STREAMING GIRLS AND WOMEN INTO STEAM EDUCATION, INNOVATION AND RESEARCH

STREAM IT

D1.2 Quality Assurance Plan

30.06.2024

STREAM IT

Project full title

STREAMING GIRLS AND WOMEN INTO STEAM EDUCATION, INNOVATION AND RESEARCH

Project acronym

STREAM IT

Project Agreement no.

101131843

D1.2 Quality Assurance Plan

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1.0	26.06.2022	Second draft, finalisation	Dhanesh Chathuranga, Jan Ertmann (Si2)

Table of contents

List of figures

List of tables

List of abbreviations

AI	Artificial intelligence
APM	Association for Project Management
QA	Quality Assurance
QAP	Quality Assurance Plan
STEM	Science, Technology, Engineering and Maths
STEAM	Science, Technology, Engineering, Arts and Maths
WP	Work Package

EXECUTIVE SUMMARY

The ST(R)E(A)M IT project represents a critical initiative aimed at addressing entrenched gender disparities within STEM fields. Stemming from the urgent need to rectify these imbalances, the project aligns closely with the overarching objectives outlined in 'The European Manifesto for gender-inclusive STE(A)M education and careers.'

With an interdisciplinary approach, the project's objectives are ambitious yet indispensable. Firstly, it seeks to empower traditionally underrepresented groups within STEM, fostering inclusivity and diversity within these fields. Secondly, it endeavours to pioneer the integration of STEAM (Science, Technology, Engineering, Arts, and Mathematics) methodologies into mainstream STEM education practices. This integration not only enriches educational experiences but also promotes holistic thinking and creativity, essential for addressing complex real-world challenges.

Moreover, the project aspires to cultivate gender-inclusive career pathways within STEM sectors, thereby broadening opportunities and diversifying talent pipelines. By breaking down systemic barriers and challenging prevailing gender stereotypes, ST(R)E(A)M IT aims to create a more equitable landscape for aspiring professionals.

Given the significance and complexity of these objectives, a robust Quality Assurance Plan (QAP) is indispensable. The QAP serves as a guiding framework, delineating stringent quality standards and procedures for evaluating project deliverables and outcomes. It is an addition to the Project Management Handbook which provides the foundation for the QAP. Through monitoring and assessment, the QAP ensures that project activities remain aligned with overarching goals and objectives. Furthermore, it facilitates continuous improvement, enabling the project team to adapt and refine strategies as necessary to optimise impact and effectiveness.

In essence, the implementation of a comprehensive Quality Assurance Plan is imperative for the success of the ST(R)E(A)M IT project. By upholding rigorous quality standards and fostering a culture of accountability and excellence, the project seeks to advance gender-inclusive STEM education and careers, thereby contributing to broader societal transformation and progress.

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1. Introduction

The QAP is an important component of the ST(R)E(A)M IT project, essential for ensuring the project's adherence to high standards of quality. As the project seeks to address gender disparities in STEM education and careers, the QAP serves as a guiding framework for achieving our objectives effectively and efficiently.

The Quality Assurance framework is built around four stages. It starts with the concept note which requires meticulous planning and adherence to project specifications to ensure the satisfactory design of each deliverable. The concept notes for all work packages are written before the implementation phase has started. This ensures the WP leads are aware of their tasks and partners. This enables them to place emphasis on clarity, coherence, and alignment with project objectives, laying a robust foundation for successful execution.

The second pillar of the framework is peer review. Partners have been selected based on their expertise and skill set. Maintaining technical excellence involves adhering to established methodologies, employing rigorous testing procedures, and engaging in continuous refinement to uphold the highest standards of technical quality in the deliverables. The selected WP lead and task lead partners are paired with other partners with expertise in the area to provide feedback in a timely manner.

Thirdly, the iteration phase. The iteration phase is a critical part of the quality assurance process, focusing on refining deliverables through successive improvements based on feedback. During this phase, the draft versions of deliverables undergo thorough revisions. The peer feedback is incorporated to enhance the accuracy, coherence, and overall quality of the deliverables. This cyclical process ensures that any identified issues are addressed promptly, and the content evolves to meet the highest standards.

Once the three stages have been completed, the deliverable can be submitted to the Project Coordinator for their review. Evaluation criteria encompass accuracy and comprehensiveness of technical content, alignment with project objectives and standards, clarity and coherence of deliverables, and the exclusion of extraneous content.

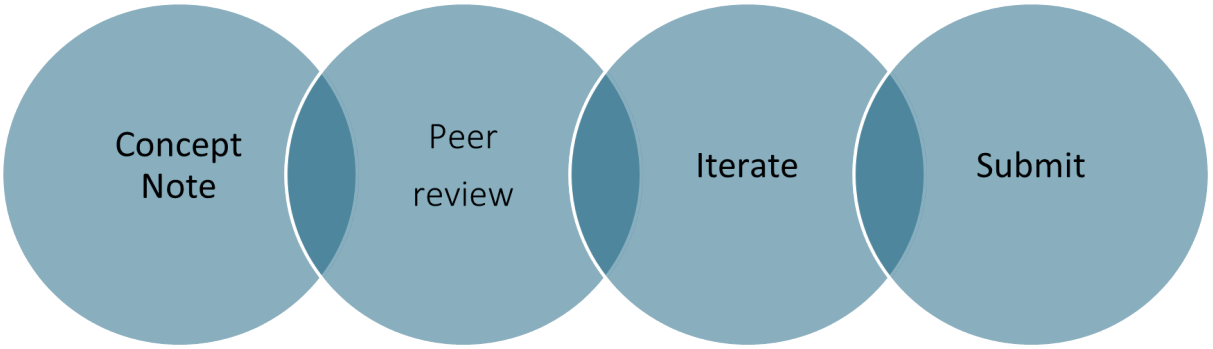

Figure 1.

2. Quality Assurance Methodology

The project's quality management process is designed to encompass all activities related to both processes and deliverables, thereby enhancing the project's ability to meet its expected results and outcomes. The project management handbook is the foundation of the quality assurance plan because it provides the essential guidelines, procedures, and standards that ensure consistent and effective management of project activities, aligning all partners towards achieving the project's objectives with high quality.

Quality assurance management is primarily overseen by STEINBEIS under Task 1.4 in the Work Plan. Every project deliverable and key event is subject to rigorous quality assurance procedures to ensure the highest standards are maintained throughout the project's lifecycle. This chapter outlines the methodology for quality assurance in our project, detailing the steps involved, the roles of different partners, and the instruments used for assessment.

2.1 Quality Assurance of Deliverables and services

The quality assurance process for deliverables involves a structured, multi-step approach to ensure each deliverable meets the project's high standards. This process is designed to facilitate thorough reviews, incorporate feedback, and ensure final deliverables are polished and ready for submission. The following steps outline the detailed process:

Step 1: Concept Note Preparation

At the onset of each work package, the responsible partner, in collaboration with other involved partners, prepares a concept note. This note outlines the structure, content, and methodology related to the planned activities and deliverables within the specific work

package. Writing a concept note at the start of the work package, tasks, and activities serves as a foundational quality assurance measure by providing a clear and structured outline of the project's objectives, methodologies, and expected outcomes. This initial document ensures that all partners have a shared understanding of the project's scope and goals, promoting alignment and coherence across the consortium. The concept note acts as a reference point throughout the project, guiding the development of deliverables and the execution of tasks. By detailing the strategic approach, key activities, and performance indicators, it helps to identify potential risks and mitigation strategies early on. Additionally, the concept note facilitates effective communication and coordination among partners, setting a standardised framework that supports consistency and quality in all subsequent phases of the project.

Step 2: Draft Deliverable Evaluation

Once the initial draft of a deliverable is ready, it is circulated to the assigned QA partners for feedback. This circulation occurs at least 15 working days before the submission deadline. Peer review is an essential quality assurance measure that leverages the collective expertise of project partners to enhance the accuracy, relevance, and quality of deliverables. Partners have been selected based on their specialised knowledge and experience in relevant fields, ensuring that each deliverable is scrutinised by experts who understand the intricate details of the subject matter. During the peer review process, draft deliverables are evaluated for technical soundness, methodological rigour, and alignment with project goals. This collaborative review not only helps in identifying and rectifying errors or gaps but also fosters innovative thinking and comprehensive solutions. By incorporating diverse perspectives and insights, peer review elevates the standard of the project's outputs, ensuring that they are robust, credible, and of high quality. This process underpins the project's commitment to excellence and reliability, ensuring that the final deliverables meet both the project's standards and the stakeholders' expectations.

Step 3: Finalising the Deliverable

After receiving feedback, the responsible partner coordinates with contributing partners to implement the necessary amendments. This collaborative revision process is crucial for incorporating diverse insights and expertise. The iterations are important as a quality assurance measure because they allow for continuous refinement and improvement of deliverables through rounds of feedback and revisions, ensuring that the final product meets the highest standards of accuracy, coherence, and alignment with project goals. The

final deliverable is then completed within the next 10 calendar days, ensuring it is polished and ready for submission.

The following table provides a comprehensive overview of the project's deliverables, including details such as the deliverable number, name, associated work package (WP) number, task lead, and the designated quality assurance (QA) partner responsible for overseeing the quality standards of each deliverable.

Table 1: Quality Assurance Partner for Deliverables

D No.	D Name	WP No.	Task Lead	QA Partner
D1.1	Project Management Handbook	1	HETFA	STEINBEIS
D1.2	Quality Assurance Plan	1	STEINBEIS	HETFA
D1.3	Data Management Plan	1	STEINBEIS	HETFA, UBB
D1.4	Policy brief 1	1	HETFA	CEISE
D1.5	Policy brief 2	1	HETFA	RAPIV
D2.1	Research report on previous and running initiatives and European projects on STEAM education and gender equality	2	IMP	SUNRISE TECH
D2.2	Best practices collection on STEAM approaches and tools	2	IMP	MIR
D2.3	Research Report on obstacles and supports for gender equality and inclusiveness in STEM education, R&I	2	UBB	UBU , CEISE

D2.4	Needs-based Concept and Methodology for gender- and diversity inclusive hands-on activities and sustainable collaborative networks	2	HETFA	STEM ISLAND
D2.5	Concept note for implementing work package 2	2	UBB	STEINBEIS
D3.1	Toolkit for attracting young girls towards STEM Education	3	SUNRISE TECH	UHE
D3.2	Toolkit for activities at science centres and museums	3	ADDSEN	EIT FOOD
D3.3	Toolkit of mentoring programme at universities and science parks	3	NATE	WIT
D3.4	Concept note for implementing work package 3	3	SUNRISE TECH	HETFA
D4.1	Best practice guide for STEM educators of gender- and diversity inclusive non-formal teaching and training tools, methods and practices	4	CESIE	NATE
D4.2	Toolkit for the establishment and maintenance of the national inspiration hubs	4	STEM Island	VATECHPARK & SUNRISE TECH
D4.3	the virtual makerspace for STEAM approaches	4	CANDIDE	NGO BRIT

D4.4	ST(R)E(A)M IT Sustainability and Exploitation plan	4	RAPIV	ADDSEN
D4.5	Concept Note for implementing WP 4	4	RAPIV	STEINBEIS
D5.1	Impact assessment of the hands-on activities and awareness raising campaigns	5	HETFA	IMP
D5.2	Concept note for implementing WP 5	5	STEINBEIS	HETFA,RAPIV
D5.3	Report on Policy Dialogue Webinars	5	STEINBEIS	UPZ ABW
D5.4	European Roadmap for supporting the implementation of "The European Manifesto for gender-inclusive STE(A)M education and careers"	5	STEINBEIS	UBB, UBU , CEISE
D6.1	Communication and Dissemination Strategy	6	F6S IE	CESIE, ADDSEN
D6.2	Stakeholder Mapping and Digital Engagement Strategy	6	CESIE	F6S IE , MIR
D6.3	Final dissemination activity report	6	F6S IE	HETFA, CEISE
D6.4	Mid-term dissemination activity report	6	F6S IE	STEINBEIS

For further detail and an overview of the timelines including deadlines, the following table outlines key information for each deliverable, including the deliverable number, task lead,

quality assurance partner, due date for the first round check, due date for the second round check, internal deadline, and final delivery deadline.

Table 2: Quality Assurance timeline for Deliverables

D No.	Task Lead	QA Partner	M.	1st Check	2nd Check	Submit to Coo	Final Deadline
D1.1	HETFA	STEINBEIS	3	16.03.24	24.03.24	26.03.24	31.03.24
D1.2	STEINBEIS	HETFA	6	15.06.24	23.06.24	25.06.24	30.06.24
D1.3	STEINBEIS	HETFA, UBB	6	15.06.24	23.06.24	25.06.24	30.06.24
D1.4	HETFA	CEISE	18	15.06.25	23.06.25	25.06.25	30.06.25
D1.5	HETFA	RAPIV	36	16.12.26	24.12.26	26.12.26	31.12.26
D2.1	IMP	SUNRISE TECH	5	16.05.24	24.05.24	26.05.24	31.05.24
D2.2	IMP	MIR	5	16.05.24	24.05.24	26.05.24	31.05.24
D2.3	UBB	UBU, CEISE	8	16.08.24	24.08.24	26.08.24	31.08.24
D2.4	HETFA	STEM ISLAND	9	15.09.24	23.09.24	25.09.24	30.09.24
D2.5	UBB	STEINBEIS	3	16.03.24	24.03.24	26.03.24	31.03.24
D3.1	SUNRISE TECH	UHE	33	15.09.26	23.09.26	25.09.26	30.09.26

D3.2	ADDSEN	EIT FOOD	33	15.09.26	23.09.26	25.09.26	30.09.26
D3.3	NATE	WIT	33	15.09.26	23.09.26	25.09.26	30.09.26
D3.4	SUNRISE TECH	HETFA	8	16.08.24	24.08.24	26.08.24	31.08.24
D4.1	CESIE	NATE	33	15.09.26	23.09.26	25.09.26	30.09.26
D4.2	STEM ISLAND	VATECHPARK & SUNRISE TECH	8	16.08.24	24.08.24	26.08.24	31.08.24
D4.3	CANDIDE	NGO BRIT	10	16.10.24	24.10.24	26.10.24	31.10.24
D4.4	RAPIV	ADDSEN	35	15.11.26	23.11.26	25.11.26	30.11.26
D4.5	RAPIV	STEINBEIS	6	15.06.24	23.06.24	25.06.24	30.06.24
D5.1	HETFA	IMP	32	16.08.26	24.08.26	26.08.26	31.08.26
D5.2	STEINBEIS	HETFA, RAPIV	5	16.05.24	24.05.24	26.05.24	31.05.24
D5.3	STEINBEIS	UPZ ABW	35	15.11.26	23.11.26	25.11.26	30.11.26
D5.4	STEINBEIS	UBB, UBU, CEISE	35	15.11.26	23.11.26	25.11.26	30.11.26

D6.1	F6S IE	CESIE, ADDSEN	6	15.06.24	23.06.24	25.06.24	30.06.24
D6.2	CESIE	F6S IE, MIR	5	16.05.24	24.05.24	26.05.24	31.05.24
D6.3	F6S IE	HETFA, CEISE	36	16.12.26	24.12.26	26.12.26	31.12.26
D6.4	F6S IE	STEINBEIS	18	15.06.25	23.06.25	25.06.25	30.06.25

The services provided under the project such as the Hands-on activities at science centres and museums, Mentoring Programme empowering young talents, the Virtual Makerspace for STEAM approaches, the online Co-creation Working Lab (CWL), the National Inspiration Hubs for STEM educators and Gender and diversity inclusive non-formal teaching and training tools also undergo the rigorous quality assurance measures but are not listed as they are not categorised as deliverables.

In Summary, the steps for the WP Leads and their QA Partners are listed in the following table.

Table 3: Activity table for Deliverables

Steps	Activity	Description	Timeline
Step 1: Concept Note Preparation	Preparation of Concept Note	The responsible partner collaborates with other partners to draft a concept note outlining structure, content, and methodology for the work package.	At the start of each work package

Step 2: Draft Deliverable Evaluation	Circulation of Draft Deliverable	The initial draft of the deliverable is circulated to QA partners for feedback.	At least 15 working days before deadline
Step 3: Draft Deliverable Review	Peer Review	QA partners review the draft for technical soundness, methodological rigour, and alignment with project goals.	During the 10-day review period
Step 4: Finalising the Deliverable	Incorporation of Feedback	The responsible partner, with input from contributing partners, incorporates feedback and makes necessary amendments.	Within 10 calendar days after feedback
Step 5: Submitting the Deliverable	Finalization and Submission	The final deliverable is completed, polished, and submitted.	Immediately after revisions are complete

2.2 Internal Quality Assurance for Events

Quality assurance for events such as project meetings, workshops, webinars, conferences, and training sessions follows a structured procedure to ensure each event is well-organised and meets its objectives. The partner responsible for organising an event collaborates with HETFA, the Coordinator, and the relevant Work Package leaders to discuss and finalise key details, including:

Event Venue: Ensuring the location is suitable and accessible for all participants.

- **Target Audience and Speakers**: Identifying the appropriate audience and securing knowledgeable and engaging speakers.
- **Dates and timing of the Agenda**: Set a date and start planning a coherent and effective agenda that maximises the event's impact.
- **Event Budget**: Ensuring the event remains within the allocated budget while meeting all logistical requirements.
- **Accommodation Options**: Providing suitable accommodation options for participants, if necessary.

The Coordinator and Work Package Leader support these preparations by finalising the event's objectives and preparing the agenda. Their involvement ensures that each event aligns with the project's overall goals and delivers value to participants. The key project events such as conferences, general assemblies, and policy dialogues play a pivotal role in disseminating project findings, engaging stakeholders, and fostering collaboration.

The quality assurance process for these key events begins with the development of a concept note that outlines the event's objectives, target audience, timeline, budget (if applicable), and agenda. This concept is reviewed by all relevant partners and stakeholders, with feedback incorporated to refine the event's design and logistics.

Step 1 first concept for event

As part of the quality assurance measures, the concept creation phase for events begins well in advance to ensure thorough planning and organisation. For events requiring travel, such as General Assemblies (GA) and Partner meetings, this phase starts 40 days prior to the event date. For online events, including the Nurturing Talent Workshop series for supporting girls and policy dialogue webinars, the concept creation phase begins 25 days in advance. During this phase, the responsible partner collaborates with key stakeholders, including the Coordinator and Work Package leaders, to define the event’s objectives,

agenda, target audience, and key speakers. This collaborative effort ensures that the event is well-aligned with the project's goals and that all logistical and content-related aspects are planned. Early initiation of this process allows sufficient time for feedback and adjustments, guaranteeing a smooth and successful event execution.

Step 2 review of the concept

During Step 2, the initial event concept undergoes a comprehensive review by relevant stakeholders, including the Coordinator and Work Package leaders, to ensure alignment with project objectives, feasibility, and overall quality, allowing for constructive feedback and necessary revisions. The concept is sent to all partners involved, WP lead and coordinator for comments, they provide their comments within 2 weeks.

Step 3 Revision of the concept and event organisation

In Step 3, the event concept is revised based on feedback from the review phase, and detailed planning for the event's organisation commences, including finalising logistics, coordinating with speakers, and preparing materials to ensure a seamless and impactful event execution. The organising partner presents the final concept to the relevant stakeholders 10 days before the event.

Step 4 Post-Event Responsibilities

Following the event, the host partner is responsible for several key tasks:

- **Attendance Documentation**: Sending signed attendance lists to the Coordinator or uploading them to the corresponding folders.
- **Event Documentation**: Preparing comprehensive documentation of the event, including photos, recordings, and presentations.
- **Budget Breakdown**: Preparing a detailed event budget breakdown and collecting relevant invoices.

Evaluation and Feedback

Participant satisfaction is monitored through evaluation questionnaires distributed after each project event (e.g., General Assemblies, webinars, WP3 activities). The Coordinator prepares these questionnaires, typically using Google Forms, and ensures they are distributed at the end of each event. For national-level events, Project Partners are responsible for creating and summarising the questionnaires' results in English. This

feedback mechanism is crucial for assessing the event's effectiveness and identifying areas for improvement.

Reporting on Quality Assurance

STEINBEIS is responsible for preparing a presentation for the General Assembly (GA) meetings, specifically GA4 in M22 Oct 2025 to provide an update on the quality assurance process. We might revisit the QA Process based on the experience of partners. By presenting these findings, STEINBEIS ensures that all partners are informed about the quality status of project activities and outcomes, fostering transparency and continuous improvement within the consortium.

Document Management

All final documents involved in the Quality Assurance procedure, including concept notes, review results, and final deliverables, are uploaded to EMDESK by HETFA. This is an amendment to the Project Management Handbook in which Steinbeis was declared responsible. This centralised repository ensures that all project partners have access to the necessary documents, facilitating collaboration and maintaining a comprehensive record of quality assurance activities.

Table 4: Activity Table for Events

Step	Activity	Description	Timeline	Responsible
Step 1: Concept Creation	Initial Concept for Event	Begin planning for events 40 days before travel events (GA, Partner meetings) and 25 days before online events. *Collaborate with key stakeholders to define objectives, agenda, target audience, and key speakers.*	40 days (travel events) 25 days (online events)	WP/Task Lead

Step 2: Concept Review	Review of Concept	Initial event concept undergoes review by relevant stakeholders (Coordinator, WP leaders). *Ensure alignment with project objectives, feasibility, and quality. Collect and incorporate feedback.*	Review period: 2 weeks	Event Host
Step 3: Revision and Organization	Revision of Concept and Event Organization	Revise event concept based on feedback and commence detailed planning, including logistics and coordination with speakers. *Prepare materials to ensure seamless event execution.*	Final concept presented 10 days before event	WP/Task Lead
Step 4: Post-Event tasks	Attendance Documentation	Send signed attendance lists to the Coordinator or upload to corresponding folders.	Post-event	Event Host
	Event Documentation	Prepare comprehensive documentation of the event, including photos, recordings, and presentations.	Post-event	
	Budget Breakdown	Prepare detailed event budget breakdown and collect relevant invoices.	Post-event	

	Evaluation and Feedback	Distribute evaluation questionnaires to monitor participant satisfaction. Summarise results for national-level events.	Post-event	
Ongoing	Reporting on Quality Assurance	Prepare a presentation for GA4 (M22 Oct 2025) to update on the QA process. Review QA process based on partners' experiences.	Ongoing	Steinbeis
		Ensure all partners are informed about the quality status of project activities and outcomes.		
Ongoing	Document Management	Upload all final QA documents to EMDESK. This includes concept notes, review results, and final deliverables.	Ongoing	HETFA
		Maintain a centralised repository for access by all project partners.		

3. Checklist for deliverables

A comprehensive checklist serves as a valuable tool for assessing the quality of STREAM IT deliverables. This checklist encompasses various criteria, including content evaluation, executive summary clarity, introduction coherence, main part comprehensiveness, conclusion effectiveness, and adherence to formatting guidelines. Each criterion is

meticulously evaluated to ensure that deliverables meet the project's quality standards and contribute meaningfully to its objectives.

For example, the content evaluation criteria assess whether deliverables contain the information outlined in the project's GA and concept notes, as well as whether they provide added value to stakeholders. The executive summary criteria focus on clarity, conciseness, and relevance, ensuring that key information is effectively communicated to the intended audience. Similarly, the introduction, main part, and conclusion criteria assess the coherence, comprehensiveness, and effectiveness of each section in conveying the deliverable's key messages and findings.

1. Overall evaluation of the content
    a. Does the deliverable contain what is defined in its description in the GA and in the concept note of the respective WP?
    b. Does the deliverable contain new information or information that provides an added value to the reader?
    c. Is the deliverable generally understandable and written in proper English?
    d. Is the formatting of the deliverable clear and in agreement with the CI of the project?
2. Executive Summary
    a. Does the executive summary clearly provide answers to the following questions?
        i. Which key topic is addressed by the deliverable?
        ii. What are the expected benefits of reading the deliverable?
        iii. Who is the intended audience for the deliverable?
        iv. What are the results contained in the deliverable?
    b. Is the executive summary of appropriate length? (0,5-1 page max.)
3. Introduction
    a. Is the purpose of the document clearly stated?
    b. Is a short overview of the projects and the connection of the document with the project objectives described?

c. Is the topic introduced appropriately for the intended audience?

d. For longer documents is there a guide to the document (including its structure and short description of the chapters)

4. Main part

a. Does the main part contain everything described in GA and concept note?

b. Is the structure of the deliverable logical and comprehensible?

c. Is the content appropriate for the intended audience?

d. Is the length appropriate given the topic, intended audience and specifications in the GA?

5. Conclusion

a. Are clear conclusions reached?

b. Are there necessary follow-up actions and if yes, are they properly described?

c. Is the conclusion consistent with the executive summary?

4. TEMPLATE FOR DELIVERABLES

STREAM IT employs a standardised template for structuring deliverables, ensuring consistency and professionalism across all project outputs. This template includes essential sections such as a title page, fact sheet, executive summary, table of contents, list of tables and figures, introduction, main part, conclusions, references, and appendix. Each section serves a specific purpose and contributes to the overall clarity, coherence, and effectiveness of the deliverable.

For instance, the title page provides essential information such as the project logo, deliverable number and title, author(s) and organisation(s), reviewer(s), actual and due date of submission, and project consortium details. The fact sheet offers a concise overview of key project information, including the project acronym, coordinator, duration, dissemination level, work package, task, lead beneficiary, contributing beneficiaries, QA partner, and version history. By adhering to this template, consortium members can streamline the deliverable creation process and ensure that all necessary components are included and formatted correctly.

- Title page:
    - Project logo / visual
    - Number and title of the deliverable.
    - WP and Task of the deliverable
    - Author(s) and organisations
    - Reviewer(s) and organisations
    - Actual and due date of submission
- Fact sheet (e.g. as table):
    - Project acronym, project title
    - Project coordinator
    - Project duration
    - Deliverable number
    - Dissemination level
    - Work package.
    - Task
    - Lead beneficiary, contributing beneficiaries, QA partner.
    - Actual and due date of submission
    - Version history (table with version number, date, author and organisation, changes)
    - Copyright and disclaimer (i.e. “funded by EU…”)
- Executive summary
- Table of contents
- List of tables
- List of figures
- List of abbreviations

- Introduction
- Main part of the deliverable (may be several chapters)
- Conclusions
- References
- Appendix

As outlined in the Project Management Handbook, templates for documents (deliverables, meeting minutes, quality assurances, event agendas and, as well as financial reporting) are developed by HETFA and were provided to all partners by M3.

5. Risk and mitigation measures

Risks represent potential negative events that can affect project implementation, arising from both external and internal vulnerabilities, with the potential to hinder the project's objectives and outcomes.

Effective risk management is an ongoing process throughout the project's lifespan, encompassing activities to identify, analyse, monitor, and control risks that might impact project execution.

Given the ambition of the STREAM IT project, managing a variety of critical risks is essential. Risk management involves several key phases:

1. **Risk Planning**:
    - This phase involves defining the procedures and responsibilities for risk management. It begins with the proposal and continues through the project.
2. **Risk Identification**:
    - Identifying risks early prevents them from becoming problems. This iterative process starts during the proposal phase and is updated continuously throughout the project.
3. **Risk Analysis**:
    - This detailed phase evaluates and prioritises risks by assessing their likelihood and impact. It involves determining the probability of occurrence and the potential significance of each risk to the project.
4. **Risk Response**:

- This phase involves deciding on actions to address identified risks. It answers two key questions: who is responsible for managing the risk and what actions should be taken.

5. **Risk Monitoring**:
    - Continuously tracking risks and evaluating the effectiveness of responses. This phase includes updating the risk register, which details risk identification, characterization, and contingency plans.

Risk Assessment Matrix

Each identified risk is evaluated using a Risk Assessment Matrix, which visualises risks based on their probability and impact.

Risk Levels Definition

Risk Level	Definition
Low	Negligible impact; little potential for disruption. Periodic monitoring and normal effort will typically suffice to manage these risks.
Minor	Minor impact; acceptable exposure. With periodic monitoring and limited additional resources, consequences can be managed.
Moderate	Potential for some disruption. Special effort and corrective actions are likely needed to prevent negative outcomes.
High	Significant impact; likely to cause serious disruption. Immediate attention and proactive mitigation strategies are required to manage these risks.

Mitigation Measures and Reporting

The severity of each risk determines the appropriate mitigation measures. The response strategy assigns roles and responsibilities for risk management. Generally, the WP Leader responsible for the affected work package will manage the risk.

Risks are categorised into scientific/technical, business/dissemination, and management or financial risks. Critical risks and mitigation measures are identified in the DoA. During

each reporting period, the risk assessment process and Risk Inventory are updated. Unforeseen risks are documented and addressed accordingly.

In scheduled meetings, WP leaders report progress, deliverables, milestones, and any arising risks to the Project Coordinator.

By following these structured phases and using the risk management tools provided, the STREAM IT project ensures a comprehensive approach to mitigating potential threats, thereby safeguarding the project's success and achieving its objectives.

6. Naming convention for the main documents

In an EU project with 20 partners, implementing a standardised naming convention for documents and deliverables is crucial for ensuring efficient communication and organisation. With numerous participants contributing various files, a consistent naming structure minimises confusion, facilitates easy retrieval, and enhances collaboration across diverse teams. A well-defined naming convention helps in tracking the progress of deliverables, maintaining version control, and ensuring that all stakeholders can quickly identify and access relevant documents. This practice not only streamlines project management but also ensures compliance with documentation standards, ultimately contributing to the project's overall success. The proposed structure for naming should be:

<name of deliverable>_<acronym of project>_<date>

This format clearly indicates the content, the associated project, and the timeline, making it straightforward for all partners to understand and follow.

Annex

Annex 1: Quality Assurance tasks and deadlines

Quality Assurance tasks and deadlines

Annex 2: Visual Identity and Templates

Visual identity & templates

Annex 3: List of Deliverables Gantt

STREAM IT GANTT

Annex 4: Sample Evaluation Questionnaires

https://xms7xbeapet.typeform.com/to/r3BgdAD0

Kick-off meeting Evaluation Questionnaire for STREAM IT Kick-off Meeting / 29 February-01 March 2024, Budapest, Hungary (google.com)

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