DELIVERABLE REPORT

Project acronym: INPUT
Project number: 687795

Deliverable: D1.1, Quality Report
Dissemination type: R (Report)
Dissemination level: Confidential
Planned delivery date: 2016-05-01
Actual delivery date: 2016-04-27
Reporting Period: 1

WP1, Task 1.4: Quality Assessment
Lead: OBHP

Disclaimer: Company or product names mentioned in this document may be trademarks or registered trademarks of their respective companies.

All rights reserved.

The document is proprietary of the INPUT consortium members. No copying or distributing, in any form or by any means, is allowed without the prior written agreement of the owner of the property rights.

This document reflects only the authors’ view. The European Community is not liable for any use that may be made of the information contained herein.

This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No. 687795
1 DESCRIPTION OF THE TASK

This activity regards quality assurance and assessment on the fulfilment of the objectives of the project, including: risk management, comprising of risk identification, evaluation, follow-up and contingency plans and also includes progress measurement against the estimated baseline as regards fulfilment of the proposed objectives according to the quantitative and qualitative indicators of the project.

2 DESCRIPTION OF DELIVERABLE

The quality plan discloses all planned measures that will ensure high quality output of the action, following standard procedures implemented at OBHP.

3 IMPLEMENTATION OF WORK

The Quality Plan defines the organisation and the methodology that all the partners shall apply throughout the project. It forms a common standard for the entire project lifecycle. The aim is to describe the mechanisms that will be used throughout the project in order to ensure the quality level of the project deliverables and the project outcomes.

It defines INPUT Project Management structures identifying roles and responsibilities to ensure a successful project completion; it approaches project deliveries towards the European Commission and internally; it provides indications to manage produced documentation, their archiving and delivery procedures and guidelines to follow for high quality level standards.

It contains also a description of the organization of the internal project reporting, budget and time tracking as well as internal repository that will be used by all partners to upload / download the documents related to the project.

This document should be used as a reference by the Project Coordinator and all project partners.

4 PURPOSE OF THE QUALITY PLAN

This Quality Plan defines the organisation and the methodology that all the partners shall apply throughout the project. It forms a common standard for the entire project lifecycle. It is complementary to the Consortium Agreement and the DoA (Annex I to the Grant Agreement) of the project and defines procedures if not yet defined in these documents. For assuring high quality standards in the project, all relevant documents are relevant in conjunction.

The purpose of this document is to define a consistent set of working procedures, processes and best practice or guidelines in order to ensure quality standards of the Project outcomes. Its main aims can be summarised as follows:

» To manage the interaction between the beneficiaries during the work execution
» To check the progress of the work on a regular basis
» To detail how and when the documentation has to be exchanged by the beneficiaries and with the European Commission
» To set editorial standards for Project document contents
» To complete existing documents for diffusion to public and other European projects.
The Quality Plan shall be applied:

» by all partners,
» for all deliverables to the European Commission,
» for deliverables between partners.

Consortium Partners supervise and check the work performed by their own staff in accordance with the INPUT Quality Plan.

This Quality Plan should be interpreted with reference to:

» the INPUT Grant Agreement.
» the INPUT proposal: Description of Action (DoA), Annex I to the Grant Agreement.
» EC General Conditions for Horizon 2020 Grant Agreements: Annex II to Grant Agreement.

Different events may contribute to modify this QP contents. For instance:

» project characteristics evolution
» techniques or tools changes.

Any project partner may request amendments but each amendment must be analysed by the General Assembly.

5 PROJECT MANAGEMENT STRUCTURE

Due to the relatively small number of project partners of INPUT, the project management structure is kept minimal in order to be as efficient as possible for reassuring well-structured work coordination. The management structures implemented are described below. Personal appointment to management structures was accomplished with all partners present at the projects Kick-Off Meeting held on February 23rd/24th 2016, Vienna, Austria.
### Table 1: Project management bodies and appointments

<table>
<thead>
<tr>
<th>Body</th>
<th>Responsibilities</th>
<th>Decision approval</th>
<th>Appointed person(s)</th>
<th>Planned meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Coordinator</strong></td>
<td>The project coordinator will take charge of all the executive responsibilities in this project. The coordinator is authorized to execute the project management and shall guarantee that all partners, including itself as an organization, fulfil the obligations, which are taken with the European Commission through the Grant Agreement.</td>
<td>General Assembly</td>
<td>OBHP Dr. Sebastian Amsüss</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>General Assembly</strong></td>
<td>It is the decision making body of the consortium and responsible of its governance. It consists of one representative per partner. The General Assembly is chaired by the Project Coordinator or representative, who will initiate a meeting every six months, or on the initiative of one of the partners according to the provisions in the Consortium Agreement. The General Assembly will be responsible of decisions regarding overall strategy and development, changes in the implementation plan, project scope and/or resource allocation and evolution of the partnership composition. It will also oversee the administrative and financial aspects of the project, communication and exploitation activities, as well as technical decisions that may impact the objectives of the project or when the Project Board cannot reach a consensus. For decision purposes, each member of the General Assembly will be allocated one vote. The General Assembly decisions are binding to all partners in all project-related matters.</td>
<td>Self-decision making body</td>
<td>OBHP Dr. Sebastian Amsüss, OBG Heiko Glindemann, MSc., UMG-GOE Prof. Dario Farina, OSS Dr. Andreas Kranzl, UMCG Ass. Prof. Raoul Bongers, IDSIA Dr. Michael Wand</td>
<td>Once every 6 months</td>
</tr>
<tr>
<td><strong>Project Board</strong></td>
<td>It is the executive board to take strategic decisions at scientific and technical level and reports to the General Assembly. The Project Board is constituted by all Work Package Leaders, the Scientific Coordinator and the Project Coordinator who chairs it and who will initiate a meeting (even remotely) at least bi-monthly or on the initiative of one of its members under special circumstances. The fact that Work Package Leaders are members of the Project Board ensures that the objectives of the project will match the goals of the work plan. Key responsibilities of the Project Board are to oversee the adequate and</td>
<td>General Assembly</td>
<td>Project Coordinator, Scientific Coordinator, Work Package Leaders</td>
<td>Once every 2 months</td>
</tr>
</tbody>
</table>
coherent progress of the project as a whole by taking appropriate measures in a regular and adaptive manner. The Project Board will be allowed to require specific actions regarding the implementation of agreed work and quality plan and deadlines.

### Scientific Coordinator

The scientific coordinator of INPUT is represented by Prof. Dario Farina, who was the coordinator of several past EU and ERC projects, has a wide expertise in muscle physiology research, and directs a Department devoted to the translation of neurotechnologies to the clinics.

<table>
<thead>
<tr>
<th>Scientific Coordinator</th>
<th>UMG-GOE</th>
<th>Prof. Dario Farina</th>
<th>N/A</th>
</tr>
</thead>
</table>

### Work Package Leaders

The Work Package Leaders will be responsible for the technical and scientific aspects as well as for the day-to-day management of specific work related to their individual work package. Work Package Leaders will coordinate the implementation of the work package activities as defined in the Implementation Plan. Each Work Package Leader will have the responsibility to achieve all the planned deliverables within the scheduled deadline and with the contractually allocated financial and human resources. Each Work Package Leader will work in close collaboration with all work package participants, as well as with other Work Package Leaders whose work results could be interrelated. They will be expected to identify risks as early as possible, find solutions and follow-up to ensure effective remedies. The Work Package Leaders will report work progress and achievements to the Project Coordinator through submitting a Work Package progress report on a quarterly basis and, informally, through teleconferences and/or e-mails.

<table>
<thead>
<tr>
<th>Project Coordinator</th>
<th>OBHP</th>
<th>OBG</th>
<th>UMG-GOE</th>
<th>OSS</th>
<th>UMCG</th>
<th>IDSIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Sebastian Amsüss</td>
<td>Heiko Glindemann, MSc.</td>
<td>Prof. Dario Farina</td>
<td>Prof. Corry van der Sluis</td>
<td>Dr. Andreas Kranzl</td>
<td>Prof. Corry van der Sluis</td>
<td>Dr. Michael Wand</td>
</tr>
</tbody>
</table>

When needed and as part of Project Board
6 Quality Control

Quality control is a fundamental aspect of project management both for the administrative aspects and for the scientific ones. For this reason emphasis is put on checking whether project outcomes comply with relevant standards and of identifying ways to eliminate causes of unsatisfactory performance.

In order to assure compliance with the expected quality levels, each document related to the project both public and internal is checked by Project Coordinator. Several aspects will be considered such as:

» Content and the adherence to the project objectives. All outcomes are related to some objectives or task which are clearly described in the Annex I DoA, which is the main document for content related aspects;
» Clarity and completeness are also elements to be addressed in any deliverable, report, study, position paper, communication.

Some possible clarifications and integrations on documents can be needed and these tasks will be the responsibility of the partner in charge of producing the document.

7 Running Project Management

An online EU project management tool based on the SUCCEEDIT platform has been set up for the INPUT project. This platform will be used for the running project management and internal project status supervision by the Project Coordinator, including the following tasks:

» Work package and Tasks monitoring
» Financial monitoring
» Person month monitoring
» Common document repository

From each partner, the work package leaders were designated as responsible persons for keeping all information up to date on the SUCCEEDIT platform. These persons have access to the data in the platform and may keep them up to date continuously or every 6 months at the latest. For this purpose, internal project reporting periods have been defined, which are shorter than those officially set by the European Commission. The internal reports are due in the following months: (bold months coincide with the official reporting periods as set out in the Grant Agreement).

Table 2: Internal reporting periods

<table>
<thead>
<tr>
<th>Official Reporting Period</th>
<th>Internal Reports due in months</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>M6</td>
</tr>
<tr>
<td>2</td>
<td>M25</td>
</tr>
<tr>
<td>3</td>
<td>M37</td>
</tr>
</tbody>
</table>

With these internal reports, the project coordinator will have the possibility to tightly monitor and track the project progress, especially in budgetary regards. This will allow INPUT to stay on track and discover financial imbalances before the official periodic reports are due to the European Commission.
A detailed time plan giving an overview to all partners of due tasks, schedules and reports along with all deliverables and project risks was handed out to all participants of the Kick-Off meeting. The time plan can be found in the Annex of this deliverable report.

8 INPUT CONSORTIUM MEETINGS

Table 3: Consortium meeting schedules

<table>
<thead>
<tr>
<th>When</th>
<th>Type</th>
<th>Scope</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 23rd/24th 2016</td>
<td>Kick-Off Meeting</td>
<td>Start-up of the project; Detailed work planning; Setting project and H2020 specific ground rules; project body appointments</td>
</tr>
<tr>
<td>Every 2 months</td>
<td>Bi-Monthly Web Meeting</td>
<td>Virtual meeting of all partners for project updates and status reports</td>
</tr>
<tr>
<td>Every 6 months</td>
<td>General Assembly Meetings</td>
<td>General steering and scope direction of the project. Can be combined with the bi-monthly meetings</td>
</tr>
<tr>
<td>5 times (app. once a year)</td>
<td>Face to Face meeting</td>
<td>Meetings at premises of project partners in the following order: OBHP (Kick-Off), OBG, UMG, IDSIA, UMCG. Topics: Progress reports, discussion of project related topics; activities planning</td>
</tr>
<tr>
<td>Upon request</td>
<td>Personal meetings of partners in tight collaboration</td>
<td>Partners who have strongly interlacing work packages will meet upon request for coordinative actions. These partners are especially UMCG and OSS, UMG-GOE and OBG, UMG-GOE and IDSIA and OBHP with all partners.</td>
</tr>
</tbody>
</table>
9 DOCUMENTATION MANAGEMENT

The aim is to define standard rules and procedures related to documentation production that all the partners have to follow for the project duration.

The documentation management procedure is applicable:

» by all partners,
» for all deliverables to the European Commission,
» for documents exchanged between partners.

9.1 FILE NAMING

For easy attribution and locating, all file names will adhere to the following standard:

Standard:  PartnerAcronym_Title_yyyymmdd_Version.extension

Examples:  OBHP_CommunicationPlan_20160101_v1.pdf
           OBHP_CommunicationPlan_20160122_v2.pdf
           UMCG_DeliverableReportD9.1_20180101_v1.docx

When a new version of a file is created, the date of the current version and the version number are to be updated in the file name. Filenames should not contain whitespace characters.

9.2 DOCUMENT TEMPLATES

During the Kick-Off meeting, the above rules were explained to all participants and document templates were handed out to all partners. The bundle comprises templates for:

» Deliverable reports
» Meeting minutes
» Workpackage Leader Reports

These templates are also made available for download on the common file repository of the SUCCEEDIT platform.

9.3 DOCUMENT REVIEW

Deliverables to European Commission are reviewed by the Project Coordinator while internal deliverables are reviewed during internal reviews organised by the Work Package Leaders.

The final version of a document is checked by the Work Package Leaders for technical aspects and conformity to requirements while quality aspects (coherence) will be checked by the Coordinator:

» the format of the document is correct, the presentation, the identification, the title pages, the summary, the glossary, the annexes, the plan, production rules are respected;
» the content of the document is coherent itself and contains all the information necessary for its comprehension;
» the content of the document is coherent and compliant with other documents;
» should the document have to be incorporated into another document, the resulting document's coherence is also checked.

The table below summarizes the quality indicators to consider when assessing project deliverables/reports:
Table 4: Quality criteria for documents produced in INPUT

<table>
<thead>
<tr>
<th>Quality Indicator</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>The deliverable/report is in accordance with the objectives stated in the Description of Action</td>
<td>INPUT DoA</td>
</tr>
<tr>
<td>The deliverable/report offers complete documentation on the work done in the corresponding WP/Task</td>
<td>INPUT DoA, Project meetings</td>
</tr>
<tr>
<td>The deliverable/report is compliant with the templates and editing guidelines as outlined within the Quality Plan</td>
<td>INPUT D1.1 Quality Plan</td>
</tr>
</tbody>
</table>
| The deliverable/report is clear and legible | Editing to cover:  
» Language and syntax errors  
» Structure  
» Use of pictures, tables and diagrams  
» Clear distinction between body and annexes |
| The deliverable/report is complete | Content check covering:  
» Missing Parts  
» Non-existent references  
» Topics not covered  
» Unclear arguments |
| The deliverable/report is useful for the target reader/audience | INPUT DoA, Project Dissemination Plan |
| Version history is clear and well documented | INPUT D1.1 Quality Plan |

10 Conclusion

The above report shows how the structure of the project has been deeply studied to be implemented in the most complete manner giving relevance to the quality of results.

This report, which has to be followed by the coordinator and the project partners, guarantees that the quality level required by the European Commission and by the scientific audience is respected both under the graphical and the technical point of view.

As shown, accurate monitoring is implemented to check quality performance and detect and avoid time or budget problems early on. A clear identification of “who does what” (General Assembly, Project Board, Scientific Coordinator, Work Package Leaders, etc.) clarifies roles and responsibilities.

Finally, the use of an online repository will be of great support to all partners to be always updated with the latest document versions, templates and project implementation activities.
ANNEX: Project time schedule of INPUT

INPUT - HORIZON 2020
Grant Agreement number: 687795
www.input-h2020.eu

[Diagram of project time schedule with months and weeks marked]