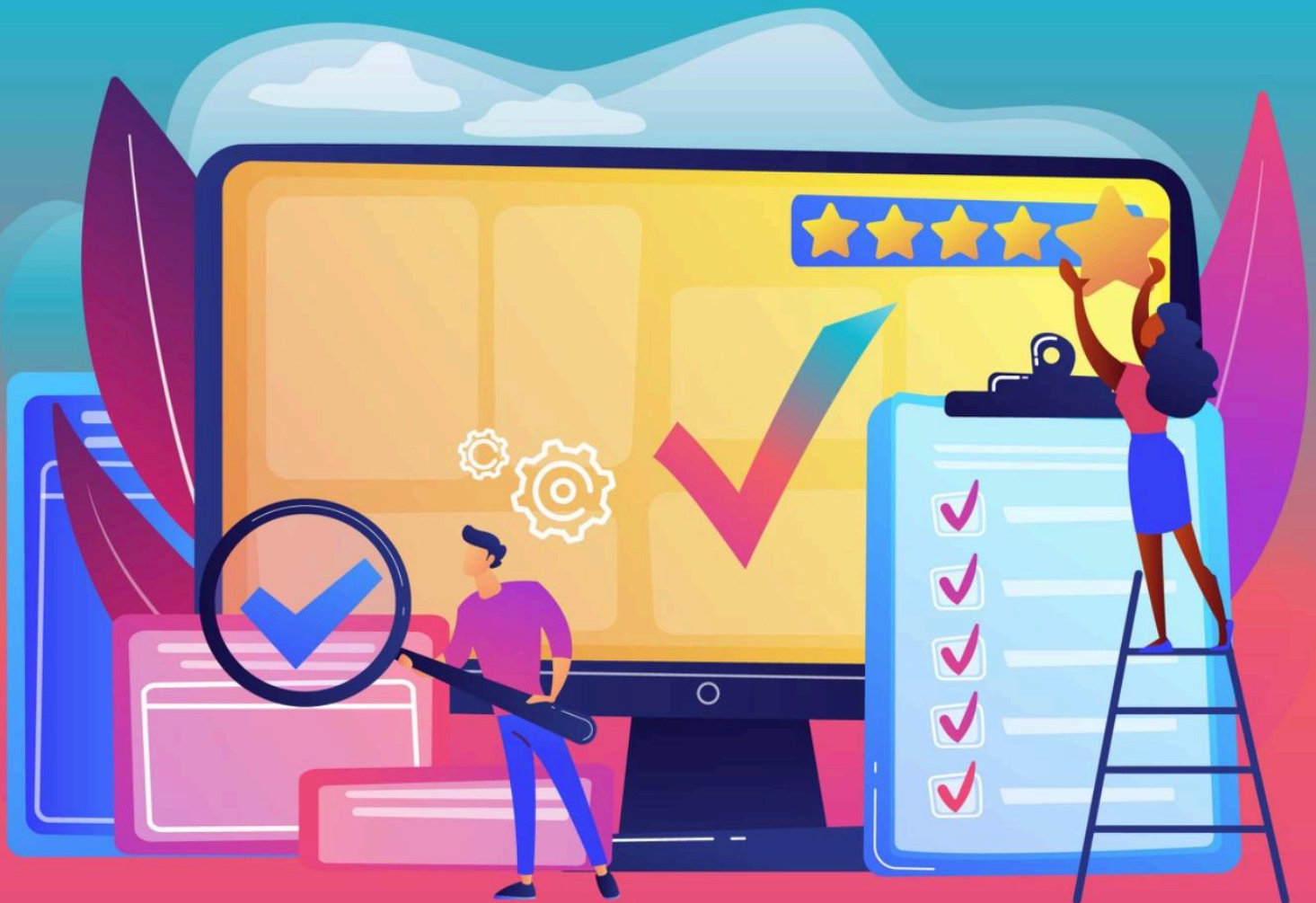




**Digital Diversity:  
Crafting Inclusive AI Narratives**

Project Number:  
2025-1-DE02-KA210-VET-000354956

# Quality Assurance Plan



Co-funded by  
the European Union

# Quality Assurance Plan

## Digital Diversity: Crafting Inclusive AI Narratives (D2CIN)

Project Number: 2025-1-DE02-KA210-VET-000354956

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## 1. Objectives of the Project

The Erasmus+ co-funded project Digital Diversity: Crafting Inclusive AI Narratives (D2CIN), Project Number: 2025-1-DE02-KA210-VET-000354956 seeks to transform vocational education and training (VET) by harnessing the potential of inclusive, accessible, and ethical conversational AI. Building on the vision of equitable digital learning, the project introduces innovative AI-driven tools, such as interactive AI avatars, designed to provide personalized support and adaptive instruction to diverse learners. By integrating advanced technologies with inclusive pedagogical principles, D2CIN aims to reduce educational inequalities, improve digital literacy, and foster future-ready skills across Europe.

The Quality Assurance (QA) framework ensures that all project processes, outputs, and results align with the highest standards of transparency, reliability, and impact. Central to this framework is the systematic monitoring of project milestones, the continuous evaluation of deliverables, and the active involvement of partners and stakeholders in feedback loops. This approach not only guarantees compliance with Erasmus+ standards but also strengthens trust in the credibility and usability of the project's outputs.

The project pursues three interconnected objectives:

Enhance AI-Driven Inclusive Education – by implementing ethical guidelines that support the creation of conversational AI avatars reflecting diverse cultural, gender, and ethnic perspectives. This ensures representation, fairness, and accessibility while equipping learners with critical competencies in bias mitigation, ethical AI development, and inclusive design.

Advance Digital AI Literacy and Readiness – by strengthening the capacities of educators, freelancers, and VET professionals in digital storytelling, UX design, and AI technologies, thereby fostering resilience and adaptability in a rapidly evolving digital environment.

Innovate Adaptive AI-Based VET Training – by designing a scalable and adaptive training model that personalizes learning experiences, integrates emerging AI techniques into VET curricula, and promotes inclusive pedagogical practices aligned with future labor market needs.

Through rigorous quality assurance mechanisms, D2CIN ensures that these objectives translate into tangible, high-impact results: ethical guidelines for inclusive AI development, a practical “Accessible AI for Education” handbook, and an adaptive training model underpinned by a robust feedback navigator. Together, these outputs will contribute to

advancing digital inclusion, mitigating bias, and enabling educators and learners to thrive in equitable, AI-powered learning ecosystems.

## 2. Key Elements of the Quality Assurance Plan

The **purpose** of the Quality Assurance Plan (QAP) is to

- define the project's quality-related procedures, the areas of application, the implementation processes and the roles and responsibilities of the partners; and to
- document how the project will plan, implement, and assess the effectiveness of its quality assurance (QA) and quality control (QC) operations

All collaborators (at all levels) have a responsibility for understanding and implementing our Quality System. Any operational partner participating in this project and receiving funding from the European Commission must contribute to and benefit from this Quality System.

### 2.1. Definitions

**Quality System (QS):** The quality system provides the framework for planning, implementing, and documenting work performed by the project organization and for carrying out required QA & QC activities

**Quality Management (QM):** The aspect of the project's overall management system that determines and implements the quality policy. Quality management includes strategic planning, allocation of resources, and other systematic activities pertaining to the quality activities.

**Quality Assurance (QA):** A system of project management activities involving planning, implementation, documentation, assessment, reporting, to ensure that the project outcomes show the quality expected by the European Commission.

**Quality Control (QC):** The overall system of activities that measure the performance of the project's processes against defined standards to verify that they meet the stated requirements, and activities that are used to fulfill quality requirements.

## 2.2. Our Quality System

### Our Quality System

- is a framework of management and technical activities, which evolve around a cycle of planning, implementing, and assessing.
- It describes the policies, objectives, principles, organizational lines of authority, responsibilities, accountability, and implementation plan of the project
- It ensures the quality of the project's work processes and products
- It ensures that the project's outcomes are of adequate quality and usability for their intended purpose

## 2.3. Tools and Elements of our Quality System

Our Quality System includes the following elements:

- **Planning:** Quality Assurance Plan (QAP), i.e. this document
- **Implementation:** Quality Assurance Activities (in connection with the project progress meetings and the final report)
- **Assessment:** Management assessments (self and independent) of project activity, evaluation questionnaires, validation and verification through pilot tests.

For each targeted result, the QAP will monitor the following areas:

- **Strategy** of project implementation
- **Partners**
- **Processes**
- **Resources**

### 3. Project Activities

The entire project activities include:

- Project Management and Dissemination
- Activity 1: Personalized Feedback Navigator
- Activity 2: Accessible AI for Education: A Comprehensive Guide to Inclusive Design and Training
- Activity 3: Inclusive AI Impact Pilot & Collaborative Outreach Summit

#### 3.1. Project Management and Dissemination (01.09.25 - 31.08.26)

The management and dissemination of Digital Diversity: Crafting Inclusive AI Narratives (D2CIN) are structured to ensure transparent coordination, efficient implementation, and wide visibility of results across the VET and digital education sectors. Mimic Productions GmbH, as project coordinator, assumes overall responsibility for administrative, financial, and quality management processes. This includes monitoring project timelines, ensuring compliance with Erasmus+ guidelines, and safeguarding the delivery of all intellectual outputs with high academic, technical, and ethical standards. Mimic Productions will oversee the coordination of partner contributions, facilitate effective communication within the consortium, and manage risk mitigation strategies to address potential delays or quality gaps. Regular online coordination meetings and milestone reports will serve as the backbone of this structured management system, enabling agile adaptation to emerging challenges.

Dissemination is led by Budakov Films, leveraging its expertise in creative communication, audiovisual production, and digital storytelling. The dissemination strategy is designed to maximize outreach to educators, VET institutions, freelancers, and policy stakeholders by using inclusive and accessible communication formats. Budakov Films will ensure that project achievements—including the Accessible AI for Education Handbook, the Personalized Feedback Navigator, and the Adaptive AI Training Model—are effectively promoted through targeted campaigns, infographics, explainer videos, and multilingual digital materials. Dissemination will occur on multiple levels: local (community and institutional networks), national (education and policy forums), and European (Erasmus+ networks, conferences, and sector events).



The dissemination plan will follow a structured timeline, beginning with awareness-raising activities in the early phase (M1–M6), scaling up to active promotion of results and stakeholder engagement (M7–M12), and concluding with sustainability actions that ensure long-term exploitation of project outcomes beyond the funding period. Quality assurance of dissemination activities will be achieved through clear KPIs, including quantitative metrics (number of stakeholders reached, social media analytics, website traffic) and qualitative indicators (stakeholder feedback, engagement levels, transferability of outputs).

Together, Mimic Productions and Budakov Films will align management and dissemination activities under a unified QA framework, ensuring that processes are transparent, results are impactful, and the project’s vision of ethical, inclusive, and adaptive AI in education achieves maximum visibility and sustainability.

### 3.2. Activity 1: Personalized Feedback Navigator

#### Activity 1: Development of the Digital Assessment Tool (Personalized Feedback Navigator)

Activity 1 constitutes the foundation of the Digital Diversity: Crafting Inclusive AI Narratives (D2CIN) project. Its central aim is to design and implement a robust digital assessment tool—the Personalized Feedback Navigator—that empowers educators and freelancers to evaluate their competencies in delivering unbiased conversational AI training. This tool will serve as both a diagnostic and developmental instrument, enabling users to identify skill gaps in bias recognition, inclusive design, and accessibility integration, while also receiving actionable feedback to guide professional growth. The quality assurance framework for Activity 1 ensures systematic monitoring at each sub-stage, integrating stakeholder feedback, expert validation, and iterative refinement to deliver a reliable and impactful output.

##### A1.1 Kick-off TPM (Berlin)

The activity begins with a transnational project meeting hosted by Mimic Productions in Berlin. This meeting establishes the collaborative frameworks, defines clear partner roles, and aligns expectations regarding deliverables, milestones, and quality benchmarks. The QA approach will involve structured documentation of decisions, defined reporting templates,

and transparent agreement on communication channels. Risk management measures will be agreed upon at this stage, setting the foundation for consistent monitoring across the project lifecycle.

### A1.2 Focus-Group Interviews and Analysis

Two focus groups form a critical knowledge base for tool development. The German focus group, involving seven Inclusive Education Experts, will generate insights into equitable learning practices, with particular emphasis on accessibility features such as adaptive content and speech evaluation. In parallel, the Bulgarian focus group, comprising seven UX and accessibility designers, will contribute expertise on user-centric design, usability, and accessibility standards. QA measures will include audio/video documentation of sessions, thematic coding of findings, and validation of results by both partners to ensure rigor and reliability.

### A1.3 Content Development

Led by Budakov Films, this phase translates expert insights into structured content for the handbook *Accessible AI for Education: A Comprehensive Guide to Inclusive Design and Training*. At the same time, it defines the evaluation criteria for the Navigator, focusing on three key dimensions: bias detection, accessibility integration, and adaptive content delivery. Quality assurance mechanisms include peer review of draft materials, adherence to ethical and accessibility guidelines, and cross-checking with Erasmus+ quality requirements.

### A1.4 Technical Development of the Personalized Feedback Navigator

Mimic Productions leads the technical implementation of the Navigator as a web-based tool. Its functionality will combine robust analytics with an intuitive user interface to identify individual learner gaps and generate personalized feedback. QA procedures include agile development cycles, prototype testing, and usability trials to ensure both accuracy and accessibility. Milestone reviews will be scheduled at each iteration, with functional validation performed by both partners.

### A1.5 Review and Refinement

Budakov Films coordinates the review process, bringing together educators, AI experts, and designers from both organizations. The Navigator will be tested against predefined quality indicators such as accuracy, inclusivity, usability, and pedagogical relevance. Structured

feedback loops, surveys, and pilot testing will ensure iterative refinement. Final validation will confirm that the tool is fit for purpose, scalable, and aligned with the project's overarching objectives.

Through this structured approach, Activity 1 ensures the integration of expert knowledge, creative content development, and rigorous technical testing. The result will be a validated and innovative assessment tool that enhances the capacity of educators and freelancers to deliver unbiased, inclusive, and adaptive AI training across VET environments.

### 3.3. Accessible AI for Education: A Comprehensive Guide to Inclusive Design and Training

#### Activity 2: Development of the Inclusive AI Training Handbook

Activity 2 focuses on producing a comprehensive, practice-oriented handbook that acts as a blueprint for creating ethical, accessible, and engaging conversational AI training tools. Building on the outcomes of Activity 1, this activity ensures that the pedagogical and technical insights gathered are transformed into a practical, user-friendly resource. The Accessible AI for Education Handbook will provide educators, freelancers, and VET professionals with clear strategies, actionable steps, and innovative methods for implementing inclusive conversational AI in educational contexts. A rigorous quality assurance framework governs all stages of Activity 2 to guarantee relevance, usability, and sustainability.

##### A2.1 Second Transnational Project Meeting (TPM) – Online

Led by Budakov Films, this online meeting will initiate Activity 2 by aligning both partners on objectives, timelines, and quality requirements for the handbook. Each partner will nominate two participants to contribute expertise in education, AI, and accessibility. QA mechanisms include detailed minutes, agreed task allocations, and clearly defined performance indicators. This ensures consistency of vision and accountability for deliverables.

##### A2.2 Development of Framework for the Handbook

Mimic Productions will lead the drafting of a detailed framework for the handbook, drawing on insights from the Needs Analysis and the Navigator's criteria. The framework will be structured around five essential topics: (1) Bias Recognition and Mitigation, (2) Inclusive UX Design, (3) Accessibility Standards in AI, (4) AI Ethics and Compliance, and (5) Digital Storytelling for Inclusive Education. Quality assurance will involve peer review between partners, cross-validation with project objectives, and consistency checks to ensure comprehensive coverage of all identified needs.

### A2.3 Inclusive AI Training Resource Lab

Budakov Films will coordinate the co-creation of the handbook content, with both partners contributing expertise. Each chapter will combine theoretical grounding with practical recommendations and step-by-step solutions, ensuring the resource is accessible to diverse audiences. Special emphasis will be placed on practical implementation scenarios, ensuring usability in real VET settings. QA measures include iterative drafting, expert consultation, and internal peer-review rounds. To secure pedagogical integrity, chapters will be reviewed against inclusivity, clarity, and applicability criteria.

### A2.4 Refinement and Translation

In the final stage, Budakov Films will lead a comprehensive review of the draft handbook. Both partners will ensure accuracy, accessibility, and alignment with the project's objectives through structured feedback loops and validation workshops. Following refinement, the handbook will be translated into German and Bulgarian to facilitate piloting in Activity 3 and ensure broad accessibility across partner contexts. QA mechanisms include professional proofreading, alignment with accessibility standards (e.g., plain language guidelines, visual inclusivity), and internal validation prior to dissemination.

By integrating expert insights, iterative co-creation, and multilingual accessibility, Activity 2 guarantees the delivery of a practical and high-quality resource. The handbook will stand as a sustainable reference for educators and VET practitioners, promoting ethical, unbiased, and inclusive AI practices in education.

### 3.4. Activity 3: Inclusive AI Impact Pilot & Collaborative Outreach Summit

Activity 3 represents the final implementation phase of Digital Diversity: Crafting Inclusive AI Narratives (D2CIN), dedicated to validating, refining, and disseminating the project's outputs. Building upon the outcomes of Activities 1 and 2, this activity ensures that the Personalized Feedback Navigator and the Accessible AI for Education Handbook are tested in real educational settings, refined through user feedback, and promoted to a wider audience of stakeholders. The structured sequence of sub-activities emphasizes hands-on engagement, systematic evaluation, and broad dissemination, all guided by a strong quality assurance framework.

#### A3.1 Third Transnational Project Meeting (TPM) – Online

Led by Mimic Productions, this online meeting will align partners on final objectives, timelines, and quality benchmarks for validation and dissemination. It will provide clarity on workshop delivery, participant engagement strategies, and conference logistics. QA measures include the documentation of all agreements, setting clear performance indicators for participation, and updating the risk management plan to address any logistical or technical challenges.

#### A3.2 Workshop Strategy & Pilot Assessment

Budakov Films will develop a detailed strategy for the pilot workshops, including session design, facilitation guidelines, and participant assessment methodologies. The strategy will also define data collection instruments—such as surveys, observation protocols, and structured feedback forms—to capture participant insights systematically. Quality assurance will involve pre-testing the workshop framework, aligning assessment tools with project objectives, and ensuring ethical and inclusive data handling. This stage ensures that both the Navigator and the Handbook are evaluated in a robust and consistent manner.

#### A3.3 Interactive AI Workshop Series

Each partner will organize two face-to-face workshops with at least 10 participants per session. In Workshop No. 1, participants will test the Navigator and Handbook through simulated real-world training scenarios, generating valuable feedback on usability and relevance. In Workshop No. 2, participants will design and train their own conversational AI educational model, applying at least three best practices from the Handbook, while

validating their competencies through the Navigator. QA mechanisms include participant satisfaction surveys, facilitator reports, and pre-/post-assessment comparisons to measure impact. Findings will inform iterative refinement of both project outputs.

#### A3.4 Launch Conference Delivery

The culmination of Activity 3 is the organization of national launch conferences in Germany and Bulgaria, coordinated by Mimic Productions and Budakov Films respectively. Each event will gather at least 20 participants, including VET educators, AI specialists, inclusive education experts, and academic representatives. The conferences will serve as dissemination platforms to present the Navigator, the Handbook, and the AI training models developed during the workshops. Quality assurance will include participant registration tracking, systematic feedback collection, and evaluation against KPIs (such as diversity of participants, knowledge transfer, and dissemination reach).

Through this structured approach, Activity 3 ensures that project outputs are not only validated and refined but also embedded into professional practice. By combining rigorous assessment, stakeholder engagement, and high-impact dissemination, this activity guarantees that D2CIN's results achieve sustainability, transferability, and long-term value for the European VET community.

## 4. Project Results

Ensuring the quality, accessibility, and sustainability of project results is at the core of *Digital Diversity: Crafting Inclusive AI Narratives (D2CIN)*. Each deliverable is carefully designed to align with Erasmus+ standards, ethical principles, and accessibility requirements, guaranteeing that the outputs are both practical and transferable across diverse vocational education and training (VET) environments. Continuous monitoring, validation, and refinement processes are embedded within the consortium's workflow to ensure that results are not only innovative but also usable and impactful for educators, freelancers, and learners.

### Activity 1: Personalized Feedback Navigator

This activity will produce several tangible, high-quality, and fully accessible deliverables that lay the groundwork for the entire project:

1. **Methodology for Conducting the Focus Group Interviews** – A detailed PDF outlining standardized procedures, including recruitment strategies, facilitation guidelines, consent procedures, and analysis methods.
2. **Analysis of the Focus Group Interviews – Insights & Recommendations** – A comprehensive PDF report consolidating the perspectives of inclusive education experts and UX designers, translating them into actionable recommendations for accessible AI training.
3. **Framework for the Personalized Feedback Navigator** – A structured PDF document specifying design specifications, evaluation criteria, and functional requirements to guide technical development.
4. **Personalized Feedback Navigator** – A web-based digital tool enabling educators and freelancers to self-assess their skills in bias recognition, inclusive design, and accessibility. The Navigator will provide tailored, actionable feedback to support ongoing professional development.
5. **Project Website** – Developed in Month 2, this WCAG-compliant website will act as the central hub for documentation, resources, deliverables, and dissemination activities, ensuring transparency and accessibility.

## Activity 2: Accessible AI for Education: A Comprehensive Guide to Inclusive Design and Training

This activity will yield key outputs that provide educators and freelancers with a sustainable, practical resource:

1. **Framework for the Handbook** – A PDF document establishing the structure of the handbook, organized around five key topics: Bias Recognition and Mitigation, Inclusive UX Design, Accessibility Standards in AI, AI Ethics and Compliance, and Digital Storytelling for Inclusive Education.
2. **Actionable Inclusive AI Handbook** – A digital e-book titled *Accessible AI for Education: A Comprehensive Guide to Inclusive Design and Training*. It will feature step-by-step recommendations, case examples, and solutions that support the implementation of ethical and inclusive AI practices.
3. **Refinement and Translation Report** – A detailed PDF documenting the review, refinement, and translation processes, ensuring the handbook is available in English, German, and Bulgarian. All translations will maintain cultural sensitivity and accessibility, making the resource usable across different contexts.

All Activity 2 outputs will be produced in fully accessible formats and made available via the project website.

### Activity 3: Inclusive AI Impact Pilot & Collaborative Outreach Summit

The third activity ensures the practical validation and broad dissemination of the tools and resources developed:

1. **Workshop Strategy and Pilot Assessment Framework** – A PDF document created by Budakov Films outlining a comprehensive workshop methodology, including feedback collection tools and pilot evaluation mechanisms.
2. **Interactive AI Workshop Series Deliverables** – Each partner will host two workshops, producing session reports, participant feedback summaries, and pilot testing documentation. These deliverables will demonstrate how the Navigator and Handbook function in real VET contexts.
3. **Launch Conference Deliverables** – Each partner will organize a national conference, producing a proceedings report and a dissemination document. These reports will summarize key discussions, highlight stakeholder engagement, and capture feedback for further refinement. The conferences will also serve to establish a community of practice around inclusive AI in education.

Together, these carefully designed deliverables ensure that D2CIN not only develops innovative tools but also validates their effectiveness, ensures accessibility, and promotes wide adoption across Europe's VET ecosystem.

The expected results of project management and dissemination activities are:

- **Dissemination Plan** (due: 30.09.25): The Dissemination Plan, developed by Budakov Films, will outline the strategies and actions needed to effectively share the project's outcomes with a broad audience.
- **Quality Assurance Plan** (due: 30.09.25): The Quality Assurance Plan, developed by Mimic Productions, will establish the standards and procedures for monitoring and evaluating the project's progress and outcomes. This plan will include specific performance indicators and feedback mechanisms to ensure that all activities meet the highest quality standards.
- **Sustainable Impact Roadmap** (due: 31.08.26): This document - produced by Budakov Films - will outline strategies to ensure the ongoing use, relevance, and expansion of the project's educational tools and resources beyond its completion.



- **Minutes of the project meeting** (due two weeks after the meetings), including the meeting agenda, the meeting's participants and summary of decisions taken in the meetings.
- **Final Report** (due 30.09.2026): Both partners will be responsible for producing the Final Report.

All deliverables will be developed with a strong emphasis on inclusiveness. This means that each piece of content will be designed to be accessible and relevant to a diverse audience, using a responsive design format that ensures the materials are easy to access and navigate on various devices, including desktops, tablets, and smartphones.

## 5. Other Outputs

The following outputs will be elaborated within the project management and dissemination activities (described in the project Dissemination Plan):

- **Development of the project's logo:** Both partners will develop the project logo, which will be the project's trademark and visual identity.
- **Website:** The continuously updated project website will be a main dissemination and exploitation instrument, containing all relevant information on the project, its aims and approaches. It will be designed in English and comprise a resources section with relevant literature and links on the topic and a news section. Further all intellectual outputs can be accessed via the website during and after the project duration.
- **Social media presence** – an active social media presence will be achieved by using LinkedIn. A social media account will be set up, where news will be shared on a monthly rhythm to inform our target audience with the latest news about the project.
- **Newsletters:** At least 2 newsletters will be published during the project's life span with the aim of raising awareness about the project and its idea and objectives:
  - Newsletter no. 1: Information about the kick-off of the project and its objectives, invitation to register at the project (December 2025)
  - Newsletter no. 2 with the presentation of the tangible outcomes (July 2026)

In this chapter, we have provided an overview of some of the key dissemination outputs, while the full scope of dissemination activities is comprehensively detailed in the

accompanying Dissemination Plan. It is important to note that the quality and effectiveness of all dissemination efforts will be rigorously monitored and evaluated in alignment with the specific objectives outlined in the plan, ensuring continuous improvement and alignment with our strategic goals.

In addition to the Erasmus+ platform, we plan to use EPALE to further disseminate the project results. By sharing project updates, insights, and final outputs on EPALE, we aim to enhance the visibility and impact of the project beyond the immediate consortium. This will contribute to the broader discourse on AI regulation and digital transformation within the Cultural and Creative Sector (CCS), supporting the exchange of best practices across Europe.

## 6. Quality Parameters

### 6.1. Product/Deliverables Quality

These quality aspects relate to all outcomes of a project, whether they are defined as “intellectual outputs” or not, but they also include information on intangible products such as learning and experience. Important questions to be considered include the following:

- Were deliverables prepared according to the project’s timeframe?
- Were deliverables prepared according to high standards?
- Were any standards used for assessing the quality of deliverables? If so, how effective were they?

The Project Coordinator will monitor documents, deliverables and other project results. These will provide specifications of achievements related to the objectives for each deliverable.

### 6.2. Service/Product Provision Quality

This aspect of quality relates to the demands, expectations, and needs that are expressed by or interpreted from users and target groups that the project serves. These qualities focus on the project’s performance, e.g. in the validation phase, and its adaptability to its context and social environment. Important questions to be considered include the following:

- Did the service provided address the target group’s needs?

- Was the service developed using a user-centered approach?
- Was the service usable and user friendly?
- Was the service tested, evaluated, and revised?
- How adaptive and flexible was the service to target groups'/stakeholders' needs?
- Were any guides provided with respect to the service? If so, were they effective?

### 6.3. Achievement Indicators for Results

Ensuring the quality and impact of project outputs is central to the success of Digital Diversity: Crafting Inclusive AI Narratives (D2CIN). To determine whether the project has met its objectives, the consortium will employ a comprehensive monitoring and evaluation framework grounded in both qualitative and quantitative indicators. This dual approach ensures that project results are not only measurable in numbers but also assessed in terms of their real-world relevance, inclusivity, and long-term value. The Quality Assurance Plan, developed at the inception of the project, provides a structured methodology to track these indicators consistently, enabling ongoing refinement and validation of the project's outputs.

#### Qualitative Indicators

##### (1) Participant Satisfaction and Learning Impact

Purpose: To assess the relevance, quality, and applicability of the training content.

KPI: At least 80% of participants will report that the training content is highly relevant and directly applicable to their professional practice.

Method: This indicator will be measured through structured post-training feedback discussions held at the conclusion of the workshops and during Open Public Events. Qualitative data will be coded and analyzed to identify recurring themes, strengths, and improvement needs.

##### (2) Stakeholder Engagement

Purpose: To evaluate the level and quality of engagement from external stakeholders, including VET educators, AI technologists, and inclusive education experts.

KPI: At least 7 stakeholders will actively participate and provide constructive feedback during each public event.

Method: Engagement will be monitored through direct observation, interviews, and systematic analysis of participation records gathered during events. This ensures that feedback reflects diverse perspectives and contributes meaningfully to the refinement of project outputs.

### **Quantitative Indicators**

#### **(1) Handbook Completion Rate**

Purpose: To measure the extent to which participants engage with and complete the learning content of the Accessible AI for Education Handbook.

KPI: 85% of enrolled users should complete all five chapters of the Handbook.

Method: Completion rates will be tracked through digital attendance records and participation logs maintained during workshop sessions.

#### **(2) Feedback Collection Volume**

Purpose: To ensure a robust and systematic feedback process that drives continuous improvement.

KPI: At least 12 pieces of actionable feedback will be collected across the two workshops and two Open Public Events.

Method: All feedback submissions will be systematically counted, categorized, and analyzed using the consortium's dedicated Feedback Collection Methodology.

#### **(3) Overall Satisfaction**

Purpose: To capture participants' overall satisfaction with the project's training program.

KPI: 85% of participants will rate their satisfaction with the training program at 4 out of 5 or higher.

Method: Structured post-training surveys will be distributed immediately after each workshop. Data will be compiled, analyzed, and benchmarked to identify key areas of success as well as opportunities for improvement.

Mimic Productions will monitor the project's performance by regularly reviewing progress reports, analyzing feedback from participants and stakeholders, and tracking key performance indicators to ensure that the project meets its objectives. All the above-mentioned KPIs will be continuously monitored throughout the project, with regular

reviews and adjustments made as necessary to ensure that the project stays on track to meet its objectives.

## 7. Project Management Quality

A Steering Committee, led by Mimic Productions, will be established, consisting of two representatives from each partner organization. To ensure effective management and coordination, the following practices will be implemented:

- **Sustainable Practices:** The project will incorporate sustainable practices, such as minimizing travel by prioritizing virtual meetings and using digital tools to reduce paper usage. Energy-efficient solutions will be utilized in project activities to ensure an environmentally conscious approach.
- **Dissemination Plan:** This plan will ensure that the project's outcomes are effectively communicated to a broad audience, maximizing impact and engagement across the creative industry.
- **Electronic Working Papers & Shared Cloud:** Mimic Productions will develop electronic working papers outlining the project management structure, procedures, and internal progress monitoring measures. These documents will be shared with Budakov Films in a secure cloud environment for input and feedback, ensuring that all partners are aligned and informed.
- **Regular Meetings:** Regular meetings will be held at the beginning and end of each of the three project activities during the 1-year project duration. These meetings will serve as critical checkpoints to review progress, address challenges, and plan the next phases of the project.
- **Ongoing Communication:** For ongoing communication, the partners will use open-source and secure tools for instant messaging, Google Drive for file sharing, and MS Teams or Zoom for video conferencing. These tools will ensure that all partners can collaborate efficiently and stay connected throughout the project.

Both partners will collaborate to ensure the Final Report reflects the project's comprehensive achievements and insights.

## 8. Project Timeline

Project name: D2CIN (Erasmus+ Small Scale Project)			Start date	1-Sep-25														
Mimic Productions: MP, Budakov Films: BF			End date	31-Aug-26														
Task ID	Task Name	Assignee	Start Date	End Date	% Completed	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26
A1	Activity 1: Personalized Feedback Navigator (led by MP)	MP	1-Sep-25	31-Jan-26	0%													
1.1	Task 1: Kick off TPM 1 in Germany	MP	1-Sep-25	30-Sep-25	0%													
1.2	Task 2: Focus-Group Interviews and Analysis	BF&MP	1-Sep-25	30-Sep-25	0%													
1.3	Dissemination Plan & Quality Assurance Plan	BF&MP	1-Sep-25	30-Sep-25	0%													
1.4	Design of project visual identity and development of a website	BF	1-Sep-25	31-Oct-25	0%													
1.5	Task 3: Content Development	BF	1-Oct-25	30-Nov-25	0%													
	Task 4: Technical Development of the Personalized Feedback Navigator	BF	1-Dec-25	31-Dec-25	0%													
1.7	Task 5 Review and Refinement	BF	1-Jan-26	31-Jan-26	0%													
A2	Activity 2: Accessible AI for Education: A Comprehensive Guide to Inclusive Design and Training (led by BF)	BF	1-Feb-26	30-Apr-26	0%													
2.1	Task 1: TPM Meeting No2 (Online)	BF	1-Feb-26	28-Feb-26	0%													
2.2	Task 2: Development of Framework for the Handbook	MP	1-Feb-26	28-Feb-26	0%													
2.3	Task 3: Inclusive AI Training Resource Lab	BF	1-Mar-26	31-Mar-26	0%													
2.5	Task 4: Refinement and Translation	BF	1-Apr-26	30-Apr-26	0%													
A3	Activity 3: Inclusive AI Impact Pilot & Collaborative Outreach Summit (led by: Budakov Films)	BF	1-May-26	31-Aug-26	0%													
3.1	Task 1: TPM 3 (Online)	MP	1-May-26	31-May-26	0%													
3.2	Task 2: Workshop Strategy & Pilot Assessment	BF	1-May-26	31-May-26	0%													
3.2.1	Task 3: Interactive AI Workshop Series	BF	1-Jun-26	30-Jun-26	0%													
3.2.1	Task 4: Launch Conference Delivery	MP	1-Jul-26	31-Aug-26	0%													
3.2.1	Sustainable Impact Roadmap	BF	1-Jul-26	31-Jul-26	0%													

## 9. Plans for Continuing Using the Results

Both Mimic Productions and Budakov Films are committed to sustaining and expanding the use of D2CIN results beyond the official project duration. Their joint strategy for long-term use and exploitation of the outputs will be formalized in the Sustainable Impact and Continuity Plan, developed under Activity 3. The following actions represent the cornerstone of this strategy:

### 1. Scheduled Webinars and Continuous Training

Mimic Productions and Budakov Films will co-organize annual webinars and online training sessions for HE and VET educators. These events will showcase the project results, while also introducing updates and new examples of best practices in AI-driven inclusive narrative.

### 2. Annual Review and Update Cycle

Both institutions will establish an annual cycle for reviewing and updating the handbook, case studies, and video materials. This cycle will integrate participant feedback, technological advancements in AI, and evolving EU policy frameworks on accessibility and ethical AI, ensuring the resources remain current, practical, and relevant.

### **3. Institutional Integration**

Mimic Productions will embed the D2CIN results into its teaching modules in data science, business sustainability, and digital pedagogy. Budakov Films will integrate the resources into its VET training programs, particularly those focused on inclusive education and digital accessibility. This integration ensures long-term use in both formal curricula and professional development contexts.

### **4. Expansion of Partnerships**

Mimic Productions and Budakov Films will actively seek collaborations with new HEIs, VET providers, and industry partners across Europe to broaden the reach of the project results. These collaborations will enable the replication of D2CIN's training methodology, workshops, and case studies in diverse educational environments.

### **5. Sustained Engagement with Stakeholders**

The partners will continue engaging with key stakeholders—including policymakers, digital accessibility experts, and technology providers—through conferences, publications, and EU networks. This will ensure that D2CIN's outputs contribute to ongoing policy dialogues and are aligned with EU values of inclusivity, diversity, and responsible innovation.

### **6. Promotion of EU Values and Ethical AI**

Regular updates to the training resources will reinforce EU values such as inclusiveness, diversity, fairness, and transparency in AI use. By embedding these principles, the project's legacy will continue to support a culture of ethical and equitable digital education.

Through these measures, Mimic Productions and Budakov Films will guarantee that the D2CIN project results remain accessible, adaptable, and impactful, creating long-lasting benefits for educators, students, and the wider European education community.