

## EINFOSE – Quality Assurance Plan

This Plan is prepared with a goal to ensure that the deliverables for the EINFOSE 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 EINFOSE 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 EINFOSE project team play a role in quality assurance. 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 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 member 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 EINFOSE Project:

Partner	IO Identification	Category of Staff	No. of Working Days	Responsibilities
Ankara	IO 1	T/T/R	2	Testing and writing comments
	IO 2	T/T/R	20	Preparing the content for ESSIS 2017 and 2018; Preparing OERs 2 and 4; Translating OERs
	IO 3	T/T/R	4	Reading and writing comments
	IO 4	T/T/R	40	Leading the team; preparing the 1st draft; modifications of the 1st and 2nd draft and producing the final document – Didactic Framework
	IO 5	T/T/R	6	Taking active part in discussion the draft version of Policy recommendations and writing comments
Barcelona	IO 1	T/T/R	2	Testing and writing comments
	IO 2	T/T/R	20	Preparing the content for ESSIS 2017 and 2018; Preparing OERs 2 and 3; Translating OERs
	IO 3	T/T/R	40	Leading the team; preparing the 1st draft; modifications of the 1st and 2nd draft and producing the final document – Evaluation Framework
	IO 4	T/T/R	4	Reading and writing comments

	IO 5	T/T/R	6	Taking active part in discussion the draft version od Policy recommendations and writing comments
Borös	IO 1	T/T/R	2	Testing and writing comments
	IO 2	T/T/R	20	Preparing the content for ESSIS 2017 and 2018; Preparing OERs 2 and 4; Translating OERs
	IO 3	T/T/R	4	Reading and writing comments
	IO 4	T/T/R	4	Reading and writing comments
	IO 5	T/T/R	20	Taking active part in preparation and discussion the draft version od Policy recommendations and writing comments
Graz	IO 1	T/T/R	2	Testing and writing comments
	IO 2	T/T/R	20	Preparing the content for ESSIS 2017 and 2018; Preparing OERs 3 and 4; Translating OERs
		Administr.	4	Administration of ESSIS
	IO 3	T/T/R	4	Reading and writing comments
	IO 4	T/T/R	4	Reading and writing comments
	IO 5	T/T/R	6	Taking active part in preparation and discussion the draft version od Policy recommendations and writing comments
Hildesheim	IO 1	T/T/R	2	Testing and writing comments
	IO 2	T/T/R	40	Leading the process of preparing OERs; Preparing the content for ESSIS 2017 and 2018; Preparing OERs 1 and 3; Translating OERs
	IO 3	T/T/R	4	Reading and writing comments
	IO 4	T/T/R	4	Reading and writing comments
	IO 5	T/T/R	6	Taking active part in preparation and discussion the draft version od Policy recommendations and writing comments
Osijek	IO 1	Technicians	40	Designing, testing, improving and maintaining the EINFOSE Web site and EINFOSEPlatform
	IO 1	Managers	40	Managing the whole process of preparing OERs, inserting them to the Platform and communication with authors
	IO 1	T/T/R	40	Testing the content for ESSIS 2017 and 2018; Checking OERs and their translations
	IO 2	Technicians	10	Uploading and maintaining the OERs on the EINFOSE Platform
	IO 2	T/T/R	20	Preparing the content for ESSIS 2017 and 2018; Preparing OERs 1 and 4; Translating OERs
	IO 3	T/T/R	4	Reading and writing comments
	IO 4	T/T/R	4	Reading and writing comments
	IO 5	T/T/R	6	Taking active part in preparation and discussion the draft version od Policy recommendations and writing comments
Pisa	IO 1	T/T/R	20	Testing and preparing recommendations for improving the EINFOSE Platform
	IO 2	T/T/R	20	Preparing the content for ESSIS 2017 and 2018; Preparing OERs 1 and 2; Translating OERs
	IO 3	T/T/R	4	Reading and writing comments
	IO 4	T/T/R	4	Reading and writing comments
	IO 5	T/T/R	6	Taking active part in preparation and discussion the draft version od Policy recommendations and writing comments

## Quality Baseline

This section of the Quality Assurance Plan include 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
<b>EINFOSE Platform</b>	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	
<b>EINFOSE OERs</b>	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	
<b>Evaluation Framework</b>	Open for comments and testing	
<b>Didactic Framework</b>	Open for comments and use	
<b>Policy Recommendations</b>	Open for comments, use and sharing	
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