

Internal Evaluation Report

Compiled by the University of Amsterdam

May 2022

1 Overview

In developing the internal evaluations for VISION, the University of Amsterdam (UvA) adapted a questionnaire from the EU-funded CONTESSA project and transferred it into an online survey. The adaptation was a simple feedback process using the UvA team for the first draft version and the feedback from Uni Graz for the final published version. The survey was conducted online, anonymously. The scale for each question is:

- 1 = Strongly agree
- 2 = Somewhat agree
- 3 = Neither agree nor disagree
- 4 = Somewhat disagree
- 5 = Strongly disagree

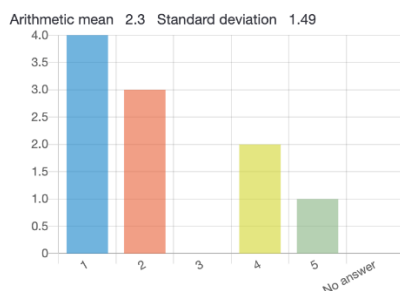
The questionnaire used in this internal survey comprises of 6 groups of questions: Project coordination, Cooperation between project partners, Communication, Working with Microsoft Teams, Project Website, and Division of Responsibilities and Work Packages. Each group of questions also contains a free text option, where further explanation could be given.

2 Results

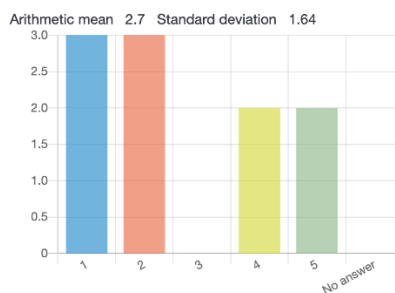
2.1 Project Coordination Question Group

The questions in this group were meant to shed light on how the project members are relating to the management and coordination of the project. The figures below show the distribution of answers for each specific question in the group. Overall, the sentiment is positive and ranges from strongly agree to somewhat agree that the quality of management and coordination is high.

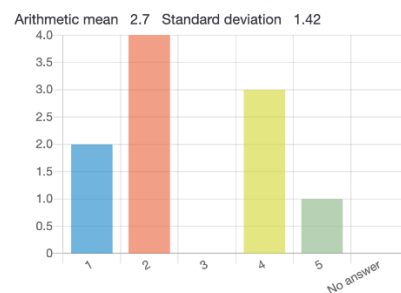
The role of the project management is clear to me.



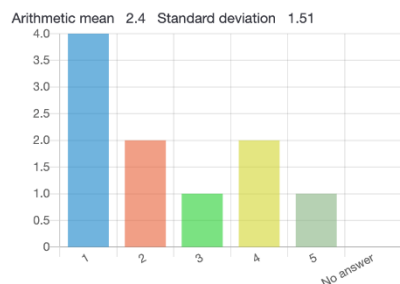
The role of the project partners is clear to me.



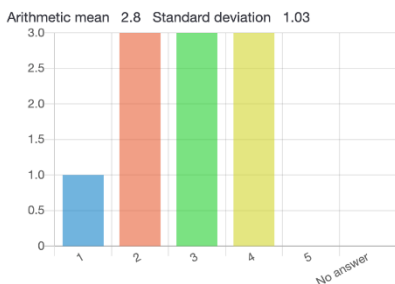
3. The division of work packages is clear to me.



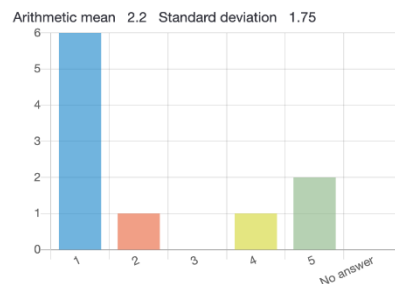
4. My role in each work package is clear to me.



5. Deadlines are easy to meet and scheduling is realistic.

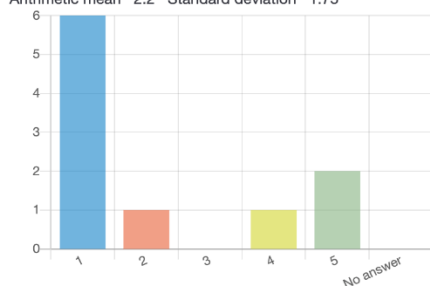


6. Cooperation with the project coordinator works well.



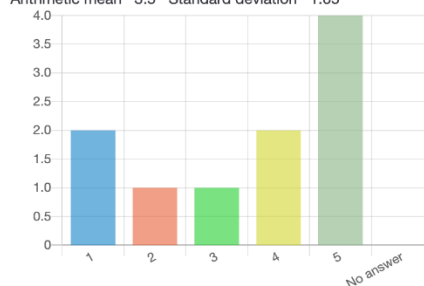
7. Feedback and assistance from the project coordinator is supportive.

Arithmetic mean 2.2 Standard deviation 1.75



8. Organization and frequency of face-to-face meetings is appropriate.

Arithmetic mean 3.5 Standard deviation 1.65



One aspect where the project members have more strongly different opinions relates to meeting the deadlines. Indeed, as one respondent explained “deadlines are difficult to meet because our work is so interdependent.”

One aspect that stands out negatively is the organisation and frequency of face-to-face meetings. Here, several participants mentioned the lack of face-to-face meetings, which is due to the pandemic constraints.

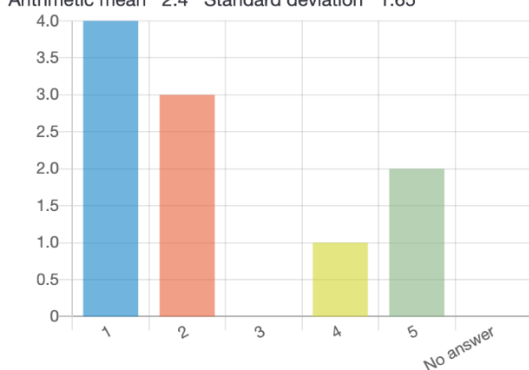
2.2 Cooperation Question Group

The questions in this group were meant to identify how all members are experiencing collaboration among the national and international teams of the project. The figures below show the distribution of answers for each specific question in the group. Compared to management, project members experience cooperation less positively in the international setting. One thing to note is the perceived lack of sufficient and supportive feedback (question 3) experienced by 4 respondents. At the other end of the scale, we have 5 respondents that perceive the feedback as sufficient and supportive. This is also mirrored by the answers to question 4.

Another key aspect to improve is the clarity and accessibility of the decision-making process among project partners.

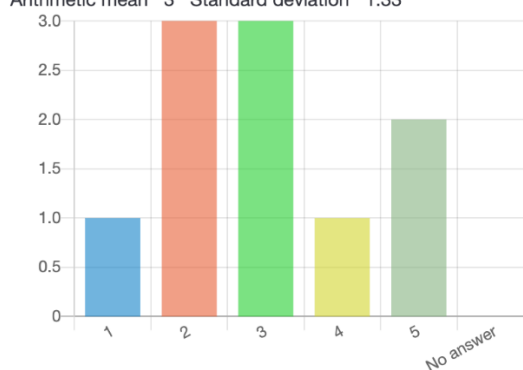
1. Co-operation among my national project team members works well.

Arithmetic mean 2.4 Standard deviation 1.65



2. Cooperation among international project team members works well.

Arithmetic mean 3 Standard deviation 1.33





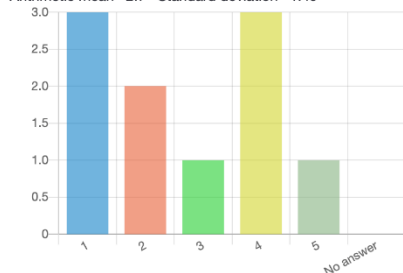
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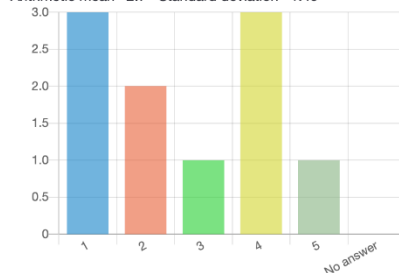
3. If needed, I receive sufficient and supportive feedback from the project partners.

Arithmetic mean 2.7 Standard deviation 1.49



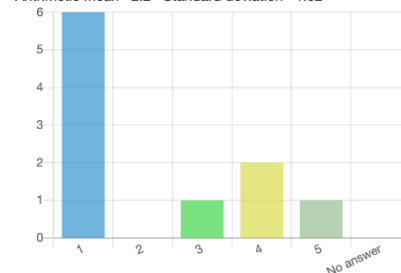
4. Cooperation among project partners is open-minded and straightforward.

Arithmetic mean 2.7 Standard deviation 1.49



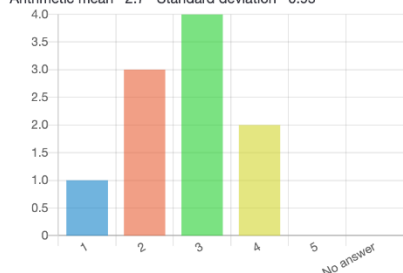
5. I can address all project partners whenever I need any information for my work packages.

Arithmetic mean 2.2 Standard deviation 1.62



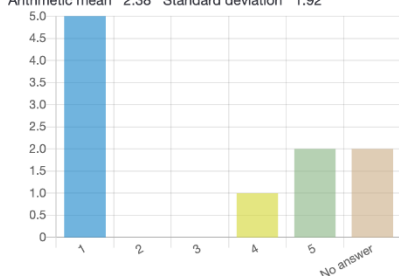
6. The process of decision making among project partners is clear and easy to understand.

Arithmetic mean 2.7 Standard deviation 0.95



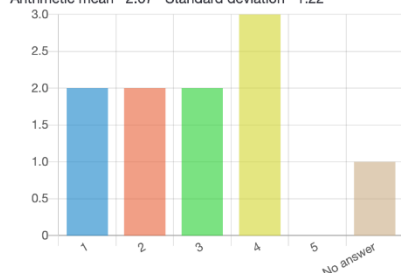
7. Project partners are aware of and respect national and cultural conditions and values that are relevant to the project.

Arithmetic mean 2.38 Standard deviation 1.92



8. Involvement of associate partners in my country is sufficient.

Arithmetic mean 2.67 Standard deviation 1.22

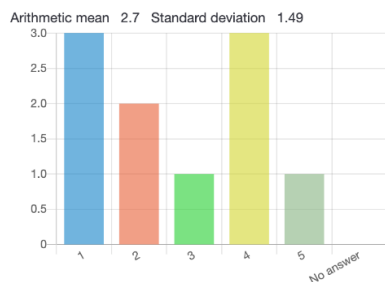


Very positive aspects are the low communication barriers (question 5) and the respectful atmosphere (question 7) fostered by the project.

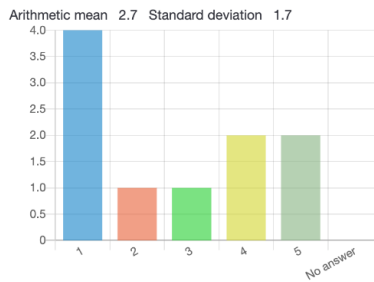
2.3 Communication Question Group

The questions in this group were meant to identify how all members are experiencing communication within the project. The figures below show the distribution of answers for each specific question in the group. Project members perceive current communication processes as satisfactory and are clearly dismissing the need for more frequent plenary meetings. One actionable suggestion is to create a timetable of the meetings on specific topics, which inherently take place in smaller groups.

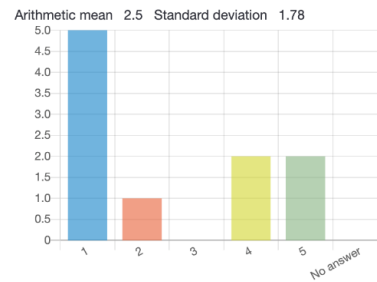
1. Communication and information sharing is sufficient and easy to understand.



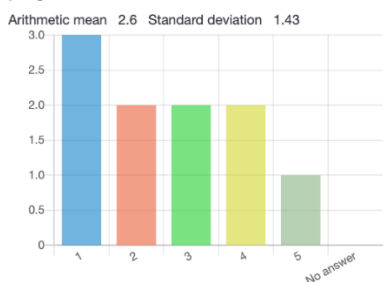
2. The e-mail communication amongst VISION partners has been helpful and sufficient.



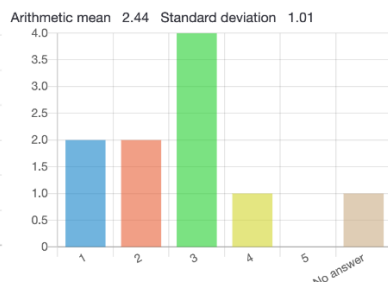
3. Information on meetings and their results is sufficient.



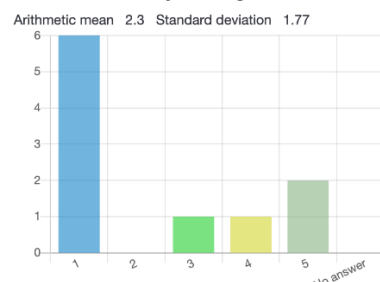
4. I feel well-informed about the project's progress.



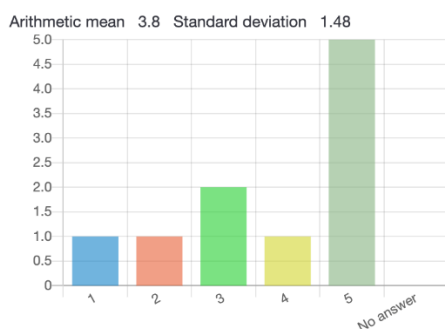
5. I find that a weekly status email would be useful.



6. I find the monthly meeting to be useful.



7. I feel the monthly meeting should be more frequent, for example, twice a month.



2.4 Working with Microsoft Teams Question Group

The questions in this group were meant to identify how all members are experiencing using Microsoft Teams within the project. The figures below show the distribution of answers for each specific question in the group. Most of the respondents use Teams in other projects too, and several of them do not have a satisfactory experience with it. One actionable suggestion is to “collaborate and communicate on Teams than via email. All information and documents are easy to find and accessible to all team members”.



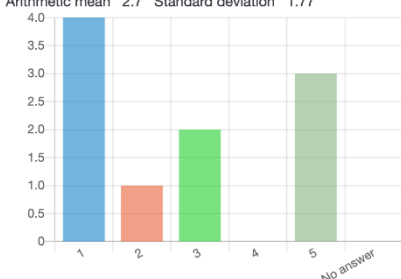
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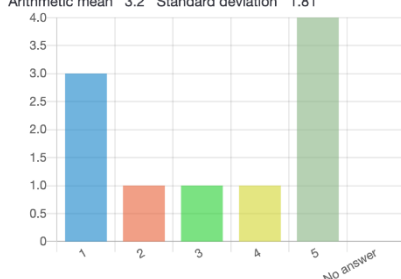
1. Teams is easy to access.

Arithmetic mean 2.7 Standard deviation 1.77

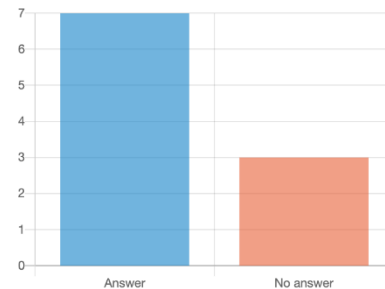


2. Teams is easy to use.

Arithmetic mean 3.2 Standard deviation 1.81

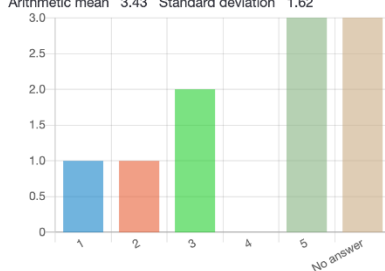


3. I use Teams regularly.



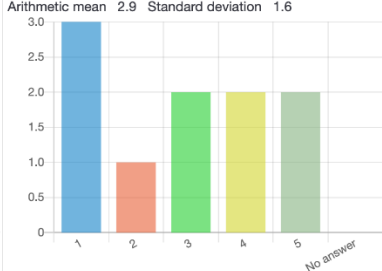
4. How many times a month do you work in Teams?

Arithmetic mean 3.43 Standard deviation 1.62



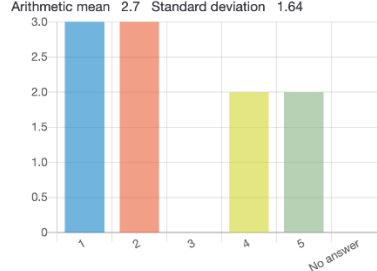
5. The application is very helpful for our work packages.

Arithmetic mean 2.9 Standard deviation 1.6



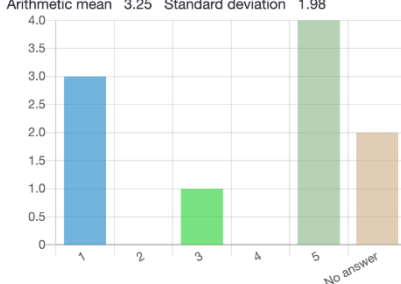
6. The application helps to improve communication.

Arithmetic mean 2.7 Standard deviation 1.64



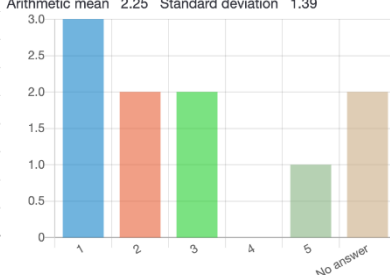
7. I am not very familiar with Teams.

Arithmetic mean 3.25 Standard deviation 1.98



8. I have difficulties with finding the right information on Teams.

Arithmetic mean 2.25 Standard deviation 1.39

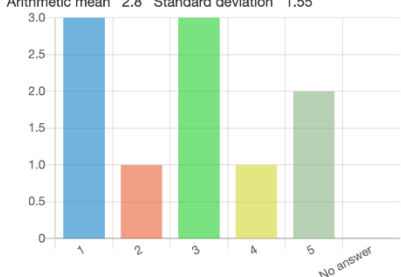


2.5 Project Website Questions Group

The questions in this group were meant to identify how all members experience the project website. The figures below show the distribution of answers for each specific question in the group. The website is generally well received, with one actionable suggestion: “add links to people working in VISION” that could potentially also solve the main criticism, i.e., “website difficult to find”.

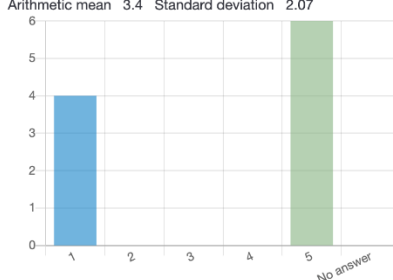
1. The website is easy to find: <https://vision.smart-study.net/>

Arithmetic mean 2.8 Standard deviation 1.55



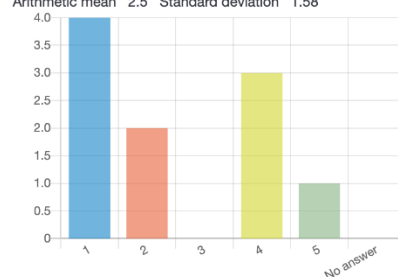
2. I have difficulties with accessing the website.

Arithmetic mean 3.4 Standard deviation 2.07



3. The website provides sufficient information about the project (reports, publications, etc.).

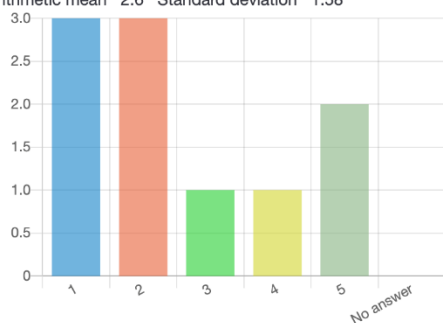
Arithmetic mean 2.5 Standard deviation 1.58





4. The design of the website represents the project well.

Arithmetic mean 2.6 Standard deviation 1.58

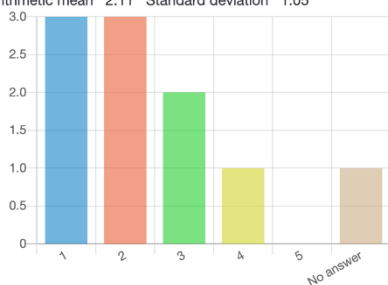


2.6 Division of Responsibilities and Work Packages Question Group

The questions in this group were meant to identify how all members perceive the division of responsibilities and the work packages. The figure below shows the distribution of answers for each specific question in the group. Strong points emerging from the results are the clarity in the division of responsibility and the span of expertise, as well as the modularity of the work plan (question 4).

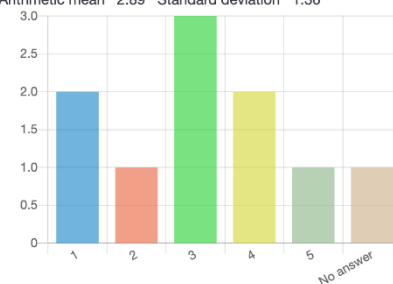
1. Resources and capacities provided by my institution are sufficient.

Arithmetic mean 2.11 Standard deviation 1.05



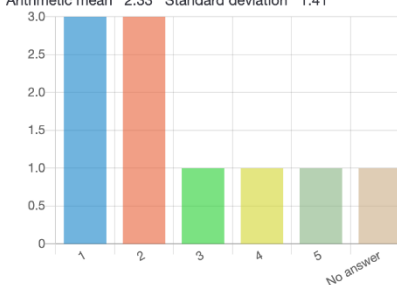
2. Resources and capacities provided by the funding institution (European Union) are sufficient.

Arithmetic mean 2.89 Standard deviation 1.36



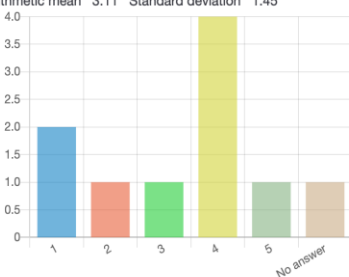
3. It is clear to me what my project team has to do and how we will address our tasks.

Arithmetic mean 2.33 Standard deviation 1.41



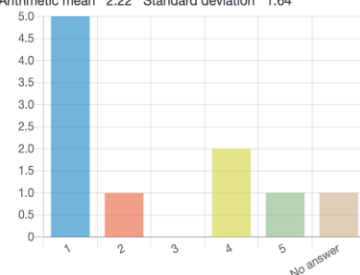
4. I would need more support from the project partners to fulfil our work packages and tasks.

Arithmetic mean 3.11 Standard deviation 1.45



5. I know whom to address from the project partners when I need help to fulfil a particular task or work package.

Arithmetic mean 2.22 Standard deviation 1.64



3. Summary

The survey provides valuable information on the project's progress and cooperation between the project partners. The survey indicates which issues are running smoothly and which ones should be addressed in the upcoming reporting period.

Firstly, the cooperation with the project coordinator works well with supportive feedback and assistance. There is some diversity in the clarity of the role of the partners. Due to the pandemic constraints, there is a lack of face-to-face meetings, which might result in more separation between the teams. At the same time, the project requires interdependency resulting in a neutral feeling about the cooperation among international project team members and the clarity of the decision-making process among project partners.

Furthermore, participants agree that the monthly meetings are useful and should not be more frequent. However, future communication and information sharing could be improved, along with information about the project's progress. An actionable suggestion from a question is that a weekly status email would be useful in providing this communication gap.

Working with Microsoft Teams is easily accessible for some participants, while others find it difficult. Many participants also mention not working in Teams often. One actionable suggestion is to use Teams more to collaborate and communicate instead of email.

The project's website is well-received, but some participants have difficulty finding the website using general search terms, which might be easily fixable by adding links to people working in VISION.

Project-related resources and capacities are perceived as sufficient. Tasks for their project team are clear. Most participants do not need more support and know whom to address from the project partners in case support is needed for a task or work package.

4. Outlook

Results indicate no significant issues concerning the aims mentioned above in the internal evaluation. The project is on the right track. However, there is room for some improvement as there are some actionable suggestions in the following cases:

- Use Microsoft Teams more in communication and updates about decision-making progress among partners, which could also solve the need for frequent status updates.
- Assist participants in using Microsoft Teams to make use of the environment adequately.