C19 d-Response

Co-funded by the
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COVID-19 Digital Response project
End Stage Report

for

O2 Methodology and Processes for online-, blended- and distance- learning and teaching along the learning lifecycle, both under normal- and Covid-19 and the like- situation, based on digital technology, business continuity best practice and standards.

March 30, 2022

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Project data	Project title	COVID-19 Digital Response
	Project acronym	d-Response
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	Project coordinator	E10142644 SBC School of business competences Ltd.
	Partner organizations	E10065059 Liceul Tehnologic Szekely Karoly
		E10209310 Instituto Tecnologico De Canarias, S.A.
		E10002557 Die Berater Unternehmensberatungs Gesellschaft MBH
		E10248776 ACEEU GmbH
		E10208379 Centre for Advancement of Research and Development in Educational Technology Ltd. - CARDET
	Project result title	O2 End Stage Report
	Document category	Management products
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		Key to division of work:
		R = Responsible – those who do the work to complete the task
		A = Accountable - the one ultimately answerable for the correct and thorough completion of the deliverable or task
		C = Consulted – those whose opinions are sought
		I = Informed - Those who are up-to-date on progress
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Purpose and motivation	The purpose of this End Stage Report is to summarize the COVID-19 Digital Response project's progress at the end of O2 stage, the overall project situation, and give enough information for a decision on how to proceed with the project.
	The partners use the information from the End Stage Report together with the plan for the next stage to decide what action to take with the project.
	It is developed in accordance with PRINCE2 project management best practice.
Scope	This COVID-19 Digital Response project's End Stage Report is focused on the stage "O2 Methodology and Processes for online-, blended- and distance- learning and teaching along the learning lifecycle, both under normal- and Covid-19 and the like-situation, based on digital technology, business continuity best practice and standards.".

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Introduction

The purpose of this End Stage Report is to summarize the COVID-19 Digital Response project's progress at the end of O2 stage, the overall project situation, and give enough information for a decision on how to proceed with the project.

The partners use the information from the End Stage Report together with the plan for the next stage to decide what action to take with the project.

It is developed in accordance with PRINCE2 project management best practice.

The Project coordinator, SBC - School of business competences is responsible for this O1 End Stage Report.

O2 stage. Summary by the project manager.

The O2 stage, "Methodology and Processes for online-, blended- and distance- learning and teaching along the learning lifecycle, both under normal- and Covid-19 and the like- situation, based on digital technology, business continuity best practice and standards.", comprises

Stage O2 covered 12 tasks.

This Intellectual output development is led by CARDET and comprises the next main tasks:

O2-A1 Definition of the online-, blended- and distance- learning and teaching lifecycle. ([A] CARDET, [C] partners)

O2-A2 For each stage of the lifecycle – definition of the typical activities and challenges related to the online-, blended- and distance- forms of learning and teaching. ([A] CARDET, [C] partners)

O2-A3 Considering O2-A1 and O2-A2, design of a core process for online-, blended- and distance- learning and teaching under normal situation ([A] CARDET, [R] SBC, [C] partners)

O2-A4 Business Impact Analysis (BIA) on the core process (as per O2-A3) to:
– Assess the impact during the disruptions of key activities of this process, caused by Covid-19 or similar circumstances
– Define priority deadlines to recover these activities to minimal acceptable levels, considering the time after which their recovery is unacceptable
– Identify the dependencies and necessary resources for these activities
([A] CARDET, [R] SBC, [C] partners)

O2-A5 Risk assessment to:
– Identify the risks and the related scenarios of disruption caused by Covid-19 or similar circumstances
– Assess which disruptions require treatment
– Define treatment according to the online-, blended- and distance- learning and teaching aims.
([A] CARDET, [C] partners)

O2-A6 Definition of education continuity strategy based on the digital platform (O1) and digital learning content (O3). ([A] CARDET, [C] partners)

O2-A7 Development of teaching/learning continuity procedures supported by the digital platform (O1) and digital learning content (O3). These procedures shall provide "digital response" for any scenario of disruption process, caused by Covid-19 or similar circumstances and identified by the Business Impact Assessment. ([A] CARDET, [C] partners)

O2-A8 Development of specific procedures for testing, examination, assessment, validation of competences when the learning is via online-, blended- and distance learning environment. ([A] CARDET, [C] partners)

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O2-A9 Documenting the Methodology subject of O2, which comprises guidelines for specific measures and teachers behaviour when teaching via the digital environment (O1, O3),
and the processes and procedures created by the previous tasks. ([A] CARDET, [C] partners)
O2-A10 Train project partners on the O2 intellectual outputs ([A] CARDET, [R] partners)
O2-A11 Prepare end-stage report and do end-stage activities as required by the Erasmus program and the contract ([A] CARDET, [C] partners)
O2-A12 Publish the stage results at the project web-site after approval. ([A] CARDET, [R] SBC, [I] partners)

The above tasks were completed as planned. Detailed report is provided in **Appendix 1** in a form of Power Point presentation.

Quality assurance of O2 stage output was conducted. This task was led by one of the partners ACEEU GmbH. The rest of partners participated in the assessment. The QA report for O2 is provided in **Appendix 2**. Based on this QA report, we can conclude the O2 stage output is within the tolerances regarding the quality.

No new risks were identified.

Our assessment is that during this stage the project adheres to the selected priorities:
Priority 1 - HORIZONTAL: Innovative practices in a digital era
Priority 2 - HORIZONTAL: supporting educators, youth workers, educational leaders and support staff
Priority 3 - VET: Supporting the uptake of innovative approaches and digital technologies for teaching and learning.

The O2's results are published at the project's web site www.covi19digitalresponse.eu and available for the community. The platform is operational and can be used by the partners or by the other educational organizations as intended. Several training courses were uploaded to test and demonstrate the platform functionality. Thus, part of the COVID-19 Digital Response project's benefits are achieved and can be exploited.

Our conclusion is the project is viable and we can proceed with the next stages.

This end stage report was prepared by Stoyan Drenski, SBC

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