



Deliverable D8.3 – Quality assurance and risk management plan

Executive Summary

As coordinator of the H2020 DOME 4.0 project, Dr. Amit Bhawe (CMCL), is responsible for the technical coordination, for the scientific quality assurance and for the risk management, supported by UNR for the project management. This task involves time-scheduled monitoring of the technical progress, assuring the quality of the technical reports, monitoring the risks. This document, deliverable D8.3, describes the activities and procedures for this task.

The time-scheduled monitoring of the technical progress consists of:

- coordination meetings (2 times a month) between CMCL and UNR,
- technical coordination meetings (weekly) between CMCL, SINTEF (technology manager) and key developers of the project
- executive board meetings (once a month), in which the work package (WP) leaders report the progress and
- general assembly meetings (twice a year), in which all partners discuss the project progress.

When necessary, corrective actions will be taken including potential work reallocation. Corrective actions will be coordinated by the project coordinator and agreed by the executive board consisting of all WP leaders.

In parallel, SINTEF (in the role of technology manager) hosts the core development meetings (once a week). In these meetings the technical experts present, discuss and demonstrate (parts of) of the core technology of the DOME 4.0 platform. CMCL (and occasionally UNR) joins these meetings to (among other objectives) oversee the technical progress.

The quality assurance procedure was planned during the preparation for the DOME 4.0 kick-off meeting and was discussed and agreed in the meeting itself. It was agreed that the executive board is the body for quality assurance. The quality assurance is mainly focused on the deliverables, that contain all relevant details on the technical progress and results. The deliverables must be in line with the project targets, and the partners have agreed on a deliverable review process to ensure that this is so.



This document is part of a project that has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 953163. It is the property of the DOME 4.0 consortium and do not necessarily reflect the views of the European Commission.

Finally, the risk management is an on-going process throughout the lifetime of the project, to monitor known risks, identify emerging risks, and plan for mitigation measures and track their effectiveness in tackling risks. As part of the risk management plan, a risk register has been compiled from risks identified in the Annex I, part A of the DOME 4.0 Grant Agreement. When new risks are identified during the course of the project, they are added to the register. This register is kept up-to-date by CMCL, UNR and SINTEF, and is discussed in every general assembly meeting.

Acknowledgement

The author(s) would like to thank the partners in the project for their valuable comments on previous drafts and for performing the review.

Project partners:

#	Type	Partner	Partner full name
1	SME	CMCL	Computational Modelling Cambridge Limited
2	Research	FHG	Fraunhofer Gesellschaft zur Förderung der Angewandten Forschung E.V.
3	Research	INTRA	Intrasoft International SA
4	University	UNIBO	Alma Mater Studiorum – Università di Bologna
5	University	EPFL	Ecole Polytechnique Federale de Lausanne
6	Research	UKRI	United Kingdom Research and Innovation
7	Large Industry	SISW	Siemens Industry Software NV
8	Large Industry	BOSCH	Robert Bosch GmbH
9	SME	UNR	Uniresearch B.V.
10	Research	SINTEF	SINTEF AS
11	SME	CNT	Cambridge Nanomaterials Technology LTD
12	University	UCL	University College London



This document is part of a project that has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 953163. It is the property of the DOME 4.0 consortium and do not necessarily reflect the views of the European Commission.