

QAinAL



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Project name: "Strategic Support on Strengthening the Quality Assurance Structures at the Private Higher Education Institutions in Albania"

Project no. 561510-EPP-1-2015-1-AT-EPPKA2-CBHE-JP

Project acronym: QAinAL

IMPORTANT NOTE: SKYPE MEETINGS AND JOINT MEETINGS ARE FURTHER DESCRIBED IN EVENTS

Activity no	Activity name as per project proposal	Responsible & description	Status / deadline	Deliverable date planned with project proposal	Comment
	Establishment / confirmation of the communication structure	All project partners confirm to Peter.Eckl@sbg.ac.at ; mjellma.carabregu@wuskosova.org Contact details of the contact person (s) (Name & Surname, position, address & contact email) in their institution	COMPLETED / October 20, 2015		
1.1	Kick off Meeting	Grant-holder in cooperation with WP leader (WUS KS) and all project partners as foreseen with the project proposal. <ul style="list-style-type: none"> - Agenda & Invitation preparation - Preparation of the list of invitees - Identifying the projects in field of QA - Preparation of the presentations & materials by all project partners as with the Agenda - Appointing of the staff by each Institution 	Completed - February 29 – March 2, 2016	15/12/2015	Postponed in February 2016 due to Grant-holders' meeting, which will take place in January 2016, in Brussels.
1.2	Questionnaire development	<ul style="list-style-type: none"> - Questionnaire development by WUS KS - Inputs & confirmation by the EU partners 	Completed - 01/11/2015	15/11/2015	

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1.3	Data gathering	- All PHEI in AL	Completed - 15/11/2015		
1.4	Data processing	- WUS KS - Data processing via statistical tools	Completed - 25/11/2015		
1.5	Report on needs and analysis	- WUS KS & contribution by all project partners - Preparation of the draft report - Discussion of the report in the kick off meeting - Finalization by mid of March 2016	Completed - (Finalization mid of March)- 10/12/2015		
1.6	Study visit and workshop	- UPB & Contribution by all project partners - Setting the dates of the study visit in UPB (April or May) - Preparation of the Agenda & presentations - Confirmation of participants (all partners planned to participate) - Study visit and workshop took place on	15/04/2016 - Completed		
2.1	Establish / support the QA structure	- PLUS is WP Leader and cooperation with all project partners - PLUS prepares a template Confirmation - Confirmation of the QA officers by the PHEP in Albania by APR 1, 2016 (signed and stamped) - PLUS in cooperation by all project partners	December 15, 2015 - Completed	15/06/2016	

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2.2	Trainings needs analysis of the QA offices	<ul style="list-style-type: none"> - Questionnaire development by 05.04.2016 - Questionnaire distribution to the PHEI in AL and return by 28.04.2016 - Data processing by 20.05.2016 - Finalization of the report by 20.06.2016 	30/06/2016 - Completed	15/08/2016 - Completed	
2.4	Job Descriptions for the QA officers	<ul style="list-style-type: none"> - Each PHEI developing a draft job description - Inputs by all project partners (in order to be based on EU models) - Finalization & approval by the PHEIs 	15/10/2016		
3.1	Identification of the needed equipment	<ul style="list-style-type: none"> - Project grant-holder due to past experiences on equipment purchase wants to start earlier with the process. More information will be provided by the grant-holder. 	Completed	15/11/2016 - Completed	
3.2	Preparation of the tender procedure	<ul style="list-style-type: none"> - Project grant-holder due to past experiences on equipment purchase wants to start earlier with the process. More information will be provided by the grant-holder. 		15/12/2016	
3.3	Launch of the tender	<ul style="list-style-type: none"> - Project grant-holder due to past experiences on equipment purchase wants to start earlier with the process. More information will be provided by the grant-holder. 		15/01/2017	
3.4	Equipment purchase and contracting	<ul style="list-style-type: none"> - Project grant-holder due to past experiences on equipment purchase wants to start earlier with the process. More information will be provided by the grant-holder. 		15/02/2017	

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6.1	Quality control of implementation and management plan	<ul style="list-style-type: none"> - Project grant-holder and all the project partners - Incorporation of the feedback of the Project MNGT Board - Incorporation of the feedback of the Project Quality Board - Comparison of the achieved objectives during implementation of the project against the LFM 	Ongoing – 14/10/2018	14/10/2018	
6.2	Internal financial controlling	<ul style="list-style-type: none"> - Reporting by all project partners as to set in the contract - Preparation of the internal financial reports - 	Ongoing – 14/10/2018	14/10/2018	
6.3	External evaluation (project & financial)	- All of the project related materials will be a subject of the external evaluation (project & financial audit)	Ongoing – 14/10/2018	14/10/2018	
7.1	Dissemination through project website	<ol style="list-style-type: none"> a. Design of the project logo & project webpage (WUS KS in cooperation with the project grant-holder) b. All the project partners to confirm their institutional logos / descriptions 	Ongoing – 14/10/2018	14/10/2018	
7.2	7.2 Dissemination through multiplication	- All of the partners, esp PHEI in AL and XK by organizing internal meetings & events with their staff in their institution.	Ongoing – 14/10/2018	14/10/2018	
7.3	7.3 Dissemination through events and other activities	- Identification of different events for presentation of the project results	Ongoing – 14/10/2018	14/10/2018	
8.1	Day to day project management	<ul style="list-style-type: none"> - Daily project management - Inputs by all project partners 	Ongoing – 14/10/2018	14/10/2018	

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8.2	Financial management and controlling	<ul style="list-style-type: none">- Financial management by all project partners- Preparation of the necessary financial documents for the grant-holders- Reports by the grant-holders	Ongoing – 14/10/2018	14/10/2018	
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