

Summary

Deliverable 9.1 Project Management and Quality assurance and control plan WP9

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This deliverable provides a detailed description of the project management tools and routines, and the quality assurance processes to be followed in the project, to guarantee that its outcomes meet the planned objectives, reaching high implementation quality as well as providing a summary of the workplan for the 1st year or the first year of work for the specific Activity, considering also related risks and mitigations.

The main governing bodies of PANACEA are the Project Management Team (PMT) and the Partner Board (PB). PMT consists of 2 partners with significant contributions to the project, and a third partner dedicated to the quality assurance part. The PMT oversees the supervision of the project progress and has the authority to decide upon all relevant technical, administrative, and quality issues. The day-to-day monitoring of the Project evolution is supervised by the coordinator together with the technical manager. The PB is the superior governing body.

In addition to the PB, there is a Quality Control Board (QCB) which has the role to review the quality of the deliverables produced in the project. The QCB is organized by the Quality Manager (QM), who is also responsible for organising the reviewing process. The Project Quality Manual (PQM) describes the details of the reviewing process, which is one of the central Activities in WP9.

Templates which correspond to all the key documents that are foreseen to be used in the PANACEA project is presented, addressing both internal communication and official documentation towards the EC. The proposed management and quality scheme is flexible and well-defined, thus allowing for an effective and robust project monitoring and effective mitigation strategies for potential problems that may arise.