



TOOLKIT ERASMUS+ QUALITY & IMPACT



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CONTENT

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This toolkit will guide you through the essential steps of designing and managing high-quality Erasmus+ accredited projects:



Planning → setting SMART goals, mapping stakeholders, analyzing risks.



Management → defining roles, monitoring progress, ensuring clear communication.



Evaluation & Reflection → collecting feedback, analyzing results, and learning from experience.



Dissemination & Development → sharing results widely and ensuring long-term impact.

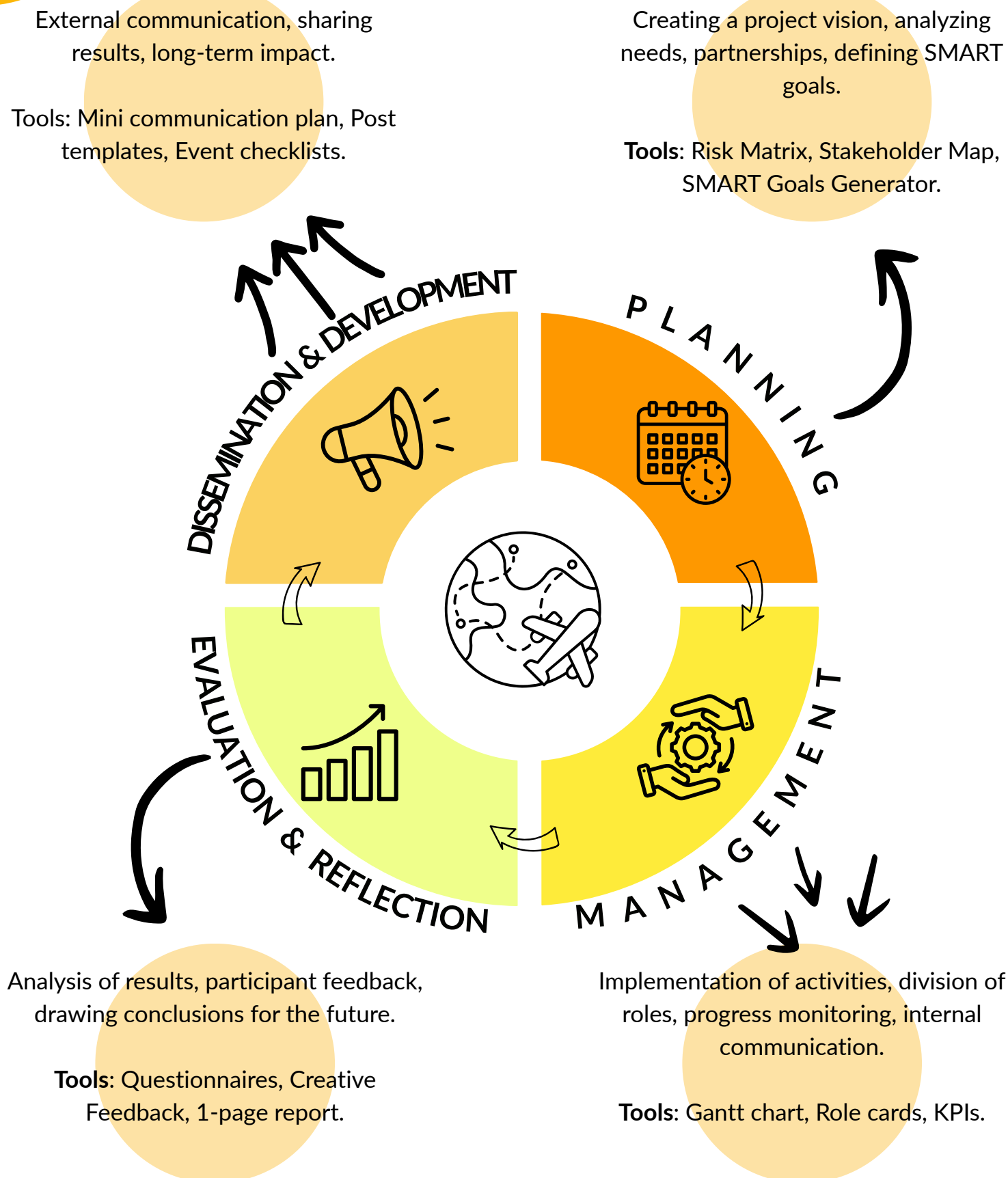


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THE ERASMUS+ PROJECT LIFE CYCLE



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Creating a Project Vision

A project vision is a short, inspiring statement that describes the long-term change your Erasmus+ project aims to achieve. It provides direction and motivates both the team and stakeholders.

How to create it:

- **Start with “Why” → Why is this project necessary? What gap does it address?**
- **Connect to organizational strategy → Ensure the vision supports your institution’s long-term goals.**
- **Link with Erasmus+ priorities → Inclusion, digital transformation, sustainability, civic participation.**
- **Make it inspiring and future-oriented → Focus on the bigger impact, not just activities.**

Example:

"Our vision is to become a school where every student, regardless of background, has the opportunity to gain international experience, develop digital skills, and become an active European citizen."

Creating a Project Vision

How to Make Your Project Vision Unique?

A project vision should not only explain what you want to achieve but also show why your project is unique and how it will leave a lasting mark on participants, your institution, and the wider community.



To ensure your Erasmus+ project is not “just another mobility project,” consider adding elements that make it distinctive:

- **Innovative Approach**

Introduce creative methods (e.g., digital storytelling, peer-to-peer mentoring, gamification of learning).

- **Local-European**

Connection Show how European experiences will directly improve your local community (e.g., returning students run workshops for peers).

- **Added Value for Stakeholders**

Identify how different groups (students, staff, employers, parents, local NGOs) benefit in specific ways.

- **Sustainability Beyond the Project**

Highlight how outcomes will last after funding ends (institutional changes, new curricula, long-term partnerships).

- **Signature Element**

Create a “signature” feature that is easy to remember, e.g.:

1. A yearly international festival.
2. A student ambassador program.
3. A green Erasmus+ mobility model with eco-friendly travel.

Analyzing Needs

Needs analysis ensures the project is relevant, realistic, and based on actual problems rather than assumptions. In Erasmus+ accreditation, this is a key step to prove the project's strategic value.

How to conduct a needs analysis

1. Gather data

- Surveys and interviews with students, staff, parents, and employers.
- Institutional reports, previous Erasmus+ feedback, labour market trends.

2. Identify gaps

- Skills shortages (languages, digital competences, employability).
- Institutional weaknesses (lack of internationalization, limited inclusion).

3. Prioritize needs

- Which needs are most urgent?
- Which align with Erasmus+ objectives?

4. Translate needs into objectives

- Each major need should lead to a clear project objective or mobility activity.



Building Partnerships

Partnerships are the backbone of Erasmus+ projects. A strong, reliable consortium increases project quality and impact.



How to build them?

1

Identify potential partners

Previous Erasmus+ collaborators, European networks (eTwinning, EPAL), sector-specific associations.

2

Check compatibility

Do they share your values and priorities?
Do they have experience and capacity to contribute?

3

Define roles clearly

Coordinator, sending/receiving institutions, support providers.
Assign responsibilities early (e.g., mobility logistics, quality assurance, dissemination).

4

Establish communication routines

Use online platforms (Trello, Asana, Slack).
Agree on regular updates (monthly calls, shared progress reports).

5

Formalize collaboration

Sign Letters of Intent or Partnership Agreements.
Include agreements on data management, financial rules, and crisis procedures.

Probability and consequence matrix

A Probability and Consequence Matrix (also called a Risk Assessment Matrix) is a project management tool used to evaluate and prioritize risks. It helps project teams in Erasmus+ accredited projects to anticipate possible challenges, assess their severity, and decide which risks require the most attention.

Why is it useful in Erasmus+ projects?

- It supports proactive planning instead of reactive problem-solving.
- It helps coordinators prioritize resources: not all risks deserve equal attention.
- It creates a shared understanding among partners about which risks are critical.
- It can be integrated into a “crisis manual” or quality management plan.



The matrix works by combining two key dimensions:

1. Probability – the likelihood that a risk will occur (Low, Medium, High).
2. Consequence (Impact) – the extent of the damage or disruption if the risk happens (Low, Medium, High).

Probability and consequence matrix

A Probability and Consequence Matrix (also known as a Risk Assessment Matrix) is a project management tool used to analyze and rank risks. It helps Erasmus+ project teams identify potential challenges in advance, evaluate their impact, and determine which risks need the most focus.

		consequences				
		very small	small	moderate	large	catastrophic
probability	certain occurrence (>90%)					
	highly probable (50%-90%)					
	moderate (10%-50%)					
	unlikely (3%-10%)					
	very unlikely (<3%)					

SMART Goals

SMART Goals are a widely used framework for setting objectives that are clear, realistic, and measurable.

Using the SMART framework helps organizations:

1. Link activities to strategic goals → ensures that mobilities and trainings are not isolated events, but part of a bigger institutional plan.
2. Measure success clearly → indicators make it easier to prove achievements in reports to the National Agency.
3. Motivate and guide staff → team members know exactly what is expected and by when.
4. Strengthen accountability → every SMART goal can be assigned to a responsible person or team.



Why are SMART Goals important in Erasmus+ Accreditation?

In Erasmus+ accreditation, organizations must demonstrate that their projects:

- Contribute to long-term institutional development.
- Are strategically aligned with Erasmus+ priorities (e.g., inclusion, digital transformation, green skills, active citizenship).
- Can be monitored and evaluated effectively.

SMART Goals



S (Specific):

Is the goal clearly defined? Do you avoid generalizations?



M (Measurable):

How will you measure progress? What indicators will you use?



A (Achievable):

Is the goal realistic? Do you have the resources to achieve it?



R (Relevant):

Does the goal fit the organization's mission? Does it support your project?



T (Time-bound):

Have you set a deadline? Do you have intermediate stages?

Stakeholder Mapping

A stakeholder map is a visual tool used to identify, categorize, and prioritize all individuals, groups, and organizations that affect or are affected by your Erasmus+ project.



It helps coordinators and partners:

- Understand expectations.
- Anticipate challenges.
- Build stronger engagement strategies.
- Ensure sustainable impact beyond the project lifecycle.

In Erasmus+ accredited projects, stakeholders may include:

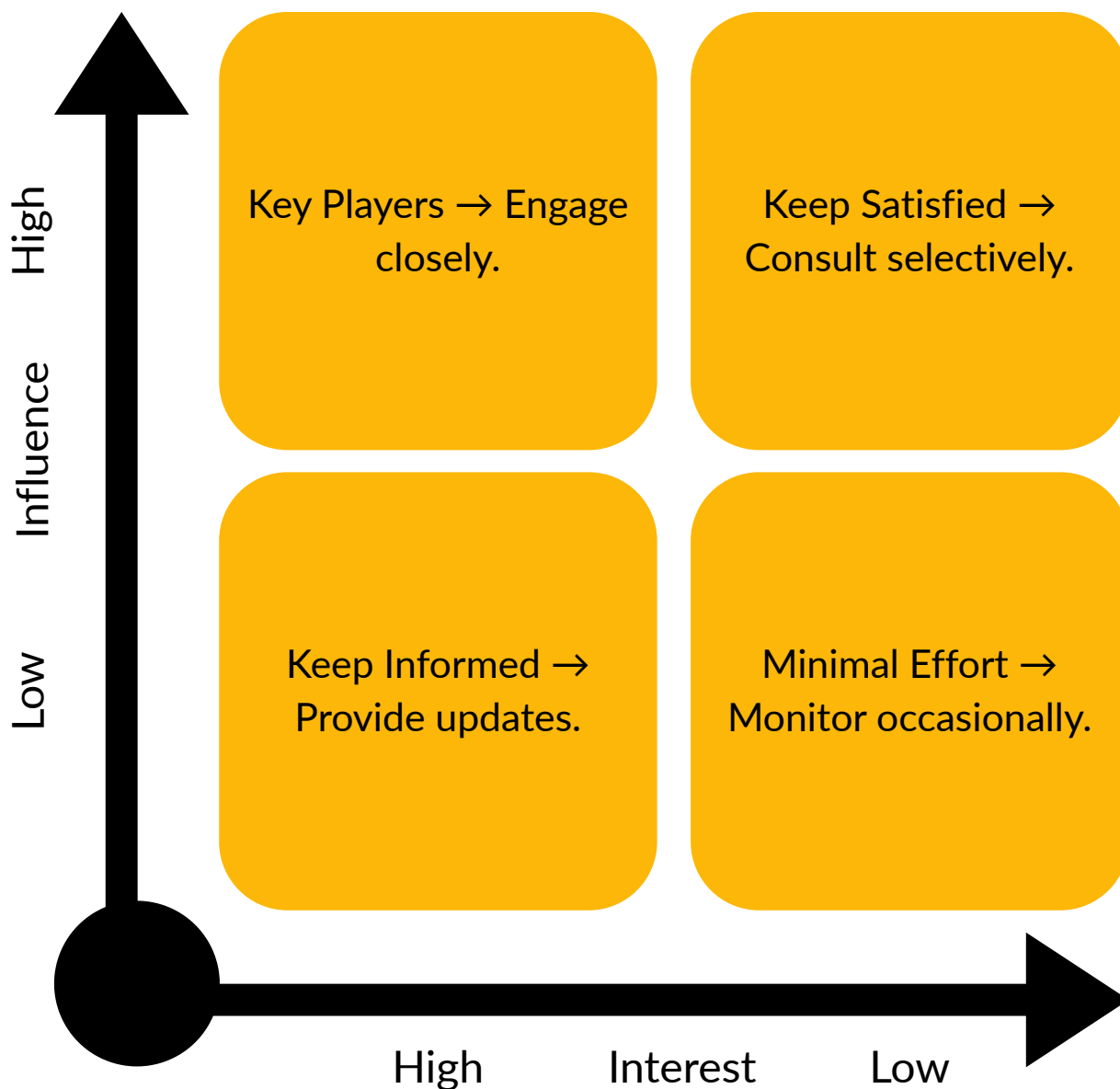
- Internal: students, teachers, trainers, project staff.
- External: partner organizations, local community, employers, parents, policymakers, media.
- Institutional: Erasmus+ National Agency, accreditation reviewers, European networks.

How to Build a Stakeholder Map?

1. Identify stakeholders → Brainstorm all possible groups or individuals connected to your project.
2. Assess influence and interest → Who has decision-making power? Who cares most about the outcomes?
3. Visualize → Place them on a simple 2x2 matrix:

Stakeholder Mapping

Stakeholder Influence/Interest
Grid:



Effective Project Management

Good management ensures Erasmus+ accredited projects run smoothly, deliver quality outcomes, and meet reporting standards. Management is about planning, coordinating, monitoring, and adapting.



Key principles



Clarity → everyone knows
their role.

Transparency → decisions and
progress are shared.

Flexibility → readiness to adapt
to changes.

Implementation of Activities



Project activities must follow the timeline and quality standards set out in the accreditation plan.

Successful implementation means

1

Preparing participants (logistics, training, mentoring).

2

Delivering mobilities and learning activities as scheduled.

3

Documenting progress with reports, feedback forms, and evidence.

4

Ensuring inclusion, sustainability, and digital tools are integrated.

Progress Monitoring

Monitoring helps ensure activities are on track and aligned with objectives.

Key tools



Gantt Chart → a visual timeline of all tasks, deadlines, and dependencies. Helps teams see what needs to happen and when.



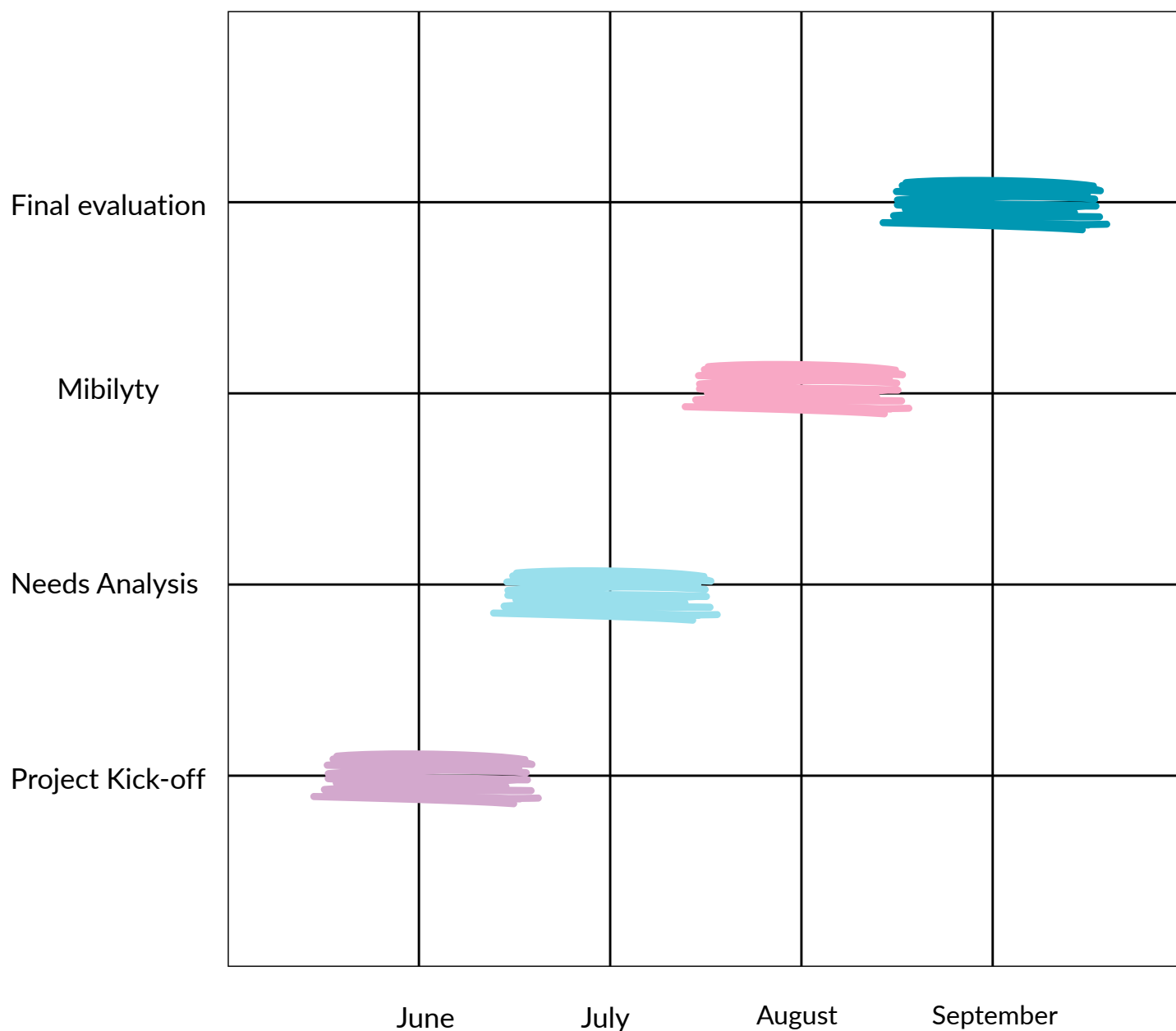
KPIs (Key Performance Indicators) → measurable markers of success (e.g., number of mobilities completed, % of students reporting improved skills, number of dissemination events).



Regular Check-ins → monthly/quarterly meetings to review progress, risks, and adjustments.

Gantt Chart

Example of a Gantt Chart for an Erasmus+ Accreditation Project



Why Evaluation Matters ?



Evaluation is not just a requirement of Erasmus+ reporting; it is a learning process that helps organizations:



Measure the success of activities.



Understand the participant experience.



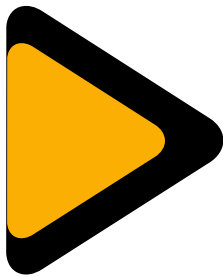
Identify strengths and weaknesses.



Adapt and improve future projects.

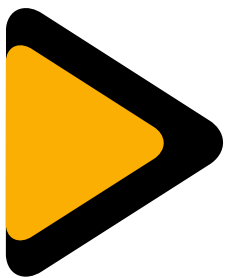
Analysis of Results

Effective analysis combines both quantitative and qualitative data.



Quantitative (numbers & statistics)

- Number of mobilities completed vs. planned.
- Budget absorption rate.
- Percentage of objectives achieved.



Qualitative (stories & experiences)

- How participants describe their learning.
- How staff perceive changes in teaching practices.
- How the local community benefits from dissemination.

**Combine both types of data for a balanced evaluation.
Numbers show scale, but stories show meaning.**



Participant Feedback

Participants are the heart of Erasmus+ projects — their voices are essential.

Tools for collecting feedback



Questionnaires

- Pre- and post-mobility surveys to measure change.
- Mix of closed questions (scales, yes/no) and open questions (opinions, reflections).



Creative Feedback

- Reflection journals.
- Group discussions with “post-it” brainstorming.
- Visual methods (drawing, mind maps, storytelling).



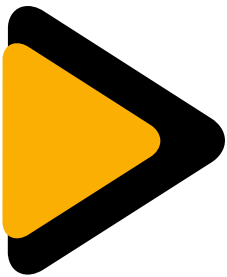
Tip: Give feedback activities a positive, engaging format — not just long forms.

EVALUATION & REFLECTION

Tools for Evaluation & Reflection



Questionnaires



- Standardized forms for consistent data collection.
- Online platforms: Google Forms, Microsoft Forms, Typeform.
- Example indicator: “Rate your confidence in speaking English before and after mobility (1–5 scale).”

Creative Feedback Methods



- “Feedback Wall”: participants post positive/negative highlights on a board.
- “One Word Check-Out”: each participant shares one word to summarize their experience.
- “Story Circle”: participants tell short stories about their biggest learning moment.



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EVALUATION & REFLECTION

Tools for Evaluation & Reflection

1-Page Report

Project objective

Results (quantitative + qualitative)

Participant feedback highlights

Lessons learned

Recommendations



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DISSEMINATION & DEVELOPMENT

Why Dissemination Matters?

Dissemination is about sharing your project's results so that others can benefit, learn, and apply them. In Erasmus+ accreditation, dissemination demonstrates the project's value for society and its long-term sustainability.



External Communication

Clarity → Use simple, accessible language.

Consistency → Align messages across all channels.

Targeting → Tailor communication for specific groups (students, parents, policy makers, NGOs).

Visibility → Ensure Erasmus+ support is clearly acknowledged (logos, disclaimers).



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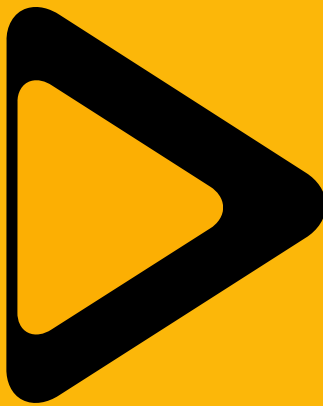
DISSEMINATION & DEVELOPMENT

Tools for Effective Dissemination



Mini Communication Plan

- Audience: Who are you communicating with?
- Message: What do they need to know?
- Channel: How will you reach them?
- Timeline: When will it be shared?
- Responsible person: Who is in charge?



Post Templates

Ready-to-use formats for social media updates:

- “Before mobility” → announcing participants and goals.
- “During mobility” → sharing photos, quotes, short updates.
- “After mobility” → highlighting results, testimonials, impact.



Event Checklists

- Define objectives of the event.
- Prepare invitations, agenda, and materials.
- Assign roles (host, speaker, tech support).
- Collect participant feedback.
- Document the event with photos, minutes, or video.



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DISSEMINATION & DEVELOPMENT

Types of Dissemination Activities



1

Interview

- Format: recorded or written Q&A with participants, staff, or partners.
- Purpose: highlight personal stories and human impact.
- Where to share: school newsletter, website, YouTube, local media.

2

Article

- Format: structured written piece (500–1,500 words).
- Content: project objectives, results, participant experiences, lessons learned.
- Where to share: school website, partner websites, local newspapers, Erasmus+ platforms.

3

Social Media Post

- Format: short, visual, engaging updates.
- Platforms: Instagram, Facebook, LinkedIn, TikTok (youth audiences).
- Content ideas: participant quotes, infographics, “day in the life” abroad, project milestones.
- Best practices: use hashtags (#ErasmusPlus, #Mobility, #YouthExchange).



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DISSEMINATION & DEVELOPMENT

Types of Dissemination Activities

4

Offline Dissemination Meeting

- Format: face-to-face session with stakeholders.
- Audience: teachers, parents, local community, employers.
- Content: presentations, workshops, posters, participant testimonies.
- Added value: creates personal connections and credibility.

5

Knowledge-Sharing Sessions

- Format: training or peer-learning activity organized by returned participants.
- Purpose: transfer new skills into the institution (e.g., digital tools, inclusion strategies).
- Example: teachers trained abroad deliver internal workshops for colleagues.



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Ensuring Long-Term Impact

Dissemination is not just about visibility – it must lead to development.



Strategies for long-term impact



Integrate results into curricula → new teaching methods, updated lesson plans.



Policy impact → share recommendations with school boards, municipalities, ministries.



Capacity building → use results to apply for bigger Erasmus+ or EU projects.



Sustainability actions → repeat activities annually, expand partnerships.



Ambassador roles → engage alumni as mentors for future participants.

A FINAL NOTE

Erasmus+ is more than a program — it is a community of practice and innovation. Each accredited project adds a unique voice to the European story of cooperation, learning, and growth.

Use this toolkit not as a rigid manual, but as a living resource. Adjust, experiment, and innovate. In doing so, you will ensure that your projects are not only successful but also memorable, meaningful, and impactful.



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