



# **Deliverable D5.1: Quality Management Guide**

# **GREENDC**

**Brunel University London  
TURKSAT  
LK Knowledge Engineering  
Gebze Technical University  
David Holding**



**Project reference: 734273**



<b>Project Number</b>	734273		<b>Acronym</b>	GREENDC	
<b>Full Title</b>	GEENDC				
<b>Project URL</b>	<a href="http://www.greendc.eu/">http://www.greendc.eu/</a>				
<b>Project Officer</b>	Irina-Elena Tiron				
<b>Deliverable</b>	<b>Nº</b>	5.1	<b>Title</b>	Quality Management Guide	
<b>Work Package</b>	<b>Nº</b>	5	<b>Title</b>	Management	
<b>Date of delivery</b>	<b>Contractual</b>	31 Mar 2017		<b>Actual</b>	30 Mar 2017
<b>Version</b>	1.B				
<b>Nature*</b>	R				
<b>Access level**</b>	PR				
<b>Status level***</b>					
<b>Responsible Author</b>	<b>Name</b>	Habin Lee		<b>Institute</b>	UBRUN
<b>Internal Reviewer 1</b>	<b>Name</b>	Stanimir, Yonko		<b>Institute</b>	DAVID
<b>Internal Reviewer 2</b>	<b>Name</b>	Kimberly Kim		<b>Institute</b>	LKKE
<b>Email</b>	Habin.Lee@brunel.ac.uk			<b>Phone</b>	+44 1895 267414
<b>Abstract (for dissemination)</b>	This is an internal deliverable that defines quality assurance process of the GREENDC project. The quality management guide covers the key performance indicators of the project, document control management procedure, quality assurance measures, and finally the guidelines for producing deliverables of the project.				
<b>Keywords</b>	Quality management, project management, internal review, template, document name convention				

## Document Contributor

Table 1 Document contributor

Name	Company	e-Mail
Habin Lee	UBRUN	Habin.lee@brunel.ac.uk
Kimberly Kim	LKKE	Kimberly.kim@lkknowledge.co.uk
Stanimir Yovchev	DAVID	syovchev@david.bg
Yonko Yonkov	DAVID	Yonko @david.bg

## Document historic

Table 2 Document history

Version NO	Date	Authors	Description
1.A	18.03.2017	Habin Lee	The first draft was delivered
1.A_A	27.03.17	Stanimir Yovchev / Yonko Yonkov	Minor revision including typos
1.A_B	29.03.17	Kimberly Kim	Minor revision mainly for typos
1.B	30.03.17	Habin Lee	Final version

## Glossary

Table 3 Glossary

Acronym	Meaning
LKKE	LK Knowledge Engineering
DAVID	David Holding
UBRUN	Brunel University London
TURKSAT	Turksat
GTU	Gebze Technical University
PMB	Project Management Board
PC	Project Coordinator
TM	Technical Manager
QM	Quality Manager
GA	Grant Agreement
CA	Consortium Agreement
DSS	Decision Support System
WP	Work Package
DM	Document Quality Metrics

Acronym	Meaning

## Contents

1	INTRODUCTION .....	7
1.1	1.1 Purpose and Scope .....	7
1.2	1.2 Relation to Work Packages and Deliverables .....	7
1.3	1.3 Document Structure .....	7
2	PROJECT ORGANIZATION, ROLES AND RESPONSIBILITIES .....	9
2.1	Coordinator .....	9
2.2	Project Management Board.....	10
2.3	Quality Manager .....	11
2.4	Work Package Leaders.....	12
2.5	Tools for communication .....	13
3	PROJECT KEY PERFORMANCE INDICATORS .....	17
4	DOCUMENT CONTROL MANAGEMENT .....	19
4.1	Document Requirements.....	19
4.2	Document referencing / naming conventions and versioning.....	20
4.3	Deliverables layout.....	24
4.4	Document Repository.....	24
5	SCIENTIFIC QUALIFY ASSURANCE.....	25
5.1	Review/ Evaluation from Advisory Board .....	25
5.2	Quality Assurance Metrics .....	25
5.3	Procedure for the preparation of deliverables.....	27
6	SUMMARY.....	30
7	APPENDIX – DOCUMENT TEMPLATES OF THE GREENDC PROJECT.....	31

## **1 INTRODUCTION**

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### **1.1 1.1 Purpose and Scope**

The purpose of the present deliverable entitled “Quality Management Guide” is to:

- Define the structures, the procedures, the metrics and the supporting documents that need to be appropriately established in order to assure the quality of the project deliverables, implementation of secondments and project management activities.
- Identify the project’s Key Performance Indicators also known as KPIs to help define and measure progress towards the project goals.

In this context, the quality management plan aims to fulfil the following main objectives:

- To assure the quality of the project deliverables and project management activities.
- To set quality objectives in order to implement the project that meets EC, researchers, and consortium requirements for the deployment and use of GREENDC decision support system.
- To identify the quality responsibilities of all the partners within the consortium.
- To ensure proper co-ordination and communication channels among partners during the project implementation.

In order to ensure the relevance of the quality and risk management plans, they will be revisited regularly, throughout the project execution and especially when contractual changes occur.

### **1.2 1.2 Relation to Work Packages and Deliverables**

This deliverable defines a guideline for quality assurance of all deliverables delivered from other WPs. All the authors of the GREENDC consortium is strongly suggested to follow the guidelines defined in this document for implementing scientific, technical, and management activities and transforming the outcomes into formal deliverables from the activities.

### **1.3 1.3 Document Structure**

The structure of the document is as follows:

- Section 2 reviews the project management structure and roles as defined at the GA of the GREENDC project.

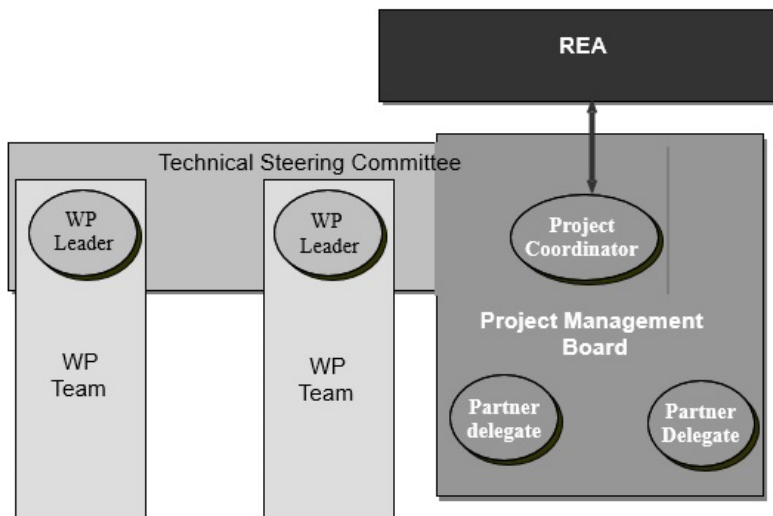
- Section 3 presents the key performance indicators for the project.
- Section 4 defines the document control management procedures.
- Scientific quality assurance measures are presented in section 5.
- Section 6 concludes this deliverable.



## 2 Project organization, roles and responsibilities

The organisational structure of the project comprises the following components:

- The **Project Coordinator (PC)**, (UBRUN, Habin Lee), acts as intermediary between the Consortium and the European Commission;
- The **Project Management Board (PMB)**, decision-making body of the Consortium;
- The **Technical Manager (TM)**, (DAVID, ), will coordinate the technical progress of the project.
- The **WP leaders (WPL)** will be in charge of the implementation of the R&D activities at the WP level.



**Figure 1 The management structure of GREENDC consortium**

- The **Quality Manager (QM)** will define the Project quality procedures and will review the reports to verify the quality before transmitting them to the Commission.

### 2.1 Coordinator

The Project Coordinator is the ultimate responsible for the overall coordination of the Project, especially but not limited to the scientific point of view.

Tasks of the Coordinator:

**As from the Annex I**

The Project Coordinator shall have as responsibilities:

- Overall responsibility for the project; guarantees its continuity and consistency and allocates its resources adequately
- Handles any conflict resolution within the project, which could not be handled at a lower level.
- Monitors compliance by the parties with their obligations.
- Keeps the address list of members and other contact persons updated and available.
- Collects, reviews and submits information on the progress of the project and reports and other deliverables (including financial statements and related certification) to the European Commission.
- Acts as the speaker of the project in all interactions with the EC and third parties.
- Transmits promptly documents, minutes of the PMB meetings and information connected with the project.
- Prepares the meetings, proposes decisions and prepares the agenda of the PMB meetings, chairs the meetings, prepares the minutes of the meetings and monitors the implementation of decisions taken at meetings.

**As from Annex II of the GA**

- Administer the EC contribution in accordance with GA and CA.
- Keep traceable records and financial accounts.
- Inform the Commission of the distribution of the EC contribution.
- Review the reports to verify consistency with the project tasks before transmitting them to the Commission.
- Monitor the compliance by Beneficiaries with their obligations.

**2.2 Project Management Board**

The Project Management Board (PMB) will have the overall responsibility of the project, consists of one representative of each partner and is chaired by the Project Coordinator. It is in charge of:

- Content, finances and intellectual property rights definition.

- Collection of financial information from the partners and the provision of regular periodic reports to the Commission.
- Changes/setting up to the Consortium Agreement.
- Management of Knowledge and Intellectual Property Rights (IPR).
- Looks for the proper potential investors, interested in the project results.
- Organization of all Consortium meetings, Review Meetings and events.
- Evolution of the Consortium.
- Discussion and solving of business and technical problems that may arise in conjunction with the Technical Board.
- Monitoring of results and establishment contacts with other relevant projects, clusters or initiatives.
- Developing the project dissemination and exploitation strategy under the role of Dissemination and Exploitation Manager.

Each Member of the Project Management Board has one vote.

**Table 4: Project Management Board**

Institution	Member
UBRUN	Habin Lee
DAVID	Yonko Yonkov
GTU	Hakan Hocaoglu
LKKE	Kimberly Kim
TURKSAT	Sami Yenice

The Management Board is expected to meet as a normal basis ones per month (either physically or remotely). If some special issues should be covered, additional meetings will be organized to cover the issue. Special attention will be paid during suspension period, to solve management and communication problem, weekly meeting have been scheduled.

### 2.3 Quality Manager

The Quality Manager has the task to check the quality of the management of the project, the timely submission of deliverable and the respect of internal deadlines for all processes. In

addition, the quality Manager assesses the project quality by defining and measuring a set of properly defined indicators.

Quality assurance is generally considered as part of quality management which focuses on providing confidence that quality requirements will be fulfilled. It is achieved with the help of internal review process of the consortium for the deliverables, appropriate corrective and preventive actions and a set of quantitative quality measures.

## 2.4 Work Package Leaders

WP leaders (WPL) will be in charge of the implementation of the R&D and management activities at the WP level. The WPLs will be responsible for the co-ordination, planning, and monitoring of their work packages, i.e. they will coordinate the activities between the different partners collaborating on that WP and facilitate information exchange. Every WPL will also examine the deliverables provided by the partners from his/her WP and insure that they are produced with the appropriate quality, on time and according to the secondment plan. The WPLs will hold teleconferences as required. In summary, their main roles will be:

- To manage the scientific and technical advancement of the WPs,
- To report and prepare proposals for the Project Management Board with regard to the achievements of the work plan and major secondment plan.
- To follow quality procedures and coordinate task leader for compliance with quality procedures.
- To coordinate task leaders and review the documentation generated.

The following table represent Work Package Leaders:

**Table 5: Work Package Leaders**

Work Package	WP Leader
WP1	Salakjit Jongsaguan (UBRUN)
WP2	Hakan Hocaoglu (GTU)
WP3	Mehmet Aktas (TURKSAT)

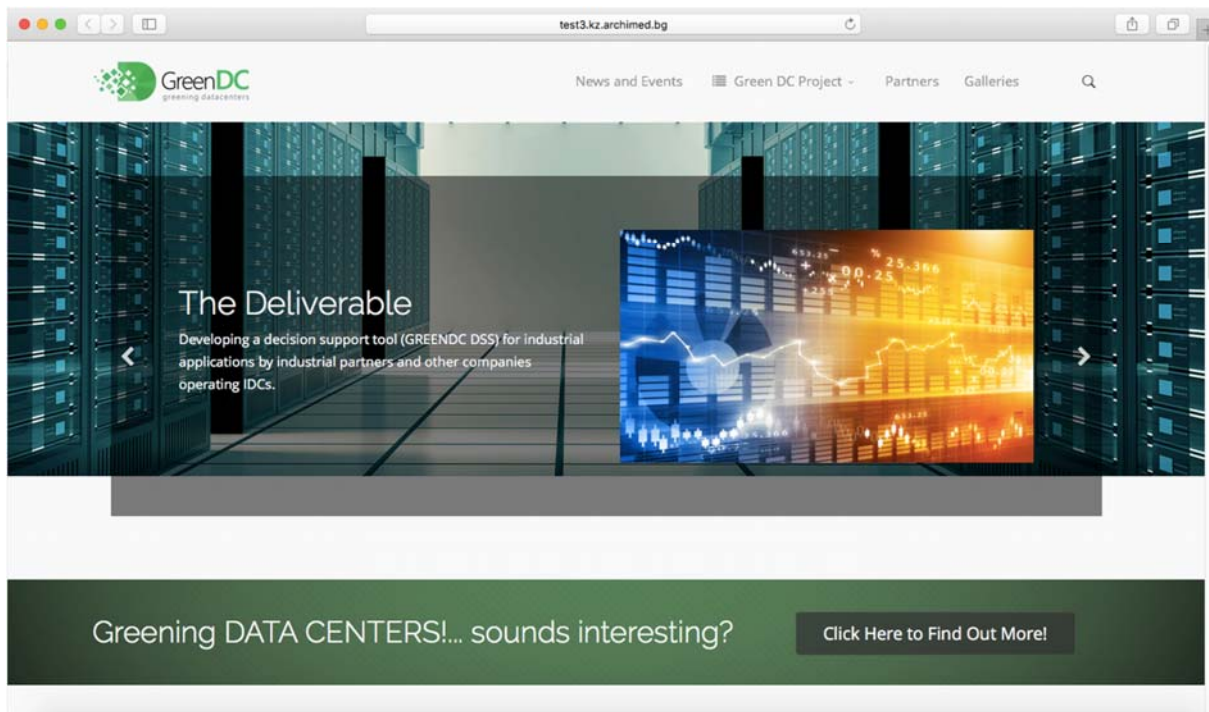
WP4	Stanimir Yovchev (DAVID)
WP5	Habin Lee (UBRUN)

**2.5 Tools for communication**

The project will use tools for effective communication among partners and for dissemination to external audiences.

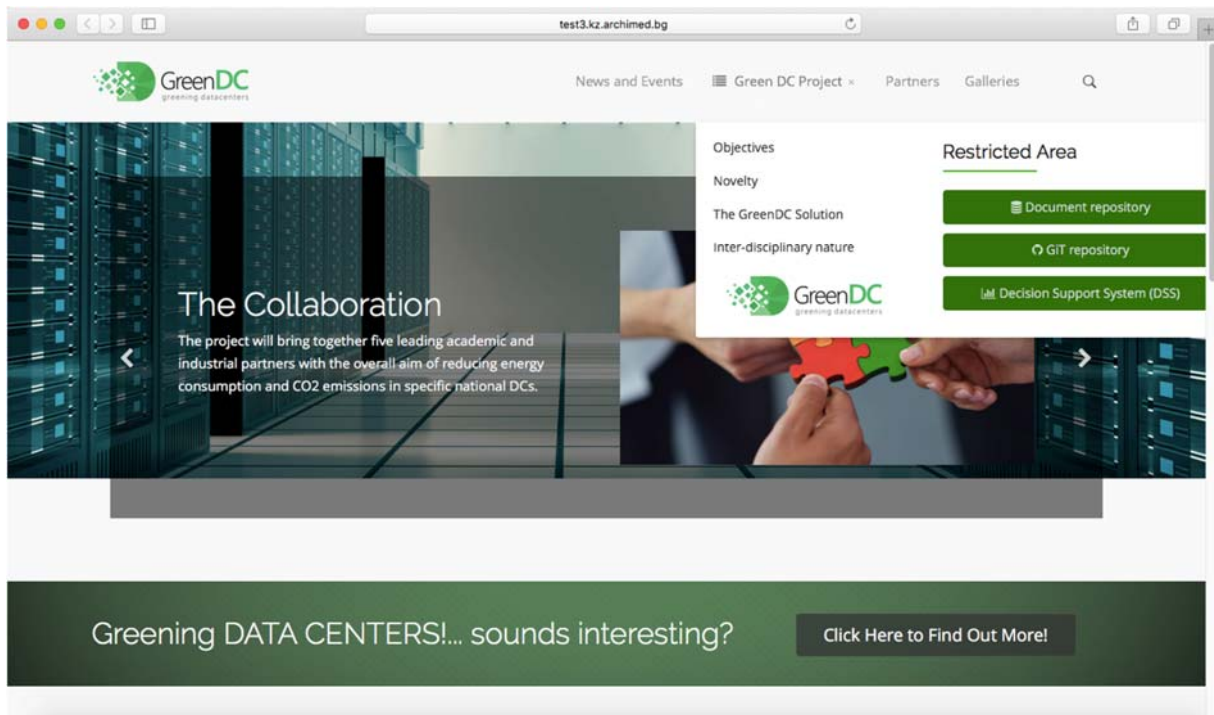
**2.5.1 Project web site**

Project web site will be used to disseminate the outcomes of GREENDC project and the MSCA initiative of H2020.



**Figure 2 The GREENDC project web site**

As shown in Figure 2, the project website will provide the public information on the GREENDC project including project objectives, public deliverables, and partners as well as the overall schedule of secondments.

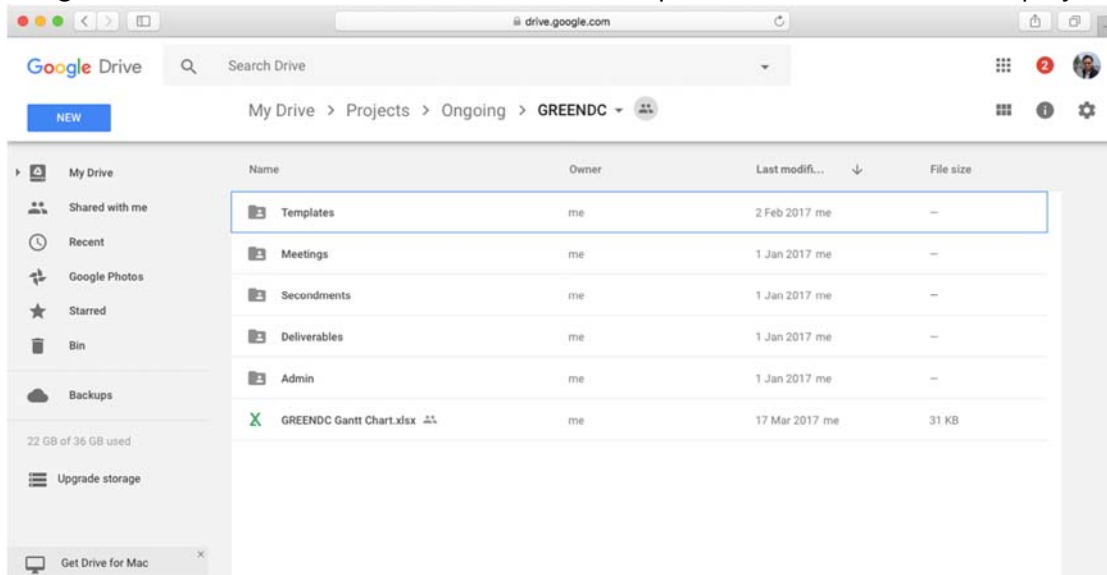


**Figure 3 Partners only area in the project web site**

Figure 3 shows restricted area of the project website which only project partners have access. The links to document repository (Google Drive), project management (Treil), and project code repository (GiT) are provided in this area.

**2.5.2 Document repository**

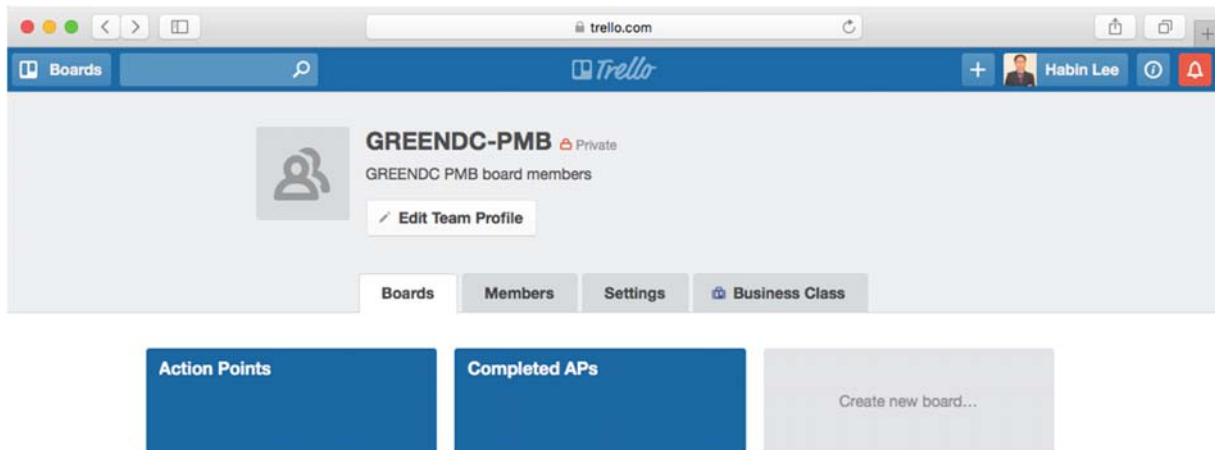
Google Drive will be used to share all the documents produced from the GREENDC project.



**Figure 4 The GREENDC document repository at Google Drive**

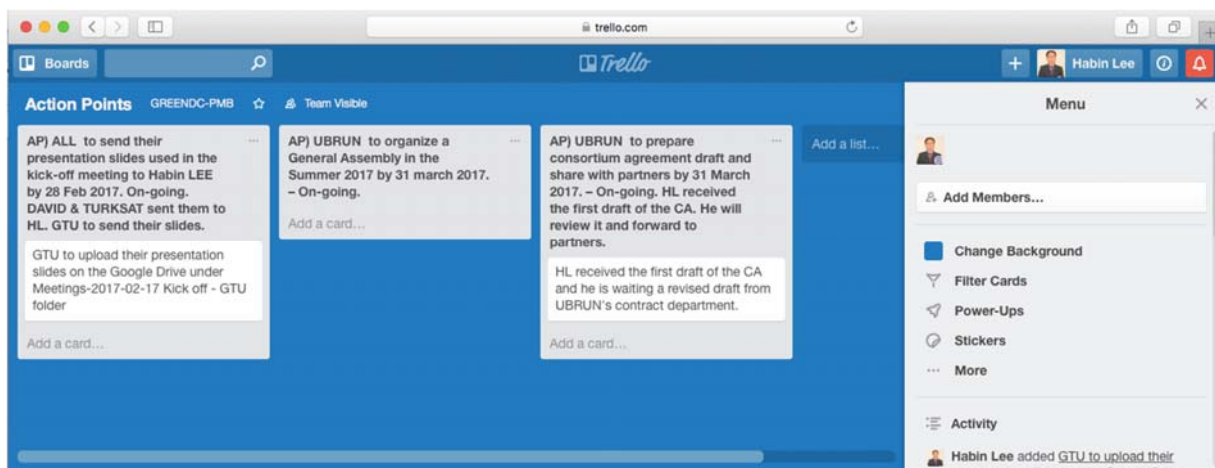
Figure 4 shows the structure of the GREENDC document repository on the Google Drive. The Google Drive provides partners with collaboration support including sharing documents, version management, and document history tracking services.

**2.5.3 Project management**



**Figure 5 Project management on Trello**

For effective management of action points (to-do lists) for the management and technical discussion of the GREENDC project, Trello, an online communication tool, will be used. Here all the action points are defined and allocated to responsible partners and the progress of all the action points can be easily monitored as shown in Figure 6.



**Figure 6 Monitoring the progress of project using Trello**

#### 2.5.4 GREENDC Source code repository

A Git server (<https://gitserver-open.turksat.com.tr/groups/greendc>) will be used as a source code server. TURKSAT will be responsible for the maintenance of the repository server.

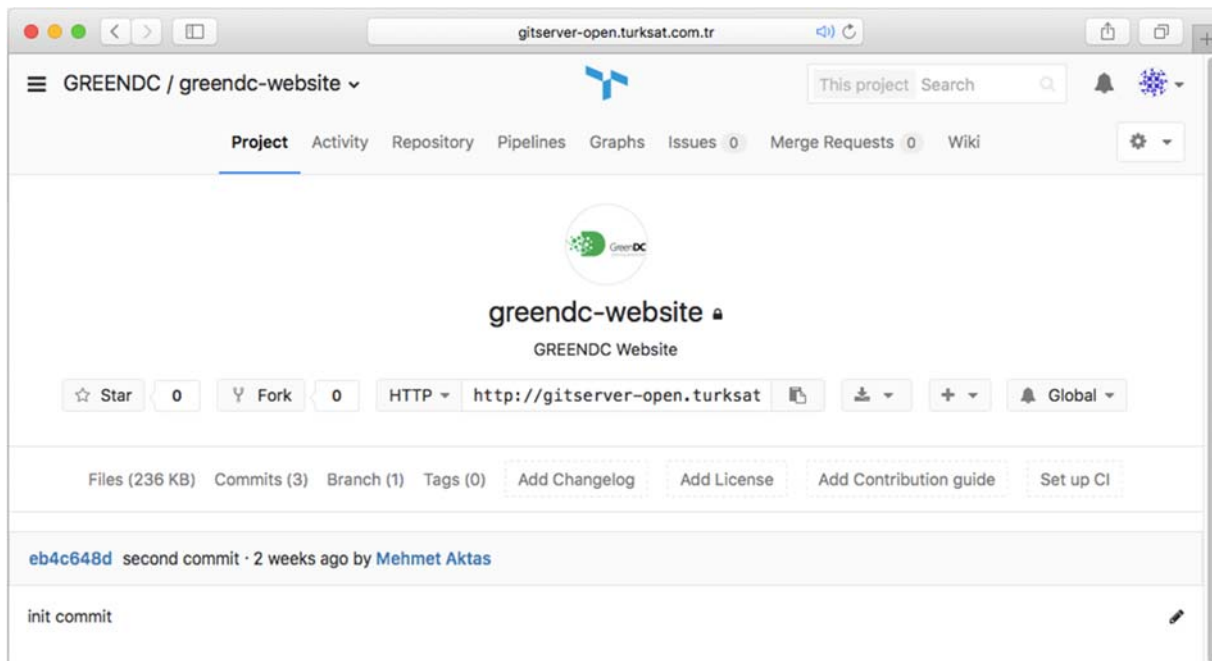


Figure 7 The GREENDC source code repository



### 3 Project Key Performance Indicators

The following KPIs were defined to measure the success of the project. Defining the quantitative measures to assess the project's success is a difficult task. In many cases qualitative characteristics of the project can be much more important to measure its success. Therefore, the table presented below should be interpreted as the first draft and a living document, which will be discussed and updated.

KPIs are defined in three categories: secondments, scientific quality, the quality of impact, and project management.

**Table 6 Project Key Performance Indicators**

Indicator No.	Indicator	Method of measurement	Expected Progress			
			M12	M24	M36	M48
<b>GREENDC Secondment KPIs</b>						
1	Secondment completion ratio	The total number of PMs implemented compared to total planned secondments by the end of each year.	75	80	90	100%
<b>GREENDC DSS Performance KPIs</b>						
2	Behavioural KPI of the DSS	Survey questionnaires based on measurement items defined in D1.2		60		80%
3	Technical KPIs of the DSS	KPIs to be defined in D1.2 and performance data obtained through third party monitoring tool		80		90%
<b>GREENDC Impact KPI</b>						
4	Journal publications	Number of scientific journal publications		1	2	3
5	Conference publications	Number of presentation of GREENDC in international conferences and workshops	1	2	4	6
6	Invited talks	Invited talks at academic societies	1	2	4	5
7	Professional events presentations	Number of public presentations	1	3	4	6
8	Online publications	Publications on online media (news articles, web site materials and so on)	1		2	3
9	Dissemination through website	Number of unique visitors of the project website	1000		2000	3000

10	Dissemination through social media	Number of followers in social media (Facebook and Twitter)	30	50	70	100
11	Networking activities	Number of networking workshops organized	1	2	3	4
<b>Project management KPIs</b>						
12	Number of PMB meetings	The PMB meeting minutes during the project duration	2	4	6	8
13	Number of Technical Meetings	The Technical Board meeting minutes during the project duration	10	20	30	40
14	Deliverable submissions in due date	The ratio of deliverables which are submitted within the due dates.	90	90	90	90%

## 4 Document control management

Document Control Management is the preparation of template documents, the identification and the tracking of changes related to draft and final versions circulated among the partners.

The Project Coordinator is responsible for the necessary assessment of deliverables and for the overall monitoring of all document control and configuration management activities described in this section.

### 4.1 Document Requirements

In the span of the GREENDC project, a set of deliverables and relevant documented results are anticipated. Such documents will be uploaded in the restricted GREENDC document repository, the Google Drive, as long as they comply with the following standards:

- Word Processor: Microsoft Word 97 or any word processing that is compatible with the .doc file type
- Spreadsheet: Microsoft Excel 97 and or any other table processing compatible with the .xls format
- Presentations: Microsoft PowerPoint 97 or any other tool compatible with the .ppt format

All files should be scanned for potential viruses before issuing and should be screened on receipt. If an acknowledgement is requested, an explicit request should be included by the sender at the top of the message (e-mail, fax, etc.).

**Table 7 Project documentation**

Type	Template	Responsible	Due
Deliverable	Appendix A1: Deliverable Document Template	Deliverable Leader as per ANNEX I	As defined in GA Annex I.
Presentation	Appendix A2: Presentation Templates	All partners	3 days before the presentation date.
Meeting Agenda	Appendix A3: Meeting Agenda Template	PMB meeting: Project Coordinator (UBRUN) WP meeting: WP leader as defined in the GA	7 days before the meeting
Meeting Minutes	Appendix A4: Meeting Minutes Template	PMB meeting: Project Coordinator (UBRUN) WP meeting: WP leader as defined in the GA	Within 15 days after the meeting

Reviewed Document	A new version with track changes on the original version	All partners	
Internal Review Report	Appendix A5: Internal Review Report Template	Partners (Reviewer role)	14 days before the due of the deliverable.
Consolidated Financial Statement	As per Grant Agreement and Commission guidelines	Financial Administrator	As defined in GA.

**4.2 Document referencing / naming conventions and versioning**

Document configuration management will be ensured through tracking the versions and the history of changes within the various project documents, such as:

- Deliverables (as stated in the deliverables list in the GREENDC Contract).
- Presentations of the project results.
- Meeting agenda and minutes.
- Peer-reviewed deliverables.
- Internal review reports.
- Knowledge Base material.

**Document history** will be tracked in each deliverable in a separate table describing the different versions of the document and the reasons of change/updates on it (please refer to Appendix A: Deliverable Document Template).

**Document versioning** will be tracked through each document “Configuration Matrix” in which all versions of each document will be tracked, the contributors and the document historic.

**4.2.1 Deliverables**

**Table 8 Name convention of deliverables**

<b>Name</b>	<b>GREENDC_[Deliverable Code]-[Deliverable Title]-vA.BB</b>
<b>(Draft)</b>	<b>GREENDC_[Deliverable Code]-[Deliverable Title]_[Partner]-vA.BB</b>

where      A:      Major version of the deliverable (Submission to Commission)

              BB:      Minor version of the deliverable for updates during the preparation phase

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<i>Examples</i>	GREENDC_D5.1- Quality Management Guide-v1.00 ( <i>for submission to the Commission</i> )
	GREENDC_D5.1- Quality Guide _UBRUN-v0.70 ( <i>for internal updates and submission for internal review</i> )

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### 4.2.2 Presentations

**Table 9 Name convention of presentation files**

Name	GREENDC_[WP Number]-[EVENT_NAME]_[Partner]-vA.BB
where	A: Major version of the presentation (Presentation in the event / workshop / meeting / general issues)
	BB: Minor version of the presentation for updates during the preparation phase
<i>Examples</i>	GREENDC_WP5-Kick Off_UBRUN-v1.00 GREENDC_WP4-ICIS2016_UBRUN-v0.10 GREENDC_WP4-Stake Holder Event 2016_DAVID-v1.0

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### 4.2.3 Meeting Agenda

**Table 10 Name convention of meeting agenda**

Name	GREENDC_[Meeting Number] Meeting_Agenda_[Place]_[Date]-vA.BB
where	A: Major version of the meeting agenda
	BB: Minor version of the meeting agenda for updates during the preparation phase
	Place: Venue city

Date: Meeting date following the convention DDMMYYYY

*Examples*  
 GREENDC\_Kick-off Meeting\_Agenda\_Sofia\_17022017\_v1.00 (final version)  
 GREENDC\_Kick-off Meeting\_Agenda\_Sofia\_17022017\_Sofia\_v0.10 (for internal updates and submission for internal review)

#### 4.2.4 Meeting Minutes

**Table 11 Name convention of meeting minutes**

<b>Name</b>	<b>GREENDC_[Meeting Number] Meeting_Minutes_[Place]_[Date]-vA.BB</b>
<b>Draft</b>	<b>GREENDC_[Meeting Number] Meeting_Minutes_[Place]_[Date]-[Partner]_vA.BB</b>

where

- A: Major version of the meeting minutes
- BB: Minor version of the meeting minutes for updates during the preparation phase
- Place: Venue city
- Date: Meeting date following the convention DDMMYYYY

*Examples*  
 GREENDC\_Kick-off Meeting\_Minutes\_Sofia\_07092017-v1.00 (final version)  
 GREENDC\_Kick-off Meeting\_Minutes\_Sofia\_07092017-UBRUN-v0.10 (for internal updates and submission for internal review)

#### 4.2.5 Reviewed Documents and Internal Audit Reports

**Table 12 Name convention of reviewed documents**

<b>Name</b>	<b>GREENDC_[Deliverable Code] [Deliverable Title]_[TR/QR]_[Partner]-vA.BB</b>
<b>Draft</b>	<b>GREENDC_[Deliverable Code] [Deliverable Title]_[TR/QR]_[Partner]_vA.BB-</b>

Internal Audit		
where	A:	Major version of the deliverable / internal audit report
	BB:	Minor version of the deliverable / internal audit report for updates during the preparation phase
	TR:	Technical Reviewed document
	QR:	Quality Reviewed document
<i>Examples</i>		GREENDC_D5.1 Quality Management Guide_TR_UBRUN-v0.71 <i>(Technical Reviewed Document from UBRUN)</i> GREENDC_D5.1 Quality Management Guide_TR_UBRUN-v0.71- Internal Audit <i>(Review report from UBRUN)</i> GREENDC_D5.1 Quality Management Guide_QR_UBRUN-v0.81 <i>(Quality Reviewed Document from UBRUN)</i>

#### 4.2.6 Knowledge Base Material

**Table 13 Name convention of knowledge base materials**

Name [Year]_[Type]_[Title]		
where	Year:	The year of publication for this source or file
	Type:	The type of the source, i.e. Report, Deliverable, Paper, Book
	Title:	The original title of the source
<i>Examples</i>		2017_Report_TURKSAT Data Centre Energy Management Guideline for source entitled "TURKSAT Data Centre Energy Management Guideline"

### 4.3 Deliverables layout

Official Project Deliverables should follow the respective templates presented in the Appendixes. They should also use the page layout (headers / footers) suggested in the same Appendixes.

Deliverables should also include:

- Table of Contents
- List of Figures (including the ones of the Appendixes)
- List of Tables (including the ones of the Appendixes)
- Executive Summary
- Chapters
- Conclusion section
- Reference section
- Appendixes

### 4.4 Document Repository

The GREENDC Document Repository (Google Drive) is being utilized to track, store and exchange documents between the consortium. The GREENDC Repository provides restricted access to authorized users through password-protected authentication. All users have reading, writing and appending authorizations, delete permissions. Google Drive software maintains the full track of documents updates to prevent accidental loss of information. The documents are organized in the following categories:

- Admin: All documents with regard to project administration including grant agreement, consortium agreement, management reports, financial data.
- Meetings: meeting agenda, meeting minutes and any other meeting logistics related documents
- Templates: all document templates defined in this deliverable.
- Secondment: all secondment related documents for each secondment as defined in the GA.
- Deliverables: all working and submitted deliverables according to versioning mechanism as defined in this deliverable.



## 5 Scientific Qualify Assurance

Quality assurance is generally considered as part of quality management that focuses on providing confidence that quality requirements are met. It is achieved through the internal review system of the consortium for the deliverables, appropriate corrective and preventive actions and a set of quantitative quality measures.

In this section, the necessary activities to measure, analyze and improve quality of project results are described.

### 5.1 Review/ Evaluation from Advisory Board

Apart from the internal reviewers within the project consortium, other external experts may have a key role in providing their expertise in specific research areas, in participating in the various workshops/webinars that will be conducted during the project, and in presenting their comments and feedback to the project's draft deliverables. The experts that will be mobilized in the project lifecycle within the Advisory Board have a multidisciplinary profile and will be coming from academic institutions, research centres or public organisations and from the industry.

The complete results of the External Reviews will be communicated to all partners, related to the specific WP.

### 5.2 Quality Assurance Metrics

Monitoring of the project quality throughout the project lifecycle will be done through metrics associated to the documentation quality and the reviews from reviewers, as indicated in the following sections.

#### 5.2.1 Documentation Quality Metrics (DM)

**Table 14 Documentation quality metrics**

Metric ID	Description	Target
DM#1	No. of inconsistencies according to the deliverable template (format, layout, spelling, etc.)	0
DM#2	No. of legibility issues in text, figures or tables	0
DM#3	Percentage of methodology soundness and content thoroughness	90%
DM#4	Percentage of correspondence to project objectives	100%
DM#5	Max delay days in the internal submission of Documents for review (according to the timetable provided in the document review procedure in Table 16)	3
DM#6	Percentage of technical and quality comments addressed (from the internal review)	90%
DM#7	Maximum number of quality review rounds	2
DM#8	Delays in the submission to the Commission of the	0

	deliverables according to timetable of the Description of Work (Appendix I of the GA).	
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### 5.2.2 Review/ Evaluation from Advisory Board Metrics (EM)

**Table 15 Review from advisory metrics**

Metric ID	Description	Target
EM#1	Min. number of external experts that will participate in the Advisory Board	5
EM#2	Min. number of deliverables to which the experts provide feedback	3
EM#3	Percentage of experts comments checked at the 1 <sup>st</sup> time	80%
EM#4	Percentage of experts' comments (decided to be further processed) implemented at the 1st time.	95%
EM#5	Percentage of usage of the Review / Evaluation instruments per evaluation phase and per user type	100%

The following recommendations should be followed by preparing the project deliverables:

- Always use BRITISH ENGLISH language correction support as a base for your writing.
- Always write the name of **GREENDC** using upper case throughout the whole document
- WP leaders should provide ready for submission version of their respective deliverables
- **File Name Convention:** to follow the rule defined at section 4.2
- To place the deliverable always in the corresponding GREENDC WP folder on the Google Drive.
- To delete the **versioning** before creating the final pdf that goes to the commission. The versioning is only in the word documents and should be kept internally.
- To fill the front page very accurately, as it has contractual relevance.
- To fill the header and the footer of the document correctly.
- If the deliverable is ready, to place the final word and the pdf version in the subfolder of the deliverable called "Final".
- To respect the timeline presented by the Coordinator.

### 5.3 Procedure for the preparation of deliverables

For each deliverable, two key persons have been (or will be) identified:

- Deliverable Owner (DO), in charge of collecting contributions and drafting the document;
- Two internal reviewers, in charge of reviewing the deliverable draft: one is the Technical Coordinator and another is selected among partners. The internal reviewers are provided in Table 17 along with the responsible partner and the delivery date.

The following preparation and delivery **procedure** is established:

**Table 16 Deliverables review process**

WHO	WHAT	WHEN
Deliverable owner	Collects contributions for the involved partners, drafts a first version of the deliverable and sends it to the internal reviewer	6 weeks before the delivery date (end of month due)
Deliverable internal reviewers	Read the deliverable draft and send a revised version to the deliverable leader	2 weeks before the delivery date
Deliverable Owner	Sends the second draft to all the Beneficiaries for a final check	1 week before the delivery date
Deliverable Owner	Sends the final version of the deliverable to UBRUN	2 days before the delivery date
UBRUN	Sends the deliverable to the European Commission	Within the deadline

Concerning the reviewing process, the reviewers send the Deliverable owner comments on the draft, and the Deliverable owner incorporates comments the draft. In case the Deliverable owner and the reviewers disagree about the changes that should be made and in case the two reviewers come out with contradicting reviews, the Coordinator has the final decision.

#### 5.3.1 Internal review

The Internal Audit includes audit control and review in two dimensions: technical and quality. The WP leaders and the Project Manager (or the Coordinator) are responsible to conduct internal technical and quality reviews to the deliverables before submission to the Commission. Scientific and technical aspects of the project documentation will be reviewed in order to ensure that all technical information is consistent to:

- Current state-of-the-art and recent scientific and technological research level
- Project objectives, previous project results and specifications

From a quality point of view, the project documentation will be reviewed against the following criteria:

- Format of the document according to the document template (as defined in the Quality Guidelines)
- Identification and correction of spelling or syntax mistakes, etc.

**Table 17 Reviewers of deliverables**

Del. No	Title	Owner	Due date	Reviewer1	Reviewer 2
D1.1	Data centre energy management practices	UBRUN	8	DAVID	TURKSAT
D1.2	GREENDC feedback report	TURKSAT	34	UBRUN	GTU
D1.3	Field trial of GREENDC	GTU	45	GTU	TURKSAT
D2.1	Design of the GREENDC DSS	LKKE	10	UBRUN	DAVID
D2.2	GREENDC DSS version 2.0	DAVID	40	DAVID	TURKSAT
D3.1	Annual knowledge transfer report	TURKSAT	48	UBRUN	LKKE
D4.1	Project web site	DAVID	6	UBRUN	LKKE
D5.1	Quality management guide	UBRUN	3	DAVID	LKKE
D5.2	Progress report 1	UBRUN	12	GTU	TURKSAT
D5.3	Mid-term meeting	UBRUN	18	GTU	DAVID
D5.4	Progress report2	UBRUN	36	GTU	LKKE

In order to facilitate the review process, two reviewers (apart from the deliverable responsible) are assigned in each deliverable, as indicated in Appendix 2. The reviewers for each deliverable is defined in Table 17.

### ***5.3.2 Review/ Evaluation from Advisory Board***

Apart from the internal reviewers within the project consortium, other external experts will have a key role in providing their expertise in specific research areas, in participating in the various workshops that will be conducted during the project, and in presenting their comments and feedback to the project's draft deliverables. The experts that will be mobilized in the project lifecycle within the Advisory Board have a multidisciplinary profile and are coming from academic institutions, research centres or public organisations and from the industry.

All findings of the external reviewers will be recorded in a special Review Form (Appendix C: External Review Report Template). Then, the WP leader and the authors need to determine corrective actions and arrange for follow-up actions based on the template Appendix D: Corrective Actions Report Template.

The complete results of the External Reviews will be communicated to all partners, related to the specific WP.

## 6 Summary

This document provides a detailed Quality Management Guides and defines KPIs to be used to evaluate the project progress. The quality KPIs of the GREENDC project are categorized into four groups: secondment, scientific quality, the quality of impact, and project management quality. The KPIs will be monitored in every PMB meetings which are held every 6 months until the end of the project. Technical meetings will be held at least once a month to monitor the progress of technical deliverables. Additional meetings will also be held to ensure the GREENDC consortium achieves all the targets defined as KPIs.

Particular attention will be put into the monitoring of secondment progresses considering large number of planned secondments. Partners will discuss about all aspects of implementing secondemtns including visa preparation, accommodation, travel and useful tips for seconded staffs to have reasonable quality of life during their secondments.

For scientific quality assurance, a quality assurance procedure was defined in Table 16 including internal review process. Partners are expected to keep the process to ensure high quality of deliverables from the GREENDC project.

The document will be treated as a "live" document throughout the project.

## **7 APPENDIX – Document templates of the GREENDC project**

### ***A1 : Deliverable template***

The deliverable template can be found in the project repository under the “Google Drive\GREENDC\Templates” folder as:

“GREENDC-TMPL-Deliverable.docx”

### ***A2: Presentation templates***

The presentation templates can be found in the project repository under the “Google Drive\GREENDC\Templates” folder as:

“GREENDC-TMPL-Presentation.pot” – template for PowerPoint

### ***A3: Meeting agenda template***

The meeting agenda template can be found in the project repository under the “Google Drive\GREENDC\Templates” folder as:

“GREENDC-TMPL-Meeting Agenda.docx”

### ***A4: Meeting minutes template***

The meeting notes template can be found in the project repository under the “Google Drive\GREENDC\Templates” folder as:

“GREENDC-TMPL-Minutes.docx”

### ***A5: Internal Review Report Template***

The presentation templates can be found in the project repository under the

“Management\Templates” folder as:

“GREENDC-TMPL-Deliverable\_Review\_Form\_Internal-Template.doc” – template for Internal Review Report