

HelmholtzZentrum münchen

Deutsches Forschungszentrum für Gesundheit und Umwelt

EURHOBOP Kick-off meeting

Work package 3: Evaluation of the project

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Evaluation of the project

The internal Project evaluation plan will be based on four aspects:

1. Consortium agreement

- will be signed by all partners at the kick-off meeting
- will collect all the details of the partners' participation and obligations
- will include the consequences of non-compliance

-→ Proposed alternative: preventive measure

Evaluation of the project

2. Active participation in the project activities

- active participation of both associated and collaborating partners
- adherence to the timetable of the scheduled tasks
- a deviance of $<10\%$ would be considered optimal performance

-→ **Proposed alternative:** include a rescue partner, or increase the number of collaborating partners of the remaining partners, redistribution of the funds of the failing partners

Evaluation of the project

3. The schedule for milestones and deliverables has to fit the project WPs plan

-→ **Proposed corrective measures:** meetings and teleconferences will be key for establishing good relationships, examining the execution level of the scheduled tasks, and preparation of the deliverables

Evaluation of the project

4. Benchmarking functions on the project web site

- the final versions of the benchmarking functions will be posted on the project web site
- a large sample of European hospitals will be invited to register and use the functions to benchmark themselves
- a response rate of 25% would be regarded as an important achievement

-→ Proposed alternative: a second round of invitation e-mails will be forwarded to the Hospital Managers and Heads of Cardiology Departments

Evaluation of the project

External Project evaluation plan:

- An independent Scientific advisory Committee will be invited with a mix of three selected Public Health authorities, clinician, researchers and epidemiologists to judge the performance, achievements and task completion at mid period of EURHOBOP completion
- A specific report will be provided by the experts

Evaluation of the project

Basis:

Consortium Agreement which defines tasks and responsibilities of partners including deliverables and time table

WP3 tasks:

1. Monitoring of adherence to timetable, tasks and deliverables

- Reminders and reporting forms (to be developed) to all project partners involved in the respective WP
- Report of deviations from timetable and tasks to the responsible person (to be discussed); problems may be discussed in meetings and teleconferences
- Regularly (to be defined) summary reports on project status to partners
- Monitoring forms and reports will be distributed by e-mail or via intranet

Evaluation of the project

2. Meetings and telephone conferences

- Agenda for meetings and telephone conferences
- Presentation of project progress
- Identification of problems regarding project progress to be discussed
- Meeting minutes incl. distribution to project partners

3. External Advisory Board evaluation

- Provision of data on project evaluation