

DELIVERABLE REPORT

DELIVERABLE N°: **D1.4**
DISSEMINATION LEVEL: **CONFIDENTIAL**
TITLE: **QUALITY ASSURANCE & RISK MANAGEMENT PLAN**

DATE: **23/012/2014**
VERSION: **FINAL**
AUTHOR(S): **COR VAN DER ZWEEP (UNIRESEARCH)**
MARCUS ELMER (VOLVO)
REVIEWED BY: **WP LEADER – COR VAN DER ZWEEP (UNIRESEARCH)**
APPROVED BY: **COORDINATOR – MARCUS ELMER (VOLVO)**

GRANT AGREEMENT N°: **605170**
PROJECT TYPE: **THEME 7 TRANSPORT – SST GC.SST.2012.1-5: INTEGRATION AND OPTIMISATION OF RANGE EXTENDERS ON ELECTRIC VEHICLES**
PROJECT ACRONYM: **TRANSFORMERS**
PROJECT TITLE: **CONFIGURABLE AND ADAPTABLE TRUCKS AND TRAILERS FOR OPTIMAL TRANSPORT EFFICIENCY**
PROJECT START DATE: **01/09/2013**
PROJECT WEBSITE: **WWW.TRANSFORMERS-PROJECT.EU**
COORDINATION: **VOLVO (SE)**
PROJECT MANAGEMENT: **UNIRESEARCH (NL)**

Executive summary

Within the TRANSFORMERS project, there is a specific task mentioned for the quality check of the results of the project. Task 1.3 – Technical coordination, Marcus Elmer as technical coordination is leading this task.

The project coordinator is responsible for technical coordination and scientific Quality Assurance throughout the project. This task involves monitoring of the technical progress, coordinating input/output flows between the various work packages and tasks and risk monitoring. In case needed corrective actions will be taken including possible work reallocation. Monitoring of the technical progress will be done on the basis of six monthly reports prepared by the WP leaders that include a deliverable and milestone review template prepared by UNR. Corrective actions will be prepared by the project coordinator and the executive board consisting of the WP leaders.

In addition, the project coordinator monitors the quality of technical deliverables. For this purpose an approval procedure will be defined during the kick-off meeting. In general this procedure will involve approval of the WP leader to check/review on the technical contents and fit in the WP as well as the project manager to guarantee that the work fits in the overall project.

This document shows the quality process and the steps for the risk management plan. The first part of this document focuses on the quality process and the second part on the risk management plan.

Contents

1	Quality Assurance	4
1.1	Scientific and technical quality	4
1.2	Quality of results	4
1.2.1	Review and QA protocols	4
1.3	Review and QA protocols for Deliverables from Management and Dissemination	5
1.4	Administrative quality	5
1.5	Monitoring of progress	6
1.6	Storage.....	6
1.7	Procedure in case of disagreement in review process	6
1.8	Papers and presentations.....	6
2	Risk Management	7
2.1	Purpose	7
2.2	Risk Management plan	7
2.2.1	Stages of Risk management.....	8
2.3	Risk identification	8
2.4	Risk Definitions - Probability.....	9
2.5	Risk Definitions - Impact	9
2.6	Risk Probability and Impact Matrix	10
2.7	Risk response	10
2.8	Tasks Risk Monitoring and Control -	10
2.9	Timing on risk monitoring and control.....	11
2.10	Documentation (risk register).....	11
2.11	Risk Avoidance or Mitigation.....	11
3	Acknowledgment	12

3 Acknowledgment



This project is co-funded by the 7th FP (Seventh Framework Programme) of the EC - European Commission DG Research

http://cordis.europa.eu/fp7/cooperation/home_en.html

<http://ec.europa.eu>

PROJECT PARTICIPANTS:

VOLVO	VOLVO TECHNOLOGY AB(SE)
BOSCH	ROBERT BOSCH GMBH
DAF	DAF TRUCKS NV
DAI	DAIMLER AG
FEHRL	FORUM DES LABORATOIRES NATIONAUX EUROPEENS DE RECHERCHE ROUTIERE
FHG	FRAUNHOFER-GESELLSCHAFT ZUR FOERDERUNG DER ANGEWANDTEN FORSCHUNG E.V
IFSTTAR	INSTITUT FRANCAIS DES SCIENCES ET TECHNOLOGIES DES TRANSPORTS, DE L'AMENAGEMENT ET DES RESEAUX
IRU	IRU PROJECTS ASBL
P&G	PROCTER & GAMBLE SERVICES COMPANY NV
SCB	SCHMITZ CARGOBULL AG
TNO	NEDERLANDSE ORGANISATIE VOOR TOEGEPAST NATUURWETENSCHAPPELIJK ONDERZOEK (NL)
UNR	UNIRESEARCH BV (NL)
VEG	VAN ECK BEESD BV
VIF	KOMPETENZZENTRUM - DAS VIRTUELLE FAHRZEUG, FORSCHUNGSGESELLSCHAFT MBH

DISCLAIMER

The FP7 project has been made possible by a financial contribution by the European Commission under Framework Programme 7. The Publication as provided reflects only the authors' view.

Every effort has been made to ensure complete and accurate information concerning this document. However, the author(s) and members of the consortium cannot be held legally responsible for any mistake in printing or faulty instructions. The authors and consortium members retrieve the right not to be responsible for the topicality, correctness, completeness or quality of the information provided. Liability claims regarding damage caused by the use of any information provided, including any kind of information that is incomplete or incorrect, will therefore be rejected. The information contained on this website is based on author's experience and on information received from the project partners.