

Project:	„Innovating quality assessment tools for pharmacy studies in Bosnia and Herzegovina“ – IQPharm
Project ID:	618089-EPP-1-2020-1-BA-EPPKA2-CBHE-JP
Work Package 3:	<b>QUALITY PLAN</b>
Title:	<b>Project Monitoring and Quality Assurance</b>
Lead Organization:	University of Chieti-Pescara
Participating Organization:	All consortium members
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Deliverable data	Work Package and Outcome ref.nr	3.2		
	Title			
	Type	<input type="checkbox"/> Teaching material <input type="checkbox"/> Event <input type="checkbox"/> Learning material <input checked="" type="checkbox"/> Report <input type="checkbox"/> Training material <input type="checkbox"/> Service / Product		
	Description	<p>This outcome refers both to internal and external project monitoring and quality reports. Quality Assurance Team will prepare bi-annual quality reports, providing an overview of the activities accomplished, potential problems and delays. Quality reports will be evaluated by the Project Steering Committee and University of Sarajevo International Relations Office. They will also be submitted to National Erasmus+ Office.</p>		
	Date	14.01.2024		
	Language	English		
Target groups	<input checked="" type="checkbox"/> Teaching staff <input type="checkbox"/> Students <input type="checkbox"/> Trainees <input type="checkbox"/> Administrative staff <input checked="" type="checkbox"/> Technical staff <input type="checkbox"/> Librarians <input type="checkbox"/> Others			
Dissemination level	<input type="checkbox"/> Department/ Faculty <input type="checkbox"/> Local <input type="checkbox"/> National <input checked="" type="checkbox"/> Institution <input checked="" type="checkbox"/> Regional <input checked="" type="checkbox"/> International			
Lead Organization	University of Chieti-Pescara			
Participating Organization	All consortium members			
Task	3.2 <b>Periodical quality reports</b> (To produce and evaluate periodical quality reports)			

Revision History				
Version	Date	Author(s)	Organization(s)	Brief description of change
v.00	28.11.2021.	Preparation of the document	UNSA	

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## 1. INTRODUCTION

The document presents the main activities performed by Quality Assurance Team (QAT) on the Quality Control and Monitoring (QCM) actions during the first six months period. The milestone MS3.2 “Periodical quality reports”, which is predicted by the project, reports the activities performed by the QAT during a semester of activities.

The IQPharm project is carried out by a consortium consisting of 8 partners (4 partner countries institutions and 4 program country institutions). The Project is centered on raising the quality and modernization of pharmacy studies at public universities in Bosnia and Herzegovina (BiH) including reinforcement of semi-structured experiential education (EE) in compliance with European Union (EU) standards and regulations of higher education for regulated professions.

This document, meant for internal dissemination, summarizes the activities carried out by the QAT in the first six months of the project (M1 – M6, 15.01.2021 – 14.07.2021). The main key activities regarded the following:

- Approval of the Quality plan (QP), Project Management Manual(PMM), Dissemination and Exploitation Plan (DEP), Six-month work plans (for the first and second six months of the project) (6MWPs)

There was one QAT meeting, which was organized online via the Zoom platform. Additional communication, among the QAT members, was led by emails. The detailed meeting activities can be followed via the QAT meeting minutes.

## 2. QAT ACTIVITIES IN SIX MONTHS PROJECT PERIOD M1 – M6

The main activities carried out by the QAT during the first six-month period are reported in detail in the following sections.

### 2.1 Approval of the main project documentation

Quality Assurance Team (QAT) was following the activities of the Task groups:

- *3.1 Quality Plan, standards and procedures,*
- *4.1 Dissemination & Exploitation Plan development, implementation and evaluation,*
- *5.1 Project Management Structure, Project Management Manual and Consolidated Work Plan Project structure Management and Quality Manuals and Consolidated Work Plan, and*
- *5.2 Project Coordination and Administration*

The task groups were responsible for preparation of the core project documentation:

- Quality Plan (QP),
- Project Management (MP),
- Dissemination and Exploitation Plan,
- Six-month work plans (for the first and second six months of the project), and
- Consolidated work plan (CWP),

Quality Assurance Team has held the first meeting on the June 28<sup>th</sup>, to discuss and approve the documents listed above.

All documents were thoroughly discussed and some minor correction in term of document improvement was proposed to TG leader 4.1., 5.1 and 5.2. The members of the QAT made a consensus that after the TG leaders made the proposed changes the final documents approval will be made by emails. Internal consortium documents and reports related to activity progress/completion are shown in Table 1.

It is important to note that the Quality Plan includes templates for all relevant documents to be produced during the project.

**Table 1:** Internal consortium documents and reports related to activity progress/completion

<b>Name of the file/resource</b>	<b>Mentioned in section</b>	<b>Found on the Confluence platform (link)</b>
Agenda of the 1 <sup>st</sup> QAT Meeting	2.1	<a href="https://docs.google.com/document/d/10ftRgWOKdA4qle3c3pJInfsKjSbV5Rn7WhX6k7419ck/edit">https://docs.google.com/document/d/10ftRgWOKdA4qle3c3pJInfsKjSbV5Rn7WhX6k7419ck/edit</a>
Minutes of the 1 <sup>st</sup> QAT Meeting	2.1	<a href="https://docs.google.com/document/d/1waSmEgdGlvZ1DzqsBSZHWt0b7CS0jh13txkXAhHMI5E/edit">https://docs.google.com/document/d/1waSmEgdGlvZ1DzqsBSZHWt0b7CS0jh13txkXAhHMI5E/edit</a>
List of the participants of 1 <sup>st</sup> QAT Meeting	2.1	<a href="https://drive.google.com/drive/u/0/folders/1ol8iOpTl0uLESSTZmMNF1-WIVXG03GWY">https://drive.google.com/drive/u/0/folders/1ol8iOpTl0uLESSTZmMNF1-WIVXG03GWY</a>
QAT Review on PMM	2.1	<a href="https://docs.google.com/document/d/1gkXp6C5z-1xjUwDtpcdraGCCIXY6mRMv030Rev3qWuA/edit">https://docs.google.com/document/d/1gkXp6C5z-1xjUwDtpcdraGCCIXY6mRMv030Rev3qWuA/edit</a>
QAT Review on DEP	2.1	<a href="https://docs.google.com/document/d/1XHU8Hd5C7iXcOLZiW0s-THK0zaTIG4etPE-sNeTwbYw/edit">https://docs.google.com/document/d/1XHU8Hd5C7iXcOLZiW0s-THK0zaTIG4etPE-sNeTwbYw/edit</a>
QAT Approval on PMM	2.1	<a href="https://docs.google.com/document/d/1wcXYTkb_sHacZaSgmsXoPv0K8u_RYdzoE291hyGMEzE/edit">https://docs.google.com/document/d/1wcXYTkb_sHacZaSgmsXoPv0K8u_RYdzoE291hyGMEzE/edit</a>
QAT Approval on QP	2.1	<a href="https://docs.google.com/document/d/1Soiu8LluC7ZZo7CTEXf4zCk97T2318brmTYQYy09Y0A/edit">https://docs.google.com/document/d/1Soiu8LluC7ZZo7CTEXf4zCk97T2318brmTYQYy09Y0A/edit</a>
QAT Approval on DEP	2.1	<a href="https://docs.google.com/document/d/1jxIRMAEWh2mHr-MrXFNNc9Wg0F-WObl59ybK1HoNcsI/edit">https://docs.google.com/document/d/1jxIRMAEWh2mHr-MrXFNNc9Wg0F-WObl59ybK1HoNcsI/edit</a>
QAT Approval on 6MWP's	2.1	<a href="https://docs.google.com/document/d/1iZx_4G8U2L_8sxwPOvI4WiAclZt-70si8Ek6-smCMnU/edit">https://docs.google.com/document/d/1iZx_4G8U2L_8sxwPOvI4WiAclZt-70si8Ek6-smCMnU/edit</a> <a href="https://docs.google.com/document/d/1wqHL5Tw2GUQ2IvyZtxII5D0rPkl6QM2COa1Brmpn7So/edit">https://docs.google.com/document/d/1wqHL5Tw2GUQ2IvyZtxII5D0rPkl6QM2COa1Brmpn7So/edit</a>
Quality Plan	2.1	<a href="https://docs.google.com/document/d/1vpC4Hmn_RXFTfn-9ndlu9IIBX-s0vbYsoHi94AIY_wY/edit">https://docs.google.com/document/d/1vpC4Hmn_RXFTfn-9ndlu9IIBX-s0vbYsoHi94AIY_wY/edit</a>
Project Management Manual	2.1	<a href="https://docs.google.com/document/d/1T0A1NWFPnKMrP2xl4povvYYwhqOZ1L_OEK0BOBr1zOFk/edit">https://docs.google.com/document/d/1T0A1NWFPnKMrP2xl4povvYYwhqOZ1L_OEK0BOBr1zOFk/edit</a>
1 <sup>st</sup> Six-month work plan	2.1	<a href="https://docs.google.com/spreadsheets/d/1VA3YnX1aY0Q5Cne8DmiFaZuSy6lg4Ai5Fxx-DGX104/edit#gid=495646418">https://docs.google.com/spreadsheets/d/1VA3YnX1aY0Q5Cne8DmiFaZuSy6lg4Ai5Fxx-DGX104/edit#gid=495646418</a>
2 <sup>nd</sup> Six-month work plan	2.1	<a href="https://docs.google.com/spreadsheets/d/1o4x_Ws7r2emoECVlPLnhTuY_mDexXoisvLwlRWldgyw/edit">https://docs.google.com/spreadsheets/d/1o4x_Ws7r2emoECVlPLnhTuY_mDexXoisvLwlRWldgyw/edit</a>