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## **Deliverable D7.2 Project Quality Assurance Manual**

**Project name:** D-Band Radio solution Enabling up to 100 Gbps reconfigurable Approach for Meshed beyond 5G networks

**Project short name** DREAM

### **Version history:**

<b>Version</b>	<b>Date</b>	<b>Status</b>	<b>Author(s)</b>	<b>Remarks</b>
0.1	11.09.2017	Draft	Vladimir Ermolov	First draft created.
0.2	30.11.2017	Draft	Vladimir Ermolov	Revision.
0.3	20.12.2017	First version	Vladimir Ermolov	Final version ready.

## **Executive summary**

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This document represents the Project Quality Assurance Manual for the project DREAM. The aim of the document is to describe the mechanisms to be used throughout the project in order to ensure the quality level of the project deliverables and the project outcomes. This deliverable will serve as a guide for the project coordinator, in order to ensure that quality reviews will occur at appropriate points in the project execution, and as a reference for all project partners, in order to understand their responsibilities, regarding the project deliverables and outcomes. Quality control mechanisms are defined in order to be easy to identify important tasks and dependencies that are critical for the success of the project. This document will also provide a detailed guide to the DREAM consortium in order to establish effective cooperation within the consortium and ensure the highest level of quality of project documentation. Moreover, the document outlines the success criteria for each deliverable, defines the structure of each deliverable, describes the quality review mechanisms and change control.

## Table of contents

<b>Executive summary</b> .....	<b>2</b>
<b>List of abbreviations</b> .....	<b>4</b>
<b>1 Introduction</b> .....	<b>5</b>
1.1 <i>Purpose and scope</i> .....	5
<b>2 Quality management</b> .....	<b>5</b>
2.1 <i>Management bodies</i> .....	6
2.1.1 General Assembly .....	6
2.1.2 Project Steering Group (PSG).....	6
2.1.3 Project Coordinator (PC).....	7
2.1.4 Work Package Leader (WPL).....	7
2.1.5 Work Package Task Leader (WPTL).....	7
2.1.6 Work Package Teams (WPT) .....	8
2.2 <i>Reporting procedures</i> .....	8
<b>3 Quality control for deliverables</b> .....	<b>8</b>
3.1 <i>Document naming and versioning</i> .....	8
3.2 <i>Deliverable development plan</i> .....	9
3.3 <i>Deliverable production plan and review process</i> .....	9
<b>4 Quality control for publications</b> .....	<b>11</b>
4.1 <i>Rules for publication and presentation</i> .....	11
4.2 <i>Acknowledgement</i> .....	12
4.3 <i>Disclaimer</i> .....	12
4.4 <i>Open access</i> .....	12

## List of abbreviations

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<b>DoA</b>	Description of Action
<b>EC</b>	European Commission
<b>IPR</b>	Intellectual Property Right
<b>PC</b>	Project Coordinator
<b>PM</b>	Person-Month
<b>PPR</b>	Periodic Project Report
<b>QMR</b>	Quarterly Management Report
<b>SDN</b>	Software Defined Networking
<b>ToC</b>	Table of Contents
<b>WP</b>	Workpackage
<b>WPL</b>	WP Leader

## 1 Introduction

### 1.1 Purpose and scope

The purpose of this document is to facilitate partner cooperation in the project, by defining a set of rules and guidelines for the organisation and delivery of the project outputs. It describes what has to be achieved regarding procedures related to the quality control by the project as a whole. This deliverable will act as a guide that every partner shall refer to, when a deliverable or other publication is to be prepared, or progress is to be reported.

Some content within this document derives from the grant agreement and its annexes, while other sections have been defined and written specifically for this document. The document outlines the following :

- **Quality management**  
It outlines the overall progress monitoring and reporting procedures to ensure the project achieves its objectives on schedule and within budget. It presents the control methods that will be applied in order to ensure the high quality outcome of the project as well as the responsibilities of project partners and bodies related to this topic.
- **Quality control for deliverables**  
It presents the control methods that will be applied in order to ensure the high quality outcome of the project as well as the responsibilities of project partners in this area. It describes the deliverable development approach.
- **Quality control for publications**  
It presents the general principles and guidelines of creating publications from the project. It describes the main procedures for checking that no confidentiality is breached and the configuration management and change control to be used in the DREAM project.
- **Quality control for open source code**  
It describes the way that open source code is handled in the project. It describes the process through which DREAM makes improvements to existing open source software available for others to use, in order to ensure the quality.

## 2 Quality management

Quality Management defines the outputs required by the project, with their respective quality criteria, quality assessment methods and the responsibilities of the involved partners. Quality Assurance provides control to the project direction, ensures that the outputs are of a high quality with respect to the nature of the project and that the project complies with relevant corporate or programme management standards and policies.

The purpose of Quality Management is to provide a basis for:

- Project management agreements on the overall quality expectations, the products required with their associated quality criteria, the means by which quality will be achieved and assessed, and finally, the acceptance criteria by which the project's products will be judged.
- Communicating these agreements unambiguously so all project partners have a common understanding of what the project is setting out to achieve.
- Establishing an effective baseline for the project's quality controls and a secure means of producing deliverables.

It serves as:

- A guide for the Project Coordinator (PC) to follow in order to ensure that quality reviews occur at appropriate points in the project, and
- A reference for all project partners in order to understand their responsibilities, thus delivering high quality deliverables and outcomes to help DREAM achieve its goals.

## 2.1 Management bodies

The management structure of DREAM is shown in Figure 2.1. The main roles of each management body are described in the project deliverable D1.1 Project Management Manual. The following summarizes the roles of the management bodies with regard to the quality assurance.

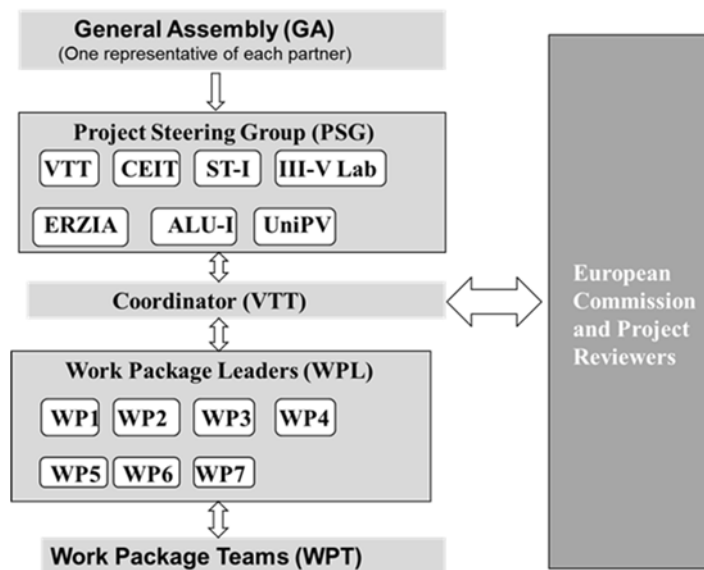


Figure 2.1 The management structure of DREAM

### 2.1.1 General Assembly

The roles and responsibilities of the General Assembly are to:

- Agree on the Project Steering Group and External Advisory Group.
- Assess the overall activity of the project.
- Make proposal to the partners for the review and/or amendment of the terms of the Grant Agreement and Consortium Agreement.
- Prepare EC audit reviews.
- Take decisions on new partners as well as terminating partners.

### 2.1.2 Project Steering Group (PSG)

The roles and responsibilities of the PSG are:

- Overall technical direction and monitoring of project progress.
- Monitor and approve deliverables (major outputs).
- Ensure the Quality of the project.
- Set up and maintain the liaisons with peer 5G-PPP projects.
- Monitor and report on any issues raised by the General Assembly for action by the PSG.
- Ensure that all work meets functional requirements.
- Approve any updates to the work plan and approval of technical alternatives.
- Suggest countermeasures for significant deviations from the work plan, organise meetings to address and plan accordingly as these issues arise.