

Evaluation of the last UnderstandIT face to face meeting Rome 3-4 May 2012

Pre-meeting

Project partners appreciated the opportunity to know the agenda beforehand when we went through it in the preceding Adobe Connect meeting. By now we all know where to find pre-meeting documents in the Google Docs repository and we were extremely satisfied with our accommodation and catering arrangements. WP leaders as well as our hosts and coordinator did a good job of preparation.

During the meeting

There was almost universal agreement that the meeting went well, was well organised and that almost all could be heard.

At the end of the meeting

All are happy that they know what needs to be done to end the project well. It is in this section though that some doubts emerge regarding continued communication, the VITAE business model and the final products of the project. This likely reflects the doubts expressed during the Copenhagen meeting about the business model and while project partners recognised the great progress made since October 2011 on the VITAE business model, remaining doubts may be due to the fact that the product is not yet complete. The same goes for cultural adaptations and the VITAE pilot courses, none of which were complete at the time of the meeting even though the timing of the work packages was being followed as planned.

Summary

Thank you to the 17 respondents who completed the survey which is the majority of those attending our face to face meeting in Rome. Overall it seems we enjoyed the meeting and found it useful. It is not surprising if a few of us still have doubts about the usefulness of the VITAE business model as the product is not yet complete. It could be argued that this final meeting occurred a little early in the project life cycle which meant that, rather than celebrating finished products, we were still engaged in planning for project product completion. This has knock-on effects for example on the dissemination and evaluation work packages.

Recommendations

The project needs:

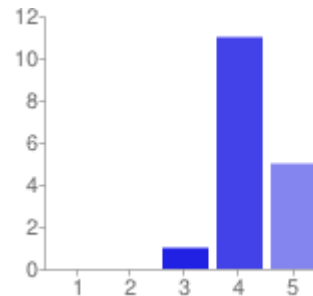
- Clear communication plan for the remainder of the project lifetime (as agreed in Rome)
- Evaluation of the VITAE business model and VITAE pilots on completion
- Support for dissemination and valorisation efforts once the products are complete



Appendix

What was your overall impression of the meeting?

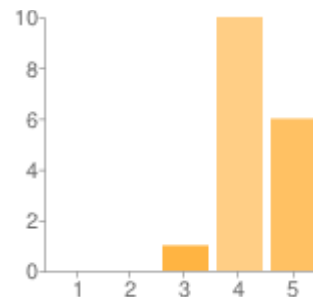
1 - Did not meet my expectations	0	0%
2	0	0%
3	1	6%
4	11	65%
5 - Exceeded my expectations	5	29%



Before the meeting

Information about meeting venue and accommodation

1 - Insufficient	0	0%
2	0	0%
3	1	6%
4	10	59%
5 - Exceeded my expectations	6	35%



Any other comments about the information which was provided before the meeting?

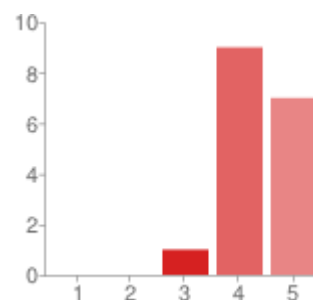
It was very helpful to find the different locations

It was difficult to get online, but maybe I should blame my self :)

The agenda presented on Google docs, and was available for comments on the AC meeting on 24.4

Information about the preparatory work needed

1 - Unclear	0	0%
2	0	0%
3	1	6%
4	9	53%
5 - Clear	7	41%



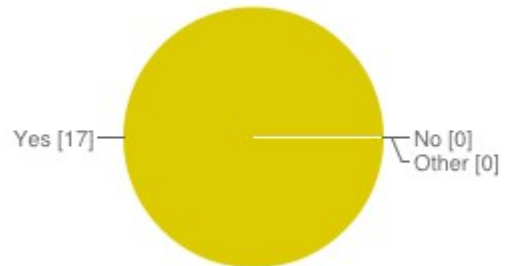
Any additional comments about the preparatory work needed?

The WP leaders communicated their needs for input and involvement.

During the meeting

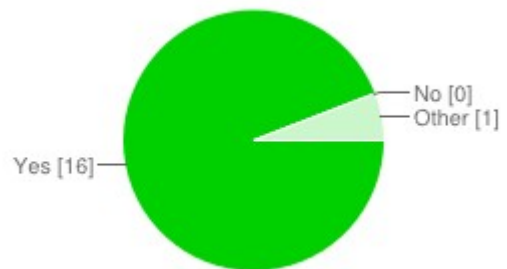
Was the agenda logical and comprehensive?

Yes	17	100%
No	0	0%
Other	0	0%



Did you feel you could influence the agenda if necessary?

Yes	16	94%
No	0	0%
Other	1	6%



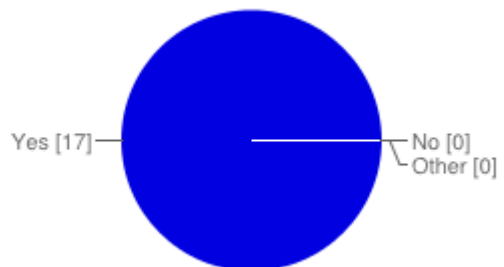
Did you feel you could contribute to the meeting when you wanted to?

Yes	17	100%
No	0	0%
Other	0	0%



Are you satisfied with the way the meeting was conducted?

Yes	17	100%
No	0	0%
Other	0	0%

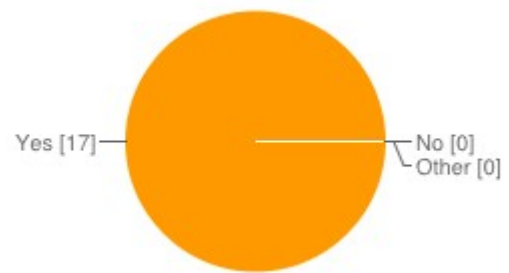


At the end of the meeting

I have a clear idea about which stage the project has reached so far

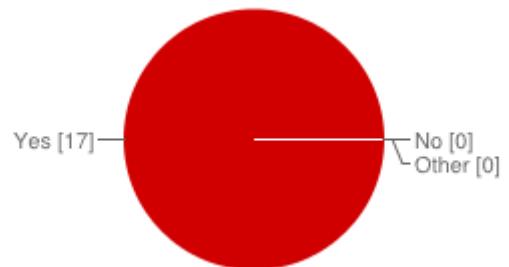


Yes	17	100%
No	0	0%
Other	0	0%



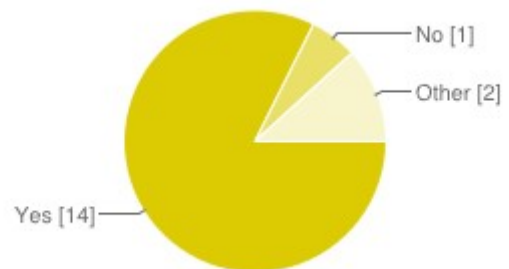
I have a clear idea about what I have to do in order to end the project well.

Yes	17	100%
No	0	0%
Other	0	0%



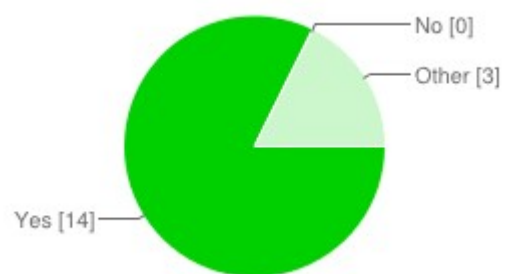
I am satisfied with the main communication channels to be used until the end of the project.

Yes	14	82%
No	1	6%
Other	2	12%



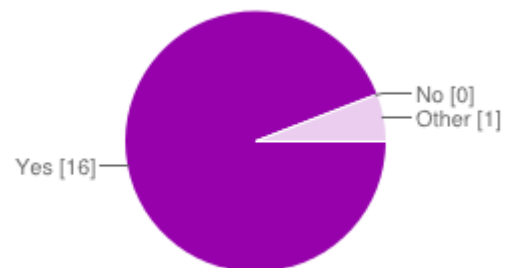
I am satisfied with the products of the project so far.

Yes	14	82%
No	0	0%
Other	3	18%



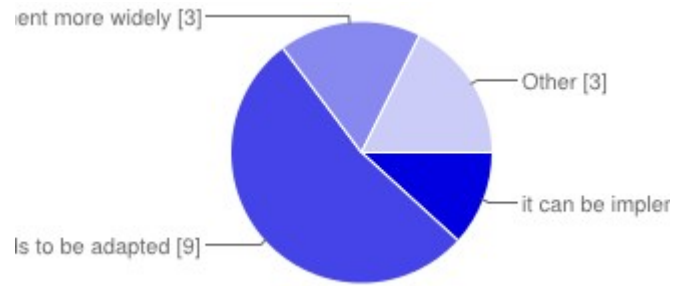
I am confident that the project will achieve its aims

Yes	16	94%
No	0	0%
Other	1	6%



How do you feel about the VITAE business model?

it can be implemented with little change	2	12%
it is a useful model which needs to be adapted	9	53%
designing the business model helped us implement the pilots but is not general enough to implement more widely	3	18%
Other	3	18%



I wish that we had...

more time for discussions. I wish that we had key persons of the pilots/project from all partners attending the meeting.

More physical meetings left!

Time and budget for a M5 meeting.

I wish that we had not ...

Additional comments

The business model reflects the conditions in our country. And we are running the courses according to the business model

Thanks to our hosts and co-organisers from Norway.

Positive people who work together to get a good and useful result!

Once more I think that the Project group works well and make strong efforts to fulfill the aims of the project.

excellent meeting, excellent team, excellent project. Tks