

Coordinator



Partners



InDrive

InDrive project

Automotive EGNSS Receiver for High Integrity Applications on the Drive

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1 Executive Summary

This document contains the Project Plan of the InDrive project.

It summarizes all the strategies and procedures that will be undertaken in order to achieve all the project results with the planned resources and timing as from the Grant Agreement [AD.1].

The deliverable reports:

- a description of the management structure, including the names of the REPRESENTATIVE from each Organization, the functions of the PROJECT COORDINATOR, the functions and responsibilities of the STEERING COMMITTEE (or GENERAL ASSEMBLY following the nomenclature of the Consortium Agreement [AD.2]);
- the description of the collaborative tools and procedures adopted for the cooperation among the partners;
- a meeting plan for the whole duration of the project, to be amended based on the variations occurred during the project;
- the indication of the official contacts towards the GSA (Project Officer, Reviewer, ...) and other Bodies (e.g. Standardization Bodies, other European Projects).

1.1 Applicable documents

ID	Title	Reference	Version	Date
[AD.1]	Grant Agreement	Downloadable here	N/A	25/11/2015
[AD.2]	Consortium Agreement	Downloadable here	1.3	12/02/2016

2 Project Management

2.1 Management Policy

The partners are convinced that much of the success of this project will rest on the quality and the effectiveness of the project management and on the resources dedicated to such task.

The basic purpose of project management is to ensure the proper level of coordination and cooperation amongst the consortium members.

Additionally, project management has the following responsibilities:

- project administration;
- project organization;
- management of the technical progress of the project;
- coordination with the European Commission (EC) projects and other interested parties.

InDrive is thus proposing to use a simplified and light management structure with the aim to simplify procedures and to dedicate all effort to reach the best performances for the project.

2.2 Management Structure

As described in the DoW, the management of the project will operate with a **Steering Committee (or General Assembly)** and a **Management Committee (or Executive Board)** as depicted in Figure 2-1: they are both led by the **Project Coordinator (or Project Leader)**, who represents the official representative of the Consortium towards the project Funders and to other Official Bodies.

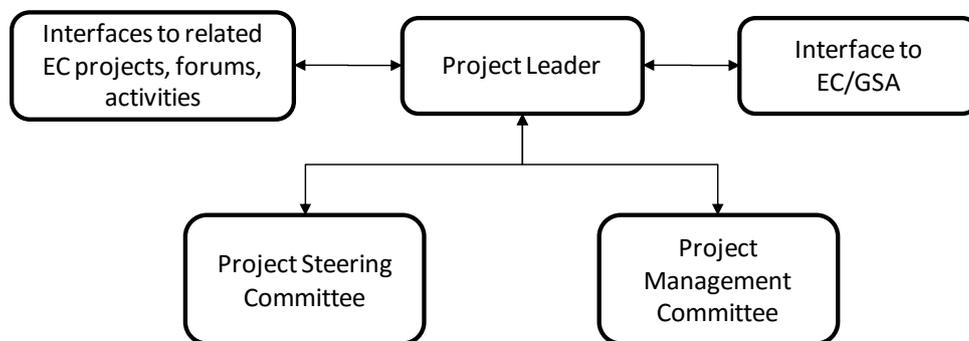


Figure 2-1: The management structure of InDrive

2.2.1 Project Coordinator

The project will be managed by the “Istituto Superiore Mario Boella (ISMB)” represented by Dr. Riccardo Scopigno as Project Coordinator (PC). The Coordinator assures the active participation of all project partners and supervises partners motivation and contributions. This is particularly relevant in InDrive project, which requires cross-domain skills and the integration among different scientific areas.

Moreover the PC will ensure and plan the scientific and administrative tasks of the project, the project quality assessment and will provide a high-level interface towards the EU Commission.

The Project Coordinator will ensure the daily management of activities, guaranteeing the communication among Partners, organizing consortium meetings and supervising the overall administrative and financial aspects of the project. He will be responsible for the administration of the EU grant, for controlling the budget expenditures and will periodically submit the financial statements and progress reports to the Commission.

More specifically, the coordinator's main responsibilities will be:

- Management of all the contractual obligations with the European Commission;
- Supervision of project management, supervision of legal issues, IPR-issues, and consortium matters;
- Provide quarterly technical progress reports;
- Organization of internal workshops, meetings and annual review;
- Supply and support the consortium to follow guidelines for the technical work and for the communication strategies (process management and communication);
- Monitoring of the technical progress and major deliverables;
- Overall coordination of the project activities;
- Control of financial aspects; control of cost statements with the progress reports;
- Sign off the payments;
- Give administrative support for document handling, web-based information server and meetings;
- Progress Planning and Controlling;
- Risk management.

Finally, the support for the administrative and financial issues will be ensured by ISMB's Management Staff who followed a number of European Projects within past Framework programs and H2020.

2.2.2 The Project Steering Committee (or General Assembly)

The **Steering Committee** comprises all consortium members; a meeting of the Steering Committee will be called for two main purposes: to ensure the coherence of the consortium (*ordinary work*) and/or to make decisions relevant to the contract (e.g. in case of modification of Consortium, refinement of project objectives, reassignments of tasks or project budget, etc.).

The Steering Committee will meet at least twice per year. The meeting can be held by conference calls or by physical meetings depending on the agenda. However, the Steering committee should physically meet at least once a year.

The steering committee representatives are one for each company in the consortium. The following people have been identified:

- **ISMB:** Riccardo Scopigno (Project coordinator)
- **BL:** Marcus Obst
- **CRF:** Luisa Andreone
- **FACIT:** Barbara Evans
- **INFOTECH:** Kerem Par
- **MM:** Evaldo Bruci
- **TUC:** Robin Streiter

The Committee will make relevant decisions on the following issues:

- *Financial issues*, concerning the approval of the budget and its allocation within the consortium partners. InDrive budget will be administrated in order to meet the plans approved by the Steering Committee. Its representatives will have to periodically approve the resource estimates contained in

the plan to ensure that InDrive remains within its budgetary constraints. Deviations from the plan and their impact on the budget will be notified to the Steering committee for approval. The Committee is also responsible for monitoring and controlling expenditure on equipment, consumables and travels to ensure that overall constraints on the project are satisfied. The InDrive project coordinator will collect cost statements and will prepare summary cost statements for submission to the EC;

- *Technical issues*, relating to the review or amendment of the work plan, the implementation of new activities and the approval of the technical roadmaps;
- *Legal issues*, concerning the settlement of disputes and the access to the EU Contract of new contractors.

More details on the Steering Committee’s responsibilities are available in the Consortium Agreement [AD.2].

2.2.3 The Project Management Committee (or Executive Board)

The **Project Management Committee** comprises all WP leaders and will be responsible for the management of the project, for detailed monitoring of the progress of the project and for formulating recommendations about the project as necessary. Other contractors will be invited to these meetings. It will operate according to the Consortium Agreement [AD.2] and the Project Quality rules defined at the start of the project. The Project Management Committee will meet on a regular basis every four months, or in-line with important milestones, where important deliverables will be available, so as to perform a joint peer review. Due to the small size of the management committee, daily decisions can be made fast, ensuring project continuity.

2.2.4 Management Structure: The Workpackage and Task Leaders

Each WP is chaired by a “WP leader” responsible for the performance of the work within the WP. The names of the partners leading each WP leader correspond to the Steering Committee representatives of organization which leads the WP.

WP leaders will report to the coordinator on the work progress, problems arising and necessary updates of the work plan. The WP leaders are also the ultimate responsible in drafting all EU reports regarding each WP, at the specified deadlines.

A “Task leader” will be defined, for each of the tasks scheduled within WPs. The Task leader, besides being obviously responsible for organizing the technical activities inside his task, is the ultimate responsible for the writing of all Deliverables and Milestones related to the task. We believe that the proposed division of the reporting duties between WP leaders and Task leaders will allow a better control on the work plan progress.

The project reports and deliverables will be managed according to a general procedure for quality control. This procedure requires, for example, fully indexed files management and formal approval procedures for documentation clearance. The InDrive project members in the Coordination of previous EU projects have used this approach successfully. WP leaders and Task leaders will send reports and Deliverables to the Coordinator for validation and quality assessment at least 2 weeks before their due date. The project Coordinator will be responsible for ensuring that these Deliverables reach their target audience.

In conclusion, we believe that the medium size of the InDrive consortium does not require a more complex management structure, such as those usually planned for FP7 Integrated Projects or Network of Excellences. Indeed, organizing other types of Committee and/or decision processes would only create an additional burden, subtracting human and financial resources from other activities.

2.2.5 Decision making and conflict resolution

The **decision making** process is planned in order to guarantee a clear decisional structure and procedures as regards the operational, technical and financial aspects of the project. **Decisions will be taken by consensus whenever possible. This constitutes the ultimate underlying rationale.**

For the sake of completeness, but just as a risk-management measure against a deadlock, it is foreseen that if a consensus cannot be reached, the matter shall be resolved by a vote of the members (each member shall have one vote), where the adoption of a decision shall require the favorable vote of two thirds of the members (whether present or not) - unless a unanimous decision is required under the Consortium Agreement [AD.2].

However, InDrive Consortium will endeavor to join a common decision as their common philosophy.

In the Consortium Agreement [AD.2] all the details of procedures aimed at conflict resolutions are described.

3 Collaborative Tools

In order to achieve an effective cooperation, InDrive partners will leverage collaborative tools to ease the day-by-day cooperation despite the limited number of face-to-face meetings.

3.1 E-mail

The mailing list has been setup with the following official address: indrive@ismb.it. In a very early stage, some problems have been experienced, due to the email filters of some partners, that discarded some messages. A testing period has followed, in order to verify and configure correctly the mailing list settings.

Each company can easily add or remove components from the mailing list, sending a request to the mailing list administrator (brevi@ismb.it).

3.2 Phone Conferencing

Since ISMB has used Webex (from Cisco system) for the management of past EU projects, it has been chosen as phone conferencing tool. Webex allows desktop sharing, multi-user interaction, chat and phone conferencing.

Login details are sent two days before each conference call through the mailing list.

3.3 Doodle Votes

With the purpose of voting and making decisions on date and time about particular events/meetings/conference calls, online doodles will be set up any time it will be necessary.

The online tool for doodles is available for free at www.doodle.com.

3.4 Shared area for documents

The area for document sharing consists of a Website based on Plone, an open source Content Management System (CMS). Its main purpose is to help the collaborative writing of deliverables, presentations and in general to aid the remote collaboration between the partners. The Website is organized in a series of tabs, each reporting some useful information (like info about partners, events, etc...). The documentation tab is split in several folders. So far the following sections have been identified:

- **InDrive Documents:** it contains the general docs about the project (Grant Agreement, Consortium Agreement, ...)
- **WP:** it is composed by a folder for each WP. Alike each WP is composed by different folders for each task.
- **Meetings:** it will be used to collect the material related to the physical meetings. Currently it contains a folder about the KO meeting in Prague.
- **Minutes:** it collects the minutes of conference calls and physical meetings.
- **Templates:** it collects the templates for deliverables, presentations and minutes.

The folders can be easily reorganized. Each partner has been separately provided with a distinct login profile for the website. The site is accessible from the following web address: <https://indrive.ismb.it>.

Depending on the classification of the document (public, restricted or confidential), it will be available either in the internal Website or in the public one (see section 3.5).

3.4.1 File Naming

The documents on the web site will follow the following naming policy

WPX_TEXT1X.Y_vZ_AABBCC (TEXT2)

Being:

- **X** is the number of the workpackage which the document refers to
- **TEXT1** selected among: **Deliv** (Deliverable), **Pres** (Presentation), **Minutes**, **Other**
- **Y** is the number (for instance Deliv1.1 for deliverable 1 of WP1)
- **Z** is the version
- **AABBCC** is the date (year month day)
- **TEXT2** is an explanation (e.g. Management Plan)

A new name will be defined only for relevant merged versions, not for single contributions.

3.5 Website

The purpose of the website is to disseminate the results of the project. The site will show the main ideas related to the projects, the partners and other relevant information. It will also make available the public deliverables and all the events and relevant news related with InDrive. The first stable version of the website is foreseen for M7.

4 Meeting plan (draft)

4.1 Phone Conferences

During all the project duration, phone conferences will be held following the project progress, to cope with research needs and to make ordinary decisions. At least two conferences per month will be held.

The dates will be agreed among partners from time to time. The following day and time has been selected as reference:

Wednesdays – 2:30pm to 4:30pm

Phone conferences will use the facilities described in previous sections.

The main ideas discussed during the phone conferences will be reported on **Meeting Minutes** which will be first drafted and then published (after partners revision) on the internal website.

4.2 Face-to-face Meetings

The following plan of meetings has been drafted at the kick-off.

Each date will be confirmed/changed at least 2 weeks before the planned date. This section will be updated accordingly.

Meeting	Months	Date	Location
KOM	M1	2-3 February 2016	Prague
Progress Meeting	M5	3-4 May 2016	Turin
Progress Meeting	M9	13-14 September 2016	Chemnitz
Mid-term Review	M13	22-23 January 2017	Turin
Progress Meeting	M17	TBD	Munich
Progress Meeting	M20	TBD	Istanbul
Integration Meeting	M23	TBD	Turin
Final event + Review Meeting	M24	TBD	Turin/Prague

Table 1: Meeting Plan

5 Official contacts

5.1 Contact details of the partners

For the sake of mutual communications, the contact details of each partner's representative are provided here.

Whenever possible, the use of e-mailing list will be preferred.

- **ISMB:** Riccardo Scopigno, scopigno@ismb.it, Tel: +39 011.2276603. Cell: +39 392.0505287
- **BL:** Marcus Obst, marcus.obst@baselabs.de, Tel: +49 371.33.71.51.52
- **CRF:** Leandro D'Orazio, leandro.dorazio@crf.it, Tel: +39 0461.412322
- **FACIT:** Daniel Ziegelmayr, d.ziegelmayr@facit-group.com. Tel: +49 89.740.420 – 5577
- **INFOTECH:** kpar@infotech.com.tr, Tel: +90 216 362 05 00
- **MM:** Evaldo Bruci, evaldo.bruci@magnetimarelli.com, Tel: +39 011.68.79.062
- **TUC:** Robin Streiter, robin.streiter@etit.tu-chemnitz.de, Tel: +49 371.53138965

5.2 GSA Contacts

- GSA
 - Officer: Aberto Fernandez-Wytenbach, Alberto.FERNANDEZ@gsa.europa.eu
 - Janovského 438/2, 170 00 Praha 7, Czech Republic
- Reviewers
 - Jose Eugenio Naranjo (Technical expert)- joseeugenio.naranjo@upm.es
 - Maurizio Rotondo (Business expert) - mrotondo@e-rotondo.eu

Acronym list

CMS	Content Management System
EC	European Commission
EU	European Union
PC	Project Coordinator
WP	Work Package

END OF DOCUMENT
