



MS1. Management and Quality Manual Version 0.5

Document Information

Action Number	2018-EU-IA-0104
Project Website	https://saintgeorgeonabike.eu/
Contractual Deadline	01/12/2019
Milestone	MS1
Document type	Report
Author	Ariadna Lobo (BSC)
Contributor(s)	
Reviewer	Maria Cristina Marinescu (BSC), Antoine Isaac (EF)
Keywords	Management, quality, communication



**Co-financed by the Connecting Europe
Facility of the European Union**

Change Log

Version	Author	Description of Change
V0.1	Ariadna Lobo (BSC)	Initial Draft
V0.2	Maria Cristina Marinescu (BSC)	Reviewed
V0.3	Antoine Isaac (EF)	Reviewed
V0.4	Ariadna Lobo (BSC)	Final
V0.5	Ariadna Lobo (BSC)	Reviewed

Table of Contents

1. Executive Summary	4
2. Introduction	4
3. Management structure	4
4. Procedures and tools	9
4.1 Internal communication	9
4.1.1 Meetings	10
4.1.2 Website	10
4.1.3 Basecamp	10
5. Deliverables. Quality procedure	10
5.1 Risk management	11
List of Figures	12
List of Tables	12

1. Executive Summary

The aim of this document is to provide an overview on the internal management procedures of the SGoaB project to ensure an efficient project execution and high quality results. This document describes the governance structure of the project, the procedures and tools for project management, as well as the reporting procedures, including activities and responsibilities and project progress monitoring. This plan intends to contribute to the implementation of the technical part of the project and aims to provide the required tools to achieve the management and coordination objectives of the project by providing an efficient work environment.

2. Introduction

The Management and Quality Manual document provides project information to all partners to ease the daily project management. The document ensures that all reports will be delivered on time and in accordance with the budget and expected quality criteria complying with the project management objectives.

This document specifically covers the following areas:

- Government structure with defined roles and responsibilities.
- The quality control process.
- The risk management strategy and contingency plan.

The Management and Quality Manual will be periodically updated during the life of the project. The current version of the document will always be available in the SGoaB repository.

3. Management structure

The project members are BSC and Europeana, which will carry out the work corresponding to the 5 WPs. Moreover, there is an entity interested in the project results, Illunion S.L., which will collaborate in defining a new use case based on web accessibility for visually impaired users.

The project management structure includes four roles: A Technical Manager (TM) for each partner, a Work Package Leader (WP Leader) per each WP, and a Project Manager (PM) and a Project Coordinator (PC) who belongs to BSC-CNS. The Technical Managers and the Project Coordinator will constitute a **Project Management Board (PMB)** that will hold periodic meetings to coordinate the different activities of the project. These meetings will take place at least once per month, but they can be more frequent depending on the needs of the project evolution; board members may also get in direct contact by mail or phone. Depending on the needs, some of the WP leaders will also participate in these meetings. The goal of these meetings is to ensure the smooth running of the project, the integration of each work package and the enabling of the work in progress by setting the next tasks for the consortium members. Decisions of the PMB will be taken by consensus of the two partners. In case of no agreement, the final decision will be taken by the Project Coordinator.

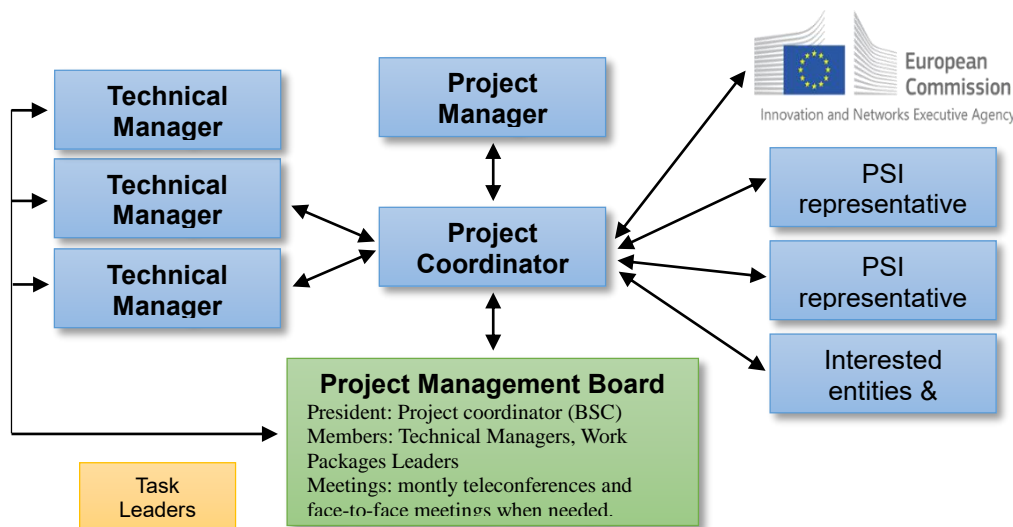


Figure 1. Management structure.

- The **Technical Managers (TMs)** ensure that the scientific and technical objectives of the project are met. Each partner will nominate a TM. TMs will attend Project Management Boards and will help to coordinate the technical work of the project.
- The **Project Manager (PM)** will be a member of BSC and will be responsible for the day-to-day execution of the project. The PM will ensure the timely delivery of project objectives and deliverables by continuously monitoring the project progress against the milestones of the project. The PM identifies and tracks issues as well as proposes suitable corrective actions (i.e. resource reallocation, etc). The PM defines the procedures for change control (proposed changes to the original project), risk management, quality assurance, and IPR management. The administrative and financial management of the project is also responsibility of the PM, including internal use of resources monitoring on a 6-month basis, the provisioning of Periodic Reports and Financial Statements, and ensuring an efficient distribution of EU funding. The Project Manager will also act as the official point of contact between the Commission and the Beneficiaries.
- The **Project Coordinator (PC)** will be a member of BSC-CNS and has the following responsibilities, aimed to ensure the overall management and communication between the various stakeholders: Supervising cooperation and progress in each WP's, Timely transmission of reports, deliverables, cost statements, etc. to the European Commission and the external reviewers (if asked), including financial administration, Distribution of any documents/information among the two partners, and Co-ordinating the preparation of reports (technical, financial, etc). The PC defines the high level technical strategy and drives the project team to implement according to that strategy. In implementing this strategy, the PC also ensures that the project maintains its relevance to the "CEF-TC-2018-5: Public Open Data" call and its strategic objectives. The PC will maintain periodic contacts with the Spanish and Dutch national representative in the Public Sector Information group and seek coordination and synergies with related projects, as explained in previous sections. Moreover, the PC or-

ganizes technical presentations of project progress to external parties and ensures the appropriate involvement and visibility of the members of the project. Additionally, the PC will be in charge of maintaining periodic contacts with the PSI representatives of Spain and the Netherlands. In the case of the contacts with the PSI in Netherlands this task can be delegated to a member of European Foundation. The goal of these contacts is to keep the project in alignment with the strategy of the PSI. Moreover, the Project Coordinator will be in charge of maintaining contacts with interested entities and stakeholders. At this moment Illunion S.L. has signed an interest letter for our project results and is interested in a potential commercial exploitation. The PC is supported by the Project Manager (PM), who is responsible for the day-to-day execution of the project. The PC collaborates closely with the PM to provide clear and accurate Periodic Reports.

	Role	Partner	Project member
1	Project Coordinator	BSC	Maria Cristina Marinescu
2	Project Manager	BSC	Ariadna Lobo
3	Technical Manager	BSC	Maria Cristina Marinescu
4	Technical Manager	BSC	Joaquim More
5	Technical Manager	EF	Antoine Isaac

Table 1. SGoAB roles.

- The project will nominate **Task Leaders** per each task in order to coordinate its activities.

Activities and tasks	Deadline	Leader Partner	Project Member
Activity 1, Project Management	31/8/2022		
Task 1.1 Coordination and monitoring the work progress		BSC	Ariadna Lobo
MS1 Project Management and Quality Guidelines are ready	1/12/2019	BSC	Ariadna Lobo
Task 1.2 Ensuring transparency and internal communication		BSC	Ariadna Lobo
Task 1.3 Acting as an intermediary between parties and INEA		BSC	Ariadna Lobo
Task 1.4 Monitoring reporting process		BSC	Ariadna Lobo
Task 1.5 Performing risk management and contingency plans		BSC	Ariadna Lobo
Activity 2, Use case definition, system requirements and end-user definition	31/3/2020		
Task 2.1 Analysis of the possible use cases, guided by available data and end-user preferences.		EF	Antoine Isaac
MS3 User requirements and use cases definition is ready.	1/3/2020	EF	Antoine Isaac

Task 2.2 Analysis of the technical and functional requirements for data gathering and service delivery		EF	Antoine Isaac
Task 2.3 Definition of the HPC resources needed and of the scalability and possibility of the services.		BSC	Maria Cristina Marinescu
Activity 3, System architecture and specification	30/9/2020		
Task 3.1 Analysis of the available state of art technologies that may be used and their integration requirements.		BSC	Maria Cristina Marinescu
Task 3.2 Definition of the global HPC architecture for metadata enrichment		BSC	Maria Cristina Marinescu
MS5 HPC system architecture design & test evaluation protocols to ensure the resources for the running action and the future scalability	31/8/2020	BSC	Maria Cristina Marinescu
MS6 System and module-level architecture development.	31/8/2020	BSC	Maria Cristina Marinescu
Activity 4, Adoption of DSI interoperability standards for linked Open Data deployment	30/9/2020		
Task 4.1 Analyse and decide on standards that are relevant for the Action, to ensure wise adaptability and interoperability in the Europeana Open Data ecosystem.		EF	Antoine Isaac
MS7 Compliance with the Metadata Quality Assurance (MQA) tool for datasets.	31/8/2020	EF	Antoine Isaac
Task 4.2 Report on the standard compliance activities	30/9/2020	BSC	Maria Cristina Marinescu
Activity 5, Data gathering	31/8/2022		
Task 5.1 Analyse cultural heritage resources, as well as sources such as DBpedia or Wikipedia, to find those that have some metadata associated with images.		EF	Monica Marrero
Task 5.2 Create a database of images and texts		BSC	Artem Reshetnikov
MS8 Database for the selected use cases with the description of the datasets is identified.	31/8/2020	BSC	Artem Reshetnikov
Activity 6, Image and text parallelisation	31/8/2022		
Task 6.1 Develop a methodology for text-image alignment.		BSC	Joaquim More

MS 4 Methodology for aligning the visual and textual resources.	31/3/2021	BSC	Joaquim More
MS9 Generation of semantically aligned images and image descriptions.	31/5/2021	BSC	Maria Cristina Marinescu
Task 6.2 Develop an approach that successfully extracts the relevant information for the image descriptions from the texts in the database.	31/8/2022	BSC	Maria Cristina Marinescu
MS 11 HPC resources have been used in order to process the data as required by the Action.	31/8/2021	BSC	Sergio Mendoza
MS 12 State of the art review for parallelisation.	31/5/2021	BSC	Joaquim More
Activity 7, Creation of deep learning solution for image descriptions	31/8/2022		
Task 7.1 Analyse the existing deep learning networks for their possible use and the need to add a layer with (semantic) information		BSC	Maria Cristina Marinescu
Task 7.2 Develop a deep learning software		BSC	Artem Reshetnikov
MS13 Implementation of deep learning for image description development and of system to generate image description based on previous training over dataset of aligned image/text pairs.	31/5/2021	BSC	Artem Reshetnikov
MS14 State of the Art review for deep learning techniques to generate image descriptions	31/3/2021	BSC	Artem Reshetnikov
Task 7.3 Create descriptions that will serve metadata for the images.		BSC	Maria Cristina Marinescu
MS16 Creation of rich metadata to be published on the Europeana site and the European Data Portal	30/6/2022	BSC	Maria Cristina Marinescu
MS19 Beneficiary to deliver a demonstration of their Action's results via remote or onsite meeting with DG CNECT required by the Action	31/8/2022	BSC	Maria Cristina Marinescu
Activity 8, End-user general service definition	31/8/2022		
Task 8.1 Definition of the functionalities that will be offered.	31/8/2022	EF	Antoine Isaac
Task 8.2 Definition of a user text-based image search.	31/8/2022	BSC	Maria Cristina Marinescu
MS 15 End-user services development and implementation of the basic end-user services and their interface, defined based on the use cases.	31/5/2021	BSC	Sergio Mendoza

Task 8.3 Definition and implementation of possible security and privacy issues.	31/8/2022	BSC	Maria Cristina Marinescu
Activity 9, Dissemination and Communications	31/8/2022		
Task 9.1 Definition and dissemination approach, elaboration of a training plan and communication strategy		BSC	Rose Gregorio
Task 9.2 Implementation of communication strategy.		BSC	Rose Gregorio
MS2 Creation of a project website and brochure.	1/12/2019	BSC	Ariadna Lobo
Task 9.3 Participation in the scientific events and publications of the result of the Action		BSC	Ariadna Lobo
Task 9.4 Facilitation of the information exchange and collaboration between relevant stakeholders.		BSC	Rose Gregorio
MS 10 Training plan.	31/3/2020	BSC	Ariadna Lobo
MS17 Disseminations and communications plan and reports.	31/5/2021	BSC	Rose Gregorio
Activity 10, Sustainability, market study, and prospective funding	31/8/2022		
Task 10.1 Elaboration of a Business Plan.	31/8/2022	BSC	Joan Farnós
MS18 Sustainability and exploitation plan.	31/5/2021	BSC	Joan Farnós
Task 10.2 Implementation of sustainability activities with relevant stakeholders.	2/9/2022	BSC	Joan Farnós

Table 2. SGoaB task leaders.

4. Procedures and tools

This section describes internal communication, quality control, progress monitoring, risk and management procedures and tools.

4.1 Internal communication

A set of internal tools have been established to support cooperation among all partners and encourage participation in the decision making processes. These internal collaboration tools include onsite and online meetings, the project website, the project internal repository platform that will serve as a smart platform to exchange project documentation and news, and communication pathway. In addition, the procedure for handling possible conflicts of interest and emergencies are also defined.

4.1.1 Meetings

Two types of meetings will be held during the project intercourse:

- **Online meetings:** will take place at least once a month, however, meetings can be more frequent depending on the needs of the project evolution. The generated supporting documentation (i.e.: presentations, minutes, photographs, etc.) will be uploaded to the project internal repository platform.
- **Face-to-face meetings:** will only take place when needed due to budget restrictions. The generated supporting documentation (i.e.: presentations, minutes, etc.) will be uploaded to the project internal repository platform.

The attendance of both partners to onsite and online meetings is mandatory. A representative should be designated in case of not being able to attend a meeting.

4.1.2 Website

The website aims to raise awareness about the project and its results among a more general audience, update stakeholders on project progress as well as foster community building and encourage participation. Additionally, a video about the project and information in regards to partners, activities and contact details will be available at the website. The website is located at: <https://saintgeorgeonabike.eu/>.

4.1.3 Basecamp

Basecamp will be used to exchange project updates and documentation between partners. The platform will be available for all project participants, which will have full access to upload, download and edit documents.

The same platform will be used for internal communication between the different organisations of the SGoaB project.

5. Deliverables. Quality procedure

The quality procedure will ensure that the reports and documentation of the achieved milestones and deliverables comply with the project standards as specified on the project proposal. An internal peer-review process is established to ensure that the project deliverables meet the minimum quality standards before providing them to INEA as official project results.

Project deliverables serve as a result of the technical progress of the different WP. The goal of the review process is to ensure that the corresponding document has been reviewed by the deliverable owner and assigned to a reviewer.

The term owner refers to a member of the SGoaB project team who is responsible for the deliverable completion. The term reviewer refers to the person responsible for completing the internal review of the deliverable before making it available to INEA.

5.1 Risk management

The possible risks for each activity will be monitored at every meeting (at least one a month). In particular, a level of probability will be assigned (low-medium-high) and measures to mitigate the risks will be proposed. Risks will be monitored regularly

List of Figures

Figure 1. Management structure.....	5
-------------------------------------	---

List of Tables

Table 1. SGoaB roles.	6
Table 2. SGoaB task leaders.	9