LIFANA

Lifelong Food and Nutrition Assistance

AAL-Call-2017-013

Start date: 1 May 2018

Duration: 30 months

D5.4 "PROJECT QUALITY PLAN"

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Partners involved: LIST, FhP
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Revision history

Rev.	Date	Partner	Description
0.1	01.11.2018	LIST	Document created (based on existing content from FhP)
0.2	13.11.18	FhP	Draft edited by FhP
1.0	17.12.18	LIST	First version edited and prepared for review
1.0	20.12.18	LIH	Reviewed by Torsten Bohn (LIH)
1.1	22.12.18	LIST	Update according to reviewers comments by Christoph Stahl

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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)

Consortium

Participant nº	Participant organisation name	Participant short name	Organisation type	Country
1 (Coordinator)	Luxembourg Institute of Science and Technology	LIST	Research	Luxembourg
2	Luxembourg Institute of Health	LIH	Research	Luxembourg
3	Associação Fraunhofer Portugal Research	FhP	Research	Portugal
4	Sonae Center Serviços II, S.A.	SONAE	Company	Portugal
5	Santa Casa da Misericordia do Porto	SCMP	End-user	Portugal
6	Gociety Solutions	GOC	Company	Netherlands
7	Unie KBO	KBO	End-user	Netherlands
8	Cereneo Schweiz AG	CER	Company	Switzerland
(8*) (subcontract from CER)	Cereneo - Zentrum fur Interdisziplinäre Forschung	CEFIR	Research	Switzerland

Acknowledgements

Disclaimer

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INTRODUCTION

LIFANA partners shall use this document in order to guarantee that the work follows the planned execution, as well as to guarantee quality of the outputs. An important note, however, is that the guidelines in this document do not replace the AAL Grant Agreements, which may have specific provisions, documents and timelines. It is important to note that not all clauses are summarised here and that this document is meant to be used as a quick guide. In case of any conflict between this document and the Consortium Agreement, the latter will take precedence. Risk management is covered by D5.2 "Project Management Plan". The quality of the developed solution is addressed by D3.1 "Scenarios and Personas" and the responsibility of the Quality Evaluation Committee (see also D5.2). The overall quality of the LIFANA solution will be evaluated according to the trials described in D3.4 "Field trials study design". One iteration of design and implementation is planned for the app during the trials to address identified weaknesses.

REPORTS

The reports being produced within the project may serve different purposes, e.g. communication between the partners, communication with the CMU and communication with other stakeholders. According to the plan, there is a number of reports that the consortium shall produce during the course of the project. These reports are described in the next sub-sections, along with their periodicity and existing templates.

Official reports and templates

An annual progress report must be submitted to the AAL CMU about each calendar year. This report is to be delivered up to 2 (two) months after the end of the respective calendar year:

- D5.5-A Calendar year report 2018 (M10)
- D5.5-B Calendar year report 2019 (M22)

The template for this report is made available by the Coordinator to all partners in due time in the Sharepoint repository. The Coordinator will notify all partners towards the end of the year about their required contributions and will integrate them in the report.

A financial report is no longer required on EU level, but all partners have to report their efforts booked on the project in person months.

According to the Guidelines for Coordinators, the following reports are mandatory as well:

- Draft Business plan/Business model at project mid-term (D4.5-B in M14)
- Final Business plan/Business model before the end of the project (D4.5-C in M30)
- Exploitation plan at project mid-term (D4.6-B in M15)
- A final report about achievements and financial data (remote review) (D5.7 in M30)

These deliverables will be edited by the leader of WP4 and WP5.

Interim reports

This report is to be used to assess project progress, risks and allow forecasts, and will be based on the same template as the annual report. It will compile information from the previous six months. It will contain: progress of the work, financial interim statement, and project assessment. The interim reports are edited by the coordinator, but not submitted to the CMU.

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.

The following table indicates which kind of reports is required per country.

Type	LU	NL	CH	PT
Yearly technical/progress reports	X	X	X	X
Project end technical/final report reg. whole duration		X	X	
Six-month financial reports				X
Yearly financial reports	X	X	X	
End of project financial report	X	X	X	X

Separate technical/progress reports from each beneficiary are required in Luxembourg and Portugal.

Joint technical/progress reports from beneficiaries of same project are required in The Netherlands and Switzerland. It is up to the partners to decide who takes the lead in editing the joint reports.

Mid-term and final reviews

The mid-term reviews are mandatory for all the projects in the AAL Programme. 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 Programme 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 review shall be scheduled two months before the mid-term in the project. In LIFANA this is in June/July 2019. It shall be organised between the project coordinator, the CMU and the 'lead NCP'. The reviews are non-public events. Two independent (not involved in the project) expert reviewers will eventually be contracted by the CMU to assist in the review process. The mid-term review meeting is physical and typically lasts four 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). The final review, of the same duration, shall happen remotely. There is a template for the review reports, which will be made available by the Coordinator to all partners in due time.

Below is the tentative schedule for the project reviews.

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	Before project month: 15	To be decided	Mandatory (in-person meeting)
2	Not later than project month: 32	To be decided	Mandatory (remote meeting)

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. the Description of Work document, 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.

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 reviewers to do an assessment as required on the review form.

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

Closure phase

Within two months (60 calendar days) after the end of the project a Final Report (Deliverable 5.7) will be submitted electronically to the CMU and the NCP of the coordinator, i.e. 'lead NCP'. The template for this report will be made available by the Coordinator to all partners in due time.

Report preparation and submission procedures

For each report, with the exception of National reports (see section National reports), 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.

DOCUMENT HANDLING PROCEDURES

The documents shared by the consortium shall have a common repository, in case of LIFANA this is Sharepoint. All documents will be based on the templates that will be produced by the Coordinator.

In order to ease the work flow and promote high quality, this section defines procedures for different stages of documentation preparation and acceptance.

File naming

The file naming standard will be the following:

Dx.x TTT.FFF or **Dx.x-Y TTT.FFF**

Where:

- **Dx.x** refers to Deliverable number
- **Y** refers to the iteration (A, B, C) (only if applicable)
- **TTT** refers to the title of the Deliverable
- **FFF** refers to the file format (doc, docx, pdf…)

Document edition

For each Deliverable, the responsible partner is already defined in the Description of Work. For the minutes of meetings, the editing responsibility is as follows:

- Minutes of the General Assembly meetings: 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.

Each document should be documented by a Version History table, consisting of Date, Author and Content to track the changes and contributions made to a document.

Document acceptance

Minutes

Minutes must be generally available within 15 (fifteen) days after the meeting. 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.

Deliverables

The content of all deliverables will be checked for coherence, with respect to the objectives outlined in the Work Plan, and for cohesiveness, with respect to the content produced by other deliverables.

The content of all deliverables will be rigorously checked for clarity and correct usage of the English language in order to ensure readability and intelligibility for the benefit of both Project consortium, the AAL CMU and National Agencies and all those who are interested to make use of the software, methods and other results developed within the project.

The file naming conventions outlined above will be enforced throughout the implementation of the project.

The complete timing for the generation of a deliverable or report can be up to two months, during which it should follow the steps described below.

- **Preparation and submission of the index** by the Deliverable responsible and sent to all participating partners. The index should identify partners assigned to and responsible for each section.
- **Reception of contributions and compilation**. The participating partners send their contributions to the responsible editor of the Deliverable, who will then compile all the contributions into a draft version. This should be done 1 (one) month after the index was sent.
- **First version**. Within two weeks after receiving all the contributions, the responsible for the Deliverable should make a first version (v1.0) available to the Project Coordinator together with naming one or more reviewers.
- **Reviewing of first version**. The Project Coordinator will review and edit the first version before circulation amongst all the reviewers and partners. The input from the named reviewers is compulsory. All other partners are invited to comment. This must be done within 1 (one) week of reception.
- **Final version and submission to the CMU**. One week after circulation among all partners, the Project Coordinator will edit the final version with eventual comments received by the reviewers and partners. The Project Coordinator will then submit the Deliverable to the responsible Programme Officer at CMU (Mrs. Dominique Repapis <dominique.repapis@aal-europe.eu>). The whole process will take a maximum of 10 (ten) days. The CMU publishes all public deliverables on their website.
- Public deliverables shall also be made available in PDF format on the project website by the Project Coordinator.

Reviews will be performed by at least one additional project's member who will focus on ensuring that the deliverable is well engineered and its content is clearly formulated with correct usage of the English language in order to ensure readability and intelligibility for the benefit of both Project consortium, AAL CMU and all those who are interested to make use of the software, methods and other results developed within the LIFANA project. All deliverables will be reviewed.

Reviewers are chosen among the partner organisations that are not contributing to the deliverable but whose domain of expertise is pertinent to the field of research or theme addressed in the deliverable. The responsible will notify the reviewers, by e-mail, not later that 1 (one) week before the deliverable's due date.

Reviewers are expected to immediately acknowledge receipt of the deliverable and return the deliverable with comments within 3 (three) days from receiving it.

To coordinate the editing process, an excel sheet "Deliverables Overview.xls" has been made available by the Coordinator in Sharepoint (/LIFANA/Deliverables/ folder) to track the status of each deliverable regarding:

- Number and title
- Responsible partner and editor
- Due date
- Assigned reviewer(s)
- Submission date