

Acronym: Cordon Gris
Name: Making sense of data to promote
effortless healthy eating habits and
autonomy for older people
Call: AAL Call 2015
Contract nr: aal-call-2015-016
Start date: 02 May 2016
Duration: 24 months

D1.4 Project quality plan

Nature¹: P

Dissemination level²: PU

Due date: Month 2

Date of delivery: Month 2

Partners involved (leader in bold): **FhP**, SCML, SONAE, RNS, CC, UNIEKBO

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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)

Partner list

Nr.	Partner name	Short name	Org. type	Country
1	Fraunhofer AICOS (<i>coordinator</i>)	FhP	R&D	Portugal
2	Santa Casa da Misericórdia de Lisboa	SCML	End-user	Portugal
3	SONAE (Modelo.com – Vendas por correspondência, S.A.)	SONAE	IND	Portugal
4	Red Ninja Studios	RNS	SME	United Kingdom
5	Can Cook	CC	SME, End-user	United Kingdom
6	Unie KBO	UNIEKBO	End-user	Netherlands

Revision history

Rev.	Date	Partner	Description	Name
1	19.05.2016	FhP	Created first version	Ana Correia de Barros
2	21.06.2016	FhP	Final revision	Ana Correia de Barros
3	21.06.2016		Approved by FhP	

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Glossary

AAL: Ambient Assisted Living Association

AAL JP: Active Assisted Living Joint Programme

CMU: Central Management Unit of the AAL JP

Consortium budget: Refers to the allocation of all the resources for the activities of the consortium within the project. When referred to, it means the sum of all the individual budgets and grant agreements in the consortium.

DoW: Description of Work. It is made on the basis of Part B of the proposal, consisting of the technical description at the time of proposal submission.

NCP: National Contact Point for the AAL JP

WP: Work Package

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1. Introduction

1.1. Important preliminary note

This document should not replace the AAL Grant Agreements. Please note that not all sections and clauses are summarised here.

Cordon Gris partners must use this document in order to follow the procedures that will not only help them regarding work execution, but also guarantee quality.

1.2. Scope of the document

The deliverable describes the quality plan for the Cordon Gris project. It is meant to be a tool available to each partner that, together with the *Project management plan*, is able to assist partners during the course of the project. According to instructions from the AAL Association, this document may be updated when needed during the course of the project.

In case of conflict between this document and the Consortium Agreement, the latter will take precedence.

2. Reports

There are different types of reports which are prepared at different times and for different purposes. The following sub-sections describe these reports, their periodicity and existing templates.

2.1. Official reports and templates

One annual progress and financial report about each calendar year must be submitted. This report is to be delivered 2 (two) months after the end of the respective calendar year:

- D1.5 Calendar year report 2016 (M11)
- D1.5 Calendar year report 2017 (M23)

The template for this report is made available by the Coordinator to all partners in due time.

2.2. Interim reports

This report is to be used to assess project progress, risks and allow forecasts. It will compile information from the previous six months. It will contain: progress of the work, financial interim statement, and project assessment.

2.3. 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.

2.4. Mid-term review

The mid-term reviews are mandatory for all the projects in the AAL JP. 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 JP 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 reviews shall be scheduled for shortly after the end of the mid-term in the project. They shall be organised between the project coordinator, the CMU and the 'lead NCP'.

In specific cases, a final project review may also take place.

The reviews are non-public events. Two independent expert reviewers will eventually be contracted to assist in the review process. The review meetings are physical and typically last 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).

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	After project month: 12	To be decided	Mandatory
2	Not later than project month: 24	To be decided	If required by the AAL JP CMU

There is a template for the mid-term review report, which made available by the Coordinator to all partners in due time.

2.4.1. 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. DoW, 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.

2.4.2. 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.

2.5. Closure phase

Within two months (60 calendar days) after the end of the project a Final Report (Deliverable 1.7) will be submitted electronically to the CMU and the NCP of the coordinator, i.e. 'lead NCP'.

The template for this report made available by the Coordinator to all partners in due time.

2.6. Report preparation and submission procedures

For each report, with the exception of National reports (see section 2.3), 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.

3. Document handling procedures

The documents shared by the consortium shall have a common repository.

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

3.1. File naming

The file naming standard will be the following:

Dx.x_CordonGris_TTT.FFF

Where:

- **Dx.x** refers to Deliverable number
- **TTT** refers to the title of the Deliverable
- **FFF** refers to the file format (doc, docx, pdf...)

3.2. Document edition

The responsible partner for each Deliverable is already defined in the DoW. For the remaining documents, the edition responsibility is as follows:

- Minutes of the GA meeting: 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.

3.3. Document acceptance

3.3.1. 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. The procedure is visually represented in Figure 1.



Figure 1 Minutes acceptance procedure

3.3.2. Deliverables

The complete timing for the generation of a deliverable or report can go up to two months, during which it should follow the steps described below and in Figure 2.

- **Preparation and submission of the index** by the Deliverable responsible and sent to all. The index should identify partners assigned to and responsible for each section.
- **Reception of contributions and compilation.** The partners send their contributions to the Deliverable responsible, who will then compile all the contributions. This should be done up until 1 (one) month after the index was sent.
- **Last draft and first version.** Within two weeks after receiving all the contributions, the responsible partner for the Deliverable should make a first version available to the Project Coordinator and, when applicable, to the Technical Committee for review.
- **Edition of first version.** The Project Coordinator and, if applicable, the Technical Leader, will review and edit the version before circulation amongst all the partners. This must be done within 1 (one) week of reception.
- **Edition of final version and submission to the CMU.** One week after circulation among all partners, the Project Coordinator (and Technical Leader when applicable) will edit the final version with eventual comments received by the partners. The Project Coordinator will then submit the Deliverable to the CMU. The whole process will take a maximum of 10 days.
- If public, the Deliverable shall be made available in PDF format on the project website by the Project Coordinator.

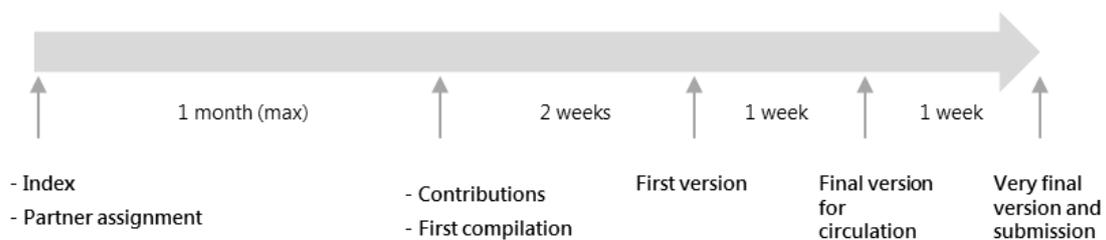


Figure 2 Deliverable preparation and acceptance procedure