



Quality Plan

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Partners:	COORDINATOR: TKK (FI) CONTRACTORS: Helsinki University of Technology, TKK, (FI) BaseN Corporation, BaseN, (FI) Interactive Institute II AB, II, (SE) Engineering Ingegneria Informatica, ENG, (IT) University of Padova, UNIPD, (IT) Enel.si, ENELSI, (IT) IES Solutions, IES, (IT) Vattenfall Research and Development AB, VRD, (SE)
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Author(s):	Marja-Leena Markkula
Responsible Partner:	TKK
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Executive Summary

This project Quality Plan defines in accordance with the definitions and regulations in the Annex I and the Consortium Agreement the implementation of the general working mechanisms of the project.

This includes the mechanisms for the submission of deliverables, the internal review process of deliverables, and the format of documents. It further defines procedures on the preparation, frequency, hosting, and holding of the general project assemblies.

The Quality Plan is intended as a reference material to the project participants. It will be updated when the first project year is due.

1. Documentation and Communication Standards

1.1. Document and Media Standards

In order to ensure the exchange of documents and other media without problems, and to facilitate cooperative preparation of such documents, it is important for all project participants to use the same document formats. For some document types it is also important to imply some basic rules on which options or modes to use or to avoid.

1.1.1. Text Documents

All text documents shall use the Microsoft Word 2003 format. In general all documents edited by several persons should activate the change control for marking up modifications (high-lighting modified or new text segments). Editors should also make sure to reveal their identity for such changes. Changes can only be accepted or rejected by the person responsible for the delivery of the document.

Final text documents and especially all documents submitted to third parties (including the Commission) should be converted to PDF. All documents have to be sent to coordinator also in editable format before submission to commission.

1.1.2. Presentations

All presentations (slide shows) should use the Microsoft PowerPoint 2003 format.

Slide shows provided to third parties (including the Commission) should be converted to PDF. If animation is important for the understanding of the presentation, the animated slides must be replaced with several slides as needed for showing the animation.

1.1.3. Tables

All tables and calculations should use the Microsoft Excel 2003 format.

1.1.4. Diagrams

Any diagrams or figures too complex to be realized by the internal tools of the corresponding applications above should use the Microsoft Visio 2003 format.

1.1.5. Images

In general all images should either use the JPEG or the PNG format. In case layered images are required for further processing, the Adobe Photoshop format should be used.

1.1.6. Videos

In order to minimize the size and to optimize the quality of project related videos, recent video codec (e.g. DivX) should be used. When a video is provided internally, the type and version of the required codec should be stated. When delivering a video to a third party (including the Commission) the appropriate codec should be provided along with the video.

1.1.7. Teleconferences

Teleconferences will be used as much as possible to minimize the travelling. Skype will be used and the skype usernames list is maintained by partners in WIKI on “Project member” page.

2. Corporate Identity and Website

2.1. Corporate Identity

Based on a poll by all project participants regarding three proposals, the Executive Board decided on a corporate identity for BeAware. This identity was embodied in a logotype and it also refers to the layout and style of:

- Web pages,
- Documents / Reports,
- Flyers / Posters and,
- PPT slides.

All partners should communicate the corporate identity and use the templates for all public presentations of the project. Moreover, all reports and deliverables that are generated within the project should use the official project templates with logo.

The use of the corporate identity will be enforced by the internal reviewers.

All templates and the logo are available for download on the project WIKI under WP7.

2.2. Public Website

The Executive Board has decided that BeAware should use the following URL for the external public web site: **www.energyawareness.eu**

This web site will be developed and hosted by Interactive Institute. The web site will use the Wordpress content management system to allow all project partners to edit and update the content.

In general, each work package leader will be primarily responsible to provide and update the content regarding activities in his or her work package. She or he may delegate this to another person. However, partners that want to put news and press releases on the website should always coordinate this work with the editor at Interactive Institute.

All web pages and documents provided at the public web site must use the agreed Corporate Identity of the project. Each project partner is allowed to develop an individual web page about the project on her/his web site. These web pages should always provide a link to the public BeAware web site.

Web sites that inform about BeAware should also include a section stating the following: BeAware is co-funded by the European Commission as part of the 7th Research Framework Programme (FP7-2007-ICT-2-224557).

3. Project Internet Tools

3.1. Email Lists

Email lists are a major means of communication within the BeAware project. They are preferred to listing the addresses.

- In order to prevent misuse of these email lists, all email lists are closed lists, i.e. only members (email addresses) registered for a particular list may send messages to the list.
- As a general policy each person posting to any of the email lists should ensure that the content of the message is appropriate for the recipients of the list selected, thus avoiding unintended and unnecessary emails.
- Emails sent to the email lists will be archived in the email server of HIIT and can be accessed with the passwords sent each list member when added to the email list.
- All email lists will automatically add an appropriate prefix to the email header to ensure they can easily be identified as list emails of the specific list

The project distinguishes four different internal email lists. In addition to these lists further email lists may be established for other purposes needed (e.g. if any WP needs their own list).

The BeAware email lists are

General project (all project members)	beaware@hiit.fi	[beaware]
Project management board	beaware-pmb@hiit.fi	[beaware-pmb]
Administrative	beaware-ad@hiit.fi	[beaware-ad]
Technical Team	beaware-tech@hiit.fi	[beaware-tech]
User Team	beaware-user@hiit.fi	[beaware-user]

All administrative contact persons of each partner are members of administrative list.

The membership lists on each email list are updated on WIKI.

3.2. Central Document Repository (WIKI)

The WIKI system (hosted by HIIT) acts as the primary means of communication for the delivery and interchange of documents and media. It is accessible at the URL: <http://wiki.beaware.hiit.fi/>

All project participants are granted access to the BeAware shared workspace. Each project partner is responsible to notify HIIT of changes of project participants in his organization.

Project partners are allowed to add additional folders to the BeAware workspace where appropriate.

It is a general principle that documents should rather be uploaded to the WIKI and then announced by email than attaching them to emails.

1.1.8. Joint Editing of Documents

Joint editing of documents stored on the WIKI often leads to undesired results due to competing modifications and replacements. Thus it is very important to follow the rules listed here.

- Each document has a main editor.
- Comments are given by MS Words track changes tool.
- The commented document is named by adding date and commenter's initials in the end of filename.
- Main editor compiles the changes in the master version.

3.3. Software Code repository (Subversion)

BeAware project develops software by adopting the open source approach: in other words, software development is open to any developer, distributed in the web.

In this perspective, BeAware project requires a central repository for the software code, with the capability of managing versions and concurrent accesses.

For that reason, BeAware project adopts the version control system Subversion (see <http://subversion.tigris.org/>). It is used to maintain current and historical versions of files such as source code, web pages, and documentation.

Subversion is well-known in the open source community and is used on many open source projects.

Subversion may be considered the best solution in the Software Configuration and Change Management (SCCM) category. Subversion is released under the Apache License, making it free software.

More, BeAware project will adopt a suitable solution for the Software Monitoring and Build Integration. Solutions from the current state of the art are: Hudson (see <https://hudson.dev.java.net/>) and CruiseControl (see <http://cruisecontrol.sourceforge.net/>).

4. Reporting

4.1. Internal Progress Reports

The members of the Project Management Board should prepare a (brief) bullet list of the activities in their particular work package during the previous month and make this list available as part of a monthly management report of the project at the beginning of each month. Coordinator will remind of the approaching deadlines.

MONTHLY INTERNAL MANAGEMENT REPORT (BULLET LIST FOR EACH WORK PACKAGE)	
Deadline	Week before monthly PMC (reporting on the previous month)
Format	Upload to the WIKI http://wiki.hiit.fi/display/BeAware/Reporting

In Quarterly Internal Activity Reports will be reported

- Activities
- Meetings (Date, location, subject, attendees)
- Travelling (Date, location, reason to travel, name of the traveler)
- Effort on each Work package (PMs per WPs and months))
- Publications (Authors, title, publication, date)
- Conferences and presentations (Date, location, participants, subject, outcome)

of each quarter.

QUARTERLY INTERNAL MANAGEMENT REPORT TEMPLATE IN WIKI	
Deadline	Two weeks after the reporting period
Format	Upload to the WIKI http://wiki.hiit.fi/display/BeAware/Reporting

4.2. Internal Reviews

All project deliverables (internal and external) are subject to an internal review process.

A Deliverable plan has to be submitted to the project email list (beaware@hiit.fi) at least 4 months before delivery date mentioned in Annex I. In addition to the plan the contributors and reviewers has to be mentioned.

A first complete version of each deliverables should be made available for internal reviewing **5 weeks before the deadline of the deliverable** (according to Annex I). The file has to be uploaded to the WIKI. If this is not possible due to ongoing work to be finished, at least an early draft, containing the parts which could be finished earlier has to be provided (as an absolute minimum this includes the table of content, the abstract, and the document structure (section and sub-section headers).

The person responsible for the compilation of the deliverable should inform the internal reviewer assigned when uploading the deliverable for review to the WIKI by email.

The full deliverable has to be provided **no later than 2 weeks before its official deadline**.

The internal reviewer of a deliverable should not be involved in the compilation of the deliverable (if feasible).

The internal reviewer must use the review template provided at the WIKI. The internal review should be provided within **less than one week** after the deliverable has been provided. The review report should be uploaded to the same folder of the WIKI as the deliverable is provided. Additionally the provider of the deliverable should be informed by email.

The date of provision of the deliverable for internal review and the final internal acceptance of the deliverable will be added to the table in the annex of this document on the WIKI.

The internal reviewer should inform the Project Management Board in case the deliverable is not made available at the deadline specified. The same applies to the provider of a deliverable in case the internal review is not received within the specified period.

Project Management Board accepts the deliverables.

4.3. Deliverables

Deliverables are provided to the internal reviewers by uploading them to the Deliverable status table of the in the WIKI (<http://wiki.hiit.fi/display/BeAware/Deliverable+Status>) at least 5 weeks before the external deadline.

Deliverables are provided to the Commission according to the delivery date specified in Annex I by converting the document into PDF (if not already done before) and uploading the document into the Deliverable status table. Deliverables, which are reports, must use the standard report template.

DELIVERABLE	
For Review	4 weeks before external deadline
For PMB	2 weeks before external deadline
Format	Upload to the Wiki/ http://wiki.hiit.fi/display/BeAware/Deliverable+Status

Deliverable writing

Editor of a deliverable updates the "Deliverable Status" page in WIKI, attaches and creates a link to the deliverable plan. When the Deliverable is submitted to the board is also posted to "Deliverable Status" page.

Current versions and draft of deliverables need to be maintained in the respective WP page accessible to all.

Deliverable coding

The name coding for the deliverables is following:

[BeAware-DX.Y-PPP-Vk.j-YYYYMMDD-NN]

Where

DX.Y is deliverable number

PPP is the partners abbreviation

Vk.j is the version number. 1.0 is the one which will be sent to commission.

YYYYMMDD year, month and day of preparation of the version

NN is the initials of the commenter, used when needed

Deliverable submission

When PMB has been approved the deliverable, the coordinator submits it to the commission.

4.4. Periodic Reports

Periodic reports are required by the Commission at the end of each project year, i.e. after 12, 24 and 36 months.

ELECTRONIC VERSION	
Deadline	3 weeks after the end of the reporting period (i.e. May 21)
Format	Upload to the Wiki/

PRINTED VERSION (SIGNED AND STAMPED)	
Deadline	5 weeks after the end of the reporting period (i.e. June 7)
Format	To be sent by courier

Templates for periodic report will be placed to WIKI.

4.5. Audit Certificates

Audit certificates will have to be provided by such project partner which costs exceed €375000. Project partners should contact an auditor early enough before the first audit certificate is due.

Audit certificates will be delivered at the same time as the periodic report (see above).

5. Meetings

5.1. General Project Assemblies

According to Annex I the project partners will meet approximately every 3 months.

DECISION ON DATE AND LOCATION	
Responsible	PMB
Deadline	No later than 2 months before the meeting (usually already at previous project assembly)
Format	Email to all project participants (BeAware email list)
INVITATION	
Responsible	Local host
Deadline	No later than 6 weeks before the meeting
Format	Email to general BeAware mailing list
AGENDA	
Responsible	Local host
Deadline	No later than 3 weeks before the meeting
Format	Upload to the WIKI and email notification to beaware@hiit.fi
MINUTES (GENERAL AUDIENCE)	
Responsible	Local host (who may delegate this to other persons)
Deadline	No later than 1 week after the meeting
Format	Upload to the WIKI and email notification to beaware@hiit.fi

5.2. Other Meetings

DECISION ON DATE AND LOCATION	
Responsible	Local host
Deadline	No later than 2 weeks before the meeting
Format	Email to all project participants involved or concerned
INVITATION	
Responsible	Local host
Deadline	No later than 1 week before the meeting
Format	Email to all project participants involved or concerned
AGENDA	
Responsible	Local host
Deadline	No later than 1 week before the meeting
Format	Upload to WIKI and email notification
MINUTES (GENERAL AUDIENCE)	
Responsible	Local host (who may delegate this to other persons)
Deadline	No later than 1 week after the meeting
Format	Upload to the WIKI and email notification

5.3. Project Management Board (PMB) Meetings

According to Annex I the PMB will meet in person at each general project assembly. In addition to these meetings, the Executive Board will further use monthly telephone meetings.

1.1.9. Physical Management Board Meetings

INVITATION	
Responsible	Coordinating Person
Deadline	No later than 14 calendar days before the meeting
Format	Email to PMB mailing list
AGENDA	
Responsible	Coordinating Person
Deadline	No later than 14 calendar days before the meeting
Format	Upload to WIKI and email notification to the PMB list
MINUTES	
Responsible	Administrative Manager
Deadline	No later than 10 calendar days after the meeting
Format	Upload to WIKI and email notification to the PMB list

1.1.10. Monthly PMB Telephone Meetings

The primary goal of these meetings is to make sure that all work package leaders are aware of the ongoing activities and issues concerning multiple work packages can be solved as soon as possible. Topics requiring an extensive discussion or even a vote should (if possible) be postponed to the next Executive Board meeting.

The time for monthly Executive Board telephone meetings will be agreed later.

PMB members who cannot participate may send a substitute.

In general, the PMB Telephone meetings should not exceed 1 hour.

The agenda of the phone meetings and the connection details required to participate are part of the internal progress report. The internal progress report also acts as meeting minutes. Results not already listed in the work package related progress reports may be added as a separate section.

6. Publication Policy

According to the Consortium Agreement each *Party* has the right to publish or allow the publishing of data which constitutes such *Party's Knowledge, Pre-existing Know-how* or confidential information it owns. This includes knowledge achieved within the project without any contribution or participation of other project parties.

Publication of results including knowledge achieved by other project partners or using their Knowledge or Pre-existing Know-how require the agreement by these partners prior to the submission of the publication. Those other project partners should be invited to contribute to such a publication as additional authors.

Project partners shall not publish or initiate a publication of results primarily based on research and contributions made by other project partners.

According to the Consortium Agreement all publications have to be announced in advance.

- This shall be done at least one month in advance to the initial submission of the publication (if at all feasible).
- The responsible author shall provide the (preliminary) title, abstract, and list of authors of the planned publication.
- This information has to be made available on the WIKI within the Publications folder.
- Other project partners may object against a publication according to the cases described in the Consortium Agreement
- Upon submission of the actual publication the submitted version has to be made available there as well.
- Upon acceptance of the publication it has to be replaced by the finally accepted version.

All publications must include the following statement within their acknowledgement section:

BeAware is co-funded by the European Commission as part of the 7th framework (FP7-2007-ICT-2-224557)

And in all publications have to be the logos of EU, the 7th framework and the project.

7. Annex A – Project members

Updated lists of the project member lists are kept in WIKI. Each organization updates the changes to the lists in WIKI.

7.1. List of project members

Project Members

FIRSTNAME SURNAME	ORGANI ZATION	TELEPHONE	EMAIL	ROLE
Giulio Jacucci	TKK-HIIT	+358 50 384 1535	giulio.jacucci@hiit.fi	Coordinator
Lassi A Liikkanen	TKK-HIIT	+358 50 384 1508	lassi.liikkanen@hiit.fi	User researcher
Marja-Leena Markkula	TKK-HIIT	+358 50 546 8789	marja-leena.markkula@hiit.fi	Administrative coordinator
Matti Lehtonen	TKK-HIIT	+358 50 301 2231	matti.lehtonen@hiit.fi	Researcher
Matti Lehtonen	TKK-EE	+358 9 451 5484	matti.lehtonen@tkk.fi	Professor, Head of the laboratory
Tatu Nieminen	TKK-EE	+358 9 451 5093	tatu.nieminen@tkk.fi	Research Assistant
Pirjo Heine	TKK-EE	+358 9 451 5044	pirjo.heine@tkk.fi	Senior Researcher
Gunnar Bröms	VRD	+46 2683500	gunnar.broms@vattenfall.com	Senior advisor
Monica Löf	VRD	+46 26 83 674	monica.lof@vattenfall.com	Project manager
Johannes Lärkner	VRD	+46 2683806	johannes.larkner@vattenfall.com	Researcher engineer

Anna Spagnolli	UNIPD	+39 049 827 6644	anna.spagnolli@unipd.it	Researcher
Luciano Gamberini	UNIPD	+39 049 827 6605	luciano.gamberini@unipd.it	Lab director
Massimo Bertoncini	ENG	+39 06 4920 1425	massimo.bertoncini@eng.it	Manager
Francesca Menici	ENG	+39 06 4920 1425	francesca.menici@eng.it	Researcher
Luigi Briguglio	ENG	+39 06 4920 1419	luigi.briguglio@eng.it	Technical Director
Giuseppa Caruso	ENG	+39 06 4920 1425	giuseppa.caruso@eng.it	Researcher
Olle Dierks	II	+46 70 670 8006	olle.dierks@tii.se	Communication officer
Loove Broms	II	+46 70 743 1754	loove@tii.se	Interaction designer
Magnus Bång	II	+46 70 301 53 19	magba@tii.se	Research manager
Jani Lahtinen	BaseN	+358 50 5745613	jani.lahtinen@basen.net	Head of Research
Katri Oinonen	BaseN	+358 44 5533769	katri.oinonen@basen.net	Project Manager
Sujit Wings	BaseN	+358 40 535 9161	sujit.wings@basen.net	Product Manager
Uberto Delprato	IES	+39 348 3432153	u.delprato@i4es.it	CEO
Massimo Cristaldi	IES	+39 348 2816167	m.cristaldi@i4es.it	CTO

7.2. List of WP leaders

WP leaders

WP	NAME	LEADER	PARTICIPANT
WP1	Management	Marja-Leena Markkula	TKK-HIIT
WP2	Cognition and Practices of Energy Consumers	Luciano Gamberini	UNIPD
WP3	Sensing Infrastructure	Jani Lahtinen	BaseN
WP4	Applications and User Interfaces	Giulio Jacucci	TKK-HIIT
WP5	Service Design and integration	Luigi Briguglio	ENG
WP6	Trials and Validation	Massimo Cristaldi	IES
WP7	Dissemination and Awareness	Magnus Bång	II
WP8	Exploitation and Sustainability	Massimo Bertoncini	ENG

7.3. Members of the Project Management Board

According to the regulations in Annex I and the Consortium Agreement, currently the following persons are members of the management board:

PMB Members

ORGANIZATION	MEMBER OF THE BOARD
TKK	Giulio Jacucci, (Coordinating person, chair) Marja-Leena Markkula, TKK secretary (non-voting member)
BaseN	(Sujit Wings) Jani Lahtinen, permanent deputy
II	Magnus Bång
ENG	(Massimo Bertoncini) Luigi Briguglio, permanent deputy
UNIPD	Luciano Gamberini
ENELSI	Pasquale Monti
IES	(Uberto Delprato) Massimo Cristaldi, permanent deputy
VRD	Monica Löf