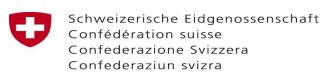


# Deliverable

## 1.2 Project Management and Structure



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# 1 Introduction (Consortium Agreement).

This document concerns the agreement reached by the partners within the Enhanced Daily Living and Health (EDLAH2 ) project, hereafter referred to as the Consortium Agreement (CA). The CA includes the guidelines regarding project organization, management and strategy.

It covers the different phases of the project from initialization through to the final release. It describes amongst others, the management, financial considerations, business plan and commercial arrangements that will be in place throughout the projects (30 month) lifecycle.

The partners agreed on the final CA, signed off the agreement and the project was started on 1<sup>st</sup> June 2016. An initial start up meeting being held in Geneva and attended by all the partners in July 2016.

# 2 Project Management plan.

There will be three working committees to manage the project and ensure the projects aims, deliverables and budgets are controlled and met.

These committees are:

- The Ultimate Decision Making Body (UDB).
- The Steering Committee (SC).
- The Working Groups - Research Committee (RG). Technical Committee (TC)

These committees will be made up from representatives of all partners with the Chairperson being provided by KG&S, as coordinating partner. [As outlined in the Consortium Agreement document (CA)].

Each committee will provide its own agenda, decisions, voting (as per CA) and minutes. The committee members, via the Chairperson, can appoint the member responsible for these functions.

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- **THE ULTIMATE DECISION MAKING BODY** will consist of one representative, from each of the consortium partners (see schedule of members). It will make the final decision on all consortium related matters. For avoidance of doubt, this body is not an ordinary committee. The body may act by directing individual partners via the Steering Committee.
- The **STEERING COMMITTEE** will ensure efficiency of the consortium, in that partners are making maximum utilisation of resources and delivering to expectations. It includes coordination, monitoring and reporting activities. The Technical Committee will also ensure there is a commercial focus on product deliverables and work closely with the Working Group in this regard. The Steering Committee will also work to establish relations with external parties and look into pre-marketing/branding etc. It will also, initially, handle any IPR conflicts should these arise.
- The **WORKING GROUP**
  - **(RESEARCH COMMITTEE)** will take charge of defining, allocating and developing work packages and tasks for research. The committee will also coordinate any required research, also ensuring that client/older person requirements are gathered and built into the project design and development. This group will also ensure all quality standards both good practice and regulatory, are met and exceeded.
  - **(TECHNICAL COMMITTEE)** will take charge of defining, allocating and developing work packages and tasks for technical development. This group will also ensure all quality standards both good practice and regulatory, are met and exceeded.

### 3 Project Coordination.

The projects working environment is an 'all-inclusive' one, allowing for good, efficient and effective communication between all partners at all times. As mentioned above, the management of the project will be achieved through the three main management committees. These will meet at regular scheduled times, with their dates recorded on a project (Google) calendar, accessible to all partners. Meetings can be held via Video conferencing, for which the project has recommended the use of Skype or Google Hangouts as a preferred method. E-mail and telephone will be used for day-to-day communication. The output from these meetings will be minuted and these minutes, filed in the project file share (Google Drive), again accessible to all partners.

During the project, Google drive will be used as a repository for file sharing. Every document will be placed in Google Drive, which will enable the tracking of all the modifications and give all the partners' visibility of each other's work.

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Milestone and deliverable timelines will also be monitored closely by the committees and reported on to both NFA and AAL as required.

Every Work Package (WP) application developed within the project, will be validated by at least the WP leader in agreement with the Steering Committee (SC). The WP leader will validate the application via the SC, following discussion regarding readiness for validation within the WP teams own development meetings. The validation process can be carried out via module testing or through a report about the development/research/application. In case of conflict about validation, the WP leader will raise these issues via the SC, following the process contained within the Consortium Agreement (CA).

The project has essentially three phases: the first (Initial) phase, the second (Trial) phase and the Final (Release) phase.

The first project phase runs from the project initialization, through to the creation of the first prototype of the ELDAH2 user interface. It consists of five stages. The initial stage being the creation of templates that will structure the project. Followed by formulating a set of questions that target the needs and requirements of the elderly users. Then, through trained researchers within the care environment; the completion of these questionnaires by professional and informal carers. The project will then carry out a synthesis of the answers, followed by the implementation of these results, into the design and development of the first prototype.

The goal of this phase is to obtain an accurate first prototype, which is as close as possible to the requirements of the elderly and their carers. Particularly in terms of user interface (UI), ergonomics and applications that they find relevant. An important aspect is to adapt the user interface to suit elderly people, as well as professionals and informal carers (especially teenage carers). This specific task is extremely important for the effectiveness of the overall project success.

The second phase of the EDLAH2 project is similar to the first one. The mechanisms are the same, as we are working within an agile process. This phase is composed of six stages, which will be repeated at least three times during the project. The six stages are:

1. Compiling questions in relation to the gamification platform(s)/applications presented to the elderly.
2. Allowing elderly people to test the platform(s)/applications and complete the surveys created.
3. Allowing elderly people to use the new gaming platform with feedback
4. Gathering the information and carry out a synthesis of it.
5. Modify/Continue with development of the platform(s)/applications/research.
6. Validate the platform(s) and applications.

Unlike previous surveys we hope to modify the platform by analysing hard data from their usage. Even though the phase 1 and 2 are similar, there are significant differences, namely more partners are involved in this stage. In the final stage the feedback is expanded to include the elderly (end user) community, as well as continued feedback from the carer community. During Phase 2, the questions asked will enable the elderly to give feedback regarding usability testing. This will be made in order to insure that the prototypes are evolving correctly.

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The final (Release) phase will evolve during the course of the project. The project is a build as you go with continuous analysis and refining. The project's aim is to create a gaming platform on a (Tablet/Laptop/Mobile), operating on a commercial OS (Android/iOS), to motivate people to change. Building on the one stop shop Micare platform using well established gaming principles we will see, what motivates older people, can we bring about change in health and social care, whether this a route to improve the health and wellbeing of older people.

## 4 Quarterly, annual and final reviews.

The committees have a meeting schedule set within the CA (section 5.4) and it is anticipated that this will be adopted. Namely:

- The UDB will meet only as required and when there is a collective need for this capability.
- The SC will hold quarterly review meetings and report Biannually via minutes to all partners.
- The two WG will hold monthly catch-up and quarterly review meetings, reporting to the Project Coordinator via minutes from the quarterly meetings.

The specific agenda items for discussion will be set by the committee membership, however they must as a minimum, cover the following functional requirements of the committee as shown below (as per the CA).

### The Steering Committee.

- Monitor the progress of the Work Packages (WP) via input from the WG.
- Ensure resources are adequate and managed effectively.
- Coordinate the required technical and financial reporting.
- Implement/present any information or directive from the UDB.

### The Working Group.

- Implement the Work Packages planning, developing and resourcing the work to provide the deliverable.
- Coordinate and implement any research or training requirements to meet the deliverable.
- Monitor WP progress; maintain Risk registers, notifying the SC of issues causing problems with WP delivery, in a timely fashion.
- Promote and share 'good working practice' across all partners.

The output from these meetings will be used to formulate the required reporting, for local NFA's and AAL boards.

The final review will be an output from the final project meeting, scheduled for November 2015.

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## 5 Project Quality procedure.

The Quality of the project and its deliverables will be constantly monitored and regulated by both the Steering Committee and the Working Group. These committees will:

- Monitor the progress of the Work Packages (WP) via input from the WG.
- Ensure resources are adequate and managed effectively.
- Ensure all quality standards both in good practice and regulatory, are met and exceeded.
- Promote and share a 'good working practice' environment across all partners.