Let's play !

OLYDELI GAME

LES OLYMPIADES DE L'INCLUSION

MANAGEMENT PLAN

TABLE OF CONTENTS

Introduction

Project management can be described as the activities of planning, organising, securing, monitoring and managing the resources and work required to achieve the specific aims and objectives of the project effectively and efficiently.

The project management plan is a document that describes how the project will be executed, managed and closed. It is essential to the success of a project. It enables the work teams to know all the stages to be followed and the activities to be carried out. It takes account of the environment in real time, so that action can be corrected and readjusted if necessary.

The first part presents the launch phase of the OLYDELI GAME project. It corresponds to the drafting phase of the application form.
The second part presents the project planning.
The third part presents the monitoring and control of the various elements covered by our management plan.
Finally, the last section presents the closing phase of our plan.

It should be noted that this document has been drafted to be accessible to the visually impaired. It complies with European standard EN 301 549.

Note: Writing is in the masculine, which has a generic meaning, i.e. it includes both masculine and feminine.

Launching the project

This stage is the first phase of the OLYDELI GAME project. It was drawn up when the application form was drawn up.

Remember that a project is always a response to an identified need. As far as we are concerned, we have taken the view, as shown by numerous European reports, that the place of people with disabilities needs to be consolidated in all areas and particularly in employment, professional integration, education and training, sport and leisure, arts and culture, civic engagement and voluntary work.

In response, we decided to bring our three organisations together to create a board game to raise awareness of the situation of people with disabilities in the above-mentioned areas. The game combines action and reflection through knowledge tests and sporting events. It can be used as a leisure activity for families and friends. It can also be an educational tool for professionals who want to work on the theme of disability. The game is a fun way to learn.

To make this project a success, we will carry out the following activities:

-Field surveys of the general public, professionals and analysis report.

-Interviews with people with disabilities so that they can contribute their experiences to the content.

-Creation of a website presenting the project and giving access to the board game.

-Creation of a Facebook and Instagram page to communicate about the project, its news and its results.

-Public events

-Creation of an inclusive board game in classic and XXL formats

Planning the OLYDELI GAME project

This second phase of the project provides a breakdown of the work to be carried out, estimates of effort and costs, and the project schedule.

This phase gives rise to a large number of documents necessary for the success of the project. Prepared in advance by the coordinator, it is discussed at the kick-off meeting. This meeting enabled us to lay the fundamental foundations of the project and establish the various stages to come.

During this phase we also validated the following points:

Administrative and financial management

The OLYDELI GAME project will last 19 months: from 1er January 2024 (M1) to 31 July 2025 (M19).

The partnership contract

It is the formal contractual document setting out everyone's commitments to the project. There are two official contracts:

-The first is the partnership agreement between the French Erasmus+ Education-Training Agency and the coordinator.

-the second is a bilateral contract between the coordinator and each consortium partner. It is drawn up using the articles of the contract between the French Erasmus+ Education-Training Agency and the coordinator. This contract is a private document and is therefore only accessible to the consortium partners on the project drive.

List and breakdown of activity packages

WP no.	Title	Leader
WP 1	Project management	USSAP
WP 2	Transnational meetings	USSAP
WP 3	Communication	BABILON TRAVEL
WP 4	Creation of the "Inclusion Olympics" game	DEBA 33
WP. 5	Dissemination event	USSAP

The partner in charge of a work package means that he checks with the partners that everything is running smoothly and that the package is delivered on time and to the required quality standards.
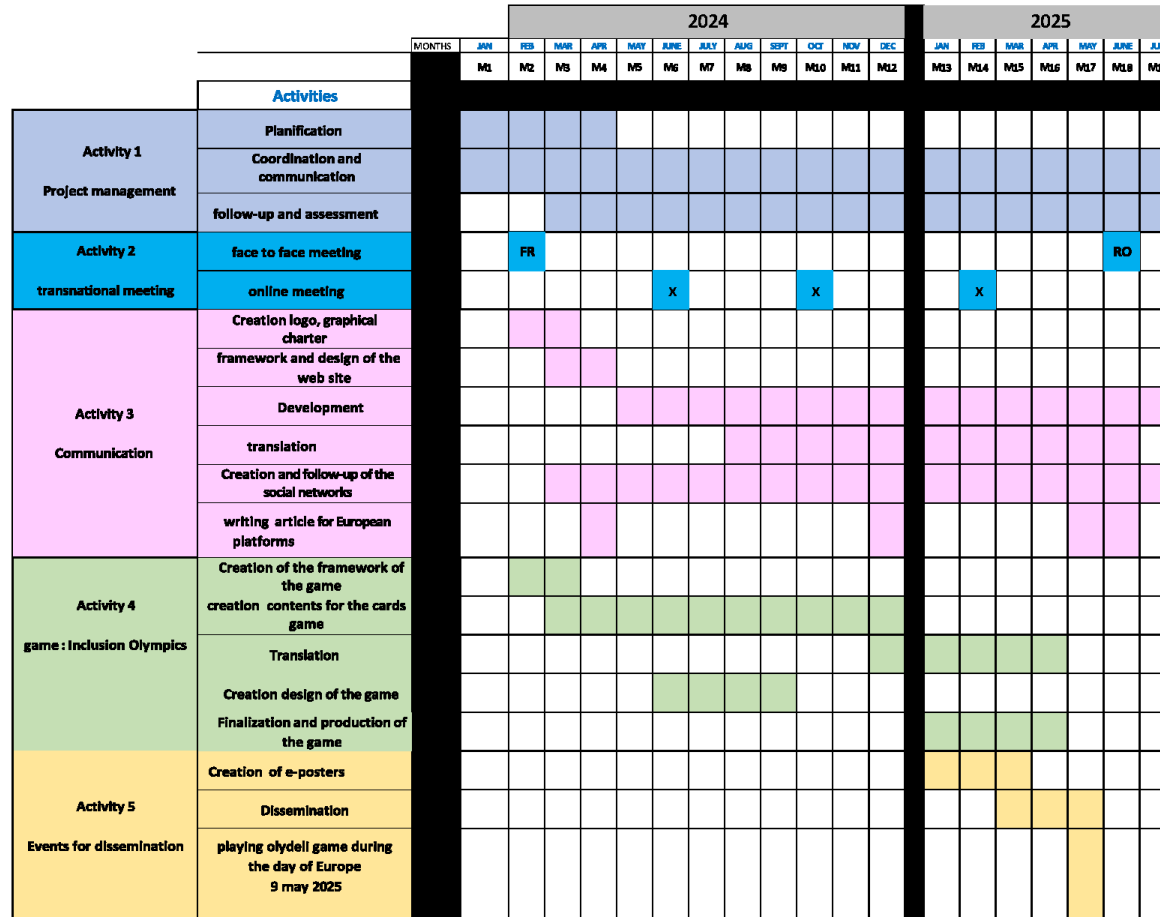
In this project, all the European partners contribute to the successful production of each batch by taking on their share of the tasks involved.

Activity and task planning (GANTT)

GANTT ¨PROJECT 2024-2025 (19 MOIS)

Activities		JAN M1	FEB M2	MAR M3	APR M4	MAY M5	JUNE M6	JULY M7	AUG M8	SEPT M9	OCT M10	NOV M11	DEC M12	JAN M13	FEB M14	MAR M15	APR M16	MAY M17	JUNE M18	JULY M19
Activity 1 Project management	Planification	■	■	■	■															
	Coordination and communication	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
	follow-up and assessment			■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Activity 2 transnational meeting	face to face meeting		FR																RO	
	online meeting						X			X					X					
Activity 3 Communication	Creation logo, graphical charter		■	■																
	framework and design of the web site			■	■															
	Development					■	■	■	■	■	■	■	■	■	■	■	■	■		
	translation			■								■								
	Creation and follow-up of the social networks			■		■					■			■	■	■	■	■		
	writing article for European platforms					■						■						■		
Activity 4 game : Inclusion Olympics	Creation of the framework of the game		■	■																
	creation contents for the cards game			■	■	■	■	■	■	■										
	Translation													■	■	■	■			
	Creation design of the game							■	■	■										
	Finalization and production of the game													■						
Activity 5 Events for dissemination	Creation of e-posters													■	■					
	Dissemination																■	■		
	playing olydeli game during the day of Europe 9 may 2025																		■	

List of resources to be created by activity batch

WP 1   Project management

-the partnership contract

-the project management plan (including the project quality assessment
grid and risk management plan)

-the list of documents required to collect the funds

-the timetable for financial transfers (and the related obligations)

-the GANTT schedule

WP 2   Transnational meetings

-agendas and minutes of meetings

-the list of tasks to be carried out by each partner and their deadlines

WP. 3   Communication

-creation of a logo and graphic charter

-creation of a website dedicated to the project

-creation of flyers and posters to publicise planned events

-creating posts for social networks

-creation of articles for the Erasmus platforms

-creation of articles for our websites

-Creation of a video retracing the stages of the project (for presentation
at events and online distribution).

-making a t-shirt for the project

-production of a citizen's diploma

WP. 4   Creation of the "Inclusion Olympics" game

-Drawing up the content of knowledge tests and sporting events

-Drawing up the rules of the game

Creation of the design for the board, cards and packaging (family-size game box and bag for the XXL format) in compliance with accessibility standards and sustainable development (eco-responsible design and production).

WP°5   Dissemination event

-creation and distribution of e-flyer and e-posters

-creating and distributing posts for social networks

-creating and distributing articles for the Erasmus platforms

-creating and distributing articles for our websites

-creation and presentation of a video of the project

Transnational meetings

2 face-to-face meetings are planned:

- Mars 2024 in France: kick-off meeting
- June 2025 in Romania: closing meeting

There will also be online meetings every month or so, depending on the needs of the project.

We have developed an online meeting evaluation grid to meet the needs and expectations of each partner. It will also enable us to improve the content and methods of implementation.

Evaluation grid for transnational meetings (TPM)

OLYDELI EVALUATION OF THE ONLINE MEETING OF 24 MAY 2024

Début : 1 / 2

YOUR IDENTITY

Your name and firstname *

Your name and firstname *

The name and the country of your organisation *

TECHNICAL ARRANGEMENTS FOR THE MEETING

Is the chosen video tool (TEAMS microsoft) easy to use ? *

☐ Yes, I'm used to using them.

☐ No, I'm just starting out

☐ Yes, it's easy to use, but I've had technical problems.

Was the meeting recorded ? *

☐ Yes

☐ No

☐ I don't know

Is the chosen videoconferencing tool environmentally friendly ? *

☐ Yes, our tool is rated green in the greenspector study.

☐ Our tool is rated yellow in the greenspector study.

☐ No, our tool is classified as orange/red in the greenspector study.

☐ I don't know

There is an environmental classification of videoconferencing tools:
https://greenspector.com/fr/impact-applications-visioconferences-2022/

ORGANISATION OF THE MEETING

Was the timing of the meeting convenient for you? *

☐ Yes

☐ No

Was the length of the meeting convenient for you ? *

☐ Yes

☐ No

Did you receive the agenda for the meeting 1 to 7 days beforehand? *

☐ Yes

☐ No

☐ I don't know

Was the meeting clear and effective ? *

☐ Yes

☐ No

Everyone could share information on their screen ? *

☐ Yes

☐ No

Everyone could use chat to communicate and share information (e.g. web links) ? *

☐ Yes

☐ No

At the end of the meeting, the tasks to be carried out and the deadlines for completing them were identified. *

☐ Yes

☐ No

☐ No, because another meeting is needed to finalise the design work.

COMMUNICATION DURING THE MEETING

The simultaneous translations were..... *

☐ Essential to ensure that everyone understands and participates

☐ Unnecessary because the information shared during the meeting could be translated (in each structure after the meeting)

Were the partners able to participate and give their opinions on decisions ? *

☐ Yes

☐ No

YOUR IMPRESSIONS OF THE MEETING

What did you like about the meeting?

What didn't you like about the meeting ?

Your suggestions and advice for the next meeting online

YOUR EVALUATION OF THIS QUESTIONNAIRE

An online questionnaire is.... *

☐ Practical and fast

☐ Paper is better

☐ No opinion

What comments and advice do you have for improving this questionnaire ?

SOUMETTRE

Budget breakdown

Lot number	Work package title	USSAP	DEBA 33	BABILON TRAVEL
WP 1	Project management	5 000 €	3 500 €	3 500 €
WP 2	Transnational meetings	3 000 €	2 500 €	2 500 €
WP 3	Communication	3 000 €	3 500 €	3 000 €
WP 4	Inclusion Olympics" game	6 500 €	9 500 €	7 500 €
WP 5	Dissemination event	2 500 €	2 000 €	2 500 €
TOTAL		**20 000 €**	**21 000 €**	**19 000 €**

Finally, in order to meet the administrative and financial obligations of the project, each partner must provide supporting documents depending on the activities concerned. These documents are listed below:

ACTIVITY	DOCUMENTS TO BE PROVIDED / COMPLETED
Face-to-face or online meetings with European partners	Attendance sheet or Screenshot Online evaluation form to complete Agenda and minutes of the meeting Writing an article for social networks
Events	Attendance sheet - video report Writing an article for social networks
Financial management	Half-yearly statement of monthly expenditure per work package + excel tracking file to be completed
Communication	Communications monitoring table to be completed every 6 months

Principles of cooperation within the consortium

Although roles and tasks are clearly defined between the partners, it is agreed that everyone will contribute to the success of the project by providing support, advice and expertise.

To achieve this, we will be working in a transparent and accessible way, which means that all the documents produced will be shared on a drive. Each partner will be able to upload documents and productions and draw on the resources needed to complete their tasks.

Furthermore, each partner undertakes to cooperate and communicate constructively in order to always strive for the most balanced solution between the needs of the project and the importance of good relations within the consortium. Any disagreements must therefore be resolved on the basis of the ethics and deontology inherent in our role as project managers. All decisions taken will respect the democratic and humanist values of the European Union and the regulatory reference framework, i.e. the Erasmus + programme.

Communication management

Communicating about the project is essential for its visibility and promotion.

As part of our project, the communication plan is a separate document of around thirty pages. As an internal working document, it is not intended to be published on our websites or social networks. This is why it is accessible to all consortium partners on our drive.

Communication will be monitored and evaluated every six months within each of the consortium's partner organisations.

Risk management

Risk is defined as the possibility of the occurrence of an event associated with a damaging impact on the project.

Risk is measured by two factors: the probability of the event occurring and the intensity of the damage caused to the project if the event does occur.

The risk management process begins at the planning stage and follows the project throughout its lifecycle.

The aim is to anticipate the problems and difficulties inherent in any project.

To do this, we used the "heat map" method (Fernandez 2022).

This method involves 5 steps:

- **Step 1: Draw up a risk inventory**

The aim is to cast a wide net and consider all forms of risk (human, financial, organisational, technological, etc.).

Types of potential risks: financial (including partnerships), organisational, technical and finally external risks (e.g. legislation, site/facilities, environment/weather, competition, regulations, etc.) are taken into consideration without exception.

- **Step 2: Ranking risks**

This involves assessing the criticality of each risk in terms of impact (**impact severity scale**: from Minor to Major).

Next, we assess the criticality of each risk in terms of probability (**risk probability scale**: from Extremely Rare to Almost Unavoidable).

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- **Stage 3: Defining solutions/responses**

For each risk, we will ask ourselves these 3 successive questions: Can it be eliminated? Can the effects be limited? Should the project be modified?

- **Step 4: Identify critical points**

Risks are changeable. The *probability* and *impact* change as the project progresses. Some phases of the project are more risky than others. The aim is therefore to identify the places and/or times where the probability and/or impact are greatest and where vigilance is required.

- **Step 5: Review the risk table**

The risk table is not static. It needs to be reviewed regularly. COVID's experience reminds us that a very rare risk can occur, hence the importance of listing it, measuring its impact and, above all, proposing various adaptation solutions.

Risk No.	Description	Proposed risk mitigation measures
1	Flight delays or strikes by flight companies, reducing the time the partner is present during a TPM	Modifying the programme Schedule a meeting online To avoid losing the funds allocated to mobility, ask the national agency to change an online meeting with a future face-to-face meeting.
2	Financial transfer problem: delay in payments	Amend the timetable envisaged in the partnership contract by means of an attached rider
3	Late start to project due to funding delays	-Reschedule activities and request an extension to the project if necessary
4	Problems of distribution of roles and tasks within a structure (confusion due to the different players involved - employee/volunteer)	Formalise roles and tasks at a meeting attended by all those involved in the project, in order to discuss and reiterate everyone's role. Formalise everyone's commitments in a written document signed by the people involved and the structure's management.

5	Travelling abroad is not eco-responsible because of the extra costs involved (e.g. extra hotel and catering costs if travelling by bus rather than by plane).	Use low-cost air travel and find a solution to offset carbon consumption (e.g. organise an event promoting sustainable development).
6	inability to carry out a face-to-face event.	Anticipate by planning the event online Postpone the event to a later date
7	Delays in the production of deliverables.	**Solution 1**: Internal reorganisation (within the structure concerned) of the work programme (involve or delegate to someone). **Solution 2:** Reduce certain non-project activities to devote more time to the Erasmus+ project. **Solution 3:** Divide the workload between the European partners
8	Abandonment of the project by a partner	-At monitoring meetings, the coordinator asks each partner about any difficulties they are encountering in carrying out the project.

		Depending on the answers, solutions are found by the European team to support the partner in difficulty. -Discussions between the coordinator and the partner in difficulty. -Reorganisation of work packages and redistribution of funds to European partners, with the agreement of the funder.
9	Technical resource issues for building an inclusive board game	-find a similar resource -Outsource the task and share the costs -Accept the limits of the accessibility offer and state this on the game packaging (or as an insert in the game rules).
10	The time and money needed to build a standard format game and an XXL format game.	-build the game in standard format (e.g. 30 cm x 30 cm) as a priority

Project quality management

The quality of the project depends on the quality of its management, monitoring and the various plans and activities implemented to ensure its success.

The quality management plan drawn up as part of this project takes into account internal assessments within each structure, external assessments with stakeholders and, finally, assessments within the consortium.

The various assessments of this plan include qualitative and quantitative data.

In addition, the quality plan follows the framework of the project management plan: planning, monitoring and control, and evaluation. A checklist has been drawn up and largely corresponds to the quantitative criteria of the plan (see appendix).

A half-yearly report will be drawn up within each structure of the consortium and presented at the intermediate meeting and then at the final meeting. This will make it possible to see the difficulties encountered and the solutions or adaptations made to resolve them. It will also provide an opportunity to take stock of what is working well and should be retained.

Project monitoring and control

Monitoring and control are project management activities that are carried out throughout the implementation of the project. They involve collecting, measuring and evaluating metrics and trends that will enable process improvements to be made. This ongoing control gives us an overview of the project's progress and identifies areas that require particular attention.

These activities enable us to take stock of actual results and forecasts and, depending on the variances, to determine the corrective or preventive actions to be implemented. This may involve re-planning or simply monitoring the action plans as originally envisaged.

The aim of monitoring and control is to bring the project to a successful conclusion in all its aspects and to produce high-quality deliverables.

Administrative dimension

The project coordinator (USSAP) checks monthly that the GANTT schedule is being adhered to. If any discrepancies are noted, he contacts the partner in charge of the work package in which a discrepancy in one of the activities has been identified.

As indicated in the planning, the work packages were divided between the partners when the application form was drawn up.

The status of batch leader means that the partner is responsible for monitoring his activity with the other partners. He ensures that all the tasks are carried out correctly (i.e. in compliance with the criteria defined at the start of the project) and within the allotted time.

It supports the partner in difficulty and issues reminders in the event of discrepancies between the forecast and the progress of the project. He can organise bilateral meetings to clarify misunderstood points or readjust working and cooperation arrangements with the partner.

All the partners help each other to ensure that the results of the batch are produced with the expected quality and on time.

Financial dimension

The breakdown of the budget by partner and by work package was established at the time of the application. USSAP is responsible for the financial management of the project, monitoring expenditure and checking its "validity", i.e. that it complies with the legal framework of the Erasmus + programme rules.

USSAP makes the financial transfers in accordance with the schedule and obligations set out in the partnership contract between the coordinator and the partner.

To monitor expenditure throughout the project, every six months USSAP collects the amounts of expenditure (by work package) submitted by the partners. It enters the amounts in the financial dashboard (excel file below).

This project does not require copies of invoices. As a result, each partner must complete the amounts of its expenditure for each lot, and every six months, using the model below.

The final payment will depend on the expenditure incurred and validated by the French Erasmus+ Education-Training Agency after evaluation of the final reports (pedagogical and financial).

RÉSUMÉ BUDGET

ORGANISME	WP1 gestion de projet		WP2 réunions transnationales		WP3 communication		WP4 jeu "les olympiades de l'inclusion"		WP5 évènements de dissémination		TOTAL PROJET	
	BUDGET PREVISIONNEL	BUDGET REALISE	BUDGET PREVISIONNEL	BUDGET REALISE	BUDGET PREVISIONNEL	BUDGET REALISE	BUDGET PREVISIONNEL	BUDGET REALISE	BUDGET PREVISIONNEL	BUDGET REALISE	DGET PREVISIONN	BUDGET REALISE
USSAP											20 000,00 €	0,00 €
AUX COULEURS DU DEBA											21 000,00 €	0,00 €
BABILON TRAVEL											19 000,00 €	0,00 €
TOTAL	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	60 000,00 €	0,00 €
	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	100,00%	0,00%

Notice | USSAP | AUX COULEURS DU DEBA | babilon travel | SUIVI BUDGET | +

ORGANISME COORDINATEUR (USSAP - OID E10286993)

ACTIVITÉS	Étape	DATES PRÉVUES	DATES RÉALISÉES	BUDGET PREVU	BUDGET DEPENSÉ
WP1 : gestion de projet et coordination	En cours	M1 – M24		5 000,00 €	
WP2 : réunions transnationales	En cours	M2 – M18		3 000,00 €	
WP3 : communication	En cours	M2 – M19		3 000,00 €	
WP4 : jeu les olympiades de l'inclusion	En cours	M2 – M16		6 500,00 €	
WP5 : évènements de dissémination	Non commencé	M13 – M17		2 500,00 €	
			TOTAL	20 000,00 €	- €

Notice | USSAP | AUX COULEURS DU DEBA | babilon travel | SUIVI BUDGET | +

Project management - Summary of half-yearly expenditure

Name of organisation: Country :

Dates: 01/01/2024 - 31/06/2024

Note: In the context of this Erasmus+ project, our project management costs consist of purchases directly linked to the implementation of activities and our operating costs.

AMOUNT	JANUARY 2024	FEBRUARY 2024	MARCH 2024	APRIL 2024	MAY 2024	JUNE 2024
WP1	€	€	€	€	€	€
WP2	€	€	€	€	€	€
WP3	€	€	€	€	€	€
WP4	€	€	€	€	€	€
WP5	€	€	€	€	€	€
TOTAL	€	€	€	€	€	€

I hereby certify that the information contained in this summary of our expenditure is accurate and consistent with our accounts.

Surname, first name and signature of legal representative and stamp

Done in :   *Date :*

Dimension linked to cooperation between partners

As coordinator, USSAP is responsible for ensuring good cooperation between the partners. It fosters a culture of collaboration, clear communication and accountability.

This is based on a code of conduct drawn up at the start of the project and included in article 6 of the partnership contract:

Ethics and values

The coordinator and all the partners undertake to carry out the project in compliance with the highest ethical standards and the applicable European, international and national legislation on ethical principles.

The coordinator and all the partners undertake to strongly defend the fundamental values of the European Union and those derived from international treaties and agreements on the rights of individuals, regardless of their origin, gender, religion, status or any other consideration (such as respect for human dignity, freedom, democracy, equality, the rule of law and human rights, including the rights of minorities).

Confidentiality

The coordinator and the partner will ensure that personal data is :

- processed lawfully, fairly and transparently in relation to the data subjects

- adequate, relevant and limited to what is necessary for the purposes for which they are processed

- accurate and, if necessary, kept up to date - kept for no longer than is necessary for the purposes for which they are processed

- processed in such a way as to guarantee appropriate data security.

The coordinator and all the partners will inform the people whose data is used. They will be sent the OLYDELI GAME confidentiality policy.

Finally, this data will only be accessible to staff and volunteers of partner organisations if this is necessary for the performance of our administrative obligations and only if these staff are subject to an obligation of confidentiality.

Lastly, USSAP ensures that all partners work towards achieving quality results. To do this, it facilitates the sharing of documents and resources by creating a drive accessible to all. It ensures that all documents to be shared are posted online.

In agreement with the partners, all email communications are shared with all consortium members on the mailing list, which was finalised at the first meeting.

Communication dimension

This is monitored by BABILON TRAVEL. All the steps taken and the planned evaluations are included in the deliverable entitled "Communication Plan", which is available on the project drive.

Risk dimension

Risks are monitored and controlled by the project coordinator, USSAP. It ensures that any problems encountered are dealt with as recommended in the management plan drawn up with all the partners. It anticipates risks by updating the reference table.

Lastly, it listens to the difficulties encountered by partners and, if necessary, informs the French Erasmus+ Education-Training Agency's referent of these difficulties in order to obtain answers or solutions.

Project quality control dimension

The coordinator is responsible for monitoring and controlling the quality of project management.

It ensures that each partner has a "quality control" referent and that each leader carries out the activities and tasks assigned to his or her work package under the conditions laid down.

It collects the expected half-yearly assessments as well as the summaries produced by each partner.

It will produce a summary report and present it at the project's mid-term evaluation meeting.

Monitoring and control also take into account the impact of the project within each organisation, on the work of employees and volunteers, the difficulties, problems and conflicts that the project may generate, etc. The impact assessment grid is presented in the next chapter.

EVALUATION OF THE PROJECT

The overall evaluation of the project will take place in the last month of the project, when all the planned activities will have been carried out. It will be carried out in different ways depending on the stakeholders involved:

-With the participants: an internal meeting at each facility. Individual written evaluation designed with the participants and taking into account all the stages of the project. This choice was made because this type of evaluation is more personalised and some participants are more comfortable with it than with oral evaluation. At the same time, an oral evaluation will take place, covering the main points of the written evaluation.

It will give everyone a chance to hear the feedback and experiences of others. It will also be an opportunity to discuss points that need to be corrected or improved...

-With the local players (the stakeholders), the evaluation will be carried out in two stages. The first will be an individual interview with each structure in order to have a detailed evaluation specific to the partner structure. The framework of questions asked during the interview will be drawn up at the start of the project. The second evaluation will be a collective meeting with all the partners. This will enable everyone to share their experience and the conclusions they draw from it. In addition to the various general points that will be covered (e.g. preparation, reception, implementation....), those involved will be asked to answer the following questions:

- If we had to do it all over again, what would we keep? What do we change?
- Can this type of project be adapted to other audiences? on other themes? with which players? with which schemes and funding?

-With the partner organisations directly involved in the project, the evaluation will be carried out orally at the last meeting, which will take place remotely in the last month of the project. This will enable the project to be assessed, as evaluations will be carried out throughout the project as indicated below.

As with the other players, this will be an opportunity for us to take stock of the difficulties encountered and their management, the successes of the project and the ways in which the action and the partnership can be continued through new Erasmus + projects, in particular cooperation partnerships and individual mobility (e.g. training course, observation period, etc.).

-Within each of our organisations. This internal evaluation will enable us to take stock of the experience and measure the impact of the project on employees, volunteers and the general public. The evaluation grids will be drawn up at the start of the project and will cover transnational meetings, local activities and the overall evaluation of the project.

Impact measurement plan

Our active participation in this project will enable our long-term development in the following ways:

-better knowledge and understanding of project management with a European dimension (better knowledge of legal frameworks, obligations, commitments, possible partnerships, feasible actions, etc.)

-a better command of the English language through its regular use

-Acquiring knowledge and skills related to inclusion in audio, video and text documents (accessibility standards). Developing this approach in our day-to-day practices with both employees and volunteers.

-acquiring the knowledge and skills needed to develop educational and inclusive board games

-developing local partnerships by involving players who are not our main partners (e.g. academics, institutions, associations specialising in a particular type of disability)

-improving our teaching tools by integrating this board game into our activities.

Our methodology for measuring impact involves 4 stages:

1. The list of expected impacts for each stakeholder listed
2. Setting up a timetable for assessing the expected impact

3. The definition of variance measurement methods (e.g. year N and situation at year N+1 and N+2).

4. The choice of measurement tools (direct/indirect - individual/collective)

To carry out this work, we need to organise the data collection, i.e. to know what resources (human, material, etc.) are needed to measure what we want to highlight and what methods will facilitate the task.

We will therefore draw up an Excel document to formalise and process this information:

- Who (among the stakeholders)?
- What (the expected impact, what data do we want to collect)?
- When to evaluate (at start-up, N+1? N+2)?
- What type of gap measurement?
- What type of measurement tool (direct/indirect - individual/collective)? What indicators? And how (interviews, questionnaires, etc.)?
- What are the possible obstacles to gathering the expected information?

❖ **Impact on European partners :**

-Strengthening our ability to develop, maintain and consolidate European partnerships.

-The development of our networking skills.

-Developing our capacity to think and act, both at local and European level, on the issues we work on.

-The development and consolidation of our ability to mobilise local players on these issues. The satisfaction and recognition of having built

an inclusive board game with a European dimension that helps to promote people with disabilities.

-Consolidating our ability to defend ideas and values and to live up to them on a daily basis.

The impact of the project on the partners will be measured throughout the project.

During the transnational meetings, the partners will share their impressions, fears and concerns.

Finally, a final questionnaire will be used to assess the impact of the project within each structure:

> Has the project had the desired overall impact?

> What impact has the project had on your own institution?

> What were your expectations of the project?

> To what extent have these objectives been achieved?

> What impact has the project had beyond your organisation and at what territorial level?

> What problems have you encountered in implementing the project's objectives?

> Are you planning any new projects involving European partners?

> How do you plan to use the project's educational approach in other local, national or European projects?

❖ **Impact on participants :**

In our project, we have two participant profiles:

-people with disabilities (and NEETS): they provide content based on their experience and take part in the design and production of the board game

-the general public and professionals and volunteers in the education and entertainment sectors (future users of board games)

-Awareness and affirmation of their status as European citizens

- improve their public speaking skills (particularly at events)

-Improve their level of knowledge, reflection and argumentation on the project's themes

-Developing their ability to participate in the construction of a board game (as designers and content creators + testers)

-Strengthening their ability to defend ideas and values and to live up to them on a daily basis.

Increased cross-disciplinary skills and better social and professional integration.

❖ **Impact on local partners (stakeholders)**

Here we refer to :

-professionals, experts, academics, etc., who will be consulted both for the questionnaires and for the creation of content

-private and public partners who provide help and support for the project.

-Confirmation of their ability to contribute to the creation of content dedicated to inclusion and disability.

-Confirmation of the recognition of the quality of their actions and thinking.

-Developing knowledge of their structures/work at European level.

-Improving their ability to act as partners in projects that do not fall directly within their structure.

-Gaining new experience with a focus on Europe.

❖ **Impacts on indirect target groups**: (e.g. general public, institutional stakeholders....).

The impact on our external target groups is ultimately the least obvious to assess. They are, by definition, external to the project and we therefore find it less easy to gather information.

We will therefore focus on our communication plan and dissemination events to measure the impact of our project on external target groups. The impact evaluation will be based on the communication evaluation.

In order to measure the impact of our events more accurately, we will be sending out an online questionnaire containing questions designed to obtain basic information about the participants (to assess who we were able to reach), as well as their opinion of the quality of the event (content, organisation) and the usefulness of the material presented (the board game).

The impact of dissemination will be enhanced by translations of the resource created. It will be available in Romanian, English and French. Finally, we'll be producing a final report, which will be presented and shared at the project and results dissemination event, and emailed to our networks.

CLOSING THE PROJECT

Project closure is the phase in which the project is completed, the objectives achieved and the deliverables produced.

It takes the form of various actions:

- Finalise all activities to officially close the project.

- Discuss the overall project experience and lessons learned with the project team.

- Administrative closure of the project and archiving of all project documents.

The activities required for the administrative closure of the project include the following:

◆ Disseminating results to share knowledge

◆ Analyse the various impact assessments and measurements carried out with the various stakeholders listed above,

◆ Check that all the compulsory documents have been sent by the partners (see table of administrative obligations)

◆ Produce final reports

The actions required to meet the project completion criteria are as follows:

- Ensure that all documents are up to date and that all outstanding issues have been resolved

- Ensure that all deliverables have been completed and delivered

- Publish the results and submit the final report on the dedicated European platform

- Ensure that all project costs are invoiced

Appendix :

quality control plan

QUALITATIVE ASSESSMENT OF THE QUALITY CONTROL PLAN						
ACTIVITIES	**QUESTIONS**	**1** 😣	**2** 😦	**3** 😐	**4** 😌	**5** 😍
Administrative management	Has the partner made any comments or corrections to the content of the partnership contract?					
	Does the partnership contract take account of the partner's comments or corrections?					
	Was the division of labour reasonable and appropriate?					
	Was the time allocated to guarantee the results of the work packages sufficient?					
	Have all the activities been appropriately designed to achieve the objectives?					
	Are there any objectives that have not been achieved?					

	If so, what objectives have not been achieved? - - -						
	Are the activities and results in line with the objectives?						
	Are you satisfied with the quality of the project's activities and results?						
Financial management	Has an expenditure tracking table been drawn up?						
	Is the expense tracking table clear and easy to complete?						
	Were the payment amounts and dates respected?						
Cooperation management	Were relations between the partners good?						
	Have work organisation procedures been established?						
	Were the partners involved in the decision-making process?						
	Were the partners able to put forward proposals?						

Educational management	Has the schedule of local activities been respected?					
	If so, specify the changes that have taken place in the setting up of local activities: - - -					
	Were staff resources sufficient for the project?					
	Does the workload match your estimate?					
Email communication management	Is the subject of the message understandable?					
	Is the content of emails structured and readable?					
	Does the language used meet your expectations?					
	Are shared folders attached to the e-mail?					
	Are shared folders stored in a drive (e.g. Google Drive)?					
	Are the e-mail addresses correct?					
	Have any addresses had to be added or changed?					

	How do you find the response time to your e-mails?					
The google drive	Does access to the reader work?					
	Is the content of the disc clearly and legibly classified?					
	Is the content easily accessible in different languages?					
	Are the imported file formats practical and accessible?					
Communication management	Was the working language a problem?					
	Were translations into the national language necessary?					
	Has the meeting schedule been adjusted to meet requirements?					
	Is there an agenda for meetings?					
	Were the partners involved in drawing up the agendas?					
	Did the meetings respect the agendas?					
	Were the objectives of the meetings achieved?					
	Did all the partners take part in the discussions at the meetings?					

	Were communications clear and understandable for everyone?					
	Were the meetings long enough?					
	Were minutes of each meeting sent out?					
	Were the partners able to comment on the minutes?					
	Have these comments been incorporated into the final reports?					
	If necessary, were additional meetings held?					
	Have there been any bilateral meetings to discuss specific issues?					
	Have bilateral meetings improved the quality of the project?					
Local partnerships	Were communications with local partners satisfactory?					
	What new links have you established with public/private players (institutions, associations/clubs, companies) and at what level (local, departmental, regional, national, European, international)? - - -					

The events	Has the schedule of local events been respected?					
	If this is the case, specify the changes that have taken place in the setting up of the events: - - -					
	Have satisfaction surveys for events been drawn up with partners?					
	Have the results of the surveys been analysed to improve the quality of events?					
Social networks and European platforms	Have the articles for European platforms been reviewed with the partners?					
	Do you like the design of the posts?					
	Is the content of the messages consistent with the objectives?					
	Is the content of the messages understandable?					
	Is the content of the messages translated into the languages of the project?					

	Does the frequency of postings correspond to the objectives?					
	Is the publication of posts shared between partners?					
	Do the web links in the messages work?					
	Are the photos displayed inclusive (showing a variety of people, including women, people with disabilities and people from different ethnic backgrounds)?					
	Does the content displayed comply with accessibility standards for easy understanding?					
	How can the quality of communication in general and/or one of the above points be improved? - -					
Risk management	Has the risk management plan been drawn up with all the partners?					
	Did any unlisted risks/problems arise during the project?					
	What problems, if any, did you encounter in achieving the results?					

	Problems may relate to project management, setting up local activities (field surveys, board game testing.....) and events, communication (posts on social networks, relations with partners, the erasmus+ agency, etc.), six-monthly evaluations, expenses (expensive travel expenses....)...... - - -					
	What solutions have you found to solve the problem(s)? - - - -					
	Depending on the needs, have the partners' experiences helped to find solutions?					
	Has a reasonable amount of time been allowed to adapt to any changes?					
Quality management	Was the overall management of the project effective?					
	Have the six-monthly assessments been carried out by each partner?					
	Have these assessments led to adjustments to the project and its implementation?					

	Have these assessments been shared at a meeting between all the partners?					
	Was the management of each work package by its leader effective?					
	Have you undertaken all the activities as planned in the programme for each work package?					
	Have the results of each work package been achieved?					
	Do the results achieved in each work package correspond to the results planned at the outset?					
	Are you satisfied with the quality of your activities or your results?					
	What do you think is the strongest point of this project? -					
	What are the project's weaknesses? - -					
	What activities were not successful? -					

	-
	List at least two successful project activities. - -
	In order to improve the quality of the evaluation, we will also evaluate the questionnaires developed using the following questions, which will be inserted at the end of each questionnaire. • What is the purpose of this questionnaire? • How would you rate its structure (by theme/by type of question/by type of answer, etc.)? • How can this questionnaire be improved?