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CultSense Quality Tools

Tool 1:

PROGRESS REPORT

April 2022

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sense

Tool 1: PROGRESS REPORT

There are many tools available for project management. Reporting is a traditional practice that is very useful to keep track of developments, in particular when dealing with larger projects, as it allows to have an overview. Drawing inspiration from other projects, CultSense – Sensitizing Young Travellers for Local Cultures, has developed a template for a progress report which can be used on a regular basis (e.g. every 3 months) by each partner / stakeholder. This is the tool we are sharing here.

Many projects, including CultSense, have a quality strategy which proposes the achievement of the results in accordance with the project's aim and objectives by considering the available resources (human, time, financial and technical resources). In our project, there are two main evaluation tools which are used to assess the project's quality: Quality Tools (with tools internal to the project) and the TLC External Educational Reports (with a focus on Educational strategies, and published under the title CultSense Edu). Both assessment tools use qualitative and quantitative descriptors to evaluate if and how outputs have been achieved.

The present report on Quality Tools focuses on one specific assessment instrument – the Progress Report. In our project, its purpose is to track quarterly, i.e. every 3 months, the activities that have been performed by every partner to achieve the project's outcomes and goals (intellectual outputs, in particular).

The Progress Report is structured in four parts, as described below.

Firstly, for every Output, all related activities are written down and assessed in line with their completion (as a percentage). If there were any issues in carrying out these activities, these should be written down, and strategies should be proposed for solving them.

Secondly, all deliverables (what kind and how many) created for every Output are presented. Based on these deliverables, every Output is assessed according to its completion (finalized/partly finalized/no finalized) and its perceived quality (1 to 10 interval scale).



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hirdly, the dissemination activities are detailed according to the communication channels (press, online environment, conferences/events) and instruments (social media, websites, newsletters).

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inally, there is space for a short reflection, for example, considering the self-assessed quality of the undertaken actions, resulted deliverables and performed dissemination activities, or other elements not included in the other parts of the report.

As a quality assessment instrument, the progress report evaluates the project's quality at a given moment in time while having the role of a quality improvement instrument through the weak points identified and measures to overcome them.

The tool has been used within the framework of an Education Project for Higher Education, but it can be used in other contexts.

The CultSense template of the Progress Report is shared below and it can be used by anyone. A Word version can be found [here](#).



[Name of Project] Project Progress Report

(please describe the actions taken and results obtained - please attach files where appropriate)

dd.mm.yyyy

quarterly interim final

Project Name

[Name of project]

Project Partner

[Name of the partner]

Prepared By

[Name of the Person writing the report]

Snapshot of the Project

Activity	% Complete	Issues and strategies to solve them	Delivery Date

Output	Deliverable	Finalised	Partly finalised	Not finalised	If partly or not finalized what is the expected date of finalization	Deliverable quality self-assessment (1 unsatisfactory - 10 outstanding)
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



Project number:
2020-1-NL01-KA203-064791



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	Description of activities	No of recipients	Sources
Newsletters	-	-	-
Press	-	-	-
Social media	-	-	-
Websites	-	-	-
Interviews	-	-	-
Conferences and other events	-	-	-
Other promotional activities	-	-	-

Status Summary

Please write a brief self-assessment reflection considering the process and quality of actions taken, deliverables obtained and dissemination activities performed at this point.

Signature:
dd.mm.yyyy

Date:



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