



D1.5 INTERIM INTERNAL QUALITY ASSURANCE REPORT

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Executive summary

Deliverable D1.5, Interim Internal Quality Assurance Report, contains information and findings of quality management in the first half of the DiDIY Project. It is based on deliverable D1.3, Internal Quality Assurance, that gives the guidelines for all quality assurance activities that have taken place up to the interim phase of the Project.

Revision history			
Version	Date	Created / modified by	Comments
0.0	16/03/16	LIUC (MO)	First, incomplete draft, for MO internal circulation.
0.1	22/03/16	LIUC (MO)	Extensions, fixes, etc.
0.2	24/03/16	LIUC	Extensions, fixes, etc. First distribution to SB.
0.3	28/03/16	ABACUS, LIUC	Revisions and several simplifications.
0.4	30/03/16	LIUC	Updates.
1.0	31/03/16	LIUC	Approved version, submitted to the EC Participant Portal.



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1. Introduction

1.1 Purpose

The general purpose of this deliverable is to document the implementation of quality control and assurance mechanisms of the DiDIY Project achieved in the first 15 months of activities. The deliverable describes: procedures for the production, review and distribution of deliverables; communication procedures between participants; procedures for risk assessment and contingency strategies; quality standards; progress control of each Work Package; the coordination of the different Project activities; roles, responsibilities and authorities.

This deliverable is an integral part of management planning and is closely connected with D1.1, Project Management Plan.

Deliverable D1.3, Internal Quality Assurance plan, is the basis for this report.

This document is to be interpreted with reference to:

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

1.2 Terms and acronyms

EC	European Commission
GA	Grant Agreement
CA	Consortium Agreement
SB	Steering Board
PC	Project Coordinator
PO	Project Officer
WP	Work Package
WPL	Work Package Leader
MO	Management Office
PLSIGN	Project Legal Signatory
MGA	Model Grant Agreement
AMGA	Annotated Model Grant Agreement
ABACUS	AB.ACUS SRL - Member
FKI	STICHTING FREE KNOWLEDGE INSTITUTE - Member
AC	AMERIKANIKO KOLLEGIO ANATOLIA - Member
POLIMI	POLITECNICO DI MILANO - Member
MMU	THE MANCHESTER METROPOLITAN UNIVERSITY - Member
UoW	THE UNIVERSITY OF WESTMINSTER LBG - Member
LIUC	UNIVERSITA' CARLO CATTANEO LIUC - Coordinator

1.3 Structure

This document is structured as follows:

- Chapter 2 is about the processes used in the Project management (partner coordination, communication management between partners and towards Project Officers, Project meeting organization, etc) to ensure that Project processes are used effectively to produce outcomes of high quality.



- Chapter 3 is about the deliverables of the Project and the process to produce them, assess their quality, and deliver them.
- Chapter 4 is about the WP progress and the related quality control.
- Chapter 5 is about the standard procedures for documentation production and the related quality control.
- Chapter 6 is about the analysis of the risks that may potentially affect the Project course.



2. Quality-related Project management

2.1 Roles and responsibilities

The roles and responsibilities that were introduced in D1.3, section 2.2 Responsibilities, have been maintained so far. In particular:

- the Project Coordinator guaranteed a smooth and efficient collaboration among all partners and kept systematic contacts with the Project Officer (an email received on 7 September 2015 informed that Project Officer was changed, from Mr David Guedj to Mr Martin Majek);
- the Steering Board met face-to-face three times, at the beginning of the Project and then each 6 months, and all these meetings have been regular and fruitful; all decisions taken by the SB have been recorded in the related Project meeting minutes, and the decisions more specifically related to the Project quality assurance plan are listed here below; several online meetings were held by the SB in March 2016 to finalise the preparation of the Periodic Report and the related deliverables; the mailing list sb@didiy.eu has been maintained and regularly exploited by all members of the SB;
- the Technical Board met face-to-face three times, in conjunction with the meetings of the SB, and all these meetings have been regular and fruitful; all discussions made by the TB have been recorded in the related Project meeting minutes; the mailing list tb@didiy.eu has been maintained and regularly exploited by all members of the TB; in order to stimulate a wider and more intense participation, both at the TB meetings and in the mailing list all researchers actively involved in the Project activities have been invited;
- Work Package Leaders have systematically been in contact with the PC; each WPL reported the state of the WP-related activities in each of SB meetings, and in December 2015 all each WPL produced a written report, aimed at remaining internal to SB, to further document the state of the WP-related activities.

2.2 SB decisions related to the Project quality assurance plan

2.2.1 1st meeting, 23 January 2015

- Decision 3. The meetings of the Steering Board will be held each six months together with the meetings of the Technical Board.
- Decision 4. Tasks T5.5 and T6.4 will be concluded at M26.
- Decision 5. Deliverables D7.2, D7.3, and D7.4 are assigned to UOW, ABACUS, and FKI respectively.
- Decision 6. WP7 and T7.1 will start at M9.
- Decision 7. WP6 and T6.3 will start at M2.
- Decision 8. POLIMI explores the opportunity to organize the July 2015 meeting in Milano, possibly with some joint event with Expo 2015.



2.2.2 2nd meeting, 14 July 2015

- Decision 9. Milestone MS1 has been achieved.
- Decision 10. T2.4 will start at M9.
- Decision 14. Next meetings will be held as follows (preliminary, revisable plan):
 - third meeting, in January 2016, hosted in Thessaloniki (Greece) by AC;
 - fourth meeting, in July 2016, hosted in Barcelona (Spain) by FKl;
 - fifth meeting, in January 2017, hosted in London (UK), by UoW.
 - In the case of problems to have the third meeting in Greece, MMU will host it in Manchester.

2.2.3 3rd meeting, 5 February 2016

- Decision 15. The fourth meeting will be held on 4 and 5 July 2016 in Barcelona (Spain), hosted by FKl. These dates will be definitely confirmed by FKl by 10 March.
- Decision 16. The achievement of the second milestone, MS2, will be decided in an online meeting of the SB, to be held by the end of March 2016.
- Decision 17. The coordinator will ask the Project Officer if it is possible to defer the submission of deliverable D1.4, by proposing the following timeline: 15 April, submission of deliverable D1.4; 30 April: submission of periodic report; week 9-13 May or week 16-20 May, first review meeting in Brussels.

2.2.4 online meeting, 30 March 2016

- Decision 19. Milestone MS2 has been achieved.
- Decision 20. Tasks T3.1 and T3.2 will be concluded at M28.

2.3 Critical Path Analysis

As specified in D1.3, section 2.3 Critical Path Analysis, two milestones were set to be achieved in the first 15 months of the Project:

Milestone number	Milestone title	WP number	Lead beneficiary	Due date (month)	Means of verification
MS1	Project startup	WP1, WP2, WP3, WP4, WP8	LIUC	6	This milestone will be verified in terms of Project coordination setup (WP1); knowledge framework completed (WP2); background knowledge for analysis acquired (WP3 and WP4); basic dissemination infrastructure setup (WP8)
MS2	Knowledge framework revision	WP2, WP3, WP4, WP8	LIUC	15	This milestone will be verified in terms of first revision of knowledge framework completed (WP2); analytical research setup completed (WP3 and WP4); dissemination infrastructure fully operative (WP8)



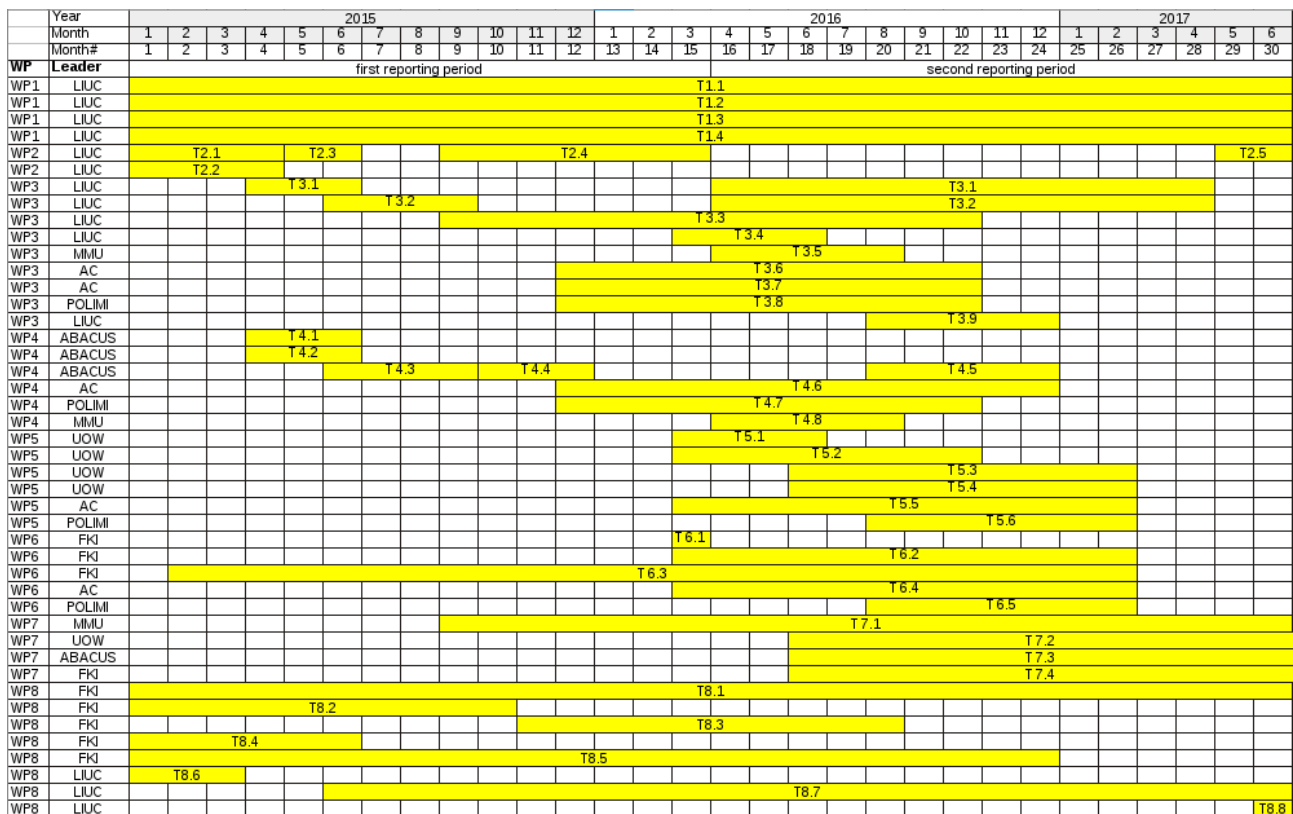
The following decisions of the SB meetings are related to the achievement of these Milestones:

- Decision 9. Milestone MS1 has been achieved.
- Decision 16. The achievement of the second milestone, MS2, will be decided in an online meeting of the SB, to be held by the end of March 2016.
- Decision 19. Milestone MS2 has been achieved.

2.3.1 Gantt chart

Some changes were introduced in the Gantt chart of the Project with respect to the version included in the GA, either to fix clerical mistakes or to improve the schedule of tasks in the specific conditions of WP development. All these changes were proposed by the relevant WPL, approved by the SB, and documented in the minutes of a SB meeting.

The current Gantt Chart of the Project is as follows:





3. Deliverable development

3.1 Development process

Project management assured the quality of the Project deliverables and the quality of the processes used to manage and create the deliverables, according to specification given in D1.3, section 3.

All deliverables were assessed for completeness and fitness through an organized quality inspection conducted both during the development of deliverables and at the end to mark the completion and approval of deliverables. All deliverables were developed according to the specification given in D1.1, section 3.2.4 Document review and delivery.

3.2 Submitted deliverables

All deliverables were delivered by the PC to the EC on the expected due date.

According to Decision 17 and later communications between PC and PO, the new due date for deliverables D1.4 and D1.9 is postponed to 30 April 2016.

ID	Title	WP	Lead beneficiary	Type	Dissemination level	Due month	Submission date
D1.1	Project management plan	WP1	LIUC	report	Confidential	2	28.2.2015
D1.2	Consortium Agreement	WP1	LIUC	report	Confidential	2	28.2.2015
D1.3	Internal quality assurance plan	WP1	LIUC	report	Confidential	3	31.3.2015
D1.8	Informed consent procedures and recruitment criteria	WP1	LIUC	report	Public	3	31.3.2015
D8.1	Project website	WP8	FKI	website	Public	3	31.3.2015
D8.2	Dissemination and communication plan	WP8	FKI	report	Public	3	31.3.2015
D2.1	Options for the knowledge framework	WP2	LIUC	report	Public	4	30.4.2015
D2.2	Foundational interpretation of DiDIY	WP2	LIUC	report	Public	4	30.4.2015
D8.3	First online surveys	WP8	FKI	website	Public	5	31.5.2015
D2.3	Knowledge framework, initial version	WP2	LIUC	report	Public	6	30.6.2015
D4.1	Research space and agents	WP4	ABACUS	report	Public	6	30.6.2015
D4.2	Integration of background knowledge	WP4	ABACUS	report	Public	6	30.6.2015
D4.3	Methodological plan	WP4	ABACUS	report	Public	9	30.9.2015
D8.4	Current DiDIY support and awareness in Europe	WP8	FKI	report	Public	10	31.10.2015
D8.5	Second online surveys	WP8	FKI	website	Public	10	31.10.2015
D8.6	Policy Factsheets, first version	WP8	FKI	report	Public	12	26.12.2015
D3.1	Research model	WP3	LIUC	report	Public	13	31.1.2016
D1.5	Interim internal quality assurance report (<i>this document</i>)	WP1	LIUC	report	Confidential	15	31.3.2016
D2.4	Knowledge framework, revised version	WP2	LIUC	report	Public	15	31.3.2016



D8.7	Interim dissemination and communication report	WP8	FKI	report	Public	15	31.3.2016
D8.8	Full courseware of the online courses	WP8	FKI	website	Public	15	31.3.2016
D1.4	Interim financial and technical report	WP1	LIUC	report	Confidential	15	postponed to 30.4.2016
D1.9	First ethical report	WP1	LIUC	report	Public	15	postponed to 30.4.2016 (see section 3.4)

3.3 Quality indicators

According to the specifications given in D1.3, section 3.4 Deliverable quality indicators, the PC evaluated the final draft of each deliverable according to the following quality indicators:

- the deliverable is in accordance with the objectives stated in the GA – Project description;
- the deliverable offers appropriate documentation on the work done in the corresponding WP;
- the deliverable is compliant with the templates and editing guidelines as outlined within D1.1, Project management plan;
- the deliverable is clear and well readable;
- the deliverable is complete;
- the deliverable is useful for the target reader/audience;
- version history is clear and well documented.

All the submitted deliverables fulfilled these criteria.

3.4 Work Package 9 – Ethics Requirements

According to the automatic email received on 1 February 2016, a brand new Work Package, WP9, was created related to the ethics requirements of the Project. Starting from Table 1.4, Ethics Requirements, of Annex I of the GA, 12 deliverables were created, each referring to an ethics requirement in the Table.

This is the text of the email.

Notification Subject: Your EU project 644344; Migration to a new ethics module in the Grant Management System

Dear coordinator,

This is to inform you about a change in the way ethics requirements are shown in your grant agreement. Previously, the ethics requirements applicable to your grant were listed in a separate table in Annex 1, Part A. This table has now been deleted, and the ethics requirements it contained have been converted into ethics deliverables (i.e. deliverables of type 'ethics'). The description of an ethics deliverable corresponds exactly to the ethics requirement that gave rise to it. You will find the ethics deliverables in a new work package called 'Ethics requirements'. Ethics deliverables are submitted like other deliverables through the continuous reporting.



Please note that ethics deliverables were introduced in order to improve the management, presentation, and monitoring of ethics requirements. The underlying principles, standards, and obligations remain unchanged.

Please inform the other participants of the current situation.

Kind regards

H2020 Common Support Centre

ID	Title	Ethics Issue Category	Ethics Requirement Description
D9.9	H - Requirements No. 01	Humans	Details on the procedures and criteria that will be used to identify/recruit research participants must be provided.
D9.10	H - Requirements No. 02	Humans	Detailed information must be provided on the informed consent procedures that will be implemented.
D9.12	H - Requirements No. 03	Humans	Details on incidental findings policy must be provided.
D9.7	POPD - Requirements No. 04	Protection Of Personal Data	Detailed information must be provided on the procedures that will be implemented for data collection, storage, protection, retention and destruction and confirmation that they comply with national and EU legislation.
D9.8	POPD - Requirements No. 05	Protection Of Personal Data	A number of identifiers (not only related to the identify of the participants but also as regard to the environment in which the data was collected : date of collection, format, hour, location, metadatas sets...). These aspects must be considered and adequately documented by the applicants. More specifically, the applicants must be made aware that a recent jurisprudence from the European Court of Justice introduced "a right to be forgotten" which implies that identifiers must in time be deleted. The applicants must provide a proper process in order to consider this novel right and subsequent obligations.
D9.1	POPD - Requirements No. 06	Protection Of Personal Data	Detailed information must be provided on the informed consent procedures that will be implemented.
D9.11	POPD - Requirements No. 07	Protection Of Personal Data	Justification must be given in case of collection and/or processing of personal sensitive data.
D9.2	POPD - Requirements No. 08	Protection Of Personal Data	Copies of ethical approvals for the collection of personal data by the competent University Data Protection Officer / National Data Protection authority must be submitted to the REA.
D9.4	OEI - Requirements No. 09	Other Ethics Issues	The applicants must assess mission/function creep risks, document and mitigate them.
D9.5	OEI - Requirements No. 10	Other Ethics Issues	Copies of ethical approvals by the competent



D9.6	OEI - Requirements No. 11	Other Ethics Issues	authorities must be submitted to the REA. An external independent Ethics Advisor must be appointed to oversee the ethical concerns involved in this research. A report by an Ethics Advisor must be submitted to the REA with the financial reports.
D9.3	OEI - Requirements No. 12	Other Ethics Issues	Templates must be provided for Informed Consent Forms and Information Sheets (in language and terms understandable to the participants).

All these new deliverables are attributed to the newly created WP9, and according to the Participant Portal online system have the Dissemination Level “Confidential, only for members of the consortium (including the Commission Services)” (differently from D1.9, which is Public), have LIUC as Lead Beneficiary, and are mistakenly stated to be delivered by 1 April 2015.

Despite the redundancy, the PC agreed with the PO that both D1.9 and the new D9.* will be delivered, all of them by 30 April 2016.



4. WP progress

According to D1.3, section 3.5 Work Package progress, each WPL is in charge of assuring that the work in the WP is carried out according to schedule and that the expected deliverables are produced. Each WPL is responsible for the technical and scientific aspects as well as for the day-to-day management of specific work related to the WP. Each WPL coordinates the implementation of WP activities as defined in the work plan. Within her/his respective WP and for the duration of the WP, each WPL has the responsibility to achieve all planned deliverables.

The progress of work is tracked with the following objectives:

- the activity corresponds to Project specifications;
- all steps of development activity are fully documented.

A significant part of the second and the third SB meetings was devoted to review the state of WPs, on the basis of specific presentations given by the WPLs.

No specific issues were identified on this matter so far.



5. Documentation management

According to D1.3, section 3.6 Documentation management, the documentation management procedure defines standard rules and procedures related to documentation production and is applicable:

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

The procedure is described in D1.1, sections 3. Documentation management, 4. Archiving and storing, and 5. Internal Collaboration Tools.

In deliverable D8.1, Project website, a list of internal collaboration tools is presented and justified. After the third SB meeting other online tools, e.g., Skype for online meetings and Google Docs / Sheets / Presentations, have been experimented to make the internal communication and the online collaborative development of documents more effective and efficient.

No specific issues were identified on this matter so far.



6. Risk management

A detailed analysis of the risks that may potentially affect the smooth Project course is in GA – Annex I Part A, section 1.3.5 WT5 Critical Implementation risks and mitigation actions, and then in D1.3, section 4. Risk management.

The table of identified risks and mitigation measures is excerpted here, with one more row (R7) and a synthetic analysis of the related situation so far.

Risk n.	Description of risk	Proposed risk-mitigation measures	Analysis of the situation so far
R1	Problems of coordination	Roles for each partner have been clearly identified. Also, the Consortium has been assembled on the basis of its complementarity of skills and fields of actions. This element is a key factor to prevent this risk.	A systematic coordination among all partners has been maintained so far by the PC, and by the WPL for the WP-related activities. Frequent SB online meeting have been introduced to maintain an effective and efficient flow of information and a clear shared to do list of activities.
R2	Low performance of partners / commitment decreasing	The costs and benefits of the proposal have been adequately presented to Project partners and they are strongly committed to the proposed objectives. Nevertheless, commitment problems might arise and will be discussed and solved in the Consortium bodies. All work will be regularly documented and stored.	No issues related to lack of commitment of partners arose so far.
R3	Not to be able to intervene with corrective action	The Quality assurance and risk management plan will be structured to constantly monitor the progress and allow for flexibility.	A new issue emerged (R7), which has been identified and handled as specified below.
R4	Divergence on how to run the Project	The Consortium agreement will cover conflict situations. The first objective to resolve a conflict would be to reach a consensus. However, in case of prolonged divergences, the approval of a two-thirds majority of the partners will be considered conclusive, in order to avoid deadlock in the Project operational progress.	All decisions were made unanimously so far.
R5	Planned budget is not adequate or balanced	The initial budget is in accordance with the planned activities. Continuous monitoring and coordination of project activities are required to avoid problems.	No issues related to budget arose so far.
R6	Delays in report delivery by some partners	All activities and costs incurred are to be regularly documented and reported to the Coordinator in order to comply with the EC rules but also to assure the Project runs on track. The Management Office will take care of identifying the cause, solving with the interested party potential delays and provide due assistance to the less experienced partners.	All deliverables and internal documents were regularly submitted so far.



R7	Object of analysis more immature than supposed	The time structure of the Project activities, as documented in the Gantt chart, has to be systematically monitored, and adapted whenever tasks require more time to be developed.	The schedule of some tasks has been modified to guarantee more time for observation and analysis.
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