



# DOMEO Project

## AAL-2008-1-159

## D0.1 :Quality Plan

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### **Abstract:**

This Quality Plan defines the rules to be used within the DOMEO project (AAL-2008-1-XXX), in order to ensure that defined objectives are met.

To take into account changes in members and methods, a revised document has been issued at T0+23.

### **Revisions:**

- Revision 2 gives the public status instead of restricted to the consortium

### **Keyword List:**

Quality plan, templates, project management.

# Summary

This Quality Plan applies to all DOMEQ activities. Quality measures are common responsibility of all DOMEQ partners.

The goal of this document is to detect as early as possible in the development cycle that processes could not lead to objectives realization. Thus this Quality Plan will help in ensuring that quality is built into DOMEQ working processes.

The project co-ordinator is responsible for meeting the AAL Contract set objectives. To that end, the project co-ordinator is assigning the technology co-ordination to a scientific and technical manager the "Project Manager".

The project manager will serve as the point of contact for the project coordinator and partners on all DOMEQ quality matters. The project manager has authority for implementing and verifying compliance with all quality evaluation policies and procedures related to DOMEQ. The project manager will review and inspect all products and procedures. Finally, the adequacy of test plans, procedures, and their execution will be reviewed by the project manager.

Quality plan tasks are made of rules, templates and periodic specific tasks. Rules are related to the workpackage life cycle. For example work package implementation plan is part of these rules while deliverables reviewing is a periodic task that will occur throughout the project.

## Periodic Tasks

- Monitor project development to ensure that initial project plan goals are met within time and budget.
- Develop checklists (e.g. for test procedures inspection checklists), reports (e.g., deliverable report formats), Quality project instructions (e.g., peer review instruction), six-monthly reports.
- Review deliverables for consistency, clarity, technical content, and adherence to DOMEQ quality plan documentation standards.
- Conduct audits of informal/internal documentation and deliverables; A review will be performed on each deliverable by the internal customer or user of the deliverable.
- Conduct audits of processes prior to each development phase of the project (e.g. Are processes defined? Are milestones fixed and a suitable work-plan available?). Assure existence of specifications for each phase. The afore-mentioned issues will be secured and monitored by the Project Co-ordinator.

The DOMEQ project will manage deviation detection and corrective action program that will verify early detection and correction of deviation from the project plan. Deviation will be documented, and corrective actions applied.

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WP : Work package

WPIP : work package implementation plan

TB : Technical Board

MB : Management Board

CA : Consortium Agreement

PM : Project Manager

ROBO : Robosoft

ISIR : Institut des Systèmes Intelligents et de Robotique

CHUT : Centre Hospitalier Universitaire de Toulouse

NIMR : National Institute of Medical Rehabilitation

TAS : Thales Alenia Space

TUW : Vienna University of Technology Institute "integrated study"

BME : Budapest University of Technology and Economics

MED : Meditech

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## 1. Introduction

The DOMEQ Quality Plan is a document made to evolve with the project life. Its first release comes in January 2010. This first release is as complete as necessary in order to assure a successful work in the project, but also as slim as possible in order to avoid unwieldy formal procedures. During life of the project new procedures might be added. Example of new procedure could be corrective action procedure following a formal review request.

## 2. Organization of Work

Scope of the auditing of processes is to ensure, that work in each task corresponds to the general line of the project, that resources are planned and committed and that a reasonable time-plan is adopted.

The following procedure will be implemented: At the beginning of project and once again at starting date of a task, the work package Leader provides to the project manager a work package implementation plan (WPIP).

This WPIP contains the following items:

- Work package work plan
- Time plan
- Events and planned meetings if applicable
- A list of verifiable milestones (if the work package task lasts longer than three months)
- A work-plan with items associated to specific partners
- The planned effort per participating partner (if changed with respect to project program)
- Phase specific items (if applicable).
- possible significant risks and adequate contingency plans

The project manager checks the quality (feasibility, place in the project) of the WPIP and distributes this WPIP to all partners. The document is consolidated using suggested comments.

If additional time is needed on behalf of the partners compared to the original plan this must be stated within the above given time.

Consolidated versions of the WPIPs are made available to the project partners on the collaborative website used for project internal communication.

The WP Leader monitors the on-going work against the plan and establishes issues and deviations.

Issues that concern only one task are dealt with directly by the Task-Leader together with the partners contributing to this task.

Issues, where the interdependence with other tasks occurs, are referred to the Workpackage Manager. Short-term corrective actions are taken by the Task-Leader in accordance with the Work package manager.

Issues, where the interdependence with other Workpackages is concerned, are dealt with in the project Technical Board (TB) in a first time then final decision is taken by Management Board (MB). Management is presented in a next section.

## 2.1 Collaboration Structures

For efficient communication and collaboration within the project a minimum of standards is developed in order to facilitate the document and communication management.

### a) DOMEO Document Number Scheme

Each document circulated within the project consortium or part of it will be assigned a specific document number. This DOMEO document number is of the following structure:

T-P-S-Description

where

**T** denotes Type

- R = Report
- I = Internal Report
- D = Demonstrator

**P** denotes the partner acronym (see following table 1: partners' acronym)

**S** denotes the document status

F = Final

x\_y = draft

x = major version number

y = minor version number

**Description** denotes the title of the document

(Descriptions can be chosen by the owner of the document in order to make the content of the document clearer).

For example : I-ROBO-0\_1-Quality\_Plan

Each document possesses a specific dissemination level depicted on its cover page:

Dissemination level

- PU = Public
- PP = Restricted to other programme participants (including the NCP and CMU).
- RE = Restricted to a group specified by the consortium (including the NCP and CMU).
- CO = Confidential, only for members of the consortium.

1	ROBOSOFT	ROBO
2	Institut des Systèmes Intelligents et de Robotique	ISIR
3	Centre Hospitalier Universitaire de Toulouse	CHUT
4	National Institute of Medical Rehabilitation	NIMR
5	Thales Alenia Space	TAS

6	Vienna University of Technology Institute "integrated study"	TUW
7	Budapest University of Technology and Economics	BME
8	Meditech	MED

Table 1: Partners' acronym

- b) Document Cover Page  
Each DOME0 document should use the DOME0 cover page as given in the annex. This should ensure a unique identification of the document and ensure also an efficient document management.
- c) Document standards  
The following document formats are recognised as standard for the exchange of documents within DOME0:
- Text, presentations, spread sheets, graphics e.t.c. compatible with Microsoft Office 2003 or latest
  - All files exceeding 2 MB of memory should be delivered in zipped format.

Document template is annexed to this document.

### 3. Project Management and Decision Structure

#### 3.1 Decision Structure

The management team for the project is made up of the Project Manager and representatives from each partner organised into the Management Board (MB). This structure is effective, allowing rapid decision making on operational and technical issues, while maintaining the essential mechanisms for consensus management on project strategy and of other decisions relating to the consortium as a whole.

The group of Workpackage Leaders is forming the Technical Board (TB) of the project. This board – which is chaired by the Project Manager - will meet at least four times a year (two "physical" meetings associated to project meetings, two or more "virtual meetings"). The TB is mainly responsible for the inter-workpackage information flow and coordination. It further is responsible for the implementation of the project policy, as determined by the Management Board, the liaison and external activities of the project and quality management and control.

Local Managers: Each partner appoints a Local Manager who is responsible for the administrative and technical matters involving the partner. The Local Manager should communicate results obtained to all other partners and prepare progress reports on quarterly basis. The Local Manager is responsible for monitoring of partner's expenditure and details on partner's manpower allocation on a 6-month basis.

Further details for the management structure are specified in a Consortium Agreement (CA) signed before start of the project.

## 3.2 Project management

The Project Manager will have overall responsibility for the organisation, planning and control of the project. This includes responsibility for the timely completion, peer-reviewing and delivery of reports to the Commission. The Project Manager will be the contact person for the Commission in all contractual and operational aspects relating to the project, as well as being the contact point for all partners in respect of administrative issues. He shall have the authority to make minor adjustments to the project work plan to avoid short-term difficulties, subject to ratification by the next MB meeting.

The MB consists of representatives of each of the partners and will be chaired by the Project Manager. It will meet at regular intervals, as necessary for the proper running of the project, but not less than twice a year. It will define and monitor project policy, review project progress, discuss and resolve contractual matters and recommend working procedures to be implemented by the Project Manager. Meetings of the MB are organized by the Project Manager who also arranges for minutes to be taken.

Main responsibilities of the MB:

- Supervising that goals and activities will remain relevant
- Checking that cost and accounting, quality assurance, report activities and activities of the project will be conducted according to EU requirements
- Deciding on amendments to the Contract and redistribution of work
- To keep an overall view over the project (e.g. tracking of costs related to budget)
- Resolution of conflicts
- Regular update of TIP and of structured dissemination plan

## 3.3 Project Manager (PM) responsibilities

1. Organise and chair plenary meetings.
2. Organise the project resources and control the project budget.
3. Control the schedule of activities and the allocation of manpower.
4. Ensure the effectiveness of the project's internal information services.
5. Control the quality of information flows (reviews).
6. Solve conflicts between partners, according to EU rules, extending them if necessary.
7. Liaise with and report to the Commission on all matters concerning the project.
8. Approves work-package (WP) plans;
9. Liaises with the NCP and CMU in case of change of a deliverable;
10. Negotiates with the NCP and CMU in case of change of project workplan;
11. Submits progress reports to the NCP and CMU services;
12. Proposes the agenda in plenary meetings;
13. Quality control of contractual deliverables;
14. Overall responsibility for the submission of the deliverables to the Commission.



### 3.4 Management Representative

At Kick off meeting the MB and TB representative were defined:

Selection of MB member + deputy:

- ROBO: Vincent Dupourqué + Arnaud Lago
- ISIR: Viviane Pasqui + Ludovic saint-bauzel
- CHUT: Pierre Rumeau + Louis Lareng
- BME: Andras Toth + Mihaly Jurak
- NIMR: Gabor Fazekas + Tamas Pilissy
- MED: Arpad Patyi + István Szöllősi
- TUW: Wolfgang Zagler + Christian Beck
- TAS: Pascal Lochelongue + Xavier Ladjointe

Selection of TB members + delegates:

- ROBO: Vincent Dupourqué + Arnaud Lago
- ISIR: Viviane Pasqui + Ludovic saint-bauzel
- CHUT: Pierre Rumeau + Nadine Vigouroux
- BME: Andras Toth + Mihaly Jurak
- NIMR: Gabor Fazekas + Tamas Pilissy
- MED: Arpad Patyi + István Szöllősi
- TUW: Wolfgang Zagler + Christian Beck
- TAS: Pascal Lochelongue + Xavier Ladjointe

### 3.5 Workpackage Leader

A Workpackage Leader will be assigned for each workpackage by the Local Manager of the partner responsible for this workpackages. Each Workpackage Leader is responsible for the technical leadership and coordination under the specific workpackage. Their role is further to ensure effective interaction between the partners involved to the workpackage, in particular to orchestrate the integration of results in each task into a coherent methodology. Each Workpackage Leader is responsible for the timely completion of deliverables due from the specific workpackage and their submission to the Project Manager.

WPN°	WP Title	Leader Name
WP0	Project Management	ROBO
WP1	Economic and Services Models	ROBO
WP2	Realist tasks scenario and evaluation methods	CHUT
WP3	robuWALKER	ISIR
WP4	robuMATE	ISIR
WP5	robuMASTER	MED
WP6	Transmission data definition, implementation and validation	TAS
WP7	Deployment in patient's home	NIMR
WP8	Dissemination and exploitation	ROBO

## 4. Submission of Deliverables

Each Deliverable is assigned to one lead responsible partner. This partner takes the responsibility, that the deliverable is available in high quality and on time. The responsible partner assures, that the content of a deliverable is accorded with the team working on the deliverable, and that the overall goals of the project can be met. Any issues endangering the completion of the deliverable are reported immediately to the project manager and discussed in the respective Project Plenary Committees.

Each Deliverable will be assigned to an internal reviewer, which should be either a customer of the deliverable/product, or a peer within the project. The assignment of the internal reviewer will be decided by the MB, at least three months before the deliverable is due to submission.

Deliverables are submitted in standard form and lay-out.

### 4.1. Submission Procedure

- Deliverables must be sent at the latest **two weeks** prior to the due date to the internal reviewer and project manager.
- At the same time, the partner responsible for the deliverable makes the deliverable available to all project partners for review, and collects remarks and suggestions. The feedback period for project partners lasts at least 5 working days. Feedback is sent directly to the responsible partner, who documents the feedback.
- The internal reviewer will contact both, the responsible partner and the project manager on eventual necessary changes. A feedback cycle between authors and reviewers will be established in order to optimise the deliverable.
- If substantial changes have been made to the prior draft, this draft will again be made available for reviewing to all project partners by the responsible partner.
- The consolidated version of the deliverable will be made available to the project partners via Internet and collaborative website use for internal communication.
- The project manager will make public deliverables available on the DOMEO website for the public.
- The whole process will be documented on the DOMEO internal collaborative website by the project management.

## **5. Project Monitoring**

### **5.1 Management Reports**

The reporting time-span for Management Reports is fixed to six months (semestrial reports). The information for these reports is collected on the level of individual partners and Workpackage Leaders. The Project Manager collates the overall report based on the information received from the partners.

- Management Reports should arrive before the 15<sup>th</sup> of the next upcoming month, following the reporting period.
- After a reviewing period of 5 working days, the Management Report is submitted to the commission. All remarks and suggestions are sent directly to the project manager.

The Management Report will be submitted in all cases before the end of the month following the reporting period. If a partner does not submit a management-report the corresponding effort will be marked as "no effort/progress/budget reported"

### **5.3 Project Plenary Meetings**

Project partners agree to organize regular project meetings at the plenary level. Project plenary meetings comprise of technical, financial, administrative and, if necessary, resolution of conflicts. At plenary meetings every partner is obliged to participate preferably directly and not via proxy. Apart from the kick-off meeting all the other plenary meetings will be scheduled in consensus prior to the completion of the previous plenary activity. Plenary meetings are estimated to take place at least once every 6 months.

## **6. Corrective Actions**

Each Workpackage leader is responsible to monitor the progress in the Workpackage assigned to him. The project manager is responsible to monitor the overall progress of the project, and together with the partners working on the Workpackage, is responsible to achieve the goals defined in the Workpackage plan.

Also corrective actions are included in the WPIP completed at the beginning of project, of WP and updated regularly.

Corrective Actions should be taken in a bottom-up approach, and should primarily be adopted within a tasks or Workpackage. Only problems, which affect the interdependence of the Workpackages, or could affect the overall success of the project, should be dealt on a project management basis.

The main concern of corrective actions on a project management basis is the quality and timeliness of milestones and project deliverables. Deviations from plan of formal project output will be documented by the project manager. Based on each monitoring report the project manager will decide whether an issue can be settled within a Workpackage or whether interdependencies with other Workpackages are concerned.

If only one Workpackage is concerned, the Workpackage manager will supply an updated work-plan for the Workpackage, which will substitute the original plan.

If the work of other Workpackages or the success of the whole project is endangered because of late or poor performance of a Workpackage, the project manager will inform immediately the Technical board.

Technical board will elaborate an up-dated project-plan. Only in severe occasions the decision is transferred to the Management Board.

## **7. Contracts**

- All contracts (subcontracts, associated contracts) are submitted in copy to the project co-ordinator.
- The project co-ordinator checks all contracts against the project contract and EC rules, and keeps the documentation for project reviews.
- If necessary, changes can be requested by the project co-ordinator.
- The project co-ordinator handles all contracts confidentially.

## **8. Legal and Ethical issues**

DOMEO will ensure that it adheres to the Charter of Fundamental Rights of the EU; the Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 and on the protection of individuals with regard to the processing of personal data and on the free movement of such data. DOMEO will respect the Helsinki Declaration in its latest version. DOMEO will consider the opinions of the European Group on Ethics in Science and New technologies (as from 1998). Safety and Security will be dealt with by applying the relevant standards and directives ("MDD", FDA, CE, EMC, ISO 9000, detailed risk analysis, ISO and CEN to be looked up).

In addition, DOMEO has to be careful on the legal and ethical issues particularities of both countries where the DOMEO platform will be deployed. Our field trials are not medical trials from a legal point of view, but technological field trials. Never the less they may have an impact on the volunteering healthy users or patients. We are bound to have an ethical approach to our tests this is including addressing ethical issues in an experimental way but also having an external overview of the whole testing process.