

<b>WP5</b>		
<b>QUALITY ASSURANCE</b>		
<b>Description and envisaged results</b>	<p>This WP will be led by Portugal. It provides a set of actions aimed to guarantee the quality of the project and its deliverables/outputs. The formation of the Quality Committee, which will include a member of each partner country, will ensure the participation of all partners involved in decision making regarding quality. The first output will be a Quality plan, which will provide a structure for future tasks. Risk assessment and risk mitigation will be considered, and monitored regularly. At the end of the first year of the project, an internal progress evaluation report will be made. If needed, further adjustments will be made to improve the quality of the project. This quality plan is aimed to guarantee a close supervision of the processes of each WP throughout the development of the project, so that risks can be anticipated and problems can be resolved in early stages – thus importance of having encounters periodically.</p>	
<b>List of activities/tasks</b>	<p><b>The WP will entail the following activities/tasks:</b></p> <ol style="list-style-type: none"> <li>1. QC meetings during consortium meetings</li> <li>2. Quality Plan</li> <li>3. Development of feedback questionnaire to measure satisfaction with IAM</li> <li>4. Development of feedback questionnaire to measure satisfaction with management</li> </ol>	
<b>Estimated Start Date</b> (01-2021)	<b>Estimated End Date</b> (12-2023)	<b>Duration in months: 36</b>
<b>Country of activity</b>	Portugal	
<b>Lead Partner</b>	UAEI, Porto – Portugal	
<b>Contributing partners</b>	All Partners except the Evaluator (Sweden)	
<b>OUTPUTS</b>		
<b>1. Quality Committee (QC) Meetings</b>		
<b>Type</b>	Meeting	
<b>Description</b>	<p>During the Kick-Off meeting, the Quality Committee (QC) will be defined. Each partner will elect one member to participate in the QC. Also, the chairman of the QC must be nominated. The draft for the quality plan must be discussed.</p> <p>The 2<sup>nd</sup> and 3<sup>rd</sup> QC meetings will take place in order to analyse the progress of the project. During the meetings, the activities and deliverables of the different WPs must be examined, putting on evidence strengths and weaknesses for each</p>	

	<p>activity, the quality of the deliverables and the timing of the processes. Recommendations and feedback will be provided.</p> <p>The 4<sup>th</sup> QC meeting aims to discuss the principal quality results related to the management of the project. It is based on the Quality Plan and illustrates the main outcomes of the project, the deliverables produced, and the impact of the activities in the community. Considerations for subsequent studies are discussed, as well as the importance of transferring the scientific knowledge and proven good practices derived from WP1 into practice.</p>
Due date	<p><u>The physical meetings will take place:</u></p> <p>February 2021: 1<sup>st</sup> QC meeting during Kick-off meeting in Vienna, Austria</p> <p>November 2021: 2<sup>nd</sup> QC meeting during consortium meeting in Vienna, Austria</p> <p>June 2022: 3<sup>rd</sup> QC meeting during consortium meeting in Porto, Portugal</p> <p>October 2023: 4<sup>th</sup> QC meeting during consortium meeting in Porto, Portugal before the final conference in Vienna, Austria</p>
Language(s)	English
Media that will be used (publication on paper, online, other -specify)	<p>Report on the minutes taken through the meetings</p> <p>Participation list</p>
<b>2. Quality Plan</b>	
Type	Document
Description	<p>This document describes the principal quality issues related to the management of the project. It will be based on the EFQM (European Foundation for Quality Management) Excellence Model. This document should constitute as a guide for futures tasks, regarding what is expected of each partner and a deliverables' timeline for each WP. It should also include an overview of the deliverables, considering the objectives, who is responsible, target users, processes, measures, a risk assessment and how the quality analysis will be made.</p>
Due date	February 2021
Language(s)	English
Media that will be used (publication on paper, online, other -specify)	Online document for internal use