



T1.3

Quality Assurance Plan



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The Re-Fashionable Consortium

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Abstract

This document represents the Quality Assurance Plan for the Re-fashionable project. The aim of the document is to provide detailed information on the QA strategies and procedures that should be followed during the implementation of the project [re-fashionable statement] [proposta: *dedicated to reshaping the fashion industry into a more sustainable, circular ecosystem.*] This document will serve as a guide for the project coordinator, to ensure that quality reviews will occur at appropriate points in the project execution, and as a reference for all project partners, to understand their responsibilities, regarding the project deliverables and outcomes. Quality control mechanisms are defined to be easy to identify important tasks and dependencies that are critical for the success of the project. This document will also provide a detailed guide to the Re-Fashionable consortium to establish effective cooperation within the consortium and ensure the highest level of quality of project documentation.

Blue Room Innovation will be responsible for the creation of a Quality Assurance Plan. The plan will contain:

- the description of all the quality assurance activities of the project,
- the respective assigned dates and deadlines, will be delivered to partners during the first two months of the project and be validated by the whole consortium.

An internal quality assurance report will be delivered at interim and final report, based on respective questionnaires answered by all partners, evaluating:

- -Collaboration and coordination -Risks and how they are mitigated
- -Understanding of roles, tasks, and deliverables per partner
- -Partners' expectations of the usage of project results



Acronyms

QA	Quality Assurance
PM	Project Management
EC	European Commission
PC	Project Coordinator
PWP	Project Work Plan
SC	Steering Committee
HEIs	Higher Education Institutes
WP	Work Package
KOM	Kick-off Meeting
VET	Vocational Education and Training
BRI	Blue Room Innovation SL



1. BACKGROUND

1.1 Introduction

Quality Assurance (QA) is a rigorous, systematic, objective, impartial, evaluation and self-evaluation of how effectively the project will work as part of the ongoing pursuit of higher levels of achievement and quality and continuous improvement over the lifecycle of the project and beyond. QA is based on the principle that every aspect of the project can be improved continuously and that the evaluation process, both internally and externally within the consortium, are ongoing practices that serve that improvement. QA is a collaborative exercise, and one of its benefits is a consensus on goals, objectives and intended outcomes of the project, such that there is a common benchmark set of criteria for planning and evaluating the work partners for the project.

1.2 Scope

The purpose of the Project Quality and Assessment Plan is to provide detailed information on the QA strategies and procedures that should be followed during the implementation of the project about the *“reshaping the fashion industry into a more sustainable, circular ecosystem. slogan (Re-fashionable)”* by presenting a systematic method for identifying, monitoring, and resolving quality issues. This document provides a basis for planning, performing, managing, monitoring, and measuring the quality of the activities and outputs related to this project. It also describes the responsibilities for accomplishing the planned QA activities and identifies the required coordination of project quality activities with other programme activities, as this document and quality management activities in general form part of the overall project management procedures related to the Re-fashionable project.

1.2.2 Project Overview & Objectives

Re-fashionable project aims to support the VET sector and the Fashion industry to adapt to a more sustainable and circular work and study model. We will create a new meeting, collaboration, and change-making process for all the fashion world protagonists: fashion schools, designers, producers, and environmental organizations mitigating climate change



resulting from the fashion cycle. We want to make the fashion industry more sustainable and guide the target groups in their journey to climate neutrality until 2050.

Re-fashionable's specific objectives are:

1. A “meet-connect-collaborate” digital platform with the goal to bring together all the players of the fashion cycle: VET schools, designers, fashion companies and professional and environmental organizations offering know-how.
2. An eLearning course about sustainable fashion processes, addressed to all the above target groups.
3. A Summer Lab which will bring members of the target groups together to create a sustainable fashion business plan, and a set of documenting Video Stories.

Further objectives are:

1. To create awareness, generate ideas and establish commitment for a more sustainable fashion industry.
2. To provide the digital tools and the knowledge content to fashion staff or potential fashion staff to implement changes in their work regarding a more cyclical fashion industry.
3. To liaise and interconnect members of the fashion chain that desire to make a greener impact in their work towards a more sustainable fashion.
4. In the long run: to diminish waste, environmental pollution, and support new initiatives in changing the attitude towards consumption and disposal.



1.3 Target Groups and Expected Impact

1.3.1 Primary target groups

The primary target groups are:

- VET schools, their teachers, and students.
- Business and professionals operating in the fashion world such as designers, manufacturers, distributors of apparel and accessories.
- Environmental organizations interested and active around the topics of fast fashion and its effects on sustainability and the planet.
- Consumers of fashion items.

1.3.3 Expected Impact

- A more sustainable fashion sector for all the parties involved, from VET schools, to students, to fashion professionals, to fashion companies, and environmental organizations.
- A greater awareness, ability to employ and motivation to implement the principles of GreenComp, and the EU Strategy for Sustainable and Circular Textiles.
- A greater willingness to change and to move to more sustainable practices by designers, producers, retailers, and even consumers and the wider public.

The project results serve the **priorities**:

- **Environmental and Fight Against Climate Change:** the platform for connecting all target groups will provide the opportunity for joint action, new projects, and attitude changes about fashion sustainability. The course and the in-person collaboration will provide the background and the opportunities for growth and collaboration for increased sustainability.
- **Adapting vocational education and training to labor market needs:** the new cyclical economy will require many new professional profiles and skill sets. By bringing VET to the new era as dedicated by Europe's vision for 2030, we fortify the sector and its members to be able to fit in the new, big picture of the employment market.
- **Contributing to innovation in vocational education and training:** all project results, the platform, the e-Learning course, and the Summer Lab offer a new approach to



VET, future-specific skills, new ideas, content, and digital tools for vocational education in relation to the sustainable fashion world.

1.3.3.1 Short term impact

The short-term impact is forecasted to assume the following goals:

- Sustainable fashion practices awareness in the target groups;
- Formed community of fashion professionals in the Re-fashionable Platform.

1.3.3.2 Long term impact

The long-term impact is forecasted to assume the following goals:

- Climate neutrality in the fashion sector until 2050.
- In the long run: to diminish waste, environmental pollution, and support new initiatives in changing the attitude towards consumption and disposal.

1.4 Expected Results

The expected tangible results obtained at the end of the project for all countries are:

- A “meet-connect-collaborate” digital platform with the goal to bring together all the players of the fashion cycle: VET schools, designers, fashion companies and professional and environmental organizations offering know-how.
- An eLearning course about sustainable fashion processes, addressed to all the above target groups.
- A Summer Lab which will bring members of the target groups together to create a sustainable fashion business plan, and a set of documenting Video Stories.

1.4.1 Partners and Roles

The project consortium consists of partners from Spain (Blue Room Innovation (BRI), Grup Qstura 2017 SL), Greece (Aintek Sumvouloi Epicheiriseon (IDEC)), Italy (Istituto di Istruzione Superiore N. Machiavelli), Hungary (Association for creativ education (EKO)), and Netherlands (Learning Hub Friesland (LHF)).

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2. QUALITY ASSURANCE

2.1 Definition

Quality Assurance (QA) is concerned with activities, procedures, protocols, and relevant actions that aim at ensuring that a project progresses according to the set objectives and within certain standards that monitor its progress. It also aims to affirm that products and services delivered through a project are developed and disseminated based on the intended audience's needs and readiness. It is important to highlight that QA is as much a partnership concern as it is a project management concern, since everyone involved in the project needs to adhere to specific guidelines that assure the attainment of quality throughout the project's life cycle. QA can be carried out at internal level; this process is carried out from [Blue Room Innovation](#).

2.2 Objectives of Quality Assurance

The main objectives of QA are to achieve the maximum standards of quality ensuring that the quality management obligations are fulfilled by all partners; that a high level of project performance is achieved by all partners; that a high level of satisfaction is evident among external stakeholders and participants to the trainings. These objectives will be achieved through the systematic monitoring and evaluation of the project to ensure that:

- Project procedures, products, outputs comply with objectives and purpose.
- Mistakes are kept to a minimum through the elimination of common errors.
- Increases in efficiency are achieved through the improvement of time and project management.
- Quality of project products/outputs is monitored helping to ensure that overall project and specific work package objectives are met.
- Feedback throughout the various project phases minimises chances of bad quality in outputs.
- Compliance to common standards with partners following the same guidelines in all phases to increase consistency and reliability.

Additionally, QA procedures will ensure that:



- A quality assurance framework for partner interaction within the consortium is outlined, agreed and consistent.
- guidelines are set out and adhered to for the engagement of and interaction with external stakeholders and end-users.
- A robust, fit-for-purpose, internal evaluation framework is established ensuring that the feedback of project partners, stakeholders and end-users is collated and used throughout the project development and implementation phases to improve outputs.

2.3 Quality Assurance principles in Re-fashionable

Quality Assurance in the Re-fashionable project is based on generally accepted QA principles; that is, guidelines and rules that help ensure the quality of the project and its products. Such guidelines also form part of the whole project management since QA in general should form part of the successful management of a project.

The actions taken under the QA aim at ensuring a high quality of the Re-fashionable activities and results due to a regular monitoring and evaluation during the project lifetime. The evaluation activities will be led by [Blue Room Innovation](#) and be examined on 3 levels:

1. Validation of the project outputs according to the following main criteria which shall be further detailed in the preparation, implementation, and exploitation phases: quality, structure and content, transferability, and sustainability.
2. Achievement of the expected targets (from a qualitative and quantitative point of view) set out in this plan.
3. Evaluation of the cooperation and collaboration among partner organisations.

To ensure that optimal quality and excellence will be obtained in the methodologies, tools, and techniques used in ensuring quality management of this project, these need to be based on the following principles:

- There should be continuous and open communication amongst all partners and the QA coordinator.
- Partners should always do their best to deliver products / services / outputs of high-quality standards within their area of expertise.



- The needs and satisfaction of the target audience and all relevant stakeholders should always be kept in mind in all project activities.
- A commitment to the continued improvement of all project products and outputs should be made by all partners, this including the provision and acceptance of constructive feedback and constant monitoring of all processes related to the project.

Specific QA guidelines that relate to the various components and outputs of the project will be provided throughout the project life cycle in a timely manner so that all phases of the project are carried out efficiently. In addition, this document will be updated throughout the project's life cycle to reflect such QA guidelines that need to be adhered to by all relevant partners.

Successful application of QA at internal and external level in Re-fashionable is based on the responsible participation of all partners in all required actions for the attainment of high-quality standards in all project activities and outputs. Procedures and timeframes related to the achievement of quality should be followed by all partners and any relevant sub-contractors as indicated by the QA coordinator. Concerns or questions with respect to the content, structure, or timeframe of QA activities and actions should be communicated to the QA coordinator immediately, who in return should communicate to all partners involved any decisions or alterations to the specified plan and course of action.

Deliverable Guidelines

- For each major deliverable, guidelines will be sent ahead of time by the relevant WP lead partner and agreed upon by all partners to maintain consistency. These guidelines will be used for the purpose of monitoring the deliverable's success and quality.
- All major deliverables should be produced using specific templates and should include the relevant logos and disclaimers. Such templates that will be used throughout the project's life cycle will be provided by the lead partner (e.g., the agenda produced by the lead partner for the first partner meeting should be used as template for future meetings).
- A deadline reminder should be sent to relevant partners 7 days in advance.



- Any deadline that leads up to completing a deliverable (e.g., deadlines for smaller tasks that lead up to the completion of the deliverable) should be met on time, as well as the final deliverable deadline.
- If a partner will miss a specific deadline, that partner has the responsibility to inform the consortium accordingly in a timely manner (for example 10 days in advance).

Peer Review

Peer review involves the review of deliverables or products by peer partners or external collaborators. This process usually takes place during the development phase of the deliverable with the objective of providing constructive feedback before the final composition and delivery of the product.

Templates

The process of creating templates includes the preparation of specific documents, which determine the format, length, structure, and content of the final deliverables. Creating templates and sharing them with partners to follow them during the development of the deliverable is very helpful in ensuring that there is cohesion among the deliverables and that standardisation control takes place.

Minutes

The protocol of taking minutes during face-to-face and online meetings among partners ensures that every important detail is recorded. The minutes are available to all partners to be retrieved at any time to stay on the same page with what has been agreed by the consortium.

Document Control

The document control process ensures that all the deliverables are submitted using the final version of the corresponding document, the revisions of the documents are updated, and the documents are available where needed.

2.4 Quality Assurance Framework in Re-fashionable

QA embraces many “facets”, segments, or dimensions, and all of those are both heavily interwoven and frequently dependent on each other. The QA and quality management concerns for EU projects have been found to include at least 8 dimensions, each one being able to address separately, or as partially interdependent, or in a fully integrated manner the quality aspects of a project. These 7 dimensions, which consist of the Quality Assurance Framework, are presented below, and will be used as relatively discrete dimensions for evaluating the quality of the Re-fashionable project. It should be noted that the following are preliminary principles that relate to some general aspects and components of the project, and more specifically to the management of internal communication issues.

2.4.1 Project performance quality

This relates to how a project anchors its performance in the context in which it is set to serve and contribute. It includes qualities of the activities both planned and undertaken, and it addresses how these are anchored in the rationale of the project, the engagement of the project partners and stakeholders, as well as the justification and logic for investments and contributions made by the actors involved and the community at large.

Important questions to consider include the following:

- Did the project achieve its overall objectives?
- Did the project achieve its output objectives?
- Did the project results match/serve the needs of the target groups?
- Was partners’ contribution in accordance with the project plan and expectations?

2.4.2 Collaboration quality

This relates to how a project engages people and organisations, such as project partners, direct and indirect stakeholders, target groups, and end-users, and how these influence project processes and outcomes, support each other in their interactions when carrying out joint efforts, as well as how values and dividends from the project are shared among them. Collaboration quality can either involve formal partners, or extended project partnerships, such as a project community.



Important questions to consider include the following:

- Was the collaboration among partners at an acceptable level?
- Did project partners contribute towards the achievement of the project's objectives?
- Were project meetings organised and managed effectively?
- Was the collaboration among partners, direct and indirect stakeholders, target groups, and end-users fruitful?

2.4.3 Resource utilization quality

This relates to how the monetary and non-monetary contributions, assets, and resources that are made available to a project or are potentially accessible by the project are explored, utilised, and accounted for, as well as how the value-added contributions are made to and from the project by its contributors, investors, end-users, and the target market.

Important questions to consider include the following:

- Were resources used in appropriate ways?
- Were all budget expenses documented?
- Did all budget expenses follow the relevant EU and project regulations?
- Were any resource management tools used (e.g., for financial management)? If so, how were they used?

2.4.4 Information management quality

This relates to how a project acquires, handles, documents, shares, and refines the information on which it depends, how it processes and generates information from ideas to completed initiatives, with handling of interactions, contemplations action implications, and decisions taken (or not taken), as well as how such information is owned, validated, documented, stored, and accessed.

Important questions to consider include the following:

- Was information shared with all partners?
- Were documents and information shared in a timely manner?
- Was there a system for keeping versions of each document?
- Were documents stored, secured, and accessed appropriately?

2.4.5 Output quality

This relates to the outcomes of a project, and it includes information on intangible products such as learning and experience, as well as more tangible products and services distributed in whatever format and with whatever compensation-handling modalities (e.g., recognition, payment, etc.). The quality of outputs is often anchored in externally imposed technical or sector standards, benchmarks, or conventions.

Important questions to consider include the following:

- Were outputs prepared according to the project's timeframe?
- Were outputs prepared according to high standards?
- Were any standards used for assessing the quality of outputs? If so, how effective were they?

2.4.6 Service Product

This relates to the demands, expectations, and needs that are expressed by or interpreted from users and target populations that the project aims to serve. These qualities are often catered through user-oriented service approaches, and often focus on a project's adaptability to its context.

Important questions to consider include the following:

- Did the service/product provide address the target population's needs?
- Was the service/product usable and user friendly?
- Was the service/product tested, evaluated, and revised?
- How adaptive and flexible was the service/product to target groups' / stakeholders' needs?
- Were any guides provided with respect to the service/product? If so, were they effective?

2.4.7 Dissemination & Exploitation quality

This relates to how a project prepares for, implements, and verifies that the project values, services, and outcomes become known. It also includes information on the users' readiness for such values and services and whether they are being appreciated and used. Furthermore,

it focuses on how the propagated “seeds” from the project, in terms of tangible and intangible assets, are “planted” in its intended usage contexts.

Important questions to consider include the following:

- Were dissemination actions implemented as planned?
- How many stakeholders were engaged during the development of the project?
- How many stakeholders were reached throughout the duration of the project?
- How many participants attended the study visits, the intensive study courses and the pilot trainings?
- How many stakeholders are projected to be impacted after the completion of the project?
- What tools were used for dissemination and exploitation and how they were used?

2.5 Quality Lifecycle

All the relevant QA actions taken throughout the duration of the project involve both the contextual fulfilments carried by the project (e.g., investments made in the project by relevant EU programmes), as well as the product/service fulfilments it carries towards the set target audience and the needs of the potential users. In addition, the QA actions need to ensure that there is a valid rationale behind the project, justifying the engagement of the partnership and the resources utilised. Finally, QA actions need to address the project’s overall value for the partnership, target groups, and stakeholders. The quality life cycle of most EU projects involves a starting point, an implementation period, and an endpoint. From a QA perspective, management stages also follow a rather similar pattern, with the following stages as the main steppingstones:

Quality start-up: this relates to how QA activities are planned, with responsibilities distributed among partners, decision points identified, and risks controlled.

Quality implementation: this relates to the whole timeframe of the project, as QA actions take place throughout the project, involving the planning stages, the implementation of all agreed-upon QA activities, and the exploitation of quality outcomes.

From kick-off meeting to mid-term report: during this phase of the project, QA tends to be more preparatory and proactive, following a more learning-oriented approach for all partners towards QA and its procedures.

Mid-term threshold: this refers to the production of the interim report, in which all promises made and stated performance are documented and verified, providing evidence for what actually took place up to that point in the project and what is to be achieved in the second half.

From mid-term to concluding during this phase, QA, from a usage and stakeholder perspective, is more predominant and QA concerns become more reactive and corrective, especially if QA issues were not properly addressed during the earlier stages.

Quality closure: this relates to how project activities are completed and accounted for and how post-project and future activities for the developed products have been catered for, as well as how the project's efforts are verified.

From concluding to post-project life: this involves a range of transition concerns and focuses mostly on the assurance of consistency between internal perceptions of the quality achievements of the project to its external assessments and verdicts.

2.6 Quality Assurance Procedures

Appropriate and relevant introduction of QA within a project is as significant as the specific QA activities, methodologies, and tools proposed. The readiness of the involved partners as well as their approach towards the specific QA procedures is a crucial factor for the successful implementation of QA. Assurance of project quality involves a planned and consciously attended-to process and it ought to be approached as a joint responsibility of the project partners. The way in which partners participate in the QA internal and external processes can impact how QA is planned, implemented, and its potential outcomes.

There are five types of partner participation, which could also be considered as levels of 'partnership impact' on the various QA processes and procedures. These are described below.



- **Inform:** providing partners with information on the objectives of the QA processes to assist them in understanding them.
- **Consult:** obtaining and implementing feedback from partners on issues addressed by, or decisions related to, QA.
- **Involve:** working directly with partners throughout the QA processes to ensure that all concerns are consistently addressed and made public to all partners.
- **Collaborate:** engaging partners in all aspects of QA-related decisions, including identification of preferred approaches and solutions.
- **Empower:** placing final decision-making in the Re-fashionable of the partners.

These types of participation do not necessarily exist in all projects, nor are some types supposed to be ~~more preferable~~ preferable than others. Each project needs to decide on its own approach to this issue.

A Project Quality and Assessment Plan for an EU project needs to include the following main steps, which of course should be customised based on the nature and needs of each project:

- **Identify essential quality elements for the project:** in this step, the crucial elements of the seven “Dimensions of Quality Assurance” are elaborated and a commitment on those is reached by all partners.
- **Decide on QA models, tools, and approaches:** in this step, the QA framework for the specific project is determined, outlining the QA principles and plan that will be followed.
- **Decide on project management system and QA system:** the QA system to be followed is decided upon, including the elements from the seven QA dimensions mentioned previously and a detailed Quality Assurance Plan is drafted.
- **Document and communicate conclusions drawn on QA approach:** during this step, communication (face-to-face and electronic) among partners is utilised, along with a common document repository, and access to the roles and responsibilities of project partners and stakeholders.
- **Pursue commitment and engagement of partners on adopted QA approach:** through continues communication (face-to-face, electronic, meetings, events, virtual



conferences, forums) partners should be monitored in terms of their commitment to and adoption of the agreed upon QA approach.

- **Implement QA Plan and synchronise with project plan and evaluation**

The above steps should be perceived as a simplified illustration of a more complex, interwoven, as well as a both internally and externally influenced reality, in which planning, execution, review, and refinement actions are probably being merged into a combination of incrementally and concomitantly executed set of actions and decisions that lead to effective QA.

For the Re-fashionable project, the Quality Assurance Plan presented in the following section addresses many of the issues discussed in the report so far. It should be noted here once more that this document will be updated throughout the project's life cycle, so as to reflect revisions to the Plan, as well as guidelines and templates that will be formulated to assess the quality of the project's outputs based on the set indicators.

2.7 Quality Assurance Project Activities

Quality assurance and evaluation will include formative evaluation and assurance of both process (efficiency, co-operation, valorisation, etc.) and results (outputs). The achievement of high-quality standards in the various stages of the project will be promoted through close collaboration, frequent communication, and hard work.

The Project Quality and Assessment Plan will ensure that: i) both the processes and results of the project conform to quality expectations, and ii) all partners establish and agree on a project evaluation strategy and methodology, so that a culture of ongoing appraisal and continuous improvement are at the heart of the project.

Quality and evaluation control

The process for Quality Control of outputs is based on the table below. This model covers the procedures ensuring that all the needed activities will be implemented by each partner, including notably the following aspects:



Table 1: Quality and Evaluation Control

Evaluation	<ul style="list-style-type: none"> • Evaluation data gathering, analysis and presentation at each regular meeting during the development of each deliverable
Document control	<ul style="list-style-type: none"> • Document control - management of printed and electronically documents (e.g., codes for the documents, ways of saving the documents)
Outputs	<ul style="list-style-type: none"> • Accepting intellectual outputs during F2F and online meetings
Finalization	<ul style="list-style-type: none"> • Finalization of each output based on the feedback and suggestions collected in the review process

Below the evaluation, monitoring and QA procedures are presented:

Step 1 - Detailed Project Management Plan:

- Define the detailed procedures to be followed during the management of the project.
- Define the management system and the communication procedures to be followed among the participants in the development of every report.

Step 2 - Project Quality Assurance Plan: The meeting of high-quality standards of every report will come through the detailed and solid planning of the Quality Assurance Plan.

Step 3 - Define the Quality Assurance Framework: The Quality Assurance includes the following:

- Assurance that the requirements and guidelines set during the development of the Plan are appropriate and realistic within the special development conditions of each project output and activity.
- Assurance that the development of each deliverable is based on solid methodology and scientific principles.
- Assurance that all evaluation activities are applied regularly.
- Identification of possible fragmentations and shortfalls for imitate correction measures.



Step 4 - Execution of Quality Assurance Activities: The main objective of this step is to identify and solve every problem, shortfall, or fragmentation appears during the development of each deliverable as well as following recommendations after internal or external evaluation exercises.

Step 5 - Application of Corrective Measures: Every shortfall identified will be immediately corrected. To avoid repetition, the cause of each shortfall will be always identified.

Definitions

The following terms and their corresponding definitions are used in this Project Quality and Assessment Plan, which is presented in detail in the following Section 3.

Table 2: Terms and corresponding definitions used in the Quality Assurance Plan

<i>Term</i>	<i>Definition</i>
Formal documentation review	Formal documentation review is to ensure that the structure and information content provided in formal reports meets the minimum requirements and technical substance, as well as addresses editorial and stylistic considerations.
Internal assessment	Internal assessment refers to a continuous and systematic examination to determine whether specific activities and related results comply with planned standards, policies, and procedures and whether these are implemented effectively and are suitable to achieve the project's objectives.
Peer review	Peer review involves the review of products by peer partners and usually takes place during the development phase of the intellectual output with the objective of providing constructive feedback before the final composition and delivery of the product.



Process review	Process review aims to improve the development phase of a specific output, product, or service. It involves an ongoing review of the development process with the objective of preventing or reducing quality-related problems in the final version of the product by yielding continuous improvement recommendations.
User trial/ opinion	User trial/opinion is based on the involvement of users from the project’s target audience and/or stakeholders in: (a) testing specific project outputs, products, or service and giving their feedback on them with the purpose of improving them before their final composition and delivery; and/or (b) participating in major project events for the purpose of training or dissemination of information.
Walkthrough	The walkthrough is a useful technique to validate the content and structure of a product or intellectual output by ensuring that all parties involved comprehend it. It is considered to be a more informal review process than a peer review as the objective is to achieve uniform understanding of the procedures involved in a specific product or intellectual output so that it is implemented in a consistent manner by everyone involved.

Development of clear guidelines for all outcomes

Guidelines are developed by the leader partner in each deliverable according to the predetermined standards of the proposal. Within the guidelines, certain principles that need to be followed, are clarified. A detailed description of the expected outcomes is provided in relation to the content, the target groups which need to be addressed, the audience the guidelines address, the methodology that needs to be adopted, the timeframe, as well as other important aspects of the outcome, such as annexes.

Guidelines need to be circulated early during the official initiation of the project output by the partner responsible. Partners will be expected to provide their feedback upon a pre-agreed date. The partner responsible will finalise the guidelines according to the predetermined

standards and feedback acquired. The final version of the guidelines will be shared and uploaded online in the common folder of partners, where it can be accessible at any time.

Provision templates for project outcomes

Templates are created for each project outcome in order to define the specific parts that need to be developed. Helpful information may be given for each part to guide partners on the expected elements that need to be included. The expected format and word limit are also included to standardise the process and ensure cohesion among partners' deliverables.

Rubrics with clear indicators

Rubrics constitute a set of scoring guidelines. They provide different evaluative criteria, definitions for quality in relation to those criteria and ultimately, a score. They are often developed in a table format to assess a task's quality. A rubric is also used as a basis for peer-review. The rubrics' purpose is mainly to offer ongoing feedback in order to improve partners' performance, evaluate the quality of reports and outputs; and eventually, acquire a good quality deliverable. Rubrics' quality criteria are categorised in two sections, as following:

Technical issues	Content issues
Length	Structure
Formatting	Coverage
Language	Scientific Content
Declaration of Content Responsibility (including plagiarism and copyright)	



THE QUALITY ASSURANCE PLAN FOR RE-FASHIONABLE

The Quality Assurance Plan for all Re-fashionable activities & outputs

The quality assurance (QA) process enables the Project Management to monitor and track the progress of project activities, detect deviations, and propose necessary changes to the project in order to allow the team to take appropriate measures in due course. The project monitoring and quality control will take place at the following levels:

- **The evaluation of the “Re-Fashionable” digital platform** will be done via the “Pilot operation of the platform”. Target group members participating in the piloting of the platform will evaluate via a dedicated questionnaire, its user-friendliness, its networking potential, the quality of contents regarding spelling, syntax, and interest for stakeholders. Based on their cumulative judgement, the consortium will implement improvements or corrections if needed.
- **The evaluation of the "Re-Fashionable" e-learning course** will be done first by Peer Review via a dedicated template and once this first screening is concluded and changes implemented as suggested, a second evaluation will be done through Piloting by target group members. They are expected to judge the course based on criteria such as:
 - Knowledge and awareness facts about Sustainability in Fashion, in general.
 - Practical application of the knowledge and competencies acquired to their specific field i.e. VET school, Fashion business, student, fashion professional, environmental organization interested in fashion sustainability.
 - Ability to transfer this knowledge to others.
 - Completeness and quality of content
- **The evaluation of the “Re-Fashionable Summer Lab”** will be done by participants based on:
 - Satisfaction on the organization and the agenda of the Lab
 - Knowledge and competencies acquired during the Lab -Venue
 - Trainers involved by the organizer.
 - Quality of the business plan created.
- **Project meetings** will be evaluated based on:



- Organization and agenda
- Cooperation and communication
- Clarity of role per partner and tasks to follow
- Added value and impact of meeting to the overall results of the project
- **Evaluation of pop up events** will be done by participants based on:
 - Satisfaction of organization, venue, speakers
 - Likelihood of using the project results
 - Likelihood to recommend results to others.

Every stage, activity, result, physical and online meeting or event of the project will be evaluated, the results collected and analysed, and corrections and additions implemented as needed. Blue Room as the partner responsible will create and distribute questionnaires, collect them back, create the corresponding reports and direct all partners on how to improve based on the feedback gathered.

QA measures will apply to the project management activities, thus guaranteeing not only proper technical, but also financial and administrative management of the project. For this purpose, biannual reports will be issued for evaluation purposes.

QA corresponds to WP1, and will be led by [Blue Room Innovation \(BRI\)](#).

The mechanisms to carry out all this process are mentioned below:

- 1) Definition and Implementation of the Quality Assurance Plan
- 2) Project quality control reports (M12 and M24 along for two years)

Quantitative and qualitative indicators

WP1: Project Management

Blue Room Innovation will be responsible for the creation of a Quality Assurance Plan. The plan will contain the description of all the quality assurance activities of the project, as well as the respective assigned dates and deadlines, will be delivered to partners during the first two months of the project and be validated by the whole consortium. Blue Room, as the applicant and project coordinator, will be responsible for both budget control and time management of the project. This WP focuses on organising, planning and reporting, partnership meetings, internal communication, financial coordination and liaising with the

European Commission. All partners will contribute to this WP. Therefore, the aim of this WP is to ensure proper operational & financial coordination, as well as monitoring of the project progress towards the achievement of the planned outcomes and impact.

No quantitative nor qualitative indicators.

WP2: Digital Platform

This WP will develop a digital platform which will offer the unique opportunity for fashion professionals, fashion companies and environmental organizations to interact at the intersection of sustainability, conceptualizing opportunity, and new media. The platform will be a contemporary forum and virtual workplace where all the above target groups will be able to meet, connect and collaborate. Through the “Re-Fashionable” platform professionals working in the fashion industry, companies producing textiles and fashion apparel, fashion students and environmental organizations will be able to register, introduce needs, good practices, and case studies so that, together, they can design new projects, find resources, implement changes, and guide their future actions towards a more sustainable and circular fashion industry.

Quantitative Indicators	Qualitative Indicators
<ul style="list-style-type: none"> ● 20 registrations to platform per partner (120 registered members in total), ● 5 articles per partner (30 articles in total) to the platform’s Blog ● 10 resources per partner (60 resources in total) such as articles, videos, or links uploaded at the section “I seek” of the platform. ● Workshops, participation in events, fairs and conferences Target: 10 organisations per country ● 3 posts on each partner’s social media, 3 articles in magazines, or newspapers or 	<p>At least 80% satisfaction as derived from the evaluation questionnaire of the platform regarding:</p> <ul style="list-style-type: none"> ● The user-friendliness of the platform ● The resources available at the platform ● The professional usefulness of the platform regarding sustainability networking in the fashion industry. ● The likelihood that registered members will suggest the use of the platform to other members of the fashion industry.



<p>relevant fashion portals, 3 presentations in conferences or meetings at a European level = Total 9 activities per partner or 54 activities in total for the publicity of the platform.</p> <ul style="list-style-type: none">● A database of target group members (Fashion professionals, Fashion Companies, Students, Environmental Organisation) with 10 members per category (50 members per partner, or 300 members in total).● Platform in all partner languages, plus English. (ES, IT, EL, HU, NL)	
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Expected number and profile of participants:

- At least 120 members of the fashion world in partner countries (such as fashion professionals, companies, fashion schools, environmental organisations) will register to the “Re-Fashionable platform”.
- At least 300 members of the target groups will be reached out to and communicate with for the creation of the project database (50 members per partner, or 300 members in total).
- Through the publicity and the onboarding campaigns implemented by the partnership, thousands of European members of the fashion industry as well as consumers, trainers and members of European organizations will be reached and become more aware of the environmental hazards of irresponsible fashion processes and purchasing decisions and will implement changes in their behavior.

WP3: e-Learning Course

The course will complement the “Re-fashionable platform” in providing the participants with the collected wisdom and expertise of the partners’ background in course creation, sustainability and a content that addresses at equal degrees the fashion business executive,



the student and environmental organisation. It will enable participants to understand the connection between sustainable development and the apparel industry and allow them to contemplate critically about all aspects of the apparel industry, such as consumption, durability, and sustainable design. The objective of the course is to allow participants, possibly coming to the project results through the platform, but also separately, to find all the necessary information, practical and theoretical in order to make their business, their designs and business planning more sustainable, particularly regarding the fashion world and its impact.

Quantitative Indicators	Qualitative Indicators
<ul style="list-style-type: none"> ● A well researched complete training curriculum regarding sustainable fashion. ● An e-learning course regarding circular fashion and sustainability of the sector from a 360 point of view. ● Duration of course: 24 hours of training. ● Languages: EN, EL, ES, IT, HU, NL. ● e-learning course in an open access, Moodle environment. ● A pilot delivery of 15 persons per partner country (total of 90 persons), all members of target groups i.e. (industry professionals, students, fashion schools and environmental organizations interested in the topic of sustainable fashion). ● A report per partner (6 reports) regarding the course’s possible 	<p>Min 80% satisfaction from the participants of the pilot training regarding:</p> <ul style="list-style-type: none"> ● The activity’s organization; ● The knowledge and helpfulness of its trainers; ● How well participants were briefed on the e-learning course; ● How helpful is course regarding sustainability in the fashion industry ; ● How applicable is the course to their profession and/or studies;



omissions, improvements, and corrections that are to be done.	
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WP4: “Re-fashionable” Summer Lab

The “Re-Fashionable” Summer Lab will bring together 3 trainers or staff members from each partner organization plus 5 students from each participating fashion school for 4 days in Friesland, The Netherlands. The first objective is to bring together in person representatives of the target groups that have followed the project’s e-learning course and are members of the “Re-Fashionable” platform and, by using Business Model Canvas to create solid, applicable business solutions for sustainability in the fashion industry and fashion world in general. The main objective of this WP is to connect the platform and the e-learning course to the physical world, and to demonstrate in practice how the beneficiaries of this project can meet through the platform, become properly equipped in knowledge and competences through the course and meet to design a common new venture/project. The Summer Lab in that way, is a manifestation of how the overall objectives of the project (how to make fashion more sustainable, how to find and use tools of sustainability and how to channel ideas and creativity in a more sustainable direction), can become a reality.

Quantitative Indicators	Qualitative Indicators
<ul style="list-style-type: none"> ● In the Summer Lab there will be 3 trainers or staff members from each partner organisation + 5 students from each participating fashion school to attend for 4 days in Friesland, The Netherlands. Total participants: 22 people ● 1 preparation document sent out to participants ● 2 months before the activity which will include basic knowledge about 	<p>At least 80% satisfaction of participants from the Summer Lab regarding:</p> <ul style="list-style-type: none"> ● The activity’s organization. ● The venue chosen. ● The knowledge and helpfulness of the facilitators. ● How well participants were prepared in advance.



<p>sustainability issues, expectations and main areas of brainstorming ideas that they must prepare.</p> <ul style="list-style-type: none"> ● 1 Business Canvas Model based business plan regarding a novel and innovative sustainability project or business related to a company, organisation or fashion school. ● 1 set of 3 video stories narrating the Preparation of the Lab, the Work-in-Progress and finally, the Lessons Learned and the presentation of the Business Plan 	<ul style="list-style-type: none"> ● How inspirational was the Summer Lab in applying sustainability principles to their organisation, business or school. ● How confident they feel to transfer the competences and knowledge gained, to others.
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WP5: Dissemination & Impact

The main objective of this WP is to make the “Re-fashionable” digital platform, the "Re-fashionable" e-learning course and the Summer Lab, accessible and known to target groups, to present their usefulness and potential and to motivate users to get involved through targeted Dissemination actions.

Quantitative Indicators	Qualitative Indicators
<ul style="list-style-type: none"> ● 5 Multiplier events: Transnational conference in Friesland, NL, Pop up event in Girona, ES, Pop up event in Piraeus, GR, Pop up event in Lucca, IT, Pop up event in Budapest, HU. ● 30 participants per event (150 in total) with profiles being: Fashion professional, or representative of a fashion company, or Fashion 	<p>A min of 80% satisfaction at each activity or event. Measured in dimensions such as:</p> <ul style="list-style-type: none"> ● Organizational aspect of the events ● How interesting participants found the event or the piloting ● How user-friendly subscribed members found the platform ● How inclusive, complete and impactful they found the course.



<p>Students, or Trainer at Fashion School, or Member of Environmental Organisation, or member of local or national authority focusing on sustainability issues.</p> <ul style="list-style-type: none"> ● 300 followers to the project’s Facebook page ● 200 followers to the project’s Instagram account ● 2,000 visits to the project’s website over the period of 2 years ● Maintenance of the project website for 5 years ● 4 newsletters with at least 600 recipients (100 per partner). ● 1 informative leaflet in all partner languages (ES, IT, EL, NL,HU,EN) ● 2 webinars to attract participants ● 6 articles in relevant Media (magazine, newspaper, portal) - one per partner in its own country. 	<ul style="list-style-type: none"> ● How attractive, well designed and helpful they found the platform and the course ● How likely are participants to disseminate the project results to colleagues and classmates. ● How knowledgeable and helpful about the discussed topics were trainers and partners’ staf involved at every activity or task.
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Internal Evaluation: activities and tools

Blue Room Innovation in collaboration with all partners will conduct brief internal evaluation surveys in months 12 and 24, as well as project progress & meeting satisfaction surveys after each steering committee meeting. These evaluation exercises will involve one participant from each partner organisation. Additionally, participants in multiplier events and learning/training activities will be invited to provide feedback following each occasion.



In general, the purpose of these evaluation exercises is to ensure that the development plan being followed is relevant and tailored to the on-going needs of the partners and eventually the target-groups; that the project progress well, deadlines are met and that the outputs produced are of high quality; and that risks are identified and mitigating solutions are provided at a regular basis. Short summaries of findings will be provided by Blue Room Innovation and recommendations for change and/or improvements will be included. In particular, the following activities will take place and tools will be used as part of internal evaluation during the project development and implementation phases:

A. Evaluation of project progress at every steering committee meeting

Online evaluation questionnaires (Gforms) will be distributed to the partners that have direct involvement in the Re-fashionable activities and attend each Consortium Meeting. Specifically, after each steering committee meeting an online survey will be developed by the internal evaluator and distributed to the partners of the consortium. One representative from each partner organization will be invited to:

- Rate the quality of certain aspects of the partners' meeting, i.e., that partners are happy with the structure and outcome of the meetings (close-ended & open-ended questions)
- Rate their satisfaction regarding the overall project progress, the outputs and their scientific quality as well as their deadline expectations (close-ended questions)
- Provide conclusions and recommendations as to the further project developments (open-ended questions)

B. Conducting evaluations after 12 and 24 months & Evaluation of the results – Deliverables

Online evaluation questionnaires will be distributed to the partners after 12 (see [Annex D1](#)), 24 (see [Annex D2](#)) and 36 (see [Annex D3](#)) and one representative from each partner organization will be invited to:

- Rate the overall project progress
- Rate certain statements aimed to check their satisfaction in relation to:
 - ✓ Project management
 - ✓ Support for transnational cooperation



- ✓ Partners' own contribution and contribution of other partners
- Respond to open-ended questions about strengths & weaknesses, propose improvements and remarks on budget spending

C. Evaluation of local Event/s by the attendees:

Evaluation questionnaires with open-ended and closed-ended questions will be distributed to all attendees at the end of the local events (open day) of this project aiming at collecting the participants' perceptions/ satisfaction. These questionnaires will be used in order to collect valuable data which will be helpful for the evaluation of the quality of the international conference as well as their satisfaction with the project. Similar questionnaires will be disseminated in local workshops/events/activities. All partners will be responsible to translate the proposed questionnaire in their national language, distribute hard-copies to all attendees, collect the completed questionnaires, analyse the data (percentages in close-ended questions and bullet points in open-ended questions) and provide them in English to the Internal Evaluator. The results from these evaluation exercises will be included in the Final **Report on the Quality of Results** (M24).

Furthermore, for a complete internal assessment and for measuring the impact of the Re-fashionable project we will also take into consideration the dissemination and reporting dimensions to ensure that our activities, and thus the project implementation, are successful:

D. Dissemination

(a) **Dissemination Plan & Reports (as part of WP5):** Each partner will register in a pre-agreed template, in due time the dissemination activities it completed, or participated, where it promoted the project. Each dissemination activity will be accompanied with brief description of the activity, location, participants, links, outcomes and supporting documents where applicable.

(b) For all implementing activities (meetings, local events and learning activities/trainings) applied in the context of project, **attendance lists** will be used to collect the contact details of the participants.

E. Project Quality Control Reports (as part of WP1):

The lead partner with the support of the partners will draft the progress technical and financial reports where it will outline the progress and the achievement of the project implementation. There reports (financial, technical and progress evaluation, interim and final) will be prepared jointly from the inputs of the consortium members and compiled by the consortium leader. Furthermore, 2 progress reports shall explain the overall progress, in particular in reference to the initial plan, analyse threats and new opportunities, and recommend corrective and developing actions leading to the improvements of the project plan and its management.

Qualitative and Quantitative Indicators

Analysis of the project impact is one of the important elements for the Quality Assurance and the internal evaluator will independently assess conformity with the adopted standards. For the evaluation, three types of indicators will be included:

- **Realisation indicators:** measured by quantitative indicators, being the actual generation of the foreseen deliverables (number of workshops, number of leaflets generated, web contents generated, etc.)
- **Results indicators:** measured by qualitative and quantitative indicators being the effect of the actions during the project implementation (number of attendees to the events, number of hits at the website, satisfaction of participants in the actions, etc.)
- **Impact indicators:** measured by the results in the long-term after the project (number of stakeholders, number of schools using the guidelines of social inclusion good practice and tools developed by the partners, etc)

CONTINUOUS IMPROVEMENT

Despite the general guidelines that QA follows, it is also a process that depends on the nature and course-of-action of a specific project. For this reason, even though a thorough Project Quality and Assessment Plan is useful and should exist for every project, the Plan is a work-in-progress and should be revisited and updated whenever necessary and if improvements are considered to be necessary.



Step-by-step improvement involves identifying and fixing the cause of problems throughout the duration of a project so that they do not reappear, either in the specific project or in others. Such progressive steps may be small, but they can achieve significant impact when accumulated. For example, if there is an issue with a template, the whole template should be fixed, not just a specific document using the template.

A continuous improvement framework should be implemented in the project, based on which necessary changes should be identified and planned, then implemented on a small scale, revised, if necessary, then implemented on a wider scale, and finally assessed on a continuous basis.

ANNEXES

Annex A: Code of conduct

All partners of the Re-fashionable consortium agreed on the following Code of Conduct which sets out the principles, main responsibilities and rules of behaviour guiding them throughout the project period for the successful implementation and accomplishment of all aims and objectives:

1. Contractual Obligations: All Partners, including the coordinator must comply with contractual obligations deriving from the following agreements:
 - a. Re-fashionable Grant Agreement and its Annexes (between the Coordinator and its National Erasmus+ Agency) binding for all partners
 - b. Re-fashionable Partnership Agreement and its Annexes (between the coordinator and each partner)
 - c. Code of Conduct (between the coordinator and the partners)
2. Confidentiality: All partners should tread any information/document/outcome related to the project, the partners, the stakeholders, the target groups and the Agency as confidential, unless agreed otherwise in writing, between the partners and interested actors.
3. Transparency: All partners should communicate within the Re-fashionable consortium any progress, shortfalls, or any other information of importance that could affect the successful implementation of the project or that can have an impact on the project.
4. Cooperation: All partners should secure open channels of communication and be proactive towards the preservation of an effective cooperation and communication between the partners to ensure the successful implementation of the project.
5. Commitment: All partners should adhere, in all stages of the project implementation, to the Project Guidelines, the Project Work Plan and the requirements set, and agreed by, the Coordinator and the partners for the successful implementation of the project.

6. Respect to the target groups, stakeholders and partners: Partners will represent the consortium of the Re-fashionable project in all of their interactions with target groups, stakeholders, partners and any other relevant actors. In this context Partners must tread with respect and understanding all target groups, stakeholders, partners and other relevant actors, and in any occasion, they should not affect negatively the reliability to perform of the consortium or any individual partner.
7. Data Protection: All partners should treat all personal and other data derived or collected for the purposes of the project with the higher level of confidentiality and according with the jurisdictional laws. Partners should apply data protection processes and procedures to ensure that only authorised members of the Re-fashionable project team will have access to the aforementioned data.
8. Copyrights: All partners should secure that all content used in the development of the final outputs to be submitted in the context of the Re-fashionable project, including (online and print) text, images, tables, audio, video, are original, and do not violate any copyright law.

Annex B: Timeframe for Quality Assurance

All partners of the Re-fashionable consortium agreed to follow the timeframe indicated below for the successful accomplishment of all QA internal procedures:

No.	Title	Month	Survey / Draft	Due Date/ Final Report
1	Monitoring Evaluation Plan (T1.3)	2 – 4	November 2023	February 2024 *
2	M12 technical report (T1.4)	12	September 2024	October 2024
3	M24 technical report (T1.4)	24	August 2025	September 2025

** To be updated throughout the project life cycle*

Annex C1: KOM Meeting Satisfaction Survey

The following table of criteria and indicators will be used for the following Deliverables:

- T1.5: Kick off Meeting.
- LINK: <https://forms.gle/QasFTWz541WSpS15A>

Dear Re-fashionable partners,

The purpose of this survey is to provide insight as to the strong points and weaknesses of the project, identify any future risks (weaknesses / challenges / weaknesses) that need to be addressed in order to improve the effectiveness and performance of the project consortium and implementation.

Please complete the survey that follows providing as much information as possible.

One representative from each partner organisation should respond to this survey.

Thank you for your participation and contribution!

- 1. *Partner Organization**
- 2. *Please rate the quality of the following aspects of the kick-off meeting based on the provided scale.**

	1-Poor	2-Fair	3-Good	4-Excellent
1. The meeting in general				
2. Meeting agenda				
3. Meeting venue				
4. Meeting timing (schedule, length of sessions)				
5. Organisation of the meeting by the project leader				



6. Quality of communication during the meeting				
7. Exchange of information				
8. Partners' preparedness and presentations				
9. Partners' participation in meeting discussions				
10. Partners' participation in decision-making				
11. Clarity of project aims, objectives, and work to be completed				
12. Clarity of workplan (upcoming tasks, deadlines)				
13. Explanation of partner responsibilities				
14. Social programme during the meeting (free time, lunch/dinner, cultural visits, etc.)				

3. What worked well during the meeting?

4. What could have gone better and could be improved for the next meeting?

5. Any additional comments/suggestions?

Annex C2: Project Meeting Satisfaction Survey & Project Progress & Outputs Evaluation

The following table of criteria and indicators will be used for the following Deliverables:

- T1.6, 1.7 – 2nd meeting in Hungary, 3rd meeting in Italy.

Dear partners,

The purpose of this survey is to assess certain aspects of our Re-fashionable project meeting in _____ (*location & dates*) for the aim to develop tasks in _____ (WP #).

Regarding Quality, we need to identify the strong points and weaknesses of the project, identify any future risks (weaknesses / challenges / weaknesses) that need to be addressed in order to improve the effectiveness and performance of the project consortium and implementation and, finally, provide conclusions and recommendations as to the further project developments. Please complete the survey that follows providing as much information as possible.

One representative from each partner organisation should respond to this survey.

Thank you for your participation and contribution!

Evaluation of project meeting

- 1. * Please rate the quality of the following aspects of the Re-fashionable _____ project meeting based on the provided scale.**

1 – Poor	2 – Fair	3 – Good	4 – Very Good	5 - Excellent
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Aspect	1	2	3	4	5
The meeting in general					
Meeting agenda					
Meeting venue					
Meeting timing (schedule, length of sessions)					
Aspect	1	2	3	4	5



Organisation of the meeting by the project leader					
Quality of communication during the meeting					
Exchange of information					
Partners' preparedness and presentations					
Partners' participation in meeting discussions					
Partners' participation in decision-making					
Clarity of project aims, objectives, and work to be completed					
Clarity of work plan (upcoming tasks, deadlines)					
Explanation of partner responsibilities					
Social programme during the meeting (free time, lunch/dinner, cultural visits, etc.)					

2. * What worked well during the meeting?

3. * What could have gone better and could be improved for the next meeting?

Project Progress & Outputs' Quality

4. * Rate the overall progress of the project.

Poor Fair Good Very good Excellent Other
(textbox)

5. * Satisfaction for the quality of the outputs prepared to date.



Poor	Fair	Good	Very good	Excellent	Other (textbox)
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6. * Scientific quality of outcomes.

Poor	Fair	Good	Very good	Excellent	Other (textbox)
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7. * Meet the deadlines.

Poor	Fair	Good	Very good	Excellent	Other (textbox)
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8. * Name 2 improvements that could be made in the project implementation process so as to ensure that the project achieves its objectives.

9. Any additional comments/suggestions?

Annex C3: Final Project Meeting Satisfaction Survey, Project Progress & Outputs Evaluation

Dear partners,

The purpose of this survey is to assess certain aspects of our last Re-fashionable project meeting in _____ (*location & dates*) for the aim to develop the Re-fashionable project. Provide insight as to the strong points and weaknesses of the project meeting from your point of view and rate your satisfaction about the overall project progress and quality of outputs. For this reason, please complete the survey that follows providing as much information as possible.

One representative from each partner organisation should respond to this survey.

Thank you for your participation and contribution!

Evaluation of project meeting



1. * Please rate the quality of the following aspects of the Final meeting based on the provided scale.

	1 – Poor	2 – Fair	3 – Good	4 – Very Good	5 - Excellent
Aspect	1	2	3	4	5
The meeting in general					
Meeting agenda					
Meeting venue					
Meeting timing (schedule, length of sessions)					
Organisation of the meeting by the project leader					
Quality of communication during the meeting					
Exchange of information					
Partners' preparedness and presentations					
Partners' participation in meeting discussions					
Partners' participation in decision-making					
Clarity of project aims, objectives, and work to be completed					
Clarity of work plan (upcoming tasks, deadlines)					
Explanation of partner responsibilities					
Social programme during the meeting (free time, lunch/dinner, cultural visits, etc.)					

2. * What worked well during the meeting?

3. * What areas of improvement would you identify for this meeting?



Project Progress & Outputs' Quality

4. * Rate the overall progress of the project. (Poor-Excellent)

Poor Fair Good Very good Excellent Other
(textbox)

5. * Satisfaction for the quality of the outputs prepared.

Poor Fair Good Very good Excellent Other
(textbox)

6. * Scientific quality of outcomes.

Poor Fair Good Very good Excellent Other
(textbox)

7. * Meet the deadlines.

Poor Fair Good Very good Excellent Other
(textbox)

8. * Name 3 improvements that could be made in the project in future exploitation.

9. Any additional comments/suggestions?

Annex D1: Project Management and QA Plan Evaluation

The following table of criteria and indicators will be used for the following Deliverables (D):

- T 1.1 Project Management and Coordination Plan
- T1.3 Quality Assurance Plan

Activity: Project Management / Quality Assurance Plan

Please evaluate the structure, content, and completeness of the Project Management / Quality Assurance Plan on the following criteria and relevant scale of satisfaction, with respect to the quality of the criteria provided.

To what extent do you **agree** with the following statements?

Please use the following scale: 1 = Completely disagree, 2=Partially disagree, 3=Neither agree nor disagree, 4= Partially agree, 5=Completely agree

Criteria	1	2	3	4	5
The purpose / scope of plan is clearly presented in the document.					
The principles behind the rationale of the plan are clearly presented.					
The report is formatted according to the agreed-upon requirements and specifications of the commission and the proposal.					
The plan is drafted based on the nature and requirements of EU projects, with respect to quality management.					
The overall content of the plan is well-organised.					
The procedures to be followed for the attainment of quality management/ quality assurance are clearly explained.					
Appropriate quality management/ quality assurance actions are utilised for each deliverable.					
Logos and disclaimers are included.					

The following checklist should be used to ensure quality management with respect to the Project Management / Quality Assurance Plan. Please specify whether the following indicators were implemented.



Indicators	Completion (✓ / X)
The plan was made public to all project partners.	
Specific dimensions were presented in the plan explaining the different aspects of the project that will be evaluated.	
Appropriate revisions were made to the plan throughout the project's life-cycle in accordance with specific needs that emerged.	
Evaluation questions were provided to explain how quality management/ quality assurance would be assessed throughout the project's life-cycle.	
Relevant quality management/ quality assurance tools were drafted for each output.	
Appropriate indicators were utilised to evaluate the attainment of quality management/ quality assurance in each output.	

Annex D2: Dissemination and Exploitation Plan Evaluation

The following table of criteria and indicators will be used for the following Tasks (T):

- T5.1 Dissemination and Exploitation Plan

Activity: Dissemination and Exploitation Plan

Please evaluate the structure, content, and completeness of the Dissemination and Sustainability strategy (plan) on the following criteria and relevant scale of satisfaction, with respect to the quality of the criteria provided.

To what extent do you **agree** with the following statements?

Please use the following scale: 1 = Completely disagree, 2=Partially disagree, 3=Neither agree nor disagree, 4= Partially agree, 5=Completely agree

Criteria	1	2	3	4	5
The purpose / scope is clearly presented.					
The plan meets its intended objectives as defined by the project.					
The tone and writing style are appropriate for the intended audience.					
The overall content is well-organised.					
Ideas and issues related to the main points presented are thoroughly discussed.					
The methodology followed is clearly described.					
Clear evidence is provided for the arguments and ideas proposed.					
Appropriate solutions/recommendations are presented.					
The plan is formatted according to the agreed-upon requirements and specifications of the commission and the proposal.					
Logos and disclaimers are included.					

The following checklist should be used to ensure quality management with respect to the Project Management / Quality Assurance Plan. Please specify whether the following indicators were implemented.

Indicators	Completion (√ / X)
A dissemination & sustainability methodology was decided and made public to all partners.	
A strategic dissemination & sustainability plan was drafted and explained to all partners.	
The dissemination & sustainability activities were completed within the specified timeframe.	
The dissemination & sustainability activities were appropriate for the key target groups as defined by the project's guidelines.	
Indicators	Completion (√ / X)
The dissemination & sustainability activities were in line with the scope and objectives of the project.	
The dissemination & sustainability activities were adequate for each dissemination & sustainability level as specified by the partnership.	
The dissemination & sustainability objects defined by the partnership were successfully developed and effectively disseminated for each sub-sector as planned.	
Appropriate channels and modalities were utilised, based on the nature of each dissemination & sustainability activity.	
All partners completed their dissemination & sustainability requirements based on the agreed-upon context-specific partner-level dissemination & sustainability planning.	
A dissemination management strategy with relevant tools was used in order to monitor dissemination progress by all partners throughout the project's life-cycle.	
The dissemination & sustainability material produced included all the target languages.	



Annex D3: Project website and dissemination material Evaluation 12-, 24--month Evaluation

The following table of criteria will be used for the following outputs:

- Re-fashionable Website, Social Media Campaign
 - T5.3, T5.5, T5.6

Activity: Project website

Please, yearly evaluate the structure, content, and completeness of the project website and dissemination material on the following criteria and relevant scale of satisfaction, with respect to the quality of the criteria provided.

To what extent do you **agree** with the following statements?

Please use the following scale: 1 = Completely disagree, 2=Partially disagree, 3=Neither agree nor disagree, 4= Partially agree, 5=Completely agree

Criteria	1	2	3	4	5
The purpose / scope of the project website is clearly presented.					
The website meets its intended objectives as defined by the project.					
The project website is well-organised.					
The interface is aesthetically pleasant.					
The quantity of the project material and information shared is satisfactory.					
The quality of the project material and information shared is satisfactory.					
Information can be easily located.					
The project website is easy to navigate.					
The project website was updated regularly by all partners.					
Logos and disclaimers are included.					

The following table of criteria will be used for the following activities and channels:

- Informative brochure on the project, its objectives and methodology
- Re-fashionable logo & branding



- Re-fashionable website to incorporate all project deliverables and to inform on the project progress and events
- Section within partners' websites
- Mailing lists of key people and entities to receive materials and information about the Re-fashionable project
- Periodic newsletters
- Local dissemination events
- Re-fashionable Summer Labs to share the project results with a wider audience
- Networking and meetings with decision makers at all levels
- Cooperation agreements with other projects, networks and relevant regional, national, European and International entities
- Social Networks: groups and profiles on Facebook and Re-fashionable platform
- Communication of the project results in mass media: articles at newspapers, at web portals
- Erasmus+ Project Results Platform

Annex E1: Interim Questionnaire for 12-, and 24-month Evaluation

Dear Re-fashionable partners,

The purpose of this survey is to assess the progress of the Re-fashionable project and its products and provide insight as to the strong points of the management and outputs of the project, as well as any weaknesses/challenges that need to be addressed in order to improve the performance of the consortium and the progress of the project during the remaining timeframe.

For this reason, please complete the survey that follows providing as much information as possible. Please have one representative of each partner organization, who has been involved in the project since its beginning, complete the survey.

Thank you for your participation and contribution!



Instructions

Please rate your satisfaction on the following aspects of the project by selecting the relevant option on the provided scale. If you would like to elaborate on your response to any of the questions below, or if you have any comments to add, please use the corresponding “Other” box to do so, after selecting an option on the provided scale.

1. Name:

2. Organisation:

3. Email:

4. Rate the overall progress of the project. (Poor-Excellent)

Poor	Fair	Good	Very good	Excellent	Other (textbox)
------	------	------	--------------	-----------	--------------------

Rate the overall project management. (Poor-Excellent)

5. The management structure is clear.

Poor	Fair	Good	Very good	Excellent	Other (textbox)
------	------	------	--------------	-----------	--------------------

6. Project Management provides feedback to partners.

Poor	Fair	Good	Very good	Excellent	Other (textbox)
------	------	------	--------------	-----------	--------------------

7. Information, needed to complete work packages, is clear and timely.

Poor	Fair	Good	Very good	Excellent	Other (textbox)
------	------	------	--------------	-----------	--------------------

8. Financial aspects are thoroughly explained.

Poor	Fair	Good	Very good	Excellent	Other (textbox)
------	------	------	--------------	-----------	--------------------

9. Meeting agendas and reports are clear and well-organized.



Poor	Fair	Good	Very good	Excellent	Other (textbox)
------	------	------	--------------	-----------	--------------------

10. Feedback from management structure is appropriate.

Poor	Fair	Good	Very good	Excellent	Other (textbox)
------	------	------	--------------	-----------	--------------------

11. Involvement of partners is maintained through appropriate strategies.

Poor	Fair	Good	Very good	Excellent	Other (textbox)
------	------	------	--------------	-----------	--------------------

Rate the support for transnational cooperation. (Poor-Excellent)

12. Communication (e-mails and website) is fluent and timely.

Poor	Fair	Good	Very good	Excellent	Other (textbox)
------	------	------	--------------	-----------	--------------------

13. Channels of communication are clear and effective.

Poor	Fair	Good	Very good	Excellent	Other (textbox)
------	------	------	--------------	-----------	--------------------

14. Face-to-face meeting agendas are clear and timely.

Poor	Fair	Good	Very good	Excellent	Other (textbox)
------	------	------	--------------	-----------	--------------------

15. Face-to-face meetings are useful.

Poor	Fair	Good	Very good	Excellent	Other (textbox)
------	------	------	--------------	-----------	--------------------

16. Work plan deadlines are met through clear management steering.



Poor	Fair	Good	Very good	Excellent	Other (textbox)
------	------	------	--------------	-----------	--------------------

Rate your contribution and the contribution of other partners. (Poor-Excellent)

17. My own contribution.

Poor	Fair	Good	Very good	Excellent	Other (textbox)
------	------	------	--------------	-----------	--------------------

18. The coordinator's contribution.

Poor	Fair	Good	Very good	Excellent	Other (textbox)
------	------	------	--------------	-----------	--------------------

19. Other partners' contribution.

Poor	Fair	Good	Very good	Excellent	Other (textbox)
------	------	------	--------------	-----------	--------------------

20. State 3 areas where the project has worked well so far in terms of management, coordination, partner communication, partner involvement, development work, project outputs, etc.

21. Name 3 major difficulties/challenges that you have experienced so far in the project? How do you feel they could be resolved?

22. Please comment on your budget spending to date; is it on target under each of the allocated budget categories. Are there any foreseen difficulties that might require an alteration to the original budget allocation?

23. Please add any other comments or concerns that you might have, which were not addressed in the previous parts of the survey.

Outputs Evaluation Checklist

24. Please rate your satisfaction for the following aspects of the Re-fashionable project outputs and activities based on the Likert scale: 1-Poor; 2-Fair; 3-Good; 4-Very Good; 5-Excellent

Deliverables (D)	1	2	3	4	5
Project Management Plan					
Quality Assurance Plan					
Dissemination Plan					
Project Web					
Dissemination material					

Note: In the 9-month, 18 month and the 27-month survey, we will only include the outputs developed and the activities completed up to that point for evaluation by the partners.

Annex E2: Final Questionnaire for 24-month Evaluation

Dear Re-fashionable Partners,

The purpose of this survey is to assess the progress of the Re-fashionable project and its products and provide insight as to the strong points of the management and outputs of the project, as well as any weaknesses/challenges that you have faced.

For this reason, please complete the survey that follows providing as much information as possible. Please have one representative of each partner organization, who has been involved in the project since its beginning, complete the survey.

Thank you for your participation and contribution!

Instructions

Please rate your satisfaction on the following aspects of the project by selecting the relevant option on the provided scale. If you would like to elaborate on your response to any of the questions below, or if you have any comments to add, please use the corresponding "Other" box to do so, after selecting an option on the provided scale.



1. Name:

2. Organisation:

3. Email:

4. Rate the overall progress of the project. (Poor-Excellent)

Poor	Fair	Good	Very	Excellent	Other
			good		(textbox)

Rate the overall project management. (Poor-Excellent)

5. The management structure was clear.

Poor	Fair	Good	Very	Excellent	Other
			good		(textbox)

6. Project Management provided feedback to partners.

Poor	Fair	Good	Very	Excellent	Other
			good		(textbox)

7. Information, needed to complete work packages, was clear and timely.

Poor	Fair	Good	Very	Excellent	Other
			good		(textbox)

8. Financial aspects were thoroughly explained.

Poor	Fair	Good	Very	Excellent	Other
			good		(textbox)

9. Meeting agendas and reports were clear and well-organized.

Poor	Fair	Good	Very	Excellent	Other
			good		(textbox)

10. Feedback from management structure was appropriate.



Poor	Fair	Good	Very	Excellent	Other
			good		(textbox)

11. Involvement of partners was maintained through appropriate strategies.

Poor	Fair	Good	Very	Excellent	Other
			good		(textbox)

Rate the support for transnational cooperation. (Poor-Excellent)

15. Communication (e-mails and website) was fluent and timely.

Poor	Fair	Good	Very	Excellent	Other
			good		(textbox)

16. Channels of communication were clear and effective.

Poor	Fair	Good	Very	Excellent	Other
			good		(textbox)

17. Face-to-face meeting agendas were clear and timely.

Poor	Fair	Good	Very	Excellent	Other
			good		(textbox)

18. Face-to-face meetings were useful.

Poor	Fair	Good	Very	Excellent	Other
			good		(textbox)

19. Work plan deadlines were met through clear management steering.

Poor	Fair	Good	Very	Excellent	Other
			good		(textbox)

Rate your contribution and the contribution of other partners. (Poor-Excellent)



Quality Assurance Plan					
Dissemination Plan					
Project Web					
Dissemination material					

Note: In the 9-month, 18 month and the 27-month survey, we will only include the outputs developed and the activities completed up to that point for evaluation by the partners.

Annex F: Social media awareness evaluation (12- & 24-month)

The following table of criteria will be used for the following outputs:

- T5.6: Social media creation and animation

Activity F1 Social media

Please evaluate the structure, content, and completeness of the project website on the following criteria and relevant scale of satisfaction, with respect to the quality of the criteria provided.

To what extent do you **agree** with the following statements?

Please use the following scale: 1 = Completely disagree, 2=Partially disagree, 3=Neither agree nor disagree, 4= Partially agree, 5=Completely agree

Criteria	1	2	3	4	5
The purpose / scope of the project website is clearly presented.					
The website meets its intended objectives as defined by the project.					
The project website is well-organised.					
The interface is aesthetically pleasant.					
The quantity of the project material and information shared is satisfactory.					
The quality of the project material and information shared is satisfactory.					
Information can be easily located.					
The project website is easy to navigate.					
The project website was updated regularly by all partners.					
Logos and disclaimers are included.					



Annex G: Virtual platform Evaluation

The following table of criteria will be used for the following outputs:

- T2.2, 2.3 -- Development of the specifications of the "Re-fashionable" digital platform

Re-fashionable Virtual Platform Questionnaire

1) Organisation / Institution name

2) Please, rate the Quality of Re-fashionable Virtual Platform in general

1 2 3 4 5

3) Organisation of the content

1 2 3 4 5

4) The content is adequate.

Yes No other_____

5) Is it what you expected?

Yes No other_____

6) What would you add?

7) The functionality of the platform meets the needs expected.

Yes No Other

Re-fashionable Virtual Platform Questionnaire – Students

1) Country



- 2) **Name and Surname**
- 3) **Email**
- 4) **University /Organisation name**
- 5) **How many of the prepared materials available on the Re-fashionable Virtual Platform have you visited / used?**
- 6) **Please rate the following concepts by Low Medium-low Medium-high High**
 - **Please quote your level of interest of the consulted materials**
Low Medium-low Medium-high High
 - **How much have you learned from these materials?**
Low Medium-low Medium-high High
- 7) **Choose four words that sum up your overall opinion of the consulted materials:**
Interesting, Nothing new, Rushed, Practical, Clear, Difficult, Basic, Irrelevant, Comprehensive, Inspiring, Fascinating, Valuable, Theoretical, Bad, Beneficial, Exciting, Terrible, Innovative, Useful, Confusing, Waste of time, Enjoyable, Challenging, Boring, Unfocused, OK.
- 8) **Please rate the following concepts by:**
Very poor Poor Acceptable Good Excellent
 - **Level of attractiveness and motivation of the activities**
Very poor Poor Acceptable Good Excellent
 - **Please rate the overall quality of the Re-fashionable VIRTUAL Platform**
Very poor Poor Acceptable Good Excellent
 - **Please rate the adequacy of the provided content with the master objectives**
Very poor Poor Acceptable Good Excellent
 - **Is it easy to find a content on the platform?**
Very poor Poor Acceptable Good Excellent
- 9) **How would you rate the level of difficulty of these materials?**
Too easy Easy Difficult Too difficult



Annex H: Summer Lab Evaluation:

(Location / Dates)

Instructions: Please complete this *anonymous* evaluation questionnaire. Your feedback will assist us in evaluating the quality of the intensive study course/ pilot training. This information will be kept confidential and used only for the purpose of evaluating this activity.

1. What organization are you from?

2. Are you

a. Student

b. Teacher/researchers

c. Others specifyz

3. Overall Satisfaction

Q	To what extent do you agree with the following statements?						
	<i>Please use the following scale: 1 = Completely disagree, 2=Partially disagree, 3=Neither agree nor disagree, 4= Partially agree, 5=Completely agree</i>						
	1.	The Summer Lab workshop was interesting and useful	1	2	3	4	5
	2.	I am overall satisfied with the organization of the Summer Lab	1	2	3	4	5
	3.	I think the participants acquired relevant knowledge and skills in relation to sustainable fashion practices	1	2	3	4	5
	4.	The quality of facilities and resources provided during the Summer Lab were good	1	2	3	4	5
5.	The Summer Lab provided meaningful networking and collaboration opportunities	1	2	3	4	5	



6.	I am satisfied with venue chosen for the Summer Lab	1	2	3	4	5
7.	The participants were prepared in advance	1	2	3	4	5
8.	The Summer Lab was inspirational in applying sustainability principles to your organization, business, school, or personal practice	1	2	3	4	5
9.	I'm feel confident to transfer the competences and knowledge acquired to others.	1	2	3	4	5

4. What have you learned from the workshop?

5. What actions will you take as a result of what you learned today workshop?

Annex I: e-learning Course Evaluation:

6. Partner organization

7. Overall Satisfaction

Q	To what extent do you agree with the following statements? <i>Please use the following scale: 1 = Completely disagree, 2=Partially disagree, 3=Neither agree nor disagree, 4= Partially agree, 5=Completely agree</i>					
	10. The organization is satisfactory	1	2	3	4	5



11.	The trainers had the necessary knowledge and were helpful	1	2	3	4	5
12.	The participants were briefed on the e-Learning course	1	2	3	4	5
13.	The course was helpful in terms of sustainability in the fashion industry	1	2	3	4	5
14.	The course is applicable to my profession and/or studies	1	2	3	4	5
15.	The course is available in Spanish, Italian, Greek, Hungarian, Dutch, and English	1	2	3	4	5

8. What have you learned from the e-Learning course?

9. What actions will you take as a result of what you learned during the course?
