



WP 1- D1.8. DIGITAL PLAN AND REPORTS





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ABSTRACT
The present deliverable (D1.8 – Digital Plan and Reports) establishes the baseline framework for the coordination, implementation and monitoring of digital practices within the RestaCOVE project. It defines a common approach to the use of digital tools, platforms and content across the consortium, ensuring consistency, accessibility and alignment with the objectives of the project, the priorities of the Erasmus+ Programme and the Erasmus+ Digital Education Action Plan (2021–2027).





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1 INTRODUCTİON AND SCOPE

The present deliverable (D1.8 – Digital Plan and Reports) establishes the baseline framework for the coordination, implementation and monitoring of digital practices within the RestaCOVE project. It defines a common approach to the use of digital tools, platforms and content across the consortium, ensuring consistency, accessibility and alignment with the objectives of the project, the priorities of the Erasmus+ Programme and the Erasmus+ Digital Education Action Plan (2021–2027).

The Digital Plan supports the effective deployment of the project's digital ecosystem, including the official website, the learning platforms (MOOC and Virtual Learning Factory), as well as the communication and dissemination channels. It provides a structured framework for the organization of digital activities, the definition of roles and responsibilities and the monitoring of performance through a set of measurable indicators derived from the Grant Agreement of the project.

This deliverable is closely linked to Task T1.6 "Inclusion, Digital and Green Plans", forming the digital dimension of the overall project governance framework. In this context, the Digital Plan operates in coordination with the Inclusion and Green Plans, ensuring that digital practices contribute to accessibility, inclusiveness and sustainability objectives, without overlapping or duplicating their respective scopes.

The scope of the Digital Plan focuses on:

- the definition of digital practices and guidelines for all partners,
- the governance model for digital activities and responsibilities,
- the identification of key digital assets and their role within the project,
- the establishment of a monitoring framework based on contractual targets and operational indicators,
- the definition of reporting mechanisms and continuous improvement processes.

At the same time, the Digital Plan does not aim to provide a detailed technical specification of the digital infrastructure or platforms used within the project. Technical design, system architecture and implementation details are addressed within the relevant work packages and technical deliverables.

The present version constitutes the initial baseline (Month 1) of the Digital Plan. It will be progressively refined through scheduled reporting cycles, based on the analysis of implementation data, partner feedback and evolving project needs. Through this iterative approach, the Digital Plan will support the continuous improvement of digital practices and ensure alignment with both project objectives and Erasmus+ digital transformation priorities.



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2 CONCEPTUAL FRAMEWORK FOR DİGİTAL PRACTİCES

This section outlines the conceptual approach underpinning the use of digital technologies within the RestaCOVE project. Rather than focusing on individual tools or platforms, it defines the guiding principles that shape how digital practices support learning activities, collaboration among partners and dissemination of results. The framework is aligned with the Erasmus+ digital transformation priorities and provides a structured basis for ensuring that digital solutions are accessible, inclusive, interoperable and effective. The following subsections translate these principles into key dimensions of digital capacity, inclusion, learning, ecosystem integration and sustainability, which collectively inform the implementation and monitoring of digital activities across the project.

1.1 DİGİTAL CAPACİTY

Digital capacity within the RestaCOVE project refers to the ability of the consortium to effectively design, deploy and operate the project's digital ecosystem, including the official website, the MOOC and the Virtual Learning Factory for Sustainable Collective Catering (VLFSCC), as well as the associated communication and dissemination channels. It encompasses both the technical readiness of the platforms, while ensuring that partners can actively contribute content, manage digital activities and engage with target users.

In the context of RestaCOVE, digital capacity is not limited to the availability of tools, but extends to their coordinated and consistent use across the consortium. This includes the regular production of digital content (e.g. blog posts, social media publications, learning materials), the management of stakeholder communication channels and the effective use of analytics tools for monitoring and improvement. The involvement of partners in structured dissemination activities and the participation of learners in digital environments, including the piloting of the MOOC and VLFSCC, constitute key elements of this capacity.

The level of digital capacity achieved is monitored through platform usage and activity indicators, including website traffic, content production outputs, user participation in learning platforms and engagement with digital dissemination channels, as further specified in Section 6.

2.1 DİGİTAL INCLUSİON & ACCESSBİLİTY

Digital inclusion and accessibility within the RestaCOVE project ensure that all digital outputs, platforms and communication channels are designed and implemented in a way that enables





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equitable access and use by diverse user groups, including individuals with different levels of digital skills and potential accessibility needs. This applies to the project website, the MOOC, the VLFSCC, as well as all associated digital content and dissemination materials.

In practical terms, this dimension is addressed through the adoption of accessibility principles in the design of digital interfaces and content, including compliance with recognized web accessibility standards, the provision of multilingual content and the use of clear and user-friendly formats. Particular attention is given to ensuring that learning materials and digital environments can be accessed and used effectively by learners across different contexts, supporting the broader objective of reducing barriers to participation in digital learning. Digital inclusion is further supported through the use of multiple communication channels (website, social media, email communication), ensuring that project results and activities reach a wide and diverse audience. The availability of content in different formats and languages contributes to enhancing accessibility and facilitating engagement beyond the immediate consortium.

The level of digital inclusion and accessibility achieved is monitored through accessibility-related indicators, including compliance with accessibility standards, availability of multilingual content and the reach of digital dissemination activities, as further specified in Section 6.

2.2 DİGİTAL LEARNİNG & BLENDED COLLABORATİON

Digital learning and blended collaboration constitute a core dimension of the RestaCOVE project, enabling the integration of digital environments with learning, training and cooperative activities across the consortium. This dimension is primarily implemented through the development and use of the MOOC and the Virtual Learning Factory for Sustainable Collective Catering, which provide structured, interactive and scalable digital learning experiences.

The project adopts a blended approach, combining digital learning tools with physical activities such as training sessions, workshops and peer collaboration. Digital platforms support asynchronous learning, simulation-based training and cross-border interaction among participants, while also enabling continuous access to learning materials beyond the constraints of time and location. In this context, the MOOC and the VLFSCC support the delivery of digital learning activities as defined in the relevant work packages. Blended collaboration is further supported through the use of digital communication and coordination tools, allowing partners to co-create content, exchange knowledge and contribute to joint outputs in a consistent and efficient manner. The integration of these tools within the project workflow ensures that digital collaboration complements and enhances physical cooperation activities. The effectiveness of digital learning and collaboration is reinforced through structured piloting activities, including the participation of a defined group of learners in the testing





and validation of the digital platforms. The results of these activities inform the continuous improvement of the learning environment and its alignment with user needs.

The level of digital learning and blended collaboration achieved is monitored through participation indicators, including user engagement with learning platforms, participation in digital activities and interaction with digital learning content, as further specified in Section 6.

2.3 DİGİTAL ECOSYSTEM & INTEROPERABİLİTY

The RestaCOVE project is supported by a structured digital ecosystem composed of interconnected platforms and tools that collectively enable the delivery of learning activities, the dissemination of results and the coordination of project operations. This ecosystem includes the official project website as the central access point, the MOOC and the Virtual Learning Factory as core learning environments, and a set of supporting tools for communication, content management and collaboration.

The effectiveness of this ecosystem relies on the coherent interaction between its components, ensuring that content, data and user interactions can flow seamlessly across different platforms. The website functions as the primary entry point and repository of project outputs, while the learning platforms provide specialized environments for training and simulation. Communication channels, including email systems and social media platforms, extend the reach of the ecosystem and support engagement with external stakeholders.

Interoperability within the project is addressed through the use of widely adopted digital formats and tools that facilitate content sharing, reuse and integration across different environments. Learning materials are structured to allow compatibility with Learning Management Systems and future reuse beyond the project lifecycle, while digital content is produced in formats that support accessibility, distribution and adaptability across multiple channels. This integrated approach ensures that the digital ecosystem remains scalable, adaptable and sustainable, supporting both the internal needs of the consortium and the broader objective of transferring project results to external users and stakeholders.

The effectiveness of the digital ecosystem is monitored through indicators related to platform usage, content distribution and cross-channel engagement, as further specified in Section 6.

2.4 SUSTAİNABİLİTY OF DİGİTAL OUTPUTS





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The RestaCOVE project places particular emphasis on the sustainability and long-term usability of its digital outputs, ensuring that the results developed during the project remain accessible, relevant and exploitable beyond the funding period. This applies to the project website, learning platforms, digital learning materials and dissemination content.

Sustainability is supported through the use of widely adopted technologies and formats, enabling the reuse and transferability of digital content across different contexts and platforms. Learning materials are designed to remain accessible and adaptable, while the central role of the project website as a repository ensures continued access to key outputs and resources after the completion of the project. In addition, the project foresees the continued operation and maintenance of core digital components, as well as their integration into follow-up activities and potential future initiatives. This approach ensures that the digital ecosystem developed within RestaCOVE contributes to long-term impact, supporting the uptake of results by external stakeholders, including VET providers, learners and industry actors.

The sustainability of digital outputs is monitored through indicators related to the availability, accessibility and continued use of digital resources, as further specified in Section 6.





3 DİGİTAL GOVERNANCE MODEL

This section defines the governance framework supporting the coordination and effective implementation of digital activities within the RestaCOVE project. It establishes the roles, responsibilities and processes required to ensure consistent application of digital practices across the consortium, as well as the mechanisms for decision-making, monitoring and continuous improvement. The Digital Governance Model is designed to provide clarity in the distribution of responsibilities among partners, ensure alignment with the project's digital objectives and facilitate structured collaboration in the management of digital assets and activities. It also supports the systematic monitoring of performance and the timely identification and resolution of deviations from planned targets. Through the combination of defined roles, coordinated workflows and feedback mechanisms, the governance model ensures that digital activities are implemented in a coherent, efficient and accountable manner throughout the project lifecycle.

3.1 ROLES AND RESPONSİBİLİTİES

The effective implementation of digital activities within the RestaCOVE project is supported by a clearly defined allocation of roles and responsibilities across the consortium. This structure ensures coordinated execution, consistent application of digital practices and efficient management of digital assets and platforms.

3.1.1 Digital Manager

SMARTS, as the lead contributor for the Digital Plan, assumes the role of Digital Manager, with overall responsibility for the coordination and monitoring of digital practices across the project. In this capacity, SMARTS is responsible for:

- defining and maintaining the Digital Plan and associated guidelines,
- overseeing the implementation of digital activities across work packages,
- monitoring the performance of digital platforms and dissemination channels, including the aggregation of analytics data,
- consolidating partner inputs into structured monitoring and reporting outputs,
- supporting partners in the effective use of digital tools and platforms when needed,
- identifying deviations from planned targets and coordinating corrective actions in collaboration with the relevant partners.





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The Digital Manager acts as the central coordination point for all digital-related activities, ensuring alignment with project objectives and Erasmus+ digital priorities.

3.1.2 Partner-Level Responsibilities

All project partners contribute to the implementation of digital activities within their respective roles and areas of responsibility. This includes project managers, content owners and platform users, who are collectively responsible for the operational execution of digital practices.

Partner responsibilities include:

- contributing to the creation and publication of digital content (e.g. website content, blog posts, social media posts, learning materials),
- participating in dissemination activities and managing communication with target audiences,
- supporting the development, testing and use of the MOOC and the Virtual Learning Factory,
- collecting and providing data related to digital activities (e.g. dissemination actions, platform usage, engagement metrics),
- complying with the agreed digital guidelines, including accessibility, data protection and communication standards,
- contributing to periodic reporting and participating in monitoring and evaluation processes.

Through this distributed model, all partners play an active role in building and maintaining the project's digital capacity, while the Digital Manager ensures coordination, consistency and overall quality of implementation.

3.2 DECİSİON-MAKİNG AND COORDİNATİON MECHANİSMS

Decision-making and coordination of digital activities within the RestaCOVE project are based on a collaborative and structured approach, ensuring alignment across partners while maintaining efficiency in execution. The Digital Manager (SMARTS) acts as the central coordination point for digital matters, working in close cooperation with project partners and the overall project management structure.

Strategic decisions related to digital practices, including the adoption of guidelines, adjustments to digital activities and prioritization of actions, are taken in coordination with the project coordination team, its Steering Committee and relevant work package leaders. Operational decisions concerning





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the implementation of digital tasks are managed on a continuous basis, with partners responsible for executing agreed actions within their areas of responsibility.

Coordination is supported through regular communication among partners, including scheduled meetings, shared digital workspaces and collaborative tools, which enable the exchange of information, tracking of progress and alignment of activities. The use of common platforms for document management and communication ensures transparency and consistency in the implementation of digital practices.

This approach allows for a balance between central coordination and distributed execution, ensuring that digital activities remain coherent at project level while enabling flexibility and responsiveness at partner level.

In practical terms, coordination of digital activities is ensured through the following mechanisms:

- **Regular coordination meetings**: Digital-related topics are addressed within scheduled project meetings, enabling alignment on progress, priorities and emerging needs.
- **Shared digital workspaces**: Common platforms for document management and collaboration (e.g. shared repositories and co-editing tools) are used to ensure real-time access to project materials and coordinated content development.
- **Structured communication flow**: Information related to digital activities is exchanged through defined communication channels, with partners providing updates to the Digital Manager, who consolidates inputs and ensures alignment with project-level objectives.

3.3 MONİTORİNG AND REPORTİNG WORKFLOW

The monitoring and reporting of digital activities within the RestaCOVE project follow a structured workflow designed to ensure the systematic collection, validation and analysis of data related to digital implementation and performance. This workflow supports continuous visibility on progress, facilitates evidence-based decision-making and ensures alignment with the contractual targets defined in the Grant Agreement of the project.

Monitoring is carried out on an ongoing basis through the collection of data from the project's digital platforms and communication channels, including the website, learning environments (MOOC and VLFSCC), social media and email communication systems. Partners are responsible for collecting and providing relevant data related to their activities, including content production, dissemination actions and user engagement. The Digital Manager is responsible for aggregating and consolidating the data provided by partners, as well as data generated directly through central platforms (e.g. website analytics, learning platform usage). This includes the validation of inputs, the organization of

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data into structured formats and the preparation of consolidated monitoring outputs. Reporting is performed on a periodic basis, in alignment with project reporting cycles. Partners contribute through the provision of structured inputs, while the Digital Manager produces aggregated reports that reflect the overall performance of digital activities across the consortium. These reports include both the tracking of contractual targets and the analysis of operational indicators, as defined in Section 6.

This workflow ensures a continuous feedback loop between implementation and monitoring, allowing the project to identify trends, assess performance and support timely adjustments to digital activities where necessary.

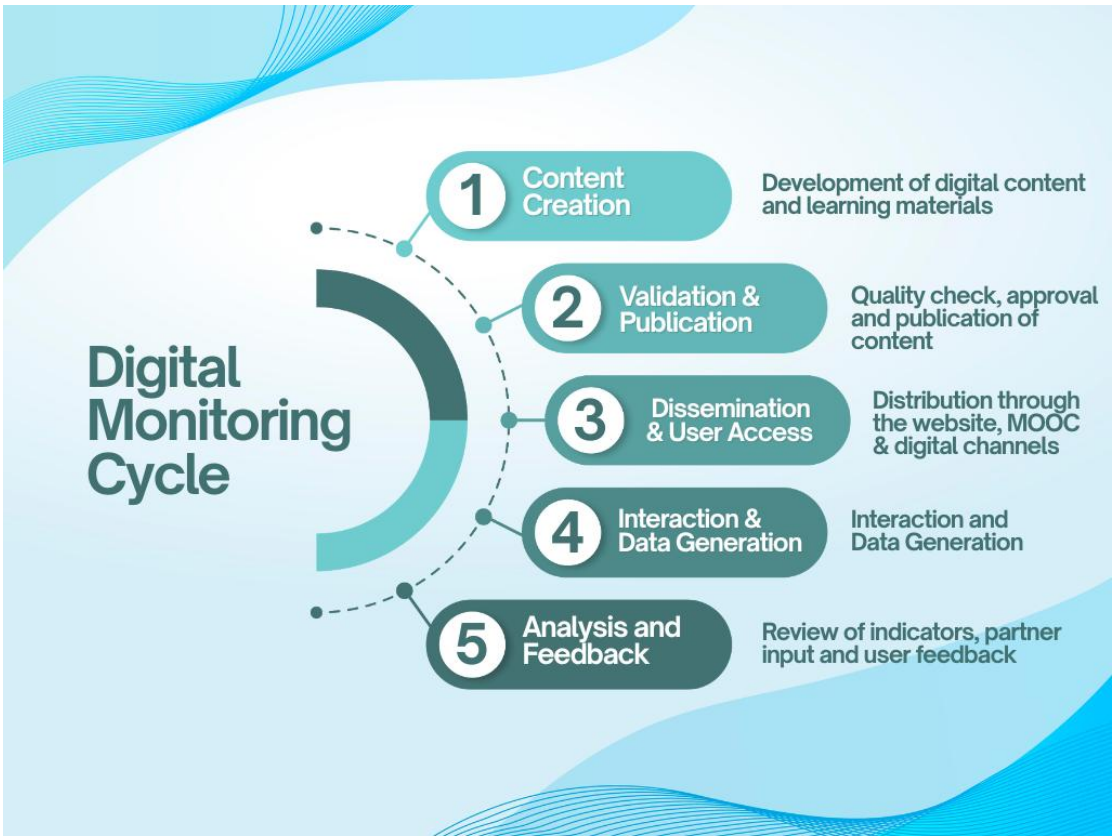


Fig. 1: Digital Monitoring Cycle





3.4 CORRECTİVE ACTİON MECHANİSM

The RestaCOVE project adopts a structured approach for identifying and addressing deviations from planned digital activities and performance targets. The corrective action mechanism ensures that issues related to digital implementation are detected in a timely manner and resolved through coordinated actions among the relevant partners.

Deviations may be identified through the monitoring process described in Section 3.3, including discrepancies in the achievement of contractual targets (e.g. content production, dissemination outputs) or variations in operational performance indicators (e.g. engagement levels, platform usage). Partners are expected to report any identified issues or delays related to their digital activities, while the Digital Manager monitors overall performance and highlights areas requiring attention. Once a deviation is identified, the Digital Manager initiates a coordination process with the involved partner(s) to assess the underlying causes and define appropriate corrective actions. These actions may include adjustments to content production plans, redistribution of responsibilities, targeted support to partners or refinement of dissemination and engagement strategies.

Corrective actions are implemented within agreed timelines and monitored through subsequent reporting cycles to ensure their effectiveness. The outcomes of corrective measures are documented as part of the project's monitoring and reporting framework, contributing to the continuous improvement of digital practices across the consortium. This mechanism ensures that digital activities remain aligned with project objectives and contractual commitments, while allowing flexibility and responsiveness in the management of implementation challenges





4 DİGİTAL ECOSYSTEM OF THE PROJECT

This section provides an overview of the digital ecosystem supporting the implementation of the RestaCOVE project, focusing on the main digital assets and tools that enable learning activities, collaboration and dissemination. Rather than describing technical architecture, the section outlines the key components of the ecosystem, their roles within the project and the way they interact to support the overall workflow. The digital ecosystem is structured around a set of core platforms, including the project website and the learning environments, complemented by supporting tools for communication, collaboration and content production. Together, these elements form an integrated environment that supports both internal project coordination and external engagement with stakeholders.

The following subsections present the core digital assets, the supporting tools used by the consortium and the logical relationships between components, highlighting how digital content and interactions flow across the project ecosystem.

4.1 CORE DİGİTAL ASSETS

The digital ecosystem of the RestaCOVE project is centered around a set of core digital assets that support the delivery of learning activities, the dissemination of results and the overall visibility of the project. These assets provide the primary interfaces through which users access content, interact with learning environments and engage with project outputs.

4.1.1 Project Website

The official project website functions as the central entry point and repository of the RestaCOVE project. It hosts key information about the project, provides access to deliverables and learning materials and serves as the main platform for publishing content, including blog posts and updates on project progress. The website also supports dissemination activities by integrating multimedia content and acting as a hub for communication with external stakeholders.

4.1.2 Massive Open Online Course

The Massive Open Online Course platform constitutes a structured digital learning environment designed to deliver educational content developed within the project. It supports asynchronous learning, enabling users to access training materials, follow learning pathways and engage with course content at their own pace. The MOOC plays a key role in ensuring the scalability and accessibility of the project's learning outputs.





4.1.3 Virtual Learning Factory

The Virtual Learning Factory for Sustainable Collective Catering (VLFSCC) is an interactive digital environment that complements the MOOC by providing simulation-based learning experiences. It enables users to explore and experiment with sustainable catering processes in a virtual setting, supporting experiential learning through practical scenarios and system simulations. The VLFSCC enhances the overall learning offer of the project by combining theoretical knowledge with applied, hands-on digital training.

4.2 SUPPORTİNG TOOLS

In addition to the core digital assets, the RestaCOVE project relies on a set of supporting digital tools that facilitate collaboration among partners, communication with stakeholders and the production of digital content. These tools enable the day-to-day implementation of project activities and ensure the efficient operation of the overall digital ecosystem, in line with the practices defined in the project Description of Action.

4.2.1 Collaboration Tools

Collaboration among partners is supported through shared digital workspaces and communication platforms, enabling real-time access to project documents, co-editing of materials and coordination of tasks. In this context, tools such as **Google Drive** are used for document storage and collaborative editing, ensuring that project materials, deliverables and working documents are accessible and continuously updated by all partners. In addition, platforms such as **Google Meet** or **Microsoft Teams** support regular remote meetings and coordination activities across the consortium.

4.2.2 Communication Tools

Communication with external stakeholders is enabled through a combination of digital channels, including email communication systems and social media platforms. Email tools are used for structured outreach activities, including newsletters and promotional campaigns, while social media platforms support the dissemination of project results and engagement with wider audiences. These tools are implemented in accordance with the dissemination strategy and enable the monitoring of communication performance through analytics (e.g. open rates, engagement metrics).

4.2.3 Content Production Tools

The creation of digital content is supported by tools for multimedia production and editing, enabling the development of videos, visual materials and other digital assets used across the project's platforms. The use of professional content production tools ensures the quality, consistency and adaptability of materials published on the website, learning platforms and dissemination channels.





4.3 LOGİCAL RELATİONSHİPS

The effectiveness of the RestaCOVE digital ecosystem is based on the structured interaction between its core digital assets and supporting tools, forming an integrated environment in which content, data and user interactions are continuously exchanged. Rather than operating as isolated components, the different elements of the ecosystem are interconnected through defined functional relationships that support the full lifecycle of digital activities, from content creation to dissemination and user engagement.

At the starting point of this process lies the content production layer, where project partners develop learning materials, dissemination content and communication outputs within their respective work packages. This includes educational content for the MOOC and VLFSCC, as well as blog posts, social media content and communication materials. The development and coordination of this content are supported through shared collaboration tools, enabling joint authoring, review and validation processes, and ensuring consistency in quality and messaging across the consortium.

Once validated, content is distributed across the core digital assets, with the project website acting as the central aggregation and publication hub. The website hosts key outputs, including project information, blog posts, downloadable materials and access points to the learning environments. In this role, it provides a structured and accessible interface for external stakeholders and ensures the long-term availability of project results. The learning platforms (MOOC and VLFSCC) receive structured educational content and transform it into interactive learning experiences. The MOOC supports structured knowledge delivery through modular learning pathways, while the VLFSCC provides simulation-based environments that enable experiential learning. These platforms generate user interaction data, including participation, progression and engagement, which constitute a key input for monitoring the effectiveness of digital learning activities.

Parallel to this, the dissemination and communication layer — including email campaigns and social media platforms — serves to amplify the visibility of project outputs. These channels promote content published on the website and learning platforms, direct users towards the core assets and support engagement with targeted stakeholder groups. The structured use of these channels ensures both broad outreach and targeted communication.

A critical component of the ecosystem is the analytics and feedback layer, which captures data from all major interaction points, including website usage, learning platform participation and communication performance. This data is consolidated and analyzed within the project's monitoring framework, enabling the assessment of both contractual targets and operational performance indicators.





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The integration of these layers establishes a continuous and iterative cycle. This feedback loop ensures that the digital ecosystem remains adaptive and responsive, supporting continuous improvement of both learning activities and dissemination effectiveness. Through this structured set of relationships, the RestaCOVE digital ecosystem operates as a coherent system that supports internal coordination among partners and maximizes the reach, usability and impact of project results.





5 DİGİTAL PRACTİCE GUİDELİNES

This section defines the set of guidelines governing the implementation of digital activities within the RestaCOVE project. Building on the digital ecosystem and governance framework described in previous sections, it translates high-level principles into practical rules and expected practices for all partners. The Digital Practice Guidelines establish a common operational framework for the use of digital tools, the creation and management of content and the execution of communication and learning activities. Their purpose is to ensure consistency, quality and alignment across the consortium, while enabling partners to contribute effectively to the project's digital outputs and objectives. The guidelines cover key areas including collaboration, communication, digital learning delivery, content production, accessibility and data protection. They also incorporate principles related to interoperability and reusability of digital materials, supporting the long-term sustainability of project outputs. Compliance with these guidelines is expected from all partners and is supported through the monitoring framework defined in Section 6, ensuring that digital practices are applied consistently and can be continuously improved throughout the project lifecycle.

5.1 COLLBORATİON & DOCUMENT MANAGEMENT

5.1.1 Objective

To ensure efficient, transparent and coordinated collaboration among project partners through the structured management of documents, shared resources and communication flows, supporting the timely development and delivery of project outputs.

5.1.2 Agreed Practices

- All project-related documents, deliverables and working materials are stored and managed in shared digital workspaces, ensuring accessibility to all partners and avoiding duplication or version inconsistencies.
- **Google Drive** is used as the primary repository for document storage, organization and collaborative editing, enabling real-time updates and co-creation of content.
- Project documents are organized following a common structure, with clearly defined folders and naming conventions to facilitate navigation, traceability and version control.
- Partners are responsible for regularly updating shared documents and ensuring that the most recent versions are available in the common repository.
- Collaborative editing tools (e.g. shared documents, spreadsheets, forms) are used to support joint development of deliverables and data collection activities.

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- **Google Meet/Microsoft Teams** (or equivalent tools) is used to support regular remote meetings, coordination sessions and working group discussions, ensuring continuous communication across geographically distributed partners.
- Meeting outcomes and key decisions are documented and shared through the common workspace, ensuring transparency and continuity of work.

5.1.3 Responsible Actors

- **Digital Manager**: defines and maintains the overall structure and organization of shared workspaces, ensures consistency in document management practices and supports partners in the use of collaboration tools.
- **Project partners (PMs, contributors)**: upload, update and manage project documents, participate in collaborative editing processes and ensure that their contributions are properly documented and aligned with agreed practices.
- **Work Package Leaders**: oversee the organization and completeness of documents related to their work packages and ensure alignment with project-level coordination.

5.2 COMMUNİCATİON & ENGAGEMENT

5.2.1 Objective

To ensure the effective dissemination of project results and sustained engagement with target stakeholders through coordinated digital communication activities, leveraging multiple channels to maximize reach, visibility and interaction.

5.2.2 Agreed Practices

- Digital communication activities are implemented in alignment with the project's dissemination strategy, ensuring consistency in messaging, visual identity and timing of publications across all partners.
- Social media platforms (e.g. Facebook, Instagram, LinkedIn) are used as primary channels for promoting project activities, sharing results and engaging with wider audiences through structured publication plans.
- Partners contribute to the production and publication of digital content (e.g. posts, articles, updates) following a coordinated rotation scheme, ensuring balanced participation and continuous activity over the project duration.
- Email communication tools are used for targeted stakeholder engagement, including newsletters and promotional campaigns designed to inform, attract and retain users.
- Stakeholder databases are developed and maintained by partners, ensuring compliance with data protection requirements and enabling structured outreach to relevant audiences.





- Communication activities are supported by the use of analytics tools, enabling the monitoring of key performance indicators such as reach, engagement, open rates and click rates.
- Content is adapted to different formats and channels (e.g. posts, visuals, short videos) to enhance accessibility, visibility and user engagement across diverse audiences.
- All communication materials comply with project branding and visibility requirements, ensuring a consistent and recognizable identity across all dissemination channels.

5.2.3 Responsible Actors

- **Digital Manager:** monitors overall communication performance, supports partners in the use of digital communication tools and consolidates analytics data for reporting purposes.
- **Lead partner for dissemination (WP5 leader):** coordinates the implementation of the dissemination strategy, including planning of campaigns, alignment of content and monitoring of communication outputs.
- **Project partners:** contribute to content creation, manage local dissemination activities, maintain stakeholder databases and implement communication actions in line with agreed practices.

5.3 DİGİTAL LEARNİNG DELİVERY

5.3.1 Objective

To ensure the effective design, delivery and continuous improvement of digital learning activities through the MOOC and the VLFSCC, providing accessible, engaging and scalable learning experiences aligned with project objectives.

5.3.2 Agreed Practices

- Digital learning content is developed collaboratively by partners and structured into coherent modules, ensuring consistency, clarity and alignment with the project's learning objectives.
- The MOOC is used as the primary platform for delivering structured learning content, enabling users to access materials asynchronously and follow defined learning pathways.
- The VLFSCC complements the MOOC by providing simulation-based learning environments that support experiential and applied learning through interactive scenarios.
- Learning materials are designed to be user-friendly, modular and adaptable, allowing reuse across different contexts and ensuring accessibility for diverse learner groups.
- The delivery of digital learning activities follows a blended approach, combining digital platforms with complementary physical or synchronous activities where applicable.





- Structured piloting activities are implemented to test and validate the MOOC and VLFSCC, involving a defined group of learners and generating data on usability, effectiveness and user engagement.
- Feedback collected from learners and partners is systematically used to refine content, improve learning pathways and optimize the functionality of the platforms.
- Learning activities are monitored through participation and engagement data (e.g. enrolment, interaction with content, progression), supporting the evaluation of learning effectiveness.
- Digital learning materials are developed in formats that support interoperability and future reuse, where applicable, in alignment with widely adopted e-learning standards.

5.3.3 Responsible Actors

- **Digital Manager**: supports the coordination and monitoring of digital learning activities, ensures alignment with the Digital Plan and consolidates data related to platform usage and participation.
- **Work Package Leaders (learning-related WPs)**: oversee the development, structuring and quality of learning content, ensuring alignment with pedagogical objectives and project outcomes.
- **Project partners (content contributors and trainers)**: develop learning materials, contribute to platform content, participate in piloting activities and provide feedback for continuous improvement.
- **Learners (pilot participants)**: engage with the platforms, provide feedback and contribute to the evaluation and validation of digital learning activities.

5.4 CONTENT PRODUCTİON & DİSSEMİNATİON

5.4.1 Objective

To ensure the consistent production, management and dissemination of high-quality digital content that supports the visibility of the project, the communication of results and the engagement of target stakeholders across multiple channels.

5.4.2 Agreed Practices

- Digital content is produced collaboratively by project partners in alignment with the project's dissemination strategy, ensuring consistency in messaging, tone and visual identity.
- Content production follows a structured and continuous approach, including the development of blog posts, social media content, learning materials and multimedia outputs, in line with agreed targets and timelines.



- The project website serves as the primary publication platform for official content, including blog posts, project updates and access to key outputs, ensuring centralized availability and long-term accessibility.
- Social media platforms are used to amplify the dissemination of content published on the website and learning platforms, following coordinated publication plans and rotation schemes among partners.
- Content is adapted to different formats and channels (e.g. articles, short posts, visuals, videos) to maximize reach, accessibility and user engagement.
- All content complies with the project's visual identity and branding guidelines, ensuring a consistent and recognizable communication approach across all dissemination channels.
- Partners contribute regularly to content production, ensuring balanced participation and continuous activity throughout the project lifecycle.
- Content performance is monitored through analytics tools, allowing the identification of high-performing content and the optimization of dissemination strategies.
- Digital content is stored and maintained in a way that ensures its availability, reuse and accessibility beyond the duration of the project.

5.4.3 Responsible Actors

- **Digital Manager**: monitors content performance across platforms, supports partners in content-related practices and ensures alignment with the Digital Plan and monitoring framework.
- **Lead partner for dissemination (WP5 leader)**: coordinates content planning, ensures consistency with the dissemination strategy and oversees the implementation of publication plans.
- **Project partners**: produce and publish content in accordance with agreed schedules, contribute to dissemination activities and ensure compliance with branding and communication guidelines.

5.5 ACCESSİBİLİTY & USER EXPERİENCE

5.5.1 Objective

To ensure that all digital platforms, content and communication channels within the RestaCOVE project are accessible, user-friendly and inclusive, enabling effective use by diverse user groups and supporting equal access to project results.

5.5.2 Agreed Practices





- All digital platforms, including the project website, MOOC and VLFSCC, are designed and maintained in compliance with recognized accessibility standards (e.g. WCAG), ensuring usability for users with different needs and abilities.
- Digital content is produced using clear, structured and user-friendly formats, facilitating navigation, readability and understanding across different audiences.
- Multilingual content is provided across key platforms and communication channels, ensuring accessibility for users from all partner countries and supporting broader dissemination.
- Learning materials and digital resources are designed to be accessible and adaptable, supporting different learning styles and levels of digital literacy.
- Visual and multimedia content (e.g. images, videos, graphics) is used in a way that enhances comprehension and engagement, while ensuring that alternative formats are available where necessary.
- User interfaces are designed to be intuitive and consistent across platforms, enabling users to easily access information, navigate content and interact with digital tools.
- Feedback from users and partners is considered in the continuous improvement of accessibility and user experience across digital assets.
- Accessibility and usability aspects are regularly reviewed as part of the monitoring process, ensuring alignment with agreed standards and practices.

5.5.3 Responsible Actors

- **Digital Manager**: monitors compliance with accessibility and usability principles, supports partners in implementing accessibility practices and ensures alignment with the Digital Plan.
- **Project partners (content creators and platform contributors)**: produce and manage content in accordance with accessibility guidelines and ensure that materials are clear, structured and user-friendly.
- **Work Package Leaders**: oversee the application of accessibility and user experience practices within their respective activities and outputs.

5.6 DATA PROTECTİON & PRİVACY

5.6.1 Objective

To ensure that all digital activities within the RestaCOVE project are conducted in full compliance with applicable data protection and privacy regulations, safeguarding the personal data of users, stakeholders and project participants.

5.6.2 Agreed Practices





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- All collection, processing and storage of personal data are carried out in accordance with the General Data Protection Regulation (GDPR) and relevant national regulations.
- Personal data is collected only where necessary for the implementation of project activities (e.g. stakeholder communication, participation in learning platforms) and is used exclusively for clearly defined purposes.
- Users are informed about the processing of their data and provide explicit consent where required, particularly in relation to subscription to communication channels and participation in digital platforms.
- Access to personal data is restricted to authorized partners and personnel, ensuring confidentiality and secure handling of information.
- Appropriate technical and organizational measures are implemented to protect data from unauthorized access, loss or misuse, including secure storage and controlled access to digital systems.
- Data collected through communication tools (e.g. email campaigns, stakeholder databases) and learning platforms is managed in compliance with privacy requirements and used for monitoring and reporting purposes in an aggregated and anonymized form where applicable.
- Partners ensure that all digital tools and platforms used within the project support data protection principles by design and by default.

5.6.3 Responsible Actors

- **Digital Manager**: oversees the alignment of digital practices with data protection requirements and supports partners in implementing compliant data handling processes.
- **Project partners**: ensure that personal data is collected, processed and managed in accordance with GDPR requirements within their respective activities.
- **Work Package Leaders**: supervise compliance with data protection practices within their work packages and ensure that relevant procedures are followed.

5.7 INTEROPERABİLİTY & CONTENT STANDARDS

5.7.1 Objective

To ensure that digital content and learning materials developed within the RestaCOVE project are interoperable, reusable and adaptable across different platforms and contexts, supporting long-term accessibility and sustainability of project outputs.

5.7.2 Agreed Practices

- Learning materials developed for the MOOC and the VLFSCC are structured to support interoperability and integration with Learning Management Systems, following widely





adopted e-learning standards where applicable (e.g. SCORM-compatible formats or equivalent approaches).

- Digital content is produced using open and portable formats (e.g. standard video, document and multimedia formats), ensuring accessibility, ease of distribution and long-term usability.
- Content is organized and documented in a structured manner, enabling efficient reuse, adaptation and integration into future learning or dissemination contexts.
- The selection of digital tools and formats takes into account the need to avoid vendor lock-in, ensuring that content and data can be exported, transferred and reused independently of specific platforms.
- Learning materials and digital assets are designed with reusability in mind, allowing their application beyond the scope of the project, including in different educational, training or dissemination environments.
- Where applicable, metadata and descriptive information are used to support the identification, classification and retrieval of digital content.

5.7.3 Responsible Actors

- **Digital Manager**: ensures alignment of digital practices with interoperability and reusability principles and supports partners in the adoption of appropriate formats and standards.
- **Project partners (content creators)**: develop and structure content in accordance with agreed practices, ensuring compatibility, portability and reuse potential.
- **Work Package Leaders**: oversee the consistency and quality of learning materials and ensure that interoperability considerations are integrated into content development processes.





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6 MONİTORİNG FRAMEWORK AND INDİCATORS

This section defines the monitoring framework supporting the assessment of digital activities within the RestaCOVE project. It establishes the approach for tracking progress, measuring performance and ensuring alignment with the digital practices and objectives defined in the previous sections. The framework combines the monitoring of contractual digital targets, as defined in the Grant Agreement of the project, with a set of operational indicators that provide additional insight into the effectiveness of digital implementation. It relies on data collected from the project's digital platforms and communication channels, including the website, learning environments, social media and email systems. The monitoring framework supports evidence-based decision-making, enabling the project to assess the level of achievement of planned outputs, identify trends in user engagement and inform continuous improvement of digital practices. It is closely linked to the reporting and governance mechanisms described in Section 3, ensuring that monitoring results are systematically integrated into project management processes.

The following subsections present the monitoring approach, the main data sources and the set of indicators used to evaluate digital performance.

6.1 MONİTOPRİNG APPROACH

The monitoring of digital activities within the RestaCOVE project follows a structured and continuous approach, combining regular data collection with periodic analysis and reporting. The objective is to ensure consistent tracking of progress against planned targets, while also enabling the assessment of the effectiveness of digital practices and activities.

Monitoring is based on a dual perspective:

1. Tracking of contractual targets, derived from the Grant Agreement, ensuring that planned outputs (e.g. content production, dissemination activities, platform deployment) are delivered as agreed.
2. Assessment of operational performance, through the analysis of indicators related to user engagement, platform usage and communication effectiveness.

Data is collected on an ongoing basis from the project's digital ecosystem, including the website, learning platforms, social media channels and email communication systems. Partners contribute by providing data related to their activities, while centralized analytics tools support the automated





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collection of usage and engagement metrics. The Digital Manager (SMARTS) is responsible for aggregating and analyzing the collected data, ensuring its consistency and relevance for monitoring purposes. The results of this process are used to produce periodic reports and to inform decision-making within the project. This approach ensures a balance between structured monitoring of planned outputs and flexible assessment of performance, supporting both compliance with project commitments and continuous improvement of digital activities.

6.2 DATA SOURCES

The monitoring framework relies on data collected from the main components of the RestaCOVE digital ecosystem, ensuring comprehensive coverage of digital activities across platforms and communication channels. These data sources provide the basis for tracking both contractual targets and operational performance indicators.

Key data sources include:

- **Project Website** (Google Analytics 4 – GA4): provides data on website usage and performance, including number of users, sessions, page views, duration of visits, geographical distribution and content interaction.
- **Learning Platforms** (MOOC and VLFSCC): generate data related to user participation, engagement with learning materials, progression and interaction within digital learning environments.
- **Social Media Platforms** (e.g. Facebook, Instagram, LinkedIn): provide insights on dissemination performance, including reach, impressions, interactions and audience engagement.
- **Email Communication Tools**: support the monitoring of stakeholder engagement through indicators such as number of recipients, open rates, click rates and response levels.
- **Partner Contributions and Dissemination Records**: include data collected by partners regarding content production, dissemination actions and stakeholder outreach activities, as documented in dissemination tracking tools and reports.

These data sources are used in a complementary manner, enabling the collection of both quantitative and qualitative information and ensuring a comprehensive understanding of digital performance across the project.





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6.3 MONİTORİNG INDİCATORS

The monitoring of digital activities within the RestaCOVE project is based on a structured set of indicators that enable the assessment of both the achievement of planned outputs and the effectiveness of digital implementation. These indicators are derived from two complementary sources:

1. **Contractual digital targets**, as defined in the Grant Agreement, which represent measurable commitments related to digital content production, dissemination activities and learning platform deployment.
2. **Operational monitoring indicators**, which provide additional insight into user engagement, platform usage and communication performance, supporting the continuous improvement of digital practices.

The combination of these two categories ensures that the monitoring framework addresses both compliance with project obligations and the overall effectiveness of digital activities.

6.3.1 Contractual digital targets

The following table presents the set of contractual digital targets that constitute the baseline for monitoring progress and performance across the project.

Category	Indicator	Target Value	Source / Deliverable
Website & Digital Presence	Number of blog posts	48	D1.3, D5.3
	Website availability	Continuous (M1–M48 & beyond)	D1.3
	Multilingual functionality	All partner languages	D1.3
	Accessibility compliance	WCAG-compliant	D1.3
	Secure hosting	SSL enabled	D1.3
	Website analytics reports	4 (yearly)	D1.3
	Website traffic	50.000 visitors	D5.3
Social Media Dissemination	Social media platforms	4 active platforms (Instagram, Youtube, Facebook, Linkedin)	D5.3

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	Number of posts	48 in 3 platforms (144 total) (Instagram, Facebook, Linkedin) 18 promotional videos created in Youtube	D5.3
	Social media reach	100.000 total reach 50.000 video viewers	D5.3
	Social media reports	4 (yearly)	D5.3
	Paid campaigns	18 (1 per partner)	D5.3
	Impact	4.000 followers	
Email Communication	Promotional emails	18 (1 per partner)	D5.4
	Stakeholder database	900 contacts	D5.4
	Additional subscribers	1.000 new users	D5.4
	Reach via existing databases	200.000 contacts	D5.4
	Email analytics reports	4 (yearly)	D5.4
Analytics & Monitoring	Google Analytics (GA4) reports	Yearly reporting	D1.3, D5.3
	Social media insights	Yearly reporting	D5.3
	Email analytics	Yearly reporting	D5.4
Digital Learning Platforms (MOOC & VLFSCC)	Platform deployment	By Month 12	D2.4
	Platform development & optimization	Up to Month 39	D2.4
	Platform availability	Maintained post-project	D2.4
	Learners involved in piloting	540 learners	D2.4
	Evaluation reports	Yearly / iterative	D2.4

Tab. 1: Contractual monitoring Indicators Table

The above indicators represent contractual targets defined in the project Grant Agreement and constitute mandatory outputs to be achieved during implementation. Their monitoring is complemented by additional operational indicators (Section 6.3.2), enabling continuous assessment of effectiveness and supporting evidence-based improvements

6.3.2 Operational Monitoring Indicators





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In addition to the contractual digital targets defined previously, the RestaCOVE project adopts a set of operational monitoring indicators to assess the effectiveness and quality of digital activities. These indicators are not linked to formal project obligations but are used to provide deeper insight into user behavior, engagement and overall performance of the digital ecosystem. Operational indicators focus on the performance of the project's digital platforms and communication channels, supporting the identification of trends, strengths and areas for improvement. They enable a more dynamic and responsive approach to monitoring, complementing the structured tracking of contractual outputs.

Indicative operational indicators include:

- **Website performance indicators**: session duration, pages per session, bounce rate, user return rate.
- **User engagement indicators**: interactions with content, time spent on pages, navigation patterns.
- **Learning participation indicators**: enrolment levels, progression through learning materials, completion rates of courses or modules.
- **Communication effectiveness indicators**: email open rates, click-through rates, interaction with social media content (likes, shares, comments).
- **Content performance indicators**: views, downloads, and relative performance of different types of content across platforms.

These indicators are analyzed in conjunction with contractual targets to provide a comprehensive view of digital performance. The results support evidence-based adjustments to content, dissemination strategies and learning activities, contributing to the continuous improvement of the project's digital practices.





7 REPORTİNG AND CONTİNUOUS IMPROVEMENT MECHANİSM

This section defines the approach for reporting and continuous improvement of digital activities within the RestaCOVE project. Building on the monitoring framework presented in Section 6, it establishes how data and indicators are translated into structured reports and how the results are used to support informed decision-making and optimization of digital practices. The reporting process ensures the systematic consolidation of inputs from project partners and digital platforms, enabling a comprehensive view of progress and performance across the consortium. At the same time, it supports the identification of trends, deviations and opportunities for improvement, linking monitoring outcomes with the governance mechanisms described in Section 3. Through this structured approach, reporting functions not only as a compliance requirement, but also as a key tool for continuous learning and adaptation, ensuring that digital activities remain effective, aligned with project objectives and responsive to user needs throughout the project lifecycle.

7.1 PARTNER REPORTİNG

Partner reporting constitutes the primary input to the monitoring and evaluation of digital activities within the RestaCOVE project. Each partner is responsible for providing structured information on the implementation of digital practices within their scope of activities, including content production, dissemination actions, learning platform usage and stakeholder engagement.

Reports are prepared on a yearly basis, in alignment with project reporting cycles and follow a common structure to ensure consistency and comparability of inputs across the consortium. These reports include both quantitative data (e.g. outputs, participation, engagement indicators) and qualitative insights (e.g. challenges, feedback, improvement needs). This approach ensures that all partners actively contribute to the monitoring process and that relevant information is systematically captured to support project-level assessment.

7.2 AGGREGATİON AND ANALYSİS

The Digital Manager (SMARTS) is responsible for the aggregation and analysis of data collected through partner reports and digital platforms. This includes the consolidation of inputs into a unified dataset, the validation of information and the organization of data in a structured format suitable for analysis and reporting.





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The aggregated data is analyzed in relation to both contractual digital targets and operational monitoring indicators, enabling the assessment of overall performance and the identification of trends, deviations and areas requiring attention. The results of this analysis are presented in consolidated reports, providing a comprehensive overview of digital activities across the project. This centralized approach ensures consistency in reporting, supports evidence-based evaluation and facilitates coordination across work packages.

7.3 FEEDBACK AND CONTİNUOUS IMPROVEMENT

The results of the monitoring and reporting process are used to support continuous improvement of digital activities within the project. Based on the analysis of performance indicators, the Digital Manager, in coordination with project partners, identifies areas where adjustments or improvements are required.

Feedback is communicated to the relevant partners through established coordination mechanisms, enabling targeted actions such as refinement of content, adjustment of dissemination strategies or optimization of learning activities. Where necessary, corrective actions are implemented in line with the mechanism described in Section 3.4. This iterative process ensures that digital practices evolve throughout the project lifecycle, responding to user behavior, performance trends and emerging needs, and contributing to the overall effectiveness and impact of the project.





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8 SUSTAİNABİLİTY AND POST-PROJECT CONTİNUİTY

This section outlines the approach for ensuring the long-term availability, usability and impact of the digital outputs developed within the RestaCOVE project. Sustainability is considered a core design principle of the project's digital ecosystem, ensuring that the results generated remain accessible, relevant and exploitable beyond the duration of the funding period.

The project website will remain the central repository of results, providing continued access to project materials, learning resources and dissemination content after the completion of the project. Its structured organization and public accessibility ensure that stakeholders, including VET providers, learners and industry actors, can retrieve and utilize project outputs in a straightforward and reliable manner over time.

The learning platforms, including the MOOC and the Virtual Learning Factory, are designed with a strong focus on long-term usability and adaptability. Their modular structure enables the reuse and integration of learning materials into future training activities, educational programmes and institutional frameworks. The digital nature of these platforms allows them to support continuous learning opportunities and to reach new user groups beyond the initial project audience.

Particular attention is given to the quality, structure and format of digital content, ensuring that materials remain understandable, accessible and reusable over time. Content is developed using widely adopted formats and organized in a structured manner, facilitating its transfer across platforms and its adaptation to different educational and dissemination contexts. This approach supports not only preservation, but also active reuse and further development of project outputs.

Sustainability is further reinforced through the use of interoperable and portable digital formats, enabling content to be exported, shared and repurposed independently of specific platforms. This reduces dependency on individual tools and supports the long-term viability of digital assets, even in evolving technological environments.

The project also places emphasis on the continued engagement of partners and stakeholders, recognizing that sustainability is not only a technical matter but also an organizational and operational one. Partners are encouraged to integrate project outputs into their ongoing activities, training programmes and institutional strategies, ensuring that the results of RestaCOVE are embedded in real-world practices.

Responsibility for the maintenance and further use of digital assets is shared across the consortium, with each partner contributing to the continuation of activities within their respective domains. In parallel, the project foresees the exploration of follow-up initiatives, collaborations and potential





future funding opportunities, supporting the evolution and scaling of the digital ecosystem developed.





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9 CONCLUSİON

The present deliverable has established the Digital Plan for the RestaCOVE project, providing a structured framework for the coordination, implementation and monitoring of digital activities across the consortium. By defining a common approach to digital practices, governance mechanisms and performance monitoring, the document ensures consistency, transparency and alignment with both project objectives and Erasmus+ digital priorities. The Digital Plan integrates the key dimensions of the project's digital ecosystem, including the deployment of core platforms, the implementation of collaborative and communication practices and the delivery of digital learning activities. Through the combination of clearly defined roles, operational guidelines and a structured monitoring framework, it supports the effective execution of digital activities and the achievement of contractual targets.

Particular emphasis is placed on the use of measurable indicators and data-driven processes, enabling the project to track progress, assess performance and continuously improve its digital practices. The integration of reporting and feedback mechanisms ensures that monitoring results are effectively translated into actionable insights and coordinated improvements. At the same time, the Digital Plan adopts a forward-looking perspective, embedding principles of accessibility, interoperability and sustainability in the design and implementation of digital activities. This approach ensures that the digital outputs of the project are not only successfully delivered during the implementation phase, but also remain accessible, reusable and impactful beyond the project lifecycle.

As a baseline document developed at the initial stage of the project, the Digital Plan is designed to evolve over time through periodic updates and reporting cycles. This iterative approach allows the project to adapt to emerging needs, user feedback and performance trends, ensuring the continuous alignment of digital activities with project goals and stakeholder expectations. Through this comprehensive and adaptive framework, the RestaCOVE project is well positioned to leverage digital technologies effectively, maximize the reach and impact of its results and support long-term value creation in the fields of education, training and sustainable collective catering.