



Quality plan

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Vision and Objectives

The Educational Venture project (Project Code: 2023-1-IT02-KA220-SCH-000151181) aims to develop an innovative educational model, based on cooperation and integration between transversal skills, advanced technologies and inclusive teaching methodologies. This document represents the Quality Plan to ensure that all the activities and results of the project are carried out in accordance with the set objectives, the guidelines of the Erasmus+ Programme, the optimisation of available resources and the principles of efficiency, relevance, feasibility, effectiveness and transparency.

QUALITY PLAN

1. Key principles or objectives

- **Ensuring compliance:** ensuring that the project meets the requirements defined in the call and in the priorities of the Erasmus+ Programme, ensuring its relevance to the priority needs of the beneficiaries.
- **Optimize collaboration:** promote a constant and transparent dialogue between all partners to facilitate efficient and well-structured cooperation, ensuring the achievement of objectives and compliance with feasibility and sustainability criteria.
- **Support flexibility:** allow the plan to be adapted to emerging needs and operational challenges, without compromising the objectives set. Any changes will be evaluated and implemented according to the logic of Project Cycle Management (PCM).
- **Promote innovation:** monitor the application of innovative technological tools such as Augmented Reality (AR) and cutting-edge training methodologies with the aim of improving the effectiveness and replicability of the project.
- **Evaluate and improve:** carry out continuous monitoring of activities with structured data collection and feedback tools (time-sheets, audits, interviews, etc.). An effective assessment allows you to measure the performance of the teams and the model, highlight deviations from the initial plan or improvements to be implemented, and take corrective action in a timely manner.
- **Maximising impact:** ensuring effective dissemination of results at local, national and European level, optimising communication and involvement of direct and indirect stakeholders.

2. Organization of the Quality Management System (QMS)

2.1. Roles and responsibilities

Each project partner actively contributes to quality through specific roles:

- **Liceo Scientifico Francesco D'Assisi** (Italy – leader): general supervision, administrative and financial management, coordination of quality monitoring.

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- **WIDE Srl** ((Italy – partner): supervision of communication and planning activities, support for digital training.
- **CRAS** (Poland – partner): assessment of social competences and support for training in cultural contexts.
- **NARA Education Technologies** (partner - Turkey): development and verification of the AR/VR technology platform.
- **CAIO s.r.o.** (partner - Czech Republic: support for corporate training and soft skills consulting.)

Each partner will assign a resource dedicated to monitoring, supervising compliance with standards, collecting data and proposing corrective actions. In the event of overload, it will be possible to outsource the task, at the expense of the partnership.

2.2. Monitoring and control

The progress, quality and achievement of the objectives will be monitored through the phases, methodologies and tools of Project Cycle Management, which guarantee:

- **Relevance:** Matching the needs of primary beneficiaries.
- **Feasibility:** robustness of the project approach and sustainability of the benefits for the target groups.
- **Effectiveness:** ability to achieve the expected results through efficient management.

The monitoring activities will follow what was planned in the design and presentation phase of the project, including:

- Continuous evaluation of the progress of the project, with periodic analysis of the performance of the partners' working groups and comparison with the objectives set.
- Identification of deviations from the management plan and the need for any corrective actions.
- Targeted reprogramming, where necessary, always ensuring compliance with the established objectives.

2.2.1. Tools and procedures used

- **Shared management platform:** a shared digital repository (Google Drive) where all partners can access to store, view and download documents, project materials, reports, formats, agenda and updates on activities.
- **Quality indicators (KPIs):** the indicators detailed in **Annex C** will be monitored through periodic checks by the coordinator and the managers of the Work Packages.
- **Periodic reporting:**

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- **Quarterly reports:** standardized to monitor the progress of activities, the quality of results and compliance with the work plan.
 - Responsibilities: WIDE (supported by the Liceo Scientifico Francesco D'Assisi) conducts and documents periodic checks, while all partners provide feedback on any critical issues or needs for improvement.
 - Timing: continuous monitoring every 3 months (30/03/2024, 30/06/2024, 30/09/2024, 31/12/2024, 30/03/2025, 30/06/2025, 30/09/2025, 31/12/2025, 30/03/2026, 30/06/2026, 30/09/2026).

- **Final reports for each WP:** at the end of each work package (WP), a final report will be drawn up describing the activities carried out, the results obtained, the objectives achieved, any difficulties encountered and the solutions adopted and recommendations for future activities.
 - Responsibilities: WIDE, with the support of all partners, and in particular with the contribution of the lead organization for the specific WP, documents the progress and results of the planned activities.
 - Timing: for WP1 and WP5, the quarterly monitoring reports are valid, which are valid for both quality and dissemination activities. WP2 Final Report by 17/11/2024, WP3 Final Report by 17/11/2024, WP4 Final Report by 30/11/2025

- **Periodic coordination meetings:** the meetings will be organized in virtual mode and in presence, according to an established calendar. The meetings will ensure the continuous monitoring of activities, coordination between partners, evaluation of results and progress, and planning of subsequent activities.
 - **Virtual TPMs:** organized through the Google Meet platform on a periodic basis, they allow a quick and regular update on the progress of the project.
 - **TPM in presence:** the five face-to-face meetings, scheduled at key moments of the project, allow for deeper collaboration between partners, direct verification of results and shared strategic planning.

Calendar of meetings, drawn up at the time of the start of the project and updated on the date of drafting of this document:

| N° | Date | Modality | Place | Main objectives |
|----|------------|----------|---------|---|
| 1° | 22/01/2024 | Virtual | On-line | Kick-off meetings: presentation of teams, detailed planning, distribution of tasks. |
| 2° | 15/05/2024 | Virtual | On-line | Initial review of WP1, 2 and 5 activities and progress. |

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| 3° | 10-11/10/2024 | In presence | Rome, Italy (Liceo Francesco D'Assisi) | Mid-term review: monitoring of WP1 and 5, progress of WP2 and launch of WP3. |
| 4° | 15/01/2024 | Virtual | On-line | Update on WP3 and presentation of the interim report. |
| 5° | 29-30/05/2025 | In presence | Rzeszów, Polonia (CRAS) | Review of training content and preliminary verification of the digital platform. |
| 6° | 24/09/2025 | Virtual | On-line | Deliverable updates and WP4 launch |
| 7° | 12/01/2025 | Virtual | On-line | Training tracking and updates based on feedback. |
| 8° | 28-29/04/2026 | In presence | Canakkale, Turchia (NARA) | Final verification of digital and training outputs, update on WP5. |
| 9° | 15-16/07/2026 | In presence | Prague, Czech Republic (Caio) | Review of the impact, finalization of dissemination and the project. |
| 10° | 9-10/11/2026 | In presence | Rome, Italy (WIDE) | Final evaluation of the model, preparation and approval of the final report. |

Organizational note: the Liceo Scientifico Francesco D'Assisi will coordinate the meetings and provide the formats for the signature sheets, the certificates of attendance, the agenda and the minutes. Each partner will host and manage the TPMs in person at their headquarters, while the virtual meetings will be managed by WIDE Srl.

- **Email communication:** Email for official communications, updates, feedback requests, and document validation.

Reference addresses:

- Liceo Scientifico Francesco D'Assisi (leader):
ingrossoluigi@gmail.com; lidarpi@gmail.com; leonelinafano@gmail.com.
- WIDE Srl:
ricerca@widesrl.it.
- CRAS:
monikabieniek@poczta.fm.
- NARA Education Technologies:
zeynepkaraceylan@nara.com.tr; zaferkaradayi@nara.com.tr; egeozen@nara.com.tr.
- Caio s.r.o.:
pm@caioconsulting.cz.

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- **Reports to be submitted to the Italian National Agency (INDIRE):** the two official reports, together with the final reports of the WPs and the quality monitoring reports, will ensure the compliance of the activities with the objectives of quality, budget, impact, innovation and sustainability.
 - **Periodic report:** to be submitted halfway through the course (by 01/03/2025) to document the degree of progress of the activities, the appropriate use of financial resources and the preliminary results obtained with respect to the objectives.
 - **Final report:** to be delivered at the end of the project (by 17/12/2026) includes a summary of the activities carried out, an overall assessment of the impact of the project, the final results and the prospects for the long-term use of the outputs produced.
- **Organizational note:** the Liceo Scientifico Francesco D'Assisi will provide for the online compilation of the official reports and their submission within the established timeframe, while the partners will provide the leader with all the necessary information and documentation requested.

3. Administrative management and budget control

Administrative management will be coordinated by the partner WIDE, which will provide tools and support to the partnership in all administrative and reporting phases, in order to ensure transparent, efficient and compliant management, minimizing risks and optimizing the use of available resources.

3.1. Main tasks of the WIDE partner:

1. Coordination of the flow of information:

- Facilitate clear and timely communication between partners and stakeholders, providing adequate tools for the exchange of data and updates.
- Ensure that all relevant information, including administrative documents and supporting materials, is shared and accessible.

2. Archiving and document management:

- Create and maintain a centralized and structured repository for project materials, in line with the requirements of the National Agency and data management regulations.
- Ensure that all documents comply with administrative requirements and that information is available for audits and verifications.

3. Monitoring of times, costs and obligations:

- Overseeing the adherence to the project timelines, ensuring that the activities are completed on schedule.
- Check budget adherence by monitoring the costs incurred by partners and verifying their consistency with initial forecasts.

4. Provision of standardized models and tools:

- Prepare uniform documentation templates (e.g. time-sheets, meeting minutes, interim and final reports) to facilitate data collection and reporting.

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- Support partners in filling out and submitting documents, offering technical assistance where necessary.

5. Variance management:

- Identify any changes to the initial financial or operational plan and guide the partnership in requesting formal changes to the National Agency.
- Provide solutions and strategies to address any deviations, ensuring the achievement of objectives without compromising quality.

3.2. Role of the applicant, Liceo Scientifico Francesco D'Assisi:

The applicant will act as the supervisor of administrative management, with the task of:

- Verify that partners comply with contractual obligations, including the duration of the project, the production of the expected results and the correct use of official logos.
- Monitor the overall progress of the project, through periodic reports and analysis of the progress status.
- Manage the relationship with the National Agency, acting as the main point of contact for the transmission of documents and requests for changes.
- Ensure that any deviations from the budget or time forecasts are adequately justified and documented.

3.3. Support tools

To simplify administrative management and ensure effective budget control, the following will be used:

- Digital management software to monitor financial flows and operational activities.
- Shared storage system (Google Drive) to facilitate the collection and access of documents.
- Analysis tools to assess the impact of changes compared to the initial plan and plan any corrective actions.

4. Risk management

Risk management will be integrated into all phases of its implementation, with the aim of identifying, analysing and addressing any critical issues in advance. This proactive approach ensures that set goals are achieved, minimizing negative impacts on time, budget, and performance.

4.1. Risk analysis and classification by category

1. Technology:

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- Problems related to the availability, reliability or adequacy of digital tools and innovative technologies used, such as e-learning and augmented reality (AR) platforms.
 - Possible technological incompatibilities or difficulties in implementing software.
2. **Costs:**
 - Risk of over-budgeting, due to initial underestimates, changes in material prices, or increased operating costs.
 - Inability to manage unexpected expenses or difficulties in co-financing.
 3. **Timing:**
 - Delays in the implementation of key activities, such as developing training materials, organizing events, or achieving milestones.
 - Any slippage that could compromise the overall planning.
 4. **Stakeholder:**
 - Communication problems, poor collaboration between partners or lack of active involvement of stakeholders.
 - Conflicts between stakeholders that could affect the governance of the project.
 5. **Target groups:**
 - Difficulty in reaching the intended beneficiaries or fully meeting their needs.
 - Risks related to low participation or low acceptance of the proposed activities.

4.2. Risk Monitoring Model

The **Scientific Coordinator** of each Work Package will have the task of compiling the risk monitoring model, structured to track and assess potential critical issues (**Annex D**). This model will include:

- **Risk identification:** Detailed description of the issues identified.
- **Classification:** Categorization of risk based on probability of occurrence and potential impact.
- **Mitigation plan:** list of corrective actions to be taken to address the risk, differentiated by strategy.

4.3. Mitigation strategies

1. **Avoid risk:** Develop alternative strategies that are more likely to succeed, for example by selecting more proven technologies or operational approaches.
2. **Risk sharing:** active involvement of stakeholders to distribute responsibilities and promote joint participation in the management of critical issues.
3. **Risk reduction:** use of financial instruments such as crowdfunding to address cost issues and investments in training or technology to reduce the impact of specific critical issues.
4. **Risk transfer:** entrusting third parties, such as insurance companies, to manage specific risks that exceed the competence of the partnership.

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4.4. Management of complex critical issues

In the event of particularly complex risks or unforeseen criticalities, the partnership will have the opportunity to involve **external experts**, qualified to analyse the situation and propose targeted solutions. These interventions will ensure a timely and effective response, reducing the potential negative impact on the project.

4.5. Dynamic approach to risk management

Risk management will be a continuous and iterative process, adapting to changes and new information that will emerge during the project lifecycle. Periodic evaluations will be carried out during the monitoring meetings to update the monitoring model, ensuring maximum responsiveness to any critical issues.

5. Integration of *Universal Design*

The project is based on the principles of *Universal Design*, an approach that aims to make materials, methods and educational environments accessible and inclusive for all, eliminating the need for specific adaptations. This method, initially born in the architectural context, finds in Educational Venture a full application in the pedagogical field, to address the diversity of participants' needs and ensure equal learning opportunities.

5.1. Guidelines

1. Engagement and motivation

The learning environment is designed to stimulate interest and participation through a mix of tools and contexts:

- **E-learning:** a digital training platform that offers flexibility and accessibility.
- **Cultural heritage and companies:** practical and stimulating experiences that integrate formal and informal learning.
- **Augmented reality (AR) application:** development of an innovative app that uses augmented reality to create interactive and immersive paths, allowing users to explore educational content in an engaging and personalized way.
- **Motivational processes:** activities that strengthen self-confidence, a sense of effectiveness and the desire to learn.

2. Personalized access to content

The project ensures that the teaching materials are accessible to everyone, regardless of their abilities or preferences. Content is optimized for:

- **Readability:** clear fonts, adequate spacing, and visually accessible layouts.

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- **Inclusive comprehension:** verbal and visual representations combined to facilitate the assimilation of information.
- **Diversification:** Use of images and content that are targeted to meet individual needs. AR technology will also be a complementary tool for representing complex concepts through 3D models and interactive simulations.

3. Expression of individual potential

The training activities are designed to respect individual ways of learning and expression, allowing participants to choose tools that best represent their skills. Options include:

- **Written or oral contributions:** for versatile communication.
- **Concept maps:** graphic tools useful for organizing and representing ideas.
- **Interactive and immersive technologies:** interactive activities such as online quizzes and augmented reality will be used to offer alternative ways of learning and testing, encouraging greater interaction and participation.
- **Personalized approaches:** supports that allow each individual to express their abilities to the fullest.

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6. Environmental sustainability and innovation

The project integrates a strategy of sustainability and innovation, combining digital and traditional methodologies to reduce environmental impact and improve the effectiveness of training activities.

6.1. Environmental Sustainability

1. **Reduction of emissions:**

The adoption of e-learning and digital work tools reduces the need for physical travel, thus reducing CO₂ emissions. Digital management through advanced software further contributes to the sustainability of the project.

2. **Promotion of sustainable skills:**

The project trains participants on skills and abilities oriented towards a conscious use of natural resources, avoiding models of consumerism. The aim is to stimulate self-efficacy and a responsible commitment to the environment, promoting innovative “zero emissions” solutions such as the use of digital tools for the administration of interviews and the sending of dissemination materials.

6.2. Technological Innovation

1. **Advanced technologies:**

The introduction of technologies such as augmented reality (AR) offers unique opportunities to improve the interactivity and effectiveness of learning. Immersive technologies support personalized experiences, which are fundamental for a project oriented towards research and innovation.

2. **Combination of physical and digital activities:**

The project balances in-person sessions with virtual activities, ensuring seamless interaction between partners and stakeholders. Workshops, exchanges of ideas and distribution of materials are integrated with the administration of surveys and digital training tools, improving participation and involvement.

7. Dissemination and impact

To ensure a significant impact of the project results on a local, national and European scale, the Quality Plan provides for a systematic approach to dissemination, supported by the drafting of two fundamental documents by the applicant:

- 1) **Dissemination plan**, which defines objectives, tools and operating methods.
- 2) **Timeline for the implementation of dissemination activities**, which specifies the timing for the creation of dissemination materials and the implementation of dissemination initiatives.

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7.1. Promotion of results

Dissemination activities include a variety of initiatives that foster the sharing of experiences, tools and methodologies developed during the project. These include:

- Workshops, focus groups and briefings: opportunities to stimulate dialogue between partners, target groups and stakeholders and collect useful feedback to optimize results.
- Multiplier Events: designed to disseminate best practices and promote the adoption of the solutions developed.

7.2. Active stakeholder involvement

The dissemination strategy involves the use of different channels to reach a wide and varied audience:

- **Digital channels:** e-learning platforms, social media and online communication tools for widespread and immediate dissemination.
- **Traditional tools:** publications, in-person events and territorial networks to involve local communities and professionals in the sector.

Partners and stakeholders actively participate in these activities, contributing skills, experience and contact networks to maximize the visibility of the project.

7.3. Monitoring and evaluation

A continuous control system verifies the alignment of dissemination activities with the project objectives. The data collected is analyzed quarterly to measure the effectiveness of the initiatives undertaken and identify any need for correction or integration.

8. Quality reporting and corrective actions

At the end of each monitoring cycle, a quality report (**Annexes A and B**) is produced that identifies any deviations from the objectives, accompanied by corrective actions.

For each period covered by the monitoring, the report will contain the following information:

- a) Activities carried out for the reference period,
- b) Partnership management,
- c) Involvement of beneficiaries,
- d) Evaluation indicators,
- e) Strengths,
- f) Management risks and corrective actions,
- g) Dissemination
- h) Recommendations.

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Responsibility: WIDE Srl (with the support of the Liceo Scientifico Francesco D'Assisi for corrective actions and evaluation of results)

Timing: every 3 months (30/03/2024, 30/06/2024, 30/09/2024, 31/12/2024, 30/03/2025, 30/06/2025, 30/09/2025, 31/12/2025, 30/03/2026, 30/06/2026, 30/09/2026)

Involved:

- **WIDE Srl:** drafting and sharing of quality reports;
- **Liceo Scientifico Francesco D'Assisi:** consultancy for the implementation of corrective actions;
- **All partners:** applying corrective actions, if necessary

9. Final evaluation of the quality plan

The full assessment of the quality of the results, compliance with deadlines and budget will be conducted one month after the end of the project (November 2026) and will give an accurate picture of all corrective actions and recommendations for sustainability. The data obtained, together with the feedback of the partners, beneficiaries and stakeholders, will provide an accurate picture of the quality of the partnership, the outcome of the project and any improvement actions to be taken for its replicability.

Final report: to be delivered at the end of the project (by 17/12/2026) includes a summary of the activities carried out, an overall assessment of the impact of the project, the final results and the prospects for the long-term use of the outputs produced.

Responsibility: Liceo Scientifico Francesco D'Assisi, with the support of WIDE Srl.

Timing: 01/11/2026 - 17/12/2026

Involved:

- **Liceo Scientifico San Francesco D'Assisi:** compilation and presentation of the final report to the National Agency.
- **All partners:** final feedback, compliance verification and provision of all necessary information and documentation required.

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ATTACHMENTS

Annex A: Timeline of activities and monitoring

Objective: to ensure detailed planning and quarterly monitoring of activities, in line with the Quality Plan and the objectives of the Educational Venture project.

WP Legend

- **WP1: Project management** (18/12/2023-17/12/2026): it will allow to monitor and evaluate the progress of the entire project in order to ensure that everything proceeds in a structured way.
- **WP2: Planning and Design** (15/01/2024-17/11/2024): is dedicated to the Design and Design of the theoretical and innovative bases of design products. The partners will be responsible for identifying research topics, performing regulatory, educational and technological analyses in the four partner countries, identifying places of interest and identifying target groups and secondary stakeholders.
- **WP3: Technologies** (15/01/2024-17/11/2024): will focus on the development of the technological infrastructure through the creation of a platform capable of offering training through a hybrid mode, including online, face-to-face and virtual.
- **WP4: Training** (18/11/2024-01/02/2025): has as its main objective to create the basis for long-term learning, as well as the management, monitoring and evaluation of the model through pilot sessions of online and experiential training in augmented reality (AR) and virtual reality (VR), involving both students and teachers from target groups.
- **WP5: Dissemination** (18/12/2023-17/12/2026): this is, like the first one, a cross-cutting WP that will involve all phases of the project; it aims to launch a communication strategy that includes a detailed plan of dissemination activities in order to ensure the communication of the objectives, methods, benefits and results of the project among all beneficiaries, both direct and indirect, at local, national and European level.

Quarterly timeline of activities for quality monitoring purposes:

| Quarter | Main activities | Responsible | WP | Expected results |
|---------------------------|--|-------------------------------|-----|---|
| 1st- Dec.2023/Mar.2024 | 1° Transnational Project Meeting (TPM) - Kick-off meeting (22/01/2024, virtual); detailed planning, task distribution; quality monitoring. | Liceo Francesco D'Assisi/WIDE | WP1 | - 1st virtual TPM, - Quality Plan, - Worktop, - 1st Quarterly Monitoring Report. |
| | Activity 2.1 - Research: In this phase, all the fundamental research will be carried out to create the basis of the | Liceo Francesco D'Assisi | WP2 | - Individual reports on the state of the art of the 4 partner |

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| | model. Each partner is responsible for its own area of expertise to conduct the research task. | | | countries on the project topics, - identification of direct and indirect targets. |
| | Activity 3.1 – E-learning: study of the technological infrastructure | WIDE | WP3 | - Preliminary design of the technological platform. |
| | Activity 3.2 – Immersive experiential: creation of the traces of the feedback questionnaires/interviews | Nara Education Technologies | | - Track interviews and questionnaires. |
| | Activity 5.1 - Communication strategy | Liceo Francesco D'Assisi | WP5 | - Plan of dissemination activities, - Dissemination calendar, - Visual Design Identity. |
| | Activity 5.2 - Communication activities | Nara Education Technologies | | - Project logo, - Reporting format, - Website draft. |
| 2nd- Apr.2024/Jun.2024 | 2nd TPM (15/05/2024, virtual); quality monitoring. | WIDE/Liceo Francesco D'Assisi | WP1 | - 2nd virtual TPM, - 2nd Quarterly Monitoring Report. |
| | Activity 2.2 – Creation | WIDE | WP2 | - Mapping of territories for outdoor education activities, - WP2 Final Report: single report containing the indications for the creation of the new cooperative school model and the identification of the 4 training modules and the assignment of content development to the partners, |

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| | Activity 3.2 – Immersive experiential: creation of the traces of the feedback questionnaires/interviews | Nara Education Technologies | WP3 | - Mapping update. - Administration of questionnaires to target groups, data collection and evaluation reports of the questionnaires. |
| | Activity 5.2 - Communication activities | Nara Education Technologies | WP5 | - Website creation. |
| 3rd - Jul.2024/Sep.2024 | Quality monitoring. | Liceo Francesco D'Assisi/WIDE | WP1 | - 3rd Quarterly Monitoring Report. |
| | Activity 2.2 – Creation: contents of the model | WIDE | WP2 | - Creation of training, information and orientation content to be used in the two areas of the model (e-learning course and experiential learning). |
| | Activity 3.1 – E-learning and AR | WIDE | WP3 | - Technology Overview in Immersive Education Report, - Report on immersive technology applied to the Educational Venture model, - Development of the structure of experiential activities through the use of AR technology, - Structuring of the e-learning platform. |
| | Activity 3.2 – Immersive experiential: focus group | Nara Education Technologies | | - Creation of a format for the implementation of focus groups. |
| | | Activity 5.2 - Communication activities | Nara Education Technologies | |
| 4th - Oct.2024/Dec.2024 | 3rd TPM (10-11/10/2024, in | Liceo Francesco D'Assisi/WIDE | WP1 | - 3rd TPM in attendance in |

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| | presence in Italy); quality monitoring. | | | Italy organized by Liceo Francesco D'Assisi on 10 and 11 October 2024, - 4th Quarterly Monitoring Report. |
| | Activity 2.2 – Creation: contents of the model | WIDE | WP2 | - Completion of the creation of training, information and orientation content to be used in the two areas of the model (e-learning course and experiential learning). |
| | Activity 3.1 – E-learning and AR | WIDE | WP3 | - WP3 Final Report, - 1st prototype of Educational Venture app with AR technology, - AR and VR content creation and association with places of cultural interest in the vicinity of schools and training institutes located in partner countries, - Upload the e-learning course to the platform, - Platform and prototype testing by partners. |
| | Activity 3.2 – Immersive experiential: focus group | Nara Education Technologies | | - Implementation of focus groups with direct and indirect beneficiaries, - report di feedback focus group. |

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| | Activity 5.2 – Communication activities | Nara Education Technologies | WP5 | <ul style="list-style-type: none"> - Creation of 2 multimedia content for partners to disseminate the results of WP2 and 3, - Sharing of the project on the social pages and websites of each partner, - Updating of content on the project website. |
| 5th - Jan.2025/Mar.2025 | 4th TPM (15/01/2025, virtual); quality monitoring; Periodic Report (01/03/2025). | WIDE/Liceo Francesco D'Assisi | WP1 | <ul style="list-style-type: none"> - 4th Virtual TPM, - 5th quarterly monitoring report. - Presentation of the Periodic Report to the National Agency. |
| | Activity 4.1 – testing of the model by target groups of beneficiaries | CRAS | WP4 | <ul style="list-style-type: none"> - Official presentation of the model to the target groups and start of experimentation activities, - Involvement of direct beneficiaries and reception in the e-learning platform, - Arrangement of outdoor education venues, - Identification of tutors from target groups. |
| | Activity 4.2 – Feedback questionnaire at the beginning of the activity | WIDE | WP4 | <ul style="list-style-type: none"> - Administration of the first of three feedback questionnaires for trial data collection (initial), - Monitoring of online training activity. |

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| | Activity 5.2 – Communication activities | Nara Education Technologies | WP5 | <ul style="list-style-type: none"> - Updating of content on the project website. - Create an informational brochure about the template. - Official presentation of the model and experimentation activities to stakeholders; - 1 press conference. |
| | Activity 5.3 – Multiplier events | Liceo Francesco D’Assisi/CRAS | WP5 | <ul style="list-style-type: none"> - 1st multiplier event in Poland (20-21/01/2025, CRAS) with the involvement of 25 national and 10 foreign participants, - Posters for the 1st ME. |
| 6th-Apr.2025/Jun.2025 | 5th TPM (29-30/05/2025, in presence in Poland); quality monitoring. | CRAS/WIDE/Liceo Francesco D’Assisi | WP1 | <ul style="list-style-type: none"> - 5th in-person TPM in Poland organised by CRAS on 29 and 30 May 2025, - 6th Quarterly Monitoring Report. |
| | Activity 4.1 – testing of the model by target groups of beneficiaries | CRAS | WP4 | <ul style="list-style-type: none"> - Implementation of the e-learning and blended experience, - Preparation of tools and locations for immersive outdoor education experiences. - Implementing outdoor experiences with AR apps. |

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| | Activity 4.2 – Feedback questionnaire at the beginning of the activity | WIDE | WP4 | <ul style="list-style-type: none"> - Monitoring of the pilot experimentation on the platform and checking the effective completion of all online activities, - Monitoring performance in model experimentation, - Administration of the second of the three feedback questionnaires for the collection of data on the experimentation (intermediate) at the end of the e-learning training and before starting the 2nd phase of immersive experiential experimentation, - Administration of the third and last of the three feedback questionnaires for the collection of data on the (final) trial at the end of the trial. |
| | Activity 5.2 – Communication activities | Nara Education Technologies | WP5 | <ul style="list-style-type: none"> - Creation of the Educational Venture social page; - Updating content on the website. - 2nd press conference |
| | Activity 5.3 – Multiplier events | Liceo Francesco D'Assisi/WIDE | WP5 | <ul style="list-style-type: none"> - 2nd multiplier event in Italy (21-22/04/2025, WIDE) with the involvement of 25 national and |

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| | | | | 10 foreign participants, - Posters for the 2nd ME. |
| 7th - Jul.2025/Sep.2025 | 6th TPM (24/09/2025, virtual); quality monitoring. | WIDE/Liceo Francesco D'Assisi | WP1 | - 6th Virtual TPM, - 7th Quarterly Monitoring Report. |
| | Activity 4.1 – testing of the model by target groups of beneficiaries | CRAS | WP4 | - Closure of the trials by the target groups. - Map the strengths and weaknesses of the model. - Reflective observation. |
| | Activity 4.2 – Feedback questionnaire at the beginning of the activity | WIDE | WP4 | - Analysis of the monitoring and feedback data collected, - Impact Verification |
| | Activity 5.2 – Communication activities | Nara Education Technologies | WP5 | - Updating content on the website (website and social media). |
| 8th - Oct.2025/Dec.2025 | Quality monitoring | WIDE/Liceo Francesco D'Assisi | WP1 | - 8th Quarterly Monitoring Report. |
| | Activity 4.1 – testing of the model by target groups of beneficiaries | CRAS | WP4 | - Pilot report (WP4 final report). - Guidelines for the use of the cooperative school model in blended experience (e-learning, AR/VR in outdoor learning). |
| | Activity 4.2 – Feedback questionnaire at the beginning of the activity | WIDE | WP4 | - Impact verification following monitoring, - Proposals for improvement of the model |
| | Activity 5.2 – Communication activities | Nara Education Technologies | WP5 | - Updating content on the website (website and social media). |

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| | Activity 5.3 – Multiplier events | Liceo Francesco D’Assisi /NARA | WP5 | <ul style="list-style-type: none"> - 3rd multiplier event in Turkey (02-03/10/2025, NARA) with the involvement of 25 domestic and 10 foreign participants, - Posters for the 3rd ME. |
| 9th- Jan.2026/Mar.2026 | 7th TPM (12/01/2026); quality monitoring. | WIDE/Liceo Francesco D’Assisi | WP1 | <ul style="list-style-type: none"> - 7th Virtual TPM, - 9th Quarterly Monitoring Report. |
| | Activity 5.2 – Communication activities | Nara Education Technologies | WP5 | <ul style="list-style-type: none"> - Updating information and documents on social media and website, - Start of activities for the creation of creative districts in places where outdoor education activities can be organized. |
| 10th- Apr.2026/Jun.2026 | 8th TPM (28- 29/04/2026, in attendance in Turkey) | NARA/WIDE/Liceo Francesco D’Assisi | WP1 | <ul style="list-style-type: none"> - 8th in-person TPM in Turkey organized by NARA on April 28 and 29, 2026, - 10th Quarterly Monitoring Report. |
| | Activity 5.2 – Communication activities | Nara Education Technologies | WP5 | <ul style="list-style-type: none"> - Updating information and documents on social media and website, - Drafting of 4 press articles (1 per partner country). - Start of activities for the creation of creative districts in places where outdoor |

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| | | | | education activities can be organized. |
| 11th - Jul.2026/Sep.2026 | 9th TPM (15-16/07/2026 in presence in the Czech Republic): quality monitoring. | Caio/WIDE/Liceo Francesco D'Assisi | WP1 | - 9th TPM in attendance in the Czech Republic organized by Caio on 15 and 16 July 2026; - 11th Quarterly Monitoring Report. |
| | Activity 5.2 – Communication activities | Nara Education Technologies | WP5 | - Updating information and documents on social media and website, - Drafting of 4 press articles (1 per partner country). - Creation of creativity districts in places where outdoor education activities can be organized. |
| 12th - Oct.2026/Dec.2026 | 10th TPM (9-10/11/2026 in attendance in Italy); quality monitoring; Final Report (17/12/2026) | WIDE/Liceo Francesco D'Assisi | WP1 | - 10th TPM in attendance in Italy organized by WIDE on 9 and 10 November 2026); - 12th Quarterly Monitoring Report, - Presentation of the Final Report to the National Agency. |
| | Activity 5.2 - Communication activities | Nara Education Technologies | WP5 | - Updating of website information and documents, - Evaluation and maximization of the impact of |

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| | | | | communication activities. - Feeding best practices. |
| | Activity 5.3 – Multiplier events | Liceo Francesco D’Assisi/CAIO | WP5 | - 4th multiplier event in the Czech Republic (08-09/10/2026, CAIO) with the involvement of 25 domestic and 10 foreign participants, - Posters for the 4th ME. |

Expected key results:

2024: Definition of the educational model and development of the prototype of the digital platform.

2025: Pilot training and initial feedback.

2026: Finalization of outputs and overall evaluation of the project.

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Annex B: Format for monitoring

B.1: Periodic evaluation form

Project title: Educational Ventures

Project code: 2023-1-IT02-KA220-SCH-000151181

Evaluation Date:

Assessor:

1. Objectives monitored

- Relevance: Compliance with the needs of the beneficiaries and the objectives of the project.
- Feasibility: solidity and sustainability of the actions taken.
- Effectiveness: ability to achieve the expected results.

2. Monitoring periods: every 3 months (30/03/2024, 30/06/2024, 30/09/2024, 31/12/2024, 30/03/2025, 30/06/2025, 30/09/2025, 31/12/2025, 30/03/2026, 30/06/2026, 30/09/2026).

3. Content that monitoring reports must have:

- a) Activities conducted during the reporting period and expected deliverables.
- b) State of partnership management.
- c) Involvement of direct and indirect beneficiaries.
- d) Analysis of specific evaluation indicators.
- e) Identification of the strengths of the project.
- f) Management risks that have emerged and related corrective actions proposed.
- g) Status of dissemination activities.
- h) Recommendations for subsequent periods of employment.
- i) Rating by area

4. Rating by Area

| Area | Description | Score (1-5) |
|------------------------------|--|-------------|
| Quality of activities | Evaluate the alignment of activities with the project plan and the expected results. | |
| Meeting deadlines | Evaluate what activities and results are being carried out according to the GANTT. | |
| Compliance with KPIs | Evaluate the achievement of minimum quality indicators. | |
| Partnership management | Evaluate the effectiveness of collaboration between partners and adherence to defined roles. | |
| Involvement of beneficiaries | Assess the participation of students, teachers and expected stakeholders. | |
| Budget compliance | Monitor expenses against the initial financial plan. | |

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| Dissemination | Evaluate the achievement of the communication and visibility objectives with respect to the initial dissemination plan. | |
|---------------|---|--|

5. Corrective actions (if necessary)

- Identification: description of the critical issues detected
- Proposed action: Details of suggested corrective measures.

6. Responsibility:

- WIDE Srl: drafting and sharing of the quality report.
- Liceo Scientifico Francesco D’Assisi: support for the implementation of corrective actions and for the evaluation of results.
- Partners: application of corrective actions and support for the collection of data and indicators.

7. General Comments: (additional notes from the assessor, including any comments on the recommendations and results of the monitoring).

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B.2: Activity compliance checklist

Project title: Educational Ventures

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Review Date:

Controller:

Objective: to verify that all activities have been carried out in accordance with the defined quality standards and that times and budgets are respected.

Verified activities:

| Activity | State | Compliance with Quality Standards | Budget compliance | Compliance with deadlines | Notes and observations |
|---|-------------------------------|-----------------------------------|---------------------------|---------------------------|------------------------|
| Kick-off meeting | Completed/In Progress/Delayed | Yes/No (specify problems) | Yes/No (specify problems) | Yes/No (specify problems) | |
| Drafting of the quality plan | Completed/In Progress/Delayed | Yes/No (specify problems) | Yes/No (specify problems) | Yes/No (specify problems) | |
| Deliverable del WP5 | Completed/In Progress/Delayed | Yes/No (specify problems) | Yes/No (specify problems) | Yes/No (specify problems) | |
| Deliverable del WP2 | Completed/In Progress/Delayed | Yes/No (specify problems) | Yes/No (specify problems) | Yes/No (specify problems) | |
| Identification and involvement of direct target groups | Completed/In Progress/Delayed | Yes/No (specify problems) | Yes/No (specify problems) | Yes/No (specify problems) | |
| Identification and involvement of indirect target groups | Completed/In Progress/Delayed | Yes/No (specify problems) | Yes/No (specify problems) | Yes/No (specify problems) | |
| Focus group | Completed/In Progress/Delayed | Yes/No (specify problems) | Yes/No (specify problems) | Yes/No (specify problems) | |
| E-learning platform and content | Completed/In Progress/Delayed | Yes/No (specify problems) | Yes/No (specify problems) | Yes/No (specify problems) | |
| AR apps and content | Completed/In Progress/Delayed | Yes/No (specify problems) | Yes/No (specify problems) | Yes/No (specify problems) | |

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|--|-------------------------------|---------------------------|---------------------------|---------------------------|--|
| Training and experimentation of the blended model | Completed/In Progress/Delayed | Yes/No (specify problems) | Yes/No (specify problems) | Yes/No (specify problems) | |
| Interviews and feedback questionnaires | Completed/In Progress/Delayed | Yes/No (specify problems) | Yes/No (specify problems) | Yes/No (specify problems) | |
| Quarterly monitoring and reporting | Completed/In Progress/Delayed | Yes/No (specify problems) | Yes/No (specify problems) | Yes/No (specify problems) | |
| Virtual TPMs | Completed/In Progress/Delayed | Yes/No (specify problems) | Yes/No (specify problems) | Yes/No (specify problems) | |
| TPM in presenza | Completed/In Progress/Delayed | Yes/No (specify problems) | Yes/No (specify problems) | Yes/No (specify problems) | |
| Multiplier Events | Completed/In Progress/Delayed | Yes/No (specify problems) | Yes/No (specify problems) | Yes/No (specify problems) | |
| Guidelines for the use of the cooperative school model in the blended experience | Completed/In Progress/Delayed | Yes/No (specify problems) | Yes/No (specify problems) | Yes/No (specify problems) | |
| WP2, 3 and 4 reports | Completed/In Progress/Delayed | Yes/No (specify problems) | Yes/No (specify problems) | Yes/No (specify problems) | |
| Creation of creativity districts in the places where outdoor education activities are organized | Completed/In Progress/Delayed | Yes/No (specify problems) | Yes/No (specify problems) | Yes/No (specify problems) | |
| Periodic report | Completed/In Progress/Delayed | Yes/No (specify problems) | Yes/No (specify problems) | Yes/No (specify problems) | |
| Report Finale | Completed/In Progress/Delayed | Yes/No (specify problems) | Yes/No (specify problems) | Yes/No (specify problems) | |

If any, describe the reasons for the negative evaluations and for those items suggest adjustments or indicate the corrective measures taken.

Annex C: Quality indicators and KPIs

1. General project indicators

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| | Indicator | Target | Monitoring Method | Verification Timelines |
|-------------------------------------|---|---|--|--------------------------------------|
| Achievement of objectives | % of goals achieved compared to the initial plan | Min. 90% of planned goals | Verification of reports and milestones | Quarterly |
| Impact on Beneficiaries | Number of beneficiaries involved | Min. 120 students, 12 teachers | Time & Attendance & Questionnaires | End of training activity |
| Sustainability | Efficient resource utilization | Compliance with the budget and sustainability of actions | Financial reports, time-sheets and constant monitoring | Every 3 months |
| Achievement of Results | Percentage of results achieved compared to objectives | Min. 90% of expected results achieved | Verification via progress reports and milestones | Quarterly |
| Dissemination | % of project outreach and visibility | 100% of the materials distributed and 4 multiplier events | Monitoring of communication activities and events | End of project |
| Beneficiary Satisfaction | % satisfaction of direct and indirect beneficiaries | Min. 80% satisfaction | Feedback questionnaires and interviews | End of activity and final evaluation |
| Communication and Visibility | Number of published communications | Min. 4 articles, 2 press conferences and 4 posters (1 for each event) | Verification of publications and materials distributed | End of project |
| Innovation and Accessibility | Level of innovation and accessibility of content | 100% of content accessible and innovative | Content usability analysis and feedback | During project implementation |

2. Specific indicators for Work Package (WP)

WP1 - Project Management

| | Indicator | Target | Monitoring Method | Timing |
|------------------------|--|--|--|-----------------------------------|
| Monitoring and Control | Relevance, Feasibility and Effectiveness | Achievement of objectives with responses to the needs of beneficiaries | Continuous review and progress reports (time-sheets, audits, interviews) | Continuous throughout the project |
| Performance Monitoring | Measuring the performance of work groups | 100% of the work groups with performance in line with the objectives | Timesheets, internal reports, monitoring meetings | Quarterly |

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| Verification of Objectives and Corrective Actions | Detecting deviations from the plane | Early identification and correction of deviations | Monitoring meetings, data analysis | Quarterly |
| Administrative and Time Management | Budget control, resources and documentation | Budget adherence, time management and document archiving | Financial reports, time-sheets, activity monitoring | Quarterly |
| Risk Management | Risk identification and management | Risks identified, mitigation plan implemented | Risk analysis, reports and mitigation plan | Quarterly |
| Communication and Reporting | Sharing information and reports | Transparent and timely communications | Minutes, progress reports, periodic meetings, emails | Quarterly |
| Partner Participation | Active participation and collaboration of partners | 100% of partners involved in all relevant activities | Attendance tracking, results and feedback from partners | Quarterly |
| Implementation of the Quality Plan | Definition and implementation of the Quality Plan | 100% of deliverables meet quality standards | Verification of deliverables through audits, feedback and reports | Quarterly |
| TPM and Intermediate Meetings | Transnational Project Meetings (TPM) | Min. 10 meetings in the three-year period (virtual and face-to-face) | Meeting minutes, decisions and actions to be taken | Second calendar |
| Verification for the National Agency | Administrative monitoring and reporting | Compliance with administrative and documentary requirements | Reports submitted to the National Agency | By 01/03/2025 (Periodic Report) and by 17/12/2026 (Final Report) |

WP2 - Planning and Design

| | Indicator | Target | Monitoring Method | Timing |
|-----------------------|--|-----------------------------------|--|---------------|
| Documents and Reports | State of the art report in the 4 partner countries | 1 report for each partner country | Verify product and shared reports online | By 15/02/2024 |

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| | Single report on the new model of cooperative school | 1 unique report | Sharing the final document with partners | By 30/06/2024 |
| | Consistency of the documents sought with the objectives of the project | 100% consistency | Reviewing Report Content | By 30/06/2024 |
| Mapping of the Territories | Mapping of outdoor education places | 1 map (1 location per partner country) | Map verification with QR code insertion | By 30/06/2024 |
| | Targeting direct (students and teachers) | 120 students and 12 teachers per country | Survey of participants through questionnaires | By 29/02/2024 |
| | Targeting of indirect beneficiaries (researchers, technicians, etc.) | 10 indirect beneficiaries per member | Interviews and questionnaires with indirect beneficiaries | By 29/02/2024 |
| Cooperative Model Development | New model of cooperative school | 1 complete model | Model review with partner feedback | By 31/08/2024 |
| | Training, information and orientation content | Min. 10 contents for each area of the model | Analysis of the content produced and review | By 31/08/2024 |
| | Numerical data and percentages of students and teachers identified | Min. 120 students and 12 teachers | Statistical collection through databases and reports | By 31/12/2024 |
| Communication Flow | Communication flow compactness index | 100% smooth communication between partners | Analysis of communication flows | Quarterly (2024-2026) |
| Resources and Participants | Number of researchers involved | 11 researchers | Monitoring of working days | Throughout the WP |
| | Number of technicians involved | 3 technicians | Monitoring of working days | Throughout the WP |
| | Number of external consultants involved | 10 external consultants | Contracts and consultancy reports | Throughout the WP |
| | Number of indirect beneficiaries per partner | Min. 10 beneficiaries per partner | Detection and monitoring | Throughout the WP |

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| | WP2 Final Report | 1 final report | Sharing and final approval | By 31/08/2024 |
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WP3 - Technologies

| | Indicator | Target | Monitoring Method | Timing |
|------------------------------|---|---|---|------------------------|
| Technology in Teaching | Technology in Immersive Education Report | 1 full report | Review and approval of the report | By 30/09/2024 |
| | Report on technology in immersive teaching applied to the Educational Venture model | 1 full report | Review and approval of the report | By 30/09/2024 |
| Technological Infrastructure | Study and implementation of the technological infrastructure | 1 working infrastructure | Platform Functional Testing | By 31/08/2024 |
| | Structuring the two souls of the blended experience | 1 e-learning platform, 1 AR/VR content | Verification of the two platforms | By 30/11/2024 |
| Focus Group and Evaluation | Evaluation and validation focus groups | Min. 3 focus group | User feedback reports | By 30/11/2025 |
| | Interview Outline | Min. 4 interviews for each country | Collecting and analyzing data from interviews | By 30/06/2025 |
| Security and Accessibility | Information security level | 100% of information safe and secure | Analysis of safety systems | Throughout the project |
| | Effectiveness and efficiency of the system in making information available, intact and confidential | 100% efficient and confidential information | Information Management Systems Testing | Throughout the project |
| | System accessibility | 100% of the system accessible | Accessibility testing on all platforms | By 31/12/2024 |

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| User Satisfaction | % satisfaction with the use of technologies | Min. 80% user satisfaction | Questionnaires | Throughout the WP (2024-2025) |
| | % satisfaction with the graphic and textual part | Min. 80% satisfaction with graphics/texts | Questionnaires | Throughout the WP (2024-2025) |
| Interaction and Performance | Level of interaction between users | Min. 70% of interacting users | Monitoring interactions on the platform | Throughout the WP (2024-2025) |
| | Monitor technician performance | 100% monitoring of technical performance | Analyzing Reports | Throughout the WP (2024-2025) |
| | Feedback related to training with AR and VR technology | Min. 80% positive feedback | Collecting feedback through interviews and questionnaires | Throughout the WP (2024-2025) |
| Expected results | Create the blended infrastructure and populate it with content | 1 Mixed Experience Infrastructure | Functional testing and user feedback | By 31/12/2024 |
| | Involve beneficiaries in the new cooperative, immersive and inclusive teaching methodology | Min. 100 students and 10 teachers | Survey of participants through questionnaires | During pilot events |
| | Enhancing places of culture | Min. 5 places valued | Analysis of the mapped and enhanced places | By 31/12/2024 |
| | Using AR and VR to develop cultural, civic and social competences | Min. 80% of students satisfied | Post-activity feedback | During pilot events (2025) |
| | Technology Overview in Immersive Education Report | 1 full final report | Final Report Review | By November 2024 |
| | Report on technology in immersive teaching applied to the | 1 full final report | Final Report Review | By November 2024 |
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| | Educational Venture model | | | |
| | Evaluation and validation focus groups | Min. 3 validation focus groups | Analysis of the results of the focus groups | By November 2024 |
| | Study and implementation of the technological infrastructure | 1 complete technological infrastructure | Final Testing and Infrastructure Approval | By November 2024 |
| | WP3 Final Report | 1 full report | Final review and sharing of the report | By December 2024/January 2025 |

WP4 - Training

| | Indicator | Target | Monitoring Method | Timing |
|--------------------------|--|--|--|---|
| Educational activities | Experimentation of the cooperative school model | 1 model completed and tested | Trial monitoring | By September 2025 |
| | Tutoring of training activities | Tutoring for each activity | Verify feedback from students and teachers | Throughout WP (2025) |
| | Raising awareness on the topics covered by the project | Raising awareness of all direct and indirect beneficiaries | Pre and post awareness questionnaires | Throughout the project |
| | Verification of the impact on training activities | 80% greater positive impact | Questionnaires, interviews, data analysis | Before, during, and after each activity |
| Skills and Social Impact | Improving digital, civic and social skills | Min. 80% improvement for beneficiaries | Feedback analysis through questionnaires and tests | End of experimentation |
| | Raising awareness and growing skills on legal issues (e.g. GDPR) | Raising awareness of at least 100 legal professionals | Pre and post training questionnaires | Throughout the project |

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| Expected results | Acquisition of knowledge and methodologies for the application of the GDPR | 100% of participants acquire comprehensive knowledge | Knowledge monitoring through testing | Throughout the project |
| | Knowledge monitoring on model areas | 100% of participants trained | Assessment tests and interviews | Throughout the WP |
| | Interviews and feedback questionnaires | Feedback from min. 80% of participants | Questionnaire data collection and analysis | Before, during, and after each activity |
| | Analysis of the data collected | 100% of the data analyzed | Final report with data analysis | By 30/11/2025 |
| | In-depth documents and tutoring | Min. 10 in-depth documents | Sharing documents with participants | By 30/11/2025 |
| Teaching Tools and Support | Guidelines for using the cooperative school model | 1 full guideline document | Revision of the final document | By 30/11/2025 |
| | Digital archive of educational resources | 1 complete archive | Digital archive verification | By 30/11/2025 |
| Pilot Experimentation | Pilot Trial Report (WP4) | 1 full trial report | Preparation and distribution of the report | By 30/11/2025 |

WP5 – Dissemination and visibility

| | Indicator | Target | Monitoring Method | Timing |
|---------------------|--------------------|-------------------------------|--------------------------------|---------------|
| Materials and Tools | Communication plan | 1 full plan | Internal review and approval | By 30/04/2024 |
| | Project logo | 1 logo | Design verification | By 30/04/2024 |
| | Project poster | 1 poster | Online review and distribution | By 30/04/2024 |
| | Brochure | Min. 2000 brochure (physical) | Verify deployment | By 30/03/2025 |

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| | | English and digital downloadable version) | | |
| | Multiplier Event Posters | Min. 4 posters per event | Check for presence in events | In conjunction with multiplier events |
| | Website | 1 website | Verification of existence and usability | By 30/06/2024 |
| | Social Page | 1 page social | Verification of existence and usability | By 30/06/2025 |
| Multiplier Events | Number of events | 4 events (1 in each partner country) | Attendance logs and event reports | From calendar |
| | Internal participants | Min. 35 per event | Attendance and feedback logs | During events (2024-2025-2026) |
| | External participants | Min. 10 per event | Attendance and feedback logs | During events (2024-2025-2026) |
| Communication | Articles published in the press | Min. 4 items | Publication Verification | By 30/06/2026 |
| | Press conferences | At least 2 lectures | Attendance Reports | By the end of the project |
| Online visibility | Users reached by the website and social page | Target defined in the communication plan | Data analysis through digital tools | By the end of WP |
| Co-financing | Correct use of EU logos on all materials | 100% materials | Review of distributed materials | Throughout the project (2023-2026) |
| Impact of Campaigns | Local and national press releases | Min. 4 press releases | Publication Verification | By the end of the project |
| | Direct beneficiaries reached | 120 students and 12 teachers | Time & Attendance and Pilot Reports | During events and pilot activities (2024-2025) |
| | Indirect beneficiaries | Min. 10 per partner | Interviews and questionnaires | By the end of the project |

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| | Users involved in communication campaigns | Target specified in the plan | Data analysis | By the end of the project |
| Satisfaction Level | Percentage of satisfied participants | Min. 85% positive feedback | Post-activity questionnaires | By the end of the project |

3. Overall Monitoring

| | Indicator | Target | Monitoring Method | Verification Timelines |
|-------------------------------------|---|---|--|--|
| Partner Participation | % participation in activities and meetings | 100% of partners involved in meetings and activities | Attendance tracking and feedback from partners | Quarterly |
| Administrative Management | % of administrative and financial compliance | 100% compliance with administrative regulations | Verification of administrative documentation and financial reports | Quarterly |
| Risk Monitoring | % of mitigated risks compared to identified risks | Min. 90% of identified risks mitigated | Risk analysis and corrective actions carried out | Quarterly |
| Training and Development | % of skills developed and positive feedback | Min. 80% of attendees satisfied | Feedback and evaluations of training activities | Starting from the experimentation and up to the end of the project |
| Overall satisfaction | % of overall satisfaction of beneficiaries and partners | Min. 85% overall satisfaction | Satisfaction questionnaires and interviews | End of project |
| Long-term impact | Number of indirect beneficiaries (e.g. local communities) | Min. 100 indirect beneficiaries per partner country | Monitoring of activities and indirect benefits | By the end of the project (2026) |
| Time Management | Compliance with project timelines | 100% of the activities carried out on schedule | GANTT and progress reports | Quarterly |
| Dissemination and Visibility | Number of materials published and disseminated | Min. 2000 brochures distributed, min. 4 articles published, 1 poster produced, 4 posters (1 for each event), 1 website, 1 social page | Verification of material distribution | End of project |



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Annex D: Risk analysis and corrective actions

Project risk analysis follows a detailed process, structured to identify, categorize, and plan responses to risks before they become problematic.

Identification and Resolution Process:

1. Identification: Any activity that does not meet the defined goals or parameters is immediately recorded.
2. Root cause analysis: A review of the underlying causes of non-compliance is carried out to prevent the problem from happening again.
3. Corrective Action Plan: A detailed plan is drawn up to address non-compliance, with the inclusion of necessary resources and clear deadlines.
4. Verification and monitoring: Corrective actions are monitored to ensure their effectiveness and are evaluated at regular intervals.
5. Final report: Once the non-compliance is resolved, a final report is drawn up that includes an assessment of the effectiveness of the corrective action.

Risk Mitigation Techniques and Corrective Actions

- Avoid risk: Adopt alternative strategies to minimize the likelihood of failure.
- Share risk: Involve other stakeholders to distribute the necessary responsibility and resources.
- Reduce risk: invest in technical solutions to lower the risk of failure.
- Transfer risk: Use insurance policies or other tools to transfer risk to a third party.

Risk identification and resolution card

| | |
|----------------------------------|--|
| Project | Educational Ventures (2023-1-IT02-KA220-SCH-000151181) |
| Date | [Insert Card Date] |
| Identified risk | Describe the identified risk, for example: delays in platform development, budget issues, difficulties in human resource management. |
| Risk category | Indicate the risk category (e.g., technological, financial, logistics, legal, etc.) |
| Probability of Occurrence | Indicate the probability of occurrence of the risk (High, Medium, Low) |
| Impact on the project | Indicate the impact the risk will have on the project if it occurs (High, Medium, Low) |

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| | |
|---|--|
| Causes of the risk | Analyze the underlying causes of the risk, e.g., coordination difficulties, lack of resources, external contingencies, etc. |
| Proposed corrective action | Describe planned actions to prevent or reduce the impact of risk, such as: allocation of additional resources, reorganization of activities, changes to the work plan. |
| Corrective Action Officer | Name of the person or partner who is responsible for implementing the remediation. |
| Date the action was implemented | The expected date for the implementation of the corrective action. |
| Next risk assessment | Date on which the next risk assessment and risk management will be carried out. |
| Corrective Action Monitoring | Describe how the risk will be monitored over time and how the effectiveness of corrective actions will be assessed. |
| Outcome of the corrective action | Result after implementation of corrective action (e.g., mitigated risk, eliminated risk, need for further action). |
| Reviewer name and date | Signature of the person/partner who carried out the final verification of the corrective action, with the date of the inspection. |

Below is an example that shows how to fill out the form. Please note that this sample does not pose a real risk, but was created for demonstration purposes to show the format and how to build it.

Example:

| | |
|-----------------------------------|--|
| Project | Educational Ventures (2023-1-IT02-KA220-SCH-000151181) |
| Date | 15/11/2024 |
| Identified Risk | Delay in the design of the e-learning platform |
| Risk Category | Technological |
| Probability of Occurrence | High |
| Impact on the project | High - Delay in the early stages can jeopardize the overall project deadline. |
| Causes of the risk | Delays in design approval due to coordination difficulties between partners and a shortage of specialized technical resources. |
| Proposed corrective action | Allocation of an additional technician for 20 days to expedite the design approval and timeline review phase. |

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| | |
|---|---|
| Corrective Action Officer | WIDE Srl/Liceo Scientifico Francesco D'Assisi |
| Date the action was implemented | 20/11/2024 |
| Next risk assessment | 20/12/2024 |
| Corrective Action Monitoring | Monthly monitoring of progress through update meetings with the development team and review of the work plan. |
| Outcome of the corrective action | Mitigated risk - the design approval phase has been completed and the timeline has been recovered. |
| Reviewer name and date | [Reviewer's Name] - 15/11/2024 |