



Project Identification	
Project number	AAL-2011-4-112
Duration	15 st August 2012 – 14 th August 2015
Coordinator	Andreas Rumsch
Coordinator Organisation	Hochschule Luzern – Technik & Architektur, iHomeLab
Website	www.iwalkactive.com



iWalkActive - an Active Walker for Active People

Document Identification	
Deliverable ID:	D1.2 Organisational Description
Release number/date	V1.2 10.12.2013
Checked and released by	Andreas Rumsch, IHL
Work Status	Finished
Review Status	Accepted

Key Information from "Description of Work"	
Deliverable Description	Detailed description of the organisational structures in iWalkActive and important aspects concerning project execution.
Dissemination Level	Public
Deliverable Type	Report
Original due date	Project Month 3 / 14.11.2012

Authorship & Reviewer Information	
Editor	Andreas Rumsch, IHL
Partners contributing	AIT, TRK
Reviewed by	Stefan Kindberg, TRI; Martin Biallas, IHL

Release History

Release Number	Date	Author(s)	Release description /changes made
V0.1, V0.2	08.10.2012	Andreas Rumsch, IHL	First Version
V0.3	31.10.2012	Andreas Rumsch, IHL	Modifications after 1 st Review
V0.4	06.11.2012	Andreas Rumsch, IHL	Modifications after 2 nd Review
V1.0	19.11.2012	Andreas Rumsch, IHL	Modifications after 3 rd Review
V1.1	25.02.2013	Andreas Rumsch, IHL	Adapted layout to the standard iWalkActive template. Changed personnel.
V1.2	10.12.2013	Andreas Rumsch, IHL	Corrected lead of WP7

iWalkActive Consortium

iWalkActive (Contract No. AAL-2011-4-112) is a project within the AAL Joint Programme Call 4. The consortium members are:

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Abbreviations

Abbrev.	Description
AAL	Ambient Assisted Living
AAL JP	Ambient Assisted Living Joint Programme
iWA	Acronym of this Project – iWalkActive
WP	Work Package

Executive Summary

iWalkActive creates an active walker for active people. The aim is to offer a highly innovative, attractive, open walker platform that greatly improves the user's mobility in an enjoyable and motivating way, while at the same time enabling physical activities that are either impossible, or very difficult to perform with a traditional rollator.

Key factors to any successful project are a well-structured project organisation, a clear and concise definition of the roles and responsibilities and a skilled project management. The project iWalkActive is based on 3 layers:

- 1) Steering Committee, Project Coordinator and the Advisory Board form the upper layer being responsible for all major decisions and the project management tasks.
- 2) Three working groups and their leaders focus on the content of the project managing the most important domains such as science & technology, end user involvement, ethics & privacy and dissemination and business aspects.
- 3) The work package leaders are responsible for the management & coordination, the quality of the work and for meeting the goals within the assigned work packages.

1 About this Document

1.1 Role of the deliverable

The organisational description shows the project structure that is built in the project iWalkActive. The different roles are described. To ensure the communication between the project-partners the timing of reporting and meeting is described. To the different roles responsible persons are assigned.

2 Organisation

2.1 Introduction to this chapter

As can be seen from Figure 1, presenting the organisational structure of iWalkActive, the project is based on 3 layers:

1. Steering Committee, Project Coordinator and the Advisory Board form the upper layer being responsible for all major decisions and the project management tasks.
2. The 3 working groups and their leaders focus on the content of the project managing the most important domains such as science & technology, end user involvement, ethics & privacy and dissemination and business aspects.
3. The work package leaders are responsible for the management & coordination, the quality of the work and for meeting the goals within the assigned work packages.

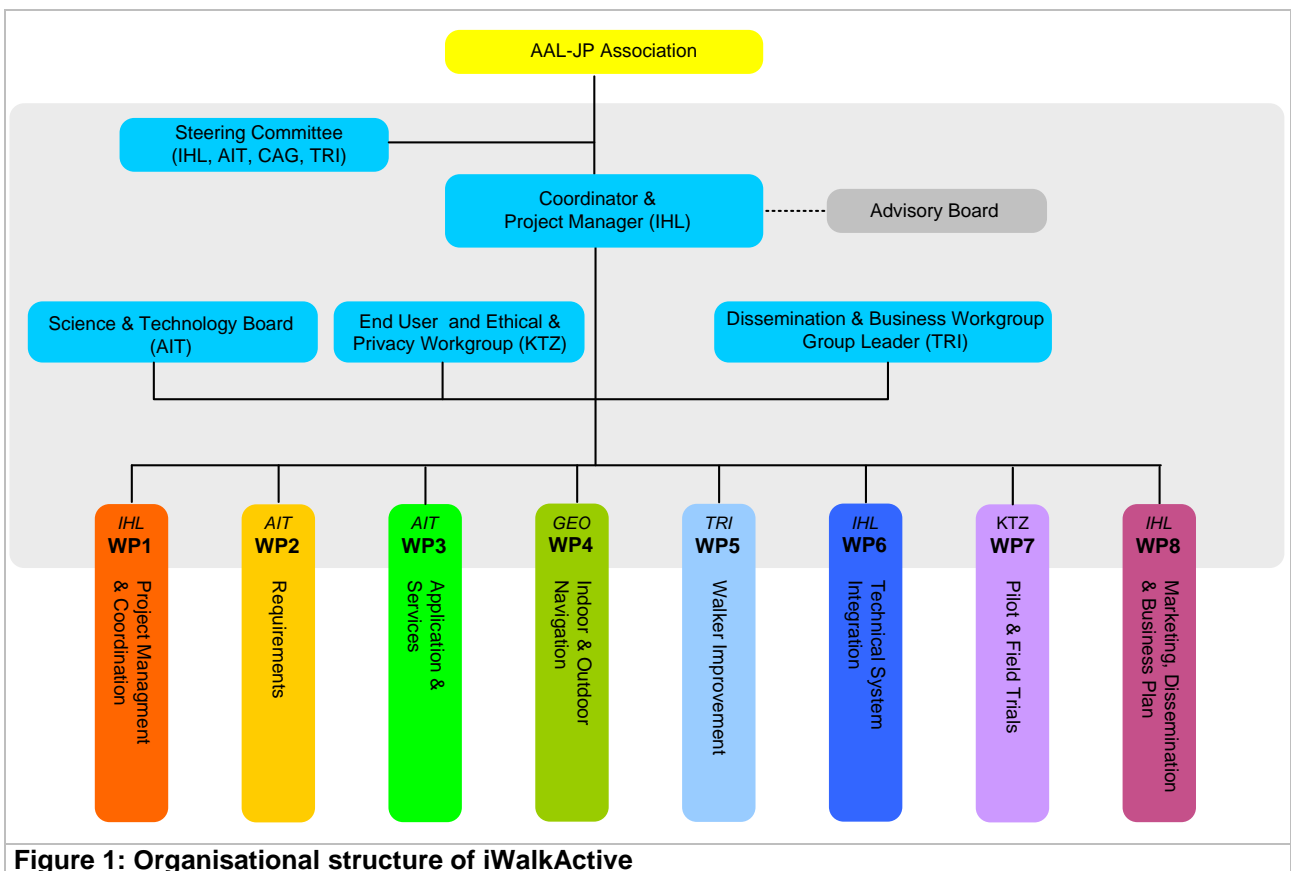


Figure 1: Organisational structure of iWalkActive

2.2 Steering Committee

The committee is the executive institution of the consortium and has the overall management responsibility of the project. They have the responsibility for decisions on financial and strategic issues. The decisions of the steering committee will be voted by majority of the members each having one vote.

The steering committee is responsible for:

- Decision making
- Reviewing, evaluating, assessing, tracking
- Coordinator support
- Conflict resolution

2.2.1 Personal

	Name	Partner Organisation
Lead	Alexander Klapproth	IHL
Members	Martin Morandell	AIT
	Rich Züsli	CAG
	Stefan Kindberg	TRI
	Gunnar Degerman	SPF

Table 1: Members of the steering committee

2.2.2 Meetings

The coordinator as organizer and chair of the committee will prepare and preside meetings ordinarily a minimum of three times per year. If the need arises, meetings will take place outside of those scheduled, at the request of any partner. The meetings can be held as voice-meetings.

2.3 Coordinator & Project manager

The project coordinator has the responsibility of the overall project management and coordination tasks under the supervision of the steering committee. The coordinator is the central contact point and information hub for all project stakeholders: the European Commission, the steering committee, the workgroup leaders and the work package leaders. He fosters a culture of quality and efficiency, in terms of time and resources promoting transparency and accountability amongst the partners regarding all aspects of the program. He actively cultivates the teambuilding process and also mediates in conflict situations.

The tasks of the project coordinator include:

- Planning, scheduling
- Coordinating, communicating
- Monitoring, tracking
- Assisting, guiding.

2.3.1 Personal

	Name	Partner Organisation
Lead	Andreas Rumsch	IHL

Table 2: Coordinator & project manager

2.3.2 Meetings

The coordinator will meet with WP-Leaders on a bi-weekly scheduled skype-meeting.

2.4 Science & Technology Board

The aim of this group is to assure that the scientific and technological objectives of the project are met and is involved in all major decisions concerning science and technology. Among other activities, it is responsible for the technical and non-functional requirements, the progress beyond the state of the art and the scientific quality as well as the technical reliability of the project deliverables. The group is also heavily involved in designing and setting up the overall system architecture of the iWalkActive solution.

2.4.1 Personal

	Name	Partner Organisation
Lead	Thomas Fuxreiter	AIT
Members	Andreas Rumsch	IHL
	Stefan Kindberg	TRI
	Eddy Meyer	GEO
	Wolfgang Rob	ICO

Table 3: Members of science & technology board

2.4.2 Meetings

The group will meet throughout the project on a bi-monthly scheduled skype-meeting.

2.4.3 Reporting

Results of the work group shall be reported to the persons concerned and always to the project management.

2.5 End User and Ethical & Privacy Workgroup

The group is in charge of bringing the end users into the requirements process, ensure the code of ethics, and are involved in the preparation, procedures and organization of the end user trials, the selection and interviews of trial participants and the continuous evaluation of the end user perception and valuation.

The ethics & privacy manager of SPF will keep an eye on all related aspects in the project and is represented in the steering committee reporting any special findings and advising it. He will be active throughout the whole project assuring the fully informed consent and free will of the volunteer participants, special precautions for particularly vulnerable persons with cognitive or physical impairments, specific care-taking measures for each individual taking part in the project and the general compliance with the ethical and data privacy guidelines.

2.5.1 Personal

	Name	Partner Organisation
Lead	Claudia Schwager	KTZ
Members	Gunnar Degerman	SPF
	Rich Züsli	CAG
	Stefan Kindberg	TRI
	Martin Biallas	IHL

Table 4: Members of end user and ethical & privacy workgroup

2.5.2 Meetings

The group will meet throughout the project on a bi-monthly scheduled skype-meeting.

2.5.3 Reporting

Results of the work group shall be reported to the persons concerned and always to the project management.

2.6 Dissemination & Business Workgroup

This group discusses researches and develops the marketing and business plan for iWalkActive. It executes the cost analysis and identifies and evaluates possible funding schemes. Further, it coordinates and executes the dissemination of the project results. This also includes research publications and presentations on conferences. The group assures that the dissemination respects both the economic and the scientific aspects, so that enough information is disseminated under the scientific point of view, but without endangering any economic interests. The group is also in charge of all marketing activities.

2.6.1 Personal

	Name	Partner Organisation
Lead	Stefan Kindberg	TRI
Members	Andreas Rumsch	IHL
	Martin Morandell	AIT
	Rich Züsli	CAG
	Harry Zscheeg	TRK
	Eddy Meyer	GEO
	Wolfgang Rob	ICO

Table 5: Members of dissemination & business workgroup

2.6.2 Meetings

The group will meet throughout the project on a bi-monthly scheduled skype-meeting.

2.6.3 Reporting

Results of the work group shall be reported to the persons concerned and always to the project management.

2.7 Work Package Leader

Every work package (WP) is assigned a WP leader. He has the responsibility to ensure the technical objectives of his WP and that all planned tasks in his work package are completed on time and the outputs are delivered with the expected quality. The leader reports the WP progress, sends the deliverables and follows the milestones closely working together with project coordinator. In general WP leaders are in charge of taking decisions concerning their work package. However, the WP leader closely cooperates and communicates with the other project stakeholders such as group leaders. The leader cares for the dissemination & exploitation of his WP.

Tasks can be managed with the help of the tool JIRA which is provided by IHL (see separate description).

2.7.1 Personal

The following table shows the leaders of each work package:

Work Package	Title	Leader
WP1	Project Management	Andreas Rumsch, IHL
WP2	Requirements	Martin Morandell, AIT
WP3	Application & Services	Thomas Fuxreiter, AIT
WP4	Indoor & Outdoor Navigation	Eddy Meyer, GEO
WP5	Walker Improvement	Stefan Kindberg, TRI
WP6	System Integration & Test	Andreas Rumsch, IHL
WP7	Pilot / Field Trials	Claudia Schwager, KTZ
WP8	Marketing, Dissemination & Businessplan Development	Andreas Rumsch, IHL

Table 6: Work packages and its leaders

2.7.2 Meetings

The WP-Leader schedules meetings with his work package team.

2.7.3 Reporting

Work progress shall be reported permanently to JIRA, if tasks are managed with JIRA. Else work progress has to be reported to the project manager.

2.8 Summary of the chapter

The project iWalkActive is structured in three layers

- Upper Layer:
 - Steering Committee (IHL, AIT, CAG, TRI, SPF)
 - Project Coordinator (IHL)
 - Advisory Board

Responsible for all mayor decisions and the project management tasks.

- Middle Layer:
 - Science & Technology Board (AIT, IHL, GEO, ICO, TRI)
 - End User and Ethical & Privacy Workgroup (KTZ, SPF, CAG, TRI, IHL)
 - Dissemination & Business Workgroup (TRI, IHL, AIT, CAG, TRK, GEO, ICO)

Focus on the content of the project iWalkActive managing the most important domains.

- Lower Layer:
 - WP1 Project Management (IHL)
 - WP2 Requirements (AIT)
 - WP3 Application & Services (AIT)
 - WP4 Indoor & Outdoor Navigation (GEO)
 - WP5 Walker Improvement (TRI)
 - WP6 System Integration & Test (IHL)
 - WP7 Pilot / Field Trials (KTZ)
 - WP8 Marketing, Dissemination & Businessplan Development (IHL)

Responsible for the management and coordination, the quality of the work and for meeting the goals within the assigned work packages.

3 References

Description of Work iWalkActive - the active walker for active people [Bericht]. - 2011.