

PI
PATHWAYS TO IMPACT

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.

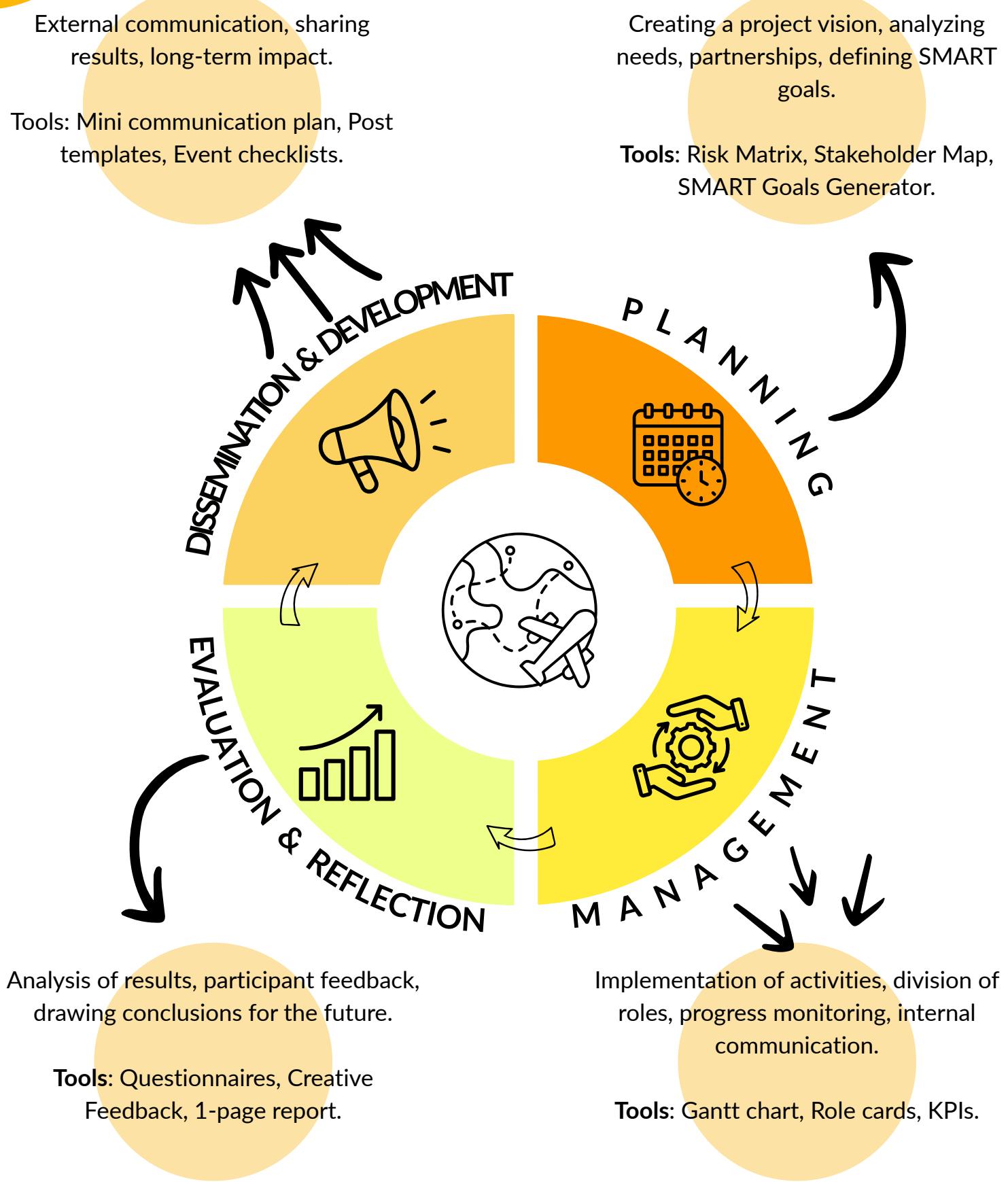


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THE ERASMUS+ PROJECT LIFE CYCLE



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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."



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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.



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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.



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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, EPALE), 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.



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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?

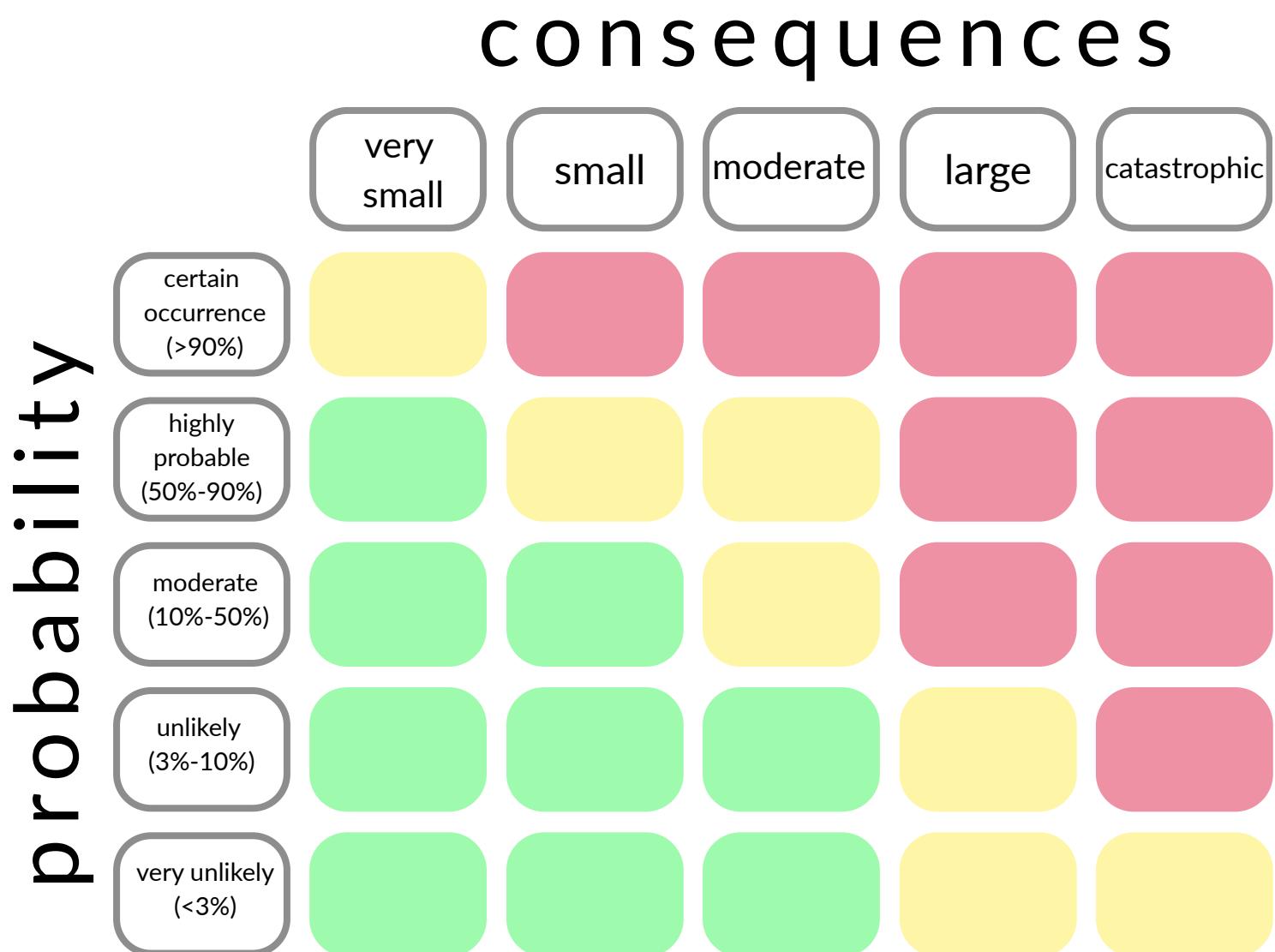
- It supports proactive planning instead of reactive problem-solving.
- It helps coordinators prioritize resources: not all risks deserve equal attention.
- It creates a shared understanding among partners about which risks are critical.
- It can be integrated into a “crisis manual” or quality management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



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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.



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PLANNING

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?



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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:



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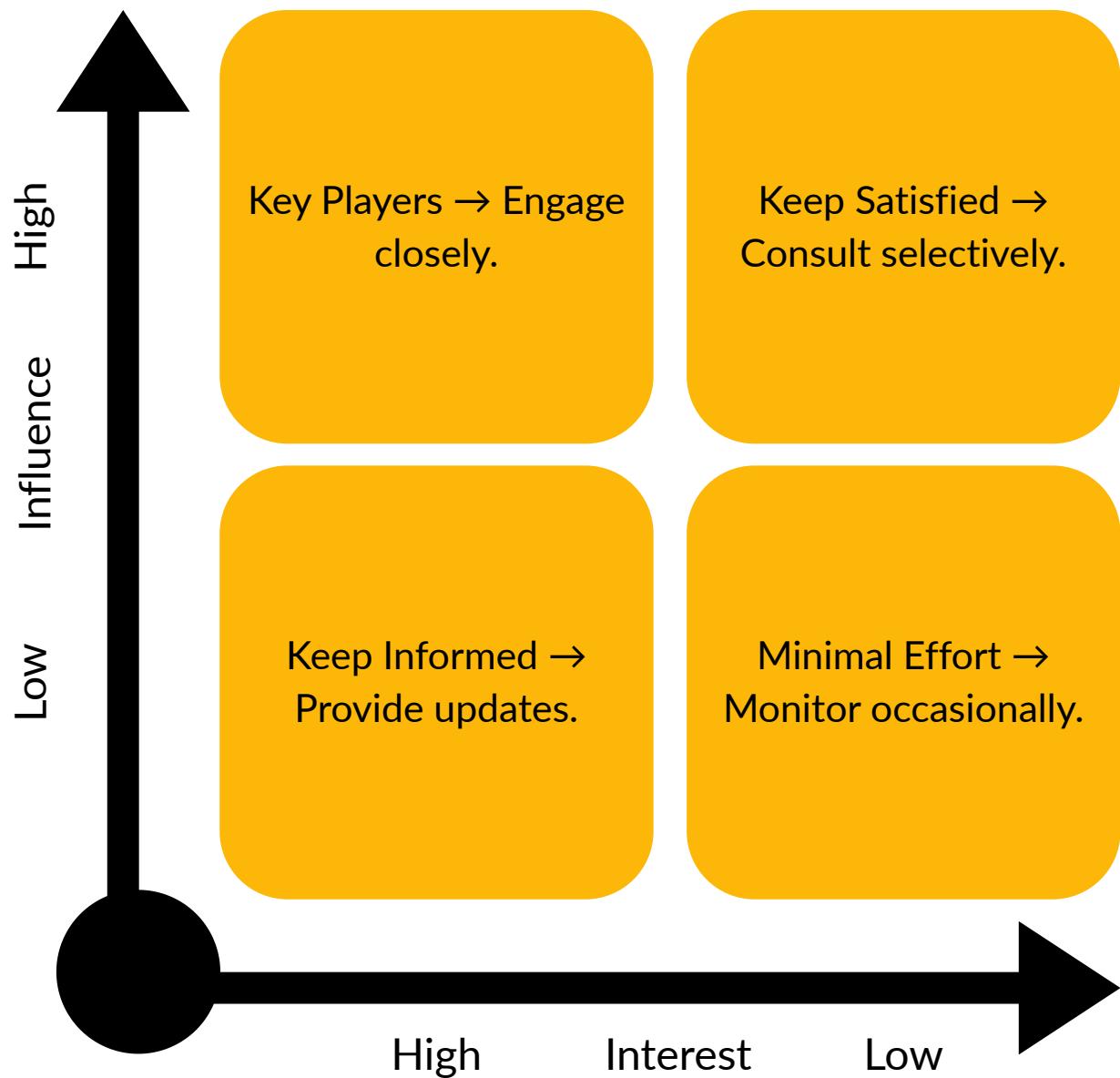


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Stakeholder Mapping

Stakeholder Influence/Interest

Grid:



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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.



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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.



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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.



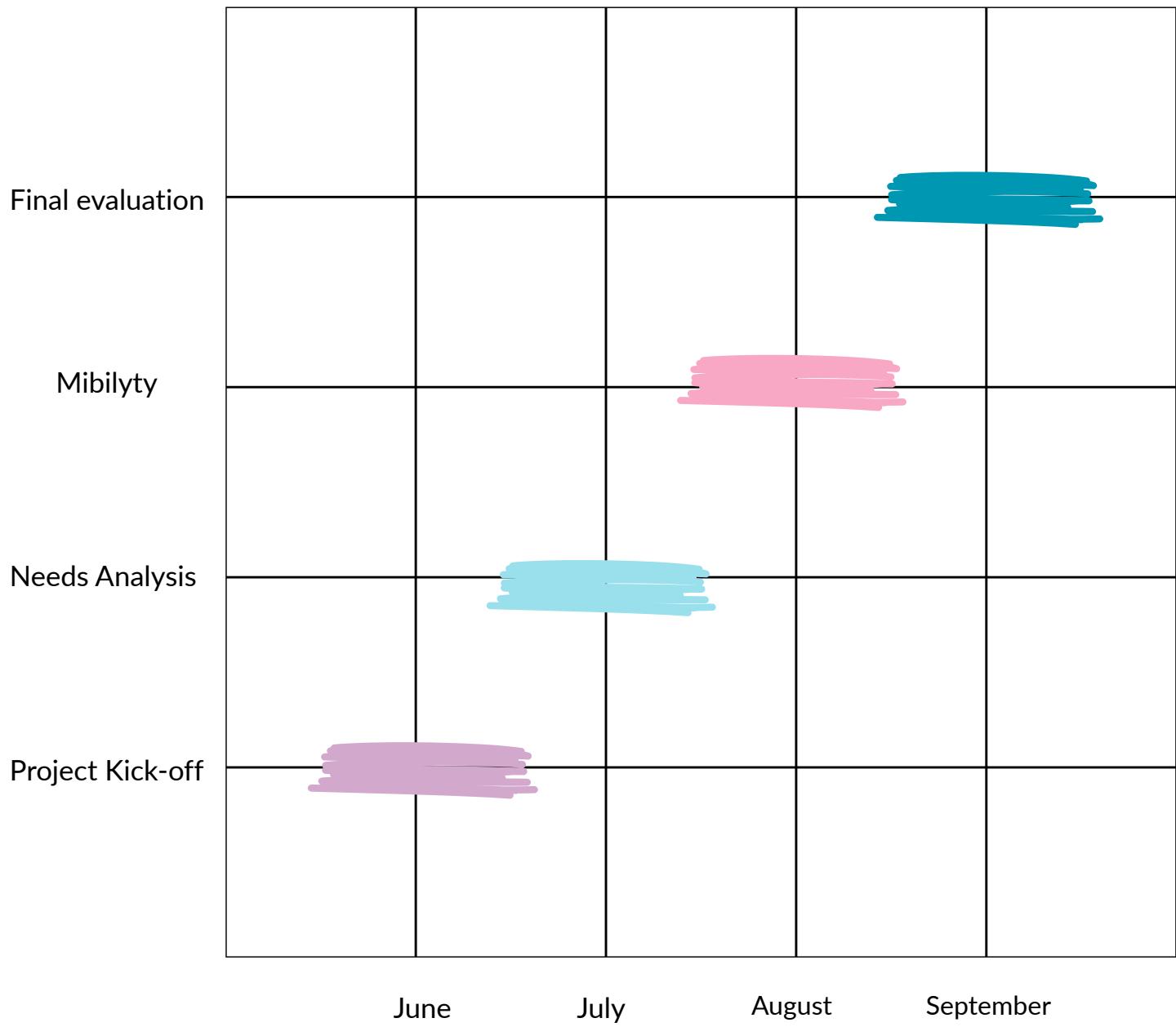
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Gantt Chart

Example of a Gantt Chart for an Erasmus+ Accreditation Project



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EVALUATION & REFLECTION

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.



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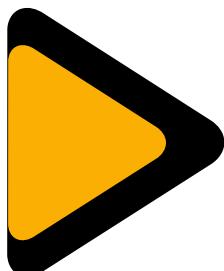


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EVALUATION & REFLECTION

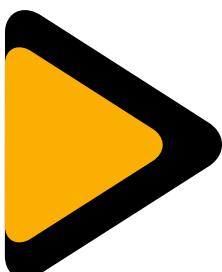
Analysis of Results

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.**



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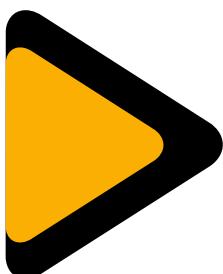
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EVALUATION & REFLECTION

Participant Feedback

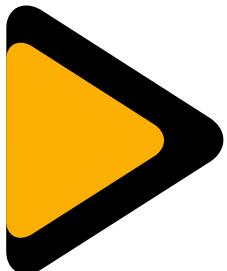
Participants are the heart of Erasmus+ projects – their voices are essential.

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.



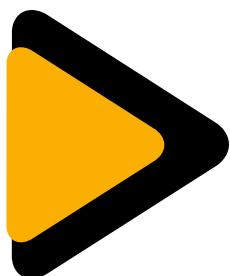
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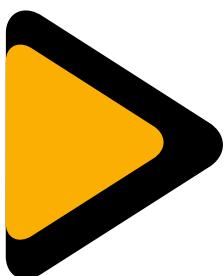
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Tools for Evaluation & Reflection



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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Tools for Evaluation & Reflection

1-Page Report

Project objective

Results (quantitative + qualitative)

Participant feedback highlights

Lessons learned

Recommendations



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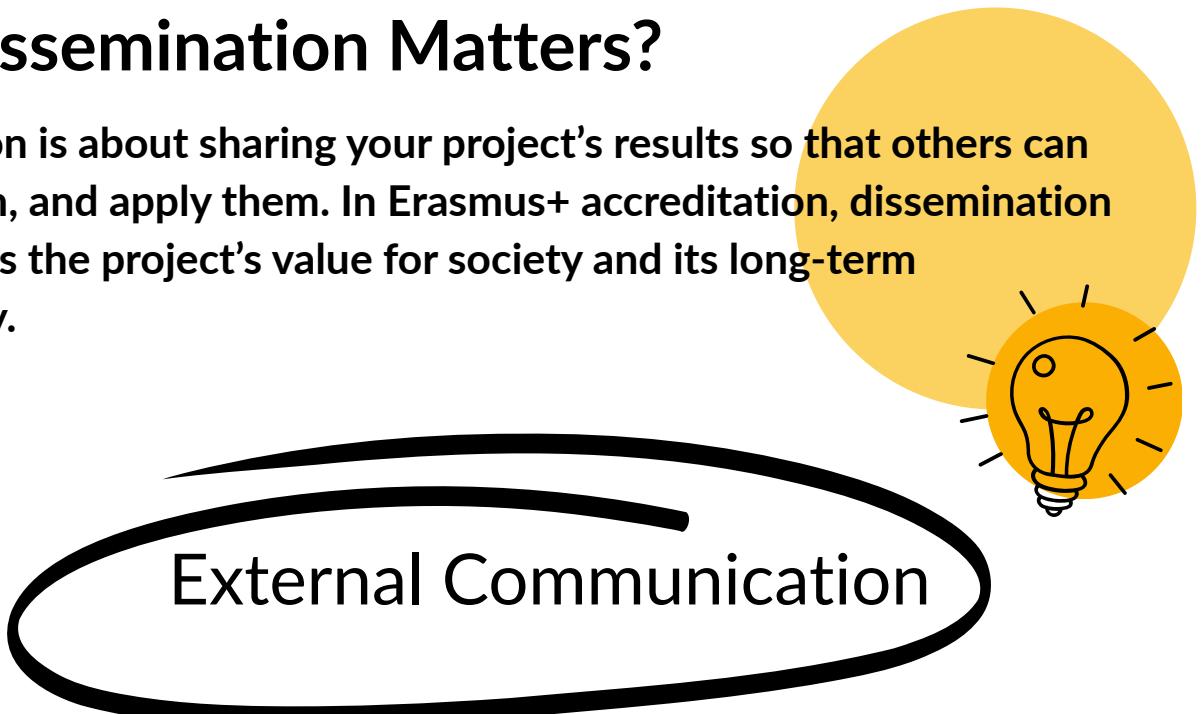


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DISSEMINATION & DEVELOPMENT

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.



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).



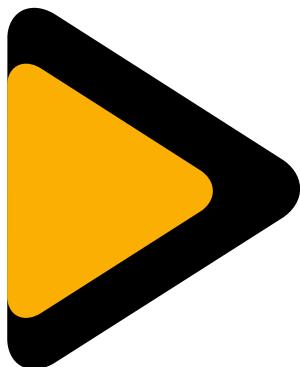
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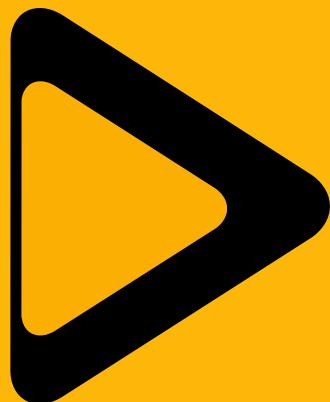
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Tools for Effective Dissemination



Mini Communication Plan

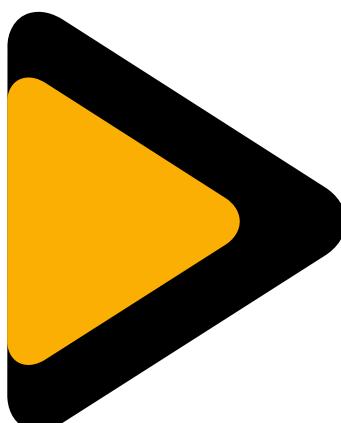
- Audience: Who are you communicating with?
- Message: What do they need to know?
- Channel: How will you reach them?
- Timeline: When will it be shared?
- Responsible person: Who is in charge?



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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DISSEMINATION & DEVELOPMENT

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.



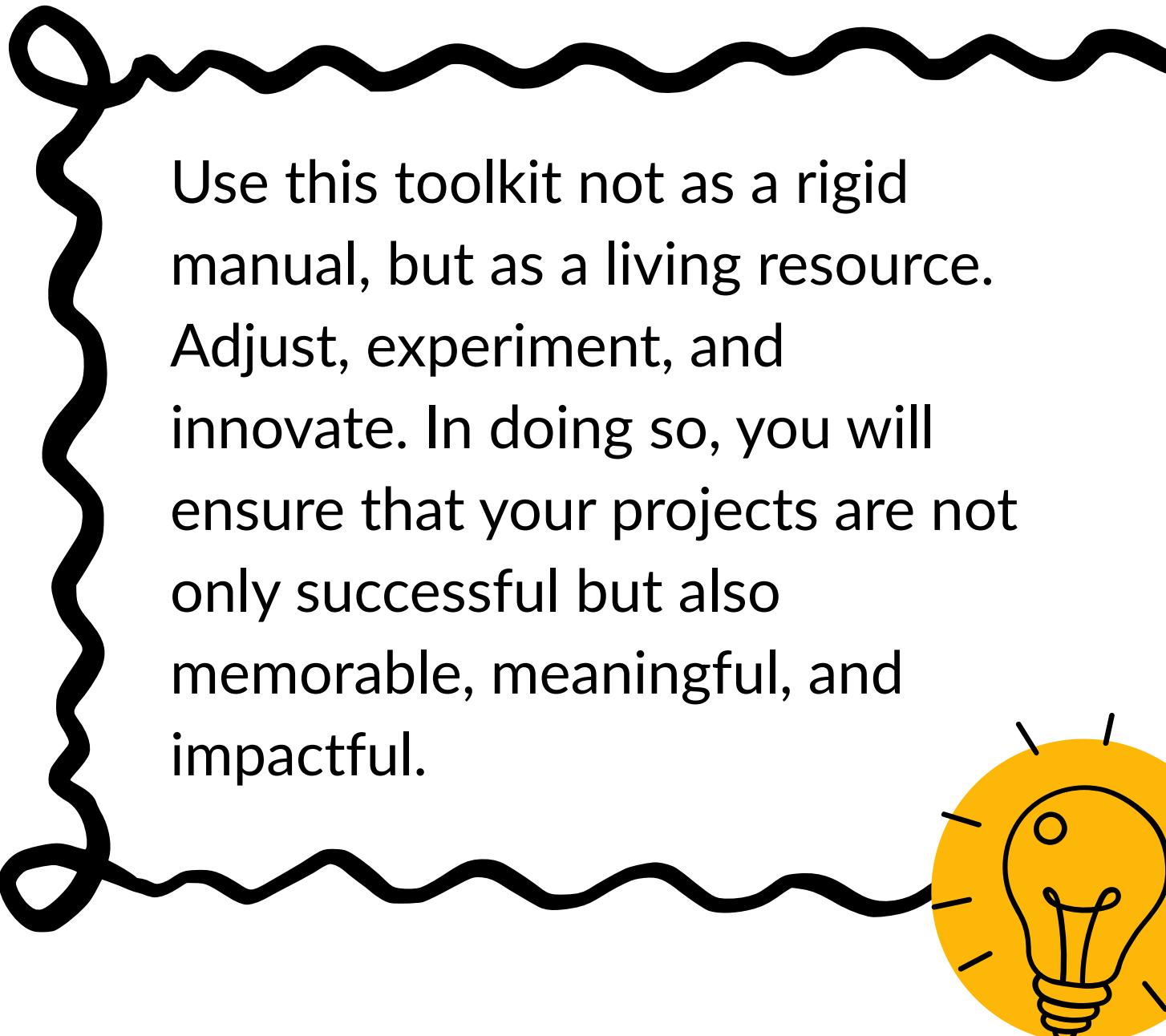
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A FINAL NOTE

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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