Quality Plan

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Review Table

Version	Date of Submission	Quality check		Technical check	
		Reviewer	Date	Reviewer	Date
V01	1.06.2017	Dr. Louy Qoaider	5.06.2017	Prof. Mohammad Hamdan	5.06.2017
V02	10.06.2017	Prof. Khalaf Abdullah	15.06.2017	Prof. Fahmi Abu Al-Rub	15.06.2017
V03	19.06.2017				

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1   INTRODUCTION

1.1   Objectives of this plan

The general objective of the quality plan is to provide a document to ensure the quality of all products developed in the ERASMUS+ project "EGREEN – Development of Environmental Engineering and injection of climate change concept for Undergraduate curriculum".

The plan gives a guideline to all EGREEN project partners to provide documents and deliveries in good quality. Additionally, the templates and schedules provided in the plan create a common standard for all documents that are prepared in the project. Responsible to control the project quality, are different committees. The plan defines the role of the Quality Committee, the Scientific and Technical Committee and the external evaluator. Furthermore, the quality plan describes all templates for the most common needs (Word, EXCEL, PowerPoint).

The quality and assurance plan provides transparency to the quality and evaluation measurements in the project. As the project requires adoptions during the processing phase, the plan will permanently updated to the newest requests. At each meeting of the Quality Committee, the validity will be proved by the Quality Committee and if necessary updated.

If you have any suggestions, please write them to responsible author of the plan:

Louy.Qoaider@gju.edu.jo

1.2   Measures to ensure project quality

To ensure the quality of the project, this plan provides standard for all project deliverables. Standards can be templates for documents or defined processes for trainings and workshops. All deliverables will be proved and the inspecting authorizes will give feedback to the responsible of each deliverable. The main idea is, to improve the quality by a control and double check process.

1.3   Quality Committee (QC)

According to the project proposal, the Quality Committee was announced at the kick-of meeting in Amman, Jordan 20th to 22th of February 2017. The current representatives of the quality committee are listed in Table 1.

P#	Partner	Representative
P2	German Jordanian University	Dr. Louy Qoaider (Chairman)
P10	Hamburg University of Technology	Prof. Martin Kaltschmitt (Co-Leader)
P1	The University of Jordan	Prof. Mohammad Hamdan
P9	Tishreen University	Dr. Bassam Hasan & Dr. Boushra Neemeh
P12	University of Innsbruck	Prof. Wolfgang Streicher

Table 1: List of quality committee members

As German Jordanian University (GJU) is responsible for the WP6, Monitoring and evaluation and the University of Jordan (UoJ) is responsible to lead the project, both will be part of the QC. The coordination of the QC is led by the GJU.

The tasks of the Quality Committee are listed below:

- Monitor and evaluate the progress of the project.
- Ensure that all project activities are carried out properly according to European Standards and Guidelines for Quality Assurance.
- Ensure proper execution of the project to achieve its objective.

The tasks of the Quality Manager are listed below:

- Design a proper evaluation process and be responsible for creating a set of indicators.
- Set a criteria for the selection of members of the "External Evaluator", in coordination with the project manager and other project consortium members.

The QC will convene at least yearly to prepare the monitoring and the evaluation reports. Hence, the QC is responsible for two kinds of reports:

- Monitoring reports, to manage and support the overall decision making process (every six months)
- Quality reports, allowing quick adjustments of teaching activities at the end of each training semester

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The list of meetings of the QC is given in Table 2:

Date	Place	Objective
Summer 2017	Hoexter	Define QC Procedures
Summer 2018	Portugal	Revise the QC procedures and outputs

Table 2: List of quality committee meetings

1.4 External Evaluator

External Evaluator will conduct constructive evaluation by working according to the terms of reference and 'rules of engagement' set by the project Quality Manager and the manager of the project. The External Evaluator will advise and train partner universities to use suitable tools of evaluation for the sustainability of the program quality, in addition to the analysis of the reports of QC as well as the documents of other work packages in order to assess the project impact.

The expert will write intermediate reports, one each 6 months, and a final report, to readdress the project in case of going off from indicated objectives and methodologies. The evaluators will conduct the evaluation beginning of 2018, to give the project consortium time for improvement and adaptation.

Table 4 lists an important dates for the external evaluation process:

Task	Date
Start of Tender for external evaluator	
X starts as external evaluator for EGREEN project	
First external evaluation report of EGREEN project	

Table 4: Important dates for the external evaluation process

2 QUALITY ASSURANCE CHART

The Quality Assurance Chart describes the procedure of submitting deliverables in EGREEN project. After a quality check of the QC, the content is proven by selected expert within the project. If no changes are necessary, the deliverable is approved by the project leader.
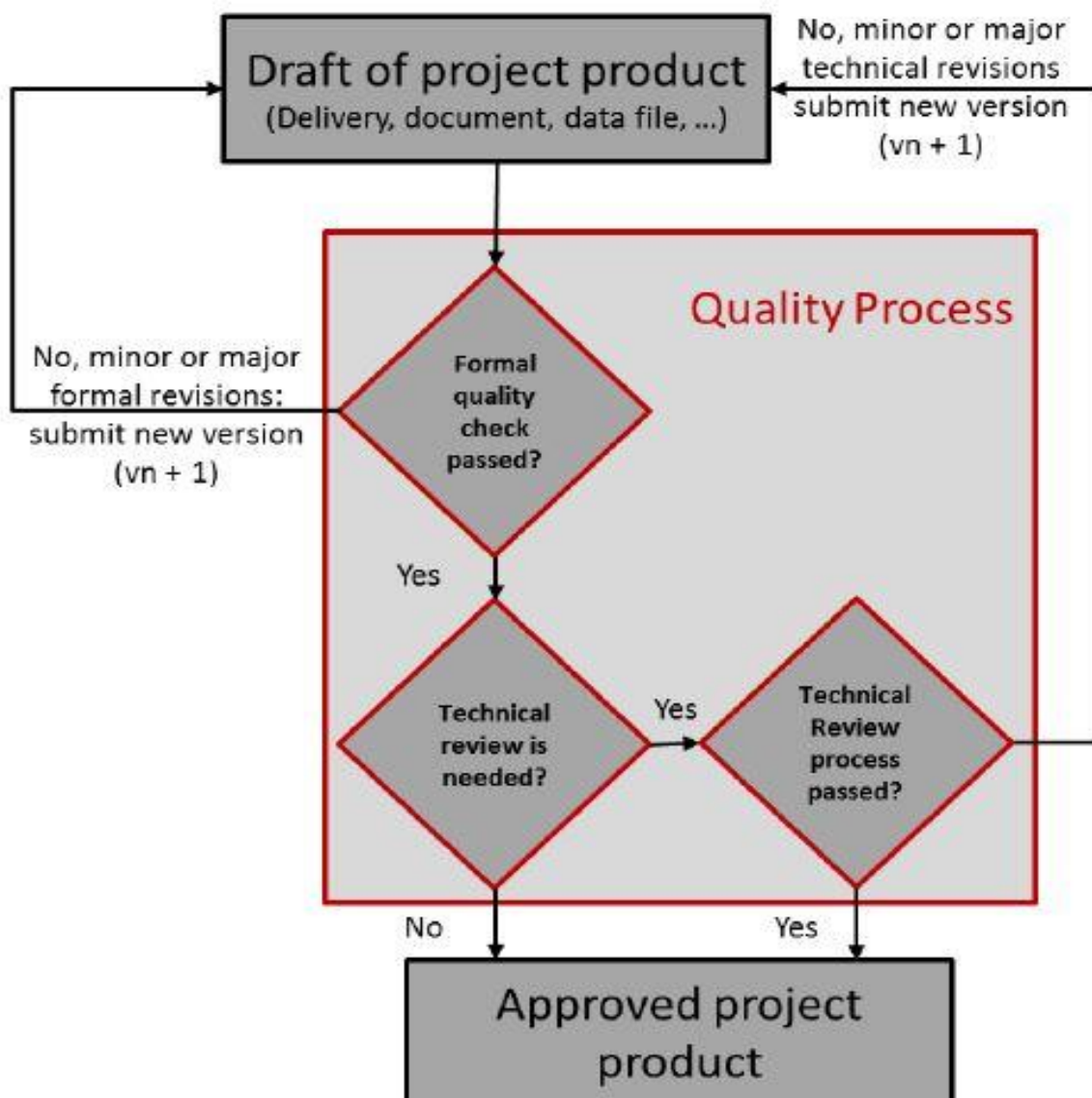
Figure 1 shows the Quality Assurance Chart.

Figure 1: Quality Assurance Chart

The procedure of the quality and assurance schedule is as follows:

1: Submission of project product

The leader of a WP send the (revised) version of a project deliverable (protocol, report etc.) by e-mail to the leader of Quality Committee (QC):

To: alaaldeen.alhalhouli@gju.edu.jo

and in copy additionally to the project coordinator of EGREEN project:

CC: salaymeh@ju.edu.jo

2: Two-step Quality Process

Quality Committee proves the submitted document, if all formal requirements are fulfilled, the quality check is passed.

If the submitted document is an official project deliverable (as written in the project proposal), a technical check is needed. In this case, the QC forwards the project deliverable to an expert within the consortium and informs the project coordinator.

Then, the internal expert examines, whether all technical requirements are fulfilled. After checking and comment the document, the expert sends feedback to the author, to the quality manager and to the project coordinator.

If there are comments to the document or the document do not fulfil all requirements, the author has to submit a revised version.

Note: If revisions are needed, the author should use a new version of the document, e.g. .._V01 needs to be updated to …_V02

3: Distribution of the approved document

If the document is an official project's deliverable and if it passed the quality check and technical check, the project coordinator and the STC approves the deliverable. The project coordinator is responsible to collect and share official project deliverables to all EGREEN project partners.

3 GENERAL QUALITY STANDARDS IN EGREEN PROJECT

To check the quality of documents and project deliverables, general standards are needed. The following section describes the most important standards. All documents shared in the project will examined according to these standards:

1. **Language:**

The official language in EGREEN project is English. All reports, documents, plans and teaching materials should be provided in English. There are some exceptions according to documents that are used in MENA countries for the beneficiaries. For these reasons, documents can be provided in both languages Arabic and English.

2. **Name of the document:**
In order to collect and organize all documents and to have some metadata of each document, a common description of all project documents should be used. All electronic data (Word, PDF, EXCEL, …) should be named as followed:

[Abbreviation_of_WP]_[Abbreviation_of_Institute]_Name_[Version]

Example:

WP6_GJU_EGREEN-Word-Template _V03

3. **Information to be provided in all documents:**
In each document, the following information should be mentioned:
   - Name of the document
   - Work package number and work package title
   - Author's name and institute
   - Date of preparation

4. **Review Table**
In order to document the history of each document, it has to have a reviewer table on the second page of each document, as shown in Table 5:

Version	Date of Submission	Quality check		Technical check	
		Reviewer	Date	Reviewer	Date

Table 5: Review Table

4   TEMPLATES

4.1   Word

For all word documents, you can use the word template (WP6_GJU_EGREEN-Word-Template _V03) with the following characteristics:

1   Logos: EGREEN Logo and, Logo of authors' institute in the right corner if preferred by the partner
2   Name of the document as well as the associated working package
3   General information about authors
4   it is necessary, to provide on the second page of the document the review table

4.2   Excel

At the moment there is no template for EXCEL documents.

4.3   Power Point Presentation

For all power point presentation, you can use the power point template (EGREEN Template)