



# Deliverable D1.1

## Project, Quality and Management Report

**WP1- Management & Quality**

Task1.1 - Project management and quality

Public

31/01/2019

**SCENE Project**

**Grant Agreement No. 831138**

**Call H2020-EIC-FTI-2018-2020 "Fast Track to Innovation"**

**Topic EIC-FTI-2018-2020 – Fast Track to Innovation (FTI)**

**Start date of the project:** 1 December 2018

**Duration of the project:** 24 months

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V0.2	23/01/2019	Draft	MS, VISIONWARE	Changes after feedback from coordinator
V0.3	24/01/2019	Draft	MS, BCC, VISIONWARE	Graphical overhaul, minor ammendments
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<sup>1</sup> **Types. R:** Document, report (excluding the periodic and final reports); **DEM:** Demonstrator, pilot, prototype, plan designs; **DEC:** Websites, patents filing, press & media actions, videos, etc.; **OTHER:** Software, technical diagram, etc.

<sup>2</sup> **Dissemination levels. PU:** Public, fully open, e.g. web; **CO:** Confidential, restricted under conditions set out in Model Grant Agreement; **CI:** Classified, information as referred to in Commission Decision 2001/844/EC.

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The SECENE consortium consists of the following partners.

<b>No.</b>	<b>Name</b>	<b>Short Name</b>	<b>Country</b>
1	VISIONWARE - SISTEMAS DE INFORMAÇÃO, SA	VISIONWARE	PT
2	JCP-CONNECT SAS	JCP-C	FR
3	ALMAVIVA - THE ITALIAN INNOVATION COMPANY SPA	ALMAVIVA	IT
4	COMMISSARIAT A L ENERGIE ATOMIQUE ET AUX ENERGIES ALTERNATIVES	CEA	FR
5	AZIENDA METROPOLITANA TRASPORTI CATANIA SPA	CAT	IT

### Acronyms and Abbreviations

<b>Acronym/Abbreviation</b>	<b>Description</b>
DTW	Detailed Task Workplan
EC	European Commission
GA	General Assembly
ICB	Innovation and Commercialisation Board
PM	Person Month
PMC	Project Management Committee
SCENE	Smart City on the Edge Network Enhancements
TC	Technical Committee
WP	Work Package

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## 1. INTRODUCTION

The present document is intended to serve as a manual for project partners in all everyday routines and activities related management of SCENE and also to administrative and financial matters of the project. The purpose of this document is to be a central place for the consortium Partners to get the information on project operational organization and procedures, information and document management, conflict resolutions, financial matters, reporting, etc. For this reason, document is meant to be living document, updated when any related rule, procedure, etc. has been changed, as kept track in the Document History above.

## 2. PROJECT MANAGEMENT

### 2.1. Project governance

#### 2.1.1. Project management structure

SCENE project has multi-level management structure, where work is performed by 4 main bodies, which are:

- General Assembly (GA);
- Project Management Committee (PMC);
- Innovation and Commercialisation Board (ICB) – with a Customer Advisory Board (CAB) attached;
- Technical Committee (TC);
- Work package (WP) Groups.

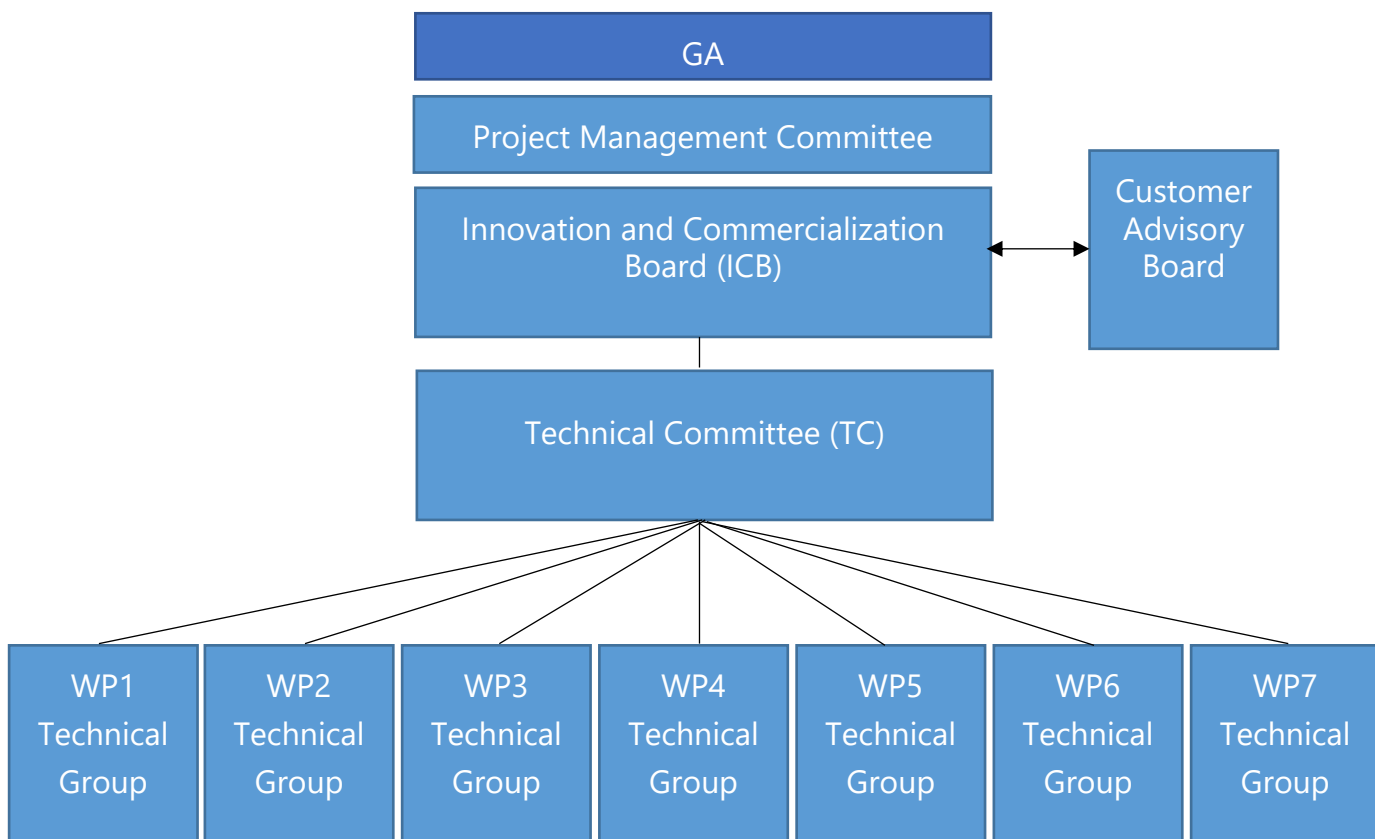


Figure 1 – SCENE project management structure

#### 2.1.2. Operational bodies

Clear hierarchy is introduced for fulfilling the project goals:

- The General Assembly, being ultimate decision body of the project, ensures the official follow-up of the project and takes the major decisions, including



amendment or termination of the Consortium Agreement. Every partner shall be represented by at least one representative.

- The Project Management Committee is the executive body of the project, chaired by the Coordinator it is responsible for the execution of the Project and shall report and be accountable to the General Assembly. All PMC members and their contact details are mentioned in Annex I.
- The WP technical groups ensure day-to-day WP work; each group is chaired by the corresponding WP Leader. List of WP leaders and their contact details can be found in Annex II.

### 2.1.3. Main management roles

Particular persons are responsible for administrative, financial, technical, business-related, ethical, IPR, quality and risk management aspects. Sub-chapters below are describing people responsible for those aspects – Consortium Partners are expected to communicate to those people in case of issues in mentioned aspects.

#### 2.1.3.1. Project Coordinator

The Project Coordinator is Filipe Custódio (VISIONWARE). His major tasks are:

- Financial coordination of the project and distribution of EC's payments to partners,
- Chairing the General Assembly,
- Chairing the PMC,
- Confirmation and approval of periodic reports for the Commission,
- Representative of consortium to events.

All questions of administrative, organizational or financial matter should be addressed to the Project Coordinator.

#### 2.1.3.2. Project Technical Manager

Project Technical Manager is Jean Charles Point (JCP-C). The Project Technical Manager has the following responsibilities:

- Chair of Technical Committee,
- Technical relationship and coordination with other relevant R&D projects,
- Supervision of the overall technical progress of the project,
- Consolidation of the technical reports,
- Follow-up and coordination of all technical work-packages,

Project technical manager should be normally involved in ongoing technical discussions and should be informed on deviations from plan or any project technical risks.

#### 2.1.4. Contact details of all project partners

All contact details of Partners active in the daily implementation of the project are given in ANNEX III.

#### 2.1.5. Conflict resolution

Hierarchy described in 2.1.2 should be followed for resolutions of potential problems:

- When a conflict occurs in a WP technical group, consensus seeks to solve the problem. If the problem cannot be solved it is escalated to the Project Management Committee: the WP Leader prepares a description of the problem and its possible solutions.
- If consensus cannot be reached within the PMC, the Coordinator escalates it to the GA and a vote occurs, requiring a simple majority. Extraordinary GA meetings can be organized.

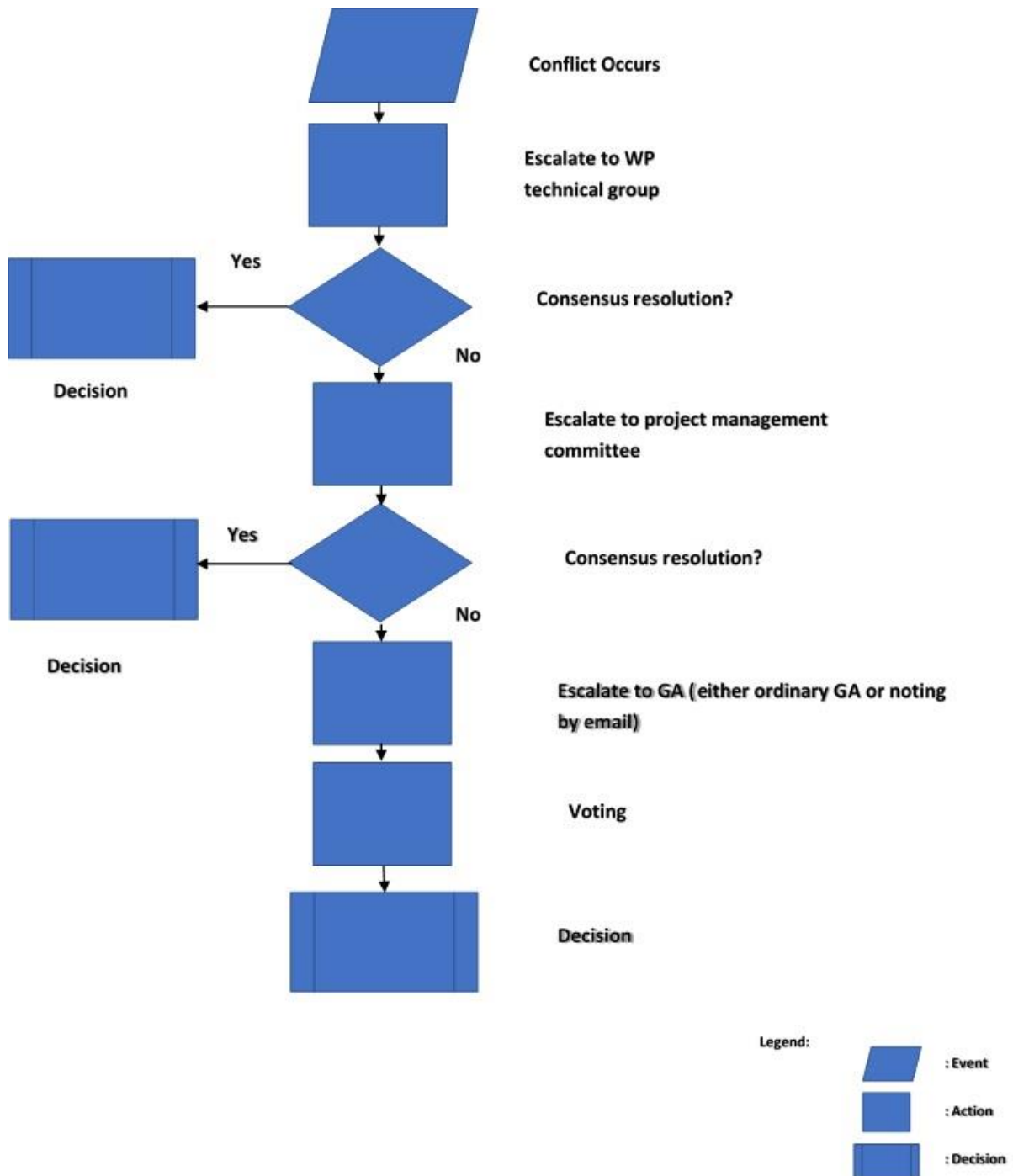


Figure 2 - Conflict resolution principle in SCENE

### 3. Information and documentation management

#### 3.1. Document repository

VisionWare provides a Document Repository under its corporate SHAREPOINT account. Documents will be found at

<https://visionwares.sharepoint.com/sites/SCENE>

As of this date the following folders are used for project documentation:

- Administrative Issues
- Design & Templates
- Meetings
- Proposal
- Work in WP

The members with access to the repository are identified in Annex III

#### 3.2. Mailing lists

A mailing list is organized for handling administrative and technical questions arising in the project:

- Project mailing list: [scene@jcp-connect.com](mailto:scene@jcp-connect.com);

Subscribers belonging to the list can be found in Annex III.

#### 3.3. Templates

Templates and the graphical identity of the project are to be found in the "Design & Templates" folder of the repository.

#### 3.4. Document and file numbering and versioning

##### 3.4.1. Naming

Document naming principle is as follows:

- SCENE\_[document identity]\_WPn\_yyyy-mm-dd\_Vx.y[ - OPTIONAL DESCRIPTION].ext

E.g.:

- SCENE\_D1.1\_WP1\_2019-01-13\_v0.1.pdf
- SCENE\_D1.1\_WP1\_2019-01-15\_v0.15.pdf
- SCENE\_D1.1\_WP1\_2019-03-01\_v1.0.pdf

Or (when not a Deliverable):

- SCENE\_meeting\_WP1\_2019.01.14\_v0.1.pdf

### 3.4.2. Versioning:

- v0.x, 1.x, 2.x, etc. are working versions;
- v1.0, 2.0, 3.0, etc. are released versions (e.g. locked for internal use or for submission to EC)

## 4. Workflow procedures

### 4.1. Creation of Detailed Task Workplan (DTW)

Every starting task begins with the producing a Detailed Task Workplan (DTW) – internal document, intended to decrease a risk of different understanding of task by involved partner. DTW template should contain at least following chapters:

- Partners MM allocation;
- Objectives and description of task;
- Identification of sub-tasks;
- Risks and/or issues;
- Requests for contribution;
- Contribution of this task to the deliverable(s) it feeds;
- Table of Contents (at least initial) of this deliverable.

Task leader is responsible for producing DTW and distribution of it among Partners. The template of DTW can be found in Annex VI.

### 4.2. Producing a deliverable

#### 4.2.1. Initial table of contents

It is important to define at least initial table of contents for deliverable as early as possible. Table of contents for deliverable should be included in the DTW described above.

### 4.3. Reporting an issue, a risk or a problem

Once discovered and issue, a risk or a problem of technical problem, every Partner should immediately inform the Project Coordinator, Project Technical Manager in written form via e-mail. The report should contain at least following points:

- Description of the problem;
- Description of the proposed solution;
- Estimated impact:
  - Impact on technical performance;
  - Impact on project schedule;
  - Impact on project budget;

- Impact on work of other partners.

For all non-technical issues, Coordinator and Project Office shall be informed.

## 5. Meetings

### 5.1. Physical meetings

Both internal and external meetings are possible during timeline of the project. For planning of travels and accommodation, usual contractual conditions and principles of economy shall be applied.

#### 5.1.1. Internal meetings

During the project, partners have agreed to hold 4 General Assemblies, two in each year of the project. At the same occasion ICB meeting will be held. More frequent meetings can be organized if needed.

#### 5.1.2. External meetings

Several types of external meetings can be organized as well, e.g.:

- Project dissemination events;
- Meeting with Customer Advisory Board.

### 5.2. Phone conferences (internal)

Phone conferences of the PMC will occur weekly as agreed between the Partners. Partners shall send their requests for organization of phone conference to the Coordinator.

## 6. REPORTING

### 6.1. Internal reporting

It is of internal use and should help to detect early issues.

Every partner introduces by the end of each quarter of the project (thus the first quarter ends February 2019) the Person-Month (PM) and resources spent, and a short description of work achieved, using template distributed by the Coordinator. It should describe the technical and management project work done and effective time spent on the project.

It also contains a short table in which the partners should mention any potential risks that could come up during the project work. The table should be updated each time a new risk arises or an old risk has been solved.

It is due at least 2 weeks after the beginning of the next quarter.

### 6.2. External reporting

#### 6.2.1. Periodic reporting

##### 6.2.1.1. Technical reporting

Technical part of periodic report shall be submitted in the end of each period – during 60 days after formal end of each period. WP leaders are responsible for producing periodic report, with the contributions of task leaders where necessary. The report is organized and compiled by Project Office using EC template; the coordinator shall review, sign and submits the periodic report to the EC.

##### 6.2.1.2. Financial reporting

Financial reporting is the sole responsibility of each Partner and shall be done during 60 days after formal end of each period. Financial reporting in the end of each period shall be done via NEF functionality of the Participant Portal<sup>3</sup> of EC.

#### 6.2.2. Final report

In addition to the periodic report, the consortium shall submit a final report to the Commission within 60 days after the end of the project. The report shall comprise:

- a final publishable summary report covering results, conclusions and socio-economic impact of the project;
- a report covering the wider societal implications of the project, including gender equality actions, ethical issues, efforts to involve other actors and spread awareness as well as the plan for the use and dissemination of foreground.

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<sup>3</sup> <http://ec.europa.eu/research/participants/portal/>





## ANNEX I – PROJECT Management COMMITTEE MEMBERS

<b>Name</b>	<b>Partner</b>	<b>E-mail address</b>
Filipe Custódio	VISIONWARE	<a href="mailto:fcustodio@visionware.pt">fcustodio@visionware.pt</a>
Michael Seufert	VISIONWARE	<a href="mailto:mseufert@visionware.pt">mseufert@visionware.pt</a>
Jean-Charles Point	JCP-C	<a href="mailto:pointjc@jcp-connect.com">pointjc@jcp-connect.com</a>
Sergio Sestili	ALMA	<a href="mailto:s.sestili@almaviva.it">s.sestili@almaviva.it</a>
Alexis Olivereau	CEA	<a href="mailto:alexis.olivereau@cea.fr">alexis.olivereau@cea.fr</a>
Salvatore Capri	CAT	<a href="mailto:salvatore.capri@amt.ct.it">salvatore.capri@amt.ct.it</a>

## ANNEX II – WP LEADERS

WP #	Leading partner	Leading element	E-mail address
1	VISIONWARE	Filipe Custódio	<a href="mailto:fcustodio@visionware.pt">fcustodio@visionware.pt</a>
2	VISIONWARE	Michael Seufert	<a href="mailto:mseufert@visionware.pt">mseufert@visionware.pt</a>
3	ALMAVIVA	Sergio Sestili	<a href="mailto:s.sestili@almaviva.it">s.sestili@almaviva.it</a>
4	JCP-C	Jean-Charles Point	<a href="mailto:pointjc@jcp-connect.com">pointjc@jcp-connect.com</a>
5	CEA	Alexis Olivereau	<a href="mailto:alexis.olivereau@cea.fr">alexis.olivereau@cea.fr</a>
6	ALMAVIVA	Sergio Sestili	<a href="mailto:s.sestili@almaviva.it">s.sestili@almaviva.it</a>
7	JCP-C	Jean-Charles Point	<a href="mailto:pointjc@jcp-connect.com">pointjc@jcp-connect.com</a>
8	VISIONWARE	Helena Aguiar	<a href="mailto:haquiar@visionware.pt">haquiar@visionware.pt</a>

## ANNEX III – FULL SCENE contacts

Name	Short	Organization	Repo access	Mailing list access	e-mail address
Filipe Custódio	FC	VISIONWARE	YES	YES	<a href="mailto:fcustodio@visionware.pt">fcustodio@visionware.pt</a>
Michael Seufert	MS	VISIONWARE	YES	YES	<a href="mailto:mseufert@visionware.pt">mseufert@visionware.pt</a>
Helena Aguiar	HA	VISIONWARE	YES	YES	<a href="mailto:haguiar@visionware.pt">haguiar@visionware.pt</a>
Patrícia Lourenço	PL	VISIONWARE	YES	YES	<a href="mailto:plourenco@visionware.pt">plourenco@visionware.pt</a>
Bárbara Cabral	BCC	VISIONWARE	YES	YES	<a href="mailto:bcabral@visionware.pt">bcabral@visionware.pt</a>
Gonçalo Piriquito	GP	VISIONWARE	YES	YES	<a href="mailto:gpiriquito@visionware.pt">gpiriquito@visionware.pt</a>
Jean-Charles Point	JCP	JCP-C	YES	YES	<a href="mailto:pointjc@jcp-connect.com">pointjc@jcp-connect.com</a>
Carole Gandon	CG	JCP-C	YES	YES	<a href="mailto:carole.gandon@jcp-connect.com">carole.gandon@jcp-connect.com</a>
Omar Fall	OF	JCP-C	YES	YES	<a href="mailto:omar.fall@jcp-connect.com">omar.fall@jcp-connect.com</a>
Sergio Sestili		ALMAVIVA	YES	YES	<a href="mailto:s.sestili@almaviva.it">s.sestili@almaviva.it</a>
Alessandra Raffone		ALMAVIVA	YES	YES	<a href="mailto:a.raffone@almaviva.it">a.raffone@almaviva.it</a>
Alexis Olivereau		CEA	YES	YES	<a href="mailto:alexis.olivereau@cea.fr">alexis.olivereau@cea.fr</a>
Baptiste Polvé		CEA	YES	YES	<a href="mailto:baptiste.polve@cea.fr">baptiste.polve@cea.fr</a>
Salvatore Capri		CAT	YES	YES	<a href="mailto:salvatore.capri@amt.ct.it">salvatore.capri@amt.ct.it</a>

ANNEX VI – Detailed Task Workplan (DTW) template  
logo

# SCENE

**Task No - Task name**

*Detailed Task Workplan(DTW)*

**'SCENE\_ DTW\_template\_WP1\_2019-01-23\_v0.1.docx'**

**Version: 0.1**

**Last Update: 31/1/2019 5:06:00 PM**

Distribution Level: Confidential

## Revision History

No.	Version	Edition	Author(s)	Date
<b>1</b>	0	1	Michael Seufert – VISIONWARE	23/01/2019
	Comments:	Initial release of the template		
<b>2</b>	0	2		
	Comments:			
<b>3</b>	0	3		
	Comments:			
<b>4</b>	0	4		
	Comments:			
<b>5</b>	0	5		
	Comments:			
<b>6</b>	0	6		
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	Comments:			

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## 1. Introduction

The main goal of this detailed task workplan (DTW) is to serve as a central document that defines the workload, responsibilities and targets of the SCENE partners participating in **Task no – Task name**. The current version is a working document required to be reviewed by the corresponding partners as they are outlined in section 2.

Following its review and consultation by the corresponding partners, to take place during upcoming SCENE meetings, telcos and in the form of email correspondence, it will be considered as a document on which all partners have agreed upon.

**NOTE: To that effect please provide your comments, corrections and clarifications and return your review to the task leader in question.**



## 2. Partners PM allocation

The list of involved partners and their PM allocation is as follows:

Partner Short name	PM allocation in Task no

### 3. Task No: objectives and description

Describe task and its objectives

### 4. Identification of sub-tasks

Subtasks might not have been identified in details during the time of proposal creation. Describe sub-tasks (a sub-sub-tasks is needed) here. Include timeplan for those subtasks.

### 5. Risks and/or issues

Describe here know risks and/or issues, potential technological limitations (e.g. VGA resolution of sensor, max computational power, etc.)

### 6. Request for contribution

Describe in the table below, which contributions are necessary in order to fulfill considered task.

Partner	Contribution Description

### 7. Contribution to deliverable(s)

Please describe which deliverable(s) task is feeding.

## 8. Deliverable X.Y Table of Contents

Provide deliverable (whis is fed by the considered task) Table of Contents (ToC), to the best of Your knowledge.