

Report of the GuideMe! Partnership Evaluation

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Project: GuideMe!
www.guideme.at

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Introduction

During the term of the GuideMe! project, four transnational partner meetings were held: The first meeting took place in Vienna (November 16-17, 2009), the second in Antalya (May 17-18, 2010), the third in Sofia (October 5-6, 2010), and the last meeting was held in Lodz (May 18-19, 2011).

The four project meetings were evaluated through questionnaires completed by all partners at the end of each meeting (at the fourth and last meeting in Lodz, a different evaluation questionnaire was used in order to get an overall partnership evaluation). The most interesting evaluation results are presented in the following report. The results of the evaluation of the first, second and third meetings can be found in Chapter 1 "Evaluation of the first three partner meetings", the results of the final evaluation of all four meetings (carried out at the last meeting in Lodz) are presented in Chapter 2 "Final evaluation".

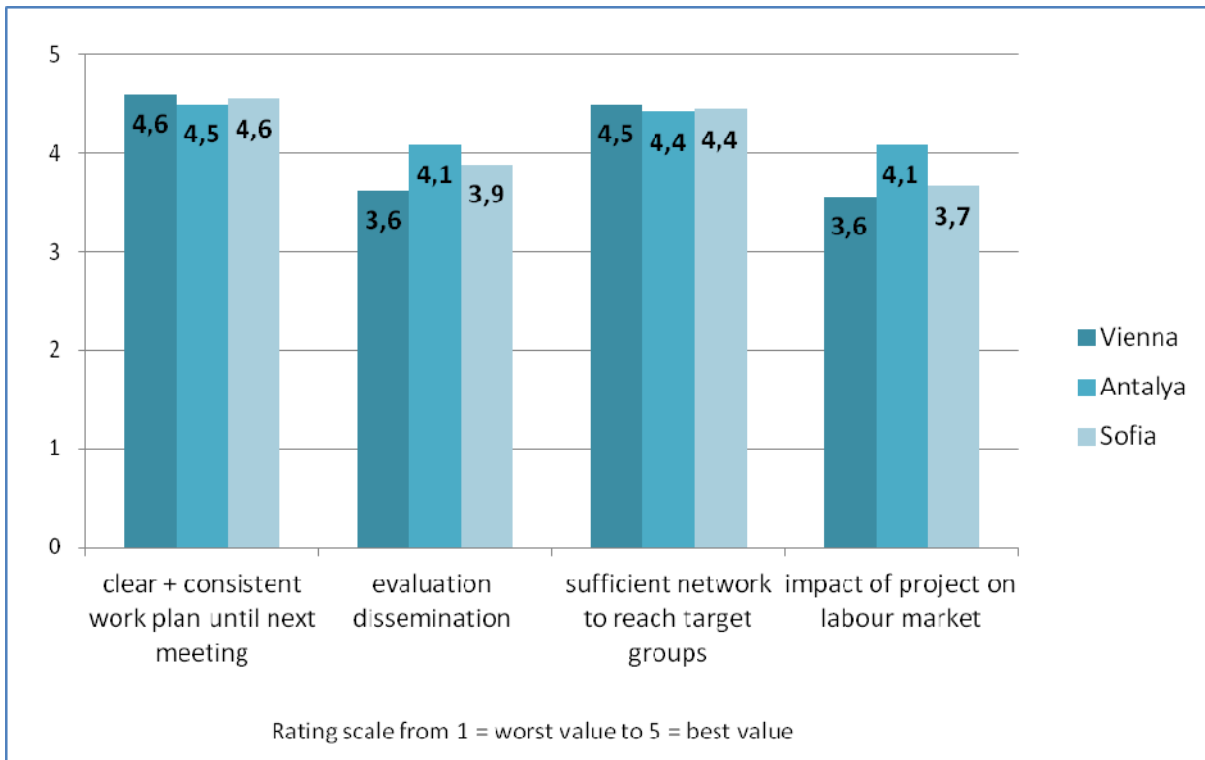
The partners were asked to rate the items on a scale of 1 to 5, with 1 being the lowest score (e.g. "low involvement"/"low interest"/"not so good") and 5 being the highest score ("high involvement"/"high interest"/"perfect"; for the exact wording of each question please have a look at the questionnaires in the Annex, Chapter 4).

With respect to the number of cases, ten questionnaires were completed at the meeting in Vienna, 17 at the meeting in Antalya, ten for the meeting in Sofia and nine questionnaires for the final meeting in Lodz.

1 Evaluation of the first three partner meetings

1.1 Section A) INPUT/PREPARATION

Figure 1: Partners' involvement in the first three meetings

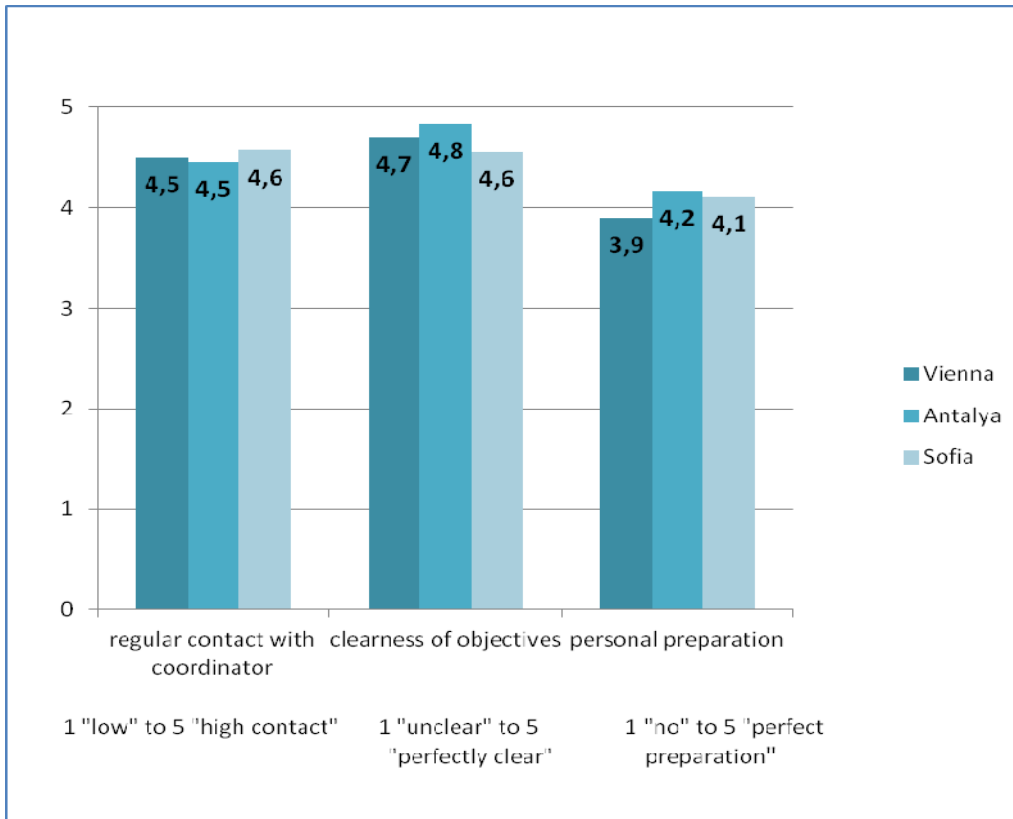


The first project meeting was held in Vienna, followed by meetings in Antalya, Sofia and Lodz (final meeting). The results of the first three meetings show that involvement in project activities has been almost equally high since the start of the project.

Expectations and interest in the project are generally high, but as one can see in Figure 1, they were slightly higher at the first meeting.

Knowledge and experience regarding the subjects covered in the project increased over the course of the meetings.

Figure 2: The quality of preparation of the three meetings



During the meetings, the partners generally maintained regular contact with the coordinators. The communication between the local partner(s) in charge of the meeting organisation and the partnership was very well evaluated at all meetings.

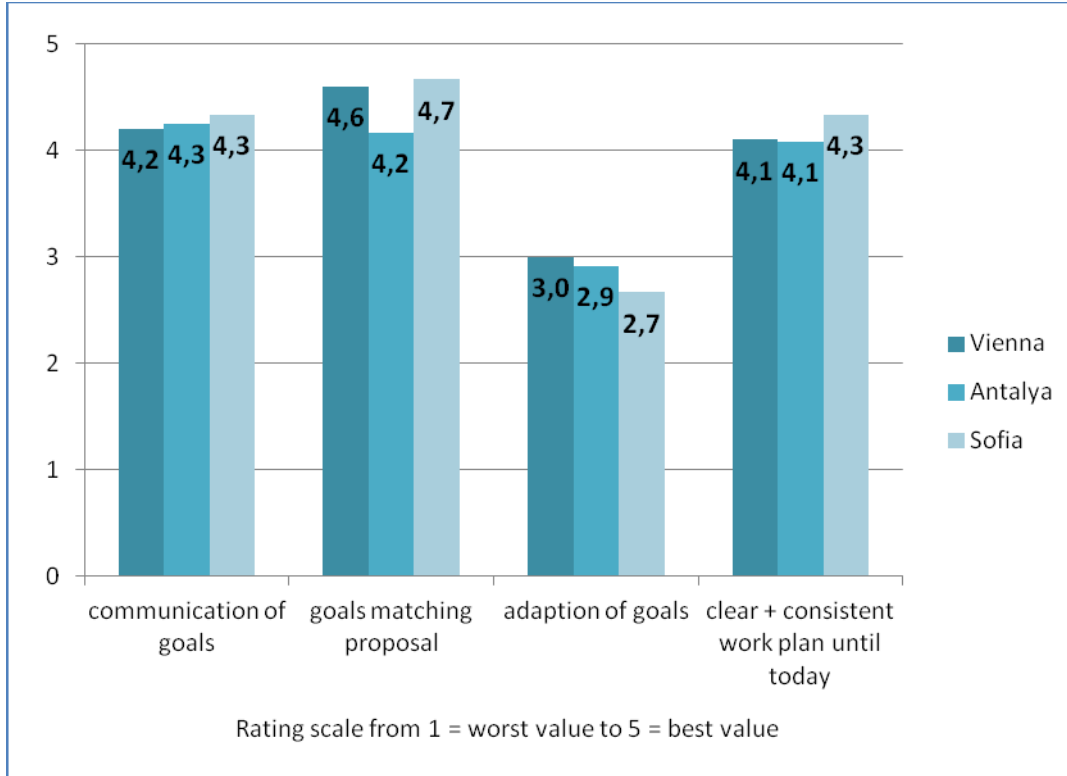
At all project meetings the objectives were almost perfectly clear, especially in Antalya where the mean response was 4,8.

The results of the self-assessment of the participants' personal preparation were also higher at the Antalya meeting. In general, the results of the self-assessment of personal preparation were good at all meetings.

1.2 Section B)

1.2.1 TARGET

Figure 3: Communication and clearness of goals in the three meetings



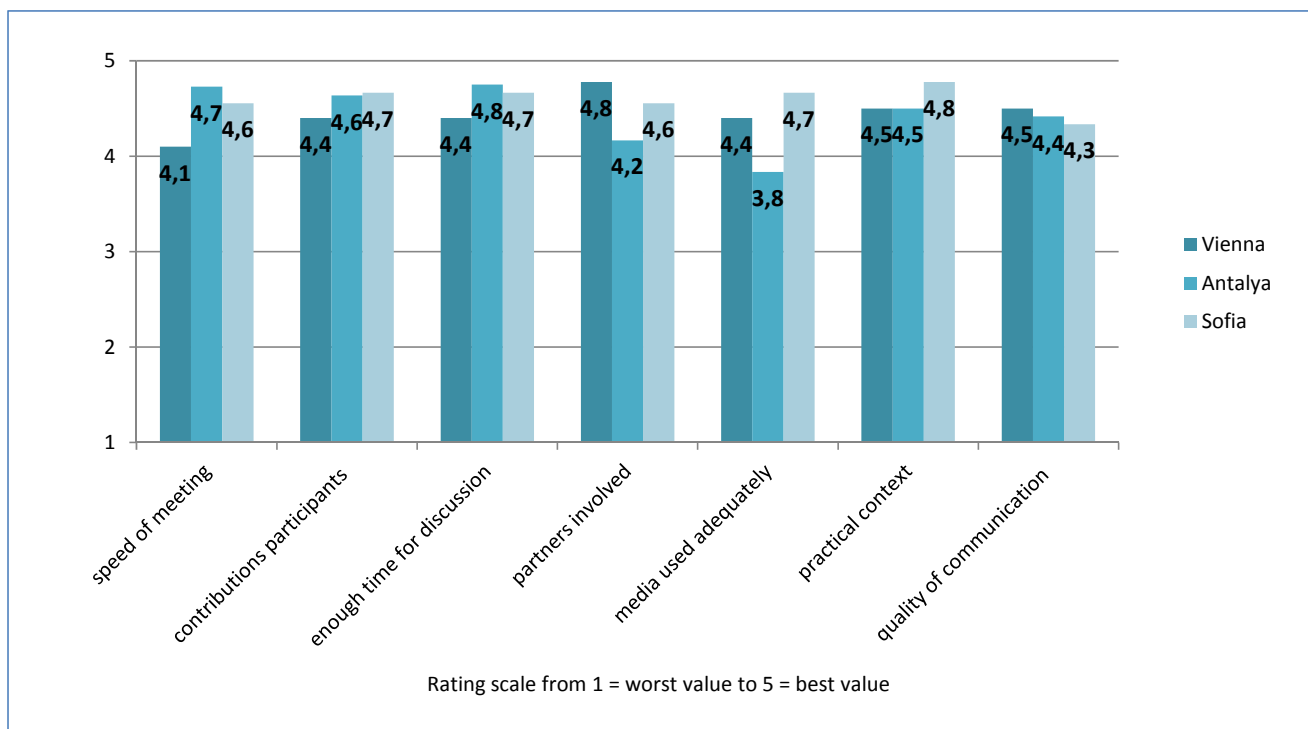
The evaluation results of the three meetings show that the overall project goals have been clearly defined and communicated from the beginning of the project up to today.

The goals of the working phase within the last five months matched the project proposal almost perfectly except for the Antalya meeting.

As shown above, the adaptation or change of goals was considered to be low, and according to the partners, the work plan was clear and consistent from the beginning of the project until the end. On the whole, the project meetings were held in accordance with the project objectives.

1.2.2 PROCESSES

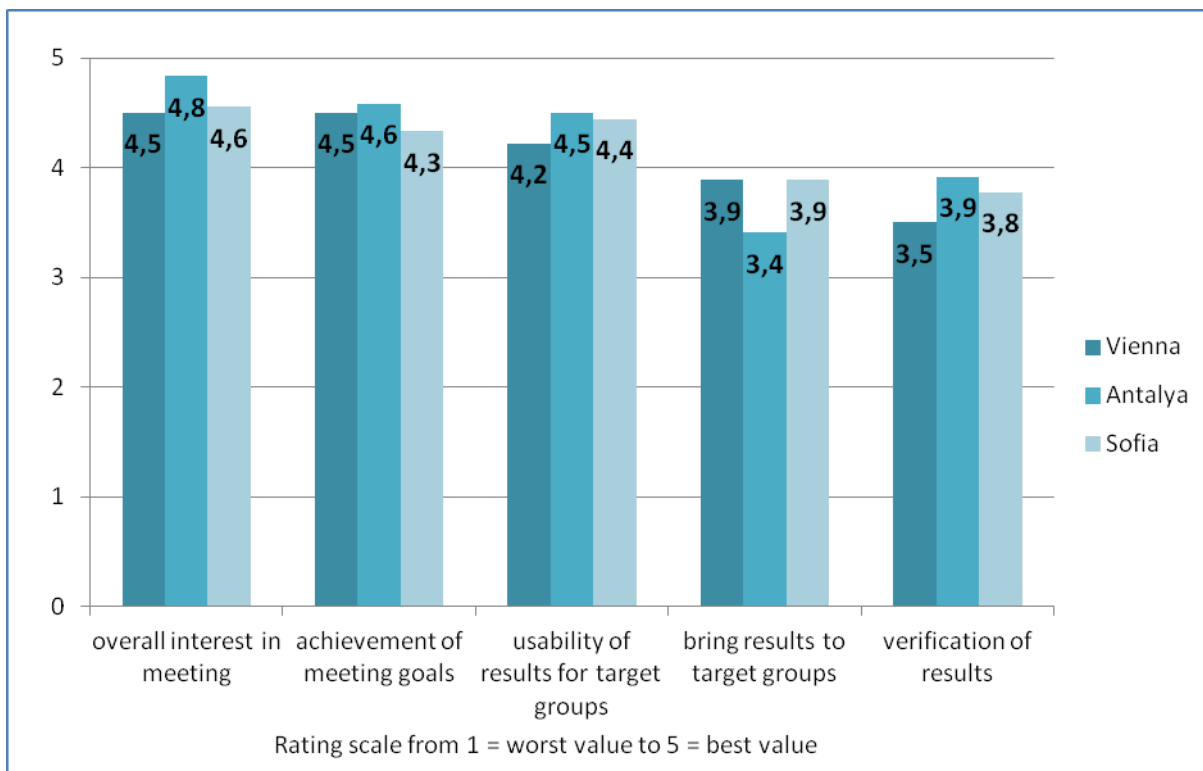
Figure 4: Assessment of the processes of the three meetings



In general, the results of the assessment of the three meetings as regards the speed of the meetings, the contributions of participants, the time available for discussion, the partners involved in the meeting, the adequate use of media, the attention given to the practical context of the subjects and the quality of communication were very positive. Only at the Antalya meeting the level of adequate media use was lower than at the other two meetings.

1.2.3 OUTPUT

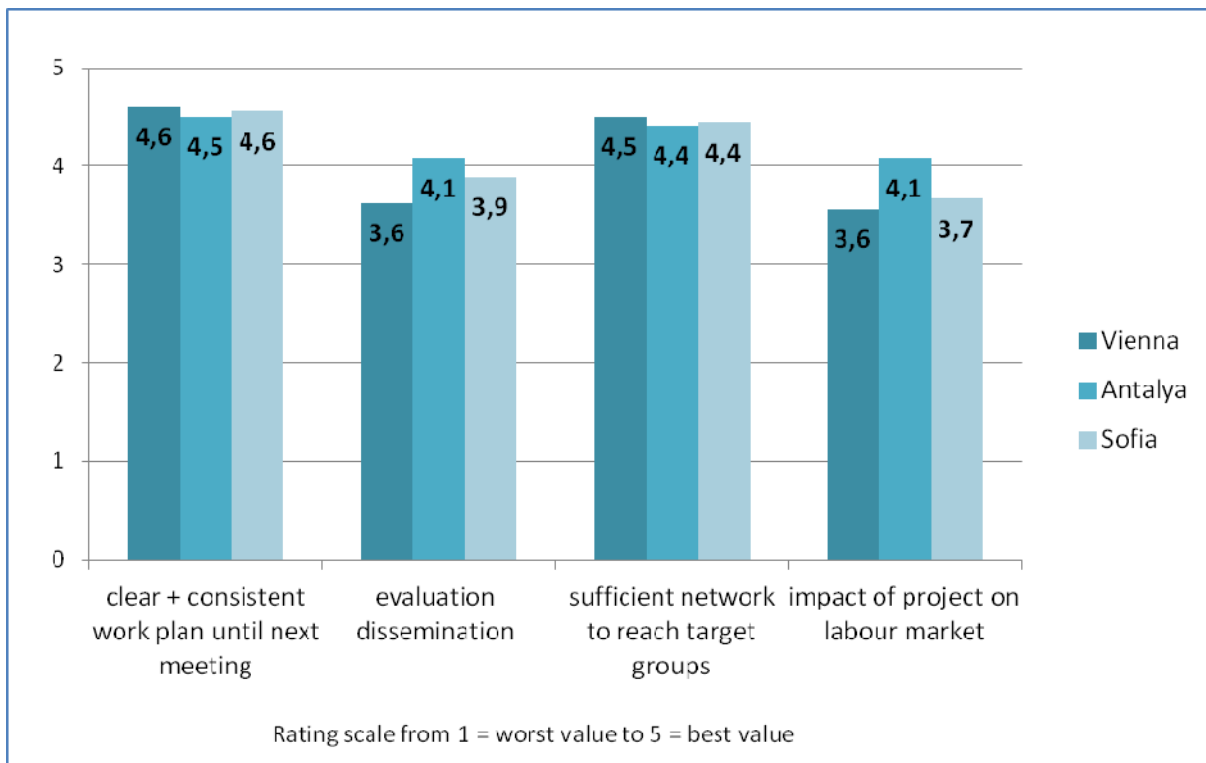
Figure 5: Assessment of the output of the three meetings



According to the results from the three meetings, the overall interest in the meeting activities, the achievement of the meeting goals and the usability of the results for the target group are considered to be high, but the mean responses to the last two items were relatively lower than the others.

1.3 SECTION C) TRANSFER

Figure 6: Assessment of the transfer of the three meetings

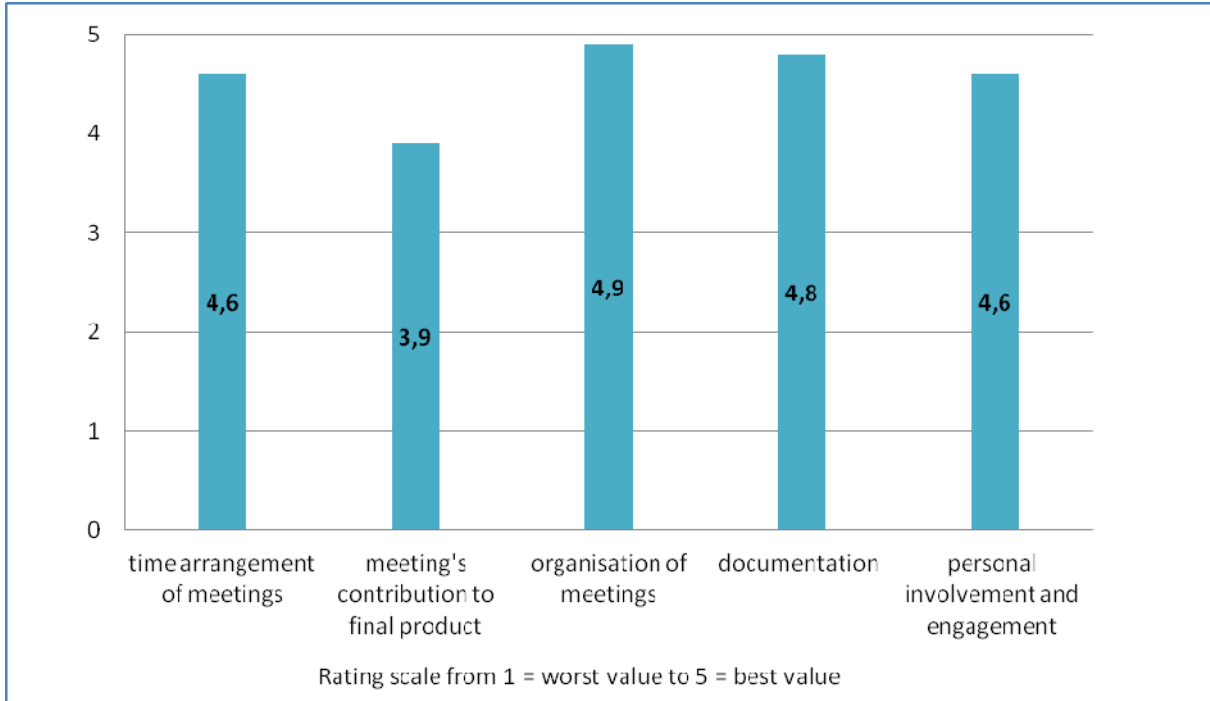


When questioned about the clarity and consistency of the work plan until the next partner meeting, the participants stated that it was almost “completely clear”. The results of the Antalya meeting on evaluation and dissemination activities and the economic impact on the labour market were more positive than the results of the other two meetings. The evaluation shows that the networks of the project partner institutions are sufficient to bring the final results to the target groups.

2 Final evaluation

2.1 Section A) MEETING

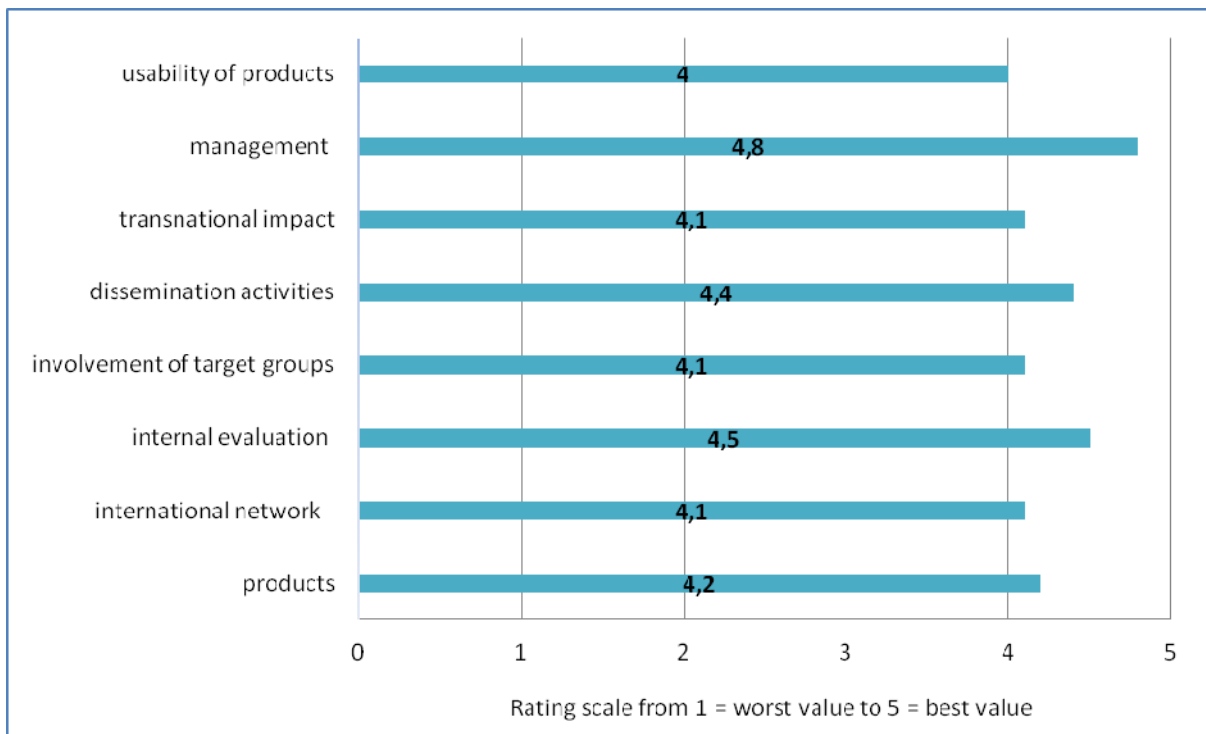
Figure 7: Final assessment of partnership involvement during the meetings



According to the final evaluation questionnaire results, time arrangement, organisation, documentation, personal involvement and engagement in the meetings are assessed as almost "perfect". Only the meetings' contribution to the final product is considered to be lower.

2.2 Section B) STRENGTH

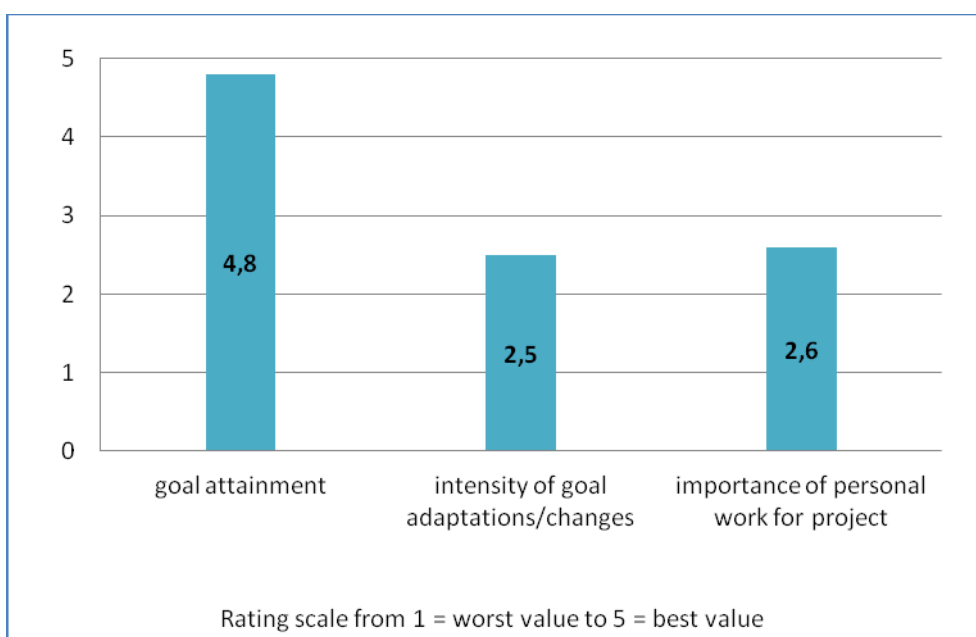
Figure 8: Final assessment of products, activities and internal evaluation of meetings



According to the final evaluation questionnaire results, the management of the project almost reached the highest possible score. Other determinants of the strength of the project were evaluated with more than four points. This means that these are “good examples” of the strength of the project.

2.3 Section C) TARGETS

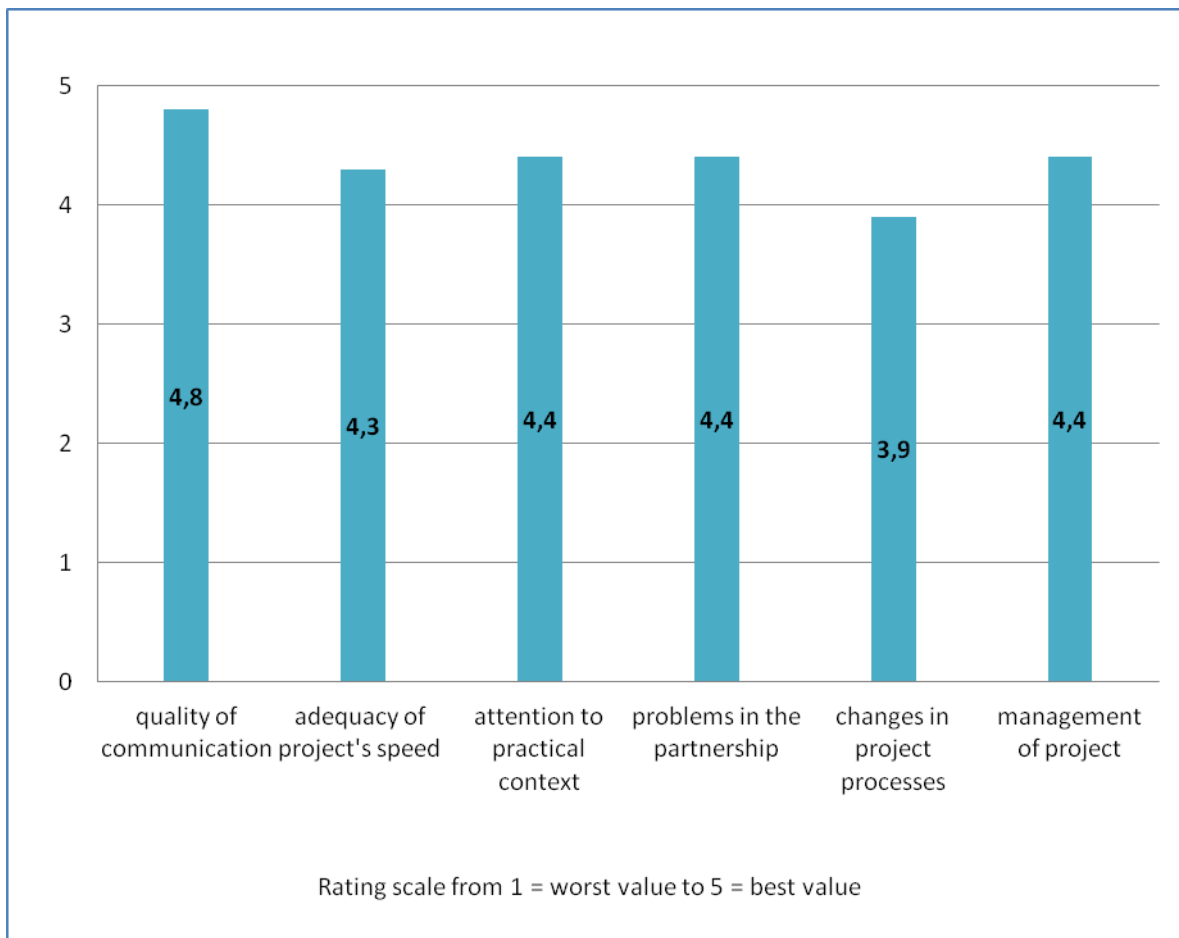
Figure 9: Assessment of goals and personal work for the project



As shown in the graph, the goals of the project have been successfully reached. In addition to this, when we look at the “intensity of goal adaptations or changes”, results show a slight change or adaptation of the project goals. Finally, the last column shows that partners who completed the questionnaire think that their personal work is not so important for the project. This can be explained by the fact that a very big part of the workload consisted of the translation of the curriculum – which was done by translators and not by the partners – as well as of carrying out the valorisation workshops, which were – in most partner countries – also carried out by external trainers and not by the project partners themselves.

2.4 Section D) PROCESSES

Figure 10: Assessment of the processes of the project



The items concerning project processes were assessed as almost “perfect”, especially the “quality of communication”. As noted earlier, the response to the item “changes” – here in the project processes – is lower than the others.

2.5 Section E) OUTPUT

Figure 11: Assessment of the output of the project



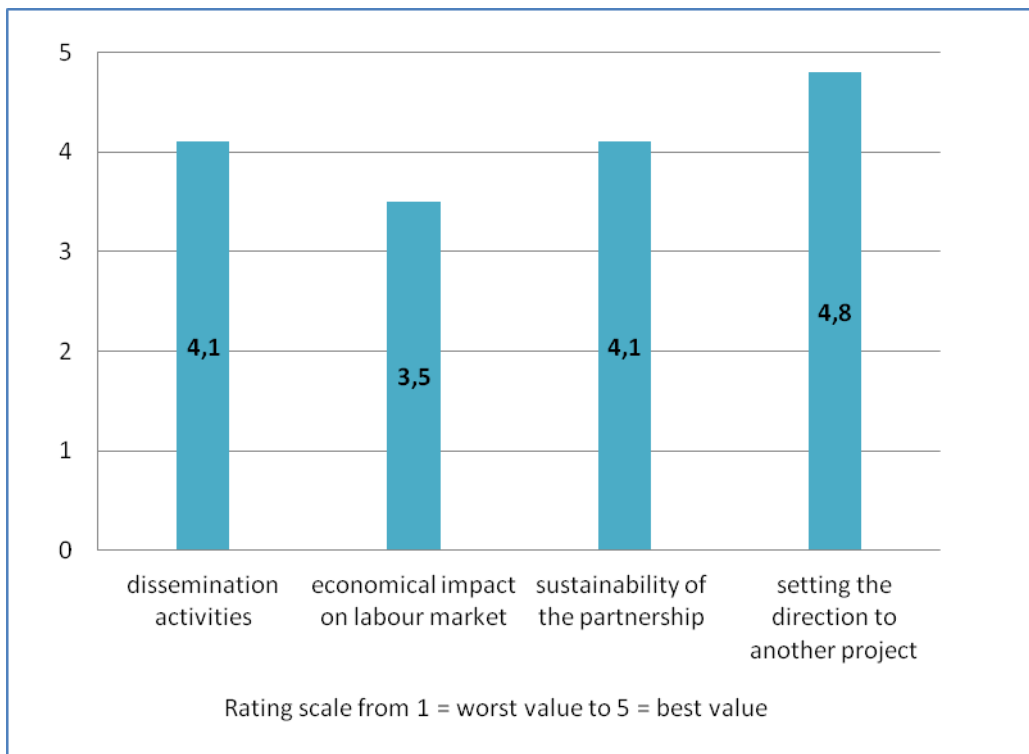
The graph on the output of the project shows that all partners have a high level of interest in the project GuideMe!.

The website of the project is published in seven languages. All beneficiaries can get information about the project and relevant literature and can read about best practices in this area. The results also proved the usability and quality of the GuideMe! project website.

The graph shows that the results are usable for the target groups. Additionally the results were presented to experts/policy makers/employers outside of the partner institutions. Finally, as shown in the graph, the level of satisfaction with the results is high.

2.6 Section F) TRANSFER

Figure 12: Assessment of the transfer of the project



The results of the partners' assessment of dissemination activities within the project and the sustainability of the partnership after the end of the project are good. Participants think that the GuideMe! quality assurance tool can have an economic impact on the labour market, but that the level of this impact will not be high. In addition to these results, as the last column shows, there is a consensus that "the GuideMe! idea can lead to another project".

3 Summary

During the term of the GuideMe! project, four meetings were held by the project partners. At all meetings, participants were expected to assess the meetings and the tasks and activities performed within the GuideMe! project. At the last project meeting, the partners were asked to assess the whole project. As shown in detail above, the results are highly positive, with responses varying between "nearly perfect" and "perfect". Similar to the first questionnaire, the responses to the final evaluation questionnaire also vary between "nearly perfect" and "perfect".

4 Annex

4.1 Evaluation questionnaire for the meetings 1–3 (Vienna, Antalya, Sofia)

Section A) Input/Preparation

1. How much were you involved in the project activities since the beginning of the project in October 2009 up to today?

low	1	2	3	4	5	high
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2. Did you also participate in the first project meeting held in Vienna in November 2009?

yes no

3. How do you assess your expectations and your interest in the project GuideMe! as a whole?

low	1	2	3	4	5	high
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4. How do you assess your previous knowledge and experience regarding the subjects covered in the GuideMe! project?

low	1	2	3	4	5	high
-----	---	---	---	---	---	------

5. Please assess the quality of preparation of this project meeting:

a. Information about accommodation, travel arrangements						
not so good	1	2	3	4	5	perfect

b. Information on money matters (travel expenses, hotel etc.) for this meeting						
not so good	1	2	3	4	5	perfect

c. Communication with partner in the host country of this meeting						
not so good	1	2	3	4	5	perfect

d. E-mail frequency for preparation activities from coordinator						
not so good	1	2	3	4	5	perfect

e. Regular contact with coordinator about content of the meeting						
low	1	2	3	4	5	high

f. Clearness of the objectives of this meeting						
unclear	1	2	3	4	5	perfectly clear

6. Please self-assess your personal preparation for the meeting

no preparation 1 2 3 4 5 perfect preparation

Section B)

1. Targets

a. Did you feel that the overall project goals from the beginning of the project up to today had been clearly defined and communicated?
not so much 1 2 3 4 5 completely clear

b. Did the goals of the working phase within the last 5 months match the project proposal?
not so much/don't know 1 2 3 4 5 absolutely

c. Have these goals been adapted or changed with the project partners?
no adaptation 1 2 3 4 5 strong adaptations

d. Did you have a clear and consistent picture of your working plan from the beginning of the project till today?
not so much 1 2 3 4 5 clear and consistent

e. Do you think that your work for the project up to now has been an essential part of the final product?
not essential 1 2 3 4 5 highly essential

Further comments:

.....
.....

2. Processes

a. Was the speed of the meeting agenda adequate?
too fast/slow 1 2 3 4 5 perfect speed
Comments:
.....
.....

b. Did the meeting participants have sufficient opportunity to make contributions of their own?
insufficient 1 2 3 4 5 highly sufficient

c. Was there enough time for discussion?

no time 1 2 3 4 5 enough time

d. Were all project partners involved in the meeting?

not so much 1 2 3 4 5 perfect involvement

e. Do all participants have sufficient knowledge of the working language?

not all 1 2 3 4 5 all

f. Were the media used adequately?

inadequately 1 2 3 4 5 adequately

g. Was sufficient attention given to the practical context of the meeting subjects?

insufficient 1 2 3 4 5 highly sufficient

h. Which of the topics of the meeting were most important and informative for you?

.....

.....

.....

.....

i. Were there any weak points in the working plan of the meeting?

.....

.....

.....

.....

j. Please assess the quality of communication (e.g. frequency and quality of e-mail answers, phone calls) within the project from the beginning up to today?

not so good 1 2 3 4 5 perfect

3. Output

a. How was your overall interest in yesterday's and today's meeting activities?

no interest 1 2 3 4 5 high interest

b. To what extent have the agreed goals for the meeting been achieved?

not achieved 1 2 3 4 5 perfectly achieved

c. Are the results usable for the target group(s)?

not usable 1 2 3 4 5 high usability

d. To what extent could you bring the results of the project to the target group?

not possible 1 2 3 4 5 high extent

e. To what extent are the results produced verified?

not verified 1 2 3 4 5 verified

f. How did you like the evaluation?

not so much 1 2 3 4 5 very much

Section C)

1. Transfer

a. Do you have a clear and consistent picture of your working plan till the next partner meeting/working phase?

not so much 1 2 3 4 5 completely clear

b. Please evaluate your dissemination activities for the GuideMe! project up to now.

not so good 1 2 3 4 5 perfect

c. Is the network of your institution sufficient to bring the final result(s) to the target group(s)?

insufficient 1 2 3 4 5 highly sufficient

d. Can the GuideMe! project have an economic impact on the labour market?

no impact 1 2 3 4 5 high impact

FINALLY:

What should be changed (for the next meeting, working phase ...)?

.....

.....

.....

How did you experience the atmosphere in the group?

.....

.....

4.2 Final evaluation questionnaire (meeting in Lodz)

Section A) MEETINGS

1. Please assess the time arrangement of all partner meetings (esp. intervals between the meetings, duration of the meetings, distribution of the meetings in the project life-cycle)

	1	2	3	4	5	
Not well done	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	perfect

Comments:

2. Did the partner meetings make a substantial contribution to the final product?

	1	2	3	4	5	
no contrib.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	perfect contrib.

Comments:

3. Please make an overall assessment of the organisation of the partner meetings (esp. information about the venue countries, agenda preparation, travel arrangements, hotels etc.)

	1	2	3	4	5	
not well done	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	perfect

Comments:

4. What was the documentation of the meetings like?

	1	2	3	4	5	
not well done	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	perfect

Comments:

5. Please self-assess your personal involvement and engagement during all project meetings (for the meetings you attended!)?

	1	2	3	4	5	
not well done	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	perfect

Comments:

Section B) STRENGTH

Please indicate your personal view on the strength of the GuideMe! project from 1 (no strength) to 5 (clear strength, strong point, example of excellence, success factor):

the GuideMe! PRODUCTS (esp. the quality assurance programme)

	1	2	3	4	5	
no strength	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	example of excellence

Comments:

the international network of the GuideMe! project

1 2 3 4 5
no strength example of excellence

Comments:

the **internal** evaluation of the product

1 2 3 4 5
no strength example of excellence

Comments:

the involvement of the target groups

1 2 3 4 5
no strength example of excellence

Comments:

the dissemination activities

1 2 3 4 5
no strength example of excellence

Comments:

the transnational/European impact

1 2 3 4 5
no strength example of excellence

Comments:

the management of the project

1 2 3 4 5
no strength example of excellence

Comments:

the usability of the GuideMe! products for the target groups

1 2 3 4 5
no strength example of excellence

Comments:

Section C) Targets

1. Do you think that the goals for the GuideMe! project have been successfully reached?

1 2 3 4 5
not so well all targets reached

Comments:

2. Have these goals been adapted or changed?

1 2 3 4 5
no changes strong adaptations

Comments:

3. Do you think that your work for the project has been an essential and important part of the final product?

1 2 3 4 5
not essential very important

Comments:

Section D) Processes

1. Please assess the quality of communication during the whole project (esp. frequency and quality of e-mail answers, phone-calls, “speed of trouble-shooting”)?

1 2 3 4 5
not so good perfect

Comments:

2. Was the speed of the project phases adequate (esp. duration of development, testing, dissemination)?

1 2 3 4 5
too fast/slow perfect speed

Comments:

3. Was sufficient attention given to the practical context?

1 2 3 4 5
insufficient highly sufficient

Please comment (here obligatory):

4. Did you face problems in the partnership?

1 2 3 4 5
serious problems no problems

Comments:

5. Have there been changes in the project processes (esp. working phases, milestones)?

1 2 3 4 5
heavy changes no changes

Did these changes influence the final product ?

Comments:

6. Please assess the management of the GuideMe! project:

not so good 1 2 3 4 5 perfect

Comments:

Section E) Output

1. How was your overall interest in the GuideMe! project?

no interest 1 2 3 4 5 high interest

Comments:

2. How do you assess the GuideMe! website?

not so good 1 2 3 4 5 very good

Comments:

3. Are the results usable for the target group/s?

not usable 1 2 3 4 5 highly usable

Comments:

4. Did you present the results produced up to today to experts/policy makers/employers outside of your institution?

1 2 3 4 5
 not presented regularly presented

Comments:

5. Do you think that the coordinator is satisfied with the results of the GuideMe! project?

1 2 3 4 5
 not satisfied very much satisfied

Comments:

Section F) Transfer

1. Please assess the dissemination activities in the project.

1 2 3 4 5
 not so good perfect

Comments:

2. Can the GuideMe! quality assurance tool have an economic impact on the labour market?

1 2 3 4 5
 no impact high impact

3. How do you assess the sustainability of the partnership after the project end?

not so good 1 2 3 4 5 perfect

Please comment (here obligatory):

4. Can the GuideMe! idea lead to another project?

no impact 1 2 3 4 5 high impact

Comments:

Your overall and final remarks:

THANKS A LOT FOR YOUR HELP!

Your evaluation team