SWING

Semantic Web-Service Interoperability for Geospatial Decision Making

FP6-26514

D8.1 Project Quality Plan

Deliverable

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1.0	Complete version for dissemination

Executive Summary

This is the project handbook. It contains a description of templates and procedures for project roles, meetings, deliverable quality assurance, progress reports and other things necessary to run the project smoothly.

Content

1 Introduction

The purpose of this document is to establish administrative procedures of the SWING project. This includes information about project organisation, communications, planning, progress measurement, dissemination procedures and quality assurance.

Reference documents:

- SWING Description of work, ANNEX 1
- SWING Consortium Agreement
- SWING Contract

2 Project organisation

2.1 Roles

Role	*Responsibility*
Partner Leader	This is the partner's project leader. The responsibility is to ensure that the partner assigns resources and delivers results as planned.
WP Leader	Plan and monitor the technical work. Coordinate and report progress of work in the WP. Work with Technical and Project Manger and other WP leaders to ensure that the results of the WP can meet the agreed objectives.
Technical Coordinator (TC)	Support the Project Manager (PM) in technical issues and coordinate the consistency and quality of the technical work. The TC should monitor the technical progress on a day-to-day basis; give advice the PM should any deviations from the project plan be necessary; and be responsible for the quality control of all deliverables. To assist this quality assurance, the TC may involve any third party expert he thinks necessary. TC may also call upon the PM to convene a technical meeting if this is necessary for the technical progress. TC will work closely with the WP Leaders. Work with the Project Manager and WP Leaders to propose technical solutions and to resolve technical issues.
Project Manager (PM)	Coordinate the progress of the technical work on a day-to-day basis. Be an intermediate between the partners and the Project Officer in the European Commission. Implement the decisions of the Steering Committee.
WP Participants	Do technical work in the WP. Provide input, requirements, implementation, documentation and produce deliverables according to WP plans.

2.2 Steering Committee

The Steering Committee (SC) is the formal decision body of the consortium. It is responsible for the overall management of the project. Each partner nominates a representative for the SC which has the necessary authority to make decisions binding the partner they represent. PM and TC are also members of the SC. The SC is also responsible for monitoring and directing the progress of the project.

Typical agenda items: approve minutes, management issues, work progress, resource consumption, exploitation, dissemination, plans, and action lists.

2.3 Technical Committee

Consists of PM, TM and WP Leaders and is the operational decision body of the consortium. It is responsible for managing the technical work in the project.

Typical agenda items: approve minutes, management issues, work package status, technical work, dissemination, exploitation, plans, and action lists.

3 Procedures and Communication

3.1 Meetings

Meetings are important to maintain technical and social relationships among the partners in the project. Meetings should be used to report status, exchange information, work on technical details, and to agree on major decisions. The meeting leader is responsible for writing and distributing minutes of the meetings in a timely manner.

Five main types of meetings are: Project Review meetings, Project meetings, Technical meetings, Steering Committee meetings and Work meetings.

- Project Review meetings are normally held after each reporting period (yearly) or whenever the PO requires it. Normally hosted by partner and in conjunction whit a Project meeting. Participants: 1-2 representatives from each partners, reviewers and PO.

- Project meetings are held 3-4 times a year. Meetings will be held at the offices of the partners and each partner will be visited in turn. Participants: representatives from each partner.

- Technical meetings are held every 2-month to discuss progress report and technical issues. These meetings are normally held as teleconferences. Participants: Technical committee members.

- Steering Committee meetings are normally held twice a year and co-located with a project meeting. Otherwise SC will meet if needed. Participants. Steering Committee members.

- Work meetings are meetings of technical nature which two or more partners/WPs organise to address important technical issues. Such meetings are held whenever necessary.

3.2 Communications

The project will use the following tools for communication and information sharing:

Secure document sharing environment: (eRoom) https://project.sintef.no/eRoom/informatics/SWING

- The eRoom is used to store all project related documents, such as plans, minutes, deliverables, working drafts, progress reports, etc. It may also be used for discussions and to manage tasks and responsibilities.

- Project participants have their own accounts with read and write access rights, whereas the PO is an observer with read only status.

- Use the “track version” functionality for documents that are planned with several versions. Also set accessibility of the document (access control). Make sure that editing rights are given to people that will work or comment on the document.

Email and mailing lists: Emails allow us to document discussions and agreements between two or more people. To reach all or a group of project participants we have set up two mailing lists. WP leaders may set up additionally mailing lists if necessary. Please do not send documents as attachments, instead use the eRoom and provide a link to the document(s) in the email.

- swing-project_AT_set.sintef.no: The main mailing list in the project that goes to all technical personnel in the project.
- swing-adm_AT_set.sintef.no: A mailing list for WP leaders and Steering Committee members.

Telephone and teleconference: The use of telephone and teleconferences are encouraged to discuss issues, establish status and plans.

4 Plans and progress management

Detailed plans and progress control are important for the success of the project. The overall project plan is documented in the Description of Work. However, since ICT technology is continuously being developed (commercially and in other research projects), and since our expertise and knowledge of the problem area is maturing, it will not be ideal to create a detailed plan for the whole duration of the project. Instead we will develop a detailed plan for the first year and at the end of the first year develop a detailed plan for the second year, etc.

This detailed 1-year plan is developed in cooperation with the WP Leaders.

WP leaders should set up a detailed plan for their work package by:

- Identifying activities, prioritising the work to be done and set up a schedule for when the activities and deliverables should be ready.
- In cooperation with WP participants to assign activities to WP participants and defining what the participants' contributions to the deliverables should be.
- Define dissemination and exploitation activities.

The Project Manager should compile the plan into one document which should be discussed by the technical committee so that interdependencies or overlaps can be resolved.

The progress of the work should be monitored according to the plan. WP Leaders are responsible for communicating with the WP Participants. WP Participants are responsible for their contributions. If the necessary quality of the contributions are not met this should be reported to the Project Manager and Technical Manager.

5 Deliverables and Quality Assurance

5.1 Deliverable Template

All deliverables should use the same template (see template in eRoom). All deliverables should be positioned according to the SWING key features:

- Which key features are affected by the deliverable
- Explain the affected key features
- What is the impact of the deliverable on the affected key features

Textual deliverables.

The textual deliverables should be concise - deliver only what you are expected to deliver according to the deliverable description. It should consist only of one PDF document. The positioning of the deliverable according to the SWING key features should be at the beginning of the document. Motivate the approach and introduce and explain the scientific results found in a concise way. Use illustrative examples to communicate the added value of your results. Do not waste space on lengthy discussion of known aspects of directions or work that proved unsuitable. You may want to decide to put extensive formal material or, for instance, complete language specifications, in an appendix.

Software deliverables.

A software deliverable should consist of two parts. The first part is a textual document (one PDF document). It should include: The positioning of the deliverable according to the SWING Key features; A short description of the functionality of the software; A short statistic on your code: Which language? How many lines of code? How many files? Which version? Which operating systems are needed for execution? Which external libraries or tools are needed for execution? etc. An end-user documentation and installation guide in case they are part of the deliverable. The second part is the binaries and/or source code, API-documentations (e.g. JavaDoc) and everything else. One ZIP or TAR.GZ file containing all the stuff.

5.2 Quality Assurance

Deliverables Owner:

- Each WP Leader assigns for each deliverable one individual with the responsibility of the internal review process, referred to as the *deliverable owner*.
- The deliverable owner has the responsibility to ensure that the deliverable is properly reviewed and is made available to the SWING PM in time to be sent to the Commission in line with the dates set in the Technical Annex.

Deliverables eRoom Pages:

- For each deliverable, there has to be an eRoom page that supports the deliverables development process.

Deliverables Development Process

The following deliverable development process should be followed. "t" is the day a deliverable is due; "t-x" is x day's prior the day a deliverable is due. The various versions of the deliverables should uploaded to the deliverables folder. If necessary a separate folder can be created named Dx.y.

- Until **t-60 -** The WP leader names the deliverables owner. Normally this is the partner with highest allocated Person Months.
- Until **t-40 -** The structure of the deliverable is developed and uploaded to the eRoom page of the deliverable. Name convention: Draft-Dx.y.doc.
- Until **t-30 -** The WP leader identifies the internal reviewers of the deliverable
  - One member of the Steering Committee
  - One additional reviewer (should not have been themselves personally involved in preparing the deliverable)
- Until **t-20 -** The complete deliverable is uploaded to the eRoom page; all reviewers are invited to provide their reviews according to a given review form. Name convention: Complete-Dx.y.doc
- Until **t-10 -** Each reviewer has to complete the according review form and upload it in the eRoom. Name convention: Complete-Dx.y-Review(1|2).doc. The reviews include hints and comments with the

aim of improving the deliverable or finding errors and deficiencies, e.g.:

- Does the deliverable match the deliverable description in the annex? Are some parts missing? Is the deliverable well positioned according to the SWING key features? Language, wording and orthography; Additionally for software deliverables:
  - Is a source code statistics included? Can you follow the description of the software functionality? Is it traceable for external reviewers? Take a look at the source code and API documentation: Looks the source code tidy and well documented? In case a documentation should be part of the deliverable: Is the documentation useful? In case an installer should be part of the deliverable: Are you able to install and run the software?

- Until **t-3 -** The deliverables are improved responding to the comments of the reviewers. Name convention: SWING-Dx.y.doc.
  - All reviewers will be informed on the new version by e-mail. The reviews have to verify the changes; Remaining open issues have to be solved in close contact with authors and reviewers.
- Until **t -** All reviewers send a *confirmation e-mail* to the deliverables owner and the *TC and PM*
  - They confirm in this mail that all changes have been incorporated adequately and that they are convinced that the final document in the eRoom is ready for publication.
- Until **t+10 -** The TC and PC may review the review process and the deliverable, and he or she may request further changes. The PC sends the deliverable to the Commission

6 Risk Management

A STREP project is a high risk project. It is therefore important to continuously identify risks in the project and to create contingency plans. During the project lifetime we need to monitor risk factors to identify occurrences of risks and implement appropriate actions in as soon as possible. The following high-level risks have been identified during the proposal preparation. Each WP Leader must identify risks that are pertinent to the particular WP and report them to the PM. Occurrences of risks should be reported to the PM and TC without delay. The project coordinator is responsible for maintaining a risk management and contingency plan.

The detailed risks in the project are maintained in a database in the eRoom.

7 Dissemination Procedures

The Consortium Agreement addresses publication in §7.3.

> A Contractor shall provide the other Contractors with a 30-day prior notice of any planned publication or communication on its Knowledge and, if requested, with copy of relevant publication or communication data. Adequate publication references shall be given in the publication or communication. Unless it has granted prior written publication approval, any Contractor may object to the publication or communication within thirty calendar days from receipt of the data, if it considers and can reasonably show that the protection of its own Knowledge could thereby be adversely affected. Objection shall be made both to the issuing Contractor, with a copy to the Co-ordinator. An objecting Contractor shall do its best to make suggestions for modification that will make the publication or communication possible.

The procedure to give the other Contractors 30-day prior notice is as follows.

- Information of all planned publications should be registered in a publication database (eRoom) together with the associated publication (PDF document). This should be done minimum 30-days before the publication date.

- The other partners are responsible for checking new entries in the publication database. This can be done by registering a specific alert for this database. If a partner has objections he should send an email to the PM, TC and publication owner with written suggestions on how to approve the publication.

8 Progress Reports

We are obliged to deliver 2-Monthly progress reports to the PO. This amounts to a total of 18 progress reports. The procedure is for each partner to fill in their respective Excel sheets (eRoom: Admin/Progress Report).

"t" represents the starting date of subsequent reporting period.

- Until t+10
  - Partner Leader reports the effort spent. Select your partner file, select correct worksheet for the period and enter the effort in hours or person months and save the data back to the eRoom. Currently the default is hours and the PM will be calculated. You may change that if you prefer to enter the PM directly.
  - WP Leader reports the activities of their WP. Select the appropriate file, enter the progress and deviations reports. Pay particular attention to deliverables: are they completed/underway, on schedule or is there any change in the completion date.
- Until t+15, PM compiles a Progress Report and sends it to Partner Leaders and WP Leaders.
- Until t+20, teleconference to discuss the progress report by the Technical Committee.
- Until t+25, PM sends updated Progress Report to PO.