

Social Inclusion of Adults Through Entrepreneurship

SIATE

EVALUATION PLAN

Erasmus+



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Introduction

Evaluation Methodology

Demonstrating Continuous Improvement

This evaluation plan builds on learning from a number of previous projects including the Erasmus+ GBT project KA 204 -2018-019, where critical key success factors were **Clarity, Consistency, Collaboration, Communication** and the ability to **Demonstrate Continuous Improvement**.

Collaboration and Synergy across the partnership will be paramount to the success of this project.

Synergy is the concept that the combined value and performance of more than one organisation will be greater than the sum of the separate individual parts. Synergy will bring added value to the project.

This Evaluation plan has been designed to build on strengths, identify areas for improvement, and facilitate openness in the spirit of continuous improvement in achieving SIATE project outputs.

SIATE **Evaluation Methodology** includes:

- **Online Questionnaires (Interim/Final Report, Meeting Evaluations)**
- **Individual Online Partner/Project Management Review Meetings**
- **Full Partner Meetings**
- **Work Package Meetings**
- **Mid Term Evaluation Report**
- **Final Evaluation Report**
- **Mid Term & Final Term Evaluation Feedback Meeting**

Online Questionnaires (Interim/Final Report, Meeting Evaluations)

Questionnaires will be designed to capture our learning through the SIATE project.

Partners will complete online meeting evaluation questionnaires after each formal project partner meeting.



id (Dec 2021) & end term (Dec 2022) evaluation reports (2) will be underpinned by both online questionnaires and live interviews with project partners to ascertain progress/areas for improvement and ensure clarity across the partnership.

Individual Online Partner/Project Management Review meetings

Partner review meetings with project lead and ULS (evaluators) will take place **every six months** with each Partner Organisation.

- Review Meeting 1 (March 2021) will clarify roles, responsibilities and timescales, stressing the importance of collaboration.
- Review Meeting 2 (September 2021) review progress to date and identify strengths and areas for improvement, **feedback will also feed into the Mid Term Evaluation Report.**
- Review Meeting 3 (April 2022) review progress to date and identify and strengths and areas for improvement.
- Review Meeting 4 (September 202) review progress to date and identify strengths, areas for improvement and next steps/recommendations, **feedback will feed into the Final Evaluation Report.**

Review meetings provide an opportunity to explore the following areas in more detail:

- Project management issues - finance, reporting, level of satisfaction etc.
- Intellectual Outputs & Work Packages updates
- Levels of Collaboration
- Personnel Changes
- National Conferences/Multiplier Events
- Dissemination Activity
- “Any other business” (any general housekeeping issues).

As with all formal meetings in the project, attendees will complete a meeting evaluation questionnaire, **minutes will be agreed and signed off at the beginning of each partner meeting.** This is the responsibility of the Project manager/work package leader as appropriate.

Full Partner Meetings

Full Partner project meetings **will take place formally every quarter, attendees will complete a meeting evaluation questionnaire, minutes will be agreed and signed off at the beginning of each partner meeting. Meetings will be recorded.**

Dates will

be confirmed by the Project Leader.



Kick Off Meeting - 02.03.21 & 04.03.21

WP Meetings led by WP leader

Work package Leaders will meet Lead Partner and Evaluator as required. ULS will support the WP Leader to ensure **outputs are delivered on time and to an appropriate standard.**

Work package Leaders will ensure quality outputs are delivered on time.

Work Package Leaders will remind attendees to complete a meeting evaluation questionnaire, minutes will be agreed and signed off at the beginning of each work package partner meeting.

Mid Term Evaluation Report (June 2022)

This Report will be developed through a series of online interviews with project partners and **online questionnaire** feedback. The report will include;

- Feedback from stakeholders.
- Summary of general observations from the online questionnaire and interviews
- Project Management overview
- Transnational Meetings overview (as appropriate)
- Intellectual Outputs
- National Conferences/Multiplier Events
- Dissemination Activity
- Emerging Themes

Partners will complete an **online questionnaire prior to the second and final Individual Online Partner/Project Management Review meetings for review at the meetings.**

At the partner feedback meeting (see below) we will agree an **action plan** to address emerging themes/areas for improvement.

Final Evaluation Report (Jan 2023)

This Report will be developed through a series of online interviews with project partners and online questionnaire feedback. The report will include;

- Update regarding Areas for Improvement arising from mid Term Evaluation Report and subsequent action plan.
- Feedback from stakeholders.
- Summary of general observations from the online questionnaire and partner/stakeholder interviews
- Project Management overview
- Transnational Meetings overview (as appropriate)
- Intellectual Outputs progress report
- National Conferences/Multiplier Events
- Dissemination Activity
- Emerging Themes & Recommendations

Mid Term & Final Term Evaluation Feedback Meeting

Areas for Improvement identified through the evaluation process will be **presented at an online full partner meeting** where **actions and timescales** to address these (if required) **will be agreed**.

A summary of areas for improvement will feed into an **agreed action plan** to include roles responsibilities and timescales.

The outcome of these meetings will contribute to both mid term and final evaluation reports.

These reports will be incorporated into the mid-term & final-term project management reports.

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