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## TITLE

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## OVERALL RISK ANALYSIS

The following risks may arise during the project:

1. The effects of COVID
2. The availability of Staff
3. The effects of policy structure of participating organisations

The risks and the measures that will be taken to handle these risks are described below.

### Ad1 The effects of Covid

The biggest risk is a continuation of the COVID19 crisis and further mobility restriction. This might lead to cancellation or postponement of activities like the Transnational Project meetings. To overcome this, online meetings can be organised. In case of emergency, there is still room for an extension of the project period.

For all activities including mobility's, the risk of cancellation will be insured. Both for airline tickets and accommodation cancellation insurance will be taken.

Other costs for transnational meetings will only be made after a Go from the project management. In addition to the regular risks, we now have to deal with Corona. Because each country, government and management has to deal with Corona but because the situation is also very different per country, we can't predict the rules and obstructions in the near future. Fact is that our institutes need distance learning more than ever.

The situation in the four countries of our partnership is different, luckily. Each management has a different policy according the Corona safety rules. The internalisation department of Terra has stated that all foreign internship are cancelled until November, and no costs can be made for preparation of internships later this year.

How do we minimize risks in the near future. In the worst scenario if we can't meet in January 2021, we can start the development of our products and cooperation anyway despite e.g. prolonged lockdown. We all have to figure out what the period after will look like.

Our institutes, but also Erasmus+, have to deal with that. We are sure that we can keep an open communication with Erasmus+, to work on the adaptations needed for this crisis, and the period after.

### Ad 2. The availability of staff

Availability of staff can form a risk; all partners have a full portfolio. To tackle this, we will make a tight time schedule and plan meetings in an early stage so every partner can arrange his or her availability in close contact with the management of their organisation.

### Ad3. The effects of policy structure of participating organisations

Another risk might be the structure and policy of the participating organisations. The output can be great but the impact low. To what extent is the participating school free in the choices for organizing their own education? Examples are the intake policy of new students, HR policy, PR policy, setting up

a sustainable organization / education. How important does management consider the outcomes of a project? Is there enough commitment to change things? Is there enough money and time? You can solve this by involving the management already before the start of the project and by letting them play an active role so there is ownership. Possible changes and/ or improvements are implemented then faster and more fully.

By adopting the PDCA cycle, problems and constraints will become visible in an early stage. The handbook describes the time schedule, the tasks of all participants and all forms. After the 1st. TPM, we will evaluate phase 1. Any changes, adaptations needed? We will add those and proceed with the project and PDCA.

In a teaching environment, the risk of losing project partners is evident, e.g. teachers change their jobs, change their responsibilities, schools merge to larger conglomerates. The project management must foresee and deal with these risks. In the project management we reduce those risks by making agreements.

## Overall handling of risks

Coordinators of the project are Evelien Kist (overall including partner contracts, accountancy and budget control) and Hilda Weges (handbook, website, Dropbox and coordinating IO).

Tasks during the project are to inform the partners of the activities planned. They also check on partners if there's continuation on development of products. Coordinators do that by e-mail and WhatsApp. Coordinators have the responsibility to hand over their task, when they can't fulfil it.

Project partners school: Each school has two or three delegates who are closely joined to the project. These persons have the responsibility to inform their colleagues. The delegates have the task to collect good practices, provide a needs analysis, a dissemination plan and a risk analysis, organise a TPM and/ or a Multiplier Event, When they can't fulfil their task they have to hand it over.

Tasks: each project partner is responsible to fulfil the tasks as mentioned in the handbook and agreed on during Trans National Meetings. If they can't perform their tasks, they have to inform the coordinators. Developments are kept in Dropbox, which makes a transparent process.

If partners are not able to finish their task within the designated time, they will report this to the project management. The project management can then decide to reallocate the designated time budget.