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**Survey on team work and coordination at the end of the project
(September 2021)**

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Assessment of team work and coordination at progress stage

1. Rationale

The questionnaire administered to the consortium is part of the quality assurance methodology of the Erasmus+ project CRETE (Critical skills of Electrical Engineers of 2020). The survey was sent to project team members on September 30, 2021, by the end of the extension period allocated to the project due to the coronavirus pandemic. Its purpose is to offer an insightful look at the internal processes regarding team coordination in 2020 and 2021, namely years 2 and 3 of the project.

2. Methodology

There are 4 sets of questions concerning teamwork and coordination capabilities among partners. Respondents are first asked to focus on a) the decision-making procedures and project management at a general level, then to specifically rate b) the division of tasks and partners' awareness of their responsibilities and goals within the project. In addition, the participants' opinion is asked on a set of questions concerning c) timetable and communication. A final section was devoted to d) planning and coordination by the project leader.

7 individuals replied to the questionnaire from each of the CRETE partners, which guarantees perfect answer distribution. All partners replied with one respondent and EVM with 2 respondents

Your institution
7 responses

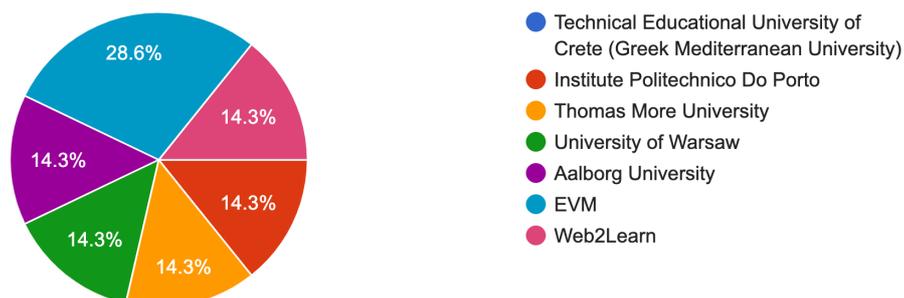


Figure 1: institutions of respondents

Data is analyzed according to the sections of the survey and a synthesis (last part of this report) completes the analysis. Raw data are provided after each section analyzed for transparency.

3. Decision making procedures and project management

This section corresponds to a set of questions assessing the overall appreciation of team coordination and project management. The next sections will instead go into detail of internal working processes by focusing on specific characteristics of the processes.

Majority of respondents seem to feel that they have been able to contribute to the project outcomes until September 2021. (Q1)

From your investment in the project so far (until September 2021) do you feel you are able to contribute to the project outcomes to some extent?

7 responses

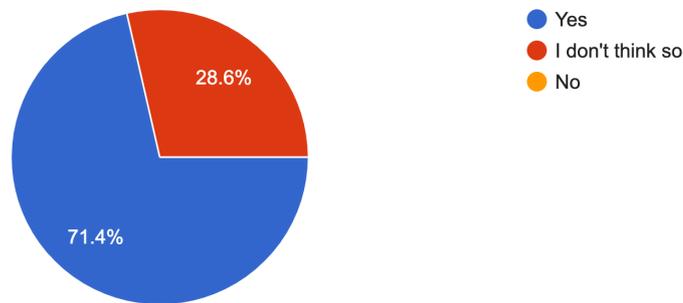


Figure 2: degree of investment

Q2 assesses the availability of information in due time, as a factor contributing (or impeding) timely work and smooth management on partner and on group level. All replies converge to the timeliness of information available.

Is all relevant information available in due time?

7 responses

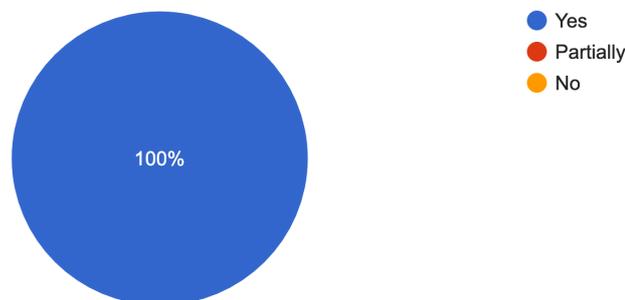


Figure 3: timeliness of information available

The next question (Q3) assesses globally the project coordination for the last 12 months of the project although more specific questions on this matter follow in the next section. Here we try to see the global picture of management as understood by partners. The picture that surfaces is of very high standards in project coordination.

Can you rate the overall quality of project coordination until now?

7 responses

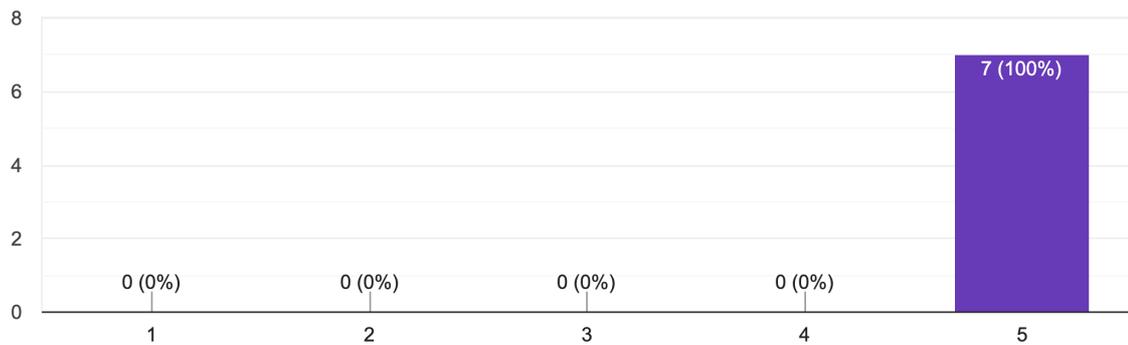


Figure 4: overall quality of project coordination for the last year of the project

To the open question (Q4) inviting respondents to make any comments regarding the project coordination, 1 reply has been gathered:

- *Project coordination worked very well, especially given the harsh circumstances of the covid-19 situation.*

4. Distribution of tasks

The questions covering the session regarding the division of tasks focus mainly on clarity of work plan and clarity of tasks description. All respondents acknowledged that the work plan and timetable were clear and. (Q5)

Is the work plan and timetable clear for all partners?

7 responses

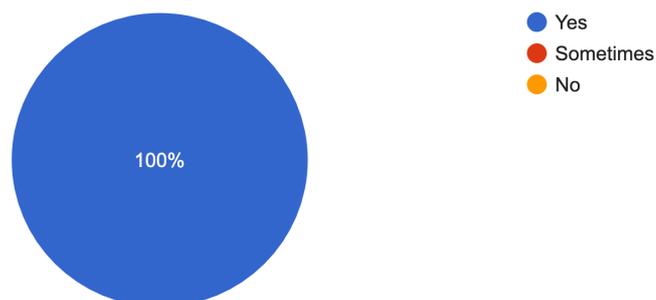


Figure 5: Availability of a clear workplan and timetable

In the following question (Q6), again all respondents claim of knowing common and specific project goals by institution.

Are you, as partner, aware of the common project goals and the specific goals for your institution?
7 responses

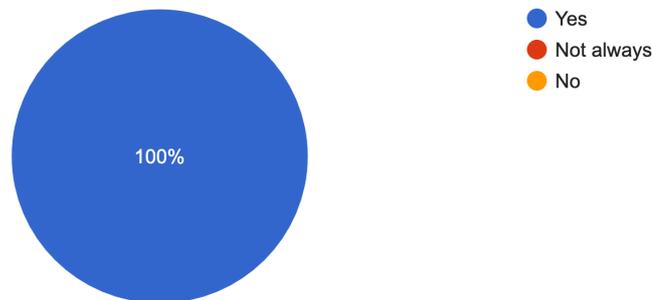


Figure 6: awareness of general and specific goals

Respondents totally agree on the fact that there is a clear and realistic description of the tasks of each partner, including the coordinator (Q7)

Is there a clear and realistic description of the tasks of the project co-ordinator and each partner?
7 responses

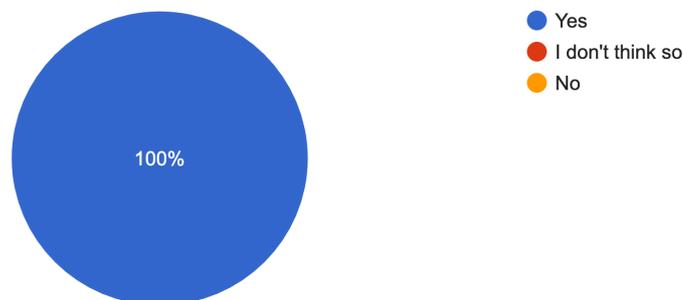


Figure 7: quality of description of partners' tasks including those of the coordinator

The next question (Q8) asked partners to express openly their views regarding "Distribution of tasks" and the following 3 responses have been gathered:

- *Distribution of tasks has been clear from the beginning of the project, therefore there weren't any surprises on this level*
- *Distribution of tasks was set from the launch of CRETE project; we had to commit to many tasks but they were all clear.*
- *A fair distribution of tasks.*

5. Timetable and communication

The timetable and coordination section corresponds to questions from Q8 to Q13. For Q8 (degree of clear timetable with activities), the whole partnership agrees with this statement.

There is a clear timetable with activities for each partner
7 responses

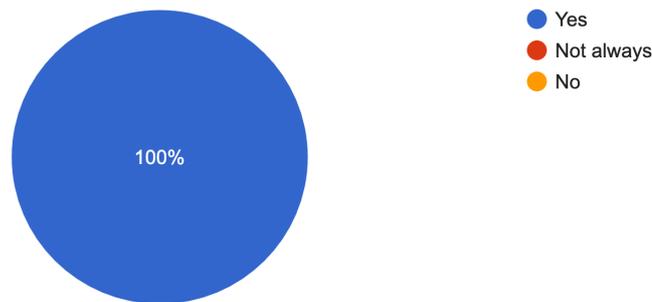


Figure 8: quality timetable

Partners are also positive the availability of a time schedule for communication between partners and for exchange of materials (Q9).

A time schedule for communication between partners and for exchange of material is available.
7 responses

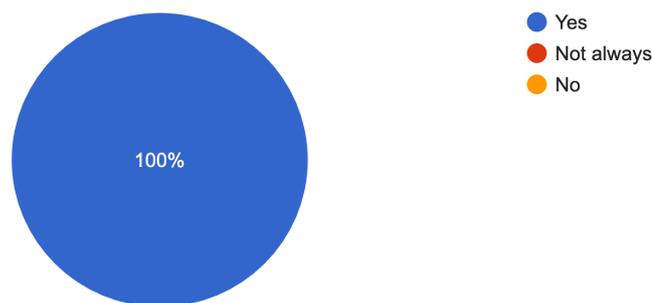


Figure 9: time schedule

All partners agree with the statement that the coordinator respects the deadlines.

The co-ordinator respects the deadlines
7 responses

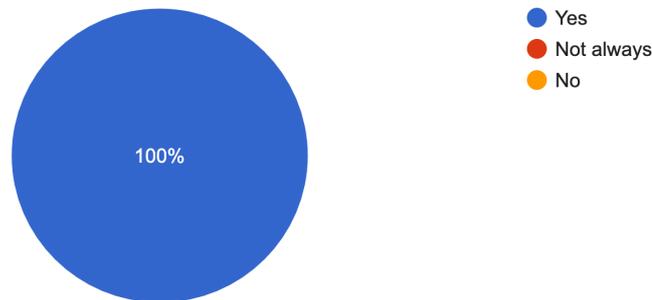


Figure 10: respect of deadlines by the coordinator

Majority of respondents believe that the frequency of internal communication is suitable, whereas one respondent claims that it is low and one claims that it is too frequent. (Q10).

The frequency of internal communication is...
6 responses

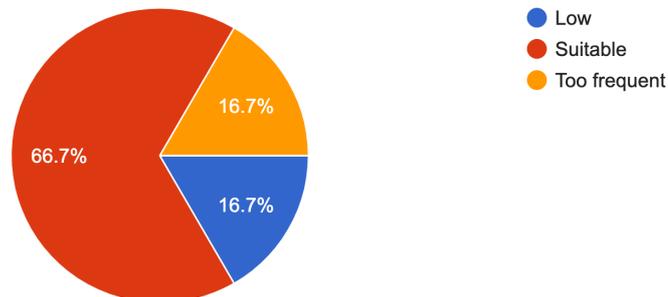


Figure 11: frequency of internal communication

Regarding the means of communication (Q11), the majority of partners believe they are appropriate, and one respondent leaves a comment (see next item)

The means (email, platform, other types of communication) are
6 responses



Figure 12: means of communication

Comments have been left on the open-ended question (Q12) suggesting in this regard that a more frequent use of reminders for upcoming deadlines would have been beneficial.

- *No, the communication means are just enough and relevant*

6. Planning and coordination

Questions 13 to 26 explore into details the planning and coordination qualities of project coordinator. A majority of 5/5 characterizes nearly all aspects: from clarity of organizational guidelines, arrangements of meetings and deadlines for materials, to clarity of roles and responsibilities and promotion of teamwork.

Q13 relates to the clarity in planning and management guidelines, to which all respondents reply positively.

Clear planning and management guidelines in the project plan

7 responses

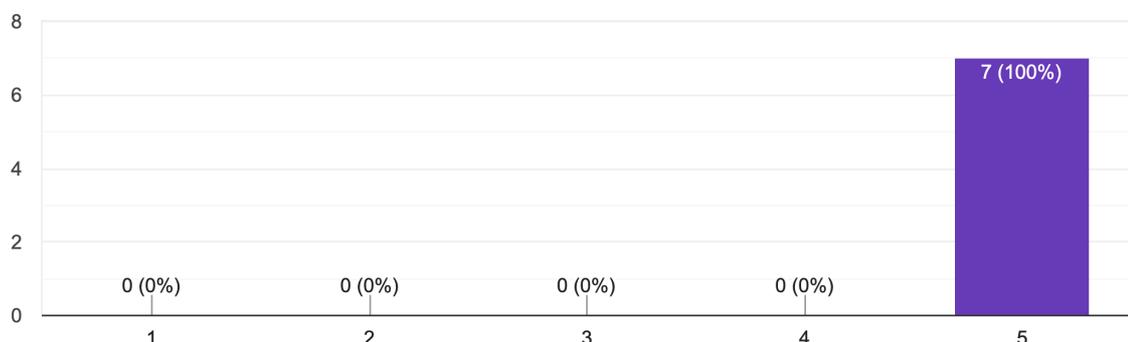


Figure 13: planning and management guidelines

Five respondents believe that the degree of equity of participation is very good and two that is good (Q13).

Equity of participation

7 responses

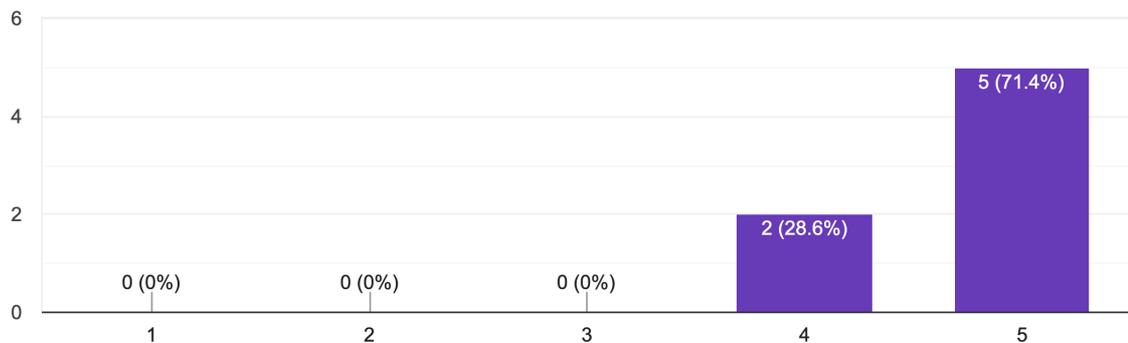


Figure 14: equity of participation

Regarding the clarity of roles and responsibilities (Q14), the majority of partners believe that the degree of clarity is very good (6 respondents) whereas 1 respondent believes the quality is good.

Clarity of roles and responsibilities

7 responses

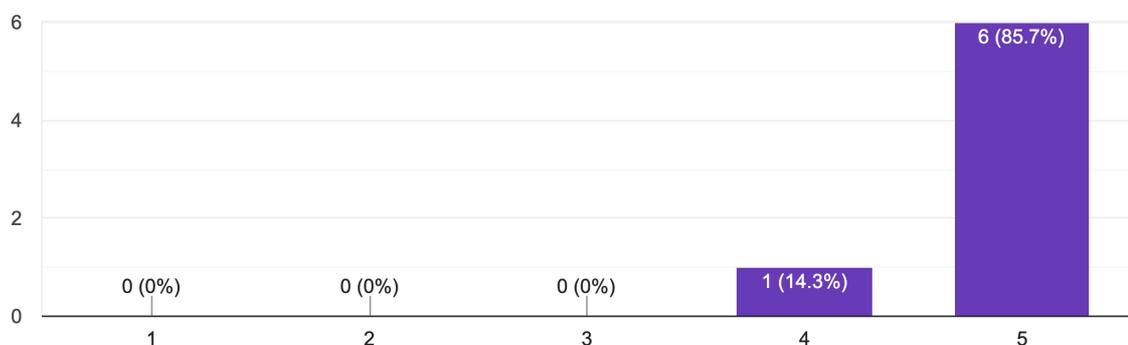


Figure 15: clarity of roles and responsibilities

7. Qualities and pitfalls of the coordinator

Q28 What is the coordinator's strongest point?

Partners were asked to give their appreciation of the strongest and weakest point of the coordinator. All data are available to anyone interested; however as a precaution, they have

been removed as they are considered by the external evaluator as delicate data that may reveal the identity of the respondents.

Regarding the coordinator's strongest points, his organizational and managerial skills repeat in many comments. Respondents emphasize the coordinator's great ability to adjust to unexpected situations and to take the advantage of those unexpected circumstances by undertaking new initiatives "to cope with the pandemic such as extra online schools, which is definitely an asset."

Among partners' replies, one can highlight the coordinator's managing and organizational skills. One partner stresses, the coordinator's "Professionalism, adjustment to unexpected situations, good management" as his strongest points. Another one points out "Agility, which was very important for us given that the team members changed (due to several reasons)". One more emphasizes the coordinator's "Sense of organisation, high standards and humour."

Q29 What is the coordinator's weakest point?

Regarding the weakest points, most respondents replies that the coordinator has not any weak points. Only one respondent suggests that the coordinator "sometimes places the bar too high". Due to the size of the partnership and the highly demanding tasks, the coordinator invests much more time and energy than a mainstream project coordinator.

Synthesis

In this section we provide a synthesis of data resulting from the teamwork and coordination survey, with the aim of sharing partners' views on the processes that enabled the release of project results.

The overall picture of team performance is good and effective. In comparison to the first stage survey on project coordination and management (in 2019), partners continue to believe that the CRETE project has been successfully manager and monitored.

What is worth mentioning is that the responsiveness of the project coordinator, Professor Petridis, to the unexpected situations that occurred with the coronavirus pandemic, have been tackled with efficiency. This is clearly demonstrated in replies of partners showed in previous pages.

There is strictly no weak point regarding team management and coordination.

The unanimous, positive and effective picture of project management operationalized by Professor Petridis emerges from all partner replies.

Overall results in this section that timetables and communication have been effectively during the course of the project.

The survey was available on https://docs.google.com/forms/d/e/1FAIpQLSfsx8kgKgSAXvWm-KrtufOuWxAGd_gIIYy6XtJ17wH1JF04yA/viewform?usp=sf_link but currently not accepting replies. The offline version of the document figures below.

CRETE project: assessing coordination and teamwork at the end of the project

Dear CRETE project partners,
this is a short evaluation form with regards to project coordination and teamwork of the CRETE Erasmus+ project. It is conducted at the end of the project lifetime, including its extension (October 2021).

The form contains several sections, each addressing a dimension related to project coordination and leadership, namely: the distribution of tasks between partners • the work plan and timetable • partners' knowledge of the main goals and results being aimed at • the distribution of responsibilities among partners • the methods of communication between partners and frequency of communication.

We ask you to kindly fill in all fields.

The survey has been prepared by the Quality Assurance leader, Katerina Zourou. All data provided will remain anonymous.

Thank you very much for your contribution.

*Required



Your data

Your name

(Your name will be not communicated)

Your institution *

(Your institution will not be communicated)

Decision-making procedures and project management

From your investment in the project so far (until September 2021) do you feel you are able to contribute to the project outcomes to some extent?

Is all relevant information available in due time?

Yes

Partially

No

Can you rate the overall quality of project coordination until now?

Not suitable

1

2
3
4
5

Very suitable

If you wish to make any comments regarding the project coordination please use the box below

Distribution of tasks

Is the work plan and timetable clear for all partners?

Yes

Sometimes

No

Are you, as partner, aware of the common project goals and the specific goals for your institution?

Yes

Not always

No

Is there a clear and realistic description of the tasks of the project co-ordinator and each partner?

Yes

I don't think so

No

If you wish to make any comment regarding to the "Distribution of tasks" issues, please use the box below

Timetable and communication

There is a clear timetable with activities for each partner

A time schedule for communication between partners and for exchange of material is available. *

The co-ordinator respects the deadlines

The frequency of internal communication is...

Low

Suitable

Too frequent

The means (email, platform, other types of communication) are

Not appropriate

Appropriate

Would like to see other ones such as (fill in the "Other" box)

Other (means of communication) you would like to see?

Planning and coordination

Clear planning and management guidelines in the project plan

Poor

1
2
3
4
5

Very good

Equity of participation

Poor

1

2

3

4

5

Very good

Clarity of roles and responsibilities

Poor

1

2

3

4

5

Very good

Promotion of teamwork, sharing of experience and expertise *

Poor

1

2

3

4

5

Very good

What is the coordinator's strongest point?

What is the coordinator's weakest point?

Please add an idea of how to improve the coordination and team work of CRETE project

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