# PLEIADES

## Smarter Plant Decommissioning

Innovation Action

H2020-NFRP-2019-2020

# D7.1 – Project Quality Plan

## WP7 - Task 7.1

### Date [M6]

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## Abbreviations and acronyms

| Acronym | Description |
| --- | --- |
| DoA | Description of Action |
| EC DG RTD | European Commission – Directorate General for Research and Technological Development |
| FLEXX | Electronic Collaborative Content Platform, Partners area |
| GB | Governing Board |
| PMO | Project Management Office |
| PQP | Project Quality Plan |
| PR | Periodic Report |
| QA | Quality Assurance |
| WP | Work Package |
| WPL | Work Package Leader |
| AB | Advisory Board |
| SG | Stakeholder Group |

## Executive Summary

The present document is the Project Quality Plan (PQP) for the project PLEIADES of the EURATOM Programme. It describes requirements and procedural regulations intended to establish a uniform approach to the completion of the project. It is to be used as a guide for participants in the project, concerning information management, document publication, quality assurance, project organisation and contact information.

## Keywords

Nuclear, Decommissioning, Platform, Digital Tools, etc.

# 1.    Introduction

## 1.1.  Purpose and target group

The Project Quality Plan describes how quality will be managed throughout the project.

## 1.2.  Application and validity

The requirements contained in the present document apply to all personnel engaged in the project. Revisions are valid from the date of issue.

## 1.3.  Project governance

The management structure and decision-making processes identify responsibilities, duties as well as supervision of each management level:

- The Governing Board (GB): comprises one representative per beneficiary organisation and will be consulted for any contractual decision (budget approval, modification of the Consortium, amendments of Grant Agreement or Consortium Agreement),
- The Executive Committee (ExCom): gathers the project coordinator and WP leaders, and will ensure day-to-day project management,
- The Coordinator supervises the Project execution and acts as intermediary with the EC,
- The Work Package Leaders (WPLs): PLEIADES is broken down into 7 Work Packages (2 for Project management and dissemination, 5 dedicated to innovation & exploitation activities),
- The project management structure identifies the level of decision expected from each management body.
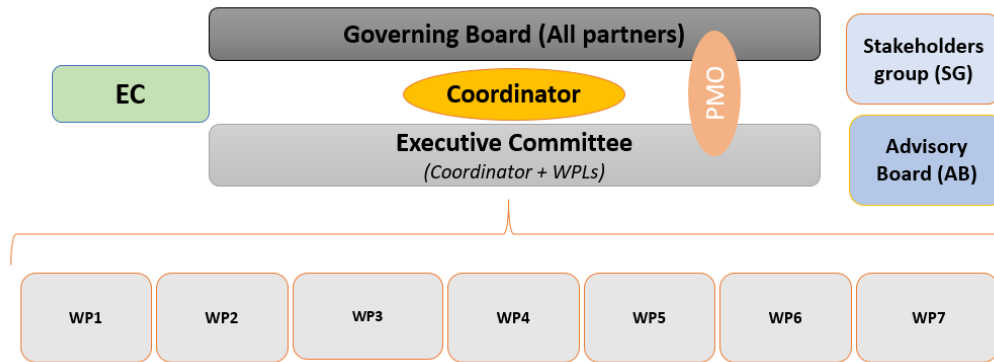


Further details on decision-making processes and procedural regulations are provided in the consortium agreement to be signed by all beneficiaries of PLEIADES.

In addition, every partner shall appoint a Primary Contact whose role is to ensure that all relevant information about the project is available to all contributors in the given organization and he/she shall make sure that the contact list of his organisation is up to date. The Primary Contact will be solicited for all inquiries where no other contact is provided for the task in question.

# 2.    Partner Area (FLEXX)

The PLEIADES collaborative platform is used for internal exchanges, sharing of documents and validation & publication of final reports and deliverables.

The platform is maintained by LGI (PMO). LGI is responsible for account creation and the management of user permissions. All related requests shall be addressed to LGI at: support.flexx@pleiades-platform.eu.

The access to Flexx is granted upon invitation by the Administrator.



Figure 1: FLEXX entry page

## 2.1.  Documents repository

The document repository (ECM) allows for flexible structuration of folders.



Figure 2: ECM interface

## 2.2. Workflow

The workflow module allows for tracking final deliverables and their formal validation online before submission to the European Commission.
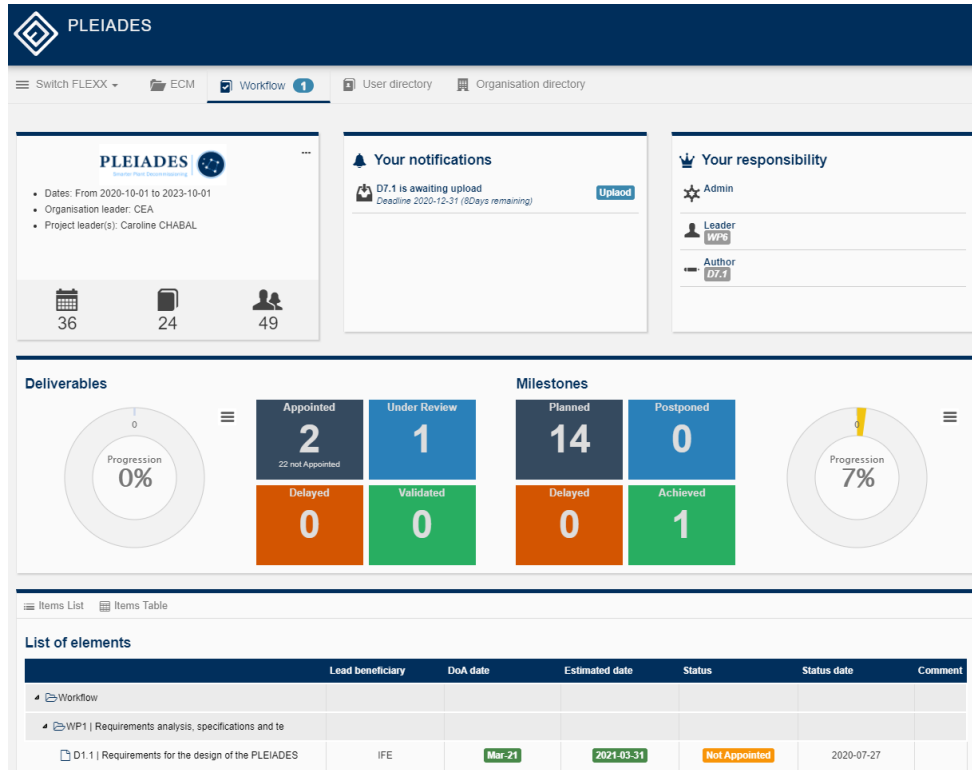


Figure 3: Workflow interface

## 2.3. Organisation and User Directory

The Organisation and User Directories allow to:

- Find information on project partner organisations

- See contact information on users from different organisations

- Create contact list to send mass emails without using traditional email boxes

To access FLEXX, ask for invitation to the Coordinator or Project Management Office (PMO).

Access: https://app.flexx.camp/pleiades or via Partner area at: http://pleiades-platform.eu/

# 3. Information management

Information used or generated by the project may take different forms. Any documents produced in the project are categorised as follows:

- **Contractual technical documents** - deliverables
- **Other technical documents** – i.e. non-contractual reports, support documents and meeting minutes restricted to project participant and the EC
- **Contractual reporting documents** - administrative & financial documents restricted to project participants and the EC

## 3.1. Preparation of contractual technical documents

The main principle regarding document preparation and internal dissemination is that each beneficiary applies their own Quality Assurance (QA) procedures for the preparation of their contributions to project documents. If such procedures are not normally applied by the beneficiary, the project document templates should be used and further guidelines can be provided by the project management office upon request.

Templates to be used for project documents are available at: https://app.flexx.camp/mso/ecm/pleiades-ecm-folder-9544

All PLEIADES documents should be named as follows:

PLEIADES – Tn.ii– vj Short Title

Where:

- **T** is the document type: "D" for deliverables, "MS" for milestones, "Min" for minutes, "R" for reports and "O" for other documents
- **n** is the work package number
- **ii** is an incremental number for this WP and this type of document, which is delivered by the WPL (2 digits, except for deliverables, for which there is only 1 digit, as defined in Part B of Annex 1 to the GA)
- **j** is an incremental number for the version of the document (starting at 1.0).

To ensure that documents are of the highest quality, the validation process is to be implemented using FLEXX, as described in Section **Erreur ! Source du renvoi introuvable.**.

## 3.2. Validation of documents

The Workflow module of FLEXX facilitates:

- The internal review of **final drafts of the contractual technical documents** (deliverables) when uploaded by the main author for review and validation
- Monitoring project progress through dashboard for deliverables and milestones

The following steps are necessary to issue contractual technical documents:

1. The main author, who is responsible for the elaboration of the document, asks all the involved participants to write their contribution to the document.

2. After gathering and consolidating all contributions, the main author issues the draft version of the report not later than 1 month before the official submission date of the deliverable to the European Commission. The final draft version shall be shared for informal validation by co-authors and the coordinator.

3. The main author uploads the draft deliverable on the Workflow module, provides the abstract and indicates the names of co-authors/contributors.

4. The WP leader will receive an automated email stating that the deliverable is available for review. The WP leader reviews the technical content. If formal modifications are needed, the WP leader rejects the document and provides comments. The FLEXX automatically notifies the author that the deliverable needs to be improved. Once the updates are implemented, the main author uploads the revised deliverable and the process continues until the WP leader validates the document.

5. When the WP leader validates the document, the FLEXX automatically notifies the Coordinator that the deliverable can be validated. At this point the process above repeats until the coordinator validates the document as well. Once the final validation is finished, the PMO (LGI) is notified that the document can be finalized by generating the cover pages (with logos, timestamps, etc.).

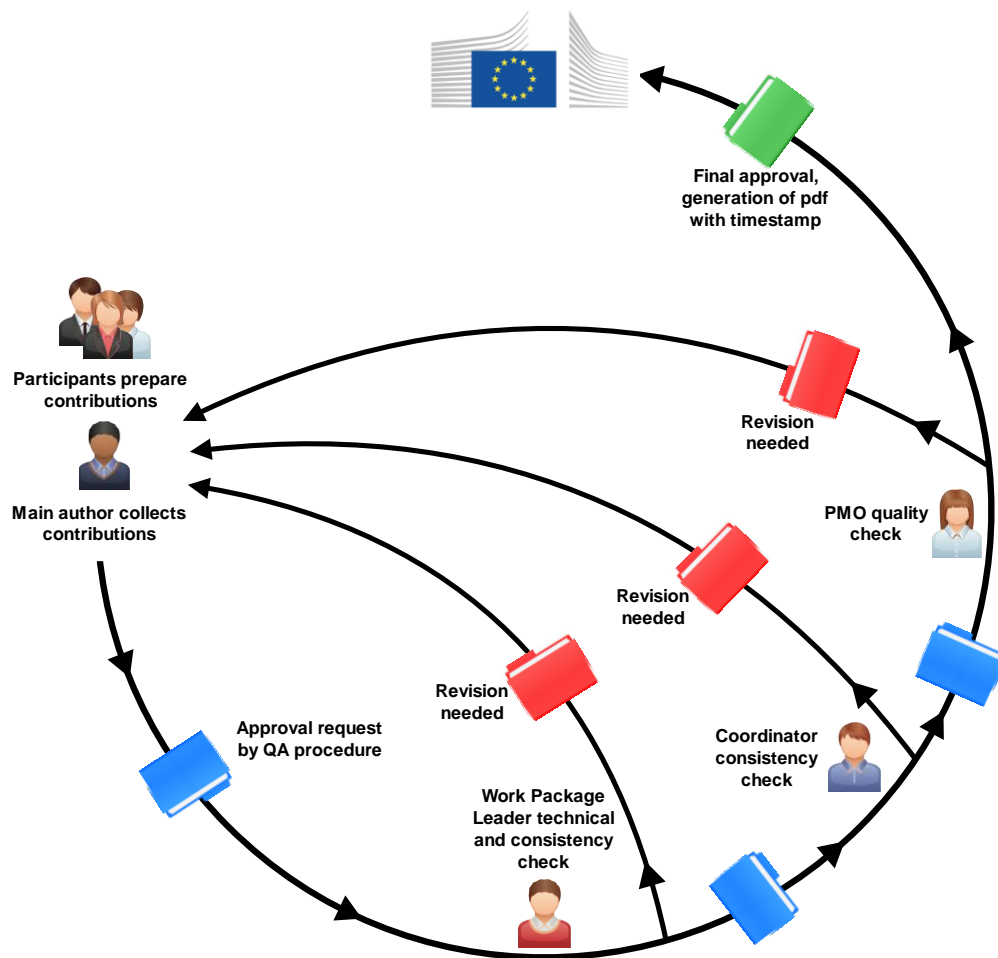6. Once the final document is generated and downloaded, it shall be archived at ECM and submitted to the EC.



Figure 4: Workflow validation process for the deliverable submission

## 3.3.  Preparation of other technical documents

This section provides guidance on the preparation of other technical documents, non-contractual reports, support documents and progress meeting minutes.

For these documents, the steps are similar to those described in the previous section but the procedure is simplified:

- The partners can use their own Quality Assurance (QA) procedures for the preparation. Alternatively, PLEIADES templates can be used without any reference to the internal QA of the beneficiaries involved.

- If required, the validation and the corresponding timestamp of the WPL and Project coordinator appear on the second page of the document.

## 3.4.  Preparation of contractual reporting document

The coordinator is responsible for issuing the periodic reports (financial report and activity report) to the EC for the defined reporting periods.

The procedure to prepare the technical reports is driven by the PMO but all technical elements are gathered by the WP leaders.



**PMO**
- Provides template to WP leaders and coordinator
- Supports coordinator and partners throughout the process

**WP leaders**
- Collect information from partners in their WP
- Send their part of the report to the Coordinator

**Coordinator & PMO**
- Verify report
- Suggests modifications if necessary

**Coordinator**
- Uploads report to the SyGMa Platform

Figure 5: The technical reporting process

The financial reporting is responsibility of each partner and the PMO provides guidelines to facilitate the process and assure completeness of provided information:
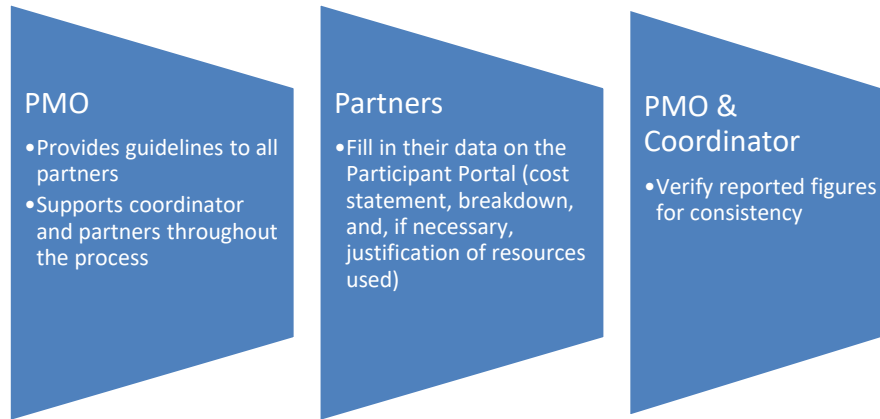
Figure 6: The financial reporting process

# 4.    Publications

The beneficiaries can submit articles to peer-reviewed journals or present communications at conferences on the studies performed in **PLEIADES following the steps defined in the Consortium Agreement.**

To any publications resulting from the project, an acknowledgement of the European Commission's support has to be included. The following acknowledgement shall be used: "*The research leading to these results has received funding from the Euratom research and training programme 2014-2018 under grant agreement No 899990".*

For the project related presentations to conferences, it is strongly recommended to use the PLEAIDES PowerPoint presentation template is used. The minimum requirement is to show the project logo. Above mentioned acknowledgement.

All partners should take appropriate measures to engage with the public and the media about the project and to highlight the Community financial support. Any publicity, including at a conference or seminar or any type of information or promotional material, must specify that the project has received Community research funding and display the European emblem with appropriate prominence.



Figure 7: European emblem

The submitted and final versions of the articles and communications must be FLEX - folder "Publications".