



D1.3 QUALITY PLAN

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V1.0	29.06.2018	Silvia Boi (ENG)	Quality check

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ABBREVIATIONS

ABBREVIATION	DESCRIPTION
H2020	Horizon 2020
EC	European Commisiion
WP	Work Package
EU	European Union
GA	General Assembly
IMB	Innovation Management Board
PD	Project Director
QP	Quality Plan
ToC	Table of Contents
WPL	Work Package Leader

EXECUTIVE SUMMARY

The goal of this document is to set-up the rules and procedures in order to produce high-quality deliverables and reports of the FANDANGO project, so as to guarantee that the outcomes of the project meet its objectives and are of high quality. Additionally, the quality plan will determine the specific arrangements for controlling the developments that are made in the several design and development centres of FANDANGO partners.

This deliverable will describe the planning and reporting throughout the project, as well as refer to all issues related to documentation, such as repository for exchanging documents, language, template documents, deliverables review process and scientific publications.

1. ORGANIZATIONAL STRUCTURE OF THE PROJECT FOR QUALITY ASSURANCE AND MANAGEMENT

Large European integration projects such as FANDANGO are complex organizations, where entities with different backgrounds, culture and interests join forces and know-how to achieve common goals. For a successful completion of the project, a functional organizational structure is essential to ensure efficient, result-driven management. The following image describes the organizational structure of FANDANGO.

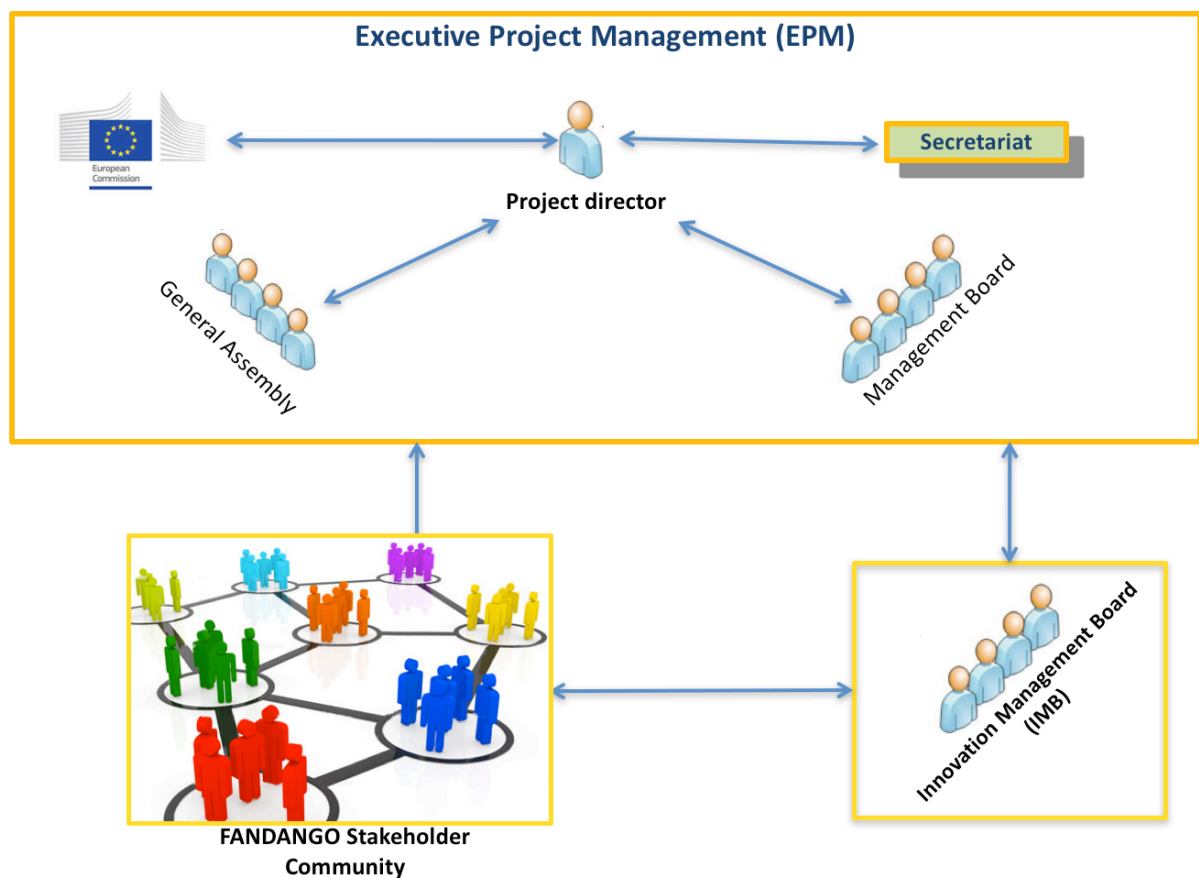


Fig. 1: Overall Organizational structure of FANDANGO

The **EPM** (Executive Project Management) is responsible for the day-by-day project management of the entire project. It consists of the following entities:

- **Project Director (PD):** The PD is the intermediary between the Commission and the Consortium. The PD is responsible for the project control, for administrative and financial reporting, project time control, coordination issues and overall IP activities (e.g. training, dissemination) and is also responsible for the overall technical management and technical coordination within and between work packages. The PD is the direct contact point to the Work Package Leaders (WPLs). The WPLs send all technical progress reports to the PD. The is also responsible for the correct application of all EU rules, particularly concerning the handling of payments and maintenance of accounts.

- **Secretariat:** the secretariat provides secretarial, administrative, financial and legal support to the PD. The Secretariat will be a permanent contact person who also supports project participants, WPLs and EAC members.

Management Board will be set up in order to guarantee an efficient management and coordination. Members of the Management Board are the WP Leaders the WP leader Group consist of a senior team. In Figure 2 the FANDANGO composition.

WP	Responsibility	Partner Responsible
1	Project Management	Silvia Boi (ENG)
2	Data Access and Interoperability	Giovanni Tummarello (Sindice)
3	Data gathering and preprocessing for Data Lake population	Federico Alvarez (UPM)
4	Fake News identifiers, machine learning and data analytics	Petros Daras (CERTH)
5	The FANDANGO software stack	Monica Franceschini (ENG)
6	Big data value validation through piloting	Mike Matton (VRT)
7	Dissemination Activities	David Cabo (CIVIO)
8	Replicability and Business	Saverio Gravina (LvT)

Fig. 2: WP FANDANGO Management Board

- **General Assembly (GA):** All partners of the Consortium are represented in the GA via one senior representative from each of the partner organization (with the necessary delegated authority to make decisions on behalf of their organization with respect to the project). The GA takes final decisions on the Consortium Agreement. The IP Coordinator will keep the GA informed about progress and achievements. The GA shall solve conflicts within the Consortium that cannot be resolved by the EPM or the PD. The GA meets regularly twice a year, and if more than 30% of the GA members require it. It can take decisions by correspondence. The PD will chair the GA
- **Innovation Management Board (IMB):** Innovation is the change that brings a novelty in the previous practice as proposed by FANDANGO tool. Innovation management is crucial for the success of the project therefore an Innovation Management Board (IMB) shall be composed of high-profile business and innovation managers recruited from the Consortium partners. The IMB when necessary will be consulted about the protection of privacy and personal data, as well as other ethical issues. As a sub division of IMB: the Exploitation Advisory Committee (EAC), chaired by the Project Coordinator, addressing market reach procedures and exploitation of technologies will be specifically considered for the FANDANGO project The EAC shall develop concrete proposals on how new business may be generated and how exploitation should be organised from the project results. Any GA member can propose EAC members. The GA decides regarding the composition of the EAC. IMB will cover also Management of Intellectual Property Rights: The Consortium Agreement will specify how IPR will be managed through a IPR Audit Committee (IAC) that will meet at least once a year or upon request by the GA, to ensure that IPR issues are addressed.

1.1. QUALITY CONTROL ACTIVITIES

The Quality control of activities and deliverables are of main importance to the FANDANGO project. The Quality Plan (QP) – this report – is issued early in the project aiming at describing the actions and measures that will be taken by the Consortium, in order to ensure the quality of the project and its full conformance with its contractual requirements. The aim of the QP is to:

1. Provide to all concerned a guide for the actions required by each one involved in the project work and deliverables,
2. Exhibit the performance of the project's quality plan in accordance to the contractual requirements,
3. Decide which internal members of the Quality Control Board will review deliverables and provide the corresponding assignment of responsibilities (see below).

The QP is applicable to all the project's activities, and a strict compliance with the QP is mandatory for all parties involved.

The QP is documented and authorized by the Executive Project Management (EPM). All subsequent changes are approved by the Management Board and submitted to the Project Director for approval. The description of the quality system will focus on the prevention of deviations during each task of the project.

The EPM is responsible for the co-ordination and supervision, regarding the implementation of the measures for the quality assurance. Specifically, the Management Board is responsible for:

- Overseeing the reports produced in the project;
- Controlling the timely and good execution of the project work;
- Controlling and assuring the conformity of all deliverables with specifications described in the project Description of Work and with additional criteria defined throughout the lifetime of the project;
- Consulting the Work Package Leaders and providing them with guidance on the expected technical and scientific achievements in the deliverables;
- Defining project deliverable review process and appointing the corresponding reviewers;

In accordance with the contractual agreements, the project's quality management plan, this report has been prepared in order to define organizational structure, flow of the quality system and the quality management procedures to be applied.

In the case that shortcomings in quality are encountered, the responsible task leader will be informed within a pre-defined period (max. 2 weeks), in order to be able to make amendments. The review will be done on basis of the QP.

2. COORDINATION BETWEEN THE PARTNERS

An important key of success for the FANDANGO Project project is to ensure a good communication among project partners and towards outside entities. A fast, reliable, and easily accessible communications infrastructure is crucial for the proper operation within a large-scale pan-European project. This will be realised through the intensive use of electronic communications (e.g., email, web based exchanges). A project web site, in particular the web platform within the private area, will also be used to enable fast and efficient exchanges of information.

Additionally, WP leaders should keep an updated list of actions, detailing the open issues of their WP, the severity of the task, the deadline (probably a new deadline if the task is for a reason postponed), the name or initials of the responsible assigned with the task, a small description and the issue status, according to the following list:

- open,
- assigned,
- closed,
- postponed,
- delayed

A template Action List is available in ANNEX 1.

3. PLANNING AND CONTROL

As part of the project management activities a walled-garden environment available to project partners, which allows them to safely and easily communicate, share information and store documents, has been set up, using the following tools:

- **Bitrix24:** a collaboration platform that provides a complete suite of social collaboration, communication and management tools, including CRM, files sharing, project management, calendars, and more.
- **GoToMeeting:** this is the web conferencing solution, which is used for status meetings, WP meetings, etc.
- **Google Drive:** cloud based file storage and synchronization service, which allows safe storage of deliverables, project documentation, meeting reports, etc.
- **GitHub:** a repository for distributed version control, source code management (SCM) and wiki.
- **Mailing lists:** which allow information sharing within specific members groups.

The Project Director will be responsible for maintaining the following kinds of libraries, respectively, to be kept on the portal:

- Document Library (All WP documentation including deliverables, internal documents, bibliography..)
- Event Library (each event (internal meetings, project meetings, dissemination meetings, calcs,,,) will be recorded in the internal website)

Moreover, in order to limit any duplication of information and to facilitate an efficient communication process by both real and virtual channels, the distribution of all relevant project information will be channelled to one key person for each partner. This person will act as partner switchboard, thus ensuring that the concerned person within its organisation is reached by the communication.

3.1. REPORTING PROCEDURES

The foreseen reporting procedures for the FANDANGO project are the following:

- The responsible partner/author should begin at least 60 calendar days before the deadline with the presentation of initial Table of Contents (ToC).
- After input, editing, emails and iterations, the leading author should deliver the final document to the internal reviewers two weeks before the deadline.
- The internal reviewers will deliver the final document to the Technical & Quality Manager one week before the deadline.
- The Technical & Quality Manager will approve and send the final version to the Coordinator by the Deadline.

More specifically, the following steps will be followed for the preparation of deliverables:

STEPS	WHEN	WHO	WHAT
1	60	Responsible partner –	Table of Contents (ToC)

		Editor	
2	58	All involved partners	Comments on ToC
3	55	Responsible partner – Editor	Final ToC + Chapter Editors Responsibilities
4	54	Chapter Editors	Assign Section Editors (if needed) and go to Step 6, or decline the responsibilities
5	52	All involved partners	Arrange phone conference for new Chapter Editors
6	45	Chapter/Section Editors	Send 1 st input to the Responsible partner – Editor
7	43	Responsible partner – Editor	Circulate the 1 st version of the deliverable
8	42	All	Agreement on deliverable progress
9	35	Chapter/Section Editors	Send 2 nd input to the Document Editor
10	26	Responsible partner – Editor	Circulate the 2 nd version of the deliverable
11	25	All	Agreement on deliverable progress
12	23	Chapter/Section Editors	Send final input to the Responsible partner – Editor
13	20	Responsible partner – Editor	Circulate the pre-final version of the deliverable
14	15	All	Agreement for the pre-final version Two Document Reviews are assigned
15	12	Internal Reviewers	Approve completeness and scientific part of the deliverable
16	10	Internal Reviewers	Approve the syntactical and grammatical part
17	7	Technical Coordinator	Approves and turns document to Final
18	1	Project Coordinator	Approves and turns document to Final Frozen

Table 1: Steps for the preparation of deliverables

3.1.1. SUPPLEMENTARY REPORTS

In addition to the reports defined in the contract, the Project Coordinator will submit to the Commission Interim Management reports every nine months. These reports will provide, for the reporting period:

- The technical progress and achievements of the project
- The project status
- Work started
- Work completed
- Work delayed
- Status of deliverables
- Remedial actions required, if applicable
- Resources expenditure by subproject, work-package and activity.
- Absolute values for the reported period
- Aggregated values (actual vs. planned)

3.1.2. EVALUATION PROCESS

The work progress of the FANDANGO Project will be constantly monitored and supervised by the Project Management Group. In addition to that, evaluation meetings will be carried out to evaluate the work and progress of the project.

An internal peer review will be performed for each document produced, especially official deliverable. Each WP leader will submit all the produced documents to at least one appropriate expert internal to another partner organization, which is not involved in the same WP, to check for the quality of the documents produced. The deliverable review process is described below in section 4.7.

A basis for measuring the quality of the conducted work is the various measures of success specified in the work packages descriptions of the individual work packages (e.g. milestones, deadlines etc.). The academic and research partners are encouraged to target submission of papers to peer reviewed journals indexed in SCI or SCI expanded, having impact factors (unless they have been established recently), and to high impact conferences and workshops. Furthermore, the publication of achieved results in journals as well as European and international conferences will be taken as a measure of success for the involved universities and research teams.

4. CONTROL OF THE DOCUMENTATION

The documentation produced by the project will be hosted in the FANDANGO GDrive folder available at the following link: <https://drive.google.com/drive/u/0/folders/1vFYrpPIRrnfFnwonJ2XsxUR7UJILA7z>.

The Project Coordinator will be responsible for maintaining on the GDrive space:

- Interim Management reports
- Annual Project Reports
- Meeting Minutes
- Teleconference Meeting Minutes
- Contractual Documentation
- Deliverables
- Technical Reports
- Technical Papers
- Market Studies
- Any other relevant document and content

4.1. LANGUAGE

The official language for documents and e-mail exchange will be English (UK). In case of official deliverables, participants that are native English speakers should peer-review the documents.

4.2. FANDANGO PUBLIC AND PRIVATE WEB SITES

The public FANDANGO website will be available at the following link:

<https://fandango-project.eu/>

Apart from general information about the project and related news and events, the public deliverables and documents will be available for download from this web site.

Regarding the documents with restricted access, the private FANDANGO areas are developed in different webtools such as: Bitrix24, Google Drive, GitHub and TRELLO are accessible only by the FANDANGO partners and other authorized people (e.g. members of the advisory board, other relevant experts, etc.)

4.3. DOCUMENTS EXCHANGE METHODS

Documents will be exchanged via uploading at the FANDANGO private portal. After successful uploading of the document, the partner should also provide (via e-mail) the document title and link. In case document uploading is not feasible, e-mail exchange will be used instead.

4.4. LIST OF TEMPLATES TO BE USED

The following templates are to be used for the preparation of FANDANGO deliverables and reports. They are available on the project web site (private area) or from the Technical & Quality Manager or Project Coordinator.

- Template for deliverables (ANNEX 2)
- Template “Peer-Review Report” (ANNEX 3)

4.4.1. TEMPLATE FOR DELIVERABLES

The official project deliverables should have a first page as for the reference/template in Annex 2. They should also use the page layout (headers / footers) suggested in the same Annex.

Furthermore, they should comply with the following rules:

- Have a document history table;
- Have a list of abbreviations used within the Deliverable;
- Have a table of contents;
- Have a list of Figures, if relevant;
- Have a list of Tables, if relevant;
- Start with one-page max Executive Summary;
- End the main part with a Conclusions section of around 1 page;
- Include a References section after the Conclusions section.

4.5. FILES AND ARCHIVES

All “released” versions of the project deliverables are centrally stored for download on the project Web site, either in the “restricted” area for deliverables classified as “CO”, or in the public area for all deliverables classified as “PU”. Flexible access rights can be attributed alternatively.

4.6. DOCUMENTS NAMING

Proper document naming is essential in order to keep track of the project technical and administrative resources.

4.6.1. DELIVERABLES

The official deliverable will be named using the naming format

FANDANGO_Dw.d_Title_ACR_Vx.y.ext

where:

w: is the workpackage number

d: is the deliverable number

Title: is the Title of the deliverable

ACR: is the partner Acronym that initiated and has the responsibility for the document

x: is the version major number

y: is the version minor number

ext: is the extension (.doc, .pdf, .ppt, .xls, .exe, .zip)

The partner that initiated and has the responsibility for the document will have the authority to change the version number. In case a partner aims to send comments on the document, track changes can be used, adding the partner's acronym at the end.

FANDANGO _Dw.d_Title_ACR_Vx.y_ACR2.ext

After some iterations, the responsible partner (editor) will have the authority to change the version number and date.

When the deliverable is finalised, the partner that has the responsibility for it will have the authority to change the version number and date.

FANDANGO _Dw.d_Title_ACR_ Vx.y_FF.ext

Where **FF** represents the “**Final Frozen**” version, which cannot be modified, unless requested by the PO or the external reviewers appointed by the EC.

4.6.2. OTHER DOCUMENTS

The FANDANGO documents (public and private) will have the following format:

FANDANGO _WPw_ShortTitle_YYYYMMDD_ACR_Vx.y.ext

where:

w: is the workpackage number

ACR: is the partner Acronym that initiated and has the responsibility for the document

ShortTitle: is an explanatory short title of the document

x: is the version major number

y: is the version minor number

YYYY: is the year

MM: is the month

DD: is the day

ext: is the extension (.doc, .pdf, .ppt, .xls, .exe, .zip)

4.7. PROCESS FOR PEER REVIEW AND CONTROL OF NON-CONFORMING OF DELIVERABLES

The following procedure refers only to project deliverables and not to internal reports and other documents.

Each deliverable will be reviewed by at least one member of the Consortium who has not participated to that deliverable, acting as internal reviewer. He/she will evaluate the deliverable with respect to the following matters and must conclude whether the deliverable is internal accepted or not:

- Deliverable contents
- Relevance
- Quality of achievements
- Quality of presentation of achievements
- Comprehensibility, spelling, etc.
- Technical terminology

The relevant comments will be included in a Deliverable Peer-Review Report, as indicated in Annex 3.

The layout and format of the deliverable will finally be checked by the Quality Manager to assure a uniform layout. The final rating of the Deliverable draft will be marked as:

- Fully accepted
- Accepted with reservation
- Rejected unless modified properly

The deliverable under consideration/examination will be sent by the author (according to the timing defined in section 2) to the Coordinator, who will forward it to the reviewers.

The reviewers for each deliverable are listed in a table that will kept update by the Coordinator in the internal collaboration platform.

The reviewers will revise the deliverable and prepare the «Peer Review Report», which are all collected by the Technical & Quality Manager. The reviewers will also send back the deliverable with detailed comments, suggestions, and changes directly within the MS Word document by activating the “track changes” option.

The Quality Manager upon receiving the above reports will send them to the deliverable author with potentially some additional comments or suggestions in a separate Peer Review Report and/or directly within the MS Word document by activating the “track changes” option.

The main author of the deliverable has to send back the peer review report, where the "Author response" fields under each question are completed and the deliverable (two Word document: one with all changes visible and one cleaned and ready to be published). If needed, the author sends also a document with the summary of main feedback and actions taken, as a result of the comments in the Peer Review Reports.

4.8. PUBLICATIONS, PRESENTATIONS, PAPERS

If a partner is about to submit for publication a part of work performed within the project, the partner shall inform the coordinator, the Technical & Quality Manager and the consortium members before the submission, by sending an email to them with the relevant information about that publication (titles, authors, abstract).

A written acceptance shall be returned to the partner (within 2 weeks) before he/she proceeds to the submission. Moreover, the participation in exhibitions through a stand and the presentation of demos of the project results require prior agreement of the whole project Consortium.

All publications, presentations, active participation to events etc. in the name of the project must be announced to the Coordinator and the Technical & Quality Manager and will be centrally documented. Updates need to be done in the respective tables in the interim reports. In addition, each partner shall fill in the respective template “Dissemination Form” which is available from the Coordinator and the Dissemination responsible.

5. ANNEX 1 - ACTION LIST TEMPLATE

WP	ACTION	WHO	TO	WHEN	STATUS	NOTE
WP1	Complete Peer Review	ENG	LVT	15.06.2018	Closed	Waiting for a revised version

6. ANNEX 2 - DELIVERABLE TEMPLATE

---- *Deliverable Template begins on next page* ---



FANDANGO DELIVERABLE

Deliverable No.:	DD0.0
Deliverable Title:	Title
Project Acronym:	Fandango
Project Full Title:	FAke News discovery and propagation from big Data and artificial inteliGence Operations
Grant Agreement No.:	780355
Work Package No.:	0
Work Package Name:	Lorem Ipse Dixit Lorem Ipse Dixit Lorem Ipse Dixit Lorem Ipse Dixit
Responsible Author(s):	Firm n.1, Firm n.2, Firm n.3
Date:	30.09.2017
Status:	v0.1 - Draft
Deliverable type:	REPORT ORDP OTHER ETHIC
Distribution:	PUBLIC

REVISION HISTORY

VERSION	DATE	MODIFIED BY	COMMENTS
V0.1	07.12.2016		First draft
V0.2	14.12.2016		contributions, 2.2
V0.3	19.12.2016		first contributions, 2.4
V0.4	30.12.2016		contributions, 2.3
V0.5	09.01.2017		Full draft
V0.6			Internal Review
V1.0			Quality check

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LIST OF TABLES

Table 1 Caption **Errore. Il segnalibro non è definito.**

ABBREVIATIONS

ABBREVIATION	DESCRIPTION
H2020	Horizon 2020
EC	European Commisiion
WP	Work Package
EU	European Union

EXECUTIVE SUMMARY

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1. INTRODUCTION

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1.1. PARAGRAPH

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TITLE	TITLE
Title	Content
Title	Content
Title	Content

Table 2 Caption

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1.1.1. TITLE

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Figure 1 Caption

2. INTRODUCTION

Test

3. ANNEX – TITLE

TITLE	TITLE
Title	Content
Title	Content
Title	Content

--- End of Document Template ---

7. ANNEX 3 - DELIVERABLE PEER-REVIEW REPORT TEMPLATE

---- Peer Review Template begins on next page ----



FANDANGO PEER REVIEW REPORT

Deliverable No.:	DD0.0
Deliverable Title:	Title
Project Acronym:	Fandango
Project Full Title:	FAke News discovery and propagation from big Data and artificial inteliGence Operations
Grant Agreement No.:	780355
Work Package No.:	0
Work Package Name:	Lorem Ipse Dixit Lorem Ipse Dixit Lorem Ipse Dixit Lorem Ipse Dixit
Responsible Author(s):	Firm n.1, Firm n.2, Firm n.3
Date:	30.09.2017
Status:	v0.1 - Draft
Deliverable type:	REPORT ORDP OTHER ETHIC
Distribution:	PUBLIC

PROCEDURES USED FOR PEER REVIEW

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

"Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur?"

REVIEWER

NAME	PARTNER	EMAIL

OVERALL PEER REVIEW RESULT

The deliverable is:

- Fully accepted
- Accepted with reservation
- Rejected unless modified as suggested
- Fully rejected

SUGGESTED ACTIONS TO THE AUTHORS

THE FOLLOWING CHANGES SHOULD BE IMPLEMENTED:

Lorem ipsum

SPECIFY MISSING CHAPTERS/SUBJECTS:

Lorem ipsum

REQUIRED CHANGES ON DELIVERABLE ESSENCE AND CONTENTS:

Lorem ipsum

FURTHER RELEVANT REQUIRED IMPROVEMENTS:

Lorem ipsum

GENERAL COMMENTS

REVIEWER:

Lorem ipsum

AUTHOR RESPONSE:

Lorem ipsum

SPECIFIC COMMENTS

RELEVANCE TO THE SUBJECT AND PARTICULAR ACTIVITIES WP COVERS

REVIEWER:

Lorem ipsum

AUTHOR RESPONSE:

Lorem ipsum

METHODOLOGICAL FRAMEWORK SOUNDNESS

REVIEWER:

Lorem ipsum

AUTHOR RESPONSE:

Lorem ipsum

QUALITY OF ACHIEVEMENTS

REVIEWER:

Lorem ipsum

AUTHOR RESPONSE:

Lorem ipsum

QUALITY OF PRESENTATION OF ACHIEVEMENTS

REVIEWER:

Lorem ipsum

AUTHOR RESPONSE:

Lorem ipsum

DELIVERABLE LAYOUT/SPELLING/FORMAT

REVIEWER:

Lorem ipsum

AUTHOR RESPONSE:

Lorem ipsum

--- End of Peer Review Template ---