



DIGITAL TRANSFORMATION
OF ASIAN HIGHER EDUCATION

R 1.3.1

QUALITY ASSURANCE PLAN

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Version 2.0



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RESULT OVERVIEW

Title:	QUALITY ASSURANCE PLAN
Result No.:	R 1.3.1 Quality Assurance Plan
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Abstract:	This document outlines the Quality Assurance Plan for the DIGITAsia project, ensuring the quality and standards of the deliverables are as expected by all stakeholders.
Key words:	Quality assurance and management, risk mitigation, communication, review

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EXECUTIVE SUMMARY

The DIGITAsia Project Quality Assurance Plan (QAP) is designed to establish clear and transparent processes to ensure the quality and standards of the deliverables of the projects. This plan outlines the roles and responsibilities of all project stakeholders in ensuring the quality of the outputs that are timely, informative, and as per the expectations set by the quality standards in this plan. In doing so this plan aims to outline the individual and collective responsibilities of all project partners in ensuring a smooth and effective project implementation. This document is intended to be dynamic and user-friendly, allowing for updates as needed. Any proposed changes will be discussed in advance with project partners and shared with them once the document is revised.

1. Introduction

The purpose of preparing the Quality Assurance (QA) plan is to establish the quality requirements and standards that will apply to the project and project products and to determine how the requirements and standards will be met based on the project objectives. QA is focused on providing confidence that the quality requirements will be met. This QA plan prepares the quality assurance tools, procedures, objectives, and metrics that will be applied to this project.

2. Quality Management Strategy - Methodology

The quality assurance process will follow the European Foundation for Quality Management (EFQM) Excellence Model adapted to take into account the objective of creating a self-sustaining output by the end of the project. Table 1 below maps how this model is applied to the context of this project.

Table 1: Description of the EFQM model adapted to the DIGITAsia project.

QM Criteria Overview according to the EFQM model		
	Who/What	Context
Leadership	Project Steering Committee (PSC)	Responsible for quality assurance, final approval of reports and deliverables, and monitoring of project progress to successfully achieve project objectives. The PSC is also responsible for approving the Quality Assurance Plan.
People	Project Coordinator (PC) Quality Assurance Manager (QAM)	PC - responsible for the overall supervision of project activities, is also responsible for the revision of the Quality Assurance Plan, monitoring its progress and status of planned results within the specified tolerances in terms of time, cost, quality, scope, risk and benefits. QAM - responsible for acting in accordance with the QA plan.
Strategy	Influencing education leaders and policymakers, including project stakeholders	The project gathers stakeholders' needs as input for the development and review of the strategy and supporting measures, and anticipates the impact of changes at the individual (teachers, administrators, and students) and institutional levels, including both at the national and international levels (teacher training, introduction of good practices, international cooperation of education systems, and promotion of Bologna principles). Manages the network of project partners to generate and use the support and resources needed to manage information, knowledge and technology to support the effective delivery of

		<p>results and decision-making associated with the project.</p> <p>Works with partners to achieve mutual benefit and increase value for respective stakeholders by supporting each other with expertise, resources and knowledge, developing an approach to engage relevant stakeholders and use their collective knowledge in generating ideas, providing and monitoring access to relevant information and knowledge for stakeholders while ensuring security and protection of intellectual property, building and managing learning and collaboration networks, involving relevant stakeholders in the development and deployment of new technologies to maximise benefits for all partners. Processes are systematically designed, managed, reviewed and improved to increase value for project members and other stakeholders.</p> <p>The aim is to anticipate the diverse needs of project stakeholders and ensure that teachers have the necessary resources and skills to maximise the student experience, continuously monitor and review the experiences and perceptions of project users and ensure that processes are aligned to respond appropriately to any feedback.</p>
People Results	Internal perception of the project Performance Indicators	<p>Match teachers to the project, new technologies and key processes, and choose creative and innovative approaches.</p> <p>Use surveys and other forms of staff feedback to improve project outcomes, including project sustainability for future organisational strategies, policies, and plans.</p> <p>Measure perceptions of teacher satisfaction and engagement, motivation and competence.</p> <p>Measure performance indicators for teacher activities, leadership performance and internal communication, and develop skills of teachers, administrators and decision-makers.</p>
Customer Results	External perception of the project Performance Indicators	<p>Measure how people are benefiting from the project activities and services perceive the project, using a set of perception measures and performance indicators to determine the successful deployment of strategy, and set clear targets for project users based on their needs and expectations in line with the project strategy.</p>

		<p>Measure perceptions of program reputation, value, support and student engagement.</p> <p>Measure performance indicators of program delivery, support, and capacities for e-learning, and opportunity to start joint study programs.</p>
Society Results	Teachers and students from project partner	<p>Indicate the impact of the project on society, especially in the world of education, using the indicators to determine the success of the implementation based on stakeholders' needs and expectations, segment the results to understand stakeholders' experiences, needs and expectations, and demonstrate sustainability in terms of results for society.</p> <p>Measure perceptions of the programme's reputation and impact on jobs.</p> <p>At the national level, improve teacher training.</p> <p>At the international level, share good practices, cooperation between EU and non-EU education systems and promote the Bologna principles.</p> <p>Develop inter-regional collaborations (within Asia) and national ones between the local partner universities</p>
Business Results	Key performance outcomes Key performance indicators	<p>Set clear objectives for key project outcomes based on stakeholder needs and expectations and continue its application beyond the project's lifetime.</p> <p>Measure stakeholder perceptions, performance against budget, volume programme delivered, and key project outcomes.</p> <p>Measure project cost performance indicators, key project performance indicators (as stated in the project), partner performance, technology, information and knowledge dissemination.</p>

3. Quality of Delivering Teams

Each partner institution shall establish the project team as below.

Project team members will be selected based on required expertise in the project with clearly defined roles and responsibilities.

Each project team will form a **Delivery team**.

Each Delivery team will be responsible for:

- Delivering successful the team's elements of the workstream in terms of timelines, quality, and budget
- Requiring the partner project team to provide feedback to the Project Coordinator for 12 months, which will be included in the interim report
- Identifying all risks to Project Coordinator as part of the project's risk management strategy
- Identifying opportunities that can be exploited as part of the project's risk management strategy to ensure risk mitigation.

DIGITAsia Delivery Teams are administered in an online live document and each partner is responsible for regular updates. The document can be accessed at:

<https://docs.google.com/spreadsheets/d/1JUtMM19fZjPBSi3M1U2T-KJQUHHkfZsug0aj8XIRJKU/edit?gid=0#gid=0>

4. Monitoring

The monitoring phase is conducted in conjunction with project implementation to provide useful information about the project, and it helps the Project Coordinator track project performance and progress against key performance indicators (KPIs) established during project planning.

The project coordinator understands that the most important part of this phase is to determine when a change is needed, what the change will entail, and how it can be implemented with the least negative impact on the project, in the following four categories:

1. Timelines:

- On-Time Completion: Whether or not a job or task will be completed by a certain deadline as acceptable by the partners in the DIGITAsia project schedule.
- Planned hours vs. Time Spent: how much time a project is estimated to take vs. actual hours.
- Resource Capacity: How to properly allocate resources (and identify any hiring needs) and set an accurate timeline for project completion.

2. Budget:

- Budget Variance: How much the actual budget differs from the planned budget.
- Planned Value: The planned cost of what has been done and what still needs to be done.
- Cost Performance Index: To compare the planned cost of the work project done so far with the actual amount spent.

3. Quality:

- User Satisfaction: Whether users of DIGITAsia are satisfied with the project results and will use the project again. This is effectively measured by a survey conducted within Quality Control at the end of the project.
- Number of Errors: How often things need to be redone during the project, measured by feedback from the Delivering Teams.

4. Effectiveness:

- Number of project milestones completed on time: Are DIGITAsia milestones completed on time?
- Number of change requests: The number and frequency of changes requested by users to project deliverables. Too many changes can negatively impact budgets, resources, schedules, and overall quality.

In particular, the monitoring of the project includes:

- Adhering to deadlines and milestones
- Ensuring the quality of activities and deliverables
- Measuring the indicators of success of the project and the impact

5. Performance indicators

The Key Performance Indicators (KPIs) will be monitored through the following activities/documents:

1. Grant Agreements and Partnership Agreements will be signed in order to ensure clear obligations and costs for each partner
2. Project Management Plan – defined clear rules and roles for effective project management and internal report template for project partners
3. Dissemination and Communication plan – defined activities for disseminating project activities and results, preparation of publications, responsibilities for activities; defined channels and visibility package – prepared logo and templates
4. Risk Management Plan – defined risks, severity, impact, level, mitigation action and responsibility to prevent or mitigate potential threats
5. Gantt Chart – for monitoring project activities duration, the chart will be updated according to the real accomplishment within the project
6. Project Impact Framework - defined rubric for monitoring project impact according to defined levels and domains
7. Work Plan for each WP – defined tasks for each IO, its duration, milestones and responsible persons
8. Quality Assurance Plan -The nominated Quality Assurance Manager will be responsible to propose a Quality Management Plan for monitoring the advancement and quality of project activities.

The **key performance indicators** specified by types of project results and ways of monitoring are stated in table 2 below:

Table 2: DIGITAsia Key Performance Indicators

	Project results	Documentation/proofs	Indicators (qualitative and quantitative)	Monitoring of indicators achieved	Deadline
1	WPs successfully completed	Report form for WP1	All results were achieved, all quantitative and qualitative indicators reported	Final WP report by the WP lead for WP1	10.2027
		Report form for WP2	All results achieved, all quantitative and qualitative indicators reported	Final WP report by the WP lead for WP2	
		Report form for WP3	All results achieved, all quantitative and qualitative indicators reported	Final WP report by the WP lead for WP3	
		Report form for WP4	All results achieved, all quantitative and qualitative indicators reported	Final WP report by the WP lead for WP4	
		Report form for WP5	All results achieved, all quantitative and qualitative indicators reported	Final WP report by the WP lead for WP5	
		Report form for WP6	All results achieved, all quantitative and qualitative indicators reported	Final WP report by the WP lead for WP6	
2	Feedback on WPs	Questionnaires from teachers for WP2	Positive teachers' feedback on the design, content, transferability and technical implementation of IO1	Analysis of questionnaires from teachers for WP2	10.2027.
		Questionnaires from teachers for WP 3	Positive teachers' feedback on the design, content, transferability and technical implementation of IO2	Analysis of questionnaires from teachers for WP3	10.2027.
		Questionnaires from teachers for WP 4	Positive teachers' feedback on the design, content, transferability and technical implementation of IO3	Analysis of questionnaires from teachers for WP4	10.2027.
		Feedback from focus groups for WP 5	5 feedback forms are reviewed as part of WP5 from 2 partners (form for review fulfilled and exists)	Feedback analysis	10.2027.
3	Piloting successfully completed	Questionnaires from teachers on the piloting process	100 teachers (pilot participants) with positive feedback and upgraded level of knowledge and skills (level: apply)	Analysis of questionnaires from teachers on piloting	10.2027.
4	Consortium meetings completed	20 participants per meeting in Sri Lanka with positive feedback	Results of questionnaires from meeting in Sri Lanka	Analysis of questionnaires from meeting in Sri Lanka	03.2025.
		20 participants per meeting in Maldives with positive feedback	Results of questionnaires from meeting in Maldives	Analysis of questionnaires from meeting in Maldives	12.2025.
		20 participants per meeting in Spain, Barcelona with positive feedback	Results of questionnaires from meeting in Barcelona	Analysis of questionnaires from meeting in Barcelona	5.2026.

		20 participants per meeting in Malaysia with positive feedback	Results of questionnaires from meeting in Malaysia	Analysis of questionnaires from meeting in Malaysia	10.2027.
5	Participants' feedback on performed Final event	30 participants of Final Conference	Results of questionnaires from all Final Conference participants exist in the project document repository	Analysis of questionnaires from Final Conference participants exist in the project document repository	10.2027.
6	Redesigned courses	At least 10 courses per Asian institution redesigned	Learning design for each course available in BDP tool	Redesigned courses at Asian institutions	10.2027
7	Project results promoted and disseminated	At least 100 user access monthly to the project website, 2 papers accepted for publishing and 2 submitted, 1 booklet on innovative teaching methods/learning design, at least 4 published newsletters during the project, at least 3 press releases (beginning, mid, end) published in all partner countries		Dissemination evidences table with links, dates and statistics exists in the project document repository	10.2027

6. Data Collection

The collection of data required for the monitoring is performed using online questionnaires, interviews, focus-group discussions, reflections, testimonials and internal project reviews and reports. The analysis of data will be performed using appropriate statistical data analysis software.

6.1 The Review Process

There will be two types of reviews, formative and summative:

- **Formative review:** It is the informal monitoring of activities developed during and in between partner meetings that provides a basis for continuous improvement. It is mainly achieved through ongoing interaction with project partners, stakeholders, and users — either online, synchronously or asynchronously, and face-to-face. A short oral formative report will be provided to all project partners during online and face-to-face meetings.
- **Summative review:** It is the formal review conducted for the interim and final reports that provide a basis for assessing the value and impact created by the project.

These reviews will be either as Internal Process Review and/or Internal Peer Review. See below for details.

6.1.1. Internal Processes Review

The review of internal processes is based on:

- Regular review of performance indicators and deadlines against collected data
- Review of meeting minutes
- Online questionnaires sent to project partners after project meetings
- Interview (one to one) with a sample of partners during/after project meetings

Based on the data collected and the result, the result leader will inform the project coordinator and the QA Manager to initiate the review process. These will be input into the compilation of reports and deliverable reports as per the project proposal.

6.1.2. Internal Peer Review

Each result is assigned to a partner who is primarily responsible for the review of the result and the associated write-up, on a defined template (Appendix 2) and according to the process described below:

For every Result, two (2) partners are nominated as Peer Reviewers.

The table with Peer Reviewers and assigned deliverables is uploaded to the projects' repository and is part of this document.

Peer review process will be performed in the following way in Figure 1 below:

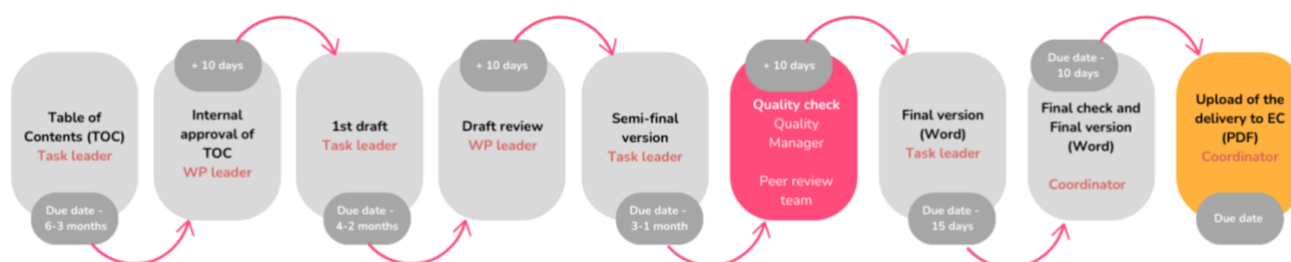


Figure 1: Internal Peer Review of the project results

Table 3 below summarises this process.

Table 3: Summary of the Internal Peer Review process

Result status	Deadline	Responsible
First version of the deliverable Result leader prepares the result according to the template and sends it to be assigned reviewers (project coordinator, QA, and Risk manager in Cc)	6-4 weeks prior the deadline	Result Leader
Peer review Peer reviewers need to review the deliverable within 7 working days upon they receive the result using the peer-review evaluation form Peer reviewers will then send the completed Review Form to the Result Leader who will modify the result if requested.	Within 3 weeks prior the deadline	Internal peer reviewers
In case the result and/or write-up is not accepted by the Peer Reviewer in the first iteration (major modifications were required), the Project Coordinator is informed, and the Result Leader sends the modified version to that peer reviewer again in 5 working days.		
Final version When results of all peer-reviews are positive (deliverable accepted), Result Leader prepares the final version	Within 1 week prior the deadline	WP Lead
Result Leader then uploads the final version and informs the Project Coordinator and QA Manager		

The peer review of the deliverables is based on:

- Analysis of performance indicators — if there is a discrepancy, what is the responsibility of the deliverable and how should it be corrected or exploited if strength has been identified.
- The review workflow is documented internally via Google Drive (all working documents and final document is uploaded to Google Drive) and in the proposed form (template)
- The informal feedback collected during interaction with partners and members will also be communicated to the relevant WP and result leaders.
- For every RESULT, two (2) partners are nominated as Peer Reviewers from the Project Delivery Team. The Partner Lead will ensure that the Peer Review allocation is done equitably and fairly among the partner Delivery Team members. The table with peer-reviewers and deliverables is uploaded to the projects' repository and is part of this document. This allocation is provided in Table 4

The internal review by partners shall be performed by the listed partners according to the form that is part of this document (Appendix 1.).

Table 4: Peer Review allocation to partners

WP1:

No	Result	Indicator(s)	Responsible partner for the result	Reviewers	Deadlines
R 1.1.1.	Project Management Plan (including horizontal principles and data management Plan)	<ul style="list-style-type: none"> 1 Project Management Plan created 	FOI	UOC, MNU	Internal review: 1/3/2025 Final result: 31/3/2025
R 1.2.1.	Risk mitigation plan	<ul style="list-style-type: none"> 1 Risk mitigation plan developed 	FOI	SLTC, UKM	Internal review 1/3/2025 Final result: 31/3/2025
R 1.2.2.	Risk mitigation report	<ul style="list-style-type: none"> 1 Risk mitigation report created 	FOI	SLTC, UKM	Internal review 1/10/2027 Final result: 31/10/2027
R 1.3.1	Quality assurance plan	<ul style="list-style-type: none"> 1 Quality assurance plan created 	MNU	UoP, UTM	Internal review 1/3/2025 Final result: 31/3/2025
R 1.3.2.	Quality assurance reports	<ul style="list-style-type: none"> 3 Quality assurance reports created 	MNU	UoP, UTM	Internal review: 1/10/2025, 1/10/2026, 1/10/2027 Final result: 31/10/2025, 31/10/2026, 31/10/2027
R 1.4.	Project Meetings Reports	<ul style="list-style-type: none"> 4 Project Meetings Reports prepared Quality feedback forms from meeting participants (appendix A2.1) 	FOI	VCM, IUM	Internal review: 1/10/2027 Final result: 31/10/2027

WP2:

No	Result	Indicator(s)	Responsible partner for the result	Reviewers	Deadline
R 2.1.	Training plan for specific target groups	<ul style="list-style-type: none"> 1 Training plan developed 	SLTC	FOI, UOC	Internal review: 1/4/2025 Final result: 30/4/2025
R 2.2.	Training modules	<ul style="list-style-type: none"> 3 Training modules developed 	UoP	FOI, UOC	Internal review: 1/10/2025 Final result: 31/10/2025
R 2.3.	Training report	<ul style="list-style-type: none"> 1 Training report prepared Feedback forms from training participants (Appendix A2.2) 	SLTC	MNU, UTM	Internal review: 1/4/2026 Final result: 30/4/2026

WP3:

No	Result	Indicator(s)	Responsible partner for the result	Reviewers	Deadline
R 3.1.	Piloting methodology and plan	<ul style="list-style-type: none"> 1 Piloting methodology and plan developed 	IUM	SLTC, UTM	Internal review: 1/1/2026 Final result: 31/1/2026
R 3.2.	Piloting guide for educators	<ul style="list-style-type: none"> 1 Piloting guide for educators published 	VCM	UoP, UKM	Internal review: 1/1/2026 Final result: 31/1/2026
R 3.3.	Pre-piloting course design and implementation catalogue	<ul style="list-style-type: none"> 1 Pre-piloting course design and implementation catalogue created 	VCM	MNU, IUM	Internal review: 1/4/2026 Final result: 30/4/2026
R 3.4.	Onboarding workshops report	<ul style="list-style-type: none"> 1 Onboarding workshop report created 	VCM	UKM, IUM	Internal review: 1/4/2026 Final result: 30/4/2026

WP4

No	Result	Indicator(s)	Responsible partner for the result	Reviewers	Deadline
R 4.1.	Student profiles report	<ul style="list-style-type: none"> 1 Student profile report created 	IUM	FOI, UOC	Internal review: 1/10/2026 (1 st draft), 1/6/2027 (final version) Final result: 31/10/2026 (1 st draft), 30/6/2027 (final version)
R 4.2.	Piloting report	<ul style="list-style-type: none"> 1 Piloting report created 	MNU	VCM, UoP	Internal review: 1/4/2027 Final result: 30/4/2027
R 4.3.	Post-piloting course design and implementation catalogue	<ul style="list-style-type: none"> 1 Post-piloting course design and implementation catalogue created 	MNU	FOI, UOC	Internal review: 1/7/2027 Final result: 31/7/2027

WP5

No	Result	Indicator(s)	Responsible partner for the result	Reviewers	Deadline
R 5.1.	Framework for the Digital Teaching Transformation, focusing on academic leaders, educators and support staff	<ul style="list-style-type: none"> 1 Framework for the Digital Teaching Transformation, focusing on academic leaders, educators and support staff created 	UOC	FOI, MNU	Internal review: 1/8/2027 Final result: 31/8/2027

R 5.2.	Toolkit and implementation Guide	<ul style="list-style-type: none"> 1 Toolkit and implementation Guide developed 	UOC	VCM, SLTC	Internal review: 1/8/2027 Final result: 31/8/2027
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WP6

No	Result	Indicator(s)	Responsible partner for the result	Reviewers	Deadline
R 6.1.1.	Dissemination and Communication Plan	<ul style="list-style-type: none"> 1 Dissemination and Communication Plan created 	UTM	FOI, UKM	Internal review: 1/2/2025 Final result: 28/2/2025
R 6.1.2.	Dissemination Reports (12 -18 months)	<ul style="list-style-type: none"> 3 Dissemination Reports created 	UTM	VCM, UTM	Internal review: 1/10/2025, 1/10/2026, 1/10/2027 Final result: 31/10/2025, 31/10/2026, 31/10/2027
R 6.2.1.	Project Impact Framework	<ul style="list-style-type: none"> 1 Project Impact Framework developed 	FOI	IUM, SLTC	Internal review: 1/4/2025 Final result: 30/4/2025
R 6.2.2.	Project Impact report	<ul style="list-style-type: none"> 1 Project Impact report created 	FOI	UoP, VCM	Internal review: 1/10/2027 Final result: 31/10/2027
R 6.3.1.	Sustainability Plan (Draft and Final version)	<ul style="list-style-type: none"> 1 Sustainability Plan provided 	UKM	IUM, VCM	Internal review: 1/10/2025 (1 st draft), 1/10/2026 (final version) Final result: 31/10/2025 (1 st draft), 31/10/2026 (final version)
R 6.3.2.	Sustainability Report	<ul style="list-style-type: none"> 1 Sustainability Report created 	UKM	IUM, MNU	Initial review: 1/10/2027 Final result: 31/10/2027
R 6.6.	Project newsletters	<ul style="list-style-type: none"> 6 Project newsletters created 	UKM	SLTC, MNU	Internal review: 1/4/2025, 1/10/2025, 1/4/2026, 1/10/2026, 1/4/2027, 1/10/2027 Final result: 30/4/2025, 31/10/2025, 30/4/2026, 31/10/2026,

					30/4/2027, 31/10/2027
R 6.7.	Project Events - Reports	<ul style="list-style-type: none"> 3 Project Events - Reports prepared 	UTM, UKM, MNU & SLTC	FOI, UOC	Internal review: 1/9/2027 Final result: 30/9/2027
R 6.10.	Final Conference report	<ul style="list-style-type: none"> 1 Final Conference report prepared 	UTM & UKM	VCM, MNU	Internal review: 1/10/2027 Final result: 31/10/2027

Appendix 1

Result Review FORM for internal review

[RESULT NO] – [TITLE OF THE RESULT]		PEER REVIEWED BY: [PP ACRONYM]
Criteria	Verified (Y/N/NA)	
1) Delivery of the output		
On time delivery		
Use of project document official template		
Cover page information completed (Number, title, authors, organizations, dates, version number, abstract)		
Table of contents updated		
Executive summary completed		
Output file title properly structured <ul style="list-style-type: none"> • R.X.X_(shortened) title_PPX 		
Template fonts and styles followed		
Page Number Completed		
Comments:		
2) Language review (typing mistakes, grammar, etc.)		
Revised document with language corrections sent to task leader?		
Comments:		
3) Coherence with document / task objectives as declared in the Project		
Indicators (numbers and description) are achieved		
Comments:		
4) Reliability of data		
Information and sources well marked		
Proper structure of the bibliography (if applicable)		
Comments:		
5) Validity of content: In your opinion,		
is the content of quality?		
are there any sections that are missing?		
does the document successfully cover the topic?		
is the information structured and clearly presented?		
are the conclusions sufficiently presented?		
is the transferability satisfactory?		
is the technical implementation of quality?		
Comments / Suggestions for revision / what would you like to emphasize regarding DESIGN, CONTENT, TRANSFERABILITY, TECHNICAL IMPLEMENTATION:		
6) Intellectual output accepted?		
(provided that suggested changes are implemented)	Y/N	
If no, please state reasons:		

Please send the completed checklist to the Task Leader, Project coordinator and Quality Assurance Manager and upload to the requested folder.

Appendix 2

FEEDBACK FORMS

A 2.1 CONSORTIUM MEETINGS SURVEY

Dear participants,

Please use the following statements and mark the level of your agreement /disagreement to provide your feedback on the performed meeting.

1= completely disagree

5= completely agree

Thank you,

DIGITAsia Management

INSTITUTION:

POSITION WITHIN INSTITUTION:

CONTACT (email) - optional

STATEMENTS:

1. I am satisfied with the organization of the meeting.
2. The organizer met the meeting's main objective.
3. I am satisfied with the duration of this meeting.
4. I am satisfied with the quality of presentations.
5. After this meeting, it is clear what our upcoming tasks and obligations are (until the next meeting).
6. In general, I am satisfied with the meeting.
7. Your final remarks and suggestions.

A 2.2 PROJECT TRAINING SURVEY

Dear participants,

Please use the following statements and mark the level of your agreement /disagreement to provide your feedback on the performed training.

1= completely disagree

5= completely agree

Thank you,

DIGITAsia Management

INSTITUTION:

POSITION WITHIN INSTITUTION:

CONTACT (email) - optional

Statements:

1. I am generally satisfied with the training.
2. I am satisfied with the content of the training.
3. I am satisfied with the duration of the training.
4. I am satisfied with the training lecturer./methods
5. The skills and knowledge gained within this training I can use in my work.
6. This training completely met my expectations.
7. Please state here all your additional remarks, compliments, comments, and recommendations that could be used to improve the training within DIGITAsia project.