ERASMUS+ project **"Transformative Digital Pedagogies for Higher Education"**
contract Nr. 2022-1-LV01-KA220-HED-000085277

Quality Assurance and Risk Midterm Report
Period 01.09.2022 – 31.01.2024 (Months 1 to 17)

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1. Quality and risk management of the project activities

Quality Management within the context of the TDP4HE project is an important internal process aiming to ensure the quality of the project activities/deliverables. Towards this purpose, projects risks, mitigation actions, and milestones are defined with the aim of monitoring the project progress and validate the project activities/deliverables versus these indicators. This report outlines the main risks, mitigation actions, and milestones of the project's progress in accordance with the project timeline for months 1 to 17 (Period 01.09.2022 – 31.01.2024).

2. Risks and mitigation actions

This section addresses the anticipated risks outlined in the proposal, along with the corresponding mitigation actions implemented to address them. Table 1 provides a detailed description of each mitigation strategy.

Risks		Mitigation actions
Category	**Instance**	
Delays in Task completion	WP2/ A2.7 Presenting TDP4HE self-assessment framework: Hybrid event (E1)	Identification of potential risks for this period was the responsibility of each WP leader with the support of the PM. The potential risks were constantly monitored through monthly meetings.
Management	WP1	A significant factor that minimized any possible conflicts was the previous collaboration between all partners within ELaRA/EUt+. In addition, the early identification through the monthly consortium meetings (WPs meetings and Steering Committee meeting) led to the clarification of alternatives and strategies to overcome any risk.
Technical level	WP2/ A2.5 Producing the TDP4HE self-assessment theoretical framework e-tool	Technical risks were managed by adjusting the available resources provided by the two leading organizations for the technical infrastructure (UTT and UPCT).
Financial	WP1 Project Timesheets	An Administrative and Financial Advisor from the RTU International Project Office (IPO) assisted the project coordinator in the administrative and financial management of the project, ensuring that the financials complied with the Erasmus+ programme requirements.

3. Project Timeline and Milestones

The Steering Committee oversees the project progress according to the milestones (MS) project's months (M), work packages (WPs) proposed in Table 2:

Table 2: TDP4HE milestones and proposed months for completion

Milestone	Description	Month	WPs	Achievements & sources of information	Further work
MS1	The coordination and communication plan are prepared	M1	WP1	Quality Assurance, Risk and Communication plan successfully prepared: https://docs.google.com/document/d/1LH_TxPoMMu4QcHOEcdB 2nM9O8Cbggodr/edit?usp=sharing&ouid=1150980928453992724 48&rtpof=true&sd=true Sustainability plan successfully prepared: https://docs.google.com/document/d/1oZFwfPYosownFnfbyuH0y CHf8UDLvZ1b/edit?usp=sharing&ouid=115098092845399272448& rtpof=true&sd=true	Not necessary
MS2	Instruments for the co-creation of the self-assessment framework and its evaluation in the two events are ready	M5	WP2	Instruments for the co-creation of the self-assessment framework were successfully created: https://docs.google.com/document/d/18rt28KQrxbWHkaLjOi0kN7 MQttyyHBUm/edit?usp=sharing&ouid=115098092845399272448 &rtpof=true&sd=true	Preparations for the development of evaluation instruments for the Framework at events (E1, E2, E3) are currently in progress.
MS3	The methodology to disseminate the first event E1 is planned the same methodology will be applied for the	M15	WP2	N/A	The methodology and the first hybrid event experienced slight adjustments from the project timeline. The maximum delay in achieving milestones is one month. The planning for E1 is

	other two hybrid events of the project (E2 and E3).				currently underway within this one-month maximum delay framework. For additional details, please refer to the WP2 A2.5 and 2.6 Mid-Term report https://drive.google.com/file/d/1AIwQ3lhstpxUvjeNx9j6nfOckjhNt5AY/view?usp=drive_link
MS4	The consortium has the pertinent theory, methods, and tools, prepared for the implementation of the training programme	M19	WP2, WP3, WP5	The Training Programme Management Plan successfully prepared: https://docs.google.com/document/d/1lqcNxYIsjglYuSj6oUxtNTcBhaYHHNEC/edit?usp=drive_link&ouid=115098092845399272448&rtpof=true&sd=true	Further work will be conducted in the following months according to the project's timeline