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Project Quality Plan

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PROJECT DELIVERABLE

Grant Agreement number:
224216

Project acronym:
HANDS

Project title:

Helping **A**utism-diagnosed teenagers
Navigate and **D**evelop **S**ocially

Funding Scheme:
Collaborative Project
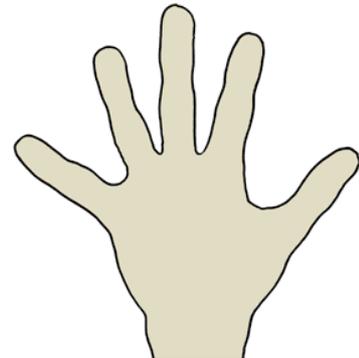
Deliverable description

Deliverable no:	1.1.1
Deliverable name:	Project Quality Plan
Work Package No:	1
Lead beneficiary:	Aalborg University
Authors:	Ulrik Sandborg-Petersen and Peter Øhrstrøm
Nature:	Report
Dissemination level:	Public
Document number:	HANDS/D1.1.1/AAU/R/PU/2008-07-14

Summary:
This document defines the procedures, standards, and strategies which will be used to ensure high standards of quality of the work produced within the HANDS project. It contains the following sections:

1: Introduction. 2: Key documents. 3: Procedures. 4: Communication guidelines.
5: Financial reporting procedures. 6: Calendar. 7: EU documents.

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0   Introduction

The purpose of this document is to define the procedures, standards, and strategies which will be used by the Project Coordinator to ensure high standards of quality of the work produced within the HANDS project. The target audience is two-fold: First, the Work Package Leaders are expected to ensure that the documents which they produce adhere to the standards laid down in this document. Second, the EU Commission can use the document in order to verify that the HANDS Consortium meets their standards for quality and timeliness.

The rest of the document is laid out as follows. First, the document templates which will be used within the HANDS project are enumerated and described. Second, the key documents of the HANDS project are enumerated and described. Third, the procedures which will be used in order to ensure the quality of the work produced will be described. Fourth, the guidelines for internal communication within the HANDS project will be described. Fifth, the Financial Reporting Procedures to be used within the project will be described. Sixth, the Consortium-wide calendar which will be used within the HANDS project to help ensure that all deliverables are delivered on time, and that all milestones are met, will be described. Finally, the relevant EU documents will be enumerated and referenced.

1   Document Templates

The following document templates are available via the Project Website: <http://www.hands.hum.aau.dk>.

- Project Deliverable: "deliverable en.doc"
- Periodic Report: "periodic report en.doc"
- Partner Report: "PartnerReport.doc"
- Final Report: "final report en.doc"

Templates of documents for HANDS meetings (including slides) will also be made available on the internal communication website. More templates may be added at a later date.

2   Key Documents

The following key documents will be placed in a separate section of the internal communication website, http://www.hands.hum.aau.dk.

2.1   *Contract and Annexes*

- CONSORTIUM AGREEMENT

- Collaborative Project: HANDS- Helping Autism diagnosed young people Navigate and Develop Socially. Grant Agreement Number 224216

- Annex I - Description of Work

- Annex II

- ANNEX IV - FORM A – ACCESSION OF BENEFICIARIES TO THE GRANT AGREEMENT
- ANNEX V - FORM B – REQUEST FOR ACCESION OF A NEW BENEFICIARY TO THE GRANT AGREEMENT
- Annex VI - Collaborative Project
- ANNEX VII - FORM D - TERMS OF REFERENCE FOR THE CERTIFICATE OF FINANCIAL STATEMENTS

2.2 Address Lists

An address list of all participants in the HANDS project will be maintained at the internal communication website by the Knowledge Manager, Ulrik Sandborg-Petersen. This list will include, but will not be limited to, the addresses of persons and institutions involved in or closely related to the HANDS project.

3 Procedures

3.1 Quality Assurance Procedures in Relation to Deliverables

In order to ensure the necessary high standards of quality of the deliverables, the following four aspects will be adhered to by the Work Package Leaders, and will also be rigorously checked by the Knowledge Manager in close co-operation with the Project Coordinator:

1. **Content check:** The content of all deliverables will be checked with respect to whether they contain what they should contain. In other words, it will be checked whether all deliverables provide the right content with respect to what was promised in Annex I.

2. **Language check:** The language of all deliverables will be checked, in order to ensure readability, intelligibility, clarity, and correct English language use. It is important that all messages are clear, not only for the benefit of the EU Consortium, but also for the benefit of the public at large who will make use of the software, methods, and materials developed within the HANDS project.

3. **Form check:** The form of all deliverables will be checked, in order to ensure that they meet the formal requirements of the EU Commission, as well as adhering to the templates outlined in Section 1 above.

4. **File naming check:** The file naming conventions outlined below will be adhered to and checked.

3.2 Working Procedures: Continuous Status-Descriptions

The Work Package Leaders must ensure that each HANDS partner continuously describes their activities carried out within the project. The HANDS partners will use the internal project communication platform (i.e. the internal part of the HANDS website) in order to describe their work. In this way it will be communicated within the consortium what kind

of project activities each partner has carried out and how the general status of the work can be outlined. In this manner the progress of the work within HANDS will be made transparent for all partners and co-workers involved in the project. The descriptions of the progress made will be of great importance for the Coordinator and the Knowledge Manager when they write the annual reports.
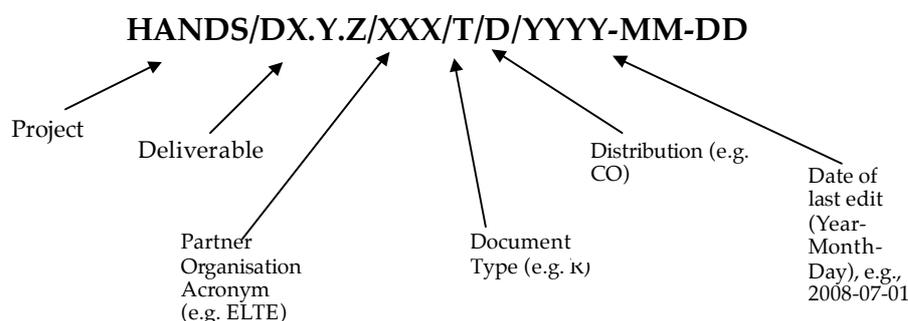
3.3 Working Procedures: Deliverables

In order to ensure that all deliverables are delivered on time, the following working procedures will be enforced by the Project Coordinator:

1. For any given deliverable, the Knowledge Manager communicates a reminder to the relevant Work Package Leaders three months before the actual deadline. Another reminder is communicated two months before the actual deadline.

2. For any given deliverable, a draft must be ready 1 month before the actual deadline.

3. For any given deliverable, there will be an internal deadline 1 week before the actual deadline.

4. The Project Coordinator is responsible for sending the actual deliverable on time to the EU Commission.

3.4 File Naming Conventions

All documents generated within HANDS – which in their final form must be sent to the EU Commission – must be named and numbered according to the instructions given below. Other documents need not be so named.

The filename is composed by the project name followed by deliverable, Partner Organization Acronym, Document Type, Distribution, and Date of last edit. The file name/number is:

HANDS/DX.Y.Z/XXX/T/D/YYYY-MM-DD

Project

Deliverable

Partner Organisation Acronym (e.g. ELTE)

Document Type (e.g. κ)

Distribution (e.g. CO)

Date of last edit (Year-Month-Day), e.g., 2008-07-01

Numbering:

HANDS/DX.Y.Z /XXX/T/D/YYYY-MM-DD

Corresponding file name:

HANDS_DX.Y.Z_XXX_T_D_YYYY-MM-DD.*extension*

Type: HANDS/DX.Y.Z /XXX/T/D/YYYY-MM-DD

Acronym	Type
R	Report
P	Prototype

Distribution: HANDS/DX.Y.Z/XXX/T/D/YYYY-MM-DD

Acronym	Distribution Type
PU	*Public*. No restrictions on access; may be given freely to any interested party or published openly on the web, provided the author and source are mentioned and the content is not altered.
CO	*Internal circulation within project.* The deliverable cannot be disclosed to any third party outside the project.

Date: HANDS/DX.Y.Z/XXX/T/D/YYYY-MM-DD

The date must be the date of the latest edit of the document. This means that whenever the document is edited on any given day, the date of that day must be included in the filename.

The format is:

- Four-digit year (e.g., 2008)
- Hyphen
- Two-digit month, with 0 in front if the month if below 10. For example: May is "05".
- Hyphen
- Two-digit day-of-month, with 0 in front of the month if below 10. For example, the sixth of any given month is "06".

For example, 6th of May 2008 is: 2008-05-06.
Another example: The 31st of December 2008 is 2008-12-31.

4 Internal Communication Guidelines

In order to leverage synergies, ensure transparency, and promote cross-partner communication within the Consortium, an internal communication website will be established. This site is organised and maintained by the HANDS Knowledge Manager, Ulrik Sandborg-Petersen, in close co-operation with the Project Coordinator. This communication platform will contain the following functionalities, among others:

- Separate sections of the website for each Work Package.
- Forums for discussion and Partner involvement.
- Wikis for knowledge sharing.
- Blogs for reflection, knowledge discovery, and discussion.
- File upload spaces for key documents, address lists, logos, PR materials, and other important files.
- Calendar functionality for deliverables and other important events.

It is suggested that as much communication as possible occurs on the website rather than via email. There are several reasons for this suggestion.

First, HANDS is about innovation, knowledge sharing, Partner cooperation, and leveraging of synergies in order to meet some of the needs of teenagers with an autism diagnosis. These four pillars of our cooperation: innovation, knowledge sharing, cooperation, and leveraging of synergies, are only possible if the internal communication is open to all, easily accessible by all, and easy to participate in. An inclusive website seems to be better than email, which is often exclusive. That is, email is often only addressed to a select few, whereas an open discussion is more likely to bring up new ideas if anyone within the Consortium can participate.

Second, a permanent record of most communication is needed in order to ensure that what has been said will be remembered and thus more easily acted upon.

Third, an open discussion makes it easy for all partners, and especially for the Project Coordinator, to know the status and progression of the work being done. In this way, the timeliness of the delivery of the deliverables and milestones is more easily ensured.

Thus, it is suggested that posting a forum post, blog post, or wiki entry is to be selected as the preferred way of communication in most instances. Email is to be used for a few topics of communication, but the website should remain the primary place of internal communication.

The Knowledge Manager is responsible for administrating the Internal Communication Website. Any suggestions for improvement, or complaints about the website or its use, should thus be addressed to the Knowledge Manager.

English is to be the preferred language of use in all discussion forums and wikis. Blogs may be composed in the native language of a partner employee, but again English should be used whenever possible.

5   Financial Reporting Procedures

5.1   Procedure

After every reporting period all partners will have to send a financial report (Form C) to the Project Coordinator, who will submit the consortium report to the EC within 60 days after the end of each period.

The reporting periods are as follows:

HANDS reporting periods according to the Grant Agreement (224216)			
Periods	P1	P2	P3
Months	1-12	13-24	25-36 (or end of project)
Dates	June 1, 2008 – May 31, 2009	June 1, 2009 – May 31, 2010	June 1, 2010 – May 31, 2011 (or end of project)

The Summary Financial Report sent by the Project Coordinator will consist of the following parts:

- Explanation of use of resources
- Financial statement
- Financial summary report
- Form C signed by authorised persons from each beneficiary
- Audit Certificate if accumulated claim > € 375.000

The deadlines for sending the Form C are as follows:

HANDS partners' dead-lines towards the Project Coordinator regarding Financial Report - Form C			
Periods	P1	P2	P3
Deadlines	June 30, 2009	June 30, 2010	June 30, 2011

The Form Cs are to be sent, duly signed by authorised persons from each beneficiary, to the following address:

> Aalborg University
> HANDS Project Administrator, Joan Vuust
> Department of Communication and Psychology
> Kroghstraede 1
> 9220 Aalborg East
> Denmark

After having received the above, the Project Coordinator will submit the Summary Financial Report to the EC within 60 days of the end of each period. The deadlines are therefore as follows:

HANDS Project Coordinator's dead-lines towards the EC regarding Summary Financial Report			
Periods	P1	P2	P3
Deadlines	July 30, 2009	July 30, 2010	July 30, 2011

5.2 Guidelines

When preparing the Form C, each partner should perform this task in accordance with the HANDS General Agreement Number 224216 including all Annexes, the Guide for Financial Issues relating to FP7 Indirect Actions, and according to the laws of the EC in force at the time of reporting and the laws of the home country of the beneficiary.

Also, please refer to the presentation "HANDS Administration. When – How – What", presented and handed-out to all partners at the kick-off meeting in June 2008.

At the HANDS website there will be an administrative part in which you will find the important and always up-dated information regarding this issue. Here you also have a possibility of asking questions and reading the Financial and Administrative FAQ, the content of which will be maintained be the Project Administrator in close co-operation with the Knowledge Manager and the Project Cordinator of the HANDS project.

6 Calendar

The deliverables of HANDS can be summarised in the following table:

Del. no.	Deliverable name	WP no.	Lead benefi-ciary	Estimated indicative person month	Nature	Dissemi-nation level	Delivery Date
D1.1.1	Project Quality Plan	1	AAU	1	R	PU	July 1, 08
D2.1.1	Report on test methodology and research protocols	2	ELTE	9	R	PU	Dec 1, 08
D2.2.1	Report on initial cognitive psychology requirements on software design & content	2	ELTE	28	R	PU	Dec 1, 08
D3.1.1	Requirements for Prototype1(ALE)	3	SBU	12	R	PU	Dec 1, 08
D4.1.1	Report on test methodology.	4	AAU	2	R	PU	Dec 1, 08
D4.2.1	PT Requirements for Prototype 1. Report. And Workshop/focus group Report.	4	AAU	17	R	PU	Dec 1, 08
D8.2	Creation of website	8	WIDK	3	R	CO/PU	Dec 1, 08
D3.2.1	Implementation and Evaluation Guide	3	SBU	4	R	PU	Feb 1, 09
D5.1.1	Specifications to prototype 1	5	WIRU	3	P	CO	Mar 1, 09
D6.2.1	Test Prerequisites. Practical as well as scientific. Report	6	SBU	11	R	CO	May 1, 09
D1.3.2	Annual progress report	1	AAU	4	R	PU	June 1, 09
D1.5.1	Report I from the Ethical Board	1	AAU	1	R	PU	June 1, 09
D5.2.1	Prototype 1 software and documentation	5	WIRU	59	R	CO	Aug 1, 09
D6.3.1	Prototype test 1 Results. Report	6	SBU	49	R	CO	Feb 1, 10
D8.1	Socio-economical business model	8	WIDK	5	R	PU	Mar 1, 10
D1.5.2	Report II from the Ethical Board	1	AAU	1	R	PU	June 1, 10
D1.3.3	Annual progress report	1	AAU	4	R	PU	June 1, 10
D2.4.2	Report on Prototype 1 and Report on 2. cognitive psychology requirements on software design & content	2	ELTE	25	R	PU	June 1, 10
D4.3.1	PT Test evaluation of Prototype 1 and PT Requirements for Prototype 2. Report. (M21 AAU 15)	4	AAU	15	R	PU	June 1, 10
D3.4.1	Evaluation of Prototype 1 and Requirements for Prototype 2.	3	SBU	13	R	PU	June 1, 10
D7.4.1	Ethics of Hands: Report on important theoretical, empirical and	7	AAU	15	R	PU	July 1, 10

	methodological aspects.						
D5.3.1	Specifications to prototype 2	5	WIRU	2	R	CO	Aug 1, 10
D5.4.1	Prototype 2 software and documentation	5	WIRU	47	P	CO	Oct 1, 10
D6.4.1	Prototype test 2 Result. Report	6	SBU	40	R	CO	Mar 1, 11
D8.3	List of papers and conference participation	8	WIDK	14	R	PU	Mar 1, 11
D8.4	Report on collaboration project with UK schools for autism	8	WIDK	2	R	PU	Mar 1, 11
D3.5.1	Applicability Evaluation Report on Prototype 2	3	SBU	4	R	PU	Apr 1, 11
D4.1.5	PT Prototype 2 Evaluation Report	4	AAU	5	R	PU	Apr 1, 11
D2.5.1	Report on efficiency testing	2	ELTE	11	R	PU	Apr 1, 11
D1.3.4	Annual progress report	1	AAU	4	R	PU	June 1, 11
D1.5.3	Report III from the Ethical Board	1	AAU	1	R	PU	June 1, 11
D1.3.1	Final project report - activity, management and financial	1	AAU	2	R	PU	June 1, 11
D8.5	Conclusions and recommendations from HANDS to a future research agenda	8	WIDK	24	R	PU	June 1, 11

Further details regarding the delivery of the deliverables and milestones will communicated on the internal project website.

The Project Coordinator has, at the request of one of the Partners, asked the EC for an extension of the deadline for deliverables D2.1.1, D2.2.1, D3.1.1, D4.1.1, and D4.2.1, all due to December. The reason is that there has been very little time to do Project Work in the month of June, due to the kickoff meeting (15-18 June, 2008). The EC has accepted a delay of 1 month for these deliverables. This will have no consequences for the remaining deadlines.

7 EU Documents

The following important EU documents are useful for the Work Package Leaders and others.

Guidance Notes on Project Reporting
ftp://ftp.cordis.europa.eu/pub/fp7/docs/project_reporting_en.pdf

Guide to IPR Issues
ftp://ftp.cordis.europa.eu/pub/fp7/docs/ipr_en.pdf

Financial Report Forms
ftp://ftp.cordis.europa.eu/pub/fp7/docs/fp7-ga-annex6-cp_en.pdf

Guide to Financial Issues
ftp://ftp.cordis.europa.eu/pub/fp7/docs/financialguide_en.pdf