

CHECK LIST FOR REVIEW OF DELIVERABLES ¹

Deliverable title	D5.5 - Inter-project coaching
Work package	WP5 - Quality assurance and monitoring
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Deliverable Date	08 March 2018

Project number: 573806-EPP-1-2016-1-RS-EPPKA2-CBHE-JP

"This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein"

¹ This questionnaire concerns quality issues of NatRisk upon completion of each deliverable. Please complete the form and submit it by email Project Coordinator (natriskuni@gmail.com) and WP leader. The achieved results will be useful for the project's risk management. They will also make part of the QAC final report, as well as of the Coordinator's progress and final reporting to EACEA.

Assurance point	Issues to be addressed	Assessment	Comments	Reccomendations
Compliance with NatRisk objectives	<i>Does the deliverable comply with the overall objectives of the project?</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially		
Compliance with the specific objectives of the WP	<i>Does the deliverable comply with the WP Objectives as specified in the WP description?</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially		The report details what was undertaken ok – it is good to see the cross-project knowledge exchange
Correspondence with the description of work of the relevant activity	<i>Does the deliverable correspond with the activity description as specified in the Application Form?</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially		
Compliance with the deliverables format	<i>Is the deliverable presented using the Project's deliverable format – Annex B?</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially		
Adequacy of complementary information	<i>Examples of complementary info:</i> - Sources used, - Bibliography, - List of contacts, - Methodology used.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially	Additional materials include: attendance list, event presentations, evaluation lists, agenda etc	
Adequacy of written language	<i>Level of written English</i>	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Adequate <input type="checkbox"/> Poor		
Overall assessment and suggestions for improvement				
Deadline for submission of amended version of the deliverable				