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Analysis System for GAthered Raw Data

ASGARD

Instrument: Research and Innovation Action proposal

Thematic Priority: FCT-1-2015

D11.3. Quality Management Plan

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DISCLAIMER

Table of Contents

1. Overview 6
2. Quality Management Plan 7
2.1. Communication 7
2.1.1. Language and Time zone 7
2.1.2. Website 7
2.1.3. Classified communication 8
2.1.4. Electronic Mail 8
2.1.5. Skype 9
2.1.6. Conference Calls 9
2.1.7. Fax communication 10
2.1.8. Online collaboration tools 10
2.2. Reporting 11
2.2.1. Reporting Principles 11
2.2.2. Periodic and Final Activity Reports 11
2.2.3. Work Package Leaders' reports 11
2.2.4. Consortium Progress Meeting Minutes 12
2.2.5. Internal Reports 12
2.3. Documents 13
2.3.1. Document header 13
2.3.2. Document standards 13
2.3.3. Nomenclature 13
2.3.4. Document versions 14
2.3.5. Document guidelines 14
2.3.6. Dissemination Levels 15
2.3.6.3.1. Terrorism research 16
2.3.6.3.2. Organised crime research 17
2.3.7. Nature 18
2.4. Deliverables 18
2.4.1. Deliverable Development Plan (DDP) 19
2.4.2. Deliverable Quality Process 19
2.4.3. Incidents in the delivery process 23
2.4.4. Deliverable Quality Checklist 23
2.5. Quality Management 24
2.5.1. Quality Planning 24

2.5.2. Quality Control 26
2.5.3. Quality Assurance 29
2.6. Dissemination 29
2.6.1. Website 29
2.6.2. Newsletter 29
2.6.3. Workshops 30
3. Ethical Approvals 30
3.1. Ethics and Societal Impact Review Board 30
4. Risk management 30
5. Conclusion 31
1. Aim 35
2. Description 35
2.1 Deliverable Description 35
2.2 Task Description 35
3. Objectives 35
4. Responsibilities 35
5. Development Timetable 36
6. Relevant Information from other Work Packages and Tasks 36
7. Additional tasks for partners involved in Task x.x 36
8. Suggestions and Guidelines 36
1. Check Points 40
2. Suggested Corrections 42
3. Further Comments 42
4. Conclusion 42
1. Overview 46
[2nd Level Header] 46
[3rd Level Header] 46
[2nd Level Header] ..... **¡Error! Marcador no definido.**
[3rd Level Header] ..... **¡Error! Marcador no definido.**
[5th Level Header] ..... **¡Error! Marcador no definido.**
Qweqweq ..... **¡Error! Marcador no definido.**
qwe ..... **¡Error! Marcador no definido.**
2. [Section Title] 48
3. [Section … Title] 48
4. Conclusion 48

Annexes

ANNEX I. Deliverable Development Plan (DDP) 32
ANNEX II. Deliverable Review form 37
ANNEX III. Deliverable Template 43

Figures

Table 1 – Deliverable Owners and Reviewers 22

1.Overview

This document addresses the Quality Management Plan. The aim of this deliverable is to describe the mechanisms that will be used throughout the project to ensure the quality level of the project deliverables and the project outcomes. It will serve as a guide to the project coordinator, to ensure that quality reviews will occur at appropriate points throughout the project. It will also serve as a reference for all project partners, to understand their responsibilities, regarding the project deliverables and outcomes.

It encompasses a detailed guide to the ASGARD partners and thereby enables effective cooperation within the consortium and accurate project documentation. Moreover, the document outlines the success criteria for each deliverable, defines the structure of each deliverable, describes the quality review techniques and it also defines configuration management procedures and change control.

Of particular importance is Section 2.4.1 which explains how to prepare a Deliverable Development Plan and the quality control procedures that are active to ensure that released documents have gone through an appropriate level of assessment. To ensure the quality of the project product, each project deliverable or public document must pass a quality assurance and assessment procedure defined in Section 2.5.3.

A separate section of the document is devoted to risk management of the project: It includes management procedures that will be applied to either avoid the potential risk or minimize and mitigate its negative impacts. In general, this document should be used as a reference by the project coordinator and all project partners.

A reference on what the project will do to get the ethical approvals is described in section 3.

This document will not cover the procedures regarding classified information.

2.Quality Management Plan

2.1. Communication

2.1.1. Language and Time zone

All communication for the ASGARD project must be in English (British spelling). All times will be communicated using Central European Time (CET). All beneficiaries must ensure that automatically-generated emails, such as meeting invitations, adhere to these rules.

2.1.2. Website

The project website, repositories, and collaboration tools will be set up and maintained by the Lead Beneficiary of the Website Deliverable (D13.6 – VICOM). A more detailed description of the project website (and collaboration tools) is included in D13.6.

The website should be up and running for the duration of the project (3.5 years) and, also for at least 5 years (preferably more) after the end of the project.

Information about ASGARD will be available on a website with URL http://asgard-project.eu/ . The website will be set up and maintained by VICOM.

The website shall consist of a public section and a private section.

The public section is targeted to the public at large. Its purpose it to support external communication about the project and for dissemination purposes. The site will be kept updated and improved along the project lifetime, adding new content when necessary, under the responsibility of the Innovation, Exploitation and Dissemination Work Package Leader (WP13 – VICOM).
The private section will be available to the project beneficiaries only, by a secure authentication method, using username and password. Secure communication protocols must be used (e.g., HTTPS, SFTP).
The private area will provide access to project management tools, such as a document repository, source code repository, and all other tools and software required for collaboration between the beneficiaries.

The private area of the website contains:

- Detailed information about the progress for the project, provided as a reference for all the participants, providing the latest, officially released versions of all documents and contracts.
- Contact information for all project participants (Full Name, E-mail address, Skype username if available)
- Templates for documents
- Contractual documents
- Financial information
- Meeting minutes
- Deliverables
- Dissemination information

2.1.3. Classified communication

Handling European Union Classified Information (EUCI) will be done following the applicable guidelines[1] and regulation. ASGARD partners with the need to handle EUCI will be informed and briefed on how to handle EUCI before they do so. This document D11.3 will not describe how EUCI will be handled in ASGARD.

2.1.4. Electronic Mail

Electronic mail will be an important means to exchange information in the ASGARD project. However, for exchanging documents, the project's document repository will be preferred, especially for large files.

All communication will be in English, both in the body (content) of the message and in the subject header. Participants should take care to set up their software so that automatically-generated content and headers are in English.

All e-mail subject headings must start with the text "[ASGARD]". Additional tags can be added to specify relevant work packages, tasks, and deliverables where appropriate, and if deemed useful. All partners has to follow the same formatting and style when tagging

Some examples of email subject headings are:

- [ASGARD] [WP7] BIG DATA ANALYTICS FOR KNOWLEDGE EXTRACTION
- [ASGARD] [WP10] [Task10.3] [D10.4] Integrated ASGARD framework
- [ASGARD] [WP11] PROGRAMME MANAGEMENT
- [ASGARD] [WP5] [Task5.3] Data Filtering and Interoperability

Mailing lists will be set up to accommodate the distribution of information to several participants at the same time. The main purpose of the mailing lists will be to:

- Advise participants of new information
- Schedule meetings (mainly teleconferences)
- Circulate agendas of the meetings
- Disseminate deliverables

The following mailing lists will be available as per WP leaders' requests:

- ASGARD_all@vicomtech.org (All members)
- ASGARD_wp2@vicomtech.org (all wp2 partners)
- ASGARD_wp3@vicomtech.org (all wp3 partners)

[1] GUIDE FOR HANDLING CLASSIFIED INFORMATION IN THE CONTEXT OF FRAMEWORK PROGRAMME RESEARCH PROJECTS (DRAFT version 1.0 – 8 September 2015). Any further questions regarding this document should be addressed to: HOME-SECURITY-HELPDESK@ec.europa.eu

- ASGARD_wp4@vicomtech.org (all wp4 partners)
- ASGARD_wp5@vicomtech.org (all wp5 partners)
- ASGARD_wp6@vicomtech.org (all wp6 partners)
- ASGARD_wp7@vicomtech.org (all wp7 partners)
- ASGARD_wp8@vicomtech.org (all wp8 partners)
- ASGARD_wp9@vicomtech.org (all wp9 partners)
- ASGARD_wp10@vicomtech.org (all wp10 partners)
- ASGARD_wp11@vicomtech.org (all wp11 partners)
- ASGARD_wp12@vicomtech.org (all wp12 partners)
- ASGARD_wp13@vicomtech.org (all wp13 partners)
- ASGARD-_MT@vicomtech.org (all Project Management Team members)
- ASGARD_GA@vicomtech.org (all General Assembly members)
- ASGARD-ESRIB@vicomtech.org (all Ethical Advisory board members)
- ASGARD_SAG@vicomtech.org (all EUAB members)

Using the mailing lists appropriately and when necessary is strongly encouraged. Efficient e-mail communication where relevant/interested partners are included is recommended. The usage of person-to-person private emailing should be limited. It is not recommended to send e-mails with attached documents to the mailing lists. Files should be uploaded to the project's file repository and links (URLs) to the relevant files should be included in the email message. In the rare case where an attachment has to be added to an email, it should never exceed the maximum size of 10 Mbytes. It is recommended, as much as possible, to use plain text in email messages (not HTML rich formatting) in order to be compatible with most email clients.

2.1.5. Skype

It is recommended that each participant uses the Skype service for not-classified voice and fast messaging communication. The use of Skype should be limited to short conversations for fast co-ordination. Any communication which involves participants who are not present in the Skype call should immediately be distributed to those participants via email after the call. The Skype usernames of participants will be available in the contact information list in the private section of the website.

2.1.6. Conference Calls

Project coordination meetings (i.e., PMT, WP coordination) using conference calls will be scheduled on regular basis, on a pre-agreed date and time. These tracking meetings will have maximum preferred duration of 60 minutes. Other conference calls can also be scheduled when needed. The software tool chosen for conference calls is Zoom Video Communications (known simply as “Zoom”).

The following guidelines will help in order to organize successful meetings:

1. The date, time, expected duration, agenda, and name of participants should be communicated in advance, together with all required documents. The time will be clearly specified using Central European Time in the description/agenda of the meeting.

2. All participants must make sure that they will not be disturbed during the teleconference meeting and that they join the meeting on time.

3. The participant organizing/hosting the meeting should send out a reminder email 1 hour prior to the meeting to all participants in order to confirm that the meeting is taking place as scheduled.

5. At the end of each meeting, the organizer/host of the meeting will write the minutes of the meeting (using the provided template) and upload it to the file repository.

2.1.7. Fax communication

Fax communication should be avoided. If paper communication is necessary, standard mail can be used if it is not urgent. Otherwise, for urgent communication, a scanned copy can be uploaded to the project file repository and the recipient notified via email.

2.1.8. Online collaboration tools

Cisco WebEx and Zoom Video Communications collaboration tools will be used for desktop sharing in remote meetings.

VICOM will set up the Box software. Box is an enterprise content management platform that solves simple and complex challenges, from sharing and accessing files on mobile devices to sophisticated business processes like data governance and retention.

Each user will have specific credentials for accessing the tool while work package leaders and the project coordinator will be the platform moderators. Each logged-in user has a watch list to which the user can add whatever pages he or she wishes.

2.2. Reporting

2.2.1. Reporting Principles

Reports contain information on the status of the ASGARD project and the work done by each beneficiary. All beneficiaries must keep H2020 timesheet records of who is involved in the ASGARD project. These can follow the normal practice of the beneficiary concerned, but must track, month for month, who worked on what part of the project. The information stored should be at a Work Package level for every person concerned.

For travel costs, again the normal practices of the organisation concerned shall be used. Thus, if itemised travel costs are normally kept, then the total cost of the travel for each person involved should be reported in the management reports. If, on the other hand, a default daily reimbursement is used (irrespective of the real costs involved), then these default values can be reported for every person involved. Please note that all travel costs must be specified per beneficiary for every person who travelled. Please do not group travel costs together – they must be specific costs per person. Each partner has to report the travel expense according to the regulations of each partner's institution and in line with European Commission financial reporting guidelines.

2.2.2. Periodic and Final Activity Reports

There will be three Periodic Activity reports about the progress of the project, one for each of the reporting periods of the project (M1-M18, M19-M36, and M37-M42). Each of these reports will contain an overview of the activities carried out at the project level, highlighting the objectives, the relation to the state of the art, and potential risks. In addition, a Final Activity Report will be produced at the end of the project.

2.2.3. Work Package Leaders' reports

The Work Package Leader's interim report will be provided every 6 months, giving a summary of the Work-package results that will be collected to be part of a larger document required by the Commission Activity Report. The report will be sent to the Quality Manager and to the Project Coordinator and then then consolidated as part of the Internal Report (Progress, Financial. See Section 2.2.5).

For each Work Package, the following information will be presented:

- An Introduction specifying the general project objectives, the work package objectives, and starting point of work at the beginning of the reporting period.
- A Progress report specifying tasks worked on and achievements made with reference to planned objectives.
- Deviations from the project work programme and corrective actions taken/suggested. Identify the nature and reason of the problem.
- Explanation of the reasons for failing to achieve critical objectives and/or not being on schedule and the impact on other tasks. Highlight deviations between actual and planned person-months.
- List of deliverables including due date and actual/foreseen submission date. List all deliverables for the work package.

- List of milestones, including due date and actual/foreseen achievement date. List all milestones for the deliverable.
- Activities performed during the period.
- An action item list.
- Foreseen activities for the next month.

2.2.4. Consortium Progress Meeting Minutes

Consortium Progress Meetings, namely General Assembly Meetings and Executive Board meetings, will be held periodically and meeting minutes will be produced by the Project Coordinator at the end of each meeting.

The meeting minutes shall possibly include the following information:

1. A brief description of the objectives and the work performed by each beneficiary during the period. This should be addressed at the work package level and the work specification description should be detailed enough to justify the resources employed, e.g. “Developed the xxx module in work package X”.
2. Explanatory note on any major cost items such as important equipment purchases, major travel costs, large consumable items, justifying their necessity to the project.
3. A tabular overview of budgeted and actual costs, by beneficiary.
4. A tabular overview of budgeted person-months and actual person-months, by beneficiary and by work package.

2.2.5. Internal Reports

2.2.5.1. Progress Report

Every 6 months, a monitoring Progress Report will be provided by each beneficiary to the Project Coordinator, containing the following information:

- Objectives for the period
- Major achievements during the reporting period
- Major problems identified
- Deviations from the project plan
- Corrective actions taken
- Effort spent during the period
- Status of the deliverables

Each beneficiary will have to send the report by email to the Project Coordinator within the two weeks after the end of each six-month reporting period.

2.2.5.2. Financial Progress Report

Every 6 months, a Financial Progress Report will be provided by each beneficiary to the Project Coordinator within one month after the end of the six-month reporting period, containing all relevant financial data.

2.3. Documents

Most documents are written with contributions from several beneficiaries. In order to minimize the effort for handling such documents, it is important for all participants to follow agreed standards for formats and tools to be used in document editing and exchange. Every document must include an Overview section, a Table of Contents, and a Conclusion section.

2.3.1. Document header

For documents intended for formal use, a document header page will be used which specifies the following:

- Document Title
- Document Version
- Date of last update
- Lead Author/Main contributor
- Dissemination level (See Section 2.3.6)
- Relevant Work Package (optional)
- Relevant Task (optional)
- Relevant Deliverable (optional)
- Relevant Milestone (optional)
- Document Control

2.3.2. Document standards

All the documents to be made public or with external visibility (e.g. papers, presentations) as well as the final versions of all deliverables of the project must be released in Portable Document Format (PDF). The exchange of documents to and from the European Commission will be done using PDF format, unless MS Office (MS Office 2013 format) is required.

2.3.3. Nomenclature

File names should be as descriptive as possible, without being too long. Spaces must not be used in filenames. Where needed, instead of space, an underscore character should be used ("_"). All filenames must begin with "ASGARD_".

2.3.4. Document versions

Each document will have a main number and a sub-number separated by a dot. When a document is issued for the first time, it should be defined as a draft with the main number set to zero (v0.x). Usually the approval process requires that a document be circulated for comments among the interested beneficiaries. Upon receiving comments by the specified deadline, the author will make the proper modifications, therefore changing the version sub-number, without affecting the main number. Each document might have several contributing authors, but a Main Author must be clearly defined for each document. The online collaboration tool does not support document versioning and therefore the version numbers will be updated manually by the Main Author.

2.3.5. Document guidelines

2.3.5.1. Fonts and Language

Prefer to use 11pt size fonts, and either Calibri or Arial. The Language of the document should be set to "English (UK)" for the whole document.

2.3.5.2. Logo

The logo of the ASGARD project is shown on the title page of each document. It is available for download from the file repository and is also included in all document templates.

2.3.5.3. Templates

The following 9 templates and basic models for production of official project documentation will be available:

- Generic documents
- Generic reports
- Deliverables
- Deliverable Development Plan (DDP)
- Deliverable Review Form
- Progress report
- Meeting agenda and minutes
- Presentations
- Financial progress report

The templates will be available for download from the online file repository which can be accessed through the private area of the project website. They are also included at the end of this document in Annex I.

2.3.5.4. Acronyms

When using an acronym, the words should be written out in full when the acronym appears for the first time

in the document. Alternatively, if many acronyms are used, a list of acronyms and their explanation should be provided at the end of the document. Although some acronyms are very common in certain fields, they should still be explained because readers with different backgrounds might not be familiar with those acronyms.

2.3.6. Dissemination Levels

2.3.6.1. Document dissemination levels

Dissemination levels are indicated by one of the following codes:

PU = Public

PP = Restricted to other programme participants (including the Commission Services).

EU_REST = Restricted to a group specified by the consortium (including the Commission Services).

CO = Confidential, only for members of the consortium (including the Commission Services).

2.3.6.2. Document classified levels

There are four **levels of classification:**[2]

- TRÈS SECRET UE/EU TOP-SECRET **(TS-UE)**

  TRÈS SECRET UE/EU TOP-SECRET is NOT used for the security scrutiny of research proposals.
- SECRET UE/EU SECRET (**SEC-UE**)

  Use this classification for information which could *seriously harm* essential EU or national interests.
- CONFIDENTIEL UE/EU CONFIDENTIAL **(CON-UE)**

  Use this for information which could *harm* essential EU or national interests.
- RESTREINT UE/EU RESTRICTED **(RES-UE)**

  Use this for information which could be disadvantageous to those interests.

2.3.6.3. How to classify information?

IMPORTANT NOTE: Because of several of the project deliverables having been classified as EU_RESTRICTED, all communications affecting European Union Classified Information (EUCI) will follow the guidelines provided by the European Commission[3].

The classification of information produced by research projects will normally depend on two parameters:

[2] See. Commission Decision (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information (OJ L 72, 17.3.2015, p.53.)

[3] GUIDE FOR HANDLING CLASSIFIED INFORMATION IN THE CONTEXT OF FRAMEWORK PROGRAMME RESEARCH PROJECTS

- the subject-matter of the research
- the type of the research/results and whether it is being done in simulated environments (e.g. serious gaming, etc.) or in real world experimentation

2.3.6.3.1. Terrorism research

What?

'Terrorism' refers to criminal offences committed with one (or more) of the following goals:

- seriously intimidating a population
- unduly compelling a government or international organisation to perform or abstain from performing any act
- seriously destabilising or destroying the fundamental political, constitutional, economic or social structures of a country or international organisation.4

How to deal with threat assessments?

Threat assessments of terrorist organisations should be classified RESTREINT UE/EU RESTRICTED.

How to deal with vulnerability assessments?

Detailed evaluations of the current capacity of law enforcement staff to predict, detect, understand and respond to terrorist strategies, attacks and activity should be classified RESTREINT UE/EU RESTRICTED. General assessments of the vulnerability of urban locations to terrorist attack should also be classified RESTREINT UE/EU RESTRICTED. (See also Explosives and CBRN.)

How to deal with specifications?

Information on four main types of law-enforcement measures to counter terrorism should generally be classified RESTREINT UE/EU RESTRICTED:

- prediction: anticipating the decisions, behaviour, strategies, attacks and other activities of terrorist groups (including any techniques for predicting terrorist actions, such as decision-making and behavioural models)
- detection: identifying terrorist operatives and their activities or plans (e.g. through operational activities such as intelligence-gathering) and technical information on detection devices (such as sensors, pattern recognition, algorithms and operating systems)
- understanding: obtaining detailed information on processes such as radicalisation (e.g. through case studies of radicalised individuals and conceptual models detailing the radicalisation process, including information such as psychological indicators)
- response: action based on the three previous categories (e.g. operational and strategic information).

How to deal with capability assessments?

This covers:

- law enforcement agencies' capabilities to predict, detect and respond to terrorist activities in light of the potential advances detailed in specific projects

[4] See Council Framework Decision of 13 June 2002 on Combating Terrorism U.N. Doc. 2002/475/JHA, (OJ L 164 22.6.2002, p. 3-7).

- the capabilities of individual state-of-the-art prediction and detection techniques and systems
- the capabilities of intervention programmes, particularly with regard to radicalisation
- the technological and operational ability of law enforcement personnel to respond to terrorist activities.

Detailed information on the performance of integrated systems to predict, detect, understand and respond to terrorism, in simulated environments, should be classified RESTREINT UE/EU RESTRICTED, as should information on the operating and technological capabilities of law enforcement personnel.

Information on the performance of integrated systems to predict, detect, understand and respond to terrorism, in real-life environments, should be classified CONFIDENTIEL UE/EU CONFIDENTIAL.

How to deal with incidents/scenarios?

Detailed information on previous terrorist attacks and detailed scenarios of potential attack strategies should be classified RESTREINT UE/EU RESTRICTED.

2.3.6.3.2. Organised crime research

What?

'**Organised crime**' means a structured association of more than two persons acting together to commit serious offences to obtain, directly or indirectly, financial or other material benefits.[5]

How to deal with threat assessments?

Assessments of the threat(s) of organised crime should be classified RESTREINT UE/EU RESTRICTED.

How to deal with vulnerability assessments?

Detailed information on gaps in existing systems, tools and methodologies for predicting and detecting organised criminal activities should be classified RESTREINT UE/EU RESTRICTED.

How to deal with specifications?

The following specifications of measures to predict, detect and respond to organised crime should be classified RESTREINT UE/EU RESTRICTED:

- the identification and prioritisation of indicators
- detailed information on factors which influence the development of organised crime
- detailed specifications of technical countermeasures *(e.g. the design, prototypes, characteristics, operation and requirements of key functional tools and systems and information on the software and algorithms employed)*
- detailed information on the operational processes or strategies used by law enforcement personnel to respond to organised criminal acts.

How to deal with capability assessments?

[5] See Council Framework Decision 2008/841/JHA (OJ L 300, 11.11.2008, p.42-45).

Assessments of the capabilities of law enforcement personnel to predict and detect organised criminal activities including:

- detailed information or test reports on the capabilities of beyond the state-of-the-art detection subsystems *(such as intelligent surveillance systems)*
- demonstrations of systems and evaluations of detection devices, in both simulated and real-life environments
- assessments of the performance of prediction methods and models

should be classified RESTREINT UE/EU RESTRICTED.

Technical, operational and strategic capabilities of law enforcement personnel to respond to organised crime should also be classified RESTREINT UE/EU RESTRICTED

How to deal with incidents/scenarios

Detailed information on previous incidents or representative scenarios of organised crime should be classified RESTREINT UE/EU RESTRICTED.

2.3.7. Nature

For deliverables, the nature is indicated using one of the following codes:

R = Report,

P = Prototype,

D = Demonstrator,

O = Other

2.4. Deliverables

Each deliverable has a Deliverable Leader who will coordinate the production of the document, interacting as necessary with the beneficiaries involved. Before starting on the production of a deliverable, the Deliverable Leader will define the document structure and the contributions expected from each beneficiary. This is done in a document named the DDP (Deliverable Development Plan) and will propose the calendar for the meetings (teleconferences) that may be necessary.

Upon receiving the inputs from different contributors for the deliverable, the Deliverable Leader will merge them into a single document. This first draft will then be circulated and asked for comments. Each beneficiary will check its consistency with the plans and give their feedback and approval. This iterative procedure will continue until all involved beneficiaries give approval. The Deliverable Leader will then prepare the final draft of the deliverable (version 1.0).

The final draft will then be sent to the Work Package Leader, to the Project Coordinator, and to the Quality Manager. The deliverable will then undergo a Quality review process detailed in Section 2.4.2 below. Once the Work Package Leader, Project Coordinator and Quality Manager have agreed on the Deliverable, the Project Coordinator will send the requested number of copies to the European Commission.

2.4.1. Deliverable Development Plan (DDP)

The DDP is issued by the Deliverable Leader in order to clarify the main objectives of the Deliverable and to assign specific tasks to the different contributors. Its purpose is to provide a detailed plan on how the Deliverable will be completed successfully and on time. The DDP must sketch the structure of the future Deliverable, and therefore must contain a clear indication of:

1. Person responsible for the deliverable
2. Persons in charge of each section/task
3. A timetable for the deliverable development, setting deadlines for:
    a. Submission of contributions
    b. Production of first draft (version 0.1)
    c. Internal review (beneficiaries' comments)
    d. Productions of further draft versions (versions 0.x)
    e. Production of first complete version (version 1.0)
    f. Delivery to the Project Coordinator and Work Package Leader

At least twelve weeks before the deliverable's deadline the Deliverable Leader will distribute the DDP. The Deliverable Leader can request the guidance of the Quality Manager for producing the DDP. Once the DDP is complete, it is sent to the Project Coordinator, the Quality Manager, and to all beneficiaries who are assigned with responsibilities in the DDP.

2.4.2. Deliverable Quality Process

The main technique that will be used for the document revision process is Peer Review. The Peer Review technique requires project team members to review each other's work. This technique is known to increase the level of quality of deliverables. It will also enable quality issues to be identified earlier in the project execution phase, and therefore increase the likelihood of quality issues being solved earlier.

In those cases, where all consortium members are involved in the deliverable creation process, a third person will be responsible for developing the review.

Peer Review policy description:

1. A list of peer reviewers for each deliverable will be created. Work Package Leaders, in coordination with the Quality Manager, will assign a reviewer for the deliverables within their work packages.
2. Reviewers will document the results of each peer using the Deliverable Review Form
3. Deliverable responsible partners will integrate the suggested quality improvements in the deliverable final versions.

The table below shows the names of all deliverable owners and reviewers.

No.	Deliverable name	Lead Part.	Reviewer	Diss. Level
D2.1	Proposal for the Governance Structure and Operational Mechanisms of the Restricted Open Source Community	KEMEA	VICOM (Juan A.) GUCI (Víctor A.)	CO

No.	Deliverable name	Lead Part.	Reviewer	Diss. Level
D2.2	Report on results, conclusions, and lessons learnt from the hackathons	VICOM	KEMEA (George K.) GUCI (Víctor A.)	CO
D2.3	Report on LEAs dissemination and outreach activities	GUCI	KEMEA (George K.) VICOM (Juan A.)	CO
D2.4	Design of the certification programme	NUID UCD	UNIMORE (Michele C.) PJ (Berta S.)	PU
D2.5	Open-source online base of training materials	NUID UCD	UNIMORE (Michele C.) PJ (Berta S.)	CO
D3.1	Use cases definition and end-user requirements report	CAST	PJ (Berta S.) UU (Hui W.)	EU_REST
D3.2	System specifications	ZRK	TNO (Stephan R.) FOI (Lisa Kaati)	EU_REST
D3.3	System Architecture	ENG	AIT (Joachim Klerx) CEA (Hassane Assafi)	EU_REST
D4.1	Demonstrations Planning	KEMEA	ADITESS, POHA	PU
D4.2	Interim Trial Results	ENG	UU, CERTH	EU_REST
D4.3	Final Demonstrations Results	KEMEA	FOI, NFI	PU
D4.4	Final evaluation report	KEMEA	CAST,TNO	EU_REST
D5.1	Ingestion Tools and Approaches	AIT	DCU (Suzanne L.) CAST (Quentin R.)	CO
D5.2	Report on datasets acquisition and/or creation	INOV	CERTH (Apostolos A.) AIT (Refiz D.)	PU
D5.3	Data filtering and interoperability tools	DCU	UU (Hui W.) PJ (Antonio F.)	CO
D5.4	Metadata Extraction and Augmentation tools	DCU	TNO (Stephan R.) INOV (Nelson E.)	CO
D6.1	Text analysis/enrichment tools	CEA	FOI (Lisa Kaati) NFI (Zeno Geradts)	EU_REST
D6.2	Audio analysis/enrichment tools	VICOM	AIT, Aditess	EU_REST
D6.3	Image analysis/enrichment tools	TNO	AIT, UvA (Marcel Worring)	EU_REST
D6.4	Video analysis/enrichment tools	DCU	CERTH, UvA (Marcel Worring)	EU_REST
D6.5	Biometric analysis/enrichment tools	NFI	UCD, L1S	EU_REST
D6.6	Digital Forensic tools	NUID UCD	NFC, NFI (Zeno Geradts)	EU_REST
D7.1	Weak signal analysis	FOI	TNO (Stephan R.) UvA (Marcel Worring)	EU_REST
D7.2	Multimodal Analytics Toolset	UvA	FOI (Lisa Kaati) CERTH(Apostolos Axenopoulos)	EU_REST
D7.3	Algorithms for social network analysis	CERTH	BSC-CNS(Jorge Garcia) UKON(Florian Stoffel)	CO
D7.4	De-anonymization – techniques and evaluation	FOI	CERTH(Apostolos Axenopoulos)	CO
D7.5	Visual analytics framework and techniques	UKON	FOI (Lisa Kaati) NFI(Zeno Geradts)	CO

No.	Deliverable name	Lead Part.	Reviewer	Diss. Level
D8.1	Forensic applications	FNI	UvA (Marcel Worring) FOI (Lisa Kaati)	EU_REST
D8.2	Intelligence applications	ENG	BSC-CNS(Jorge Garcia) UKON(Florian Stoffel)	EU_REST
D8.3	Foresight applications	AIT	UU (Hui Wang) UniMORE (M. Colajanni)	EU_REST
D8.4	Reference enterprise applications	IBM	NUID UCD (Pavel Gladyshev), AIT	CO
D8.5	Knowledge export to third party tools	INOV	CAST / NICC Patrick de Smet	CO
D9.1	Orchestration framework design	ENG	CEA (Hassane Assafi) NUID UCD (Pavel Gladyshev)	CO
D9.2	Forensics analysis and investigation modelling and configuration tools	AIT	UU (Hui Wang) UniMORE (M. Colajanni)	CO
D9.3	Orchestration service	ENG	CEA (Hassane Assafi) NUID UCD (Pavel Gladyshev)	CO
D9.4	Orchestration optimization and recommendations	ENG	CEA (Hassane Assafi) NUID UCD (Pavel Gladyshev)	CO
D10.1	Technical requirements & development guidelines	CERTH	VICOM (Juan A.), DCU (Noel OC.)	CO
D10.2	Tools for distributed processing of large volumes of forensic data	BSC-CNS	VICOM (Juan A.), INOV (Nelson E.)	CO
D10.3	Large-scale multimedia indexing tools	CERTH	TNO (Stephan R.), ENG (Ernesto L.)	PU
D10.4	Integrated ASGARD framework	ENG	DCU (Noel OC.), BSC-CNS (Jorge Garcia)	CO
D10.5	ASGARD technical validation	INOV	KEMEA (George K.), ENG (Ernesto L.)	CO
D11.1	Project Management Plan	VICOM	ADITESS (Romaios B.) AIT (Christoph R.)	CO
D11.2	Scientific management plan	CERTH	TNO (Stephan R.) FOI (Lisa K.)	CO
D11.3	Quality Management Plan	ADITESS	VICOM (Juan A.) ENG (Ernesto L.)	PU
D12.1	Data Protection Guidelines and Notifications	DCU	TNO (Heather Young) Marta Poblet (ESIRB)	PU
D12.2	Specification and Definition of Privacy Constraints & Requirements	UU	Marta Poblet (ESIRB) Giovanni Sartor (ESIRB)	CO
D12.3	SELP Awareness Training Materials	DCU	Sadhbh McCarthy (ESIRB) Gary Ellis (ESIRB)	CO

No.	Deliverable name	Lead Part.	Reviewer	Diss. Level
D12.4	Six-Monthly ESIRB Audit and Activity Update	UU	VICOM (Seán Gaines) TNO (Heather Young)	CO
D12.5	Societal Impact Report	UU	Sadhbh McCarthy (ESIRB) Michael S. Goodman (ESIRB)	PU
D12.6	Organisational Impact Report	DCU	Gary Ellis (ESIRB) Michael S. Goodman (ESIRB)	CO
D13.1	Innovation management plan	TNO	VICOM (Esther Novo) CAST (Neil Cohen)	CO
D13.2	Research Agenda	TNO	VICOM (Esther Novo) CERTH (Petros Daras)	CO
D13.3	Data management plan	TNO	VICOM (Seán Gaines) DCU (Maura Connelly)	CO
D13.4	IPR and licensing management plan	VICOM	ENG (Vito Morreale) CEA (Geraud Canet)	CO
D13.5	Exploitation and sustainability plan	VICOM	TNO (Mark van Staalduinen) FOI (Lisa Kaati)	CO
D13.6	Dissemination plan	VICOM	FOI (Lisa Kaati) TNO (Heather Young)	PU

*Table 1 – **Deliverable Owners and Reviewers***

Once each deliverable has a clear owner for content preparation as well as the reviewers identified, the review process timeline will be as follows:

1. At least six weeks before the deliverable's deadline the owner of that deliverable will distribute a draft of the document with the proposed sections, requested contributions from other partners.
2. All contributors (including the owner of the deliverable) will prepare the content and pass it to the deliverable owner, who will consolidate, review and harmonise if needed.
3. At least four weeks before the deliverable's deadline the owner of the deliverable will distribute the first draft of the deliverable to the peer reviewers.
4. At least two weeks before the deliverable's deadline peer reviewers will review and provide feedback to the deliverable owner. Feedback will be provided using the Deliverable Review Form.
5. At least one week before the deliverable's deadline the deliverable owner (with the assistance of other contributors as needed) will update the deliverable taking into account the reviewers' feedback AND the deliverable owner will distribute the final version of the document to the Quality Manager and to the Project Coordinator.
6. At least one day before the deliverable's deadline the Quality Manager and to the Project Coordinator will provide their comments/feedback.
7. The day before the deliverable's deadline the owner will make whatever final modifications might be needed (if any) considering the feedback provided by the Quality Manager and the Project Coordinator.

8. The day of the deliverable's deadline, the Project Coordinator will submit to the Project Officer the final version of the deliverable.

2.4.3. Incidents in the delivery process

Several incidents can occur during the delivery process:

- The author foresees a delay in the delivery (the risk should have been detected before and remedy actions should already have been taken):
    - As soon as the author detects the potential delay, he/she must immediately make known such incident to the Work Package Leader, Project Coordinator and Quality Manager.
    - In any case, the delay must be made known well in advance. As a general rule, a delay of N days must be made known at least 2xN days before the due date.
    - Recovery actions must be defined and agreed with the Work Package Leader and the Project Coordinator in order to reduce the impact of the delay as much as possible. The Quality Manager should be informed about the recovery action.
- The Project Coordinator does not accept a delay due to lack of quality or due to other reasons:
    - As a first action, the author must immediately agree with the PC and the WPL on a recovery plan. The reviewers may be consulted on this recovery plan.
    - The Work Package Leader or the Project Coordinator may call a meeting of the Project Coordination Committee in order to explain the problem and take the corresponding actions.
    - The Project Coordinator will inform the Project Officer about the problem and the corrective measures.

In the end, all project deliverables will be subject to acceptance by the following parties, in the order indicated:

1. Scientific-Technical and/or Management Representative of the partner responsible for the Deliverable
2. Work Package Leader (WPL)
3. Scientific Coordinator (SC)
4. Project Coordinator (PC)
5. Project Management Team (PMT)
6. Project Reviewers
7. European Commission (EC)

2.4.4. Deliverable Quality Checklist

The reviewers will use the Deliverable Review Form (template provided) which includes a checklist of items. These are shown in the following table.

Check Point	Yes/No	Observations
Does the deliverable include an initial overview or executive summary section that is self-explanatory and easy to understand by all readers with a maximum length of 2 pages? Does this initial section describe what the reader will find in the rest of the document?		
Does the deliverable include a final conclusions section which lists the most remarkable things included in the document?		
Does the deliverable mention explicitly when it includes content copy-pasted from other documents? *(Note: when the copy-pasted content is lengthy it is highly recommended to include just a summary of it on the document and then a reference to the original document)*		
Does the document cover the objectives and task description stated in the DoA taking also into consideration the overall project vision?		
Is the Executive Summary in publishable form?		
Are the structure and appearance (layout, images, etc.) compliant with the Quality Plan?		

*Table 2 – **List of check points***

2.5. Quality Management

Quality management is an aspect of project management that normally differentiates three different aspects:

- Quality Planning: This is basically the identification of quality goals, and identification of the metrics that will be used to control the quality.
- Quality Control: This determines how and when quality checks and controls will take place to collect data related to the quality metrics identified, and who will perform these checks.
- Quality Assurance: This basically determines who/how/when will monitor if the quality goals that have been set are being met or not and to seek for continuous improvement.

2.5.1. Quality Planning

Quality planning in this project is reflected in this document as it specifies quality policies on the topics that have been identified as most important for this project, namely Communication, Reporting, Documents, Deliverables, and Dissemination. In this document, for each of the aforementioned topics quality goals are set and the process to control and assure that those goals are met are defined.

As there is always a need to find the appropriate balance between cost and benefit, in this project the quality goals (and therefore the metrics associated to them) have been identified taking into account among other things risks and expected benefits.

The goals and associated metrics that have been chosen for the topics listed before are:

- Communication (COMM),
  - Goal1: Having efficient and well managed project meetings.
    - Metric(s):
      - COMM-G1-M1: all formal meetings should have an agenda prepared and distributed with sufficient time in advance so that all invited people know what the goal of the meeting is, what the expected output of the meeting is (e.g. decision, plan, information exchange), what is expected from them and so that they can be able to prepare the meeting appropriately.
      - COMM-G1-M2: all formal meetings should have the minutes prepared and submitted within 24 labour hours, using the approved template for minutes, and uploaded to the collaboration tool.
  - Goal2: Establishing and maintaining good communications with other related projects
    - Metric(s):
      - COMM-G2-M1: Number of related projects contacted.
      - COMM-G2-M2: Frequency of the coordination meetings between ASGARD and other related projects.
  - Goal3: Setting up and maintaining efficient and easy-to-use collaboration tools
    - Metric(s):
      - COMM-G3-M1: To have private collaboration tools set up and ready to be used before M3 (as defined in DoA).
      - COMM-G3-M2: Number of complaints from team members with regard to the appropriateness of the collaboration tools.
- Reporting (REP),
  - Goal1: Meeting EC related reporting requirements on time and with no issues.
    - Metric(s):
      - REP-G1-M1: Number of issues that have been identified related to reporting to the EC
  - Goal2: Meeting internal reporting policy (see section 2.2.5) on time and with no issues.
    - Metric(s):
      - REP-G2-M1: Number of issues that have been identified related to internal reporting
- Documents (DOC),
  - Goal1: To follow agreed upon standards for formats and tools to be used in document editing and exchange as described in section 2.3.
    - Metric(s):
      - DOC-G1-M1: 6 monthly audit of a sample of the documents generated by the project to check if they have followed the Quality Management Plan as

described in section 2.3 (prior to the Management Board meeting in which quality assurance will take place).

- Deliverables (DEL),
    - Goal1: to assure that the deliverables produced in the project are of high quality and that they have followed the deliverables preparation policy as described in section 2.4.
        - Metric(s):
            - DEL-G1-M1: 6 monthly audit of a sample of the deliverables generated by the project to check if they have followed the Quality Management Plan as described in section 2.4 (before the Management Board in which quality assurance will take place).
- Dissemination (DISS).
    - Goal1: To have the project's website up and running before M3 and updated on a regular basis.
        - Metric(s):
            - DISS-G1-M1: To have the public website up and running before M3 (as described in the DoA)
            - DISS-G1-M2: Audits every 3 months to check that the public website is updated with the relevant information.
    - Goal2: To organise at least two end-user workshops (as defined in the DoA) and if possible more in which to successfully engage end-users of different profiles (LEA, public transport infrastructures operators, shop owners, security companies, etc.)
        - Metric(s):
            - DISS-G2-M1: workshop minutes and conclusions reports

2.5.2. Quality Control

The Project Management Team of the project will be responsible to put in place and run the quality control mechanisms needed for the project.

The quality control mechanisms that will be put in place are as follows:

- Communication (COMM),
    - Goal1: Having efficient and well managed project meetings.
        - Metric(s):
            - COMM-G1-M1: all formal meetings should have an agenda prepared and distributed with sufficient time in advance so that all invited people know what the goal of the meeting is, what is expected from them and so that they can be able to prepare the meeting appropriately.
                - Quality control mechanism: 6 monthly audits run by the Quality

Manager and the Project Coordinator.

- COMM-G1-M2: all formal meetings should have the minutes prepared and submitted within 24 labour hours, using the approved template for minutes, and uploaded to the collaboration tool.
    - Quality control mechanism: 6 monthly audits run by the Quality Manager and the Project Coordinator.

- Goal2: Establishing and maintaining good communications with other related projects
    - Metric(s):
        - COMM-G2-M1: Number of related projects contacted.
            - Quality control mechanism: Verification of the existence of minutes or formal documents that reflect the contacts that have taken place.
        - COMM-G2-M2: Frequency of the coordination meetings between ASGARD and other related projects.
            - Quality control mechanism: Verification of the existence of minutes or formal documents that reflect the contacts that have taken place.
- Goal3: Setting up and maintaining efficient and easy-to-use collaboration tools
    - Metric(s):
        - COMM-G3-M1: To have private collaboration tools set up and ready to be used before M3 (as defined in DoA).
            - Quality control mechanism: Email from the Project Coordinator announcing the opening of the collaboration tools to all team members.
        - COMM-G3-M2: Number of complaints from team members with regard to the appropriateness of the collaboration tools.
            - Quality control mechanism: Emails or notes in meeting minutes reflecting those complaints.

- Reporting (REP),
    - Goal1: Meeting EC related reporting requirements in time and with no issues.
        - Metric(s):
            - REP-G1-M1: Number of issues related to reporting to the EC
                - Quality control mechanism: Emails with the submission of the reports and/or with issues raised by the EC.
    - Goal2: Meeting internal reporting policy (see section 2.2.5) in time and with no issues.
        - Metric(s):
            - REP-G2-M1: Number of issues related to internal reporting
                - Quality control mechanism: Emails or notes in meeting minutes reflecting those issues.
- Documents (DOC),

- Goal1: To follow agreed standards for formats and tools to be used in document editing and exchange as described in section 2.3.
  - Metric(s):
    - DOC-G1-M1: 6 monthly audit of a sample of the documents generated by the project to check if they have followed the Quality Management Plan as described in section 2.3 (before the Management Board in which quality assurance will take place).
      - Quality control mechanism: verification that audit reports are uploaded to the collaboration tool.

- Deliverables (DEL),
  - Goal1: to assure that the deliverables produced in the project are of high quality and that they have followed the deliverables preparation policy as described in section 2.4.
    - Metric(s):
      - DEL-G1-M1: 6 monthly audit of a sample of the deliverables generated by the project to check if they have followed the Quality Management Plan as described in section 2.4 (before the Management Board in which quality assurance will take place).
        - Quality control mechanism: verification that audit reports are uploaded to the collaboration tool.

- Dissemination (DISS).
  - Goal1: To have the project's website up and running before M3 and updated on a regular basis.
    - Metric(s):
      - DISS-G1-M1: To have the public website up and running before M3 (as described in the DoA)
        - Quality control mechanism: Email from the Project Coordinator to the Project Officer announcing the existence of the project website.
      - DISS-G1-M2: Audits every 3 months to check that the public website is updated with the relevant information.
        - Quality control mechanism: verification that audit reports are uploaded to the collaboration tool.
  - Goal2: To organise at least two end-user workshops (as defined in the DoA) and if possible more in which to successfully engage end-users of different profiles (LEA, public transport infrastructures operators, show owners, security companies, …)
    - Metric(s):
      - DISS-G2-M1: workshop minutes and conclusions reports
        - Quality control mechanism: Verification that workshop minutes and conclusion reports are generated and uploaded to the collaboration tool.

A Quality Control audit report will be prepared by the Quality Manager and the Project Coordinator before ASGARD Management Board meetings (where quality assurance will take place). A Quality Control audit report template has been prepared for this purpose.

2.5.3. Quality Assurance

In order to assure that quality goals are met and that a continuous improvement philosophy is followed the project Management Board will meet and include in their meetings a session to review quality control outputs and to assess whether quality goals are being met or not and whether mitigation or contingency plans need to be put in place to tackle some quality aspects.

ASGARD Quality Manager – Mr Romaios Bratskas (from ADITESS), will be responsible for preparing and chairing the Management Board session related to Quality Assurance.

2.6. Dissemination

Dissemination of the project results will include participation in conferences, submission of papers to journals, and white papers and public reports made available through the project's website.

2.6.1. Website

The website (http:// asgard-project.eu/) will be the most important means of dissemination and therefore its quality (presentation and availability) must be of a high standard. It will be updated periodically. The website will be available throughout the duration of the project, and at least for 5 years after the end of the project. At any time, the complete website will be available for download (in one easy step into a single archive) so that it can easily be transferred and hosted on another web server if needed. This is to allow each of the beneficiaries to have a copy of the complete website, after the end of the project, so that they can archive and reference it on their own web servers if needed.

The website will have the following public information:

- Project description (including description of work packages)
- Project duration (start and end dates)
- Description of partners with links to their websites
- Links to relevant R&D projects of beneficiaries
- A library of unclassified downloadable material relevant to the project
- Unclassified Demonstrational Videos

2.6.2. Newsletter

Periodic newsletters will be produced every six months and posted on the website. The newsletter will also

be distributed at major events, conferences, exhibitions and workshops. Newsletters will provide unclassified information about the project progress, outcomes, and any other relevant information that applies at the time of publication. The target size of the newsletter ranges from 2 to 4 pages of A4 size paper and will be distributed in electronic form on the website, and printed when necessary in order to be distributed at events.

2.6.3. Workshops

During the project life-cycle, several workshops will be organised. The exact date and time of the workshop will be decided at least one month in advance to the workshop. Material advertising the workshop (emails, flyers) as well as invitation letters will be distributed at least two weeks before the date of the workshop. The advertising will be both in the English language and in the local national language where the workshop will be taking place (if this language is not English).

3.Ethical Approvals

3.1. Ethics and Societal Impact Review Board

As described in section 3.2.1 of DoA, ASGARD includes an advisory board dedicated to assessing the potential SELP implications and to advise on addressing their impact. The Ethics and Societal Impact Review Board (ESIRB) will be entrusted the role of supporting ASGARD partners in balancing the interests and rights of society, particularly with respect to societal security, privacy, and data protection. Its mandate will be formally set at the beginning of the project. The ESIRB will also advise on the content of ASGARD's SELP Awareness Training and Support; participate in the ASGARD project workshops; assist in the development of a code of practice and a series of ethical, societal and privacy recommendation for the use of the projects' results in order to avoid misuse by users; and provide support in addressing privacy or ethics related concerns that arise during the project (i.e. an ethics and privacy 'hotline').

The ESIRB Coordinator will chair the ESIRB and will make sure that all the deliverables that must pass through an Ethics and Societal Impact Review will use the code of practice and a series of ethical, societal and privacy recommendations that will be developed with the assistance of the ESIRB. Furthermore, the ESIRB Coordinator will assure that a paragraph or section regarding the Ethics and Societal Impact will be included in the deliverable.

The Ethical Management Plan will be developed under the Work Package 12.

4.Risk management

Risk Management is described in DoA in session 3.2.4. Critical Risks for Implementation and it will be handled in Task 11.1.

The objective of the risk management procedure is to provide the process and techniques for the evaluation

and control of potential risks, focusing on their precautionary diagnosis & handling. This objective can be achieved by applying four main stages of risk management planning:

- Risk Identification
- Risk Quantification
- Risk Response
- Risk Monitoring and Control

Risk management is an on-going process. The accuracy of identified risks will therefore be reviewed on a quarterly basis and the plan will be improved and completed accordingly. Each risk is assigned the impact it might have on the project and the likelihood of occurrence. The Project Coordinator will take care of informing the Project Officer timely and precisely about the progress of the risk identified.
To guarantee a real risk prevention strategy, the Risk Management Plan consists of the following steps:

- Identify the risk of any nature that might occur in the project
- Assess the likely severity of each risk and its potential impact on the project
- Assess the potential probability of the risk factor
- Identify the measures that may be necessary, if relevant, to offset or prevent the occurrence of that risk
- Identify the measures that may be necessary, if relevant, to minimise the impact of the risk should it nevertheless occur

5.Conclusion

Quality Management Plan describes the main quality processes and the standards that will be applied in the ASGARD project. Procedures and rules included in this document are to be followed by all partners, which will result in a quality management process that ensures high quality standards. In addition to the Quality Management aspects, one chapter is dedicated to Risk Management.

All in all, it encompasses a detailed guide to the ASGARD partners and thereby it is expected to enable and promote effective cooperation within the consortium and accurate project documentation. Finally, it outlines the success criteria for each deliverable, defines the structure of each deliverable, describes the quality review techniques and also defines configuration management procedures and change control.

The Quality Management Plan was developed under Task11.4 of Work Package 11.

This document will not cover the procedures regarding classified information.

ANNEX I. Deliverable Development Plan (DDP)

This project that has received funding from the European Union's Horizon 2020 - Research and Innovation Framework Programme, H2020-FCT-2015, under grant agreement no 700381.

Analysis System for GAthered Raw Data

ASGARD

Instrument: Research and Innovation Action proposal

Thematic Priority: FCT-1-2015

[Dx.x] Deliverable Development Plan (DDP)

Deliverable number	
Deliverable title	
Deliverable Version	x.x
Deliverable Leader	[Organization]

Reviewers

Version	Date	Author	Modifications
0.1			
0.2			
0.3			
1.0			

DISCLAIMER

Table of Contents

1. Aim 35
2. Description 35
2.1 Deliverable Description 35
2.2 Task Description 35
3. Objectives 35
4. Responsibilities 35
5. Development Timetable 36
6. Relevant Information from other Work Packages and Tasks 36
7. Additional tasks for partners involved in Task 9.9 36
8. Suggestions and Guidelines 36

1.Aim

The aim of this document is to define the responsibilities and timetable to produce Dx.x.

2.Description

Dx.x is the outcome of Task x.x. They are described in the DoA as follows.

2.1 Deliverable Description

2.2 Task Description

[Include PM's per partner]

3.Objectives

[Deliverable leader describes what are the objectives, how they will be met, and how success will be measured].

4.Responsibilities

[Short description of responsibilities]

Section	Section title	Responsibility
1	Executive summary	Name (Organization)
2	Introduction	Name (Organization)
…	…	….

Table 2 - Responsibilities

5.Development Timetable

Action	Due Date	Leader
Production of first draft	99/99/9999	Name (Organization)
….		
Final submission	99/99/9999	

Table 2 – Timetable

6.Relevant Information from other Work Packages and Tasks

[References or material from other deliverables]

7.Additional tasks for partners involved in Task x.x

[Tasks which are not explicitly described in the DoA but are needed in order to complete the deliverable]

8.Suggestions and Guidelines

[Overall suggestions on how to successfully complete the deliverable, what could go wrong, risks, and how to handle such cases]

ANNEX II. Deliverable Review form

This project that has received funding from the European Union's Horizon 2020 - Research and Innovation Framework Programme, H2020-FCT-2015, under grant agreement no 700381.

Analysis System for GAthered Raw Data

ASGARD

Instrument: Research and Innovation Action proposal

Thematic Priority: FCT-1-2015

[Dx.x] Deliverable Review form

Deliverable number	
Deliverable title	
Classification level:	
Final Review Date	

Reviewers

Version	Date of Review	Reviewer	Summary of Review
0.1			
0.2			
0.3			
1.0			

DISCLAIMER

Table of Contents

A. Check Points 40
B. Suggested Corrections 42
C. Further Comments 42
D. Conclusion 42

1.Check Points

Each question is first answered with a single Yes or No, and then clarifying comments are provided.

1. Does the deliverable include an initial overview or executive summary section that is self-explanatory and easy to understand by all readers with a maximum length of 2 pages? Does this initial section describe what the reader will find in the rest of the document? **Comments:**
2. Is the Overview or Executive Summary in publishable form? **Comments:**
3. Does the deliverable include a final conclusions section which lists the most remarkable things included in the document? **Comments:**

4. Does the document cover the objectives and task description stated in the DoW, taking also into consideration the overall project vision? **Comments:**
5. Are the structure and appearance (layout, images, etc.) compliant with the Quality Plan? **Comments:**
6. Does the deliverable mention explicitly when it includes content copy-pasted from other documents? ***(Note: when the copy-pasted content is lengthy it is highly recommended to include just a summary of it on the document and then a reference to the original document)*** **Comments:**

2. Suggested Corrections

Section	Page	Error	Suggested Correction

3.Further Comments

4.Conclusion

ANNEX III. Deliverable Template

This project that has received funding from the European Union's Horizon 2020 - Research and Innovation Framework Programme, H2020-FCT-2015, under grant agreement no 700381.

Analysis System for GAthered Raw Data

ASGARD

Instrument: Research and Innovation Action proposal

Thematic Priority: FCT-1-2015

Dx.x. ..(Deliverable title)

Deliverable number		
Version:		
Delivery date:		
Dissemination level:		
Classification level:		
Status		
Nature:		
Main author(s):	(Name)	(Institution)
Contributor(s):		

DOCUMENT CONTROL

Version	Date	Author(s)	Change(s)
0.1			
0.2			
0.3			
1.0			

DISCLAIMER

Every effort has been made to ensure that all statements and information contained herein are accurate; however, the Partners accept no liability for any error or omission in the same.

Table of Contents

1. Overview 46
1.1. [2nd Level Header] 46
1.1.1. [3rd Level Header] 46
1.2. [2nd Level Header] ..... **¡Error! Marcador no definido.**
1.2.1. [3rd Level Header] ..... **¡Error! Marcador no definido.**
1.2.1.1.1. [5th Level Header] ..... **¡Error! Marcador no definido.**
1.2.2. Qweqweq ..... **¡Error! Marcador no definido.**
1.3. qwe ..... **¡Error! Marcador no definido.**
2. [Section Title] 48
3. [Section … Title] 48
4. Conclusion 48

Annexes

ANNEX I. GLOSSARY AND ACRONYMS 49
ANNEX II. REFERENCES 50
ANNEX III. [ANNEX TITLE] ..... **¡Error! Marcador no definido.**

Tables

Table 1 - [description] 46
Table 2 - Glossary and Acronyms 49

Figures

Figure 1 - Overall project governance scheme 47

1. Overview

The DoW describes this deliverable as:

Dx.x) Xxxxxxx xxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxx xxxxxx. [month xx]

The aim of this document is to ….

This document includes the following sections:

- Section XXXXX: In this section ….
- Section YYYYY: In this section …..

[2nd Level Header]

Xxxxxxx xxxxxxxxxx xxxxxxxxxxxxxxxx xxxxxxxxxxxxxx xxxxxxxxxxxx xxxxxxxxxx xxxxxxxxxxxxxxxx xxxxxxxxxxxxxx xxxxxxxxxxx xxxxxxxxxx xxxxxxxxxxxxxxxx xxxxxxxxxxxxxx xxxxxxxxxxxx xxxxxxxxxx xxxxxxxxxxxxxxxx xxxxxxxxxxxxxx xxxxxxxxxxxx

[3rd Level Header]

Xxxxxxx xxxxxxxxxx xxxxxxxxxxxxxxxx xxxxxxxxxxxxxx xxxxxxxxxxxx xxxxxxxxxx xxxxxxxxxxxxxxxx xxxxxxxxxxxxxx xxxxxxxxxx xxxxxxxxxx xxxxxxxxxxxxxxxx xxxxxxxxxxxxxx xxxxxxxxxxxx xxxxxxxxxx xxxxxxxxxxxxxxxx xxxxxxxxxxxxxx xxxxxxxxxxxx

[4rth Level Header]

Xxxxxx xxxxxxxxxx xxxxxx xxxxxxxx xxxxxxxxxx xxxxxx xxxxxxxx xxxxxxxxxx xxxxxx xxxxxxxx xxxxxxxxxx xxxxxx xxxxxxxx xxxxxxxxxx

Title1	Title2	Title3	Title3	Title4	Title5

Table 3 - [description]

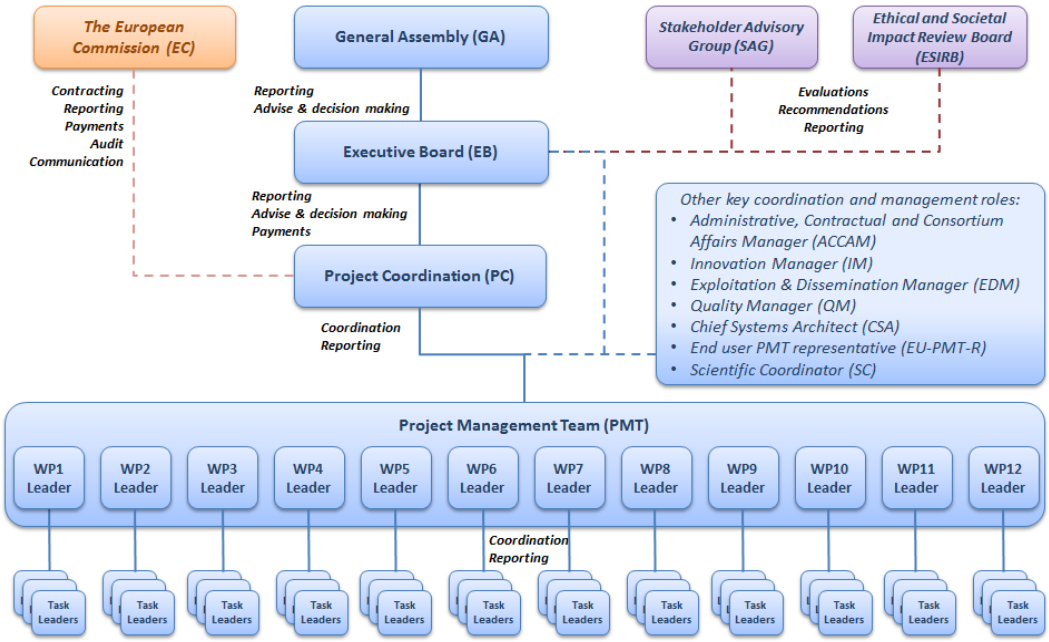

Figure 1 - Overall project governance scheme

2. [Section Title]

Xxxxxx xxxxxxxxxx xxxxxx xxxxxxxx xxxxxxxxxx xxxxxx xxxxxxxx xxxxxxxxxx xxxxxx xxxxxxxx xxxxxxxxxx xxxxxx xxxxxxxx xxxxxxxxxx

3. [Section … Title]

Xxxxxx xxxxxxxxxx xxxxxx xxxxxxxx xxxxxxxxxx xxxxxx xxxxxxxx xxxxxxxxxx xxxxxx xxxxxxxx xxxxxxxxxx xxxxxx xxxxxxxx xxxxxxxxxx

4. Conclusion

In this document we have described….

Section XXXX has shown how….

Section YYYY ….

Finaly it is worth highlighting …

ANNEX IV. GLOSSARY AND ACRONYMS

Xxxxxx xxxxxxxxxx xxxxxx xxxxxxxx xxxxxxxxxx xxxxxx xxxxxxxx xxxxxxxxxx xxxxxx

Term	Definition / Description

Table 4 - Glossary and Acronyms

ANNEX V. REFERENCES

The table below shows the most significant references used and/or cited to prepare this document:

Reference	Source