

**INFORMATION SOCIETY TECHNOLOGIES (IST)
PROGRAMME**



Dangerous **Good** Transportation **Routing**, Monitoring and
Enforcement

GOOD ROUTE
IST-4-027873-STREP

Project Management, Quality Assessment Plan, Project Scheduling, communication and reporting tools			
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Executive Summary

This Deliverable, entitled “Project Management, Quality Assessment Plan, Project Scheduling, communication and reporting tools”, presents the bodies that govern the project and their responsibilities and defines the procedures to be applied in order to guarantee high quality of project results and easy monitoring of project process.

Initially, the main governing bodies of the GOOD ROUTE project and their main responsibilities are shortly presented, in compliance with the Annex I- Description of Work.

Then, the objectives of the quality system are defined, together with a detailed presentation of the responsibilities of the Quality Manager and the Project Quality Control Group. The processes to be followed for initialisation/planning of WPs and tasks, the process for WPs and tasks performance, the process for project’s meetings organisation, the way of reporting and monitoring of the project’s work, all details regarding quarterly technical and financial reports and data communication protocols as well as the process for reporting and scheduling dissemination events, are presented next.

Then, a detailed process is defined regarding the internal and official documents preparation, codification, so that they have a common layout and they are easily traceable. Processes are also defined for requesting corrective actions and handling these requests, as well as for organising and reporting internal quality audits, if such are needed. Finally, a series of scheduling and reporting tools to enhance the Consortium communication and reporting as well as the execution of the managerial tasks of the project are described thoroughly.

Finally, templates which correspond to each type of document that is foreseen to be circulated in terms of the GOOD ROUTE project are presented. The templates of the documents, addressing both internal communication and official documentation towards the EC, are namely:

ANNEX 1: PQCB MEMBERS LIST
ANNEX 2: DELIVERABLES REVIEWERS LIST

ANNEX 3: TEMPLATES FOR INTERIM ACTIVITY AND MANAGEMENT REPORT PER PARTNERS AND WP

ANNEX 4: TEMPLATES FOR PERIODIC ACTIVITY AND MANAGEMENT REPORT PER PARTNER AND WP

ANNEX 5: PLANNED PROJECT COMMUNICATIONS

ANNEX 6: PEER REVIEW REPORT TEMPLATE

ANNEX 7: INTERNAL REPORTS TEMPLATE

ANNEX 8: DELIVERABLES TEMPLATE

ANNEX 9: REQUEST FOR CORRECTIVE ACTION

ANNEX 10: DECISION ON CORRECTIVE ACTION REQUEST

ANNEX 11: INTERNAL AUDIT REPORT

ANNEX 12: TEMPLATE FOR MEETINGS/WORKSHOPS MINUTES

ANNEX 13: TEMPLATE FOR MEETING AGENDAS

ANNEX 14: TEMPLATE FOR SLIDES

ANNEX 15: DISSEMINATION EVENTS REPORTING FORMS