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Project Acronym: AMIDST

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Project co-funded by the European Commission within the Seventh Framework Programme (2007-2013)		
Dissemination Level		
PU	Public	X
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)	

Abstract:

The Quality Assurance Plan outlines various procedures and guidelines to help AMIDST project partners ensure a high quality in all aspects of their project work, e.g. document configuration management, internal project communication and file-sharing, meetings, project publications and presentations and the project website. The QAP furthermore provides clear guidelines for handling risk management and conflict resolution.

Keyword list: quality management, formats, communication, document configuration management, mailing lists, templates, risk management, conflict resolution, project documents, logos, project website, version control, document history

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Document History

Version	Date	Author (Unit)	Description
0.3	12/03 2014	Anne Bock	Started document
0.5	24/03 2014	Anders L. Madsen	Comments to first draft
1.0	27/03 2014	Anne Bock	Finalisation

1 Executive Summary

The Quality Assurance Plan described in this report defines the general approach to quality assurance and the procedures to be followed for partner communication, documentation, and deliverable production. In particular it describes:

- Communication procedures between participants;
- Procedures for the production of reports, Financial Statements and deliverables. These procedures include document naming and version numbering protocols as well as formats to be used for various purposes;
- Procedures for the review and distribution of the various types of deliverables; reports, prototypes and demonstrations;
- Procedures for risk management and contingency plan.

The Quality Assurance Plan is designed to provide a common framework for effective communication, documentation, deviation identification and correction, and software development throughout the project. It complements the Consortium Agreement.

The main goals of the Quality Assurance procedures are:

- Establishment of documentation, reporting and communication procedures which will be followed by all partners of the Consortium;
- Documentation of the progress of the project;
- Production of high-quality deliverables on time and specification, in accordance with the Work Programme;
- Identification of technical and commercial risks, or deviations from the Work Plan at an early stage;
- Taking any necessary remedial actions as soon as possible.

The Management Team will see to that the most crucial obligations are incorporated in the Quality Assurance Plan.

2 Introduction

Quality Assurance Planning is a key aspect in every R&D project, especially when it comes to large-scale projects that include many partners and various tasks running simultaneously with the ambition to enhance state-of-the-art. The purpose of our Quality Assurance Plan is to facilitate cooperation in the project by defining a set of clear rules for the organisation of the day-to-day cooperative work. The document defines the roles and the functions of groups and individuals contained in the management structure, and it represents the reference point for the project in carrying out the work effectively and in ensuring quality deliverables. Quality control involves having common templates for deliverables, rules for internal reviews of the documents and active circulation, inclusion and involvement to engage all participants. The quality management will be carried out by the Deputy Coordinator and Administrative Coordinator to ensure the overall monitoring of all configuration management activities described.

3 Quality Management of Project Documents

3.1 Formats

AMIDST provides formats with a standard visual image, to assist clear communication and comprehension. Basic models for the production of official project documentation will be distributed to the consortium by the Project Management Team. They will be based on Word and PowerPoint and will also be available to the partners through the common intranet platform hosted at: www.amidst.eu. All project participants are obliged to use the templates when providing official AMIDST documents. The following templates will be provided:

- Deliverables
- Presentations (e.g., PowerPoint and LaTeX)
- Agenda
- Minutes
- Periodic Progress reports

The following are the formats specified for use in partner communication, documentation, reporting, and deliverable production.

Reports and Deliverables

Reports and Deliverables will mainly be produced in Microsoft Word: working drafts and editable working copies will be supplied to partners as Word documents – see section 3.2 for file naming of working documents. Reports and Deliverables with a high ratio of scientific content may be produced using LaTeX following the same formatting as the Word template. The Project Coordinator will make a final release version as a PDF file. This PDF version will also be made available to partners and will be regarded as the definitive version of the Report or Deliverable.

- Cost reports will use Microsoft Excel.
- Reports and Deliverables should have a consistently styled cover sheet and structure, based on the template contained in this document (available in the intranet). All pages should be numbered and the document identification number should be included in the footer. The identification number consists of four parts (no underscore characters between the parts):
 - name of the project
 - document type
 - title
 - date of final version (YYYYMMDD)Example: AMIDST D10.2 Report from Kick-off meeting 20140328

Financial Statements

- Financial Statements (Summary Financial Report, Form C, Cost Budget Follow up Table, Person-Month Status Table) will be prepared using Microsoft Excel accordance with the European Commission template.
- Audit certificates (to accompany the Financial Statements for partners with an EC Contribution greater than €375.000) will be prepared in accordance with the European Commission guidelines and to the standards and formats set out in this document.
- Any other numerical records (such as timesheets) should be prepared using Microsoft Excel and storing.

Logos and acknowledgements

- All reports and deliverables should carry the AMIDST logo.
- All publications and public displays produced by the project must include a text acknowledgement with the text: “This project has received funding from the European Union’s Seventh Framework Programme for research, technological development and demonstration under grant agreement no 619209.”

Timesheets

In accordance with the terms of the Contract, all partners are required to maintain proper records of time worked on the project. There is no set format for time sheets, which should accord to establish company practice.

Presentations

In the intranet area AMIDST provides templates for project presentations in order to facilitate their production as well as to guarantee the consistency and quality of the AMIDST image. (see DoW - Annex II).

Open Access

From DoW the following below have been written and will be used:

All presentations, contributions and publications (also online publications and web sites) even partially funded by the project shall include the project logo prominently acknowledge the grant under which the project is funded, using the standard text in Article II.30.4 of the Grant Agreement.

- Details of all publications even partially funded by the project shall be uploaded to some specific and agreed Bibliographic social networks such as <http://www.citeulike.org/>, <http://www.mendeley.com/> or <http://www.bibsonomy.org/>. Every such publication must be tagged with ”AMIDST-619209”.
- Whenever such Bibliographic social networks allow for a catalogue of publications to be retrieved by tag or published as an RSS feed, the project’s web site should expose such a catalogue.
- All presentation materials for which this is appropriate shall be published on the project’s web site under a Creative Commons licence (<http://creativecommons.org/>) or another appropriate license.
- All open source software produced by the consortium shall be published on publicly available software repositories such as <http://sourceforge.net/>, <http://github.com/> or <http://osor.eu>.
- All data sets for which this is appropriate shall be published on the project’s web site under a Creative Commons licence (<http://creativecommons.org/>) or another appropriate license. Data covered by a Non Disclosure Agreement will not be published.”

3.2 Document configuration management

All partners are obliged to upload final versions of project documents in the intranet. Continual backups of the intranet archives will run throughout the project period, thus rendering the intranet a formal confidential project archive. However, partners are responsible for safe-keeping of draft versions.

Document configuration management will be ensured through the tracking of versions and history of changes of the various project documents including:

- Deliverables
- Meeting minutes
- Internal documents
- Additional produced and shared workings

Each document circulating within the AMIDST project on the intranet or via e-mail (regardless of whether it is a working document or final version) must be given a unique name, regardless of the file names and referencing conventions that each partner is free to use in local archives. The file naming convention is as follows:

- Project name
- Deliverable number
- Deliverable title
- Version (NB: final document names should include a date instead of version)

The versioning of documents is indicated in the following table:

Table 1: Document version control convention

Iteration	Description
v0.3	Almost all analysis is done; early design is established; prototypic implementation was done; partners can use some initial functionalities; test results allow to plan next Iteration
v0.5	Learning points from previous iteration taken; analysis fully stabilized; design of main entities concluded and APIs/ interfaces aligned with respective partners; implementation of core parts achieved; testing assess the main functional and performance features of the component; additional possible synergies with partners for next iteration identify
v1.0	Finalizing development; analysis proving compliance to all applicable user-requirements and use cases; design covers API/ interfaces and important classes; implementation performs with envisaged functionality and data throughput; testing against user test-cases is possible; scientific learning points for project outcome identified

Document history will be tracked in each document in a separate table describing the different versions of the document and the reasons of change/updates on it, and by whom. The table should have the heading Document History and be placed immediately after the table of contents as shown in the deliverable template (see Appendix II).

3.3 *Project Science Review Group*

The AMIDST Project Science Review Group (PSRG) is responsible for reviewing the quality of the scientific output of all activities, including reports and deliverables as well as ensuring consistency with the AMIDST DoW. It consists of the RTD Manager and Deputy Coordinator and one representative for each of the academic partners in the consortium:

Members of PSRG
Anders L. Madsen, HUGIN
Helge Langseth, NTNU
Antonio Salmerón, UAL
Thomas Dyhre Nielsen, AAU

The PSRG will meet at each annual meeting. The PSRG will also use regular virtual meetings for communication and coordination of scientific work.

3.4 *WP leaders*

The technical work is defined and organised in different work packages and each work package have a leader. Thus, the successful fulfilment of the scientific goals and technical tasks is very important to ensure optimal project quality. Each WP leader is in charge of collaboration with each WP, whereas the RTD Manager and Deputy Coordinator is in charge of the joint collaboration and interaction at the project level. The WP leaders are:

WP leaders	
WP 1	Thomas Dyhre Nielsen, AAU
WP 2	Thomas Dyhre Nielsen, AAU
WP 3	Antonio Salmerón, UAL
WP 4	Helge Langseth, NTNU
WP 5	Anders L. Madsen, HUGIN
WP 6	Galia Weidl, DAI
WP 7	Frode Sørmo, VT
WP 8	Ramón Sáez Martínez, CM
WP 9	Anders L. Madsen, HUGIN
WP 10	Anne Bock, Marlene K. Sparre, AAU

The WP Leaders must establish close cooperation (i.e., frequent exchange of results, needs for solutions, problems; identifying sub-tasks that can or should be solved jointly between WPs and setting up common work groups for these) between the WPs to ensure that the fundamental research in the various WPs is integrated and correlating. The WP leaders will report to the RTD Manager and Deputy Coordinator. The responsibilities of the WP Leaders are as follows:

- The overall management of the WP
- Reallocation of resources within the WP
- Change and exchange of tasks between the partners in the WP
- Assure quality of the preparation of the work package related deliverables
- Monitor and harmonise activities between different work packages
- Work task allocation management. In the case that a specified work task must be moved from one WP to another WP, this must be notified to the Management Team.
- Monitor identified technical and scientific risks and report to the Management Team - as a minimum addressed in the yearly progress report (see section 6.1 for more on Risk Management).

3.4.1 Meetings and provision of input to Management Team

As the WP leaders handle the daily management of their WP, they coordinate all activities necessary for the advancement of their respective WP and ensure effective communication and follow-up on WP meetings as well as delivering input to all reports. Work package and cross-work package meetings will be held in connection with the GA meetings as well as on an ad hoc basis.

Regular working level meetings are required between the WP leaders and active researchers. Both virtual and face-to-face meetings will be arranged. The WP leaders and the Management Team will review all deliverables and ensure that necessary adjustments are made.

The WP leaders are responsible for providing the Management Team with input material for the yearly periodic reports submitted to the EC as well as internal progress reports every six months. Thus, frequent coordinating meetings between the Management Team and the WP leaders are planned. At each meeting, the WP leader must report: technical progress in terms of achievement, difficulties encountered, other issues, self-evaluation of progress and forecasting.

The consortium has made a schedule on the planned meetings. See table on the next page:

Type of meeting	Purpose	Participants	Date	Venue
Project kick-off Meeting	To launch the project and refine plans and arrangements for the initial implementation phase.	Consortium members	M1	Suitable project site, to be decided in agreement with the Project Officer
Progress meeting	To review progress and discuss any significant problems and deviations	Management Team, Project officer	M12, M24, M36	Luxembourg or suitable project site, to be decided in agreement with the Project Officer; can be handled by video conference
Review meeting	To evaluate intermediate and final results. To assess quality, impact and effectiveness of project work.	Management Team and relevant work package leaders, Project Officer, Peer Reviewers	M14, M26, M36	Luxembourg or suitable project site, to be decided in agreement with the Project Officer
Concertation meeting Respectively Programme conference and exhibition	To actively participate in discussions and demonstrations organised by the ICT programme. To present work in progress and demonstrate intermediate results. To identify and discuss areas of common interest. To plan joint investigations and dissemination activities.	Management Team of consortia and/or work package leaders, plus external experts, suppliers and users where appropriate	TBD	To be decided

4 Communication

The majority of day-to-day information (both administrative and technical) will be transferred electronically by e-mail and by the mailing lists (see section 4.1 for more on mailing lists). In order to reduce the volume of e-mail and ensure the ready availability of electronic documentation, the uploading possibilities in the website intranet function as a secure repository of all project documents and deliverables (this is also mentioned in section 3.2). Rather than circulate project deliverables to the partners by email, the Project Manager will upload deliverables on the intranet and inform the partners of their availability for download.

4.1 Mailing Lists

Mailing lists have been set up for each work package (except WP 10 which is not relevant) as well as for the General Assembly, the Project Science Review Group and finally, also a mailing list for all persons working on the project). If need be, we will create more mailing lists during the course of the project on ad-hoc basis.

The mailing lists are administered by the Administrative Project Coordinator. To ensure confidentiality in the project, members must be officially invited to join the mailing list or subscribed manually by the Administrative Project Coordinator (anb@adm.aau.dk). All requests will be reviewed carefully before being accepted. The mailing list names are as follows (the lists of members for each individual mailing list are included in appendix III):

:

- amidst-psrg@lists.aau.dk
- amidst-ga@lists.aau.dk
- amidst-all@lists.aau.dk
- amidst-wp1@lists.aau.dk
- amidst-wp2@lists.aau.dk
- amidst-wp3@lists.aau.dk
- amidst-wp4@lists.aau.dk
- amidst-wp5@lists.aau.dk
- amidst-wp6@lists.aau.dk
- amidst-wp7@lists.aau.dk
- amidst-wp8@lists.aau.dk
- amidst-wp9@lists.aau.dk

4.2 Project Website

A website (www.amidst.eu) has been established for public dissemination and internal exchange of documents and communication between the consortium members. Thus, the project website has two areas: a public and a private area (an intranet which contains a file sharing repository). The restricted part of the website, controlled by a password given to the consortium members by email, will contain all internal information such as a database with relevant information on people involved in the project; various templates; a discussion forum; and a specific directory per WP, which will contain all the documents produced during the project lifecycle. The intranet is by definition closed to external parties, and thus, it serves as a restricted, confidential area for AMIDST partners.

It will be the responsibility of all partners to assist and supply information and documentation to the management team for keeping the website continuously updated. The intranet will be used both for working documents and for all finalised documentation and for communication purposes.

The public area is used for dissemination purposes for the general public with the aim of:

- Presenting an overview of the project objectives and partners involved
 - Disseminating the project results including press releases, etc.
-

- Enabling visitors outside the immediate community of the project to contact relevant partners and obtain further information about the project
- Presenting the publishable deliverables
- Informing about project workshops and other events

The public area of the website will also play an important role in building a community around the open-source developments made as part of AMIDST.

5 Project Reporting

The periodic reports contain the information on the status of the AMIDST project and the work performed by each participant in accordance with the requirements of the Grant Agreement.

A periodic report will be submitted within 60 days of the end of each reporting period in month 12, 24 and 36.

It will contain:

- A publishable summary
- An overview of the objectives, work progress and achievements during the period as well as a list and status of milestones and deliverables due in the reporting period including possible delays and explanation for this
- Project management
- An explanation of the use of the resources/Financial Statement (Form C)

Within 60 days after the end of the project, a final report will be submitted. This report will contain:

- A final publishable summary report covering results, conclusions and socio-economic impact of the project.
- An overview of the objectives, work progress and achievements during the period as well as a list and status of milestones and deliverables due in the reporting period including possible delays and explanation for this
- Project management
- An explanation of the use of the resources/Financial Statement (Form C)

Reporting to the Commission is the responsibility of the Coordinator. The Management Team will be responsible for gathering input for the periodic reports. Each beneficiary must provide in due time to the Management Team all the information necessary to complete the reports.

The following procedure will be used:

- One month before the end of the reporting period: the Administrative Project Coordinator sends template for periodic report to the beneficiaries
 - 2 weeks after the end of the reporting period: beneficiaries must send input to the Management Team
 - 4 weeks after the end of the reporting period: the Management Team sends first compiled draft to the beneficiaries for comments
 - 5 weeks after the end of the reporting period: Deadline for comments from the beneficiaries
 - 5-8 weeks after the end of the reporting period: Update and second/third... draft will be sent to the beneficiaries for comments
-

- 8 weeks (56 days) after the end of the reporting period: the Management Team submits the report to EC.

For the efficiency of the reporting it is extremely important to observe and respect the deadlines and to use the templates provided by the Management Team.

6 Risk management and Conflict Resolution

6.1 Risk Management

The General Assembly and the WP leaders will review the initial risk assessments, taking into account cross-work area dependencies, and will recommend contingency measures as required. It is important to note that the risk management is viewed as an iterative process in which risks are continuously monitored, identified, analysed and managed. As part of the overall management, project milestones are defined of which some are used also as part of the risk management. The approach is to formally identify, assess, and minimize project-level risks throughout the life of the project.

Contingency plans will be made for all significant risks and all significant risks will be managed actively. The contingency planning will be used when there are any deviations. Any deviations from the plan will be reported to the Management Team who will consider the issues and, where appropriate, make recommendations for resolution. In the case of serious problems at the consortium level, the Management Team will discuss the issues with General Assembly representatives to find a solution and in the ultimate case convene the General Assembly to determine the best route forward and will advise the EC Project Officer of the problem and seek their approval for the proposed solution.

Risk management will be considered at every consortium meeting in order to identify potential risks as soon as possible in order to take appropriate and necessary action.

6.2 Conflict resolution

Identification of any conflicts which arise in the project is the responsibility of all project participants. Any signs of disagreement between project participants should be notified to the WP leader or Management Team (as appropriate), who should then instigate the conflict resolution procedure, escalating to higher levels only if necessary:

1. The Deputy Coordinator will separately contact all parties to identify the different viewpoints. Based on a clarification of viewpoints, the Deputy Coordinator should try to propose a solution. If one is achieved, it will be recorded in a short report; if not, no documents will be produced, and the problem escalated.
2. If level 1 fails, the matter will be taken up by the General Assembly (at a special meeting, if need be). At this level, all work should be in writing. If conflicts relate to matters which would normally be assessed as part of the annual reviews by the European Commission, the views of the European Commission should be sought.
3. If level 2 fails, a special meeting of the General Assembly will be called. Partner representatives will then be required to vote on the issue. At least two-thirds (2/3) of the

members of the GA must be present. Each member will have one vote and decisions shall be taken by a majority of two-thirds (2/3) of the votes.

In case of persistent disputes that cannot be solved by negotiation and/or Consortium Agreement mechanisms, the consortium will inform the EU project officer, solicit the advice of reviewers and call for an extraordinary meeting.

7 Mobility

During the project period there will be a significant amount of mobility among the academic partners in order to promote and ensure the quality of knowledge transfer internally within the project. The exchange of employees will therefore be a general theme in the project. For example, Andrés Masegosa, NTNU post.doc, will be working from AAU. From July 1st 2014 Ana Martínez and Hanen Borchani will join AAU as post.docs and will share an office with Andrés Masegosa. It is also expected that project members will visit other project members for shorter or longer periods.

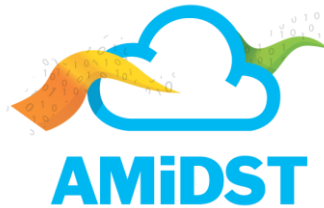
At this point, it has been planned that:

- Sigve Hovda and Helge Langseth (NTNU) will visit AAU in week 32 2014.
- Immaculada Pérez-Bernabé (PhD student at UAL) will visit NTNU from April 1st to July 1st, affiliated with the AMIDST research project.

Appendix I: Logos

AMIDST Project Logo

The AMIDST Project Logo is shown below. Electronic copies of the logo for dissemination material will be placed in the project intranet for download and use by the project partners.





EU Logo

The EU logo must be included on cover page of all leaflets, brochure, books, press and audiovisual material, etc., and refer to specific programme on inner page.



Appendix II: AMIDST Templates

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Project no.: 619209

Project full title: Analysis of Massive Data Streams

Project Acronym: AMIDST

Deliverable no.: D2.2

Title of the deliverable: xxx

Contractual Date of Delivery to the CEC:	xx xxx. Xx
Actual Date of Delivery to the CEC:	xx xxx xx
Organisation name of lead contractor for this deliverable:	xxx www
Author(s):	xxx, zzzz
Participants(s):	P0x xxx, P0y zzzz
Work package contributing to the deliverable:	WPx, WPz
Nature:	R/P3
Version:	1.x
Total number of pages:	xx
Start date of project:	1 st January 2014 Duration: 36 month

Project co-funded by the European Commission within the Seventh Framework Programme (2007-2013)		
Dissemination Level		
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)	X

Abstract:

Xxxx xx

Xxx

Keyword list: xxx xxx.

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6 REFERENCES	9

Document History

Version	Date	Author (Unit)	Description
0.3			Started document
0.5			
1.0			

1 Executive Summary

2 Introduction

3 Heading 1

3.1 *Heading 1,1*

3.1.1 Heading 1,1,1

6 References

Appendix III: Mailing lists

AMIDST Mailing lists

amidst-all@lists.aau.dk	
Name	E-mail address
Anders L Madsen	anders@hugin.com
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Thomas Dyhre Nielsen	tdn@cs.aau.dk

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