



The Online Platform for Informal Caregivers



The Online Platform for Informal Caregivers

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Detailed project plan

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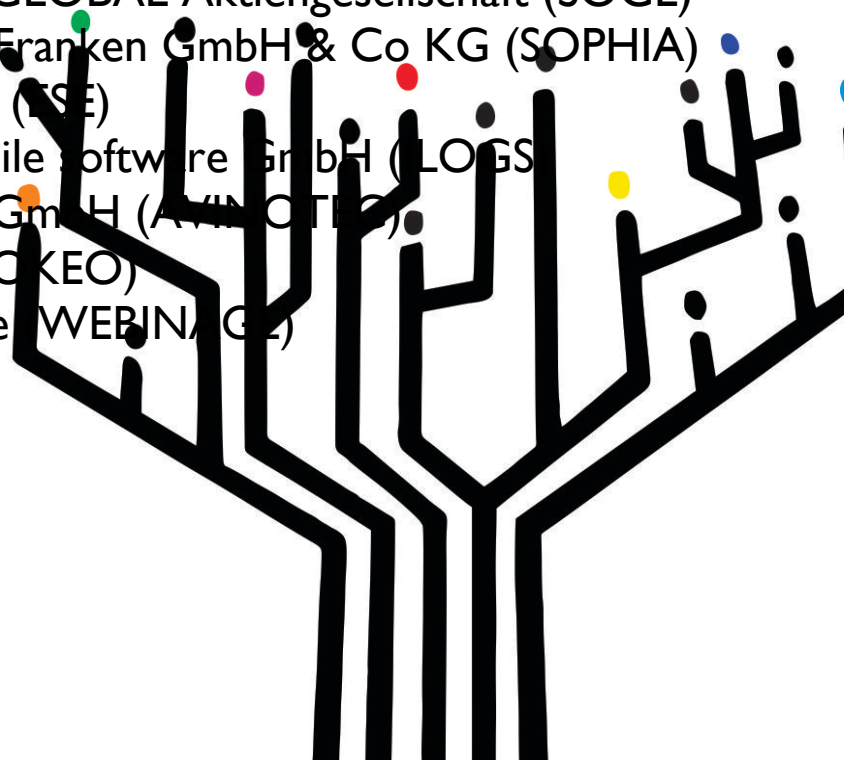
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Work Package WP6: Project Management

Task T6.1: Detailed project planning and scheduling including quality measures

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The Online Platform for Informal Caregivers

Document Log

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0.2	15.09.2013	TUW	Final for review in the consortium
1.0	30.09.2013	TUW	Final version



The Online Platform for Informal Caregivers

Contents

1	EXECUTIVE SUMMARY	4
2	INTRODUCTION	4
3	PROJECT MANAGEMENT	4
4	DETAILED TOPIC METHODOLOGICAL PLAN OF ACTION	7
5	DETAILED TOPIC PROJECT PLAN	12
6	COPYRIGHT AND SECURITY	14

List of Tables

Table 1. Project plan of TOPIC.....	12
Table 2. Work packages related to deliverables and the due dates.....	13



I Executive Summary

This deliverable presents the detailed project plan of TOPIC for the whole project period.

The structure of the deliverable involves first the plan for the project management, then the detailed methodology plan of action, which is relevant for all work packages. Finally, the details of the TOPIC project plan are provided.

2 Introduction

The objective of this deliverable is to plan the project activities, deadlines, dependencies between single tasks, responsibilities within the consortium, and distribution of work in TOPIC.

The remainder of the deliverable is organised as follows. Section 3 presents the plan for the project management. Section 4 shows our methodology plan of action in detail. Section 5 provides the detailed TOPIC project plan with all relevant information.

3 Project management

Our project plan was mainly made using a Gantt chart (see Table I and Table II in “Detailed TOPIC Project Plan”). We planned all work packages (WP) and responsibilities of all partners in these WPs based on the Description of Work (DoW, Version 01/08/2013). The discussion about the single steps and adapting them by considering the late start of the project (one month later in Austria and France, 3 months later in Germany) were done during the Kick-off Meeting in June 7, 2013 in Vienna.

A detailed methodology plan (see “Detailed TOPIC Methodology Plan of Action”) was created for WP1 and also to be used in WP2 and WP4. It will trigger actions in the whole project. It will help to coordinate the creation of necessary artefacts like cultural probes, interview guidelines, observation guide, etc. for academic partners and user organisations in the consortium.

The project management activities mainly focuses on the following subtasks and objectives:

- External project management
 - Communicating with AAL Central Management Unit;
 - Communication with the three National Project Contact Points, if needed;
 - Delivering documents, such as financial plan, deliverables, reports, etc.
- Internal project management: assuring a smooth project operation by
 - Facilitating communication and collaboration between partners;
 - Installing adequate structures and processes;
 - Ensuring cooperation and synchronisation of work packages;
 - Support in alignment of communications with the National Contact Points.
- Quality assurance

To achieve this we plan following activities and measures:

- Monthly Consortium Meetings via Skype conference, where each partner will be represented by at least one project member. An invitation and agenda will be sent to the partners in reasonable time by the project coordinator, who also will chair the meeting and



The Online Platform for Informal Caregivers

will provide detailed meeting minutes afterwards. Joint decisions will be taken and documented within these meetings.

- Twice per project year, face-to-face Consortium Meetings will be scheduled, with an additional Kick-off Meeting in the first year, and an additional Final Project Meeting in the last year. Partners alternately organise these 1-2-day meetings: so far TUW has hosted the Kick-off in Vienna (1 day). The face-to-face Consortium Meetings will be attended by at least one representative per partner, and will provide more room for presentation, report, discussion, and group work.
- Special interest groups (SIG) will be established for the discussion of methodology for the pre-study, and between the technology partners, in order to come to a common understanding and find synergies in technical issues. The SIGs will organise additional meetings (telephone conferences and face-2-face meetings) and report to the consortium. Decisions taken in the SIGs will be approved by the consortium in the following consortium meetings.
- The day-to-day communication will be arranged through a mailing list including all project members. The mailing list will facilitate the organisation of meetings, sending of invitations and agenda, as well as notifications about project related news, requests, and reminders to the consortium. Important and urgent issues may also be discussed in the mailing list, although it is preferable to bring them up in the agenda for the following consortium meeting.
- File exchange will be handled with a BSCW Shared Workspace Server (<http://bscw.media.tuwien.ac.at/bscw/bscw.cgi/638256>), hosted by TUW. This guarantees access to all project documents (like working files, deliverables, templates, logos, etc., but no code) for all project members at any time. At the same time, the versioning will provide documentation of all relevant steps and versions of the documents. We will create and store our common documents in form of templates, the corporate identity (CI) elements, WP5 artefacts for dissemination and exploitation on this common BSCW server.
- We will create the project web site based on the logo and CI elements.
- A shared EndNote Web Account (<https://www.myendnoteweb.com/>) will be used to share literature explored in the context of the project, keep the bibliographic references up-to-date, and having them available for scientific dissemination.
- A shared MediaWiki (http://media.tuwien.ac.at/wikione/index.php/Main_Page), called TOPIC Wiki, will be set up to establish a common space to work on personas (to be used to define our main two personas for generic understanding of use case scenarios and one non-persona), case journals (to be used to document the cases studied in all three countries, by documenting the cases and all research/study activities run on these cases), use cases (to be used to describe the single use cases to bridge the user study to design and development of the TOPIC platform, to communicate with technology partners), and use case scenarios (to present the more scenario-based description of our single cases to stress out the main usage context to create the base for features of the TOPIC platform to design) among partners. This media wiki will be hosted by TUW and used by all partners.
- The whole consortium will together create a quality handbook and management structures and procedures, mainly based on the Consortium Agreement and DoW.



The Online Platform for Informal Caregivers

We will report our activities in management reports by considering the following aspects:

- Project management during the period: consortium management tasks and achievements, scientific and technical project progress, performance of the project consortium, technical achievements, end-user services, problems and solutions, meetings, project planning and status, impact of deviations, legal status changes, communication between partners, collaboration with other partners, impact and awareness activities.
- Progress of the WPs activities: we will report the partners' PM effort separately for each WP, comparison the plan with the actual use of recourses.
- Partner resources: overview of the project financial development by comparing actual values with planned values, by explaining the deviations.



The Online Platform for Informal Caregivers

4 Detailed TOPIC Methodological Plan of Action

TOPIC Methodological Plan of Action						
Task #	Task	Sub-task	Start date	End-date	Description	Expected outcomes
T1.1	Identification of the end-users	Recruitment	1.6.2013	30.8.2013	30 end-users should be recruited by the end of this activity: 10 for the pre-study; 10 for the usability testing and additional 10 for the longitudinal tests.	30 end-users for different phases of the project
T1.1	Identification of the end-users	Design of cultural probes	2.8.2013	1.9.2013	Create cultural probes to capture data by users, like diaries. 2 cultural probes at most	2 cultural probes for our end users
T1.1	Identification of the end-users	Introductory meeting	2.8.2013	1.9.2013	Each end-user should participate in a meeting with the researcher who will be interacting with her/him before the data collection activity starts. The meeting should be mediated by a representative from the End-user Organisation doing the recruitment	Date for the first shadowing session should be defined.
T1.2	Pre-Study	Zarit's Questionnaire	1.9.2013	16.9.2013	Participants should complete the Zarit's Questionnaire at the first shadowing session they participate in. First shadowing session to be scheduled between the 1st and the 15th of October	Completed Zarit's Questionnaire for each participant that allows measuring the level of burden of the participants before entering the project.
T1.2	Pre-Study	Application of cultural probes	1.9.2013	16.10.2013	Users fill in their CPs and hand us over when we meet them, we can also talk about the content of the CPs to support the exchange between users and researchers	Detailed data, also from the time when we are absent





The Online Platform for Informal Caregivers

Task #	Task	Sub-task	Start date	End-date	Description	Expected outcomes
T1.2	Pre-Study	Shadowing sessions	17.9.2013	1.11.2013	Each participant should participate in 5 shadowing sessions, each one lasting about 3 hours during the 3 months of the ethnographic fieldwork. Each shadowing session should be scheduled 2 week after the previous one	Detailed field notes reporting on each shadowing session performed
T1.2	Pre-Study	Semi-structure interview guide	17.9.2013	1.11.2013	Based on the thematic data analysis to be performed for the initial Requirements Elicitation and on the analysis of the Zarit's questionnaires completed by the participants, a semi-structured interview guide should be elaborated	Semi-structure interview guide listing the core issues to be covered during the interviews
T1.2	Pre-Study	In-depth Interviews	2.11.2013	17.11.2013	Semi-structured interviews should be conducted a few weeks after the last shadowing session. Interviews should cover all the issues listed in the interview guide, but may not be restrict to it	Interview audio records + interviews transcripts
T1.2	Pre-Study	Thematic data analysis of field work data	2.10.2013	30.11.2013	Interviews and filed notes transcripts should be submitted to a thematic analysis, whose results will be the bases for the list of requirements	List of emergent themes associated to quotes from the data that can be used to illustrate them.
T1.2	Pre-Study	Definition of Personas	1.11.2013	30.11.2013	A group of Personas for the system should be defined based on the results of the data analysis performed on the pre-study data	Group of Personas
T2.2	Design and Implementation of Mock-ups		1.12.2013	28.2.2014	Mock-ups (e.g. wireframes, storyboards) should be designed to be presented to the users in the next phase	Complete set of mock-ups for the system



The Online Platform for Informal Caregivers

Task #	Task	Sub-task	Start date	End-date	Description	Expected outcomes
T1.3	Identification of the Use Cases	Series of focus groups	1.3.2014	31.3.2014	Participants of the ethnographic informed study should participate in a single focus group to discuss the mock-ups elaborated after the initial interaction with them. Each focus group should not have more than 5 participants, therefore, a series of focus groups should be performed so that all the participants of the ethnographic field work participates in a focus group session	Audio/video recording of the focus group session + Audio transcriptions
T1.3	Identification of the Use Cases	Initial requirements description	31.3.2014	30.6.2014	Function and non-functional requirements should be identified based on the results of the thematic data analysis previously performed. Requirements should be described through Use Case Scenarios and Use Cases. This activity will extend to the second integration of the User-Centred Design applied, when the initial list of requirements will be refined and will generate the final list of requirements.	Set of Use Case Scenarios and Use Cases describing the initial list of requirements
T3.1	Development of <i>CarePortfolio</i> framework contents	Develop contents of the <i>CarePortfolio</i> 's informational, emotional, and tangible dimensions	1.7.2014	28.3.2015	Based on the results of WP1, contents will be created -> needs to be detailed, probably more subtasks needed	Contents of the <i>CarePortfolio</i> 's informational, emotional, and tangible dimensions
T2.3	Prototype development	Create rapid prototypes	1.7.2014	28.12.2014	Based on the mock-ups and prototypes and requirements specifications, rapid prototypes are designed and implemented by technology partners	Rapid prototypes of the modules:
T4.1	Preparation of Evaluation Plan	Elaboration of the instruments for the Usability Testing and Accessibility Assessment	1.11.2014	31.12.2014	Elaboration of test tasks to be used during the tests. Selection of the user satisfaction questionnaire to be administered after it. Elaboration of the testing protocol	List of tasks for the usability testing + User satisfaction questionnaire + Testing protocol



The Online Platform for Informal Caregivers

Task #	Task	Sub-task	Start date	End-date	Description	Expected outcomes
T4.1	Preparation of Evaluation Plan	Media diaries	1.11.2014	31.12.2014	Elaboration of the media diaries to be distributed during the longitudinal field test	Media diaries instrument
T.4.2	Usability and Accessibility Assessment	Test performance	1.1.2015	31.3.2015	Conduction of usability tests in the scientific partner institutions with 10 new participants selected specifically for this activity	Test notes + Audio/video recording + completed User satisfaction questionnaires
T3.2	Continuous Update of <i>CarePortfolio</i> Services	Revision of Requirements	1.7.2014	30.6.2015	Based on the Usability and Accessibility assessment, the list of requirements must be refined. Refinement will be continuous during the field tests.	Refined list of requirements
T3.2	Continuous Update of <i>CarePortfolio</i> Services	Modification of rapid prototypes	4.9.2014	30.6.2015	Based on the Usability and Accessibility assessment, the rapid prototypes must be improved	New version of rapid prototyping
T3.2	Continuous Update of <i>CarePortfolio</i> Services	Integration of prototypes in existing products	4.9.2014	30.6.2015	Interfaces to current products are implemented and the prototypes are integrated into the existing systems of technology partners	Integration in existing applications, like MOCCA
T2.4	<i>CarePortfolio</i> Development	Development of first release of <i>CarePortfolio</i>	1.4.2015	28.9.2015	Following the revision of requirements, <i>CarePortfolio</i> should be developed.	First release of <i>CarePortfolio</i>
T2.4	<i>CarePortfolio</i> Development	Development of new releases of <i>CarePortfolio</i>	28.9.2015	25.2.2016	<i>CarePortfolio</i> is continuously refined and further developed. End-users receive updates as they are ready.	New releases of <i>CarePortfolio</i> , culminating with the final version of it
T2.4	<i>CarePortfolio</i> Development	Booklet for longitudinal field tests	2.3.2015	30.4.2015	Booklet for the end-users of the longitudinal field tests should be elaborated	Booklet about the system functioning



The Online Platform for Informal Caregivers

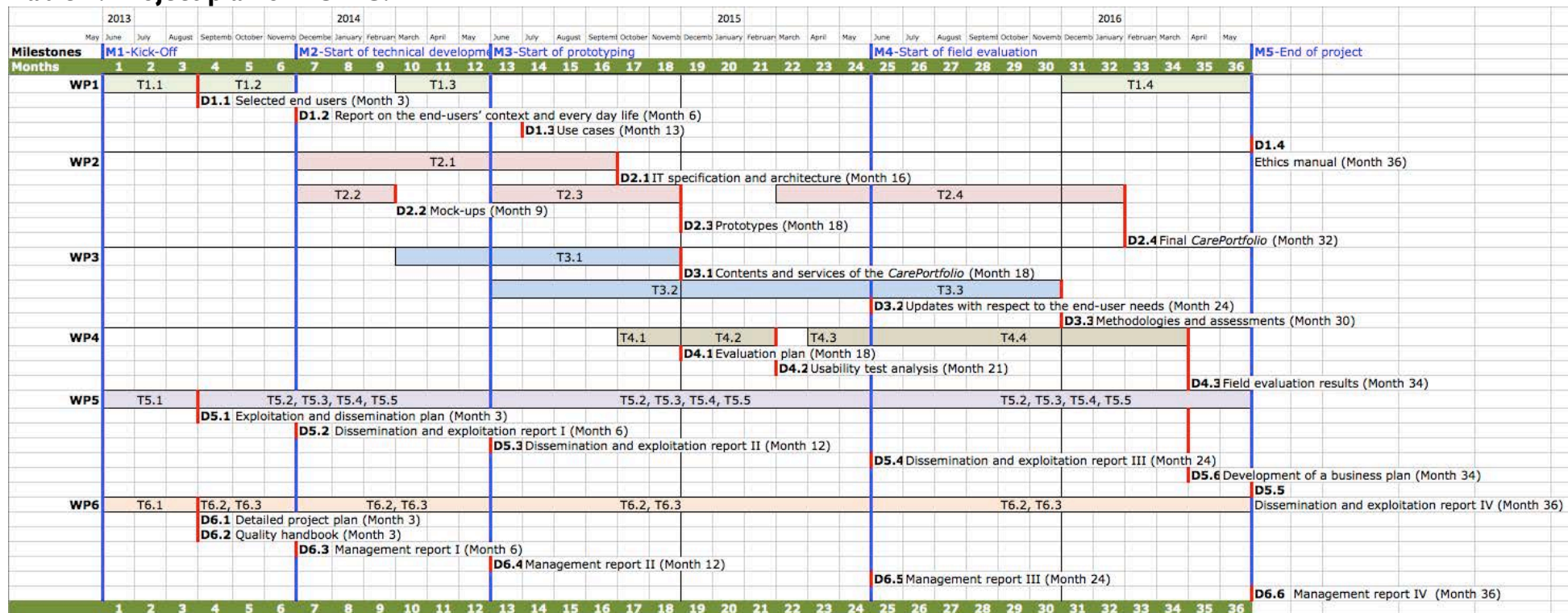
Task #	Task	Sub-task	Start date	End-date	Description	Expected outcomes
T4.3	Longitudinal field test	Continuous use	1.5.2015	15.4.2016	<i>CarePortfolio</i> deployed in the homes of the 10 participants of the pre-study + 10 additional participants who keep the system, receiving updates when they are available. Shadowing observations should be conducted once a month during this phase. Booklet about how to use the system must be provided.	Detailed field notes
T4.3	Longitudinal field test	Media diaries	1.5.2015	15.4.2016	Media diaries are distributed for end-user to report on their use of the system and any difficulties and problems that they may find.	Completed media diaries
T4.3	Longitudinal field test	Semi-structure interview	16.4.2016	30.4.2016	Each participant should participate in a last semi-structure interview. This interview should address the participants impressions and opinions about the system, how they think the system evolved since they started using it and what is still to be perfected	Audio recording + Interview transcripts
T4.3	Longitudinal field test	Zarit's Questionnaire	16.4.2016	30.4.2016	Zarit's questionnaire may be administered once again for assessing whether there were improvements in the quality of life of the participants since the beginning of the project. Decision on this activity still pending	Completed Questionnaire and potential comparison of the level of burden before the project and after the project.

* **Start date** corresponds to the date on the table, or the first working day that follows it

* **End date** corresponds to the date on the table, or the last working day that precedes it

5 Detailed TOPIC Project Plan

Table 1. Project plan of TOPIC.





The Online Platform for Informal Caregivers

Table 2. Work packages related to deliverables and the due dates.

Work Packages					Deliverables					Month	Date	Type						
WP1 Requirement Analysis and Identification of User Scenarios																		
T1.1	Identification of end users				D1.1	Selected end users				3	30.09.13	Public						
T1.2	Pre-study				D1.2	Report on the end-users' context and every day life				6	31.12.13	Public						
T1.3	Identification of use cases				D1.3	Use cases				13	31.07.14	Public						
T1.4	Ethical roadmap				D1.4	Ethics manual				36	30.06.16	Public						
WP2 CarePortfolio Technical Development																		
T2.1	System design and architecture				D2.1	IT specification and architecture				16	31.10.14	Public						
T2.2	Design and implementation of mock-ups				D2.2	Mock-ups				9	31.03.14	Restricted						
T2.3	Design and implementation of prototypes				D2.3	Prototypes				18	31.12.14	Restricted						
T2.4	Final development				D2.4	Final CarePortfolio				32	28.02.16	Restricted						
WP3 CarePortfolio Contents & Service Infrastructure																		
T3.1	Development of CarePortfolio framework contents				D3.1	Contents and services of the CarePortfolio				18	31.12.14	Public						
T3.2	Continuous update of the CarePortfolio services portfolio				D3.2	Updates with respect to the end-user needs				24	30.06.15	Public						
T3.3	Development of socio-technical accompanying measures, tools, and services				D3.3	Methodologies and assessments				30	31.12.15	Public						
WP4 Evaluation																		
T4.1	Definition of the evaluation plan				D4.1	Evaluation plan				18	31.12.14	Public						
T4.2	Usability tests				D4.2	Usability test analysis				21	31.03.15	Public						
T4.3	Defining rollout in the households																	
T4.4	Field evaluation				D4.3	Field evaluation results				34	30.04.16	Public						
WP5 Dissemination and Exploitation																		
T5.1	Definition of the exploitation and dissemination plan				D5.1	Exploitation and dissemination plan				3	30.09.13	Public						
T5.2	Scientific dissemination and exploitation				D5.2	Dissemination and exploitation report I				6	31.12.13	Restricted						
T5.3	Market dissemination				D5.3	Dissemination and exploitation report II				12	30.06.14	Restricted						
T5.4	Announcement of new product prototypes				D5.4	Dissemination and exploitation report III				24	30.06.15	Restricted						
T5.5	Manage Intellectual Property issues in accordance with participation rules and the Consortium Agreement				D5.5	Dissemination and exploitation report IV				36	30.06.16	Restricted						
WP6 Project Management											D5.6	Development of a business plan				34	30.04.16	Restricted
T6.1	Detailed project planning and scheduling including quality measures				D6.1	Detailed project plan				3	30.09.13	Restricted						
T6.2	General project management activities				D6.2	Quality handbook				3	30.09.13	Public						
T6.3	Monitoring and self-assessment of project progress, including risk management issues				D6.3	Management report I				6	31.12.13	Restricted						
					D6.4	Management report II				12	30.06.14	Restricted						
					D6.5	Management report III				24	30.06.15	Restricted						
					D6.6	Final report				36	30.06.16	Restricted						



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