



D1.1 PROJECT MANAGEMENT PLAN

Project Acronym:	DiDIY
Project Name	Digital Do It Yourself
Grant Agreement no.	644344
Start date of the project	01/01/2015
End date of the project	30/06/2017
Work Package producing the document	WP1 - Project Management
WP Lead Partner	LIUC
Other Partner(s) involved	all
Deliverable identifier	D1.1
Deliverable lead beneficiary	LIUC
Due date	M2 (February 2015)
Date of delivery	28/02/2015
Version	1.0
Author(s)	LIUC
Classification	CONFIDENTIAL
Document Status	APPROVED
<i>This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 644344.</i>	
<i>Disclaimer: The views expressed in this document do not necessarily reflect the views of the EC.</i>	



Executive summary

Deliverable D1.1 Project Management Plan defines the organisation and the methodology that all the partners shall apply throughout the Project. It establishes a common standard for the entire Project lifecycle. It is a multipurpose deliverable aimed at supplying all instruments required for a smooth process of all Project tasks.

After its formal release, updated versions will be possible.

Revision history			
Version	Date	Created / modified by	Comments
0.0	18/02/15	Massimilano Bromuri	First, incomplete draft, for MO internal circulation.
0.1	19/02/15	Luca Mari	Extensions, fixes, etc. First distribution to SB.
0.2	24/02/15	Luca Mari	Fixes after comments by SB members; minor extensions to 2.5.2 and 2.5.3. Second distribution to SB.
1.0	28/02/15	Luca Mari	Fixes after comments by SB members. Approved version, submitted to the EC Participant Portal.



Table of Contents

Executive summary.....	2
1. Introduction.....	4
1.1 Purpose of the Project Management Plan.....	4
1.2 Application area.....	4
1.3 Document evolution procedure.....	4
1.4 Terms and acronyms.....	4
2. Project presentation.....	5
2.1 Project objectives and goals.....	5
2.2 Summary of the Project.....	5
2.3 Description of the work.....	5
2.4 Consortium organization.....	5
2.5 Project management structure.....	6
2.5.1 Project Coordinator.....	6
2.5.2 Steering Board.....	6
2.5.3 Technical Board.....	7
2.5.4 Management Office.....	8
2.6 Management procedures.....	9
2.6.1 Decision process and conflict resolution.....	9
2.6.2 Confidentiality and IPR handling.....	9
2.6.3 Quality control.....	9
2.6.4 Information flow.....	9
2.6.5 Meetings.....	9
3. Documentation management.....	10
3.1 Introduction.....	10
3.2 Documents publication rules.....	10
3.2.1 Documents presentation.....	10
3.2.2 Document identifier.....	10
3.2.3 Document classification and status.....	11
3.2.4 Document review and delivery.....	12
4. Archiving and storing.....	12
5. Internal collaboration tools.....	12
5.1 Project website.....	13
5.2 File repositories.....	13
5.3 Real time online collaborative server.....	13
Annex 1: Document templates.....	14



1. Introduction

1.1 Purpose of the Project Management Plan

The Project Management Plan (PMP) defines the organisation and the methodology that all the partners shall apply throughout the Project. It provides a common standard for the entire Project lifecycle, being based on the Consortium Agreement and the Grant Agreement of the Project.

1.2 Application area

This PMP shall be applied:

- by all partners,
- for all deliverables to European Commission,
- and for documents exchanged between partners.

Each partner supervises and checks the work performed by its own staff in accordance with this PMP.

This PMP is to be interpreted with reference to:

- the Grant Agreement (GA);
- the Consortium Agreement (CA).

1.3 Document evolution procedure

Different events may cause the content of this PMP to be modified, for example:

- changes of project characteristics;
- changes in techniques or tools.

Any partner may request changes, but each change must be analysed by the Project Steering Board (SB).

1.4 Terms and acronyms

EC	European Commission
GA	Grant Agreement
CA	Consortium Agreement
SB	Steering Board
TB	Technical Board
PC	Project Coordinator
WP	Work Package
WPL	Work Package Leader
MO	Management Office
PM	Project Manager
PMP	Project Management Plan



2. Project presentation

2.1 *Project objectives and goals*

The Project aims at:

- setting a conceptual framework to explore the impact of Digital Do It Yourself (DiDIY);
- producing information, models and guidelines to support education and policy making on DiDIY that, while enabled by technology, should be driven by social and cultural strategies.

2.2 *Summary of the Project*

Digital Do It Yourself is a new socio-technological phenomenon in which the widespread availability of digital devices supporting the convergence of physical and informational components and the growing accessibility of knowledge and data through open online communities presage scenarios in which the distinction between users and producers of physical artefacts is fuzzy and new opportunities and threats emerge. DiDIY-related technologies and social practices amplify the creativity and skills of individuals who affordably develop digitally self-made objects, e.g., unique-by-design objects designed by 3D modelling software and generated by 3D printers or networked smart objects equipped with microcontrollers dealing with context information via sensors and actuators. Two network effects catalyse DiDIY: what is custom produced by an individual could be the outcome of contributions from a worldwide community of developers sharing their interest towards open innovation, thus operating as knowledge multiplier; what is made available here and now by a smart object could be the aggregation of signals from a set of sources in the network, thus operating as information extender.

The Project will study how DiDIY is

- reshaping organization and work, education and research,
- impacting on social and legal systems,
- changing creative design and ethics.

The development of a systemic interpretation is the challenge for the multidisciplinary Project team, which will collaboratively explore a complex phenomenon with implications on identity, privacy, reputation, responsibility and safety and will offer a roadmap fostering a DiDIY-based human-centric European development.

2.3 *Description of the work*

The Project will build on 8 WPs: [GA – Annex I Part A – 1.3. Workplan Tables – Detailed Implementation].

2.4 *Consortium organization*

Participants list: [GA – Annex I Part A – 1.2 List of Beneficiaries].

Partners participation in the Project: [GA – Annex I Part A – 1.3.1. WT1 List of work packages] – Description of the effort per partner distributed over WP.



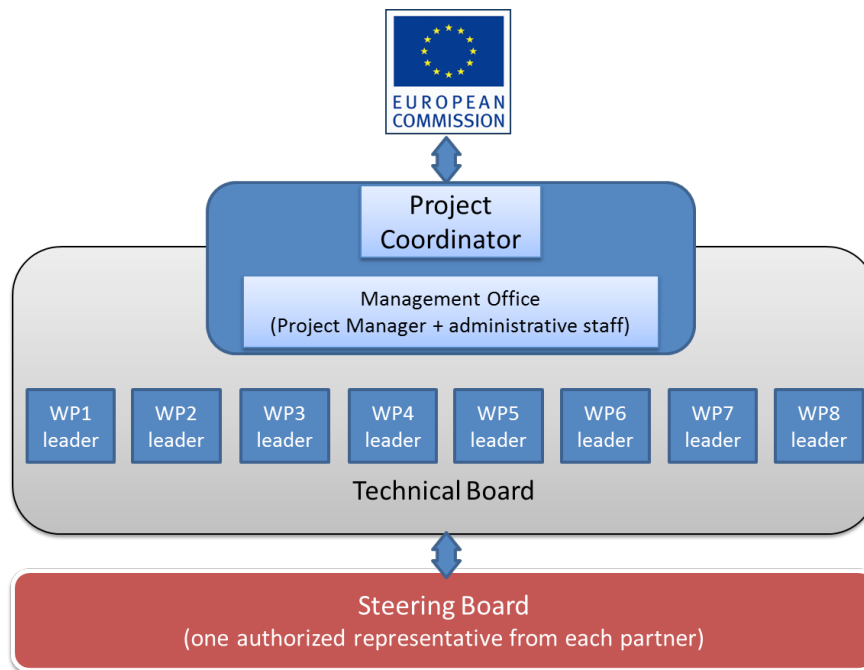
2.5 Project management structure

DiDIY is a multidisciplinary venture where interactions between partners with different profiles and backgrounds will take place intensively along the Project. This requires a robust organizational configuration, a well-established management structure and a careful coordination.

The management structure has been mainly designed to:

- effectively facilitate and manage the interaction of the different groups in the Project;
- successfully integrate different backgrounds from academic and industrial environments;
- ensure that the generated data along the Project is quality controlled and effectively exploited.

The management structure, including the key roles presented in the following Figure, seeks to assure that information flows in a coordinated way and decisions are taken to ensure timely execution of project goals.



The general purposes of the above structure are the progress control of each WP, the coordination of the different Project activities and the implementation of quality control mechanisms. In addition, Project management will cover administrative, financial and exploitation aspects.

2.5.1 Project Coordinator

Role and responsibilities of the Project Coordinator (PC): [CA – Section 6] [GA – Annex I Part B – 2.3.2 Management structure and procedures]

2.5.2 Steering Board

Role and responsibilities of the Steering Board (SB): [CA – Section 6] [GA – Annex I Part B – 2.3.2 Management structure and procedures]



The SB is composed by the following persons:

#	Person	Role	Partner
1	Luca Mari	chairman	LIUC
2	David Gauntlett	member	UOW
3	Enrico D'Amico	member	ABACUS
4	Bruce Edmonds	member	MMU
5	Wouter Tebbens	member	FKI
6	Vincent C. Müller	member	AC
7	Marita Canina	member	POLIMI

At the Project kickoff meeting the SB members agreed to activate a mailing list for the communication internal to the SB, and to allow further representatives of the partners to be included in the list.

This “extended SB” mailing list, whose address is sb@didiy.eu, has the following components:

#	Person	E-mail	Partner
1	Luca Mari	lmari@liuc.it	LIUC
2	David Gauntlett	D.Gauntlett@westminster.ac.uk	UOW
3	Enrico D'Amico	enicodamico@ab-acus.com	ABACUS
4	Bruce Edmonds	B.Edmonds@mmu.ac.uk	MMU
5	Wouter Tebbens	wouter@freeknowledge.eu	FKI
6	Vincent C. Müller	vmueller@act.edu	AC
7	Marita Canina	marita.canina@polimi.it	POLIMI
8	Massimiliano Bromuri	mbromuri@liuc.it	LIUC
9	Antonella Santovito	asantovito@liuc.it	LIUC
10	Maria Bulgheroni	mariabulgheroni@ab-acus.com	ABACUS
11	Alessandra Cuter	progetti-design@polimi.it	POLIMI

The messages sent to the mailing list shall have a subject starting with “DiDIY eSB: ” so to ease their identification and storage.

2.5.3 Technical Board

Role and responsibilities of the Technical Board (TB): [GA – Annex I Part B – 2.3.2 Management structure and procedures]

The TB is composed by the following persons:

#	Person	Role	Partner
1	Luca Mari	PC, WPL1, WPL2	LIUC
2	Aurelio Ravarini	WPL3	LIUC
3	Enrico D'Amico	WPL4	ABACUS
4	David Gauntlett	WPL5	UOW
5	Wouter Tebbens	WPL6	FKI



6	Bruce Edmonds	WPL7	MMU
7	Marco Fioretti	WPL8	FKI

At the Project kickoff meeting the partners agreed to activate a mailing list for the communication internal to the TB, and to allow further representatives of the partners to be included in the list.

This “extended TB” mailing list, whose address is tb@didiy.eu, has the following components:

#	Person	E-mail	Partner
1	Luca Mari	lmari@liuc.it	LIUC
2	Aurelio Ravarini	aravarini@liuc.it	LIUC
3	Enrico D’Amico	enicodamico@ab-acus.com	ABACUS
4	David Gauntlett	D.Gauntlett@westminster.ac.uk	UOW
5	Wouter Tebbens	wouter@freeknowledge.eu	FKI
6	Bruce Edmonds	B.Edmonds@mmu.ac.uk	MMU
7	Marco Fioretti	marco@freeknowledge.eu	FKI
8	Ferdinando Alberti	falberti@liuc.it	LIUC
9	Giacomo Buonanno	gbuonanno@liuc.it	LIUC
10	Giuseppe Catalfamo	gcatalfamo@liuc.it	LIUC
11	Luca Cremona	lcremona@liuc.it	LIUC
12	Jessica Giusti	jgiusti@liuc.it	LIUC
13	Paola Negrin	pnegrin@liuc.it	LIUC
14	Emanuele Pizzurno	epizzurno@liuc.it	LIUC
15	Renato Ruffini	rruffini@liuc.it	LIUC
16	Emanuele Strada	estrada@liuc.it	LIUC
17	Maria Bulgheroni	mariabulgheroni@ab-acus.com	ABACUS
18	Vincent C. Müller	vmueller@act.edu	AC
19	Marita Canina	marita.canina@polimi.it	POLIMI
20	Elisabetta Coccioni	elisabetta.coccioni@gmail.com	POLIMI
21	Valentina Rognoli	valentina.rognoli@polimi.it	POLIMI

The messages sent to the mailing list shall have a subject starting with “DiDIY eTB: ” so to ease their identification and storage.

2.5.4 Management Office

Role and responsibilities of the Management Office (MO): [GA – Annex I Part B – 2.3.2 Management structure and procedures]

The MO is composed by the following persons:

#	Person	Role	Partner
1	Massimiliano Bromuri	PM	LIUC
2	Castellani Gian Claudio	member	LIUC



3	Santovito Antonia	member	LIUC
4	Balbi Monica	member	LIUC
5	Viganò Francesca Eugenia	member	LIUC

Communications between members of the MO and with the PC will be managed by the PM via email, phone calls and periodic meetings.

2.6 Management procedures

In general, the PC will connect with WPLs to analyse the tasks in progress, suggest coordination activities among WPs, analyse documents drafts associated to WPs. Major issues are discussed collectively within the SB or with the members involved in the different issues.

[GA – Annex I Part B 2.3.2 Management structure and procedures]

[CA – Section 6]

2.6.1 Decision process and conflict resolution

[CA – Section 6; Section 11]

[GA – Chapter 7 – Final Provisions]

2.6.2 Confidentiality and IPR handling

[GA – Chapter 4 Rights and obligations of the parties - Section 3 Rights and obligations related to background and results]

2.6.3 Quality control

[Deliverable D1.3 – Internal quality assurance plan]

2.6.4 Information flow

The PC is responsible of the internal communication among partners, on both collective (through continuous updating by email, other conferencing tools, and a shared document repository) and personal basis, being also in charge of the organization of project meetings.

2.6.5 Meetings

The SB and TB will meet together at the start of the project and every 6 months or on ad hoc basis as requested. The meetings will normally be scheduled to rotate between the principal contractors' home bases.

The MO will meet regularly with the PC to monitor progress of the Project.

The planned dates of the meetings are as follows:

<i>Meetings</i>	<i>Project Month</i>
Kickoff meeting	M1
SB/TB meeting	M7
SB/TB meeting	M13
SB/TB meeting	M19
SB/TB meeting	M25



SB/TB meeting	M30
---------------	-----

3. Documentation management

3.1 Introduction

This Section describes the documentation management procedure for the Project. It defines standard rules and procedures related to documentation production that all partners shall apply throughout the Project.

The documentation management procedure is applicable:

- by all partners,
- for all deliverables to European Commission.

It is recommended that also documents internal to the consortium follow these guidelines.

Relating to deliverables: [GA – Annex I Part A – 1.3.2 WT2 list of deliverables], [GA – Annex I Part A – 1.3.3 WT3 Work Package description]

3.2 Documents publication rules

3.2.1 Documents presentation

All partners shall use standard documentation templates in order to produce standardised documentation. These templates are provided in Annex 1 and can be downloaded from the internal website of the Project. The list of document templates will evolve according to Project requirements.

All documents shall be written in English and saved preferably in OpenDocument Format (ODF), or Microsoft Office compatible format only if required, for editable documents, and in Portable Document Format (PDF) for read-only documents.

English date format shall be used for all documents, e.g. 22/05/2015 for 22 May 2015.

Each document should include:

- the document identifier (see Section 3.2.2)
- a title page (specified in the template);
- an executive summary (if appropriate),
- a glossary (if appropriate),
- a list of applicable documents and referenced documents, with version and date for technical documents (if appropriate),
- annexes (if appropriate),
- revision history (if appropriate).

3.2.2 Document identifier

A unique document identifier shall be assigned to each document to ensure effective version control. The document identifier is defined as follows.

For EC deliverable documents:



DiDIY-<deliverable_identifier>-<version>.<revision>

e.g.,

DiDIY-D1.1-0.1

where:

<deliverable_identifier> is D1.1

<version> is 0

<revision> is 1

For internal documents:

DiDIY-<WP_number>-<document_short_name>-<version>.<revision>

e.g.,

DiDIY-1-min.template-2.3

where:

<WP_number> is 1

<deliverable_short_name> is min.template

<version> is 2

<revision> is 3

For a document in a draft version, the version and the revision start at 0.0.

When a document is distributed internally or delivered, the <version>.<revision> shall always be updated. When the delivery concerns just a part of the document only the revision number is incremented.

The <version>.<revision> number is optional for documents not under change control (non-evolutionary documents). When a non-evolutionary document requires modifications after issue a version indicator shall be added to the document identifier. Previous versions are not kept under change control.

3.2.3 Document classification and status

Each document shall explicitly declare its confidentiality level:

- CONFIDENTIAL: Restricted circulation list
- PUBLIC: Public document

Each document shall explicitly declare its status:

- DRAFT
- APPROVED (approved by the PC for deliverables or approved after an internal review for internal documents)

After delivery to EC, the status of the document becomes:

- ACCEPTED WITH NO CHANGES OR MINOR CHANGES
- ACCEPTED SUBJECT TO CHANGES PROPOSED
- REFUSED

The above statuses does not appear on the document, but are managed internally.



3.2.4 Document review and delivery

Each deliverable to the EC is reviewed by the relevant WPL and then by the PC, in order to assess that it is consistent with Project objectives. According to the result of the review, the deliverable shall be either approved or refused by the PC, who is responsible for the final formal approval for submission to the EC. If it is refused, the deliverable shall be modified taking into account the remarks and then a new review is carried out. The deliverables shall be delivered by the PC to the EC.

Each internal documents is reviewed during internal review organised by WPLs.

The final version of a document is checked by the relevant WPL for technical aspects and conformity to requirements while quality aspects (coherence) will be checked by the PC:

- 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;
- if the document has to be incorporated into another document, the resulting document coherence is also checked.

The possible outcomes of a review are that the document is:

- approved with no changes or minor changes (e.g. typos);
- approved subject to changes;
- not approved.

The follow-up procedure of each of the above cases is:

- the author(s) simply correct the errors and issue the document as approved;
- the author(s) make the necessary changes, which are proposed to the reviewers (this may be iterative but must be achieved within a decided period); once all the changes are made and accepted the document is re-issued as approved;
- the author(s) re-work the document; it is then re-issued as a further draft and reviewed again.

4. Archiving and storing

All documents are stored in the Project website repository.

A repository of public documents is accessible to all DiDIY website visitors for downloading.

A private repository, accessible only to Project partners through user ID and password contains:

- all final versions of deliverables due to EC;
- all final versions of internal documents (meetings minutes, meeting presentations, ...).

Each WP is responsible for the backup of its own environment.

5. Internal collaboration tools

In order to cater for the internal collaboration within the Project, together with the mailing list sb@didiy.eu and tb@didiy.eu (see Sections 2.5.2 and 2.5.3) various systems have been set up.



5.1 Project website

The Project website www.didiy.eu (as part of WP8) has been set up in such way that the collection of research data is facilitated both for Project partners and external contributors. This in particular for the collection of events, cases, and other research materials. This is set up within the Drupal project website, with a series of complimentary modules (under free licenses, <http://Drupal.org>).

5.2 File repositories

Two file repositories have been set up:

- one for the public files that can be presented through public webpages;
- one for private files, with access regulated through ID and password, that only serve the internal needs of the Project where all partners can upload / download documents related to the Project (GA, CA, minutes of the meetings, economics updates, data relative to staff of the different partners, documents templates, etc). The Mollify software suite has been set up for this purpose (which is published under a free license).

5.3 Real time online collaborative server

A real time online collaborative server has been set up. This enables Project members to write collaborative texts with several members contributing at the same time. After ample consideration the hackpad.com host service has been chosen, because:

- it implements all free software applications including the well-known Etherpad,
- the hosted service is of limited cost per user per month which is expected to be less than setting up and maintaining a dedicated server only for the Project.

FKI has taken care of these collaboration tools, in coordination with the PC and with feedback from the other partners.



Annex 1: Document templates

The following list is an initial list. The list of document templates will evolve according to Project requirements.

<i>Document type</i>	<i>File name</i>	<i>Comment</i>
EC deliverables	DiDIY-DX.X-X.X.[odt doc docx pdf]	For EC deliverable documents
Minutes	DiDIY-X-MIN.XXXX-X.X.[odt doc docx pdf]	For meeting minutes
Presentation	DiDIY-X-PRE.XXXX-X.X.[odp ppt pptx pdf]	For Project presentations