D1.3   Project Quality Plan

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[1] L = Legal agreement, O = Other, P = Plan, PR = Prototype, R = Report, U = User scenario

[2] PU = Public, PP = Restricted to other programme participants (including the Commission Services), RE = Restricted to a group specified by the consortium (including the Commission Services), CO = Confidential, only for members of the consortium (including the Commission Services)

Partner list

Nr.	Partner name	Short name	Org. type	Country
1	Fraunhofer AICOS *(coordinator)*	FhP	R&D	Portugal
2	Centro Hospitalar São João	CHSJ	End-U	Portugal
3	Verhaert New Products & Services NV	VPS	SME	Belgium
4	Remedus	REM	SME	Belgium
5	Seniornett Norge	SN	End-U	Norway
6	LifeonKey	LoK	SME	Israel
7	VigiSense S.A.	VIGS	SME	Switzerland
8	KempenLIFE	KLF	End-U	The Netherlands
9	Stichting Smart Homes	SmH	R&D	The Netherlands
10	Faculdade de Medicina Universidade do Porto	FMUP	R&D	Portugal

Revision history

Rev.	Date	Partner	Description	Name
1	30.06.2015	FhP	Created the template and added the sections	Joana Lobo
2	17.08.2015	FhP	Restructuring sections	Joana Lobo
3	17.08.2015	FhP	General review	Liliana Ferreira
4	18.08.2015	FhP	Changed deliverable review process according to proposed during 18.08 meeting	Joana Lobo

		Approved by (Partner)		

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Glossary

AAL: Ambient Assisted Living Association

AAL JP: Ambient Assisted Living Joint Programme

CMU: Central Management Unit of the AAL JP

Consortium budget: Refers to the allocation of all the resources for the activities of the consortium within the project. When referred to, it means the sum of all the individual budgets and grant agreements in the consortium.

DoW: Description of Work. It is made on the basis of Part B of the proposal, consisting of the technical description at the time of proposal submission.

NCP: National Contact Point for the AAL JP

WP: Work Package

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1. Introduction

The objective of this document is to define a set of common operative procedures and rules in order to facilitate the collaborative work between the Consortium partners. Note that this document should not replace the AAL Grant Agreements. This document intends to clarify those concepts not specifically treated in the DoW and/or agreed during the maintained meetings.

SmartBEAT partners must use this document in order to follow the procedures that will not only help them for work execution, but also guarantee quality.

1.1. Scope of the document

The deliverable describes the quality plan for the SmartBEAT project. It is meant to be a tool available to each partner that, together with the *Project management plan*, is able to assist partners during the course of the project. According to instructions from the AAL Association, this document may be updated when needed during the course of the project.

The document is important because it defines and establishes the main procedures to be followed by the Consortium. All the activities done in the framework of SmartBEAT, documents delivered and written reporting must be created according to accepted Quality Standards. This document intends to be a help tool, in addition to the procedures described in the DoW and the signed Grant Agreement.

Areas and issues not explicitly covered by this document are left to the discretion of the partners' project leaders. In case of conflict between this document and the contractual conditions written in the Grant Agreement, the latter will take precedence. In case of conflict between this document and the Consortium Agreement, the latter will take precedence.

2. Reports

There are different types of reports which are prepared at different times and for different purposes. The following sub-sections describe these reports, their periodicity and existing templates.

2.1. Periodic progress reports and templates

A periodic or progress report shall be completed every 6 (six) months. This report is to be delivered 2 (two) months after the end of the respective 6-month period:

- D1.4 Period progress report I (M6)

- D1.4 Period progress report II (M12)

- D1.4 Period progress report III (M18)

- D1.4 Period progress report IV (M24)

- D1.4 Period progress report V (M30)

The template for this report is made available by the Coordinator to all partners in due time. More details on his report are described in D1.1.

2.2. Interim reports

This report is to be used to assess project progress, risks and allow forecasts. It will compile information from the project first half. It will contain: progress of the work, financial interim statement, and project assessment. This document corresponds to:

- D1.5 Interim management report (M18)

2.3. National reports

This is a report of the sole responsibility of each individual partner and refers to the documents asked by each NCP in accordance with the respective National Grant Agreement.

2.4. Mid-term review

The mid-term reviews are mandatory for all the projects in the AAL JP. The review serves three main purposes: 1) to evaluate performance and the status of the project against the plan, 2) to provide an opportunity for project partners and AAL JP representatives to share experiences for further programme development, and 3) to provide an opportunity for the consortium to get feedback and fresh perspectives about the project along with new possibilities.

The mid-term reviews shall be scheduled for shortly after the end of the mid-term in the project. They shall be organised between the project coordinator, the CMU and the 'lead NCP'.

In specific cases, a final project review may also take place.

The reviews are non-public events. Two independent expert reviewers will eventually be contracted to assist in the review process. The review meetings are physical and typically last 4 hours. It is desirable for the project to be represented as broadly as possible, with a minimum of 1 (one) representative of each partner profile (R&D, Industry, End-user).

Below is the tentative schedule for the project reviews.

Table 1 - Tentative schedule of project reviews			
Review no.	Tentative timing, i.e. after month X = end of a reporting period	Planned venue of review	Comments, if any
1	After project month: 18	To be decided	Mandatory
2	Not later than project month: 36	To be decided	If required by the AAL JP CMU

There is a template for the mid-term review report, which will be made available by the Coordinator to all partners in due time.

2.4.1. Documents to submit prior to the review meeting

At least two weeks prior to the review meeting, the following documents should be submitted by the project:

- Updated agenda of the meeting

- Questionnaire about timing, consortium, etc.

- A publishable 1-2 page summary in a format that may eventually be used for the AAL yearly brochure. Permission to publish the summary or extracts from it should be made available.

- Other relevant material in electronic format, e.g. DoW, annual reports, deliverables, brochures, links to videos, etc.

One week ahead of the review meeting, an attendee list of consortium participants should also be available.

2.4.2. Materials to deliver during the review meeting

The project should deliver presentations on:

- Project structure, resources and management issues

- Project content issues—IT and technology perspectives, end-user perspectives, service- and business perspectives—that would enable the reviewer to do an assessment as required on the review form.

A printed copy of the presentation should be provided to the review team.

2.5. Closure phase

Within two months (60 calendar days) after the end of the project a Final Report will be submitted electronically to the CMU and the NCP of the coordinator, i.e. 'lead NCP'.

The template for this report made available by the Coordinator to all partners in due time.

2.6. Report preparation and submission procedures

For each report, with the exception of National reports (see section 2.3) the project coordinator will send requests and/or reminders to the project partners, namely to WP leaders. Each partner will be asked to be responsible for and prepare their own reports (e.g. financial, effort, impact, activities). The coordinator will compile all the reports from the partners and submit the final version to the CMU.

3. Document handling procedure

Between SmartBEAT main outputs, we can find reports and project documentation. It is very important to have quality standards for the documentation and a well-defined procedure for a correct handling. In order to ease the work flow and promote high quality, this section defines procedures for different stages of documentation preparation and acceptance.

The documents shared by the consortium shall have a common repository. As it is explained later in 3.4, a Google Drive space will be used as a repository for all the documents and important material. The access is conveniently protected by a secure access and username/password identification. The partner responsible for the maintenance of this shared space is VigiSense, who, together with the Coordinator FhP, is the only partner allowed to edit the repository structure and to delete any contents.

Appropriate templates to be used for the different types of documents and presentations are available from the repository and their use is compulsory for the entire SmartBEAT activities.

3.1. File naming rules

Documentation and reports are important outcomes of SmartBEAT project activity. The management and the quality of the generated documents are very important. In this section, it is defined the naming policy and rules to be observed by the partners for a correct identification and repository management. The naming will be as it is described in the following text.

1. For the <u>documents listed in the Deliverables list</u> of the DoW:

    aal-2014-157_SmartBEAT_Dx.x_yymmdd.FFF

    Where:

    - **x** identifies the deliverable number to which the document is related (in this case Dx.x refers to the code in the list on DoW)
    - **yymmdd** is the actual date of the document (year month day)
    - **FFF** refers to the file format (doc, pdf...)

    The name and reference for the final version to be delivered will be the same name above but without the date **yymmdd** and with the full title instead.

2. For those <u>documents not listed</u> in the Deliverables list of the DoW, the name and reference to be used is the following one:

    aal-2014-157_SmartBEAT_WPx_TTT_yymmdd.FFF

    Where:

    - **x** identifies the WP number to which the document is related
    - **TTT** identifies the title of the document

- **yymmdd** identifies the date of the document (year month day)
- **FFF** refers to the file format (doc, pdf…)

3.2. Document edition responsibility

The responsible partner for each Deliverable is already defined in the Dow. For the remaining documents, the edition responsibility is as follows:

- Minutes of the GA meeting: Responsibility of the Project Coordinator with the assistance from the Technical leader.

- Minutes of working meetings (remote or in person): Responsibility of the partner organizing the meeting.

- Any other kind of document edition responsibility will be discussed and agreed by the concerned partners when it is not specified yet. By default, the responsible will be suggested by the Coordinator.

3.3. Document acceptance procedure

This section establishes the complete documentation acceptance procedure: timing, responsibilities, steps to follows, etc.

3.3.1. Minutes acceptance procedure

Minutes must be generally available within 15 days after the meeting. The responsibility for the Minutes edition is established above in 3.2. After the first release, partners involved will be allowed to revise, propose modifications or submit comments within the timeframe of 1 (one) week. Once having a final version, the document will be accepted as definitive by the hosting partner, if there are no comments after two additional days.. A visual representation of the procedure is show on **Error! Reference source not found.**.
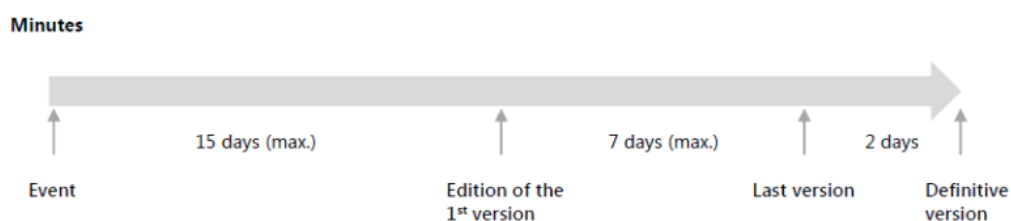
Figure 1 Minutes acceptance procedure.

3.3.2. Deliverable acceptance procedure

The responsible partners for the Deliverables edition are specified in the table of the DoW. The premises for a Deliverable document edition are:

- Deadline must be strictly respected.
- The responsible for the edition must organize the correct process.
- In case of problems, the situation must be reported to the responsible as soon as possible.

The complete timing for the generation of a deliverable or report can go up to 2 months, during which it should follow the steps described below and in Figure 2.

- **Preparation and submission of the index** (By the deliverable responsible and sent to all) This must include the Index details and the sections with assigned responsibilities to the concerned partners. Contributing partners are mainly identified in the DoW document and additional contributions could be asked or suggested by the edition responsible.

- **Reception and compilation of contributions** (All send to Deliverable responsible). This must be done within a period of 1 month after the Index generation. All the contributing partners must be aware of this part and must be proactive.

- **Last draft and first version** (Deliverable responsible sends to predefined reviewers). Within 2 weeks after receiving all the contributions, the responsible partner for the Deliverable should make a first version available to one or two reviewers. Between all partners, one or two reviewers will be previously assigned for reviewing each deliverable.

- **Edition of the first version** (Reviewers send back to Deliverable responsible and then he sends to Project Coordinator). When edition of the first version is finished, reviewers should send their feedback and corrections back to the Deliverable responsible. This must be done within 1 (one) week of reception. The Deliverable responsible must perform the suggested adjustments if necessary. Then, the Deliverable responsible must share the reviewed version with the Project Coordinator will review and edit the version before circulation amongst all the partners.

- **Edition of the final version and delivery to the EU** (Coordinator sends to the PO and EU). After one week of the final version of the document circulation, the coordinator would receive minor comments and he will edit the very final version that will be submitted on time to the EU and the PO. This combined process will take a maximum of 10 days.

Deliverables

Figure 2 Deliverables preparation and acceptance procedure.

If public, the Deliverable shall be made available in PDF format on the project website by the Project Coordinator.

3.3.3. Liability disclaimer

The editor shall insert the following liability disclaimer in all the deliverables:

DISCLAIMER

The work associated with this report has been carried out in accordance with the highest technical standards and the SmartBEAT partners have endeavoured to achieve the degree of accuracy and reliability appropriate to the work in question. However since the partners have no control over the use to which the information contained within the report is to be put by any other party, any other such party shall be deemed to have satisfied itself as to the suitability and reliability of the information in relation to any particular use, purpose or application.

Under no circumstances will any of the partners, their servants, employees or agents accept any liability whatsoever arising out of any error or inaccuracy contained in this report (or any further consolidation, summary, publication or dissemination of the information contained within this report) and/or the connected work and disclaim all liability for any loss, damage, expenses, claims or infringement of third party rights.

3.4. Document repository

A Google Drive repository has been organized. The access is Username/Password protected and can be done through the following address using a web browser:

https://drive.google.com/folderview?id=0B9ULV4bp3rcPflRVMlJmR1pObVpnUG5CQlAzdUJ3aU9 fLTViQk9GMDVzN1VYOU51LUUzQjQ&usp=sharing_eid

Different user levels have been defined, with different associated permissions.

- Administrator: This user has a specific profile allowing him to edit, maintain, organize, create, and delete the file space structure and contents. The Administrator role is assigned to VigiSense.
- User: This user has complete access to the repository with upload capability. These users cannot change the structure and they are not allowed to delete files or folders. All the partners are in this category.

All the information related to the Project is stored in this space. Figure 3 shows the structure of the "Working space" part. It has been created a specific folder per Work Package, where all the

evolution of a document will be stored when the partners apply the naming and acceptance procedure described in previous sections.
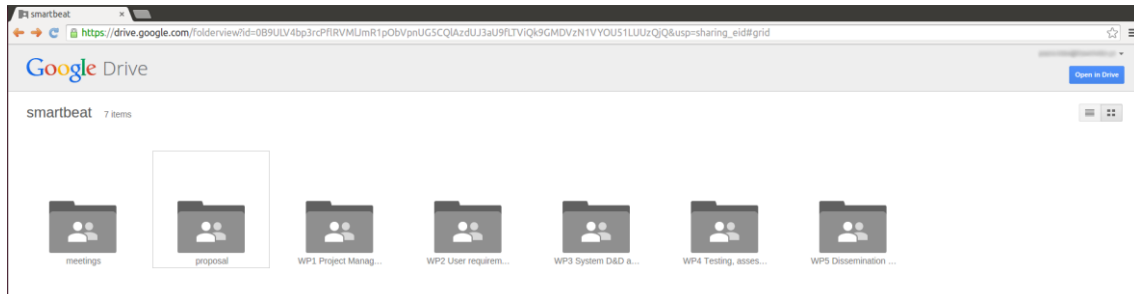
Figure 3 Repository's folder structure.

4. Distribution mailing lists

In order to facilitate the internal communication between the partners, the Coordinator has organized private Mailing Lists to be used by all the specified users of the participant Organizations.

The following mailing lists were created:

- General project mailing list: will work as the main communication line for general matters about SmartBEAT. This list includes all the persons involved in the project.
- A mailing list for each WP was created including all the contributors for that WP's tasks:
    - WP1 management
    - WP2 user requirements
    - WP3 system development
    - WP4 tests and evaluation
    - WP5 dissemination and exploitation

Main constraints for the use of the list are:

- Only the persons indicated by each partner are allowed to use the list.
- Management corresponds to partner VigiSense. For the updates of the users list, the partners must contact VigiSense.
- Partners are asked to send a minimum number of files attached to the messages. They are encouraged to widely use the shared repository for files sending and management.