

VERSION 1.0



QUALITY MANUAL & DELIVERY PLAN

for Project SEAMAP

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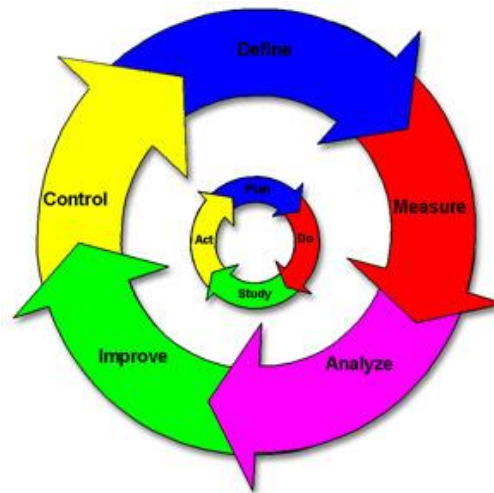
CONTENTS

QUALITY MANUAL & DELIVERY PLAN	3
1. BASIC CONCEPT	3
2. Aims of the Quality Manual & Delivery Plan.....	3
3. Responsibility for Quality Management	4
3.1. Quality Control Group Lead and members	4
4. Milestones.....	5
5. Stages of activity	5
6. Quantitative Indicators.....	6
6. Qualitative Indicators	6
7. Indicator list per partner	6
7.1. Indicators LUCENT DENIZCILIK VE DANISMANLIK HIZMETLERI ANONIM SIRKETI.....	7
7.2. T.C. TUZLA KAYMAKAMLIĞI	9
7.3. Sea Teach S.L.	11
7.4. TURK LOYDU VAKFI IKTISADI ISLETMESI.....	13
7.5. UNIVERSITATEA MARITIMA DIN CONSTANTA.....	15
7.6. Danmar Computers LLC.....	16

QUALITY MANUAL & DELIVERY PLAN

1. BASIC CONCEPT

QUALITY MANAGEMENT ensures that processes, products and outcomes of the project meet the requirements set in the project plan and application.



Quality Management Cycle

The *QUALITY MANUAL* defines the acceptable level of quality and describes how the project will ensure this level of quality in its work processes, project activities and especially its Intellectual Outputs.

The main purpose of this *QUALITY MANUAL & DELIVERY PLAN* is to steer and inspire the project team to achieve and exceed its goals within the restraints of the resources available.

2. AIMS OF THE QUALITY MANUAL & DELIVERY PLAN

The Quality Manual organises the work for the Quality Control Group and Steering Committee. Its aim is to

- promote the highest quality standards of work, documentation, cooperation, budget control and communication;
- engender openness and cooperation between all partners;
- create an atmosphere of trust, enabling problems to be reported and acted upon promptly;
- set the quantitative and qualitative indicators,
- check the achievements with regard to the set indicators and
- report immediately to the Management if the set standard is not reached.

3. RESPONSIBILITY FOR QUALITY MANAGEMENT

The Quality Control Group will be responsible to assess, both quantitatively and qualitatively, that the project is achieving its objectives and results and that it is completed to time and on budget. It therefore will be supervising that the set milestones as well as qualitative and quantitative indicators are achieved by the partners and will report to the Management any delays, deviations and problems, so that it can intervene and initiate adequate measures to bring the project back on track.

3.1. QUALITY CONTROL GROUP LEAD AND MEMBERS

The Quality Control Group and Steering Committee is led by Sea Teach and comprises the following members:

Country	Name	Organisation	email
Spain (Lead)	Silja Teege	Sea Teach	email@sea-teach.com
Turkey	Ugurcan Acar	Turkish Lloyd	ugurcan_sam@hotmail.com
Turkey	Yalcin Kuzoren	Tuzla District Governorship I	ykuzoren@yahoo.com
Turkey	Duygu Karasu	Lucent Marine	Duygu.karasu@lucentmarine.com
Poland	Radek Pyrek	Danmar Computers	r.pyrek@danmar-computers.com.pl
Romania	Alexandru Micu	UMC	micu.alexandru@gmail.com

4. MILESTONES

Major milestones (M) of this project will be reached when:

M1: the Needs Analysis has led to high quality data and classification of available maritime jobs;

M2: the online platform is providing its users with good data and search facilities;

M3: the training materials for the entrepreneurship training course are completed and tested.

5. STAGES OF ACTIVITY

The Milestones will be reached through the following stages of activity:

Stage 1: the Needs Analysis / Collating, Classifying and Mapping the Available Maritime Jobs stage (O1) and the methodology development stage for SEAMAP platform and the content (O2) and training materials of the entrepreneurship training course (O3),

Stage 2: Based on the Needs Analysis and Collating, Classifying and Mapping the Available Maritime Jobs stage (O1), the partners will develop and design the content SEAMAP platform.

Stage 3: In parallel, the partners will develop Case study about the entrepreneurship in maritime sector / Online Questionnaire and Need Analysis.

Stage 4: The programming and development of a user-friendly User Interface for SEAMAP platform are following Stage 2 & 3 and convert those developments into digital applications.

Stage 5: The testing and improving of the content and training materials of the entrepreneurship training course (O3).

6. QUANTITATIVE INDICATORS

- The main indicators will be based on the SEAMAP web statistics that are site traffic and analytics; user profiles (people at VET and people at labour market, job seekers at maritime sector, VET providers, maritime companies and shipyards) geolocation of visitors, reports about the number of clicks (daily, weekly, monthly and yearly), the pages visited. The statistics will indicate how effective the platform will be used by the target groups. These logs will be used to gauge users' needs and respond to them accordingly.
- The number of work placements is an important indicator of the project as well. By the help of the interactive online user profile, the users (job seekers) will be able to find a suitable job according to their qualifications.
- The other indicators will be reports of the final conference in Turkey. It is expected that 100 local participants and 20 foreign participants will join the final conference. The event reports will indicate how many participants will have joined the conferences and how the dissemination of the results (intellectual outputs) will have been effective.

6. QUALITATIVE INDICATORS

Measurable qualitative indicators are:

- a set of processes and procedures for communications among partners,
- successful partner meetings,
- development of the online platform and materials,
- monitoring the partners' performance
- ensure that the requirements of Erasmus+ programme (monitoring by NA officers, interim and final reports) are adhered to and
- to avoid misunderstanding amongst the consortium members.

7. INDICATOR LIST PER PARTNER

The Quality Control Group has identified for each **responsible** partner their:

- a) respective qualitative and quantitative indicators,
- b) their outputs and milestones, and
- c) tag these tasks with the foreseen financial budget and time lines.

The following section includes the main actions and responsibilities of all partners. These tasks are not exclusive and all partners are obliged to make every effort to contribute to the successful completion of the entire project.

7.1. INDICATORS LUCENT DENIZCILIK VE DANISMANLIK HIZMETLERI ANONIM SIRKETI

Category	Indicator	When?	Budget	
Quantitative Indicators	Send out Newsletters	11/2017, 05/2018, 01/2019, 07/2019	Management & Implementation costs	
	Send Press Releases to national media organisations (print and online)	11/2017, 10/2018, 07/2019, 09/2019	Management & Implementation costs	
	Produce Dissemination Materials and distribute to stakeholders	11/2017 - 03/2018	Management & Implementation costs	
	Distribute Project Flyers	From 11/2017	Management & Implementation costs	
	Distribute printed Project Brochures	From 08/2019	Management & Implementation costs	
	Initiate posts on Twitter	From 11/2017	Management & Implementation costs	
	Initiate likes on Facebook	From 11/2017	Management & Implementation costs	
	Initiate connections on LinkedIn	From 11/2017	Management & Implementation costs	
	Qualitative Indicators & Milestones	Conduct research and Need analysis	10/2017 to 04/2018	O1
		Lead development of Platform	05/2018 to 05/2019	O2
Support development of training materials		09/2018 to 04/2019	O3	
Support organization of Final Conference		07 to 08/2019	E1	

Category	Indicator	When?	Budget
Other Activities	Overall Project coordination, management and supervision; co-lead in all activities	During entire project lifetime	Management & Implementation costs
	Web and Social Media advertising	11/2017 to 08/2019	Management & Implementation costs

7.2. T.C. TUZLA KAYMAKAMLIĞI

Category	Indicator	When?	Budget
Quantitative Indicators	Send out Newsletters	11/2017, 05/2018, 01/2019, 07/2019	Management & Implementation costs
	Send Press Releases to national media organisations (print and online)	11/2017, 10/2018, 07/2019, 09/2019	Management & Implementation costs
	Produce Dissemination Materials and distribute to stakeholders	11/2017 - 03/2018	Management & Implementation costs
	Distribute Project Flyers	From 11/2017	Management & Implementation costs
	Distribute printed Project Brochures	From 08/2019	Management & Implementation costs
	Initiate posts on Twitter	From 11/2017	Management & Implementation costs
	Initiate likes on Facebook	From 11/2017	Management & Implementation costs
	Initiate connections on LinkedIn	From 11/2017	Management & Implementation costs
	Qualitative Indicators & Milestones	Conduct research and Need analysis	10/2017 to 04/2018
Support development of Platform		05/2018 to 05/2019	O2
Support development of training materials		09/2018 to 04/2019	O3
Support organization of Final Conference		07 to 08/2019	E1
Other Activities	Support consortium in all other Intellectual Output Activities	During entire project lifetime	O1 & O2
	Support consortium in all other Project Activities	During entire project lifetime	Management & Implementation costs

Category	Indicator	When?	Budget
	Design Logo and Corporate Image	11/2017	Management & Implementation costs
	Design & print Project Flyers	11/2017	Management & Implementation costs

7.3. SEA TEACH S.L.

Category	Indicator	When?	Budget
Quantitative Indicators	Send out Newsletters	11/2017, 05/2018, 01/2019, 07/2019	Management & Implementation costs
	Send Press Releases to national media organisations (print and online)	11/2017, 10/2018, 07/2019, 09/2019	Management & Implementation costs
	Produce Dissemination Materials and distribute to stakeholders	11/2017 - 03/2018	Management & Implementation costs
	Distribute Project Flyers	From 11/2017	Management & Implementation costs
	Distribute printed Project Brochures	From 08/2019	Management & Implementation costs
	Initiate posts on Twitter	From 11/2017	Management & Implementation costs
	Initiate likes on Facebook	From 11/2017	Management & Implementation costs
	Initiate connections on LinkedIn	From 11/2017	Management & Implementation costs
	Qualitative Indicators & Milestones	Conduct research and Need analysis	10/2017 to 04/2018
Support development of Platform		05/2018 to 05/2019	O2
Support development of training materials		09/2018 to 04/2019	O3
Support organization of Final Conference		07 to 08/2019	E1
Other Activities	Support consortium in all other Intellectual Output Activities	During entire project lifetime	O1 & O2
	Support consortium in all other Project Activities	During entire project lifetime	Management & Implementation costs

Category	Indicator	When?	Budget
	Lead Quality Management Group	During entire project lifetime	Management & Implementation costs

7.4. TURK LOYDU VAKFI IKTISADI ISLETMESI

Category	Indicator	When?	Budget
Quantitative Indicators	Send out Newsletters	11/2017, 05/2018, 01/2019, 07/2019	Management & Implementation costs
	Send Press Releases to national media organisations (print and online)	11/2017, 10/2018, 07/2019, 09/2019	Management & Implementation costs
	Produce Dissemination Materials and distribute to stakeholders	11/2017 - 03/2018	Management & Implementation costs
	Distribute Project Flyers	From 11/2017	Management & Implementation costs
	Distribute printed Project Brochures	From 08/2019	Management & Implementation costs
	Initiate posts on Twitter	From 11/2017	Management & Implementation costs
	Initiate likes on Facebook	From 11/2017	Management & Implementation costs
	Initiate connections on LinkedIn	From 11/2017	Management & Implementation costs
	Qualitative Indicators & Milestones	Conduct research and Need analysis	10/2017 to 04/2018
Lead development of Platform		05/2018 to 05/2019	O2
Support development of training materials		09/2018 to 04/2019	O3
Support organization of Final Conference		07 to 08/2019	E1
Other Activities	Support consortium in all other Intellectual Output Activities	During entire project lifetime	O1 & O2
	Support consortium in all other Project Activities	During entire project lifetime	Management & Implementation costs

Category	Indicator	When?	Budget
	Lead Quality Evaluation Group	During entire project lifetime	Management & Implementation costs
	Subcontract External Evaluator	07 to 10/2018	Exceptional costs

7.5. UNIVERSITATEA MARITIMA DIN CONSTANTA

Category	Indicator	When?	Budget
Quantitative Indicators	Send out Newsletters	11/2017, 05/2018, 01/2019, 07/2019	Management & Implementation costs
	Send Press Releases to national media organisations (print and online)	11/2017, 10/2018, 07/2019, 09/2019	Management & Implementation costs
	Produce Dissemination Materials and distribute to stakeholders	11/2017 - 03/2018	Management & Implementation costs
	Distribute Project Flyers	From 11/2017	Management & Implementation costs
	Distribute printed Project Brochures	From 08/2019	Management & Implementation costs
	Initiate posts on Twitter	From 11/2017	Management & Implementation costs
	Initiate likes on Facebook	From 11/2017	Management & Implementation costs
	Initiate connections on LinkedIn	From 11/2017	Management & Implementation costs
Qualitative Indicators & Milestones	Conduct research and Need analysis	10/2017 to 04/2018	O1
	Support development of Platform	05/2018 to 05/2019	O2
	Lead and support development of training materials	09/2018 to 04/2019	O3
	Support organization of Final Conference	07 to 08/2019	E1
Other Activities	Support consortium in all other Intellectual Output Activities	During entire project lifetime	O1 & O2
	Support consortium in all other Project Activities	During entire project lifetime	Management & Implementation costs

7.6. DANMAR COMPUTERS LLC

Category	Indicator	When?	Budget
Quantitative Indicators	Send out Newsletters	11/2017, 05/2018, 01/2019, 07/2019	Management & Implementation costs
	Send Press Releases to national media organisations (print and online)	11/2017, 10/2018, 07/2019, 09/2019	Management & Implementation costs
	Produce Dissemination Materials and distribute to stakeholders	11/2017 - 03/2018	Management & Implementation costs
	Distribute Project Flyers	From 11/2017	Management & Implementation costs
	Distribute printed Project Brochures	From 08/2019	Management & Implementation costs
	Initiate posts on Twitter	From 11/2017	Management & Implementation costs
	Initiate likes on Facebook	From 11/2017	Management & Implementation costs
	Initiate connections on LinkedIn	From 11/2017	Management & Implementation costs
Qualitative Indicators & Milestones	Conduct research and Need analysis	10/2017 to 04/2018	O1
	Support development of Platform	05/2018 to 05/2019	O2
	Support development of training materials	09/2018 to 04/2019	O3
	Support organization of Final Conference	07 to 08/2019	E1
Other Activities	Support consortium in all other Intellectual Output Activities	During entire project lifetime	O1 & O2
	Support consortium in all other Project Activities	During entire project lifetime	Management & Implementation costs

Category	Indicator	When?	Budget
	Design Website	11/2017	Management & Implementation costs