



Methodological Approach to Quality Management & project quality indicators

The project evaluation plan is an integral part of the Quality management Plan. It outlines the elements of project evaluation, the set of quality indicators against which progress and quality of project outputs will be measured, as well as the evaluation mode and the evaluation instruments to be used.

Title of the subject	Indicators	Quality Evaluation level	Items to be evaluated
General Project Management	<ul style="list-style-type: none">• Work plan with clear division of tasks and responsibilities between partners and time table produced;• Approved decision- making procedures;• Approved methods and tools of communication between partners;• Satisfaction of Monitoring Committee with project management plan;• Financial management;• Risks management about project management	Internal evaluation	<ul style="list-style-type: none">• Annex 1 project general evaluation tool
Transnational project meetings	<ul style="list-style-type: none">• Quality of information and communication prior to and at the event;• Participation and contribution at the event;• Respecting the agenda & meeting the goals of the meeting;• Working environment;• Participants have a clear plan of upcoming activities;	Internal evaluation	<ul style="list-style-type: none">• Annex2 premobility evaluation tool• Annex3 postmobility evaluation tool

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Intellectual outputs	<ul style="list-style-type: none"> • Approved decision- making procedures; • Satisfaction of Monitoring Committee with project management plan; • Risks management about project management • Development of transcultural nursing education assessment tool. • Nursing Students' feedback • Systematic review about transcultural nursing education • Transcultural nursing education assessment tool. • Dissemination event (multiplier event) organized, including the feedback from participants 	Internal and external evaluation	<ul style="list-style-type: none"> • Annex1, Annex2, Annex3, Annex4, Annex5
Learning Training Teaching Activities	<ul style="list-style-type: none"> • Development of transcultural nursing education assessment tool. • Nursing Students' feedback • Education plan with clear division of tasks and responsibilities between partners and time table produced; • Approved decision- making procedures; • Approved methods and tools of communication between partners; 	Internal evaluation	<ul style="list-style-type: none"> • Annex4 • Transcultural nursing education assessment tool
The impact in the target groups, the public in general and the main stakeholders in the field.	<ul style="list-style-type: none"> • Development & dissemination of Project Materials, • Systematic review about transcultural nursing education • Transcultural nursing education assessment tool. • Development/management of Project Website and social media accounts management • Dissemination event (multiplier event) organized, including the feedback from participants 	External evaluation	<ul style="list-style-type: none"> • Annex5, • Project website feedback, • Social Media accounts feedback, • Publication of systematic review about transcultural nursing education • Transcultural education assessment tool.

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Risk Management of the Project

One of the major pillars of quality management in the project is risk management. This includes regular updates to the risk log and mitigation strategies based on risk-focused quality session during consortium/partner meetings.

Principles of risk management

The Conflict Resolution Protocol will be agreed in the Kick-of Meeting and it will specify the steps to be taken in case that there is a disagreement or any other conflict between the partners. The monitoring committee will handle conflicts of any kind in its regular meetings. The monitoring committee will go through the available evidence and the steering group will make the decision about how to proceed. The monitoring committee will be the last instance of conflict resolution and its decisions will be final. A classification has been made for addressing potential risks, and the resources to solve the problems have been identified as the project-owner institution, the project management team, the monitoring team, the partners and the consultancy of the Turkish National Agency.

To reduce the potential impact of the identified risks, the Project Manager, Project Team and other participants will be notified of the participation mandates and required to provide acceptance of responsibilities.

Notification documents will be kept on file.

If risks are related to our strategic decisions, communication with partners will be improved and enhanced in detail. In the case of technical matters, project management meetings will be made more frequent and attention will be paid especially to the transparency principle mentioned previously under the budget management section.

The risks arising from the organization of the project will be removed by continuous control and mutual confirmation.

In the risk assessment, the risks are listed in order of importance. Priority is specified as participant safety and impact on project success. It is in accordance with the basic principle of risk management that these two principles and transparent budget will never be compromised.

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In these studies to be conducted at regular intervals, the current progress will be assessed and the time-related development of the factors that can create risks will be identified and eliminated before growing. The importance level of the risks will be determined by classifying them according to the urgency of the measures to be developed against them.

In our project cycle, our risk response plans are listed under four headings.

Avoidance: Time risks and staff changing risks will be eliminated by making changes to the project plan and reporting them to the National Agency.

Transfer: We will increase the number of responsible persons when we identify the risk and arrange for assistance from other committees. We will transfer part of the budget or place of activity to another location.

Information: Every kind of information about the project, logistic issues and information about the countries will be discussed at the preparation stage, with all members being informed on the subject.

Mitigation: Once risks are identified, additional measures will be taken to mitigate the impact or probability of these risks. Especially, alternatives will be developed for the budget. A substitute participant will be included for each participant. All logistics activities (insurance, passport, security, health problems) will be considered and it will be the responsibility of the organizations in each individual partner country to account for these logistic concerns.

Acceptance: Some risks will be accepted and the most urgent risks will be solved. Those that can be deferred will be removed later.

Our risks will be analyzed qualitatively and quantitatively based on the following definitions:

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Risk	Level	Solution Strategy
- Risk of lack of communication between partner	Medium	<i>Information: Every kind of information about the project, logistic issues and information about the countries will be discussed at the preparation stage, with all members being informed on the subject.</i>
-Risk of not arriving at conclusion,	Low to medium	<i>Avoidance: Time risks and staff changing risks will be eliminated by making changes to the project plan and reporting them to the National Agency. Mitigation: Once risks are identified, additional measures will be taken to mitigate the impact or probability of these risks. Especially, alternatives will be developed for the budget. A substitute participant will be included for each participant. All logistics activities (insurance, passport, security, health problems) will be considered and it will be the responsibility of the organizations in each individual partner country to account for these logistic concerns.</i>
-Risk of delay (transnational project meeting dates)	High	<i>Avoidance: Time risks and staff changing risks will be eliminated by making changes to the project plan and reporting them to the National Agency. Mitigation: Once risks are identified, additional measures will be taken to mitigate the impact or probability of these risks. Especially, alternatives will be developed for the budget. A substitute participant will be included for each participant. All logistics activities (insurance, passport, security, health problems) will be considered and it will be the responsibility of the organizations in each individual partner country to account for these logistic concerns.</i>

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Risk	Level	Solution Strategy
-Risk of disagreement between partners	Low to medium	<p><i>Information: Every kind of information about the project, logistic issues and information about the countries will be discussed at the preparation stage, with all members being informed on the subject.</i></p> <p><i>Mitigation: Once risks are identified, additional measures will be taken to mitigate the impact or probability of these risks. Especially, alternatives will be developed for the budget. A substitute participant will be included for each participant. All logistics activities (insurance, passport, security, health problems) will be considered and it will be the responsibility of the organizations in each individual partner country to account for these logistic concerns.</i></p>
-Risk of exceeding the budget,	Medium	<p><i>Mitigation: Once risks are identified, additional measures will be taken to mitigate the impact or probability of these risks. Especially, alternatives will be developed for the budget. A substitute participant will be included for each participant. All logistics activities (insurance, passport, security, health problems) will be considered and it will be the responsibility of the organizations in each individual partner country to account for these logistic concerns.</i></p> <p><i>Transfer: We will increase the number of responsible persons when we identify the risk and arrange for assistance from other committees. We will transfer part of the budget or place of activity to another location.</i></p>

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Risk	Level	Solution Strategy
-Risk of insufficient staff capacity	Low to medium	<p><i>Mitigation: Once risks are identified, additional measures will be taken to mitigate the impact or probability of these risks. Especially, alternatives will be developed for the budget. A substitute participant will be included for each participant. All logistics activities (insurance, passport, security, health problems) will be considered and it will be the responsibility of the organizations in each individual partner country to account for these logistic concerns.</i></p> <p><i>Acceptance: Some risks will be accepted and the most urgent risks will be solved. Those that can be deferred will be removed later.</i></p> <p><i>Avoidance: Time risks and staff changing risks will be eliminated by making changes to the project plan and reporting them to the National Agency.</i></p>
-Risk of lack of engagement, poor attendance and/or drop-out,	Low to medium	<p><i>Mitigation: Once risks are identified, additional measures will be taken to mitigate the impact or probability of these risks. Especially, alternatives will be developed for the budget. A substitute participant will be included for each participant. All logistics activities (insurance, passport, security, health problems) will be considered and it will be the responsibility of the organizations in each individual partner country to account for these logistic concerns.</i></p> <p><i>Avoidance: Time risks and staff changing risks will be eliminated by making changes to the project plan and reporting them to the National Agency.</i></p> <p><i>Acceptance: Some risks will be accepted and the most urgent risks will be solved. Those that can be deferred will be removed later.</i></p>

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