

The checklist below can be used to check the quality of an ongoing language project.

### 1 Project beneficiaries

- The target groups are clear and well defined
- The learning needs of the target groups have been clearly identified and assessed
- Appropriate methods for motivating and involving the target groups have been decided on.

### 2 Project objectives and outcomes

- The project objectives are well defined and clearly explained
- The project contributes to increased language learning and communicative skills
- The project outcomes and impact envisaged are achievable, useful and measurable.

### 3 Project planning

- The planned activities are well structured and the necessary resources are available
- The institution has the human and financial resources needed to run the project
- The plan for monitoring and evaluating progress is effective
- A plan for evaluating the quality of the outcomes has been developed
- There is a clear plan for disseminating and exploiting the project results
- Key stakeholders have been identified and have been or can be contacted
- The institution has direct contact with the target group(s) and expertise in working with them
- Criteria, standards and indicators exist for project management, development and outcomes.

### 4 Project management and implementation

- A management plan was developed at the beginning of the project; it includes:
  - A work plan with realistic timescales for all the project activities
  - A well developed budget each of the project activities
  - The assignment of clear responsibilities to each partner and/or team member
  - Mechanisms for efficient collaboration within the partnership and effective communication among partners
  - A reporting system, and an internal document sharing system, available to all partners
- There are procedures for assuring the quality of project activities and outcomes including:
  - carrying out an assessment of the needs of the target groups
  - choosing a methodology that meets learners' concrete needs
  - ensuring coherence between the project objectives and planned activities and outcomes
  - establishing quality criteria for the project products/outcomes
  - involving the target groups at all stages, and obtaining feedback from them
  - testing any project products and improving them accordingly
- Time management mechanisms are in place for:
  - monitoring whether short term and longer term objectives have been met
  - identifying deviations from the work plan and project goals, and adjusting these as required
- The project partners use the same reporting methods and templates to report on the activities carried, including:
  - the costs incurred
  - dissemination activities
  - feedback from participants and stakeholders.
- recommendations are put forward by internal and external evaluators and, if necessary, changes are made

### 5. Networking: Dissemination, exploitation and sustainability

- Objectives for networking are clearly stated
  - specific types of network(s) are explicitly mentioned related to the aims of the project
- There is a clear plan for dissemination during the project and after it ends; the dissemination plan:
  - creates maximum awareness of the project and its goals
  - Is adapted to the project objectives and target groups
- There is a clear plan for exploiting the project results
  - options for exploitation are clearly stated
  - there are actions to be taken into account during the project
- There is a clear plan for the sustainability of the project
  - a plan for the project sustainability is clearly designed, even from the beginning of the project
  - there are actions to be taken into account during the project