review of teaching materials	HU	EUP	3	15/2/2017	14/8/2017	Report	Peer	SGT-CCEF
			EGP	3	15/2/2017	14/8/2017			
7.3	External assessment of QA activities	HU	EUP	2	15/3/2017	14/8/2017	Report	External	SGT-DEF, SGT-PEEF
			EGP	2	15/3/2017	14/8/2017			
7.4	Conducting surveys	HU	EGP	8	15/4/2017	14/9/2017	Report	Internal, Peer	SGT-DEF
8.1	Design and maintenance of project website	AU	EGP	7	15/11/2016	14/9/2017	Service	Internal, Peer, External	SGT-WEF
8.4	Organizing information sessions	AU	EGP (HU) --> (See Table 1 in Events Sheet)	2	15/4/2017	14/6/2017	Event	Internal, Peer External	SGT-EEF
8.8	Community awareness of SGT-MAP services	AU	EGP	4	15/4/2017	14/6/2017	Service	Internal, Peer	SGT-PEF
9.1	Monitoring of MNGT activities by PMT	UNIABDN	EUP	7	15/11/2016	14/10/2017	Report	Internal, Peer	SGT-PEF, SGT-DEF
			EGP	7	15/11/2016	14/10/2017			
9.2	MNGT activities and organization of PCT	UNIABDN	EUP	4	15/1/2017	14/8/2017	Report	Internal, Peer	SGT-MEF, SGT-CEF, SGT-DEF
			EGP	4	15/1/2017	14/8/2017			
9.3	Follow up of project expenses	UNIABDN	EUP (See Table 1 in Reports sheet)	6	15/11/2016	14/10/2017	Report	Internal	SGT-DEF

SGT-MAP Project Activities Monitoring Sheet

Activity No.	Activity title	Lead Partner	Participating Partners [Egyptian Partners (EGP)/ European Partners (EUP)]	Total duration (in weeks)	Start Date	End Date	Deliverable Type	Evaluation Level	QA Form Used for Evaluation
**Second Year (15/10/2017 – 14/10/2018)**								
2.3	Development of program courses	ASSTMT	EUP (See Table 1&2 in courses sheet)	12	15/10/2017	14/2/2018	Courses Specifications	Internal, Peer, External	SGT-CSEF
			EGP (See Table 1&2 in courses sheet)	12	15/10/2017	14/2/2018			
2.4	Development of teaching materials	ASSTMT	EUP (See Table 3 in courses sheet)	6	15/8/2018	14/10/2018	Teaching material	Internal, Peer, External	SGT-CCEF
			EGP (See Table 3 in courses sheet)	6	15/8/2018	14/10/2018			
2.5	Accreditation of the developed program	ASSTMT	EUP	3	15/3/2018	14/5/2018	Report	Internal	SGT-DEF
			EGP	6	15/2/2018	14/5/2018			
3.1	Determination and purchacing of experimental kits and equipments	ASWU	EUP	6	15/11/2017	14/2/2018	Report	Internal	SGT-DEF
			EGP	8	15/11/2017	14/6/2018			
3.2	Development of experiments materials	ASWU	EGP	8	15/6/2018	14/10/2018	Teaching material	Internal, Peer, External	SGT-CCEF
4.1	Development of the self study reports of the professional training courses to be accredited	AASTMT	EUP	5	15/2/2018	14/5/2018	Training material + Report	Internal	SGT-CCEF, SGT-DEF
			EGP	5	15/2/2018	14/5/2018			
5.1	Organizing a workshops on future smart grid	UNI-KLU	EUP (UNI-KLU) --> (See Table 1 in Events Sheet)	3	15/10/2017	14/3/2018	Event	Internal, Peer External	SGT-WSEF
			EGP	2	15/1/2018	14/3/2018			
5.2	Development of a roadmap toward upgrading the conventional grid	UNI-KLU	EUP	8	15/11/2017	14/7/2018	Report	Internal, Peer	SGT-DEF
			EGP	8	15/11/2017	14/7/2018			
7.1	Internal assessment of QA activities	HU	EUP	3	15/1/2018	14/10/2018	Report	Internal	SGT-IEF
			EGP	3	15/1/2018	14/10/2018			
7.2	Peer review of teaching materials	HU	EUP	2	15/12/2017	14/2/2018	Report	Peer	SGT-CCEF
			EGP	4	15/12/2017	14/9/2018			
7.3	External assessment of QA activities	HU	EUP	6	15/10/2017	14/9/2018	Report	External	SGT-DEF, SGT-PEEF
			EGP	6	15/10/2017	14/9/2018			
7.4	Conducting surveys	HU	EGP	4	15/8/2018	14/10/2018	Report	Internal, Peer	SGT-DEF
8.1	Design and maintenance of project website	AU	EGP	3	15/10/2017	14/8/2018	Service	Internal, Peer, External	SGT-WEF
8.2	Marketing activities of the training courses	AU	EUP	2	15/2/2018	14/8/2018	Report	Internal	SGT-DEF
			EGP	8	15/1/2018	14/8/2018			
8.4	Organizing information sessions	AU	EGP(ASWU) --> (See Table 1 in Events Sheet)	4	15/3/2018	14/5/2018	Event	Internal, Peer External	SGT-EEF
8.5	Securing financial sustainability of SGT-MAP	AU	EGP	12	15/11/2017	14/10/2018	Report	Internal	SGT-DEF
8.6	Establishment of a spin-off service	AU	EGP	5	15/10/2017	14/10/2018	Service	Internal	SGT-PEF
8.7	Linking SGT-MAP with labor market	AU	EGP	2	15/6/2018	14/8/2018	Event	Internal, External	SGT-PEF
8.8	Community awareness of SGT-MAP services	AU	EGP	10	15/1/2018	14/8/2018	Service	Internal, External	SGT-PEF
9.1	Monitoring of MNGT activities by PMT	UNIABDN	EUP	5	15/10/2017	14/10/2018	Report	Internal, Peer	SGT-PEF, SGT-DEF
			EGP	5	15/10/2017	14/10/2018			
9.2	MNGT activities and organization of PCT	UNIABDN	EUP	5	15/10/2017	14/8/2018	Report	Internal, Peer	SGT-MEF, SGT-CEF, SGT-DEF
			EGP	5	15/10/2017	14/8/2018			
9.3	Follow up of project expenses	UNIABDN	EUP (See Table 1 in Reports sheet)	6	15/11/2017	14/10/2018	Report	Internal	SGT-DEF

SGT-MAP Project Activities Monitoring Sheet

Third Year (15/10/2018 – 14/10/2019)

Activity No.	Activity title	Lead Partner	Participating Partners [Egyptian Partners (EGP)/ European Partners (EUP)]	Total duration (in weeks)	Start Date	End Date	Deliverable Type	Evaluation Level	QA Form Used for Evaluation
2.4	Development of teaching materials	ASSTMT	EUP (See Table 3 in courses sheet)	6	15/10/2018	14/12/2018	Teaching material	Internal, Peer, External	SGT-CCEF
			EGP (See Table 3 in courses sheet)	6	15/10/2018	14/12/2018			
2.6	Implementation of the program courses	ASSTMT	EUP	18	15/12/2018	14/5/2019	Report	Internal, Peer, External	SGT-DEF
			EGP	18	15/12/2018	14/5/2019			
3.3	Implementation of the experiments	ASWU	EGP	19	15/12/2018	14/9/2019	Teaching material + Training material	Internal, Peer, External	SGT-CCEF
4.2	Implementation of the professional training courses.	AASTMT	EGP	4	15/12/2018	14/9/2019	Training material + Report	Internal, Peer, External	SGT-CCEF, SGT-DEF
7.1	Internal assessment of QA activities	HU	EUP	3	15/1/2019	14/10/2019	Report	Internal	SGT-IEF
			EGP	3	15/1/2019	14/10/2019			
7.2	Peer review of teaching materials	HU	EUP	2	15/2/2019	14/4/2019	Report	Peer	SGT-CCEF
			EGP	2	15/2/2019	14/4/2019			
7.3	External assessment of QA activities	HU	EUP	10	15/11/2018	14/8/2019	Report	External	SGT-DEF, SGT-PEEF
			EGP	10	15/11/2018	14/8/2019			
7.4	Conducting surveys	HU	EGP	5	15/10/2018	14/2/2019	Report	Internal, Peer	SGT-DEF
8.1	Design and maintenance of project website	AU	EGP	5	15/11/2018	14/10/2019	Service	Internal, Peer, External	SGT-WEF
8.2	Marketing activities of the training courses	AU	EUP	3	15/11/2018	14/8/2019	Report	Internal	SGT-DEF
			EGP	11	15/10/2018	14/9/2019			
8.3	Organizing a workshop on impacts of smart grid on the society	AU	EGP(AASTMT and ASWU) --> (See Table 1 in Events Sheet)	4	15/4/2019	14/5/2019	Event	Internal, Peer, External	SGT-WSEF
8.4	Organizing info. Sessions	AU	EGP(AASTMT, AU and HU) --> (See Table 1 in Events Sheet)	8	15/1/2019	14/9/2019	Event	Internal, Peer, External	SGT-EEF
8.5	Securing financial sustainability of SGT-MAP	AU	EGP	6	15/12/2018	14/10/2019	Report	Internal	SGT-DEF
8.6	Establishment of a spin-off service	AU	EGP	14	15/10/2018	14/10/2019	Service	Internal	SGT-PEF
8.7	Linking SGT-MAP with labor market	AU	EGP	9	15/10/2018	14/9/2019	Event	Internal, External	SGT-PEF
8.8	Community awareness of SGT-MAP services	AU	EGP	20	15/10/2018	14/9/2019	Service	Internal, External	SGT-PEF
9.1	Monitoring of MNGT activities by PMT	UNIABDN	EUP	6	15/10/2018	14/10/2019	Report	Internal, Peer	SGT-PEF, SGT-DEF
			EGP	6	15/10/2018	14/10/2019			
9.2	MNGT activities and organization of PCT	UNIABDN	EUP	6	15/10/2018	14/8/2019	Report	Internal, Peer	SGT-MEF, SGT-CEF, SGT-DEF
			EGP	6	15/10/2018	14/8/2019			
9.3	Follow up of project expenses	UNIABDN	EUP (See Table 1 in Reports sheet)	6	15/11/2018	14/10/2019	Report	Internal	SGT-DEF

Table 1: Events Organized by Different Partners

Partner(s)	Event	Start Date	End Date	Planned Date	QA Form Used for Evaluation	Evaluated by
HU	Info. Session1, Cairo	15/4/2017	14/6/2017	May, 2017	SGT-EEF	Participants
UNI-KLU	Workshop 1, Klagenfurt, Austria, "Future smart grid"	15/1/2018	14/3/2018	Feb, 2018	SGT-WSEF	Participants
ASWU	Info. Session2, Aswan	15/3/2018	14/5/2018	Mar, 2018	SGT-EEF	Participants
AASTMT and AU	Info. Session3, Alexandria	15/1/2019	14/3/2019	Feb, 2019	SGT-EEF	Participants
AASTMT and ASWU	Workshop 2, Aswan, Egypt, "Impacts of smart grid on the society"	15/4/2019	14/5/2019	Apr, 2019	SGT-WSEF	Participants
AASTMT and HU	Info. Session4, Cairo, at Ministry of electricity	15/7/2019	14/9/2019	Jul, 2019	SGT-EEF	Participants

Table 2: Meetings Organized by Different Partners

Partner	Meeting	Planned Date	Duration	QA Form Used for Evaluation	Evaluated by
UNIABDN	First meeting, Aberdeen, UK	Feb, 2017	3 days meeting	SGT-MEF	All Attendees
UNI-KLU	Second meeting, Klagenfurt, Austria	Sep, 2017	1 day meeting	SGT-MEF	All Attendees
US	Third meeting, Seville, Spain	Sep, 2018	1 day meeting	SGT-MEF	All Attendees
UNIABDN	Fourth meeting, Aberdeen, UK	Sep, 2019	3 days meeting	SGT-MEF	All Attendees

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7   Quality Assurance of the SGT-MAP Project Deliverables

The deliverables of SGT-MAP project are the results of the nine work packages, as described in the project Application Form in which each WP contains more than one activity. The project deliverables can be generally categorized as documents and reports (course specifications, teaching material, strategic Plan, Quality Assurance Plan, Quality Evaluation forms, Minutes of the meetings, Reports on deliverables of WPs), events (kick off meeting, local/national/international workshops, info sessions, etc.) and services (Design and maintenance of project website, Establishment of a spin-off service, and community awareness of SGT-MAP services).

To assure the quality of each implemented activity and deliverable in the project, a group of indicators are defined for each activity/deliverable in the project to generally reflect the quality of its implementation. The defined indicators for each activity/deliverable are formulated in a set of questionnaires and listed in a template to construct what is called QA Form that will be used by the assessors on different levels (internal and external). The designed indicators in the QA forms are measured on a scale from 1 to 5, where 1 is the worst and 5 is the best.

Some of the project activities are evaluated immediately once they were completed such as meetings, info sessions and workshops and others are evaluated continuously such as project website, interactions between project partners/members, developed courses materials, whole project implementation process.

The following subsections describes the different project deliverables/outputs that need to be evaluated within the implementation process of the SGT-MAP project and their associated QA forms that are developed to be used by the assessors and reviewers for evaluating these deliverables at different assessment levels.

7.1   *Quality assurance of the produced documents and reports*

All documents and reports produced within the SGT-MAP project (Strategic plan document, Dissemination Plan, Quality Assurance Plan, Quality forms, Reports on deliverables of WPs, Progress reports, etc.) are expected to satisfy the following quality criteria:

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- To respond qualitatively to objectives set in the approved Application Form;
- To be delivered within the time frame set in the action plan and described in the Project Activities Monitoring Spread sheet (PAMS);
- To satisfy the visual identity requirements, i.e. to be presented in corresponding templates annexed to this Plan.

Accordingly, to guarantee a unified format for all deliverable documents and reports in the project with a certain level of quality of their contents, a Deliverable Document Template (SGT-DDT) (Annex A1) is designed to be used by WPLs for drafting the deliverable reports and the Deliverable Evaluation Form (SGT-DEF) (Annex A2) is developed to be used for evaluating the deliverable document in terms of its format, completeness, and comprehensiveness.

Once a deliverable is completed, the WPL sends the "draft version" of the relevant document to the consortium partners to be evaluated by the specified target groups. The specified members in each partner evaluates the deliverable document for its compliance with the Deliverable Document Template (SGT-DDT) and its completeness, clarity and comprehensiveness regarding to the defined objectives of the project. The evaluation is depending on the nature and type of each deliverable which is done primarily with the use of Deliverable Evaluation Form (SGT-DEF) or other designed quality assurance forms or means as minutes of the meetings, contracts, lists of equipment, proof of purchase etc.

When the SGT-DEF form is used, it is filled in and sent by the reviewer(s) to the WPL, who is then responsible for modifying the deliverable document according to the review results, if needed. The time for this amendment is decided between the WPL and the PCT. When the document is modified according to the reviewer(s) comments (if needed), its revised version is sent by the WPL to all partners of the consortium. In case the deliverable/WP result is not considered as accepted, necessary corrective actions are initiated by the WPL according to the results of the evaluation. On the other hand, in case the WPL considers the provided comments and recommended improvements (by the reviewer(s)) as not relevant, he has to present his evidence and reasons to the respective evaluator and ask for his/her agreement.

In addition to the evaluation using SGT-DEF form, each WPL takes also into consideration the indicators and respective objectives that are defined in the Logical

Framework Matrix (LFM) as well as the qualitative and quantitative indicators listed in section G.1 Expected impact of the project "Overview of short and long-term impact indicators" in the approved proposal. The result of this evaluation that is made by the WPL is involved in the deliverable report.

Any last approved version of SGT-MAP documents is also uploaded to the project Dropbox folder/website by the WPL who is also responsible for its substitution in case of revision (new version) taking into consideration the dissemination level of this document. External documents that are not available on the Dropbox folder/Project website platform shall be properly collected and maintained by the PC.

Each WPL is responsible for reporting the progress regarding to his assigned WP following the dead times defined in the Reporting sheet in the Project Activities Monitoring Spread sheet (PAMS). The same stands for the mid-term and final reporting. The Project coordinator will consolidate and distribute to the consortium the detailed mid-term and final reports that will also be sent to the European Commission. The project coordinator will be responsible for the approval of WPs progress reports and the PMT will be responsible for the approval of mid-term and final reports.

All the documents of SGT-MAP are elaborated in MS Word format (or equivalent) for documents, MS Excel format (or equivalent) for spreadsheets and MS Power Point (or equivalent) format for presentations.

All documents or other materials that are addressed to the public must bear:

- The logo of SGT-MAP project
- The logo of ERASMUS+
- The title and reference number of the project
- The following disclaimer:

"The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein."

The same logos and disclaimer shall be also mentioned in the website of the project.

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7.2 *Quality assurance of the produced teaching materials*

Since the prime objective of the SGT-MAP project is the development of teaching and experimental materials for the proposed SGT master program, two special quality assurance forms are developed to be used by the internal and external assessors for evaluating the quality of the developed courses specifications and courses contents which are the Course Specifications Evaluation Form (SGT-CSEF) and the Course Contents Evaluation Form (SGT-CCEF) as shown in Annex A3 and Annex A4, respectively.

7.3 *Quality assurance of meetings and events (workshops and info. sessions)*

All meetings and events planned within the project need to be professionally organized. The organizer/host partner will be responsible for providing the smooth realization of the meeting/event, which includes all necessary arrangements and coordination, preparation of invitation packages (invitation letters, agendas, etc), details on location, available accommodation and travel arrangements, etc. The deadline for completing necessary preparation activities depends on the event itself, but it must provide enough time for participants' registration and travel preparations. Additionally, the host institution will be responsible for provision of all materials required for the event (promotional or informative material, supporting documents, printed agendas, etc), as well as for the elaboration of reports/minutes on the held event upon its completion. Every event planed within the SGT-MAP project must also meet the requirements regarding the structure and the number of target audience according to the approved project application form.

All planned meetings and events in the SGT-MAP project according to the project Application Form are described in the Project Activities Monitoring Spread sheet (PAMS).

Three QA forms are developed to be used by the participants/attendees in different meetings and events for evaluating the quality and effectiveness of the organized meetings and events within the project lifecycle. The Meeting Evaluation Form (SGT-MEF) (Annex A5) is used for organized meetings while Event Evaluation Form (SGT-EEF) (Annex A6) and Workshop Evaluation Form (SGT-WSEF) (Annex A7) are used to evaluate the quality of the organized info sessions and workshops, respectively.

7.4 Quality assurance of the project website

As an excellent promotion tool, the project planned to set up a website in order to attract large number of target groups and the broad general public. On the website platform, they will be able to find regularly updated information about the project, its progress, contact information, project achievements and results. Apart from the website, a series of events, workshops and info sessions that will be realized throughout the project life-time.

The Website Evaluation Form (SGT-WEF) (Annex A8) is developed to be used by internal and external assessors as well as the beneficiaries for evaluating the quality and usefulness of the developed website of the project.

7.5 Quality assurance of the communications methodology

The project requires an efficient communication system between the members of the consortium, between the PCT members as well as the PMT members and also between the project coordinator and the European Commission is very crucial for the successful implementation of the SGT-MAP project.

Day by day communication is conducted by e-mail, telephone conversations, WhatsApp chat and skype meetings when deemed necessary. In general, all information relevant to the project is sent by the WPL to the project coordinator and the partners involved in the specific action(s). Also, a sharing point is developed in a form of a Dropbox folder for the project for ease and efficient sharing of information and materials between the project partners. Direct partner-to-partner communications flows will be set up in those cases where an increase in efficiency can be achieved. External communication with the National Agency for ERASMUS+ and with the European Commission is the responsibility of the project coordinator. This communication takes place mainly by e-mail, telephone conversations and face-to-face discussions when it is needed.

The Communication Evaluation Form (SGT-CEF) (Annex A9) is developed to be used for evaluating the effectiveness of the communication methodology followed in the project.

Quality Assurance Plan (QAP)

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7.6 *Quality Assurance of the project implementation process*

To assure the quality of the entire project implementation and take the necessary corrective actions in the suitable times, the project implementation and management process is planned to be periodically evaluated on three different levels. The first level is the internal assessment in each partner in which the internal assessors hired by each partner evaluate the efficiency of the partner in managing and implementing the project activities. A specific quality assurance form is developed for this purpose which called Internal Evaluation Form (SGT-IEF) (Annex A10). The second level is the peer assessment in which the members in each partner in the consortium are individually evaluate the performance of the project implementation process from their point of view by answering each question in the developed quality assurance form called the Project Evaluation Form (SGT-PEF) (Annex A11). The third level is the external assessment in which the hired external assessors evaluate the efficiency of the project consortium as a whole in managing and implementing the project activities by using the developed quality assurance form called the Project External Evaluation Form (SGT-PEEF) (Annex A12). The QAC will assemble all the responses from all partners and organize them into one unified report, which will reflect the views of different assessment levels on the progress in the project implementation. The QAC will alerts the PCT and PMT with the analysis results for the filled QA forms to take the necessary corrective actions and set forth problem-solving procedures.

8 Elaboration of the QA Filled Forms

The developed QA forms are mainly consisting of questions that can be answered with the aid of five points rating scale where 1 is very negative and 5 is very positive. The elaboration of the answers to the questions is made by the QAC and circulated to the members of the consortium.

The following formula is used for the evaluation of results rated with the five-point scale

$$[(1a + 2b + 3c + 4d + 5e)/5 (a+b+c+d+e)] \%$$

here a, b, c, d, and e are the numbers of questionnaires that rated the activity with 1, 2, 3, 4 and 5 respectively. The activity is considered successful if the satisfaction percentage is more than 75%. In case the percentage is less than 75%, the WPL suggests proper corrective actions (repetition of activity, distribution of more

informative material, improvements of the website etc.) which should be agreed with the PCT.

9 Main List of Quality Assurance Templates and Forms

Several templates of quality forms and documents that are used in this project are directed from some successful European projects such as INVENT and NEXT projects. The developed QA templates and forms can be summarized as follows: Deliverable Document Template (SGT-DDT) that was developed to be used by WPLs for drafting the deliverable reports and the Deliverable Evaluation Form (SGT-DEF) that was used for evaluating the deliverable document in terms of its format, completeness, and comprehensiveness. The Specifications Evaluation Form (SGT-CSEF) and the Course Contents Evaluation Form (SGT-CMEF) that are developed to be used for internal and external review of the developed courses specifications and courses contents. The Meeting Evaluation Form (SGT-MEF), Event Evaluation Form (SGT-EEF), and Workshop Evaluation form (SGT-WSEF) that were developed to be used for evaluating the quality and effectiveness of the organized meetings, info sessions and workshops, respectively. The Website Evaluation Form (SGT-WEF) that was used to evaluate the quality and usefulness of the developed project website. The Communication Evaluation Form (SGT-CEF) that was used to evaluate the effectiveness of the interaction between partners and members. The Project Evaluation Form (SGT-PEF) to evaluate the quality of the whole project management and implementation processes. Also, two specific QA forms were developed to be used by the internal and external assessors (in addition to other required QA forms) for evaluating the quality of the whole project implementation which are Internal Evaluation Form (SGT-IEF) and Project External Evaluation Form (SGT-PEEF), respectively.

All the developed QA forms are uploaded to the project Dropbox folder/project website and permitted to be accessed by all project members and assessors for the evaluation process. The table shows different QA templates and forms that are annexed to this Quality Assurance Plan.

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No.	Abbreviation	Full name of document	Annex number
1	SGT-DDT	Deliverable Document Template	Annex A1
2	SGT-DEF	Deliverable Evaluation Form	Annex A2
3	SGT-CSEF	Course Specifications Evaluation Form	Annex A3
4	SGT-CCEF	Course Contents Evaluation Form	Annex A4
5	SGT-MEF	Meeting Evaluation Form	Annex A5
6	SGT-EEF	Event Evaluation Form	Annex A6
7	SGT-WSEF	Workshop Evaluation Form	Annex A7
8	SGT-WEF	Website Evaluation Form	Annex A8
9	SGT-CEF	Communications Evaluation Form	Annex A9
10	SGT-PEF	Project Evaluation Form	Annex A10
11	SGT-IEF	Internal Evaluation Form	Annex A11
12	SGT-PEEF	Project External Evaluation Form	Annex A12

10 Annexes: Quality Assurance Templates and Forms

10.1 Annex A1: Deliverable Document Template (SGT-DDT)

Smart Grid Technology – A Master Program [SGT-MAP]

WP Number & Title

Deliverable Title

WP Leader

Date of issue

Document Data

	Dissemination Level*	
PU	Public	
RE	Restricted to a group specified by the Consortium and the Commission Services	
CO	Confidential, only for members of the Consortium and the Commission Services	

*Please mark your selected choice with 'X'

Document Version	
Reviewed by	Name of reviewer(s), Organisation(s)
Review Date	mm/yyyy

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Smart Grid Technology – A Master Program [SGT-MAP]
574219-EPP-1-2016-1-UK-EPPKA2-CBHE-JP

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Table of Contents

1 Introduction

This part includes background information, structure, involved partners, and context of the deliverable.

2 Objectives of the Deliverable

This part includes a description of the deliverable and a definition of what the project aims to succeed with its fulfilment.

3 Methodology

Describe the methodology used in order to obtain results for this deliverable.

4 Results

Describe the results here in details.

5 Conclusions

Conclude this document here.

6 Annexes

Insert Annexes in different pages.

10.2 Annex A2: Deliverable Evaluation Form (SGT-DEF)

SGT-DEF(v0.2)
Deliverable Evaluation Form

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Project Name	Smart Grid Technology – A Master Program (SGT-MAP)
Work Package Number & Title	
Deliverable Name	
Date of Latest Review	
Reviewer's Name	
Reviewer' s organization	
Completed Date	

1. Format

Please mark with X the appropriate column (Y: Yes, N: No and NA: Not applicable)

Evaluation Item	Y	N	NA	Comments
Does the document contains: the following: WP number, Deliverable name, Version, Author Name and Date?				
Does the document contains all the necessary official logos of the project and the program?				
Does the document include a Table of Contents?				
Does the document include a list of participants and reviewers (approvals)?				
Does the document use the fonts and paragraphs defined in the official template?				
Are there other remarks about the format of the document (spelling, grammar, etc)?				

2. Contents

Please mark with X the appropriate column for each item according to your selected evaluation rate from 1 (worst) to 5 (best).

Evaluation Item	1	2	3	4	5
The clarity of the contents of the document					
The deliverable complies with the WP Objectives as specified in the WP description					
The deliverable corresponds with the activities described					

SGT-DEF(v0.2)
Deliverable Evaluation Form

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in the Project Application Form					
How is the treatment of the contents of the document regarding the required depth?					
English quality of the text					
Does the document need the addition of sections to reach completeness (Yes/No)?					
Are there any sections in the document that should be removed (Yes/No)?					

3. Suggested Improvements (Please add rows as needed)		
Page No.	**Section**	**Suggested Improvement**

4. Any Other Observations (e.g. minor corrections that need attention – please add rows as needed)		
Page No.	**Section**	**Observations**

5. Final Conclusion (Mark with X the appropriate line)	
Document accepted, no changes required.	
Document accepted but changes required.	
Document not accepted, it must be reviewed after changes are implemented.	

Quality Assurance Plan (QAP)

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10.3 Annex A3: Course Specifications Evaluation Form (SGT-CSEF)

SGT-CSEF(v0.2)
Course Specifications Evaluation Form

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Project Name	Smart Grid Technology – A Master Program (SGT-MAP)
Course Code	SGT-7xx
Course Title	
Developer's Organization	
Name(s) of the Reviewer(s)	
Reviewer's Organization	
Date of Assessment	

Please mark with X the appropriate column for each item according to your selected evaluation rate from 1 (Strongly Disagree) to 5 (Strongly Agree).

Evaluation Item	Evaluation Rate				
	1	2	3	4	5
Course objectives are clear and well formulated					
The learning objectives of the course describe outcomes that are measurable					
The course topics thoroughly cover the course's objectives					
The learning objectives address content mastery, critical thinking skills, and core learning skills					
Content and skills described are realistic for an academic course at this level					
The cognitive learning objectives appeal to different levels/types of thinking					
Course topics are structured and sequenced in an organized and logical way					
The course topics is up-to-date					
The number of guided and un-guided hours in the course are properly settled					
The course hours are distributed between lectures, tutorials, and laboratories in a logical way					
Course textbooks are relevant and cover main topics of the course with adequate level of details					
Course reference material is up-to-date					
The course specifications is free of spelling and grammatical errors					

SGT-CSEF(v0.2)
Course Specifications Evaluation Form

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Final Conclusion (Mark with X the appropriate line)	
Course specifications accepted, no changes are required.	
Course specifications accepted but changes are required.	
Course specifications not accepted, it must be reviewed after changes are implemented.	

Comments (Constructive Suggestions):

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10.4 Annex A4: Course Contents Evaluation Form (SGT-CCEF)

SGT-CCEF(v0.2)
Course Content Evaluation Form

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Project Name	Smart Grid Technology – A Master Program (SGT-MAP)
Course Code	SGT-7xx
Course Title	
Developer's Organization	
Name(s) of the Reviewer(s)	
Reviewer's Organization	
Evaluated Week Lectures	Wxx – Wxx (Ex. W01-W06)
Date of Assessment	

Please mark with X the appropriate column for each item according to your selected evaluation rate from 1 (Strongly Disagree) to 5 (Strongly Agree).

Evaluation Item	Evaluation Rate				
	1	2	3	4	5
The contents format (i.e., font, style, slide format) is clear, readable and follows the designed template for course development					
The provided figures, charts, and photos in the contents are clearly illustrated					
The contents are presented in organized and attractive format					
The contents are consistent and meet the instructional objectives of the course					
The contents help to achieve the stated learning outcomes of the course					
The contents are arranged in a clear, logical and orderly manner					
The contents provide the adequate level of foundation and in-depth knowledges of the subject					
The contents are relevant, useful and up to date					
The contents are balanced and accurate					
The lectures contents have usefully complemented each other					
The contents of different lectures are suitable for the lecture time					

The content is free of spelling and grammatical errors					

6. **Suggested Improvements** (Please add rows as needed)		
Slide No.	**Title**	**Suggested Improvement**

7. **Any Other Observations** (Please add rows as needed)		
Slide No.	**Title**	**Observations**

8. **Final Conclusion** (Mark with X the appropriate line)	
Course contents accepted, no changes are required.	
Course contents accepted but changes are required.	
Course contents not accepted, it must be reviewed after changes are implemented.	

10.5 Annex A5: Meeting Evaluation Form (SGT-MEF)

SGT-MEF(v0.2)
Meeting Evaluation Form

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Project Name	Smart Grid Technology – A Master Program (SGT-MAP)
Meeting Name	
Date and Time	
Place of Meeting	
Your Name (Optional)	
Your Organization (Optional)	
Date of Assessment	

Please mark with X the appropriate column for each item according to your selected evaluation rate from 1 (worst) to 5 (best).

Evaluation Item	Evaluation Rate				
	1	**2**	**3**	**4**	**5**
The meeting objective was clear.					
There was a published agenda with clear objectives for each item and allowed time.					
What is your opinion of the presenters/facilitators?					
The participants' contribution to the discussion and decision making					
I was notified in advance of the topic, my role in the meeting, and what I may be asked.					
There was a chairperson appointed to keep the meeting on track.					
There was a person assigned to document minutes.					
The meeting started on time.					
There was a process (ground rules) defined for how the meeting was to run.					
The meeting kept to the agenda and the allowed time for each item, and the ground rules were followed.					
Action items were assigned where appropriate.					
There was a general agreement for raised points.					
To what extent have the meeting objectives been achieved?					
Minutes were provided within a reasonable period and adequately documented the meeting.					

SGT-MEF(v0.2)
Meeting Evaluation Form

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Comments (Constructive Suggestions):

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10.6 Annex A6: Event Evaluation Form (SGT-EEF)

Dear Participant,

We would like to thank you for your participation in the organized info. Session by the SGT-MAP project and we hope that you found this event informative and useful for you. In this regard, we would be most grateful if you take a few minutes to give us your feedback on this info. Session by completing this evaluation form. Your opinion is important for us, in order to help us evaluate this event and plan future ones. Thank you.

Project Name	Smart Grid Technology – A Master Program (SGT-MAP)
Event Name	
Date of Event	
Place of Event	
Participant Name (Optional)	
Organization (Optional)	
Email (Optional)	
Title	
Date of Assessment	

Please mark with X the appropriate column for each item according to your selected evaluation rate from 1 (worst) to 5 (best).

Evaluation Item	Evaluation Rate				
	1	**2**	**3**	**4**	**5**
How would you rate the event as a whole?					
How do you evaluate the program of the info. session?					
How would you rate the quality of the speakers?					
How do you evaluate the quality of the presentations provided in different sessions?					
How would you rate the quality of the discussions held during each session?					
How would you rate the relevance of the provided sessions?					
To which extent did the event live up to your expectations?					
To what extent the event covered your professional needs?					
To which extent the event kept to the program and the allowed time for each session?					
How would you rate the event venue/facilities?					

How would you rate the organizational arrangements for and during the info. session?					

Comments (Constructive Suggestions):

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10.7 Annex A7: Workshop Evaluation Form (SGT-WSEF)

SGT-WSEF(v0.2)
Workshop Evaluation Form

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Dear Participant,

We would like to thank you for your participation in this workshop that organized by the SGT-MAP project and we hope that you found this workshop informative and useful for you. In this regard, we would be most grateful if you take a few minutes to give us your feedback on the workshop by completing this evaluation form. Your opinion is important for us, in order to help us evaluate this event and plan future ones. Thank you.

Project Name	Smart Grid Technology – A Master Program (SGT-MAP)
Event Name	
Date of Event	
Place of Event	
Participant Name (Optional)	
Organization (Optional)	
Email (Optional)	
Title	
Date of Assessment	

Please mark with X the appropriate column for each item according to your selected evaluation rate from 1 (worst) to 5 (best).

Evaluation Item	Evaluation Rate				
	1	**2**	**3**	**4**	**5**
How would you rate the workshop as a whole?					
How do you evaluate the program of the workshop?					
How would you rate the quality of the speakers?					
How do you evaluate the quality of the presentations provided in different technical sessions?					
How would you rate the quality of the discussions held during each session?					
How would you rate the relevance of the provided sessions?					
To which extent did the workshop live up to your expectations?					
To what extent the workshop covered your professional needs?					
To which extent the workshop kept to the program and the					

allowed time for each session?					
How would you rate the workshop venue/facilities?					
How would you rate the organizational arrangements for and during the workshop?					

Comments (Constructive Suggestions):

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10.8 Annex A8: Website Evaluation Form (SGT-WEF)

SGT-WEF(v0.2)
Website Evaluation Form

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Project Name	Smart Grid Technology – A Master Program (SGT-MAP)
Project website link	http://www.sgt-map.eu/
Your Name (Optional)	
Your Organization (Optional)	
Date of Assessment	

Please mark with X the appropriate column for each item according to your selected evaluation rate from 1 (worst) to 5 (best).

Evaluation Item	Evaluation Rate				
	1	2	3	4	5
What is your opinion of the general user friendliness of the website?					
Does the home page correctly communicate the objectives of the web site?					
What is your opinion about the quality and sufficiency of the contents provided by the website?					
Is the web site well-structured and divided into thematic areas concerning the key objectives of the project?					
Did you find the use of the website useful?					
Is it easy to find contents of interest on the project website?					
To which extent did the use of website live up to your expectations?					
How valuable was your visit to the website for your professional growth?					
Display speed ("The rate at which the data is displayed is fast enough").					
Does the web site have any links that do not work?					
Would you recommend visiting the website to somebody else? YES/NO					

Comments (Constructive Suggestions):

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10.9 Annex A9: Communications Evaluation Form (SGT-CEF)

Project Name	Smart Grid Technology – A Master Program (SGT-MAP)
Your Name (Optional)	
Your Organization (Optional)	
Date of Assessment	

Please mark with X the appropriate column for each item according to your selected evaluation rate from 1 (worst) to 5 (best).

Evaluation Item How do you evaluate…	Evaluation Rate				
	1	2	3	4	5
The communication interaction among the partners?					
The interaction between main project partners and associated partners like, The Egyptian Ministry of Electricity and Renewable Energy and Misr El khier organisation?					
The response and coordination with the European comission and National office for ERASMUS+.					
The relationship among the partners and team-development?					
The feedback from the project PI to questions & problems					
The feedback from the work package leaders (WPLs) to questions & problems.					
The technical performance of internal communication flow (e.g. through e-mail, whatsup chats, skype calls, website).					

Problem reporting

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Comments (Constructive suggestions):

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10.10 Annex A10: Project Evaluation Form (SGT-PEF)

Project Name	Smart Grid Technology – A Master Program (SGT-MAP)
Your Name (Optional)	
Your Organization (Optional)	
Date of Assessment	

Please mark with X the appropriate column for each item according to your selected evaluation rate from 1 (worst) to 5 (best).

Evaluation Item	Evaluation Rate				
How do you evaluate…	1	2	3	4	5
The consortium commits time and resources as described in the project work plan					
The consortium's efficiency to manage and solve the problems					
The effectiveness and harmony of the communication among the partners and the PI					
The effectiveness and harmony of communication with other agencies and associated partners like, The Egyptian Ministry of Electricity and Renewable Energy and Misr El khier organisation					
The overall management provided by PMT, PCT and WPLs					
The commitment and involvement for all partners					
The arrangements for the implementation of the work packages and the budget					
The effectiveness of the project co-ordination					
The professional competence and commitment displayed by the PI					
The interaction and relationship between the partners and team-development					
The availability of all required supporting documents to partners (invitation, agenda, list of participants, minutes, etc.)					
The quality of the project monitoring and evaluation processes					
The quality of the project information/results dissemination arrangements					
The commitment to the project work plan by all partners					
The deviations from the Work Plan? If any, were they based on					

SGT-PEF(v0.2)
Project Evaluation Form

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well-considered reasons and mutual agreement between all consortium partners					
The quality of materials/guides/reports/services throughout the life-cycle of the project					
The support from partner organization, in terms of managerial support, specialized support or peer support					
The suitability of the project resources					
The sharing of resources experiences among partners					
The technology and other resources are used effectively and innovatively within the project implementation					

Comments (Constructive Suggestions):

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10.11 Annex A11: Internal Evaluation Form (SGT-IEF)

Project Name	Smart Grid Technology – A Master Program (SGT-MAP)
Your Name	
Your Organization	
Date of Assessment	

Please mark with X the appropriate column for each item according to your selected evaluation rate from 1 (worst) to 5 (best).

Evaluation Item	Evaluation Rate				
How do you evaluate…	1	2	3	4	5
The partner commits time and resources as described in the project work plan					
The partner efficiency to manage and solve the problems					
The effectiveness and harmony of the communication among the project members and the Contact Person					
The overall management provided by the Contact Person/WPL					
The commitment and involvement for all project members					
The arrangements for the implementation of the activities and the budget					
The professional competence and commitment displayed by the Contact Person					
The availability of all required supporting documents to all project members					
The quality of the project information/results dissemination arrangements inside the partner institution					
The commitment to the project work plan by all members					
The deviations from the Work Plan? If any, were they based on well-considered reasons and mutual agreement between all partner members					
The quality of materials/guides/reports/services produced by the partner team members					
The support from partner organization, in terms of managerial support, specialized support or peer support					
The suitability of the project resources provided by the partner institution					

SGT-IEF(v0.2)
Internal Evaluation Form

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The sharing of resources experiences among members and colleagues in the partner					
The performance of internal communication flow (e.g. Direct communication through meetings, through e-mail, whatsapp chats, skype calls).					

Comments (Constructive Suggestions):

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10.12 Annex A12: Project External Evaluation Form (SGT-PEEF)

SGT-PEEF(v0.2)
Project External Evaluation Form

Funded by the
Erasmus+ Programme
of the European Union

Project Name	Smart Grid Technology – A Master Program (SGT-MAP)
Name of Assessor	
Organization of Assessor	
Completed Date	

Please mark with X the appropriate column for each item according to your selected evaluation rate from 1 (worst) to 5 (best).

Evaluation Item	Evaluation Rate				
How do you evaluate…	1	2	3	4	5
The commitment of the consortium partners in terms of time and resources as described in the project work plan					
The consortium's efficiency to manage and solve the problems					
The effectiveness and harmony of the communication among the consortium partners and the project PI					
The effectiveness and harmony of communication with other agencies and associated partners like, Egyptian Ministry of Electricity and Renewable Energy and Misr El khier organisation					
The overall management provided by PMT, PCT and WPLs					
The commitment and involvement of all partners for achieving the project activities					
The arrangements for the implementation of the work packages and the budget					
The effectiveness of the project co-ordination					
The professional competence and commitment displayed by the PI					
The interaction and relationship between the partners and team-development					
The availability of all required supporting documents to partners (invitation, agenda, list of participants, minutes, etc.)					
The quality of the project monitoring and evaluation processes					
The quality of the project information/results dissemination					

arrangements					
The commitment to the project work plan by all partners					
The deviations from the Work Plan? If any, were they based on well-considered reasons and mutual agreement between all consortium partners					
The quality of materials/guides/reports/services throughout the life-cycle of the project					
The support from partner organization, in terms of managerial support, specialized support or peer support					
The suitability of the project resources					
The sharing of resources experiences among partners					
The technology and other resources are used effectively and innovatively within the project implementation					

Comments (Constructive Suggestions):

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Smart Grid Technology – A Master Program [SGT-MAP]
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