**The ToWe Project**

**Enhancing Opportunities for Toddlers’ Wellbeing**

**Self-evaluation sheet:**

# Co-ordination and leadership of the Project

**WHAT?**

Evaluation of the co-ordination and leadership in the partnership

# INDICATORS:

* A clear division of tasks between the partners
* A clear work plan and timetable is available
* All partners know the main goals and results being aimed at
* There is a clear distribution of responsibilities among the partners
* There is an agreed decision-making procedure; each partner has his/her say
* The methods of communication between partners are agreed and regular communication is arranged
* Contributions made by the partners are valued

|  |  |  |
| --- | --- | --- |
| **Decision making procedure** | yes | no |
| Are the language competencies of all representatives taken into account? | x |  |
| Is everybody able to contribute to the same extent? | x |  |
| Are all relevant topics tabled during the meetings? | x |  |
| Is all relevant information available in due time? | x |  |
| Is each partner consulted when important decisions regarding the process of the project have to be made? | x |  |
| Are the co-ordinators in the different partner institutions authorised to take decisions? | x |  |
| Comment:My feeling is that all participants in the TOWE project have felt valued and respected, as well as free to participate and add to the development of the project. A true community has been created.  |
| **Division of tasks** |  |  |
| Is the work plan and timetable clear for all partners? | x |  |
| Are the partners aware of the common project goals and the specific goals for each partner institution? | x |  |
| Is each co-ordinator aware of his or her responsibilities? | x |  |
| Is there a clear and realistic description of the tasks of the international project co-ordinator and each partner?  | x |  |
| Is there sufficient inside information on the situation in the partner institutions in order to appreciate the contributions of the partner?  | x |  |
| Comment:All partners have been clearly informed of all details as well as aware of responsibilities. Everyone has followed the timetable, done the required tasks and shared all relevant information.  |
| **Timetable and communication** |  |  |
| There is a clear time table with activities for each partner | x |  |
| A time schedule for communication between partners and for exchange of material is available. | x |  |
| Every partner is in possession of the time table | x |  |
| The co-ordinator respects the deadlines | x |  |
| The work plan can be accessed and updated by every partner  | x |  |
| The means and frequency of communication are discussed | x |  |
| The technical communication levels of all partners are taken into account. | x |  |
| Comment: |

Using the following four point scale please rate the quality of selected key aspects of the project.

4= excellent; 3= good; 2=average; 1= poor/requires improvement

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Area** | **Aspect** | **4** | **3** | **2** | **1** |
| (a) Planning and Management | Clear planning and management guidelines in the project plan  | x |  |  |  |
|  | Clarity of guidelines for the organisation of different aspects of the project  | x |  |  |  |
|  | Clarity of understanding of arrangements for meetings and deadlines for materials  | x |  |  |  |
|  | Clarity of roles and responsibilities  | x |  |  |  |
|  | Equality of participation | x |  |  |  |
| (b) Co-ordination and leadership | Effectiveness of co-ordination and leadership | x |  |  |  |
|  | Acknowledgement of the experience and expertise of all partners by coordinator  | x |  |  |  |
|  | Promotion of teamwork, sharing of experience and expertise  | x |  |  |  |
| Comment: |

**What is the coordinator’s strongest point?**

Her constant support to all members of the team, making them all feel a key part of the project. Communication among all members of the project, as well as clear guidelines concerning tasks to do.

**Any areas of improvement for the coordinator?**