Grant agreement no. 823712

CompBioMed2

Research and Innovation Action
H2020-INFRAEDI-2018-1
Topic: Centres of Excellence on HPC

D1.2 Quality Assurance Plan

Work Package: 1

Due date of deliverable: Month 03

Actual submission date: 19 December 2019

Start date of project: 01 October 2019 Duration: 48 months

Lead beneficiary for this deliverable: *UCL*
Contributors:

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Project co-funded by the European Commission within the H2020 Programme (2014-2020)		
Dissemination Level		
PU	Public	YES
CO	Confidential, only for members of the consortium (including the Commission Services)	
CI	Classified, as referred to in Commission Decision 2001/844/EC	

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Table of Contents

*This project has received funding from the European Union's Horizon 2020 research and innovation programme under the Grant Agreement No **823712**"*

1 Version Log

Version	Date	Released by	Nature of Change
V0.1	14/11/2019	Emily Lumley	First Draft
V0.2	10/12/2019	Emily Lumley	Reviewers comments
V1.0	19/12/2019	Emily Lumley	Final Draft, submitted to the EC

2 Contributors

Name	Institution	Role
Emily Lumley	UCL	Principal Author
Hugh Martin	CBK	Reviewer
Carlos Teijeiro Barjas	SURFsara	Reviewer
Peter Coveney	UCL	Reviewer

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3 Definition and Acronyms

Acronyms	Definitions
EB	Executive Board
QAP	Quality Assurance Plan
WP	Work Package
WPL	Work Package Leader

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4 Public Summary

The Quality Assurance Plan (QAP) is a document, written by the project management team, intended to ensure that the final versions of deliverables and outputs are of the utmost quality. This quality assurance plan contains a set of documented steps that are designed to ensure that the European Commission and the general public are satisfied with the output and services that the CompBioMed2 project provides.

5 Introduction

D1.2: Quality Assurance Plan (QAP) will be used in the CompBioMed2 project to guide the production of output from the project. The Quality Assurance Plan is linked to the following objectives of WP1:

- To ensure the timely and high-quality achievement of the project results and deliverables through administrative coordination
- To ensure the quality control of project results and deliverables and the risk management of the project as a whole

D1.2 is part of Work Package 1, which oversees the overall technical, financial and administrative management of the consortium and the project's activities. The activities in this work package include all activities necessary to successfully manage and run the consortium. D1.2 directly relates to Task 1.3: Periodic Reporting and Project Quality Control in which it is stated that a quality control management system, outline in the Quality Assurance Plan, will be implemented, allocating internal deliverable reviewers.

This deliverable will be used by the project partners and management team in order to ensure the highest quality of output from the project. It has been updated and improved from the first phase of CompBioMed to make it operationally more useful for all partners.

6 Activities covered by the deliverable

The QAP will be set up and maintained to monitor all deliverables before finalising them. This deliverable also contains a risk analysis and contingency planning related to Quality Assurance and deliverables.

6.1 Quality Assurance Plan for Project Deliverables (which are not software)

All deliverables due within the proceeding 6 months will be flagged up in the WPL and EB meetings to ensure that the management team is preparing for collating the deliverable appropriately. The Project Manager will write to the lead beneficiary of the deliverable during this time in order to lay out the schedule (outlined in general below) and to confirm the

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identity of the Principal Author for the deliverable. The Principal Author will be the one that leads the writing and collating of the information to be included in the deliverable

1. The first step in the QAP is for the management team to agree on the proposed basic structure of the deliverable, including headings and expected input for the deliverable with a list of contributing authors. This should be sent to the Executive Board by the deliverable's lead author 2 months before the deliverable is due to be submitted, and should contain sufficient content to allow it to be checked for the following points:
   - The deliverable will cover the stated objectives;
   - The work described in the deliverable will be of high standard and in accordance with what is expected;
   - There is no conflict of interest between the various authors and the assigned internal peer reviewers can be sought from within the consortium.

2. The Deliverable should be written in Microsoft Word, unless otherwise agreed with the consortium. The deliverable editor must provide the consortium with a version which is readable by all, and that uses the provided deliverable template. The format for the title should be as follows:
   D[WP#].[D#]_[Title]_[V#.#].[extension]
   This is an example:
   D1.2_Quality Assurance Plan_V1.0.docx
   The deliverable should show the EU flag on each page and conform to the layout/template provided. Each deliverable should include the following disclaimer: "This document's contents are not intended to replace consultation of any applicable legal sources or the necessary advice of a legal expert, where appropriate. All information in this document is provided "as is" and no guarantee or warranty is given that the information is fit for any particular purpose. The user, therefore, uses the information at their sole risk and liability. For the avoidance of all doubts, the European Commission has no liability in respect of this document, which is merely representing the authors' view." This disclaimer is added to the template and should not be (re)moved or replaced by the editors.

3. Next, to ensure that these standards of quality are achieved, each deliverable will be submitted for project-internal peer review at least 4 weeks before the delivery date of the deliverable. The peer reviewers will be at least 2 members of the consortium, who have not been directly involved in the work described in the deliverable. They will be selected by the Project Coordinator and Project Manager at least 5 weeks before the delivery date. They will read the submitted deliverable and suggest changes where necessary. During the review, the deliverable draft should also be accessible by all project members through the intranet.

4. The assessments of the peer reviewers are sent by email to the Deliverable Editor 2 weeks before the delivery date of the deliverable. The review of the outline of the deliverable should remove any significant, high-level amendments being requested, however, if this is the case, the reviewers and the Principal Author will inform the Executive Board immediately to enable any extension to be agreed with the European Commission. Where revisions are minor, the Principal Author has one week to complete them.

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5. The Principal Author will send the revised version of the deliverable to the Reviewers using 'Track Changes', to check whether the comments have been adequately addressed, within two days if possible. At the same time, a version, clean of any track changes will be sent to the Project Manager and the Executive Board (EB). The EB leader will ensure that the Principal Author takes into account the suggestions of the reviewers in preparing the final document and the Project Manager will check for the following points:
   - The quality of the writing of the document is of high standard with respect to style, errors and organisation; readability; and illustrations. This is described in the Project Handbook;
   - The deliverable is complete, i.e. there are no missing parts, missing references, missing abbreviations, missing explanations of concepts;
   - The deliverable is clearly written and understandable by its potential readers, which for public deliverables should include a summary for the general public.

6. The Internal reviewer, EB and Project Manager will send the final revisions and comments within 2 days of receiving the deliverable and the Principal Author will prepare the final version of the deliverable to be sent to the Project Manager at least 24 hours before the delivery date.

6.2 QA Plan for Software and Services Deliverables

A similar procedure will be applied in the case of internally reviewing software and services deliverables. However, a user not familiar with the software or services should be able to install/locate it and run it, guided by appropriate documentation. For software, the main functionality of it and its integration with other CompBioMed or external components should be checked by running basic tests. Reviewers of these releases should be given at least one more week than the regular deliverable release schedule.

6.3 Risk Analysis and Contingency Planning

The following risks associated with the QAP can be identified:

a) Deliverable is not submitted to a project-internal peer review one month before the delivery date of the deliverable.

Probability	Medium
Impact	Minor
Risk assessment	Medium
Mitigation	Principal Author to update WP leader, Project Manager and Coordinator about the progress of the deliverable. Deliverable outlines must be submitted to the Project Manager 2 months before the delivery date of the deliverable. 2 weeks are allowed for the initial review, so if necessary, and with the agreement of the reviewers, this can be reduced to 1 week in exceptional circumstances

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b) Peer reviewers do not complete their review of the deliverable within two weeks

Probability	Medium
Impact	Minor
Risk assessment	Minor
Mitigation	Project Coordinator to ensure timely appointment of reviewers and ensure that they have the time for the review process before finalising. Project Manager to remind reviewers one week before submission that deliverable is due for submission, and to monitor the progress of the review.

c) Major problems with the deliverable are discovered by the peer reviewers

Probability	Small
Impact	Medium
Risk assessment	Minor-Medium
Mitigation	Progress of the deliverables will be checked regularly internally within the work packages through intra-WP meetings and teleconferences, and through the WP leader teleconferences. The Principal Author and Internal reviewers are required to inform the Project Manager and Coordinator of any major problems with the deliverable as soon as identified. If necessary, the Project Manager and Coordinator will step in to rectify problems with the deliverable and ensure completion.

7 Conclusions

This deliverable has outlined the QAP of the CompBioMed2 project. The QAP will be set up and maintained to monitor all deliverables before finalising them. It is part of the management infrastructure of the project that allows the Project Manager to monitor and operate the day-to-day project activities efficiently. The QAP is linked to Task 1.3 of the project. This deliverable has outlined the six steps of the actual QAP for deliverable preparation, and the additional steps of the QAP for software deliverables. We have described the three most common risks associated with the QAP, how probable they are to occur; the impact if they were to occur; the assessment of the risk; and ways to mitigate the risk.

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