

Quality Assurance Plan

This Plan is prepared with a goal to ensure that the deliverables for the DECriS project meet a formally established standard of acceptance. All project deliverables are defined in order to provide a foundation and understanding of the tasks at hand and what activities need to be taken and how all work must be executed. Quality assurance is the process which the DECriS partners understand as a helpful tool and guideline for bringing the work to an acceptable standard.

Thus, we planned to distribute all tasks and responsibilities according to partners expertise and include quality control, quality assurance, and quality monitoring.

All members of the DECriS project team play a role in Quality Assurance (QA). It is imperative that the team ensures that work is completed at an adequate level of quality from individual work packages to the final project deliverable.

The Project Coordinator (PC) is responsible for quality management throughout the duration of the project. The PC is responsible for implementing the DECriS Quality Assurance Plan and ensuring that all tasks, processes, and documentation are compliant with the plan. The PC is also responsible for communicating and tracking all quality standards to the project team and stakeholders.

The Project Management Team (PMT) is responsible for working with the PC to develop and implement the Quality Assurance Plan and recommend tools and methodologies for tracking quality and standards to establish acceptable quality levels.

The remaining members of the project team will be responsible for assisting the PC and PMT in the establishment of acceptable quality standards. They will also work to ensure that all quality standards are met and communicate any concerns regarding quality to the PC.

The following are the quality roles and responsibilities for the DECriS Project:

Partner	IO Identification	Category of Staff	No. of Working Days	Responsibilities
Osijek	IO 1	T/T/R	60	Preparing the methodological base for the survey, including a literature review; design a draft of an online questionnaire and distribute it to partners for comments; contact all (L)IS universities/ departments/ schools in the region to take part in a survey; collect all data and analyse them; write a draft Report of the survey; present the survey results at ME1; write and publish the final Report; publish research and professional papers

	IO 2	T/T/R	40	<p>Reading and writing comments related to the proposals of the methodology and time-line of the IO2 prepared by Barcelona team; Conduct 7-10 interviews with teachers at the Department of IS in Osijek; prepare transcripts of these interviews; analyse the interviews and writing of a summary to the leading partner in this IO;</p> <p>Conduct focus groups with students at the Department of IS in Osijek; prepare transcripts of the focus group; analyse the results and writing of a summary to the leading partner in this IO; read and comment a draft of the final Report; publish articles on the results.</p>
	IO 3	T/T/R	30	<p>Reading and writing comments; assisting in literature search; read and comment a draft of the final report; publish articles about the results.</p>
	IO 4	T/T/R	30	<p>Taking active part in discussion the draft version of the methodological approach;</p> <p>writing comments and suggestions</p> <p>Taking active part in field work; read and comment a draft of the final report; publish article</p>
	IO 5	T/T/R	110	<p>Design and implement one new OER; Upgrade the existing four OERs by adding new content, assignments, video clips etc.</p>
	IO 6	T/T/R	60	<p>Prepare a draft for this IO and disseminate it to all partners for comments and suggestions; prepare an extensive literature review on the topic of students field work, apprenticeship and other modes of introducing students to the practice; conduct interviews with students and employers; write a final report; publish research and professional articles; disseminate results to stakeholders.</p>
Barcelona	IO 1	T/T/R	20	<p>Taking active part in discussion the draft version of the methodological approach;</p> <p>writing comments and suggestions</p>
	IO 2	T/T/R	40	<p>Preparing the methodological base for the survey, including a literature review; design a draft of a questionnaire for the interviews and</p>

				guidelines for focus groups; distribute these drafts to the partners for comments; collect all data and analyse them; write a draft Report of the survey; present the survey results at ME2; write and publish the final Report; publish research and professional papers
	IO 3	T/T/R	20	Reading and writing comments; assisting in literature search; read and comment a draft of the final report; publish articles about the results jointly with colleagues
	IO 4	T/T/R	30	Taking active part in discussion the draft version of the methodological approach; writing comments and suggestions Taking active part in field work; read and comment a draft of the final report; publish article
	IO 5	T/T/R	50	Upgrade the existing four OERs by adding new content, assignments, video clips etc., especially for Research Methodology in Information Science OER
	IO 6	T/T/R	30	Design a methodology for the survey; study and compare similar projects, if any; carry on the survey, especially interviews with students and employers; analyse and compare the results from different settings; prepare a draft of the final report and distribute it to all partners for comments; prepare a final report
SULSIT	IO 1	T/T/R	20	Taking active part in discussion the draft version of the methodological approach; writing comments and suggestions
	IO 2	T/T/R	40	Reading and writing comments related to the proposals of the methodology and time-line of the IO2 prepared by Barcelona team; Conduct 7-10 interviews with teachers at the Department of IS in SULSIT; prepare transcripts of these interviews; analyse the interviews and writing of a summary to the leading partner in this IO; conduct focus groups with students at the SULSIT; prepare transcripts of the focus group; analyse the results and writing of a summary to the leading partner in this IO; read

			and comment a draft of the final Report; publish articles on the results.
IO 3	T/T/R	40	Preparing the methodological base for the survey, including a literature review; design a draft of a guideline for approach to the problem and distribute it to partners for comments; contact as many as possible (L)IS universities/ departments/ schools in Europe to provide the data about the evaluation of OERs; collect all data and analyse them; write a draft Report of the survey; write and publish the list of critical success factors for the evaluation of OERs; prepare a typological classification of these criteria; publish research and professional papers
IO 4	T/T/R	30	Taking active part in discussion the draft version of the methodological approach; writing comments and suggestions Taking active part in field work; read and comment a draft of the final report; publish article
IO 5	T/T/R	50	Upgrade the existing four OERs by adding new content, assignments, video clips etc., especially in regards to the OER – Evaluation of Information
IO 6	T/T/R	40	Taking active part in discussion the draft version of the methodological approach; writing comments and suggestions; survey the local situation during the lockdown
SRCE			Assist with design of the online questionnaire; taking active part in discussion the draft version of the methodological approach; writing comments and suggestions; present a results at ME1
IO 1	T/T/R	30	
IO 2	T/T/R	40	Reading and writing comments related to the proposals of the methodology and time-line of the IO2 prepared by Barcelona team; Conduct 7-10 interviews with teachers engaged in DE; prepare transcripts of these interviews; analyse the interviews and writing of a summary to the leading partner in this IO; read and comment a draft of the final Report; publish articles on the results.

		Technicians	20	Assisting in implementation of the working area for exchange of the results achieved in each partner country
	IO 3	T/T/R	20	Reading and writing comments; assisting in literature search; read and comment a draft of the final report; publish articles about the results jointly with colleagues
	IO 4	T/T/R	60	Assist in preparing the research design; taking active part in discussion the draft version of the methodological approach; writing comments and suggestions Taking active part in field work; read and comment a draft of the final report; publish article
	IO 5	T/T/R	30	Coordinate the whole process of the upgrade of existing DECriS OERs and design of one more; communicate with all partners and adjust the platform to their needs and preferences
	IO 6	T/T/R	40	Taking active part in discussion the draft version of the methodological approach; writing comments and suggestions; survey the local situation during the lockdown
Hildesheim				Taking active part in discussion the draft version of the methodological approach; writing comments and suggestions
	IO 1	T/T/R	20	
	IO 2	T/T/R	20	Reading and writing comments related to the proposals of the methodology and time-line of the IO2 prepared by Barcelona team; Conduct 7-10 interviews with teachers at the University of Hildesheim; prepare transcripts of these interviews; analyse the interviews and writing of a summary to the leading partner in this IO; Conduct focus groups with students; prepare transcripts of the focus group; analyse the results and writing of a summary to the leading partner in this IO; read and comment a draft of the final Report; publish articles on the results.
	IO 3	T/T/R	20	Reading and writing comments; assisting in literature search; read and comment a draft of the final report;

			publish articles about the results jointly with colleagues
IO 4	T/T/R	30	Design a mixed methodology approach for document analysis, data collection and online interviews with decision makers and teachers about the use of OERs and other learning resources; select two to three case studies.
IO 5	T/T/R	50	Upgrade the existing four OERs by adding new content, assignments, video clips etc., especially in regard to the OER – Information Organization and Retrieval
IO 6	T/T/R	20	Taking active part in discussion the draft version of the methodological approach; writing comments and suggestions; survey the local situation during the lockdown

Quality Baseline

This section of the Quality Assurance Plan includes the quality baseline for the project. The purpose of this baseline is to provide a basis for ensuring that quality can be measured to determine if acceptable quality levels have been achieved. It was important to clearly define and communicate quality standards and the quality baseline serves this purpose.

Item	Acceptable Level	Comments
DECriS Platform	At least 90% recognition level with 2% or less errors in text	Using standard TSI English language databases
Compatibility	No errors associated with running software with compatible applications	
Supporting Documentation	Less than 3% failure rate in beta testing new users to run setup and execute software functionality	
DECriS OERs	Easily accessible and open to every interested learner/teacher	
Compatibility	No errors associated with running software with compatible applications	
Supporting Documentation	Content of each OER described	
IO 1 – Survey report	Open for comments	
IO 2 – Survey report	Open for comments	
IO 3 – List of Criteria	Open for Comments and additions	



IO 4 – Survey report	Open for comments, use and sharing
IO 5 – OERs	Open for comments, use and sharing
IO 6 – Survey report	Open for comments, use and sharing