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To complete this questionnaire, mark each line 1 to 5, where
1 means "not at all" and 5 means "yes, totally".

QUALITATIVE ASSESSMENT OF THE QUALITY CONTROL PLAN						
ACTIVITIES	QUESTIONS	1 	2 	3 	4 	5 
Administrative management	Has the partner made any comments or corrections to the content of the partnership contract?					
	Does the partnership contract take account of the partner's comments or corrections?					
	Was the division of labour reasonable and appropriate?					
	Was the time allocated to guarantee the results of the work packages sufficient?					
	Have all the activities been appropriately designed to achieve the objectives?					
	Are there any objectives that have not been achieved?					





	If so, what objectives have not been achieved?					
	-					
	-					
	Are the activities and results in line with the objectives?					
	Are you satisfied with the quality of the project's activities and results?					
Financial management	Has an expenditure tracking table been drawn up?					
	Is the expense tracking table clear and easy to complete?					
	Were the payment amounts and dates respected?					
Cooperation management	Were relations between the partners good?					
	Have work organisation procedures been established?					
	Were the partners involved in the decision-making process?					
	Were the partners able to put forward proposals?					



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Educational management	Has the schedule of local activities been respected?					
	If so, specify the changes that have taken place in the setting up of local activities: - - -					
	Were staff resources sufficient for the project?					
	Does the workload match your estimate?					
Email communication management	Is the subject of the message understandable?					
	Is the content of emails structured and readable?					
	Does the language used meet your expectations?					
	Are shared folders attached to the e-mail?					
	Are shared folders stored in a drive (e.g. Google Drive)?					
	Are the e-mail addresses correct?					
	Have any addresses had to be added or changed?					





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	How do you find the response time to your e-mails?					
The google drive	Does access to the reader work?					
	Is the content of the disc clearly and legibly classified?					
	Is the content easily accessible in different languages?					
	Are the imported file formats practical and accessible?					
Communication management	Was the working language a problem?					
	Were translations into the national language necessary?					
	Has the meeting schedule been adjusted to meet requirements?					
	Is there an agenda for meetings?					
	Were the partners involved in drawing up the agendas?					
	Did the meetings respect the agendas?					
	Were the objectives of the meetings achieved?					
	Did all the partners take part in the discussions at the meetings?					





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	Were communications clear and understandable for everyone?					
	Were the meetings long enough?					
	Were minutes of each meeting sent out?					
	Were the partners able to comment on the minutes?					
	Have these comments been incorporated into the final reports?					
	If necessary, were additional meetings held?					
	Have there been any bilateral meetings to discuss specific issues?					
	Have bilateral meetings improved the quality of the project?					
Local partnerships	Were communications with local partners satisfactory?					
	What new links have you established with public/private players (institutions, associations/clubs, companies) and at what level (local, departmental, regional, national, European, international)? - - -					





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The events	Has the schedule of local events been respected?					
	If this is the case, specify the changes that have taken place in the setting up of the events: - - -					
	Have satisfaction surveys for events been drawn up with partners?					
	Have the results of the surveys been analysed to improve the quality of events?					
Social networks and European platforms	Have the articles for European platforms been reviewed with the partners?					
	Do you like the design of the posts?					
	Is the content of the messages consistent with the objectives?					
	Is the content of the messages understandable?					
	Is the content of the messages translated into the languages of the project?					





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	Does the frequency of postings correspond to the objectives?					
	Is the publication of posts shared between partners?					
	Do the web links in the messages work?					
	Are the photos displayed inclusive (showing a variety of people, including women, people with disabilities and people from different ethnic backgrounds)?					
	Does the content displayed comply with accessibility standards for easy understanding?					
	How can the quality of communication in general and/or one of the above points be improved? - -					
Risk management	Has the risk management plan been drawn up with all the partners?					
	Did any unlisted risks/problems arise during the project?					
	What problems, if any, did you encounter in achieving the results? Problems may relate to project management, setting up local activities (field surveys, testing the platform, writing in FALC.....) and events, communication (posts on social networks, relations with					





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	partners, the erasmus+ agency, etc.), six-monthly evaluations, expenses (expensive travel expenses....).....					
	-					
	-					
	-					
	What solutions have you found to solve the problem(s)?					
	-					
	-					
	-					
	Depending on the needs, have the partners' experiences helped to find solutions?					
	Has a reasonable amount of time been allowed to adapt to any changes?					
Quality management	Was the overall management of the project effective?					
	Have the quarterly evaluations been carried out by each partner?					





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Have these assessments led to adjustments to the project and its implementation?					
Have these assessments been shared at a meeting between all the partners?					
Was the management of each work package by its leader effective?					
Have you undertaken all the activities as planned in the programme for each work package?					
Have the results of each work package been achieved?					
Do the results achieved in each work package correspond to the results planned at the outset?					
Are you satisfied with the quality of your activities or your results?					
What do you think is the strongest point of this project? -					





	What are the project's weaknesses? - -
	What activities were not successful? - -
	List at least two successful project activities. - -
	In order to improve the quality of the evaluation, we will also evaluate the questionnaires developed using the following questions, which will be inserted at the end of each questionnaire. • What is the purpose of this questionnaire? • How would you rate its structure (by theme/by type of question/by type of answer, etc.)? • How can this questionnaire be improved?



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