CoherentPaaS

Coherent and Rich PaaS with a Common Programming Model

ICT FP7-611068

Quality Plan

D1.1

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More information

Additional information and public deliverables of CoherentPaaS can be found at: http://coherentpaas.eu

Glossary of Acronyms

Acronym	Definition
D	Deliverable
DoW	Description of Work
EC	European Commission
PM	Project Manager
PO	Project Officer
WP	Work Package

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1. Executive Summary

The present document establishes the foundation for the project structures and supporting processes in order to ensure the quality of the project results. The Quality Plan and Quality Assurance Process that all partners of the Consortium should follow in order to ensure the quality of the work performed within the project are included in this document.
The management structure and decision-taking mechanisms will support the consortium in its day-to-day activities. The communication mechanisms are essential, as decisions are made according to the available information at a certain moment. The verification of project deliverables is also a major part of the quality assurance.
All partners are involved in the quality assurance activities, on grounds of their different roles and responsibilities.

2. Introduction

2.1. Purpose of the document

This document presents the Quality Plan (QP) for the FP7 project CoherentPaaS.
The purposes of this Quality Plan are:

- To lay out a common practice among project partners about quality procedures.
- To assist each individual development team in implementing decisions in their environment.
- To provide measurement criteria to verify the quality of the project.
- To provide each partner and the European Commission (EC) with sufficient visibility on the consortium and its quality practices.

This quality plan describes the project quality assurance approach, as well as the procedures and tools that the consortium has to follow for partner communication, documentation, deliverable production, review and reporting.

2.2. Glossary of Quality terminology

This glossary presents the terms used in the quality standards (International Organization for Standardization, 2014) and is further on exploited within this document:

Quality: the totality of features and characteristics of a product or service that bear on its ability to satisfy stated or implied needs.

Quality Assurance (QA): All those planned and systematic actions necessary to provide adequate confidence that a product or service will satisfy given requirements for quality. The QA evaluates the performance of the project and produces recommended actions and changes requests.

Quality record: Written records that are retained.

Quality Control: The operational techniques and activities that are used to fulfil requirements for quality.

Quality Management System: is the management system to direct and control an organisation with respect to Quality. This system is made up of interacting or interrelating elements, such as structures, responsibilities, procedures, processes and resources, for implementing the quality.

Project Quality Plan: set of activities planned at the beginning of the project that helps achieve Quality in the Project being executed.

Verification: Reviewing, inspecting, testing, checking, auditing, or otherwise establishing and documenting whether items, processes, or services, or documents conform to specified requirements.

2.3. Structure of the document

The quality plan includes an overview of how quality will be managed and ensured through the corresponding processes in the consortium. The latter is included in Section 2, which captures a wide set of processes from meetings to reporting procedures. The section also presents a section on a risk management procedure that facilitates the identification, analysis and mitigation of potential risky situations. All partners are involved in the risk management activities, according to different roles and responsibilities.
Section 3 introduces the collaborative tools, formats and templates that will be used within the consortium, while the document also includes the mapping between internal reviewers and project deliverables.

3. Quality management

This section looks at the main processes deployed in the project and highlights the procedures which are to comply with quality standards.

3.1. Project monitoring and quality control

Project monitoring is a crucial procedure during the project implementation. It means to keep a mindful control of project activities over a period of time.
According to the Description of Work (DoW), the project execution is supervised by the Board of Directors according to the multiple dimensions of the project: legal, financial, scientific, technical, exploitation and quality dimension. The BoD can also rely on the participation of the Project Management Committee to take operative decisions.
This monitoring process will be based on the internal WP reports, generated midway through each reporting period.
These reports will inform about the progress at WP level towards the objectives, progress, status and next steps. Each Work Package Leader (WPL) will prepare a report on her / his WP and (other contributors to the WP will assist the WPL with the reporting), and submit it to the Project Director (PD). The PD will integrate and review all contributions in a full document.
At the same time, each partner will produce a report explaining their participation in the project work along the six-month period and the use of his resources. These reports will aim at the regulation of the project funds, according to the payment procedure established in the Consortium Agreement (CA).
Quality is also a part of this project monitoring. The establishment of certain procedures at the beginning of the project does not imply they are sacrosanct. It is important to check the effectiveness of these procedures (the Quality Plan itself) and modify them as needed to counter any weaknesses or deficiencies in the project execution.

3.2. Contractual Processes

3.2.1. Amendments to the Grant Agreement

Should the grant agreement need to be changed, any request for amendment (i.e. addition, removal or modification of special clauses, modification of reporting periods) shall be submitted in accordance with the procedures and provisions within the “Amendments Guide for FP7 Grant Agreements” (European Commission, 2013).

3.2.2. Changes in the Consortium

Joint of new partners

If required by the project development needs, the consortium may propose to the EC the participation of a new partner, in conformity with the stipulations of "Amendments Guide for FP7 Grant Agreements" (European Commission, 2013).
This new partner shall be proposed by project's partners and approved by the Executive Board (EB).

Withdrawal of partners
The consortium may communicate to the EC the withdrawal of a partner, in conformity with the stipulations of "Amendments Guide for FP7 Grant Agreements" (European Commission, 2013).
The withdrawal of a partner may be requested by the partner itself to the coordinator or by the consortium, according to the provisions of the CA.

3.3. Communication processes

3.3.1. Communication

Constant and effective communication among all project stakeholders is necessary to ensure the success of any project. There are two directions for the information flow:

Internal communication
Internal communication refers to communication among the consortium partners aiming at the development of project technologies. From a quality perspective, communication must be reliable and effective but also economical. Therefore this will happen mainly through email exchanges, teleconferences and meetings (in order of likelihood).
The Project Director is responsible to provide and maintain the internal communication tools at a high level. This role can be also taken by other roles at WP level.

External communication
This communication relates to the relationship with external stakeholders, such as related initiatives, R&D projects, target users and the Project Officer - PO (as representative of the EC). External stakeholders must be kept informed about the progress and results of the project. The management of their expectations is also key in order to create impact. In this sense, dissemination activities and tools are the most suitable channel for information flow.
The coordinator will be responsible for managing the Project communication with external initiatives. Nevertheless, any partner is in principle entitled to take dissemination actions, though there should be a coordinated action under the Dissemination WP leader.
Likewise, external stakeholders can play an important role in the project by providing inputs ranking from technical support to advice that can help to tune the project with the existing communities and avoid any work duplication. The clustering initiatives and the workshops seem to be the best manner to channel this kind of information.

3.3.2. Project Meetings

Face-to-face meetings and teleconferences are needed to tackle discussions on important matters that require the participation and opinion of all partners. They also represent a central quality and risk management tool in order to identify problems, define actions, propose contingency plans, and agree on decisions.

Meeting roles
It is worth distinguishing among these main roles:

- The chairperson: determines the meeting objectives and plans, and is responsible for the overall direction of the meeting.
- The facilitator: hosts the teleconference or deals with local organization of the on-site meeting.
- The recorder: keeps track of the vital information from the meeting. In principle, the chairperson and the recorder will be the same.
- The participants: a group of individuals responsible for getting the job done, generate ideas, analyse information, make decisions, and implement action plans.

Management meetings
Management meetings are mainly those of the Executive Board (EB) and the Board of Directors (BoD):

- **EB Meetings:**
  - The EB will gather regularly, at least twice a year.
  - The Project Director will be the chairperson of the meeting and be responsible for the agenda and the minutes.
  - Each time the meeting will be organised by a different partner of the Executive Board (the facilitator).
  - When feasible, EB meetings will be organized in coincidence with other major events (e.g. the two project workshops) to minimize travel costs.
  - Extraordinary meetings can be held at any time upon request of the project coordinator, the Project Management Committee (PMC) or one-third (1/3) of the members of the EB.
- **BoD Meetings:**
  - Meetings will be convened on the Project Director criteria, though it would be advisable to celebrate one meeting at least every 1 month.
  - They are expected to be teleconferences.
  - The PD will be the chairperson of the meeting and will be responsible for the agenda and the minutes.
  - Extraordinary meetings can be held at any time upon request of any member of the BoD (Scientific Director, Technical Director or Exploitation Director).

Technical meetings
These refer to the Project Management Committee or Work Packages.

- **PMC meetings:**
  - The PMC will gather regularly, at least quarterly.
  - The Scientific Director will be the chairperson of the meeting.
  - Each time the meeting will be organised by a different partner of the PMC (the facilitator).
  - When feasible, PMC meetings will be organized in cooperation with other events (e.g: the EB meetings) to minimize travel costs.
  - Extraordinary meetings can be held at any time upon request of any member of the PMC.

- **WP meetings:**
  - Meetings will be convened on the Work Package Leader criteria, though it would be advisable to celebrate one teleconference at least every 2 months.
  - Though they are expected to be teleconferences, face-to-face meetings could be possible.
  - The WPL will be the chairperson of the meeting and will be responsible for the agenda and the minutes.
  - Extraordinary meetings can be held at any time upon request of any member of the respective WP.

Meeting agenda
All meetings will have an agenda. The agenda will comprise a list of the expected attendees (audience), topics to be discussed (with timetable), supporting or required material (if any), and venue address (only for onsite meeting).
The chairperson will prepare the agenda in cooperation with the meeting facilitator.
The agenda should be distributed long enough ahead of time that any necessary preparation by the participants can be completed.

Meetings recording
After the meeting the chairperson will generate the meeting minutes to have a written proof of it. This aims at two main purposes: firstly, minutes are another communication mean for those absent partners, so that they can be informed about the contents of the meeting, taken decisions and action points (deadline and responsible); secondly minutes register all these items helping tracking of the meeting and the course of events.
Recording of details should be kept to a minimum.
Chronological order need not be respected unless it is critical for understanding.
Circulation of the minutes must be done within one (1) week after the meeting. All partners have the right to provide comments to the text.
The chairperson will store a copy of the minute's document in the project repository under the corresponding meeting folder.

The meeting participants will upload the supporting material used for the meeting (e.g. presentations).

Participation in meetings
Each participant to a meeting should contribute to its preparation by providing in advance to the meeting:

- Working documents and presentations for the meeting. As far as possible, these papers should be available at the project repository in advance (seven days (7) before) and not during the meeting itself, since otherwise the participants will be unable to prepare for the meeting.
- Contributions to the agenda.
- Feedback on the subsequent minutes.
- Executions of actions and respect of decisions.
- In case of on-site meetings, information related to meeting venue, arrival and accommodation (this only applies to the facilitator).
- For teleconferences, connection details and indications how to participate (this only applies to the facilitator).

3.4. Reporting Process

Reporting is one of the most important communication channels between the consortium and the EC. This communication occurs in terms of specific reports produced at different times regulated by the Grant Agreement (GA).
The general responsibility of the reporting WP belongs to the PD, though all partners assist her / him in this task. The PD forwards the PO the designated reports.

3.4.1. Periodic report

In the DoW there are three reporting periods as stated in the GA

- Period 1 (M12): from month 1 (October 2013) to month 12 (September 2014).
- Period 2 (M24): from month 13 (October 2014) to month 24 (September 2015).
- Final (M36): from month 25 (October 2015) to the last month of the project (September 2016).

As indicated in the Annex II of the GA, the consortium shall submit a periodic report to the Commission for each reporting period within sixty (60) days after the end of each respective period. This reporting period is an accurate description of the work carried out in the project for each phase, as well as an explanation of the use of the resources.
The periodic reports are established in accordance with Article II.4 and combined with any deliverables due at the end of the reporting period and the beneficiaries' financial statements. In accordance with Articles 7 and II.30.4, the reports shall contain the list of peer-reviewed scientific publications accepted for publication in the reporting period – distinguishing between a) journal articles and b) conference proceedings and multi-author books – together with their details/references, the date of acceptance, the dissemination

principle (directly open to the public or following the embargo period) and the repository used. Such report will be drawn up according to a template supplied by the EC.
The periodic reports will also include a scientific reporting part that will provide overview of the objectives for the period, the work progress and achievements during the period, as well as deliverables and milestones information.

3.4.2. Final reporting

At the end of the project, a Final Report should be submitted within 60 days after the end of the project.
In addition to the provisions laid in the Article II.4, the final report will summarize the work carried out and the results obtained under the grant agreement. It will be a means to assess the output of the project. A non-public part will include inter alia technical documentation, results arising from tests and assessments, prospects for further development and deployment, and exploitation plans.
A chapter of the final report will review the extent to which stated goals have been achieved, and assess the portability of the results arrived at and their scalability and suitability for other tasks and domains.

3.5. Deliverables Process

Deliverables are the official and contractual documents between the Consortium and the EC. Therefore deliverables must follow a conveyance process in order to assure their consistency and their quality.
A bottom-up strategy is chosen for quality control. This implicates a continuous and gradual process at every phase, starting from the very first stages (subsequent drafts) until the final delivery, in which all partners are involved.
The delivery process is as follows (see also Figure 1).

- The deliverable relates to a specific WP. The responsibility of the document lies on the lead beneficiary, as indicated in the list of deliverables of the contractual document (DoW). He is the main author and the deliverable editor.
- All partners working in this WP are the deliverable contributors. They are expected to contribute to the production of the deliverable and review of partial versions.
- Delivery dates are defined in the DoW.
- Upon decision of the main author, the deliverable is submitted to a review process at least two weeks ahead of due date. Reviews are control mechanisms for quality control and assurance.
- Two reviewers will be involved in the internal review. The review will be performed by the WP leader and another individual appointed by the editor (preferably from a different partner to the WP leader and the editor).

The deliverable editor will agree with the proposed person his role as reviewer. If conflict arises or no reviewers can be found, the deliverable editor can contact the project director to identify potential reviewers.

- Both reviewers will check issues such as:

  - Coverage of all relevant aspects and coherence of ideas.
  - Readability of the text.
  - Adequately explanation of terms.
  - Appropriate level of detail.
  - Use of references and acronyms.
  - Compliance with the official template.
  - Appearance.
  - Other aspects.
- The reviewers will have one (1) week to provide comments to the author. These comments will be sent to the author through a Document Review Sheet (DRS).

The result of the review will be stored at the project repository for the record (Quality reports).
In case of Word documents the editor and the reviewers can agree on the usage of Track Changes tool instead of the DRS; the resulting document will include the label "Review" and the partner short name, as indicated in Section 2.6. This option is also valid for other agreed formats that allow a direct review, as long as the reviewer is able to use them.
The review will be also registered in the version history of the document. The reviewer's names are also visible on the cover page.

- The author answers to the comments by using the reviewers remarks in the DRS (or the alternative documents) and generates the final version of the deliverable.
- In the case of official deliverables, the author shall submit that final version of the deliverable to the Project Director for approval at least two (2) days before the due date. In the case of large deliverables, it is highly advisable that the WP leader requests for intermediate versions, which will be reviewed following the same process as for the final version, except for the Project Director check which is done only for the final version.
- For official deliverables, the Project Director sends the deliverable to the Project Officer (PO) in PDF format, as representative of the European Commission.
- The evaluation of the deliverable will take place at the end of each reporting period, according to the clauses of the Annex II of the GA.

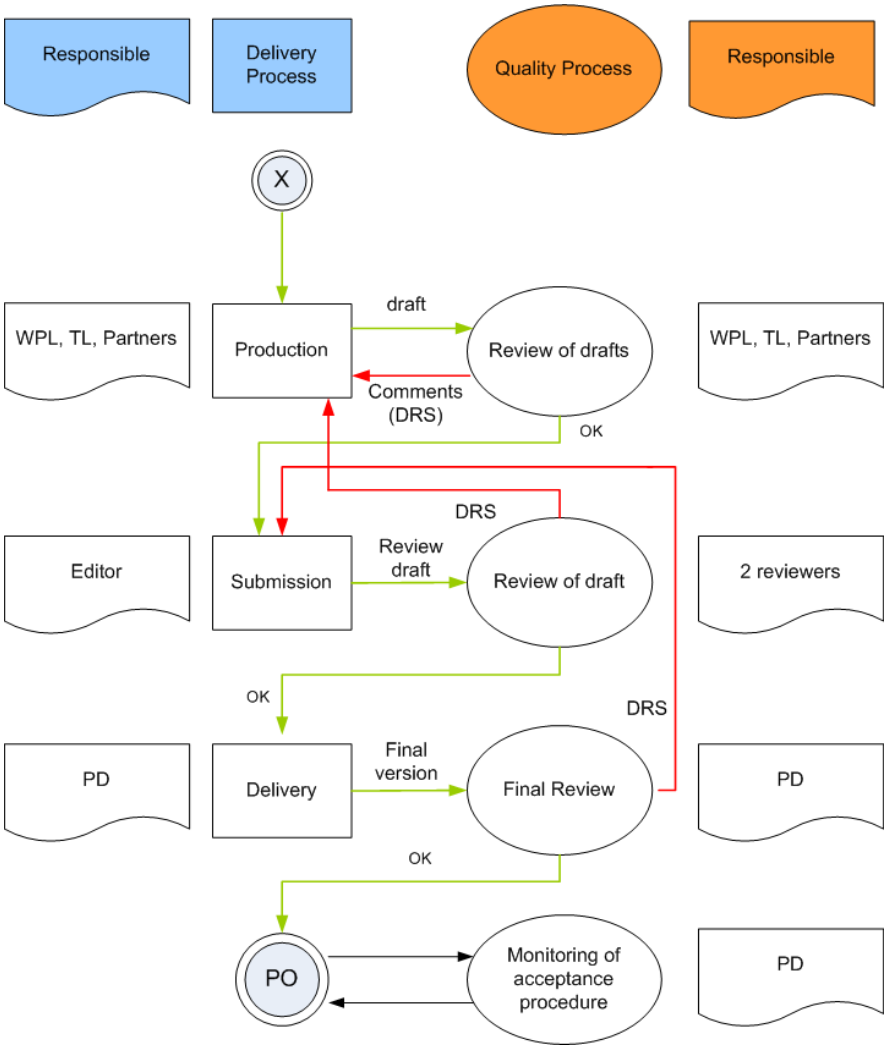

Figure 1: Delivery Process

3.6. Document management processes

3.6.1. Documents language

English is the official language in the project. All relevant documents must be written in English. Nevertheless there can be exceptions with regard to dissemination materials, such as press releases that can be translated to other languages (mainly the consortium languages) or technical publications.

3.6.2. Documents Naming

Each document identified with a unique code, regardless of the filenames and referencing conventions that each partner is free to use in local archives. The aim of these codes is to give clear access to the project documentation, for internal purposes.

Official deliverables

Regarding the deliverables, the code is defined as follows:

`Dx.y.z Deliverable Name Vn.m`

Where:

- **Dx.y.z is the deliverable number, as reported in the cover page of the document, where x is the work package number; y and z are sequential numbers. The resulting identifier must be one of that listed in the section *List of Deliverables* of the DoW.**
- **title is the official name of the deliverable as appearing in the section *List of Deliverables* of the DoW.**
- **Vn.m is the document version, where n is the major version number and m is the minor version number (a.k.a revision Number). The version numbers are established by the responsible of the deliverable.**

For example, the present document would be labeled as:

"D1.1 Quality Plan v1.0"

Deliverable Internal Reviews

If the internal review follows an in-line comment approach, such a review is recorded as indicated in the previous section.

Otherwise, in case of using a DRS, the code is defined as follows:

`Dx.y.z Internal Deliverable Review Report-Partner`

Where:

- **Dx.y.z is the deliverable number under review, as reported in the cover page of the document, where x is the work package number; y and z are sequential numbers for each deliverable. The resulting identifier must be one of that listed in the section *List of Deliverables* of the DoW.**
- **Partner, is a compulsory field to identify the reviewer.**

For example: "D1.1 Internal Deliverable Review Report-FORTH"

Meeting Minutes and Documents

For meeting minutes, the code is defined as follows:

`MeetingID_Type Minutes_ Location_Vn.m_date`

Where:

- MeetingID is the identifier of the meeting related to the WP, that can be:
  - WPx: for a work package
  - BoD: for the Board of Directors
  - EB: for Executive Board Meeting.
- Type identifies the nature of the session that can be:
  - meeting: for an onsite session.

- telco: for teleconferences.

- Location is an optional label to identify the onsite meetings. Not applicable to teleconferences.
- Vn.m is the document version, where n is the major version number and m is the minor version number (a.k.a revision Number). The version numbers are established by the responsible of the deliverable.
- Date refers to the day when the meeting took place.

For example:

"WP1.1_Meeting Minutes_v1_2014-02-01"

"WP1_Telco Minutes_v1_2014-02-01"

"BoD_Telco Minutes_v1_2014-02-01"

"EB_Meeting Minutes_Madrid_v2_2014-02-01"

All documents related to a telco follows a similar notation with a slight change

`MeetingID_Type shortname_ Location_Vn.m_date`

Where:

- **shortname is a descriptive title for the content of the document ("Agenda", "Logistics", etc).**

For example:

"WP7_Meeting Agenda_Madrid_v1_2014-02-01"

"WP7_Meeting Logistics_Madrid_v1_2014-02-01"

Internal WP reports

For WP intermediate reporting documents, the code is defined as follows:

`WPx._Internal Activity Report_ Mzz_Vn.m`

Where:

- **WPx is the identifier of the work package.**
- **Mzz is the month of reporting.**
- **Vn.m is the document version, where n is the major version number and m is the minor version number (a.k.a revision Number). The version numbers are established by the responsible of the document.**

Similarly, for partners intermediate reporting documents, the code is defined as follows:

`Partner_Internal WP Report_ Mzz_Vn.m`

Where:

- **Partner, is relates to the short name of a partner, as appearing in the DoW.**

3.6.3. References

Bibliographical References

Bibliographical references will follow a similar construction to BibTEX (Patashnik, 1998)

- **The bibliography should be constructed as follow:**

  `Author (Initial Name, Last Name).“Title”. Chapter. Pages. Publisher, year.`

  Example: Sennewald C. “Effective Security Management”. Page 105. Butterworth-Heinemann, 2003.

- **For publication reference the notation should be constructed as follows:**

  `Author (Initial Name, Last Name). “Conference Title”. Location, Country, Confence Date.`

  Example: F. Cuppens. “Managing alerts in multi-intrusion detection environment”. In Proceedings of the 17th Annual Computer Security Applications Conference (AC-SAC'01), New Orleans, USA, December 2001.

- **For webpages reference the notation should be constructed as follows:**

  `Author (Initial Name, Last Name)/Organization.“Web Title”. URL. Date of visit.`

  Example: Project. “Project Homepage” http://coherentpaas.eu/, retrieved 2013-11-01”

Citations

In order to add citations to the main text, the references should be included in the last section of each document. APA Style will be used, so references will be cited between brackets, including the name of the author and the year of publication.

For MS Word, after adding the citation in the reference section as a new source, the reference can be added in the main text by selecting the source (Reference – Insert Citation) from the list.

Logo

Project documents can be identified by adding the official logo to the document.

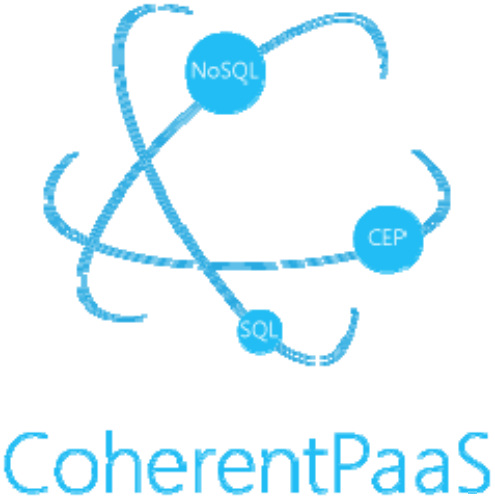

Figure 2: Logo

Other Conventions

In case of doubt the handbook for authors and translators in the European Commission European Commission. Directorate-General for Translation, 2014) will serve for reference.

3.6.4. Documents versions

The new version of a document appears in the name of the document.
New versions of a document should include a "Version History" section to reflect a clear indication of what has been added, modified or removed with regard to the previous version.
Comments or contributions on a document (e.g. in internal reviews) do not change the version. In MS Word documents the "Track Changes" function will be enabled and used.

3.6.5. Classification and storage

All relevant documents must be uploaded to the project repository and classified according to the defined folder structure. When not explicitly specified, the documents naming will include a representative name of the content, the partner responsible name and the date of the document.
It is advisable not to circulate the documentation through the distribution lists due to the size constraints in messages. Instead the link or path to the document in the repository can be included in the e-mail body.
Official public deliverables (those whose nature is labeled as "PU" in the list of deliverables in Annex I) will be also available at the project website (http://coherent.eu/) in PDF format.

3.7. Risk Management

3.7.1. Risk dimensions

Similarly to any other project, CoherentPaaS will face certain situations that can affect its normal progress or even put it in danger. Predicting and anticipating these risky situations will provide the consortium with information to take decisions accordingly and act in time to minimise the impact. Therefore the risk management process is vital.
Risk management is a continuous process that can be represented by the cycle below. This cycle consists of four phases or levels: Identification of the risk, analysis and evaluation of the risk (probability and impact), response to the risk (risk avoidance, transfer, mitigation or acceptance) and monitoring the success of contingency actions.

Figure 3: Risk cycle

Risk management should identify and alert from any deviation in the achievement of objectives (especially those included in the DoW) of any work plan (especially the DoW in all), in the foreseen timing (according to the Gantt chart, delivery dates and milestones), with the allocated resources (money and human) and with the expected quality.

3.7.2. Risk management tools

Regular meetings, communications and internal WP reports (at task level) help to identify potential risks in terms of timing and work progress. Quality assurance is guaranteed not only by the experienced and knowledge of the involved individuals, but also because of the iterative process for the delivery (including and the mentioned internal reviews). Resources deviations will be tackled by means of the internal WP reports provided by each partner to the PD.
In addition to the project monitoring tools (internal WP reports) a risk register file will maintain record of the risks and their status at high level.

3.7.3. Risk responsibility

All partners must be involved in the risk management process at the identification level and will inform about any risk that they could detect during the project execution. Any identified

risk should be reported without delay to the person in charge, depending on the level of the risk.

The next Responsibility Assignment Matrix (RAM) summarises the roles and responsibilities within the risk process, according to a RASCI model [8]:

RASCI Chart	**Roles for risk management**					
Activity	EB	PD	PMC	WPL	TL	Partners
Risk Management on Project Management	A	R	C/I/S	C/S	C/I/S	C/I/S
Risk Management on R&D Management	I	A	R	C/S	C/S	C/I/S
Risk Management on WP level	I	I	I	R	C/I/S	C/IS
Risk Management on Task level	I	I	I	A	R	C/I/S

Table 1: RASCI model

Risks are handled by exception. In case a Task Leader is not able to manage a certain risk at task level, this risk will be raised to the Work Package Leader. Likewise, if a WPL is not able to manage a certain risk at WP level, the risk will be raised to the Project Management Committee or to the Board of Directors. Finally the risk will be raised to the EB.

4. Standards and tools

4.1. Collaborative tools

4.1.1. Document sharing

All project-related documentation (organizational, legal, technical, financial) will be stored in a private area on the project website.
Each participant in the project has the right to have an account in this portal for content sharing purposes. The request for access is addressed to the UPM Project Management Office (Alejandra Moore, who handles administrative issues of the project on a daily basis).
The root of the private area structure is split into WP folders. Inside each WP folder, there must be one folder for WP meetings documentation, with subfolders for each meeting. There must also be one folder for each task of the activity, and one subfolder per deliverable. Other required folders are possible, always with a descriptive name of the content.
Documents must be uploaded under their correspondent folder and must be named in a clear way for all users to have an idea of the content. The nomenclature for deliverable documents and other documents is specified in Section 2.6.
Each Work Package Leader is responsible for the organization and update of each WP folder.
In case of meetings, the meeting facilitator will set the meeting event in the and attach the agenda to it.

4.1.2. GIT

For prototype development, a distributed tool for version control of the changes must be used. Partners will use the open source GIT distributed version control system (GIT).
GIT will be installed at UPM servers. Developers should have access to this site. The request for access is addressed to the GIT server administrator (GIT). UPM is responsible for the general maintenance of the GIT.
The root of GIT structure is split into WP folders in a similar way to the document repository.
Each Work Package Leader is responsible for the organization and update of each WP folder.

4.1.3. Jira

For bug-tracking control, partners will use the open source tool Jira, also installed at UPM servers.

4.2. Office Suite Tools

The standard tools for the project are those of Microsoft (Microsoft Office, 2014), as agreed at the kick off meeting.

Tool	File Extension	Default Solution
Text Processing	.doc	MS Word 2010
Spreadsheet	.xls	MS Excel 2010
Overhead slides	.ppt	MS PowerPoint 2010
Distribution of materials	. pdf	Acrobat Reader
Compression tool	.zip	Winzip, 7Zip

Table 2: Interchanging file formats

Final documents to be submitted will be produced in PDF.

4.3. Project Templates

Project documents will be based on the document templates applicable for all documents to be generated within the scope of this work.
Several templates are available at the internal repository. Each template contains the basic structure and format to develop the document. They also contain instructions how to complete each section.
The following table summarizes the existing templates at the time of delivering this document. Other templates can follow on demand. The existing templates are also subject to change along the project in accordance with the needs of the consortium members.

Template Name	Description
Agenda_template.dot	Agenda template in MS Word 2010
Blank_template.dot	General template in MS Word 2010
Deliverable_template.dot	Deliverable template in MS Word 2010
DRS_Template.dot	Review sheet template in MS Word 2010
Minutes_template.dot	Meeting Minutes template in MS Word 2010
PPT_Template.pot	Presentation template in MS Power Point 2010

Table 3: Project templates

4.4. Communication tools

4.4.1. Distribution lists

A set of email lists were set up at the beginning of the project to manage the information within each activity:

Mailing list	Scope	Address
General	General list. Technical and management issues affecting all partners and all activities.	coherentpaas-all@listas.fi.upm.es
Management	Distribution list for administrative and legal issues.	coherentpaas-mng@listas.fi.upm.es
Financial	Distribution list for financial issues	coherentpaas-financial@listas.fi.upm.es
WPx	Distribution list for WPx. One list has been created per WP.	coherentpaas-wpx@listas.fi.upm.es

Table 4: email lists

All lists are moderated by the Project Director. All partners are responsible to notify the PD of the new members' registration to or cancellation from the lists.

Email exchange between individuals aside from the lists is possible, but relevant threads must be kept within the distribution lists. A contact list file (Project_contacts.xls) is stored at the project repository with all participants' email information. All partners are responsible to keep this information available and updated.

For better identification of project emails, each distribution list automatically adds a header to the subject of the email. For example: `[CoherentPaaS_WP7]`

This does not happen in isolated emails. Therefore it is highly advisable to give an indication in the subject. This also helps the creation of email rules to sieve the project emails from other in the inbox.

`CoherentPaaS: WPx_Subject of the email`

For example: "CoherentPaaS: WP1_Next EB meeting".

4.4.2. Teleconference systems

Telephone calls or conferences will be used when an interaction, fast answer or reliable confirmation is needed.

The contact list file (CoherentPaaS_contacts.xls) also contains all participants' telephone information. All partners are responsible to keep this information available and updated.

No teleconference system is specified. The meeting facilitator will decide on this issue. However, Skype is expected to mostly be used.

4.4.3. Website

The project website can be also considered another communication tool from the consortium to the target users (users groups, advisory board, and public at large). It aims at presenting the project framework, motivation and objectives, as well as promoting the project progress, events (also project-related events) and results (public deliverables).
The project website is accessible through the following URL: http://coherentpaas.eu/
UPM is in charge of populating maintain and update the information within the website. All partners must support them by providing with contents of interest for the target users.
More aspects of the website will be published in the corresponding deliverable.

4.4.4. Post mail

Post Mails are necessary for formal communication related to official letters or documents among consortium members or between the PD and the EC.

5. Internal Reviewers

This section summarizes the agreed internal reviewers of all project deliverables for year 1.

5.1. Assignments

The following table assigns to each deliverable of the first year two reviewers based on the aforementioned criteria. Since many deliverables have updated versions, the same set of reviewers have been allocated for all of these versions.

Deliverable number - name	Reviewer 1	Reviewer 2
D3.1 Common query	monet	quartet
D4.1 Transactional mng desing	ntua	Inesc
D5.1 NoSQL design	minho	Upm
D6.1 SQL design	inria	Forth
D7.1 CEP design	neuro	sparsity
D8.1 x-RAY	neuro	sparsity
D9.1 use case requirements	forth	quartet
D10.1 global architecture	ntua	monet
D2.1.2 Financial and activity report	forth	Inesc
D3.2 Arch. Common query lang	monet	quartet
D4.2 LTM API	ntua	minho
D4.6 Holistic txn mng	ntua	minho
D5.2 NoSQL impl.	minho	upm
D6.2 SQL-like impl	inria	forth
D8.3.1 XRay impl	neuro	sparsity
D9.2 Use cases design	forth	quartet
D11.2.1 Dissemination plan & report	forth	ntua
D12.1 Exploitation Plan	ptin	neuro

Table 5: Mapping of Reviewers to project Deliverables

6. References

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