SETA

Deliverable 8.1

Progress Monitoring and Quality Management Plan

Grant Agreement number:	688082
Project acronym:	SETA
Project title:	An open, sustainable, ubiquitous data and service ecosystem for efficient, effective, safe, resilient mobility in metropolitan areas
Funding Scheme:	H2020-ICT-2015

Authors
Soo Vinnicombe   s.m.vinnicombe@sheffield.ac.uk

Internal Reviewer
Lucy Moffatt   l.moffatt@sheffield.ac.uk

State:	FINAL
Distribution:	Public

Deliverable History

Date	Author	Changes
16 March 2016	Soo Vinnicombe	Initial version
29 March 2016	Soo Vinnicombe	Final version

Contents

1.   Summary

The following document provides guidelines on the administrative practices which the consortium will follow, for example, deliverables, reporting and communications. Its purpose is to provide a summary of the most important management and administration procedures. The intended audience of this document is primarily the individual participants of the project consortium.

The following information contains exerts from the, more detailed, Consortium Agreement, Grant Agreement and general annexes. In the case of any discrepancy between this document and the original document in question, the detail of the original document will be upheld.

2.   Glossary of Terms

CA	Consortium Agreement
DoW	Description of Work
GA	Grant Agreement
WP	Work Package
PI	Principal Investigator
PO	Project Officer
Q	Quarter
M	Month of the project
PM	Project Manager

3.   Project management structure and roles in the consortium

The Seta management structure and procedures are outlined below.

3.1.   Management Objectives

The principal objective of project management will be to ensure the completion of all tasks in a timely manner to a high standard. To achieve these, three elements will be kept in balance: (a) Scope, the range of tasks required to accomplish the project goals, as defined in the Description of Work; (b) Resources, the personnel and equipment needed to achieve the aims of the project are fixed, as the budget, for the whole funding period and can be increased by partner's own funding; (c) Schedule, indicates the time and sequence of the various tasks as well as the total project duration and it is fixed as defined in the contract. These three elements are interdependent; the project management will ensure that each supports the other.

3.2.   Management Approach

This project will have a distributed management structure in which each of the major work packages operates largely independently for day-to-day purposes (efficiency) but meet regularly to exchange and synthesize ideas and integrate software (cooperation).

3.3.   General Meetings

There will be an average of one general meeting every four months during the lifetime of the project. This meeting will be used to foster the creation of a project community where everyone feels involved and knows everyone else, for discussion of issues relevant to the entire project and dissemination of results within the project. All representatives from each partner will participate in these meetings. In addition there will be several groups with various responsibilities in the project who shall meet throughout the project; they are listed below. Four main meetings will be key: the kick-off (M1) where partners will start the work; M18 that will coincide with the end of the first phase; the start of the final evaluation in M30; and, the final review which will conclude the project.

3.4.   Project Director

The project director, Prof. Fabio Ciravegna (USFD), will be responsible for the general project coordination. He will guarantee that the project runs smoothly, the work plan is followed, the milestones and deadlines met and the results disseminated and exploited successfully. Together with the Admin Managers he will ensure that the project runs within the allocated budget. He will chair the Steering Group. He will be the contact person for the European Commission and the project officer.

3.5.   Project Manager

Ms Soo Vinnicombe (USFD) will coordinate and supervise the day to day activities, including implementing the procedures and checking their correct application (quality control, reviewing, deliverable deadlines etc.) and for the organisation of meetings. She may also represent the project in EU initiatives. The manager will coordinate with the Project Director and the institutional finance managers.

3.6.   Exploitation Manager

Mr Luca Bolognini (aizoOn) will take this role for the SETA Project. Mr Bolognini will be responsible for: (i) Creation of the exploitation strategy; (ii) Creation of the exploitation plan; (iii) Identification of further business applications,; (iv) Identification of IPR and implementation of protection strategies.

3.7.   Administrative and Financial Management

The University of Sheffield will provide an administrative and financial support group, working with the steering group and the project coordinator. This will also form a resource on which all partners can call for advice. The group will be responsible for: (a) Management of administrative, legal, financial and other management of the project; (b) Working with the University of Sheffield EU project office who will provide expert support on financial and legal matters; (c) Ensuring the timely delivery of project deliverables; (d) Ensuring gender equality in project – recruitment processes and technical execution. Coordinator of the group will be Ms Lucy Moffatt.

3.8.   Steering Group

The most senior management group in the consortium structure is the Project Steering Group which has overall responsibility for the project. Their main mode of contact will be via email to allow rapid and constant communication throughout the project. The steering group will also have regular monthly telephone conferences to allow more thorough discussion and will meet as a separate group at each consortium meeting. The steering group will be responsible for the overall coordination of research, the strategic orientation of project, any modifications to contract (including plan of work or plans for use and dissemination), any changes to partnership and of the overall financial and technical performance of project and associated remedial actions. Membership: Project Director, one senior representative for each partner, Project Manager.

3.9.   Decision Making and Conflict Resolution

The decision-making procedure is distributed along the project hierarchy. Local technical decisions are left with the workpackage participants and their coordinator. The strategic decision-making is implemented in the Steering Group. In all these cases, each participant has a vote. Decisions will normally be taken by seeking consensus. For controversies the majority vote will be chosen. At parity of votes, the workpackage leaders will seek the opinion of the Project Director. In the Steering Board, in case of impasse the Project Director's vote will count as double. Where conflicts arise between parties, this shall be dealt with by the relevant project body. In the first instance any disagreements will be brought to the attention of the workpackage Leader(s) concerned who will attempt to find an equitable solution. If this fails, the matter will be taken to the Steering Group who will attempt to resolve the dispute. If the dispute is still not settled, the European Commission Project Officer will be contacted. As a last resort, the parties will have the option of having the dispute settled through external mediation or arbitration as set out in the Consortium Agreement.

3.10. Management of Project Risks

This is a very ambitious project needing the rapid preparation, fusing and modelling of large amount of data together with deploying the applications able to deliver value over it. We will

be tackling several issues, which still stand at the frontier of advanced innovation; as a consequence, special attention will be paid to a number of potential risks, to be able to promptly react. The Project Director will be in charge of informing the Project Steering Group about specific critical situations and possible measures to be taken. There are inherent risks related to situations external to the project (e.g. due to market changes) and risks related to internal consortium problems that are listed in the dedicated section of this proposal. These risks and the containment measures are outlined in Deliverable 8.3 Risk Management Plan (M2).

4.   Communications

4.1.   Internal Communications

All communications will be made in a polite and courteous manner. Urgent messages should be replied to within 3 working days whereas normal messages should be replied to within 10 working days. It is recommended that individuals set up out-of-offices messages specifying alternative contacts while they are on annual leave or otherwise unavailable for more than one day consecutively.

Group email addresses have been set up for internal project purposes. Partners are asked to send all project and work package communications using the mailing lists and to 'reply all' when responding to emails. There will be times when this is not appropriate (e.g. if the sender has requested a direct response or if the issue is confidential).

The group emails are listed below.

Name of list	Purpose of list
seta@sheffield.ac.uk	General list for all participants
seta-mgt@sheffield.ac.uk	Steering group list
seta-admin@sheffield.ac.uk	Admin list
seta-wp1@sheffield.ac.uk	General list for WP1 - Case studies
seta-wp1-birm@sheffield.ac.uk	WP1 Birmingham case study
seta-wp1-sant@sheffield.ac.uk	WP1 Santander case study
seta-wp1-turin@sheffield.ac.uk	WP1 Turin case study
seta-wp2@sheffield.ac.uk	WP2 Persuasive social and physical sensing
seta-wp3@sheffield.ac.uk	WP3 Data fusion methods in high dimensional systems
seta-wp4@sheffield.ac.uk	WP4 High dimensional predictive models
seta-wp5@sheffield.ac.uk	WP5 Large scale visual analytics and decision making
seta-wp6@sheffield.ac.uk	WP6 Management of large scale date for large scale pervasive smart mobility
seta-wp7@sheffield.ac.uk	WP7 Dissemination
seta-wp8@sheffield.ac.uk	WP8 Project Management

Each Workpackage lead has been directed to hold monthly group conference calls with interested parties to ensure that all partners are involved with the project. Notes from these meetings should be stored in the appropriate Google Drive folder for that workpackage.

4.2.   External Communications

USFD have set up and will maintain the Seta project website setamobility.eu . The website will be the focal point of external project communication and will be developed to include the following:

- Partner details and profiles
- News items
- Conference papers and presentations
- Other details as appropriate.

Social media accounts and guidelines will be developed as the project is established.

A logo for the project will be developed and agreed by project participants according to open competition and open vote.

4.3. Project Officer Communications

A folder has been established in the project Google Drive which holds non-confidential information requested by the project officer such as agendas and presentations from project general meetings.

5. Reporting and deliverables

5.1. Periodic reporting

The consortium will provide the Commission with a periodic report within 60 days of the end of each reporting period (M1-18, M19-36) with the first review scheduled for October 2017.

An overview will be provided of progress towards the objectives of the project, including achievements and attainment of milestones and deliverables as identified in the DoW as well as an up-to-date report on resources and costs against the proposed budget. Any differences between plans and actuals will be explained.

The final report will include a publishable summary and a plan on use and dissemination of results.

Partners were advised of financial and general reporting requirements at the kick off meeting in M1. Further guidance will be provided as necessary throughout the project.

5.2. Deliverables

A template for deliverables, which this document follows, is stored on the Google Drive.

The Seta deliverables are all either PU (Public) or CO (Confidential).

5.3. Deliverables Process

Deliverables will be submitted as outlined in DoW. Deliverables should first be drafted and distributed to the corresponding work package group for feedback. These should be stored in the folder called 'deliverables under development' is set up under each WP in the Google Drive.

Reviewers will be appointed in advance (draft document ready for review to be available in advance in consultation with reviewers). Deliverables in this stage should be stored in the folder called 'deliverables under review' in the appropriate WP folder.

Once deliverables have been reviewed, and adapted as necessary, they should be moved to the folder 'deliverables to be released'. Partners are asked to do this at least one day before the submission deadline. They will then be uploaded through the Participant Portal by the USFD research admin team.

Note that deliverables are due on the date indicated in the DoW unless prior agreement has been sought.

6.   Partners

No	Name	Key contacts	Email address
1	The University of Sheffield	Fabio Ciravegna (Project Director) Soo Vinnicombe (Project Manager) Lyudmila Mihaylova	f.ciravegna@sheffield.ac.uk s.m.vinnicombe@sheffield.ac.uk l.s.mihaylova@sheffield.ac.uk
2	Knowledge Now Ltd	Vita Lanfranchi	vita@k-now.co.uk
3	The Floow Limited	Sam Chapman	sam@thefloow.com
4	TSS	Jordi Casas Mark Brackstone Tamara Djukic	jordi.casas@aimsun.com Mark.brackstone@aimsun.com tamara.djukic@aimsun.com
5	Universidad de Cantabria	Jose Luis Moura	joseluis.moura@unican.es
6	Software Mind	Rafal Janik Marcin Sieprawski	rafal.janik@softwaremind.pl marcin.sieprawski@softwaremind.pl
7	Technische Universiteit Delft	Hans van Lint	j.w.c.vanlint@tudelft.nl
8	AizOon Consulting	Luca Bolognini	luca.bolognini@aizoongroup.com
9	Ayuntamiento de Santander	Celia Gilsanz Gomez	cgilsanz@ayto-santander.es
10	Citta di Torino	Giuseppe Estivo Lorenzo Pessotto	giuseppe.estivo@comune.torino.it lorenzo.pessotto@collaboratori.comune.torino.it
11	Sheffield Hallam University	Ben Heller	b.heller@shu.ac.uk
12	Birmingham City Council	Steven Rose Andrew Radford	steven.rose@birmingham.gov.uk andrew.radford@birmingham.gov.uk
13	Scyfer B.V.	Jörgen Sandig	jorgen@scyfer.nl

6.1.   Project Director Contact Details

Professor Fabio Ciravegna,
Department of Computer Science,
The University of Sheffield,
Regent Court, 211 Portobello, S1 4DP
Sheffield, UK
Tel: +44(0)1142221940
f.ciravegna@sheffield.ac.uk

6.2.   Project Manager Contact Details

Ms Soo Vinnicombe
Department of Computer Science,
The University of Sheffield,
Regent Court, 211 Portobello, S1 4DP
Sheffield, UK
Tel: +44(0)1142221945
s.m.vinnicombe@sheffield.ac.uk