KNOWLEDGE ALLIANCE

**ASKFOOD – Alliance for Skills and Knowledge to Widen
Food Sector-related Open Innovation, Optimization and Development**

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Deliverable D6.1

QUALITY PLAN AND GUIDELINES FOR WP AND TASK LEADERS

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Dissemination Level		
PU	Public	
PP	Restricted to other programme participants (including Commission services and projects reviewers)	
CO	Confidential, only for members of the consortium (including EACEA and Commission services and projects reviewers)	**X**

Summary:

This deliverable presents a quality plan and guideline for the WP and Task Leaders of the ASKFOOD project for the assessment of deliverables and milestone achievement. It provides instructions on how to prepare reports every 6 months and how to manage and review all project deliverables to ensure the overall quality of the project. This report will be supplemented by D6.2 "Quality monitoring/reporting system".

Content

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1   Introduction

Work package (WP) and task leaders will be responsible for ensuring the timely delivery of all deliverables, based on the requirement outlined in the detailed project description document for the ASKFOOD project. In order to achieve this, the WP leaders should ensure they contact all task leaders at regularly intervals to determine the progress of task completion and discuss any problems the task leaders might be facing that might cause a delay in the completion of tasks or the delivery of associated deliverable. These tasks may not rely on the completion of other tasks, both within the WP or from another WP, or the tasks itself might be one which needs to be completed before another task can begin.

The overall process of the quality assurance in ASKFOOD includes two activities: (1) continuous task reporting system and (2) management and review of deliverables. Both quality initiatives are explained in this document (section 4 and 5, respectively).

2   Task leader´s responsibilities

The role of the task leader is to ensure that all corresponding deliverables are prepared and delivered on time for their submission. If a delay in the completion is foreseen, the task leader should report this to the corresponding WP leader and the WP6 leader (UHOH) in advance of the due date. The task leader should indicate a new completion date and explain the reasons for the delay. This will be done, every 6 months, through the task reports (see section 4).

3   WP leader´s responsibilities

The role of the WP leader is to ensure that all task leaders are managing their respective tasks adequately. It is the responsibility of the WP leader to ensure that the final deliverables are submitted on time. A fluent and often communication between the WP leader and the task leaders is essential for the quality of the project.

4   Continuos task reporting system

For the purpose of monitoring that activities are progressing and accomplished according to plan and ensuring that critical issues, problematic deviations and possible solutions are highlighted and dealt with in a transparent manner, a continuous reporting system will be set up as part of WP6. Task leaders are required to complete task reports every 6 months, which should be sent by email, for evaluation to the WP6 leader (UHOH). An excel template will be provided by UHOH in the form of a questionnaire enabling task leaders on a 6-month basis to rate the progress of their task during the previous period and also to report on the foreseen activities for the next 6 months. Within this template task leaders will be provided with the opportunity to identify any problems faced in the timely completion of tasks. The excel template will be included in D6.2 "Quality monitoring/reporting system" (M4).

The WP6 leader will discuss with the WP leaders and task leaders how any problems might be overcome and put in place an action plan to address the issues. Any task that is delayed should be identified in the

corresponding report and new completion dates and plans on how to complete the task should be outlined. This will allow the WP6 leader to assess if this will cause a delay to other tasks requiring the completion of that task.

5   Management and review of deliverables

A Deliverable Management Master File has been prepared for the purpose of monitoring that deliverables are finalized on time. This document will be set up on dropbox. It lists all deliverables in numerical order and details:

- The code and deliverable title
- the author responsible for finalizing the deliverable;
- the dissemination level;
- planned month of delivery;
- when the deliverable is ready for review;
- the two nominated reviewers and the stage of the review process;

It is the responsibility of the whole ASKFOOD consortium:

- to nominate 1 reviewer (ASKFOOD partner) for each deliverable.

For each finished deliverable, the responsible author notifies the reviewer per email with WP6 leader in copy. Once the deliverable is reviewed by the reviewer and any requested justifiable updated is made by the author, the deliverable may be submitted. In parallel, a step-wise system will be set up on Dropbox to provide a clearly and transparent overview of the process and an easily accessible system for both authors and reviewers. The system will include three sub-folders:

1. Deliverables to be reviewed: the author may move the deliverable to this folder once the deliverable is ready to be reviewed. The reviewers will use this folder as a reference for the first draft. The reviewers will give their feedback per email.

2. Deliverables that have been reviewed by the reviewers: the reviewers may move their versions of the deliverable (with comments or additions in track changes) to this folder once they have finalized the review.

3. Final deliverables: Once the deliverable has been reviewed by both reviewers and any requested justifiable updates have been made by the author, the deliverable may be placed by the author in this sub-folder and it is ready to be submitted.

6   ASKFOOD virtual tools evaluation

For those deliverables associated to an online tool (e.g. D1.1 "ASKFOOD Forecast Aggregator and Future Skills Map", D4.3 "Start Up Library", D8.2 "Project website"), together with the regular deliverable review done by the selected ASKFOOD partners, as previously explained in section 5, an external evaluation of these virtual tools themselves, as relevant outcomes of the project, will be carried out within WP7 "Evaluation", in close collaboration with WP6 "Quality Assurance".

For this purpose, a selected group of 6 "peers" representing different target groups and end-user will be established. The evaluation group will include ASKFOOD associated partners and also external experts. The aim of this external evaluation is to ensure the practical usability and quality of ASKFOOD tools (databases, atlas, etc.) for the end-users based on their contents, structure, and easy and intuitive use. These online tools, connected to the project website during ASKFOOD duration, will be used as independent tools after the official end of the project.

The detailed information regarding the process, the evaluation criteria and the selected members of the evaluation group can be found in D7.1 "Evaluation Guidelines".