

EDU-RAIL

Quality Management Plan (QMP)

1. Aim of the QMP

- To ensure that the EDU-RAIL project's objectives are reached.
- To ensure that the project outputs are of high quality.
- To secure that the jointly developed harmonized specialization modules and teaching materials for railway engineering and VET will take into account the needs of regional labour market.
- To ensure that the project in joint effort of all partners will keep the planned deadlines of the activities and tasks.
- To facilitate in-time identification of the possible critical events and risks and prepare the necessary mitigation measures.
- To ensure that the rules of the Central Baltic Programme 2014 – 2020 (Manual and Guide for project implementation) are followed.

2. Responsibilities and organization of the QM process

2.1 Responsibilities

2.1.1. Content project manager (CPM) is responsible for the quality of the EDU-RAIL project outputs.

2.1.2 Leaders of work packages are responsible for the quality of WP content and following the deadlines (Usually LPL is the WP leader of the responsible partner).

2.1.3 Local project leaders (LPL) are responsible for the quality of the partners' input and following the deadlines.

2.1.4. Every EDU-RAIL co-worker is responsible to carry out her/his project tasks in highest possible quality level in the process of implementation.

2.2 Organization of the QM process

2.2.1 Content project manager will continuously follow the activities implementation of EDU-RAIL. The progress will be documented and communicated to project partners by CPM periodically.

2.2.2 Partner's input will be assessed inside partner organisation to ensure the compliance with the EDU-RAIL project objectives.

2.2.3 All deliveries will go through round of comments by all partners. If necessary common understanding will be achieved through communication and the deliveries will be finalised in the joint effort of LPLs and CPM.

2.2.4 All project deliveries will be approved by CPM to ensure the compliance with the objectives of the EDU-RAIL project and with the rules of the Central Baltic Programme. If necessary help of quality experts will be used.

2.2.5 The piloting phase of the project outputs will further ensure that high quality is reached.

2.2.6 The EDU-RAIL Steering Group will monitor and steer the project to ensure that the project objectives are met. If necessary the Steering Group can propose changes to the implementation of the project.