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Quality Assurance Plan

Deliverable D1.1 :: Public

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Linked Open Data for environment protection in Smart Regions

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Executive Summary

This Deliverable defines the Quality Assurance Plan which is the guiding document for the carrying out of the work, containing latest version of the work plan (updated at regular intervals), the quality plan for the developments, the project standards, partner contact details and all other information to support the quality management of the project. According to the Dow of the project, it defines: the Management Structure and Procedures, Project Management Procedures and Infrastructure and the Quality Metrics.

1 Introduction

This document describes the basic ‘way of working’ within the SmartOpenData project. The intended readers of this document are the project partners.

The Dow of SmartOpenData [1] identifies the Quality Assurance Plan as the guiding document for the carrying out of the work, containing latest version of the work plan (updated at regular intervals), the quality plan for the developments, the project standards, partner contact details and all other information to support the quality management of the project.

2 Management Structure and Procedures

The consortium has been formed in order to meet the purposes and achieve the objectives outlined in the project work plan. The organisational and project management structure and procedures reflect the complexity of a Small and Medium-scale project and are based on a classic research project methodology. A specific Work Package dedicated exclusively to coordination tasks (WP1) has been foreseen in order to efficiently manage the project and to ensure fair and proper decision-making mechanisms. TRAGSA will be in charge of WP1. The objective is to coordinate work and effort with maximum effectiveness.

The project coordinator has sufficient expertise to manage European collaborative projects and to make the overall management as efficient and effective as possible. Furthermore, several partners participating in the project have previously collaborated in other research projects and activities within 7th Framework Programme and other European initiatives. Such pre-existing collaboration and mutual knowledge will ease and ensure the successful project management.

The management structure and its interdependencies are shown and described below:

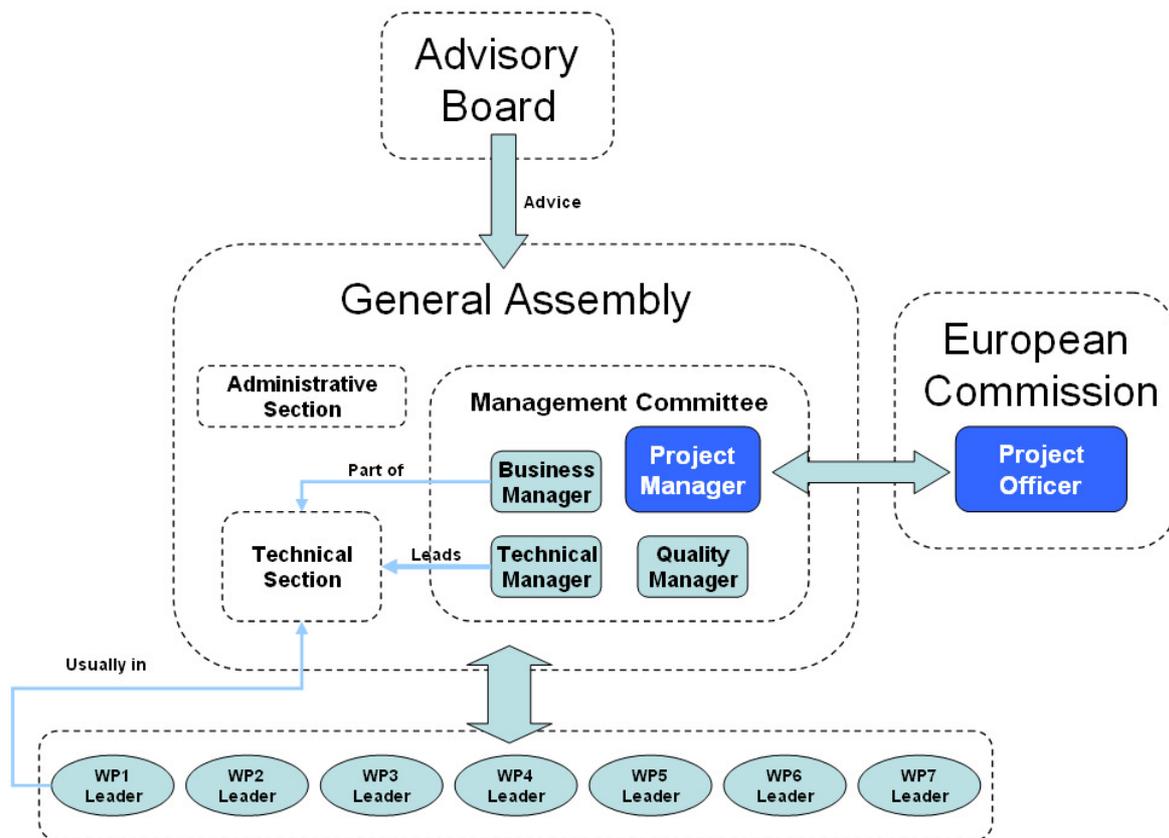


Figure 1 SmartOpenData Management Structure

The project will be supervised by a General Assembly (GeA, avoiding confusion with GA-Grant Agreement). Every entity will appoint, at least, one representative. GeA will be the highest decision-making authority of the project. The project will be administered in its day-to-day activities by a Management Committee (MC), composed of four managers - Project Manager (PM), Technical Manager (TM), Quality Manager (QM) and Business Manager (BM) - to provide quality assurance, control progress and effective communication. The project is organised as a set of closely related work packages. Work Package Leaders (WPL) are responsible for technical coordination of each individual WP. These WPL will be closely in contact with the GeA.

The GeA will be composed by management staff from each participant and will be involved in the case of serious disputes or conflicts to be solved. The GeA will be meeting (also in tele-conference, to reduce costs) every six months, and may meet in extraordinary sessions under the specific request of any member of the MC or anyone of the participants. The primary role of the GeA is to guarantee the overall control of the project and is playing the role of the principal decision making body within the management structure.

The MC provides the technical and administrative management for the project and will be chaired by the PM. The MC will meet (also in tele-conference, to reduce costs) at least every six months at the request of its chairman, or, when necessary, at any other time at the request of one of the participants.

The role of GeA will make high-level decisions concerning every aspects of the project life: technical, financial, schedule, partnership, dissemination and exploitation:

- Strategic issues: Approval about major changes in the Work Plan, dissemination issues;
- Financial issues: High-level review of resources status and project progress;
- Technical issues: Planning of work; Monitoring of progress; Preparation of reviews

In order to efficiently manage all the aspects of the project, four different responsibilities will be identified within Management Committee (MC):

- The overall responsibility of the project and the administrative issues are mandated to the Project Manager (PM).
- The technical management of the project is assigned to the Technical Manager (TM).
- The quality management of the project deliverables and results is assigned to the Quality Manager (QM).
- The liaisons and exploitation management is mandated to the Business Manager (BM).

The tasks and responsibilities of each specific Manager and particular sections are described in detail in the following paragraphs.

2.1 Project Manager

TRAGSA has appointed Mariano Navarro as Project Manager (PM), in order to run the project on a daily basis.

The PM has the overall responsibility for the organisation, planning and controlling the project. The PM represents the sole contact person for the project with the Commission and will ensure the punctual delivery of reports and deliverables to the Project Officer. The PM will be responsible for the efficient administration of the project, calling, organising and chairing, the MC meetings and proposing the agenda. The PM will collect, monitor and integrate financial and administrative data from the partners at six-month intervals (or at the periods set by the PO), and will prepare the technical and financial data for submission to the EC. The PM will be in charge of the following tasks:

- To ensure efficient management of tasks within the consortium, leading and reporting to the GeA.
- To monitor project progress according to the work plan, time schedule and resources-budget established in the Grant Agreement.
- To act as the interface to the European Commission and the PO during negotiation and active phases.
- To ensure preparation and timely submission of deliverables, reports and cost statements.
- Specially, PM will be responsible of the interim reports and periodic, every six months, containing a concise description of the progress of the work being carried out in the project:

- These reports will be first interim, first periodic, second interim and final
 - Each of these interim reports contains a brief summary, with the overall status of the project in relation to that shown in the DoW and also the mention of any particular problem, the list of milestones and deliverables that should be accomplished, the status of each individual WP (short and concise) and a list of the dissemination and exploitation activities carried out during the period. Periodic reports will show the same concepts in greater detail.
- To establish and monitor efficient communication flows within the consortium.
 - To provide support to GeA on meeting organisation and production and distribution of meeting minutes.
 - To resolve any potential conflict within the project, following the corrective mechanisms to rectify conflict.
 - To ensure any necessary important deviations from contract and work plan are presented and approved by the GeA; he/she should have the power decision to approve of any minor deviations and should subsequently inform the GeA.
 - To inform the Commission of any necessary deviations from GA and work plan.

2.2 Technical Manager

The consortium looks at the separation of concerns and roles between administrative and technical activities as a significant benefit to ensure the optimal results of the project. The TM has the overall technical responsibility for the project and provides support to the PM as far as technical management is concerned. The TM must at all times be fully informed of the current status of the project. He is responsible for the long-term strategy, the choice of techniques, the results and the quality. The TM is provided with a progress report every three months by each WPL. The TM will submit to the MC a report at each MC meeting, describing the status of the technical work, including work progress, resources consumed, current goals, future work and other relevant information.

UPM will be responsible for the technical management of the project and has appointed Tomás Robles as TM, who will be responsible for the following tasks:

- Provide support to GeA on technical progress and potential risks.
- Coordinate technical decisions between WPs, organising regular meetings with WPL. The Technical Section (TS) is chaired by the TM.
- Coordinate scientific and technical innovation.

2.3 Quality Manager

The Quality Manager (QM) will be elected by the GeA among the representatives of the beneficiaries; the QM will have the responsibility for performing the quality assurance procedures. All participants are involved in quality assurance, while the overall responsibility will be of the PM. A specific task and deliverable has been fixed within WP1, in order to tangibly evaluate the management activities. More specifically, this Quality Assurance Plan has been fixed, to be considered as a Management deliverable. It will be the guiding

document for the carrying out of the work, containing the latest version of the work plan (updated at regular intervals), the quality plan for the developments, the project standards, partner contact details and all other information to support the quality management of the project.

2.4 Business Manager

The commercial perspectives of this project promote a special effort on behalf of all consortium beneficiaries to assess dissemination and exploitation. What is more, given that the very first steps can influence the project's subsequent exploitation, a continual follow-up of the decisions that are made regarding the commercial possibilities is mandatory. For this reason, the project defines a specific profile for this function in the person of the Business Manager (BM), whose job is to assess future alternatives of use and potential collaboration agreements with different institutions that will imply a greater commercial development of the project results. At the same time, the BM will draw up a dissemination plan, engaging beneficiaries checking the commercial options of the project objectives and results. The BM will be in constant contact with the PM and the TM to define and execute the dissemination plan.

The BM will be responsible for selecting the most relevant European events for the presentation of the project and for defining contacts with magazines and journals specialised in the project field to contribute to its promotion. TRAGSA has appointed Jesús María Estrada Villegas as BM.

2.5 General Assembly

The GeA, which is the principal decision making body, will be formed by management staff of all beneficiaries of the consortium and will be chaired by the PM. Additionally, TM, QM and BM will take part of the GeA, which will be formed also by an administrative section (AS) and a technical section (TS). The GeA is in charge of the overall project progress; it will assist the PM in administrative issues and will be responsible for policies, overall progress control, and communications with the Commission. It will monitor and review the Consortium Agreement of the project in which IPR, confidentiality and exploitation issues, conflict resolution, decision-making procedures, agreements mechanisms, vote rights, foreground and background material, etc. will be set up. The GeA will meet every 12 months approximately, in order to perform these duties. In addition, monthly Skype-meetings will be held.

The experts of each beneficiary will supervise the progress of work within each organisation and will be duly empowered to make all necessary decisions on behalf of that participant. It is the responsibility of the members of the GeA:

- To establish the position of their organisation for all issues to be decided by the GeA.
- To attend GeA meetings if appropriate, and represent their organisations.
- To act as a contact person for any administrative, legal and financial issues.

GeA will have also an administrative and a technical section, depicted in the next points.

2.5.1 Administrative Section

Each beneficiary provides a member for this section. The results of this section can be held and distributed via e-mail or others communication means. The member of the AS has:

- To collect and verify the administrative information from the beneficiaries.
- To obtain audit certificates from each beneficiary.
- To revise the production of Cost Statement.
- To verify the expenditures of administrative and financial resources.
- To request and collect administrative and technical reports from their institutions.

2.5.2 Technical Section

Each beneficiary provides a member for this section, usually the same person leading the WPs. Also, BM will be part of the TS, to assess the business value of the results of the project. The TS is chaired by the TM and has:

- To monitor the results and validate the quality of the deliverables.
- To define jointly work methodologies, standards and resources.
- To collect the suggestions of the peer reviewers and evaluators.
- To evaluate business value of the project as well as its acceptance by the potential users.

2.5.3 Work package leader

The project breakdown is structured into well-defined work packages (WPs) and tasks. As is indicated in WP description section, each beneficiary is the leader of a specific WP according with their experience and know-how. WPL will represent the WP's interest and provide liaison with other WPs. The leaders for each work-package will coordinate the technical work of the partners involved. These work-package leaders will be responsible for the planning, monitoring and reporting of the performed tasks. WPLs will support GeA in the implementation of the planned work at WP and Task levels, as well as in the periodical technical and administrative reporting. Finally each individual partner must produce, depending on its assigned tasks, the technical and administrative outputs required by the GeA. In conclusion, WPL responsibilities are:

- To control the progress of the scheduled work within the work-package in terms of technical achievement, planned deliverables and expenses and to report to the MC.
- To collect the information needed to prepare the periodic progress reports.
- To manage topic ground meetings and to report to the MC on all matters related to the topic and WP progress.
- To organise regular WP meetings: guaranteeing smooth intra-WP cooperation; flagging serious problems to the GeA.

- To assist the PM in producing annual review reports and preparing for the technical audits.

The WP Leaders will meet every 12 months approximately, in order to perform these duties. In addition, monthly Skype-meetings will be hold.

2.5.4 Conflicts management and decision making mechanisms

Project participants have a substantial track record of collaboration, and consequently the expected day-to-day method for reaching agreement will be informal, based mainly on telematic contacts followed by written confirmation.

Key technical and project management issues will need to be agreed and documented in written form. Potential conflicts should be identified and brought to the immediate attention of the PM by the appropriate member of the Management Committee and/or WPL. Any other project beneficiary may contact the PM directly. The PM will then attempt to resolve issues by discussion or by the calling of an ad-hoc meeting and/or audio conference.

Voting mechanisms will be based on:

- Every beneficiary represented in the GeA has one vote.
- Decisions are taken with majority of votes (in case of draws the PM's vote will count as a casting vote).
- Case of serious disputes: In case of serious disputes, conflict resolution procedures will be initiated whereby the PM will advise the GeA that it will have to meet in emergency session to discuss the conflict and find a solution.

The whole consortium strongly believes that any conflict will be resolved as speedily as possible and in a friendly manner. Then within 21 days of notification by the PM of the requirement for an emergency procedure, the GeA has to meet in plenary session. The quorum threshold for this meeting will be 90%. The meeting will attempt to achieve full consensus on the resolution of the issue but in any case a majority vote will be taken to determine what resolution will be implemented; if necessary the PM will use a casting vote. In circumstances of persistent and serious conflict that may put the continuation of the project at risk, the GeA will consider its options such as involving the EC Project Officer, seeking external advice followed by a review of the situation and the advise in emergency session for a collective decision in order to implement a final remedy of the issues involved.

Any dispute, controversy or claim arising under the Consortium Agreement including its formation, validity, binding effect, interpretation, performance, breach or termination, as well as non-contractual claims, shall be submitted to mediation in accordance with the WIPO Mediation Rules. The place of mediation shall be Brussels and the language to be used in the mediation shall be English.

2.5.5 Information flows and procedures

e-Mailing will be the main mean of communication among beneficiaries. A project management system for repositories of draft reports and deliverables will be established on a specific Web server at the beginning of the project. This will be the main vehicle for

communication and discussion outside of the regular consortium meetings. Different levels of access will be granted for different kinds of documentation. The communication platform will keep all the partners fully informed about the project status, the planning and all other issues which are important to the partners in order to achieve maximum transparency and to increase the degree of co-operation.

Then, there are the (vitaly important) regular meetings already explained at which progress will be consolidated and work for the period ahead will be agreed. Bilateral specific meetings (specially for technical issues) may also be held when needed and suggested by the PM with the view to focus better the work of a beneficiary or ensure the expected quality.

The consortium also wants the project to be highly visible as much as possible in order to raise public awareness. This will be done by installing a publicly accessible website at www.smartopendata.eu on which project aims and goals will be presented. The project web site was developed within 4 weeks from the start of the project. It has an open access interface as well as notice boards for consortium members. Further dissemination activities are outlined in the relevant WP.

The PM and the QM will ensure consistency across the work packages so that all project deliverables will be of an equally high standard; the QM will also be responsible for the production and maintenance of this Quality Assurance (QA) Plan for implementation by all beneficiaries throughout the project; its implementation will be the joint responsibility of all beneficiaries. This QA Plan sets out the QA procedures, software development procedures, documentation, data handling and communication rules to be used during all the project lifetime.

2.5.6 Advisory Board

The Advisory Board will advise the management of SmartOpenData project using direct communication with the GeA and, specially, with the PM. The Advisory Board will not have authority to vote on project matters and, of course, nor a legal or fiduciary responsibility. One of its main functions will be to operate as a direct link with policy-making institutions and bodies. The Advisory Board will be composed of:

- Mr Paul Smits, European Commission, DG Joint Research Centre, Institute for Environment and Sustainability, Digital Earth and Reference Data Unit
- Mr Andrea Perego, European Commission, DG Joint Research Centre, Digital Earth and Reference Data Unit (DE), IES Institute
- Mr Jesús San Miguel-Ayanz, European Commission, DG Joint Research Centre, FOREST Team
- Ms Blanca Ruiz, Nature Databank responsible, Spanish Ministry of Agriculture and Environment, MAGRAMA
- Mr Roger Longhorn, Communications Director at GSDI Association, Vice-Chair, Outreach & Membership Committee at GSDI Association, Senior Information Policy Analyst & Principal SDI Expert at Compass Informatics LTD.
- Ms Athina Trakas, Director for European Services at the Open Geospatial Consortium (OGC)

2.5.7 Legal and ethical obligations and IPR aspects

The Consortium Agreement (CA) sets out the internal management guidelines for the consortium according to the Annex II of the GA, and will provides arrangements regarding the granting and EC contribution distribution and specific access rights in addition to those provided for in the standard IPR provision. The CA has been duly signed by all participants during the negotiation phase and before the signature of (accession to) the GA, and covers the way that beneficiaries behave with respect to each other.

The CA includes: the roles and responsibilities of the management structure, the liability of beneficiaries, beneficiary withdrawal procedures, the settlement of disputes, the responsibilities of beneficiaries regarding accurate and timely reporting of difficulties, confidentiality (including the difference between foreground and background information), IPRs (ownership and exploitation of results, including arrangements for licensing), special duties of the project coordinator, mainly with regard to the management and distribution of the EC contribution.

The ownership of background and foreground is clearly established, following two main principals:

- Foreground shall be the property of the beneficiary generating it.
- In case of co-ownership, the share of each contributor will be defined proportionally to the resources implemented by each, and the use of joint invention will lead to an agreement between the contributors providing indemnification or remuneration.

The access rights to the background and foreground are specified under the following conditions:

Access rights to background: For carrying out the project → Royalty-free; For use (exploitation and/or further research) → Fair and non-discriminatory market conditions (possibility of more favourable conditions, on a case by case basis).

Access rights to foreground: For carrying out the project → Royalty-free; For use (exploitation and/or further research) → Fair and reasonable conditions, except for: internal research activities purposes, royalty-free basis (in research collaboration with third parties, fair and reasonable conditions).

The GeA ensures the protection of background and foreground. In all cases, the GeA is informed of dissemination and patenting actions. The GeA gives all recommendations to the beneficiaries in order to ensure the compliance of the actions with the GA provisions and also informs the EC on the actions taken.

The dissemination process is made under the responsibility of the owner. The CA establishes a procedure of information and approval, with strict rules, to ensure the protection of the foreground. The dissemination process cannot start until the foreground is protected (if such protection is needed), and in any case, the written approval of the owner(s) is required.

2.5.8 Quality Assurance Plan

Self-assessment of the project will be satisfied with the application of a Quality Management System (QMS) coherent with ISO 9001:2000. ISO 9001 defends a process-based approach for the development, implementation and efficiency of a Quality Management System. This

means, that it is necessary to identify each activity (process), the required resources and inputs, specifications and results obtained, responsibilities and the interaction between activities. This approach ensures a continuous monitoring and control over the general process, which assures the quality of the final product (considering quality the fulfilment of initial requirements). The QMS will be implemented at the start of the project and will continually review:

- the project management structure and plans,
- the specific quality objectives and quality indicators for each development stage of the project,
- the quality assurance and control activities (what is controlled, who controls, when),
- the details of personnel with respective responsibilities and assignments for each partner,
- the information exchange and dissemination, control of information exchange and reporting,
- the documentation management and control including identification of critical points and risks assessment.

Special attention will be paid regarding the documentation of the project results. Furthermore, the following administrative and strategic documents will be differentiated:

- Consortium Agreement which was be signed during the negotiation phase, before signing the contract with the EC. It will legally regulates the relationship amongst the partners during the project, especially stressing arrangements on responsibilities, confidentiality, Intellectual Property Rights (IPR), exploitation and dissemination of the results, confidentiality and methods for resolving disagreements.
- Reports: The Project Manager will submit different management reports to the Commission, after the General Assembly review them.
- Cost statements: Cost Statements will be completed periodically by each partner and sent to the Project Manager. The Project Manager will revise them and, at reporting periods, submit them to the EC.

2.5.9 Access Rights and Open Access

Regarding Access Rights and Open Access, the SmartOpenData project will be in conformity with the special clauses 29 and 39 that could be accessed in the “List of special clauses” of the Model grant agreement of the Seventh Framework Programme. Consequently, SmartOpenData project will ensure that protocols and plans for data collection and storage are in line with Data Policy of the European Union.

The documents, deliverables, outcomes and results of the SmartOpenData project will be fully available for European Union Institutions and Bodies, and this access will be granted by TRAGSA as coordinator. TRAGSA will would transfer with no charges, in the special circumstances shown by special clause 29, point 3, the results of the project to the European Union.

Considering the thematic area of SmartOpenData project (Environment), and special clause 39, consortium partners will do their best in order to ensure free and open dissemination of public project results.

SmartOpenData will apply these guidelines where needed, and specifically in WP1 Project Management and in WP7 Dissemination, Exploitation and Liaisons.

3 Project Management Procedures and Infrastructure

3.1 Meetings

The following requirements regarding meeting apply:

- In order to ensure the smooth running of the project, the MC will meet every six months approximately. If required, the meeting frequency will be adapted.
- GeA could have meetings every 6 months or whenever necessary.
- Technical meetings at WP or task level will be called depending on the needs.

Meeting logistics and local arrangements are to be organised by the meeting host. The host will provide timely local hotel suggestions and travellers information. Meetings will be organised by the project partners in rotation. Meeting hosts will not charge other partners for costs of conference arrangements and meals during the time of the official meeting. This excludes hotel and transportation costs.

The DoW [1] defined a list of consortium meeting:

1. Spain, Madrid, final months of 2013. Kick off and open Workshop
2. Ireland, central months of 2014. Consortium meeting and open Workshop
3. Italy, final months of 2015. Consortium meeting and open Workshop

Besides these internal meetings, there will be a joint assembly with the other Open Data projects (SWITCH-ON and MELODIES). This joint assembly, with date and place to be confirmed, could be arranged in Brussels close to the end of the SmartOpenData Project. This event should be used to show the advances in the three projects and, for SmartOpenData, would be the showcase of final outcomes. Representatives from other Open Data projects funded by the EC under other programmes or calls will be invited.

3.2 Progress Reporting and Reviewing

3.2.1 Deliverables

According to the Description of Work, the following deliverables need to be submitted before the given deadline:

Del No.	Deliverable name	WP No.	Nature	Level	Delivery Date	Responsible	Reviewer
D1.1	Quality Assurance Plan	1	R	PU	M3	UPM	TRAGSA J. Estrada
D2.1	Requirements of SmartOpenData infrastructure	2	R	PU	M3	MAC	FBK M. Mostarda
D7.1	Project Website and Collaborative Environment	7	O	PU	M3	TRAGSA	SAZP M. Tuchyna
D7.6	Dissemination Plan	7	R	PU	M3	W3C	DGT M. Vale
D3.1	Geographic resource metadata and related metadata standards	3	R	PU	M4	IMCS	TRAGSA J. Estrada
D1.1	First Interim Project Report	1	R	PU	M6	TRAGSA	UPM T. Robles
D2.2	User Requirements and Use Case	2	R	PU	M6	TRAGSA	HSRS K. Charvat
D2.3	Architecture of SmartOpenData infrastructure	2	R	PU	M6	HSRS	Spazio Dati M. Barbera
D3.2	Initial SmartOpenData data model	3	R	PU	M9	W3C	MAC J O'Flaherty
D3.4	Final SmartOpenData datga model	3	R	PU	M9	W3C	MAC J O'Flaherty
D5.1	Rationale of pilots. Evaluation set-up and test metrics	5	R	PU	M9	TRAGSA	Sindice R. Delbru
D6.1	Evaluation Plan	6	R	PU	M9	FBK	MAC J O'Flaherty
D6.2	User groups set-up and analysis	6	R	PU	M9	SAPZ	TRAGSA J. Estrada
D1.2	First Period Project Report	1	R	PU	M12	TRAGSA	UPM T. Robles
D7.2	Annual Liaisons Report	7	R	PU	M12	FMI	FBK M. Mostarda
D7.4	Market analysis and Exploitation Plan	7	R	CO	M12	MAC	DGT M. Vale
D7.7	Annual Dissemination	7	R	PU	M12	W3C	TRAGSA

	Report						J. Estrada
D1.3	Second Interim Project Report	1	R	PU	M18	TRAGSA	UPM T. Robles
D3.3	Harmonisation of data to SmartOpenData model Initial iteration	3	R	PU	M18	SDATI	HSRS K. Charvat
D3.5	Harmonisation of data to SmartOpenData model Final iteration	3	R	PU	M18	SDATI	HSRS K. Charvat
D4.1	Distributed Semantic Indexing infrastructure	4	R	PU	M18	SINDICE	HSRS K. Charvat
D4.2	Visualisation Framework	4	R	PU	M18	SAZP	DGT M. Vale
D4.3	Administration and Notification service	4	R	PU	M18	UPM	SAZP M. Tuchyna
D5.2	First iteration of the pilots. Evaluation and assessment	5	P	PU	M18	HSRS	IMCS M. Alberts
D1.4	Final Period Project Report	1	R	PU	M24	TRAGSA	UPM T. Robles
D5.3	Final iteration of the pilots. Evaluation and assessment	5	P	PU	M24	HSRS	IMCS M. Alberts
D6.3	User groups maintenance	6	R	PU	M24	SAPZ	TRAGSA J. Estrada
D6.4	Evaluation and assessment of pilots	6	R	PU	M24	FBK	MAC J O'Flaherty
D6.5	Evaluation and assessment of SmartOpenData infrastructure	6	R	PU	M24	TRAGSA	UHUL FMI J. Bojko
D7.3	Final liaison Report	7	R	PU	M24	FMI	FBK M. Mostarda
D7.5	Market Analysis and Exploitation Report	7	R	CO	M24	MAC	DGT M. Vale
D7.8	Final Dissemination Report	7	R	PU	M24	W3C	TRAGSA J. Estrada

3.2.2 Deliverables Workflow

The following steps describe the workflow for producing a deliverable.

1. Deliverable Responsible starts the generation of a deliverable. DR creates the skeleton of the deliverable and uploads it to the *Document Repository* folder.
2. Deliverable Responsible and Contributors creates the draft of the Deliverable.
3. Deliverable Responsible completes the draft of the final version of the Deliverable and uploads it to the *Document Repository* folder.
4. Deliverable Responsible sends an email to the Reviewer and the Quality Manager informing that the draft version is available. The reviewing starts in that moment.
5. Reviewer performs comments to the draft version, using the Deliverable Quality Review Report of the Annex A, making them available in the Document Repository folder.
6. Reviewer informs Deliverable Responsible and Quality Manager when the reviewing is finished.
7. If the **decision** of the Reviewer is *Accept*, Deliverable Responsible generates the final version of the Deliverable an upload to the *Document Repository* folder
8. If the **decision** of the Reviewer is not *Accept*, Deliverable Responsible with Contributor has to generate a new version of the Deliverable taking into account the result of the Deliverable Quality Review Report.
9. The Deliverable Responsible sends an email to the Reviewer and the Quality Manager informing that the new draft version is available.
10. Reviewer informs Deliverable Responsible and Quality Manager when the reviewing is finished.
11. The Deliverable Responsible Deliverable Responsible generates the final version of the Deliverable an upload to the *Document Repository* folder

Timing:

Between step 4 and 7 (reviewing): 2 weeks at the most.

Between step 8 and 11 (writing down final version): 1 week at the most.

3.2.3 Rules for File naming and management

The responsible of the doc produces the file with the name with the following structure

SmartOpenData_D1.1_QualityAssurance_Plan_v0.1.doc

1. Don't change the name structure
2. The version can be changed only by the document responsible.
3. Major and minor version increment is decided and performed only by the doc responsible.

3.2.4 Project Milestones

Milestone number	Milestone name	WPs involved	Expected date	Means of verification
1	Consortium Agreement	WP1	Before M1	– Consortium Agreement Signature
2	Project Foundations	WP1 WP2 WP3 WP7	M6 (April 2014)	– Quality assurance, project Web, collaborative environment and dissemination plan completed and running – User requirements use cases and SmartOpenData infrastructure architecture completed and validated. – Geographical resources metadata and standards reviewed and analysed.
3	SmOD Data Model & Pilots Rationale	WP1 WP3 WP5 WP6 WP7	M12 (October 2014)	– SmartOpenData data model defined – Pilots rationale and evaluation set-up and test metrics defined – Evaluation plan defined, user groups set-up and analysed – SmartOpenData liaisons, market analysis and exploitation defined
4	Pilots first version & semantic front-end	WP1 WP3 WP4 WP5	M18 (April 2015)	– Data harmonisation developed – SmartOpenData semantic front-end facilities provided – First iteration of the pilots, early prototypes provided
5	Pilots final version & dissemination	WP1 WP5 WP6 WP7	M24 (October 2015)	– Final iteration of the pilots, final prototypes provided – Evaluation and assessment of SmartOpenData pilots and infrastructure – SmartOpenData liaisons, dissemination, market analysis and exploitation activities carried out

3.2.5 Permission for external Publication

Publication means: any information or result disseminated to third parties. Public Deliverables of the project can freely be distributed and are going to be included in the web page of the project.

This process is established in order to provide coordination, consistency and quality of publications for the benefit of the project's reputation and, to give visibility within the project to any public relation activities of the Partners.

In case the name of (an) other Partner(s) will be mentioned in the publication, written permission shall be asked from that particular Partner(s).

1. If a Partner wishes to publish Information, generated in the SmartOpenData project, the approval of all involved partners has to be requested. This request shall be made by e-mail. No reactions within 14 days, it is approved to publish. In case of non-unanimously the PM will take the final decision.
2. Immediately after the publication the publishing Partner shall submit a copy of the final publication to the Central Archive (and will be made available on the project web site) and he shall inform all Partners.

3.2.6 Quality Metrics

		M6	M12	M18	M24
WP	Metric	Expected	Expected	Expected	Expected
WP1	M1.1: Percentage of deliverables with average assessment, from internal reviewers, as being of “good” or “very good” quality, prior to submission to the EC	80%	80%	80%	80%
WP1	M1.2: Number of actions for promoting the project	2	4	6	8
WP2	M2.1: Number of technical infrastructure requirements identified	20			
WP2	M2.2: Number of user requirements identified	20			
WP2	M2.3: Number of use cases identified	5			
WP2	M2.4: Number of pre-existing and new tools specified in the SmartOpenData infrastructure	10			
WP3	M3.1: SmartOpenData reference data model		1	1	
WP3	M3.2: Number of open data harmonised to SmartOpenData reference data model by each Pilot		2	2	
WP3	M3.3: Number of geographic metadata and standards reviewed	5			
WP4	M4.1: Number of Common facilities for exploiting environmental data			3	
WP4	M4.2: Number of Pilots using each Common facility				90%
WP5	M5.1: Number of use cases defined for the Pilots		2		
WP5	M5.2: Number of objectives to be evaluated for each Pilot		5		
WP5	M5.3: Number of Prototypes for evaluation and assessment for each Pilot		1		1
WP5	M5.4: Number of use cases evaluated for each Pilot				2
WP5	M5.5: Number of objectives evaluated for each Pilot				4

WP6	M6.1: Number of requirement of the Evaluation Plan		10		
WP6	M6.2 Number of user groups set-up for each Pilot		2		
WP6	M6.3: Number of meeting with each user groups				1
WP6	M6.4: Number of dissemination and evaluation actions with each user groups				3
WP6	M6.5: Percentage of user requirements evaluated for each Pilot		90%		90%
WP6	M6.6: Percentage of the infrastructure requirements evaluated for each Pilot				90%
WP7	M7.1: Number of Liaisons activities of the project or institutions	2	4	4	8
WP7	M7.2: Number of dissemination activities	6	6	6	6
WP7	M7.3: Number of Workshops or events organized by the project	1			1
WP7	M7.4: Number of potential users identified by each Pilot To define and produce Market Activities	2			2
WP7	M7.5: Number of Market activities defined by each Pilot	2			2

4 Conclusions

Quality Assurance activities are very important in every Engineering project. A good plan for keeping the quality could make the difference for a successful project.

This deliverable provides a quality plan for the SmartOpenData project. This plan comprises the roles involved in the project, the process of generating deliverables, the meetings and reviewing, and finally the means of communication within the project (document library, email lists, wiki, and so on).

At this moment, the critical point is carrying out the quality plan by each partner. It is very important to follow this plan in order to meet the key objectives and goals of SmartOpenData project.

References

- [1] SmartOpenData. (2013). *Dow SmartOpenData*.

Annex A: Deliverable Quality Review Report

Deliverable/Document Reviewed

Title		Deliverable Identifier
Document Editors and Contributors:		
File Name:		

Reviewer Identification

Reviewer Org.:	
Name of Reviewer:	

Reviewer Decision

Decision ⁱ	
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Review contents

Issue/Aspect	Comment	Recommended Action
File Name		
Title Page (Page #1)		
Contractual Date (Page #2)		
Actual Date (Page #2)		
Table of Contents (page #2)		
Document History (Page #3)		
Executive Summary (Page #3)		
Introduction Section with the expected contents		
Compliance with the technical objectives of the deliverable		
Provision of correct information related to partners participating in the elaboration of the WP		

Annex B: List of Abbreviations

GeA	General assembly
AS	Administrative section
TS	Technical section
PO	Project Officer
PM	Project manager
TM	Technical manager
QM	Quality manager
BM	Business manager
WP	Work package
WPL	Work package leader
M1	Month 1
GA	Grant Agreement
CA	Consortium Agreement
DoW	Description of work