

## PROJECT RISK AND QUALITY MANAGEMENT PLAN

**Project Title:** COLLABORATIVE ROBOTICS IN ADULT LEARNING (CORAL)

**Programme:** Erasmus+ KA210 – Small-scale partnerships in adult education

**Project Reference:** 2025-1-ES01-KA210-ADU-000353276

**Project Duration:** 31 December 2025 – 30 December 2027

**Coordinator:** Asociación para la Investigación y Desarrollo Tecnológico de la Industria de Castilla-La Mancha (Spain)

**Partner:** Vilniaus Technologijų ir Inžinerijos Mokymo Centras (Lithuania)

### 1. Purpose of the Plan

This Project Risk and Quality Management Plan defines the framework, procedures, responsibilities, and tools used to ensure high-quality implementation and effective risk management of the CORAL project, in line with Erasmus+ programme requirements and best practices.

### 2. Quality Management Plan

#### 2.1 Quality Objectives

- Ensure timely and effective delivery of all project outputs.
- Ensure compliance with Erasmus+ programme rules and grant agreement.
- Achieve high pedagogical, technical, and organizational quality.
- Ensure strong partner collaboration and stakeholder engagement.
- Promote sustainability and transferability of project results.
- Accessibility and inclusion for adult learners

#### 2.2 Quality Assurance Principles

- Transparency and accountability.
- Continuous improvement.
- Partnership-based cooperation.
- Learner-centered and inclusive approach.
- Evidence-based decision-making.

#### 2.3 Quality Management Structure

Project Coordinator:

- Overall quality assurance and compliance.
- Monitoring progress and deliverables.
- Communication with National Agency.



Funded by  
the European Union

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.

Partner Institution:

- Quality implementation of assigned tasks.
- Internal monitoring and reporting.
- Contribution to evaluations.

## 2.4 Quality Control Measures

- Work plan and milestones monitoring.
- Regular online coordination meetings.
- Internal peer review of deliverables.
- Progress and financial reporting checks.
- Feedback collection from participants and stakeholders.

## 2.5 Evaluation and Monitoring

Internal Evaluation:

- Continuous monitoring by partners.
- Self-assessment reports every 6 months.

External Evaluation:

- Feedback from adult learners, trainers, and stakeholders.
- Dissemination and exploitation impact assessment.

Indicators:

- Timeliness of outputs.
- Partner participation level.
- Learner satisfaction.
- Achievement of project objectives.

## 2.5 Documentation and Reporting

- Meeting minutes.
- Progress reports.
- Financial records.
- Quality review checklists.
- Dissemination evidence.



Funded by  
the European Union

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.

## 2.6 Quality Indicators and Monitoring Tools

Area	Indicator	Monitoring Tool	Frequency
<b>Project Management</b>	activities delivered on time	work plan review	every 6 months
<b>Partnership</b>	partner engagement	meeting minutes	every 6 months
<b>Outputs</b>	quality of deliverables	peer review	per output
<b>Learning Activities</b>	participant satisfaction	feedback surveys	after activities
<b>Dissemination</b>	stakeholder reach	dissemination records	continuous

## 3. Risk Management Plan

### 3.1 Risk Management Objectives

- Identify and assess potential risks.
- Minimize negative impact on project objectives.
- Ensure continuity and sustainability.
- Maintain compliance with Erasmus+ requirements.

### 3.2 Risk Identification and Assessment

Risks are assessed based on likelihood (Low / Medium / High) and impact (Low / Medium / High).

### 3.3 Risk Register

Risk	Likelihood	Impact	Risk Level	Mitigation Measures	Responsible
<b>Delays in activities</b>	Medium	Medium	Moderate	Regular monitoring and buffers	Coordinator
<b>Communication issues</b>	Low	Medium	Low	Scheduled meetings and tools	All partners
<b>Staff turnover</b>	Medium	Medium	Moderate	Task sharing and documentation	Coordinator
<b>Budget mismanagement</b>	Low	High	Low	Regular financial monitoring, coordinator oversight	All partners
<b>Low learner engagement</b>	Medium	High	High	Targeted dissemination	All partners
<b>Technical challenges</b>	Medium	Medium	Moderate	Pilot testing and expert support	Partner
<b>Force majeure</b>	Low	High	High	Flexible planning and online alternatives	Coordinator

### 3.4 Risk Monitoring and Review

- Risks reviewed every 6 months during coordination meetings.
- Risk register updated as needed.
- Immediate escalation of critical risks to the coordinator.

### 3.5 Contingency Planning

- Reallocation of tasks if delays occur.
- Adjustment of timelines with partner agreement.
- Shift to online or hybrid activities if necessary.



#### 4. Roles and Responsibilities

Coordinator:

- Oversees quality and risk management.
- Liaises with Erasmus+ National Agency.

Partner:

- Implements mitigation measures.
- Reports risks and quality issues promptly.

#### 5. Continuous Improvement

Lessons learned will be documented and used to improve ongoing and future activities. Feedback mechanisms will support adaptive project management.

#### 6. Conclusion

This Risk and Quality Management Plan ensures that the CORAL project is implemented effectively, transparently, and in full alignment with Erasmus+ programme standards.



Funded by  
the European Union

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.