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# BUGI Project

## WP4 Quality Assurance and Monitoring

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# Risks to be avoided

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Documentation overload.

Delay in delivering outcomes in the project and thus delay in evaluation processes.

Prevent resistance from project participants, teachers and students.



# The Key Topics for Today

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- QAC report and recommendations (D4.4.)
- Development of evaluation questionnaires (D4.3.)



# D4.4 General Description

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The WP ensures quality of the project results. A Quality assurance comity (QAC) will be appointed at the first Consortium meeting: 4 members with previous experience in quality assurance and not engaged in other project activities: Wolf Lorleberg, Hysen Bytyqi, Adnan Kafedžić, Andrej Udovč

Following areas will be evaluated: Quality of deliverables, Quality of process, Quality of curricula, Quality of dissemination and exploitation of project results and budget.



# Evaluation reports from the QAC

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QAC will perform 6 months progress reports and annual in-depth progress evaluations reports on projects' activities and outcomes and assess whether they are in line with the project/consortium plans, aims, objectives, budget and timetables.

These reports will include potential risks assessments and propose changes in planned project methodologies if necessary.



# Supporting the QAC

UniBO has prepared the template for the QAC Report, analysing all the results of the project until 15 November 2018.

The document has to be analysed by the QAC, who has to provide suggestion for the future.

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## Quality Assurance Committee Report

Project Acronym:	BUGI
Project Full Title:	Western Balkans Urban Agriculture Initiative
Project No.:	586304-EPP-1-2017-BA-EPPKA2-CBHE-JP
Funding Scheme	Erasmus Plus
Coordinator:	University of Sarajevo
Project Start Date:	October 15, 2017
Project Duration:	36 months



# The document:

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Let us move to the Word document...



## D4.3 Evaluation questionnaires

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Many thanks for your attention