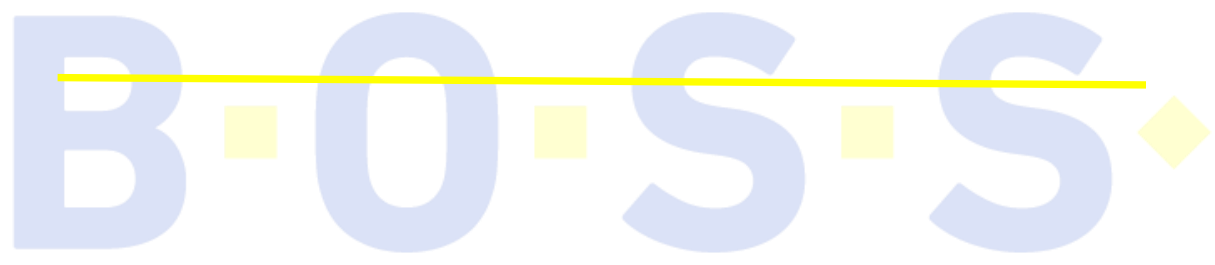




**Business Opportunity Support System upgrade for strengthening European innovation ecosystem**

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**Quality Control System**



# BOSS

## Quality Control System

Project Acronym:	BOSS
Project full title:	Business Opportunity Support System upgrade for strengthening European innovation ecosystem
Project No:	2018-1-RS01-KA203-000428-RS01
Funding Scheme:	ERASMUS+
Coordinator:	UB – University of Belgrade
Project start date:	October 01, 2018
Project duration:	22 months

Abstract	<p>The Quality Control System outlines the main definitions related to quality management.</p> <p>It defines processes for planning and executing the project activities and sets the minimum principles and requirements needed for implementation of effective quality assurance and control.</p> <p>It also provides templates to be used.</p>
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## DOCUMENT CONTROL SHEET

Title of Document:	Quality Control System
Work Package:	Project Management and Implementation
Last version date:	30.04.2020
Status:	Updated document
Document Version:	v.3
File Name	QCSysSystem_BOSS_v.3.docx
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## ABBREVIATIONS

A	Activity
Dt	Development team
Disst	Dissemination team
EU	European Union
META	META Group SRL
NA	National Agency
PMt	Project Management Team
QAt	Quality Assurance team
QCS	Quality Control System
SC	Steering Committee
UB	University of Belgrade
ULiège	University of Liège

## EXECUTIVE SUMMARY

The Quality Control System (QCS) is a deliverable related to the Project Management and Implementation activities of the BOSS project. It has been created and structured by Quality Assurance team (QAt) and it is based on project partners' positive experience in management and implementation of EU funded projects.

The QCS outlines the main quality management aspects and defines principles, requirements and processes needed to implement an effective quality assurance and control. Accordingly, templates which support an effective quality assurance and control are provided as annexes.

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## 1. INTRODUCTION

The Quality Control System (QCS) was created by QAt in month 2 of the project and it will be implemented by all project partners during the project implementation. It gathers procedures, methodologies and performance indicators that will help in monitoring of project progress in both external and internal level. Internal quality control and monitoring will be performed by QAt with the purpose to achieve the best results and overcome any potential obstacles. External evaluation will be done through regular communication with associated partners and other stakeholders who will provide feedback on the quality of prepared Intellectual outputs. Also, questionnaire will be created and integrated into Boss platform, and it will ensure feedback on satisfaction with provided services from each and every user who registers to the platform during the project, and afterwards.

## 2. QUALITY EXPECTATION

The present chapter presents the expectations of the project consortium with reference to the BOSS outputs and activities as well as the expectations relevant to the project management.

### 2.1. Quality of the project

Academia and private sector have joined their forces in the BOSS project in order to strengthen the connections between education, research and business by fostering entrepreneurial mindset in teachers, researchers and students through innovative methods which enable successful creation and transfer of innovation from academia to private sector.

The partners agree that this overall objective shall always be in the forefront of all decisions to be taken.

The specific objectives of the project are:

- To develop Open Educational Resources in a form of Business Opportunity Self-Assessment methodology, Business Opportunity Development Planning Tool, appropriate educational material in different format, and open, automatized and web-based Business Opportunity support system (BOSS platform);
- To stimulate teachers', researchers' and students' ability to initiate and carry out entrepreneurial projects, ranging from opportunity recognition to opportunity exploitation.
- To strengthen existing business opportunity support system at partner organizations by incorporating innovative OER into existing practices, which secure efficient transfer of ideas to market and encourage university-industry collaboration;



## 2.2. Quality of documents

A consistent and common format for all document-based deliverables is to be followed by all partners using templates provided within this system:

- Annex A – Word Document template
- Annex B – Power Point Presentation template
- Annex C – Meeting Minutes template
- Annex D – Attendance Sheet template
- Annex E – News template
- Annex F – Checklist for review of Intellectual Outputs

Those templates are adopted in order to ensure a common appearance of deliverables as well as to ensure that a minimum amount of information will appear consistently in all documents produced by the project. This is not relevant to deliverables that by their nature need to have a different format (i.e. project brochures, newsletters).

When partners produce studies and publications as deliverable, they are obliged to put Erasmus+ logo consisting of sentence *“Co-funded by the Erasmus+ Programme of the European Union”* on the cover or the first page. Moreover, they must use following disclaimer on the inner pages: *“This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein”*



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## 2.3. Quality of Project Management and Implementation

The project management and implementation structure was established at the project's Kick-off meeting to ensure effectiveness, decisiveness, flexibility and quality of work related to Project Management and Implementation activities. It involves the Coordinator, a Steering Committee (SC), Project Management team (PMt), Quality Assurance team (QAt), and Dissemination team (Disst). Each project partner has nominated his team members based on his/her expertise and experience to different team.



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Project Management team (PMt) will manage all operational aspects of project, including interaction with NA. Structure and functions of all project bodies as well as full decision-making process will be defined by project management procedures, developed by PMt in month 2 of the project. The project management will be transparent and flexible but also strict enough to ensure the implementation of the project activities in order to achieve the project's objectives.

Steering Committee is responsible for monitoring and evaluation of the overall progress and impact of the project. SC meetings will be organized three times during the project in order to evaluate the overall progress of the project: both the process of developing and implementing the project, and its actual impact on its intended audience, and provide guidance to the project team if necessary.

Steering Committee will be in charge of conflict management.

Each partner is equally and independently responsible for assigned activities, money use and reporting.

Meeting Minutes Template (Annex C) will be used for preparation of team meeting reports. Also, Attendance Sheet template (Annex D), will be prepared and filled in during every Transnational meeting.

To secure successful project management and implementation, a set of Key Performance Indicators have been set following the application form and will be measured throughout the project. Each PMt, Dt, Disst, and QAt member is responsible for providing necessary information to PMt, Dt, Disst, and QAt leaders which will enable efficient project monitoring according to annex G.

## 2.4. Quality of dissemination and exploitation

Dissemination and exploitation activities of the project will adhere to the Dissemination and Exploitation Plan (A3) of the project. All promotional materials will reflect the visual identity of the project and the Erasmus+ Programme.

Dissemination team (Disst) is responsible for design of all promotional material. The materials will be disseminated by all project partners via different communication channels.

Disst will monitor and evaluate realization of Dissemination and Exploitation Plan (visual identity, website maintenance, events schedule, stakeholder involvement, diversity of dissemination materials) and prepare reports necessary for quality control of results (number of actions on website and social media, use of developed tools, number of likes, followers, content views etc.).

Additionally, involvement of Associated partners will greatly contribute to project visibility and engagement of stakeholders since they gather a wide range of stakeholders in Europe and are respected members of European entrepreneurship and innovation ecosystem.

The project envisages setting up the public BOSS web-site and the BOSS Trello as intranet tool for project management. Moreover, social media pages (Facebook and LinkedIn) will be established, in order to ensure project's visibility in the social media sphere. All representation





tools will be continuously updated by the partners and are intended to effectively communicate the results of the project.

UB will be responsible for setting up and maintaining the BOSS web-site with all information and materials received from project partners according to the News Template (annex E) and UB will perform analogous activities on Facebook and LinkedIn. Moreover, all partners are asked to promote BOSS project on their websites and other electronic tools (such as: Facebook, Twitter and LinkedIn profiles/groups, newsletters, etc.) by providing short description of the project, logo and link to BOSS website.

The BOSS Trello can be accessed by all partners depending on their assigned tasks and roles. It will be the single point of reference for the project documentation and communication among partners. UB will set up and maintain the BOSS Trello.

ULiège provides free access for all partners to a virtual conference room (Lifesize software). This system is a video conferencing and screen sharing solution that can be useful for all our meetings. The conference room is open 24/7 and for the whole duration of the project.

All tools will be implemented with high performance, good functionality and stability, according to the BOSS document templates, emphasizing the maximum reach and awareness of the target audience.

## 2.5. Quality of intellectual outputs

Development team, led by META, will be responsible for development of Intellectual Outputs.

A common quality expectation for all outputs is their relevance to reach the objectives of the project, with a further focus on their development in an efficient and effective manner. Timely delivery following the project timetable and the Application Form is expected.

Internal quality control and monitoring will be performed by reports on project partners' work by QAt and regular meetings with the purpose to achieve the best results and overcome any potential obstacles. The satisfaction of associated partners, other stakeholders and end users will also be investigated. This internal and external quality control and monitoring is described in the following chapters (3 and 4).

All the written contributions will comply with the desired format (when applicable: Word Document Template in annex A or annex PowerPoint Presentation template in annex B).

## 3. Internal quality control and monitoring

### 3.1. Project Quality Assurance Strategy

The quality assurance in BOSS includes four levels of internal quality control (1) Development team and leader, (2) reviewers (QAt), (3) Coordinator and (4) Steering Committee:

#### 3.1.1. Development team and leader:

The 1st level corresponds to the activity level. The presentation of intellectual outputs of the project is a joint responsibility of the team involved and its leader. It shall guarantee the quality and timeliness of the outputs as identified in project timetable and Application Form. They present a “final draft output” to the QAt (i.e. the output reviewers).

#### 3.1.2. Output reviewers (QAt):

The 2nd level of control is elaborated by at least two assigned reviewers of the QAt who are not authors of the output. The reviewers have 5 working days to respond by sending comments using the template for the quality assurance checklist (Annex F). The output authors have 5 more working days to conform to the reviewer comments or send their written objections. In this case the reviewers will have another 5 days to send back their final comments.

In case profound disagreements between reviewers and Dt arise, the 3rd level control of the outputs will allow the project coordinator to have a final say – with the possibility to involve the rest of the consortium if deemed necessary.

#### 3.1.3. Coordinator level and final approval:

The 3rd level control is carried out by the Project Coordinator. A draft output that has passed the 2nd level of control will be checked by the Coordinator for final comments and approval.

It shall be possible to include an output in the project reports even if its formal approval is still pending, if it has passed the 2nd level of control without profound disagreements as then no major alterations are to be expected.

If a draft intellectual output has not passed the 2nd level control and there are disagreements between the output authors and the reviewers, the Coordinator will take corrective actions in order



to correct and approve the intellectual output. If necessary, the Coordinator may involve the rest of the consortium.

Only in case of profound disagreements that were not solved by the coordinator, the draft intellectual output will be sent to the steering committee.

#### 3.1.4. Steering Committee level (only if required):

The 4th level control is not mandatory and is done at the Steering Committee level only in case of profound disagreements between the partners and the coordinator. The Steering Committee is the highest decision-making body of the partnership that will take all the necessary corrective actions in order to come up with acceptable outputs.

### 3.2. Quality responsibilities

Different roles are identified with reference to the development of the project activities and in particular the project quality assurance procedures. Different responsibilities are associated with the different roles.

#### 3.2.1. Development team

META is the Development team Leader and:

- Is responsible for coordinating the development of the intellectual outputs
- Is responsible for assigning parts of the work to other partners involved in the activities,
- Is responsible for coordinating the work of other partners involved in the activities, providing guidance when necessary,
- Is responsible for aligning the contributions of the other partners involved in the activities, in order to produce the intellectual outputs,
- Is responsible for the submission of the draft intellectual output to the QAt (2nd level control) and the coordinator (3rd level control).
- Is responsible for implementing the suggestions of the QAt, assigning certain amendments as appropriate,
- Is responsible for sending the amended draft intellectual output,
- Reports to the Coordinator for any problems occurring during the implementation of the activities.

The co-authors, other partners involved in the activities:

- Are responsible for the production of their part in the output according to the Dt Leader's instructions.
- Make sure that their written contributions comply with the templates (annexes A and B) so that to ensure that the Dt Leader will be able to put all contributions together in the desirable format.



- Are responsible for providing to the Dt Leader all the complementary information regarding their work (i.e. references, bibliography, methodologies used, contact details of people interviewed etc.)
- Are responsible to implement amendments to their contribution as a result of the amendments requested by the QAt, after consulting with the Dt Leader.

### 3.2.2. Quality Assurance team (QAt)

ULiège is the QAt Leader and the QAt:

- Is responsible for the Quality Assurance exercise of intellectual outputs,
- Receives each draft intellectual output from the Dt Leader and provides feedback using the Checklist for review of intellectual output (Annex F),
- Sends the Checklist for review of output to the Dt Leader and the Coordinator,
- Verifies the satisfactory implementation of the recommendations included in the Checklist for review of output, in co-operation with the Dt Leader,
- Cooperates with the Project Coordinator on general issues related to the level of quality of the project's outputs as appropriate.

### 3.2.3. Project Coordinator

The project coordinator is UB and:

- Cooperates with the QAt and the Dt Leader on all matters arising relevant to ensuring the quality of the project's intellectual outputs,
- Accepts the intellectual outputs or provides final comments to the Dt Leader (3rd level control),
- Cooperates with the Dt Leader in order to ensure that all activities are progressing in conformity with each other and that any cross-activities inputs and outputs are being delivered as foreseen by the activities description,
- Informs the QAt the Dt Leader of any changes in the Partnership Agreement and the related Work Plan or any implicit changes in the implementation of the project that may affect the timing or the content of the relevant outputs,
- Officially submits all approved outputs and consults after their approval at 4th level control (if needed).

### 3.2.4. Project Management team (PMT)

PMT is coordinated by UB and:

- Manages all operational aspects of project;
- Identifies potential risks;
- Monitors risks;
- Monitors timelines;
- Monitors the quality of the project as it develops;



### 3.2.5. Steering Committee (SC)

- Provides advice (and sometimes makes decisions) about changes to the project as it develops.
- Is in charge of conflict management;
- If there is need for 4th level of control, officially approves and finally accepts the outputs;
- Is responsible for monitoring and evaluation of the overall progress and impact of the project.

### 3.2.6. Dissemination team (Disst)

Disst is coordinated by the team Leader UB and:

- Is responsible for creation and implementation of Dissemination and Exploitation plan;
- Is responsible for creation and publication of content via different communication channels;
- Is responsible for communication with associated partners;
- Prepares reports necessary for quality control of results (number of actions on website and social media, use of developed tools, number of likes, followers, content views etc.).

## 4. External Quality Control and Monitoring

Quality of prepared Intellectual outputs will also be confirmed through feedback from associated partners and other stakeholders.

Associated partners will be invited to provide feedback on created Intellectual Outputs at least two times during the project. Due to the nature of different Intellectual Outputs and the dynamics of the creation process, they will be invited to provide feedback on some IOs before the final version is made, and for some, such as O3 and O4 after the output is created. Information will be collected using direct and indirect communication (online and face-to-face meetings, emails, telephone calls, questionnaires, etc.). To allow the impact assessment of the project activities, the QAt will produce reports on received feedback.

Other stakeholders will be invited to register on the platform/to use the platform in their everyday business and to provide their feedback.

Furthermore, a questionnaire regarding user satisfaction will be created and integrated into the Boss platform, and this will ensure feedback from every user who registers to the platform. QAt will produce a summary report on received feedback which will include a review of statistical data with graphical presentations of users' satisfaction.



Additionally, Tempus Foundation (NA), through different measures, such as:

- Desk monitoring;
- Follow up meetings;
- Thematic monitoring meetings;
- On the spot checks;
- Monitoring visits;

Shall perform three types of monitoring:

- Preventive (at the beginning of the project)
- Advisory (following the interim report submission)
- Control (after the completion of the project, field monitoring will aim to evaluate project results, its consequences, impact, the sustainability of the activities and programmes set up, multiplier effects).

The monitoring by NA includes the assessment of various aspects of project implementation, such as Quality of Implementation, Impact and Dissemination, Quality of the project team and the cooperation arrangements and Relevance of the project. Based on the quantification of these aspects, the NA creates the report on their findings and prepares written recommendation for further project implementation.

## 5. General Project Guidelines

BOSS will follow different project guidelines and respects the requirements of the program. Apart from the Quality Control System at hand, the reference documents include:

- BOSS project Partnership Agreement
- BOSS project Grant Agreement and its annexes.
- BOSS Project Management procedures
- BOSS project Dissemination and Exploitation Plan

## 6. Amendments to the QCS

The procedures in this QCS can be amended by agreement of all partners or by a decision taken by the project's Steering Committee (SC). Any new version is communicated to all the partners and takes effect 15 calendar days after this communication.



## ANNEXES

Different supporting documents have been elaborated for the overall enhancement of the project quality assurance plan.

- Annex A – Word Document template
- Annex B – Power Point Presentation template
- Annex C – Meeting Minutes template
- Annex D – Attendance Sheet template
- Annex E – News template
- Annex F – Checklist for review of Intellectual Outputs
- Annex G - Key Performance Indicators



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**{NAME OF THE DOCUMENT}**

Project Acronym:	BOSS
Project full title:	Business Opportunity Support System upgrade for strengthening European innovation ecosystem
Project No:	2018-1-RS01-KA203-000428
Funding Scheme:	ERASMUS+
Coordinator:	UB – University of Belgrade
Project start date:	October 01, 2018
Project duration:	22 months

Abstract	
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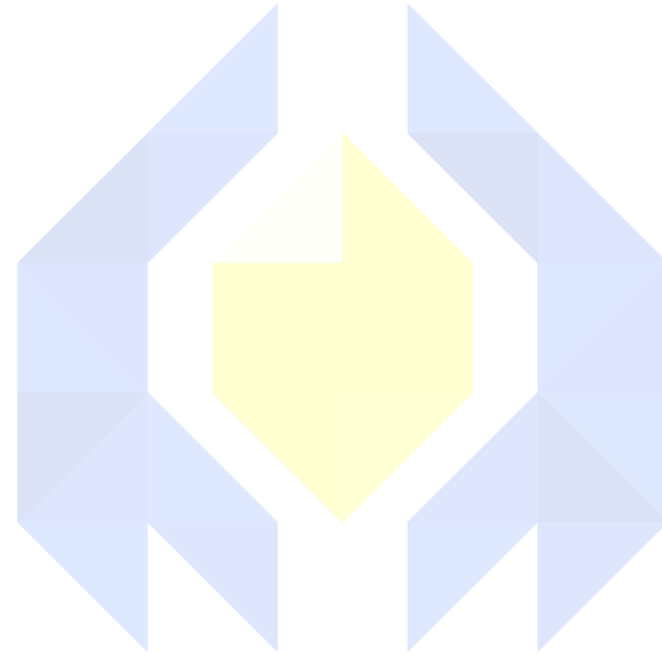
## DOCUMENT CONTROL SHEET

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Work Package:	
Last version date:	
Status:	
Document Version:	
File Name	
Number of Pages	
Dissemination Level	

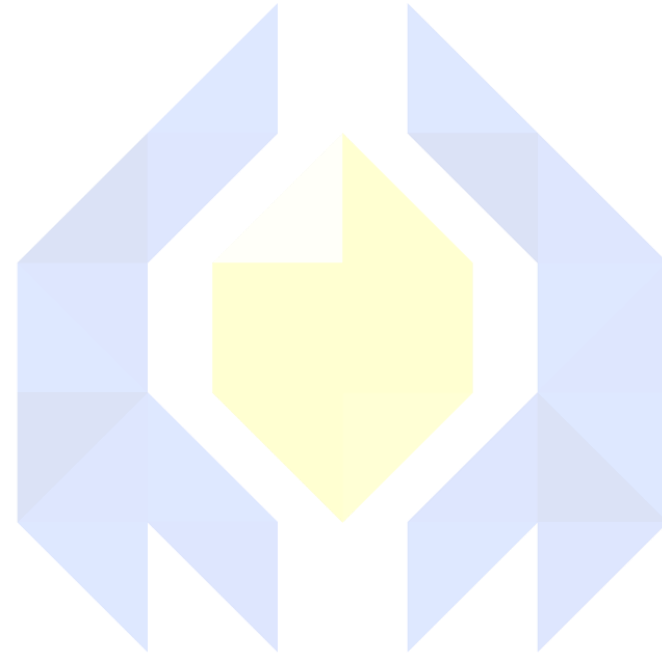
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# Minutes

BOSS

**Date and place:**

**Participants:**

**Absent:**

**Draft:** *Name of person*

**Annexes:**

**Lists:**

**Main topics:**

**Details:**

B-O-S-S



**Project Number:** 2018-1-RS01-KA203-000428

**Project Title:** Business Opportunity Support System upgrade for strengthening European innovation ecosystem

**LIST OF PARTICIPANTS/ CERTIFICATE OF ATTENDANCE**  
[Event name]  
[Date, Place]

No	Name and Surname of Participant	Participant's Organisation	Participant's Contacts (e-mail or phone)	Participant's Signature
1				
2				
3				
4				
5				
6				
7				



No	Name and Surname of Participant	Participant's Organisation	Participant's Contacts (e-mail or phone)	Participant's Signature
8				
9				
10				
11				
12				
13				
14				

**Total number of participants:**



---

Date, Signature of the Organiser (responsible Project Partner Organisation)

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**NEWS and DOCUMENTS for BOSS web site, LinkedIn and Facebook page (Annex E to Quality Control System)**

This template will be used by all project partners for publishing news and final deliverables at BOSS web site and Facebook page. It should be sent to UB (ctt@bg.ac.rs) who is responsible for setting up and maintaining of BOSS web site and for LinkedIn and Facebook communication.

Partner:	
Author:	
News / Intellectual Output title:	
Text of news or short description of Intellectual Output:	
Attachments (if any):	
Agenda:	Title of document (PDF)
Attendance sheet:	Title of document (PDF)
Photos for gallery:	(ZIP, jpg)
Report:	Title of document (PDF)
Deliverable:	Title of document (PDF)
Presentations	List of presentations (PDF)
Other personal remarks:	



## Annex F to Quality Control System: Checklist for review of Intellectual Outputs

Author(s) responsible for the Intellectual Output: \_\_\_\_\_

Output leader: \_

QAt reviewer(s): \_\_\_\_\_

Assurance point	Issues to be addressed	Assessment	Comments	Recommendations
1. Compliance with the objectives of BOSS	Does the output comply with the specific objectives of the project?	YES <input type="checkbox"/> NO <input type="checkbox"/> PARTIALLY <input type="checkbox"/>		
2. Compliance with the objectives of the Intellectual Output	Does the output comply with the Output Description as specified in the Application Form?	YES <input type="checkbox"/> NO <input type="checkbox"/> PARTIALLY <input type="checkbox"/>		
4. Compliance with the format	Is the output presented using the Project's deliverable format – Annex A?	YES <input type="checkbox"/> NO <input type="checkbox"/>		
5. Adequacy of complementary information	Examples of complementary info: · External sources used · Bibliography · List of contacts · Methodology used (i.e. for surveys)	YES <input type="checkbox"/> NO <input type="checkbox"/>		
6. Adequacy of written language	Level of written English	EXCELLENT <input type="checkbox"/> ADEQUATE <input type="checkbox"/> POOR <input type="checkbox"/>		
Overall assessment and suggestions for improvement				
<b>Date of Quality Assurance performed by QAt reviewers:</b>				
<b>Deadline for submission of amended version of the Intellectual Output:</b>				

## Annex G to Quality Control System: Key Performance Indicators

Project activity	Outcomes/Outputs	Indicators of progress	Means of Verification	Language	Dissemination level	Activity Lead	Delivery date	Updated	delivery date
<b>A1 Developing project management procedures</b>	Project management procedures developed	Project management procedures developed	Report	EN	Institutional	UB	30.11.2018.		
<b>A2 Establishing quality control system</b>	Quality control system established	Quality control system established	Report	EN	Institutional	ULiege	30.11.2018.		30.4.2020.
<b>A3 Creating Dissemination &amp; Exploitation plan</b>	Dissemination & Exploitation plan created	Dissemination & Exploitation plan created	Report	EN	Public	UB	30.11.2018.		30.4.2020.
<b>A4 Internal and external quality control and monitoring</b>	Internal and external quality control and monitoring performed (Processes and results controlled and monitored)	Monitoring and evaluation of the overall progress and impact of the project performed by the Steering Committee	Meeting minutes	EN, SR, FR, IT	Institutional	ULiege	31.7.2020.		
		Monitoring and evaluation of realization of Dissemination and Exploitation Plan performed by Disst	Reports/Meeting minutes	EN	Institutional				
		Quality assessment of developed intellectual outputs performed by QAt	Reports/Meeting minutes	EN	Institutional				
		Obtained feedback on project results from associated partners at least 2 times during the project	Reports, Associated partners' feedbacks (emails, meeting minutes, etc.)	EN, SR, FR, IT	Institutional				
		Level of BOSS platform users' satisfaction measured (based on submitted evaluation forms)	Report	EN, SR, FR, IT	Institutional				
<b>A5 Project Management and reporting</b>	Project activities managed and reported	Budget execution and goals achievement; created and submitted reports; Timely completion of project milestones; updated Mobility Tool+; Updated space for Beneficiaries;	Interim and Final Report; Financial management records and other Supporting documentation; Mobility Tool; Space for Beneficiaries	EN, SR, FR, IT	Institutional	UB	31.7.2020.		
<b>A6 Project partner meetings</b>	Project partner meetings organised and realised	Regular project partner team meetings held via virtual communication tools during the project	Meeting minutes	EN	Institutional	UB	31.7.2020.		
		At least 3 Steering Committee meetings organised during the project	Meeting minutes	EN	Institutional				
<b>A7 Design of the project visual identity</b>	Project visual identity designed	Project visual identity designed	Project logo and templates	EN	Public	UB	30.11.2018.		
<b>A8 Developing and maintaining the project web site</b>	Web site developed and maintained (in English)	Project web site developed; Number of information regarding project activities and results disseminated through project website (information published at least 10 times during the course of the project);	Project web site; Report	EN	Public	UB	31.7.2020.		
<b>A9 Creating and maintaining project Social Media Pages (Facebook, LinkedIn)</b>	Social Media Pages created and maintained (Facebook, LinkedIn)	Social media pages created; Number of information regarding project activities and results disseminated through different communication channels (information published at least 10 times during the course of the project);	Facebook and LinkedIn project pages; Report	EN	Public	UB	31.7.2020.		
<b>A10 Publishing information related to project activities and results via project partners communication channels website, Social Media, email, etc.)</b>	Information related to project activities and results published via project partners communication channels	Number of information regarding project activities and results disseminated through different communication channels ( at least 10 dissemination efforts per partner during the course of the project )	Project partners communication channels (website, Facebook, LinkedIn, newsletter, email); Reports on dissemination activities, other supporting documentation	EN, SR, FR, IT	Public	UB	31.7.2020.		
<b>A11 Organising tendering process( subcontracting of platform design &amp; development, web hosting, domain name registration, video production services)</b>	Tendering process organised and finalised; service providers selected	Relevant documentation prepared; Tendering process finalised; Service providers selected and contracts signed;	Tendering documentation; Project website	EN, SR,	Public	UB	30.6.2019.		26.7.2019.
<b>A12 Including BOSS platform in standard procedures of UB and UL Technology Transfer Offices</b>	BOSS platform included in standard procedures	BOSS platform included in standard procedures	Report	EN, SR, FR, IT	Public	UB	31.7.2020.		
<b>A13 Supporting BOSS users</b>	BOSS users supported	Number of BOSS platform users, and interactions between BOSS support team and users (at least 200 users)	Report	EN	Public	UB	31.7.2020.		
<b>A14 Communication and cooperation with Associated Partners</b>	Communication and cooperation with Associated Partners performed	Communication and cooperation with Associated Partners performed at least 4 times during the course of the project	Reports, Minutes, AspS communication channels, emails, etc.	EN	Institutional	UB	31.7.2020.		

Project activity	Outcomes/Outputs	Indicators of progress	Means of Verification	Language	Dissemination level	Activity Lead	Delivery date	Updated	delivery date
<b>O1/A1</b> Review of selected best practices including Partner organizations practices (assessment tools used by business support organizations, technology transfer offices, entrepreneurship centres, IP offices, pre-incubators, etc.);	Best practices regarding assessment tools used by business support organizations, technology transfer offices, entrepreneurship centres, IP offices, pre-incubators, etc., selected and reviewed	At least 6 available best practice examples selected and reviewed	Report	EN	Institutional	META	31.12.2018.		
<b>O1/A2</b> Developing Business Opportunity Self-Assessment methodology based on selected dimensions (English version)	Developed Draft Business Opportunity Self-Assessment methodology	Draft Business Opportunity Self-Assessment methodology developed	Draft document	EN	Institutional	META	28.2.2019.	25.3.2019.	
<b>O1/A3</b> Developing final version of methodology in pdf format	Developed Business Opportunity Self-Assessment methodology	Final version of Business Opportunity Self-Assessment methodology developed	Online publication in pdf	EN	Public	META	31.3.2019.	30.4.2019.	
<b>O2/A1</b> Review of selected best practices including Partner organizations practices (planning tools used by business support organizations, technology transfer offices, entrepreneurship centres, IP offices, pre-incubators, etc.)	Best practices regarding planning tools used by business support organizations, technology transfer offices, entrepreneurship centres, IP offices, pre-incubators, etc., selected and reviewed	At least 6 available best practice examples selected and reviewed	Report	EN	Institutional	META	31.5.2019.		
<b>O2/A2</b> Developing Business Opportunity Development Planning Tool (in English)	Developed draft Business Opportunity Development Planning Tool	Draft Business Opportunity Development Planning Tool developed	Draft document	EN	Institutional	META	31.7.2019.		
<b>O2/A3</b> Developing user guide (in English)	Developed draft user guide	Draft user guide developed	Draft document	EN	Institutional	META	31.8.2019.		
<b>O2/A4</b> Developing final version of tool and guide in pdf format	Developed Business Opportunity Development Planning Tool and User Guide	Business Opportunity Development Planning Tool and User Guide developed	Online publication in pdf	EN	Public	META	30.09.2019.		
<b>O3/A1</b> Preparation of different training materials	Educational material on different topics relevant for business opportunity development and assessment created in pdf/ppt	Number of training materials in pdf/ppt created	Online publications in pdf	EN	Public	ULiege	30.09.2019.	21.10.2019.	
<b>O3/A2</b> Creation of video materials in English	Educational material on different topics relevant for business opportunity development and assessment created in video format	At least 60 minutes of educational material created	Videos; BOSS platform	EN	Public	ULiege	30.09.2019.	30.11.2019.	
<b>O4/A1</b> Devising BOSS platform concept	BOSS platform concept devised	Devised BOSS platform concept	Report	EN	Institutional	UB	30.4.2019.	25.5.2019.	
<b>O4/A2</b> Creating development specification for platform	Development specification for platform created	Created development specification for platform	Report	EN	Public	UB	31.05.2019.	24.6.2019.	
<b>O4/A3</b> Developing User guide in several languages	User guide developed in English, Serbian, Italian and French	User guide developed in four languages	Created documents; BOSS platform	EN, SR, FR, IT	Public	UB	31.7.2019.	15.11.2019.	
<b>O4/A4</b> Developing online Self-Assessment Tool in several languages	Business Opportunity Self-Assessment Tool developed in several languages	Tool developed in several languages	BOSS platform with embedded tool	EN, SR, FR, IT	Public	UB	30.9.2019.	25.10.2019.	
<b>O4/A5</b> Translation and adaptation of Business Opportunity Development Planning Tool in order to achieve different language versions	Different language versions of Business Opportunity Development Planning Tool created	Tool developed in several languages	BOSS platform with embedded tool	EN, SR, FR, IT	Public	UB	30.9.2019.	25.10.2019.	
<b>O4/A6</b> Translation and adaptation of training materials in order to achieve different language versions	Different language versions of educational materials created	Different language versions of education materials in pdf created Subtitles for video materials created in different languages	BOSS platform Online publications in pdf in different languages Video material with available subtitles in four languages	EN, SR, FR, IT	Public	UB	31.10.2019.	15.12.2019.	
<b>O4/A7</b> Developing questionnaire for users in several languages	Evaluation form in four languages	Evaluation form developed in four languages	BOSS platform Evaluation form	EN, SR, FR, IT	Public	UB	31.10.2019.	12.11.2019.	
<b>M1</b> Kick-off meeting in Rome	Kick-off meeting held in Rome	Kick-off meeting held in Rome	Meeting minutes and other supporting documentation (presentations, photos, attendance lists)	EN	Event	UB	30.11.2018.	29.10.2018.	
<b>M2</b> Coordination&Implementation meeting in Belgrade	Coordination&Implementation meeting held in Belgrade	Coordination&Implementation meeting held in Belgrade (Project partner meeting held; Steering Committee meeting held; Shooting of video materials performed)	Meeting minutes and other supporting documentation (presentations, photos, attendance lists)	EN	Event	UB	30.9.2019.	17.-18.10.2019.	