CRETE: «Critical Skills for Electronic Engineers of 2020»
Erasmus+ KA2 - Cooperation for Innovation and the Exchange of Good Practices / Strategic Partnerships for higher education
2018-1-EL01-KA203-047794

Survey on team work and coordination at end of year 1 (September 2019)

Author: Katerina Zourou, Ph.D., Web2Learn
Reviewer: Konstantinos Petridis, Associate Professor, Mediterranean University of Crete.

September 10, 2019

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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 August 30, 2019, prior to the progress meeting at Thomas More University (26 September 2019). Its purpose is to offer an insightful look at the internal processes regarding team coordination from September 2018 until September 2019, namely on year 1 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; additionally, c) timetable and communication, and finally the d) planning and coordination practices.

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 and TMU with two.
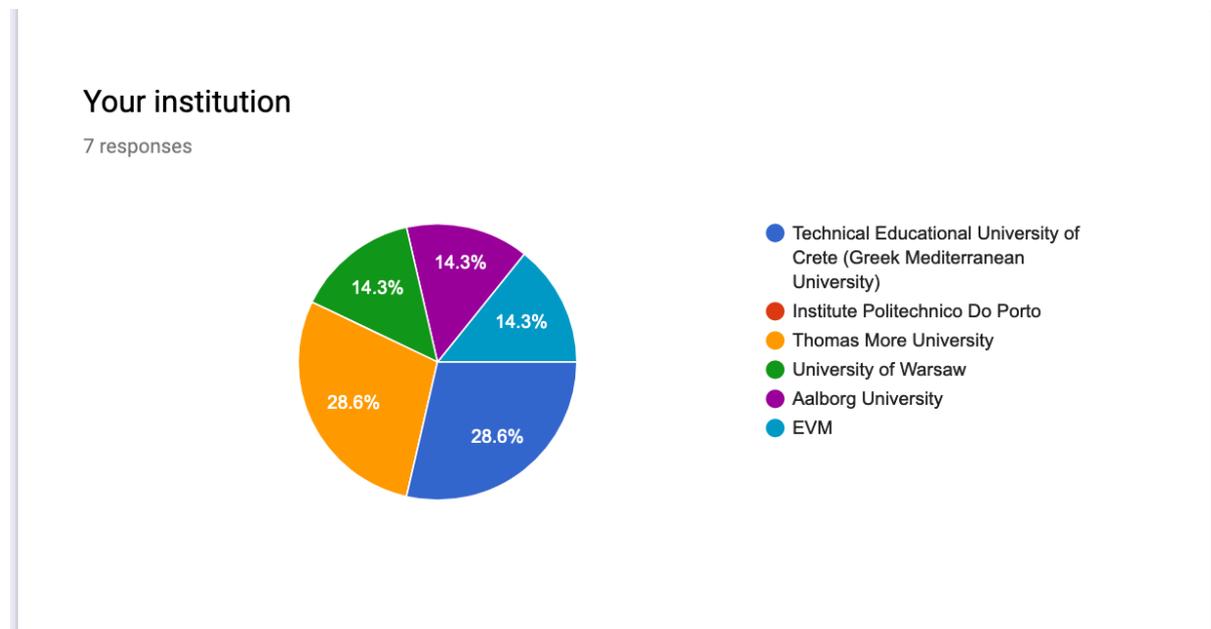

Figure 1: institutions of respondents

Data is analyzed according to the sections of the survey and a synthesis (last part of this report) completes the analysis.

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.

All respondents also seem to feel that they have been able to contribute to the project outcomes between September 2018 until September 2019. (Q1)

From your investment in the project so far (until September 2019) do you feel you are able to contribute to the project outcomes to some extent?

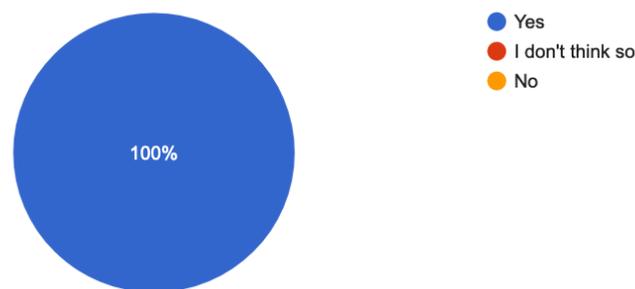5 responses

- Yes
- I don't think so
- No

100%

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?
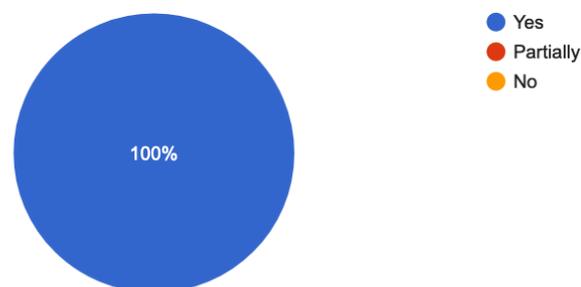
7 responses

- Yes
- Partially
- No

100%

Figure 3: timeliness of information available

The next question (Q3) assesses globally the project coordination for the first 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?
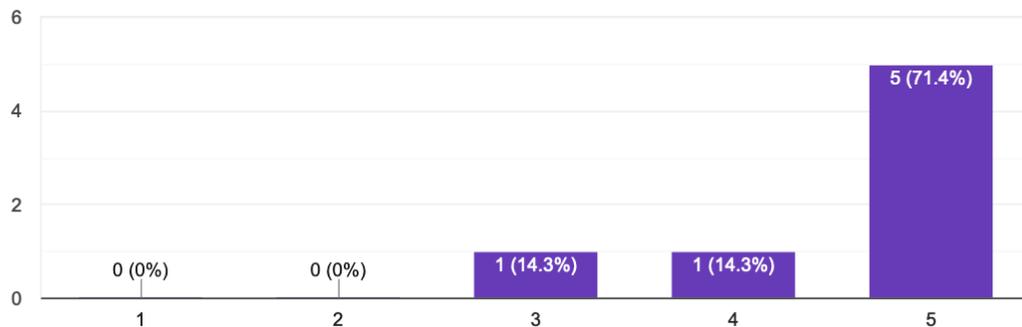7 responses

Figure 4: overall quality of project coordination in first 12 months of the project

To the open question (Q4) inviting respondents to make any comments regarding the project coordination, 2 replies have been gathered:

- *More often communication with the partners / application of the skype meetings*
- *The project is very well coordinated.*

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. The net majority of respondents acknowledged that the work plan and timetable were clear and realistic – only 1 respondent seems hesitant. (Q5)

Is the work plan and timetable clear for all partners?
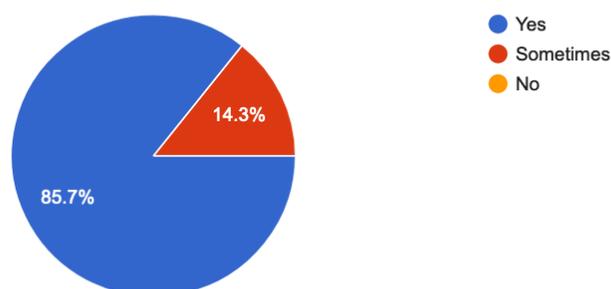7 responses

Figure 5: Availability of a clear workplan and timetable

In the following question (Q6), the large majority of respondents claims 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?
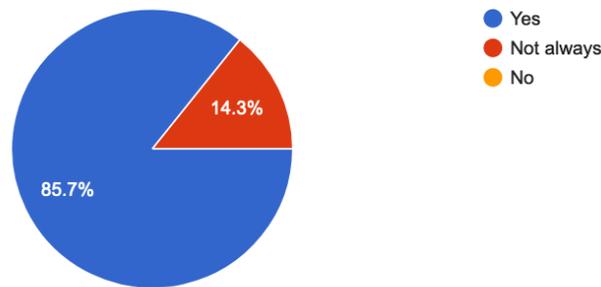
7 responses

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 2 responses have been gathered:

- *The project manager should distribute more roles to the partners*
- *My tasks are well defined.*

5. Timetable and communication

The timetable and coordination section corresponds to questions from Q9 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
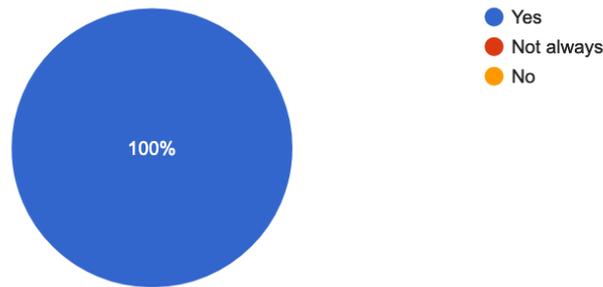7 responses

Figure 8: quality timetable

Partners are also mostly positive, with the exception of two respondents, regarding 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.
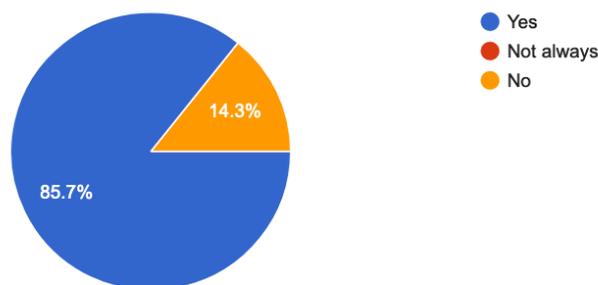7 responses

Figure 9: time schedule

All partners agree with the statement that the coordinator respects the deadlines (Q10)

The co-ordinator respects the deadlines

7 responses

Legend:
● Yes
● Not always
● No

100%
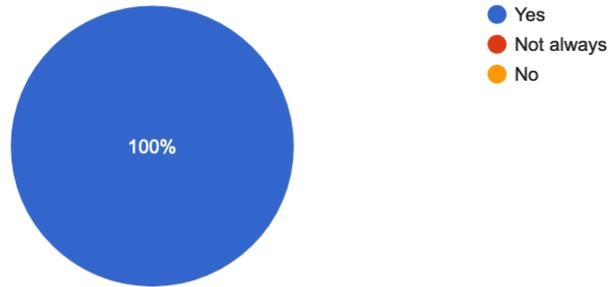
Figure 10: respect of deadlines by the coordinator

All respondents, believe that the frequency of internal communication is suitable, whereas two respondents claim that it is low (Q11).

The frequency of internal communication is...

7 responses

Legend:
● Low
● Suitable
● Too frequent

85.7%
14.3%

Figure 11: frequency of internal communication

Regarding the means of communication (Q12), the large majority of partners believe it is appropriate, and three respondents leave a comment (see next item)

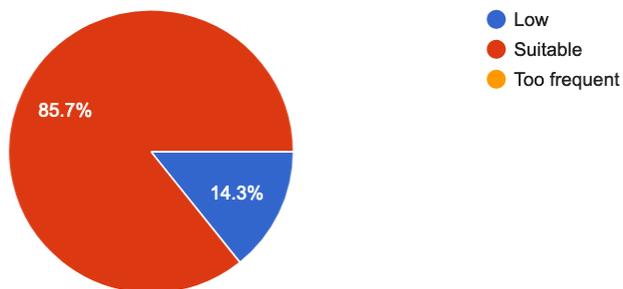## The means (email, platform, other types of communication) are

7 responses

- Not appropriate
- appropriate
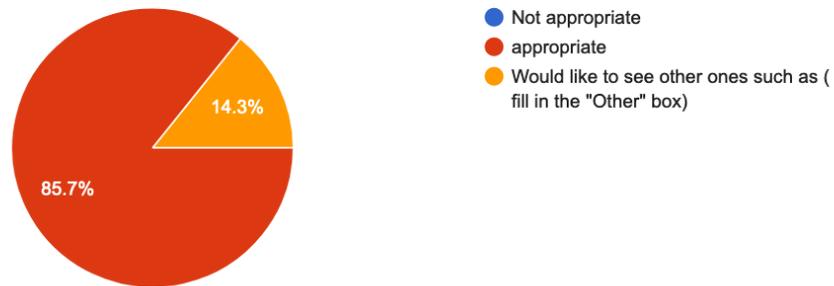- Would like to see other ones such as (fill in the "Other" box)

14.3%

85.7%

Figure 12: means of communication

Comments have been left on the open-ended question (Q13) suggesting in this regard that videoconferencing calls may be beneficial.

- *Skype meetings*
- *no*

6. Planning and coordination

Questions 14 to 16 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, to clarity of roles and responsibilities and to equity of participation.

Q14 relates to the clarity in planning and management guidelines, to which all respondents reply positively

Clear planning and management guidelines in the project plan
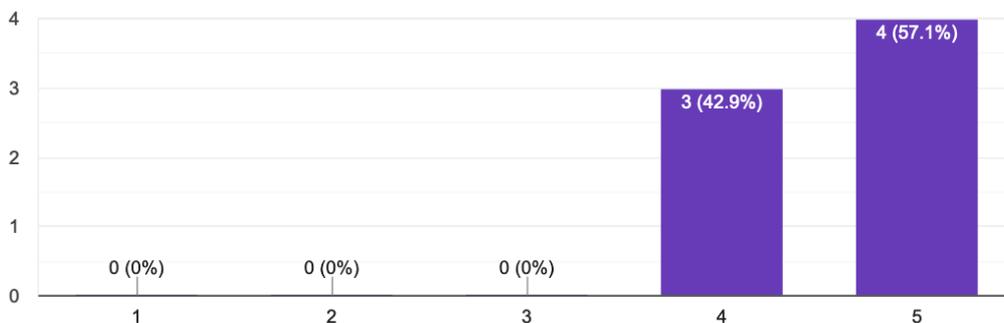
7 responses

Figure 13: planning and management guidelines

5 respondents believe that the degree of equity of participation is very good, one good and one intermediate (Q 15).
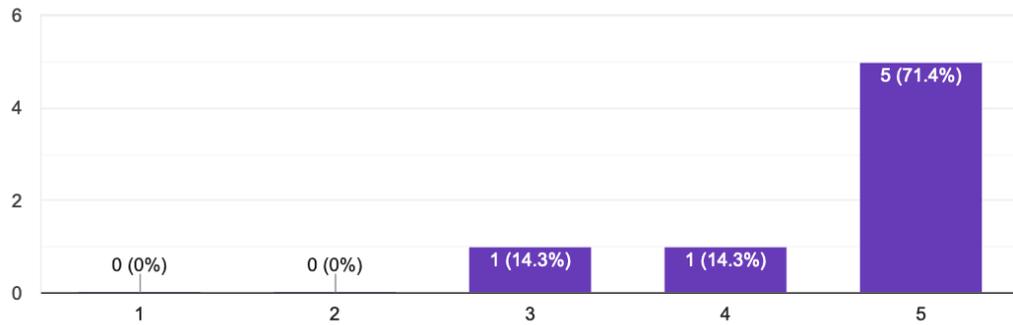
Figure 14: equity of participation

Regarding the clarity of roles and responsibilities (Q16), the majority of partners believe that the degree of clarity is very good (4 respondents) whereas 3 respondents believe the quality is good.

Figure 15: clarity of roles and responsibilities

Regarding strong and weak points of the coordinator, the following replies were gathered regarding strong points:

- *Respecting the timeline and passion for the project*
- *very good coordination*
- *His workmanship and attention to detail. With Kostas, you know that everything will go well with the project.*
- *Project management skills, Proactive*

- *Strong leadership*
- *Organising skill, setting deadlines*
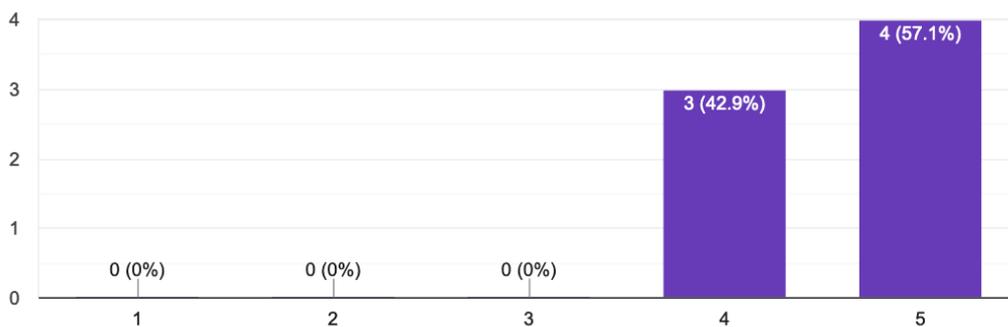- *Objective, straight to the point*
- *Clear definition of the taks of each of the partners*

The following comments correspond to weak points identified
- *Lack of ability to engage more the partners into the project*
- *I don't see any*
- *Sometimes he asks for things before the deadline. He does it with extreme zeal to get everything done right and on time.*
- *-*
- *communication*
- *In certain cases, public relations require a less straight approach*

7. Improvements to team work and coordination

In the last section of the application we asked partners to share ideas of how to improve the coordination and team work of CRETE project. The following replies have been gathered:

- *The coordinator should improve his ability to engage the partners into the project*
- *less bureaucracy regarding reports of students' accounting*
- *I think Kostas has raised the bar very high.*
- *I think the coordination and team work function really well in this project. Maybe we should reframe a bit the objectives and activities of the next IC.*
- *We could add some more networking between other colleagues from our institutions*
- *Having documentation centralized at Moodle or similar platform*
- *a more regular communication between partners*

Synthesis

In this section we provide a synthesis of data resulting from the teamwork and coordination survey. The aim was twofold: first to collect a current picture regarding internal management and team collaboration at the end of year 1 of CRETE, and second to provide advice about improvements to carry out throughout year 2 of the project (September 2019-September 2020).

The overall picture of team performance is good and effective. The team performs very well, resulting from the knowledge of time plan, responsibilities, general and specific objectives of the project, division of tasks and roles of each partner. In addition, the coordinator, Dr.Petridis, is sketched by the partners as a person with strong capacity to lead the team into reaching its objectives.

Some points that are raised by partners at different parts of the survey are subject to improvement:

a) there is need for more frequent online meetings allowing the team to better communicate (equity of participation) and increase the sense of belonging in a team effort.

b) An attempt to allow more cooperation between partners in view to expected results.

It is clear that by the end of year 1 of CRETE the team performs effectively, according to the time and plan as scheduled, and coordinated by a person with clear leadership skills.

Annex

The survey was available on
https://docs.google.com/forms/d/e/1FAIpQLSfQy8iS1Rt36ImJypFfUUpXYbKkMteryTLQrXshzRmBr7S1ow/viewform *but currently not accepting replies.* The offline version of the document figures below.

CRETE project: understanding coordination and team work at the end of year 1
Dear CRETE project partners,
this is a short evaluation form with regards to project coordination and team work of the CRETE Erasmus+ project. It is conducted at the end of year one of the project's lifetime (September 2019).

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

Co Funded by:

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 2019) 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...

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

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
Never submit passwords through Google Forms.