Definition and Guidelines for the Quality Assurance Process

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ABSTRACT:

The quality assurance scheme is a permanent activity within ACGT, designed to monitor the project in terms of scientific and technical Quality, Resources and Timeline. This document also specifies the procedures developed to maintain the project on track, and also describes a set of uniform rules for labelling any document which will be issued in relation to the ACGT project.

KEYWORD LIST: Project Management; Quality; Timeline, Resources, Procedures; Deliverables, Software Testing

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1 Introduction

The main objective of this document is to provide all ACGT actors with a clear Quality framework covering the different project activities during its entire duration. To this end, the ACGT management has defined common procedures to:

- **Implement a permanent Quality review process**

- Ensure timely delivery of reports and deliverables

- Ensure optimal resources use and allocation

The first mission of the Quality Assurance Plan (QAP) is the coordination of work across the different institutes involved in the project. Since every institute has its own in-house procedures, the first objective is to harmonise the way the different teams work and to provide a clear framework to guide the project work.

This Quality Assurance Plan defines the procedures necessary to facilitate the flow of information and quality control throughout the project, by applying a reasonable level of commonness, content, and process. Section 2 will present the general ACGT guidelines for the harmonised production of reports and deliverables.

Moreover, the QAP will present ways to ensure the ACGT completion of work, in compliance with the three cornerstones or project management. Indeed, the framework defined in this document will drive the project in terms of:

Quality: refers to the quality of work, of the deliverables and reports produced. Quality assessment will be performed both internally and externally.

Timeline: refers to ACGT progress with regards with the project's lifetime and implies the respect of delivery deadlines (for deliverables and reports)

Resources: refers to the project's financial resources, their allocation across the budget categories and the corresponding person-months effort allocation.

In addition, this Quality Assurance plan will outline the different tools and vectors supporting an efficient **information flow** across Workpackages and among the different teams composing the ACGT consortium. Such an information flow is essential to ensure Workpackage coordination and the exchange of information within the ACGT consortium.

The ACGT Quality Assurance process will be a **permanent throughout the entire project duration** and applies to the full scope of ACGT activities: deliverables, reporting or software design and development. Beyond the commitment of ACGT teams and managerial bodies, the Quality Assurance plan will be relying on:

- **The Preparation of specific guidelines**
- **Internal Quality Assessment**
- **External Quality Review**

This document will start by presenting the overall Quality Assurance scheme involving not only Workpackages Leaders but also the ACGT managerial bodies. Focus will be on the ACGT Quality stakeholders within the project and on both internal and external assessment of the work undertaken.

The following sections of this deliverable will then go in detail though the procedures that have been implemented to address the specific activities hereafter:

- The production of periodic reports
- The production of deliverables
- The production of software components
- The coordination of ACGT activities
- Risk management
- Financial management
- The preparation of the Official project reviews

Finally several internal documents will the presented Appendix to illustrate the different guidelines produces in the frame of this Quality Assurance.

2 General Guidelines

The section hereafter provides indication on general standards and guidelines in the production of ACGT deliverables.

2.1 - Internal deliverable production standards

The project will adopt the following standards for:

Document production and management:	MS-WORD, MS-EXCEL, PDF
Project Presentations:	MS-PowerPoint
Project Management:	MS-WORD, MS-EXCEL

Technical standards will be reviewed and agreed through the AFC.

IMPORTANT NOTICE If a document is submitted in a PDF form, the WP Leader responsible for it will ensure all modifications needed until the complete validation of the document.

2.2 - Document organisation and formatting

The content and general organisation of each deliverable is the responsibility of the WP leaders under which the deliverable or report is produced.

However, in order to guarantee a certain degree of homogeneity, the following guidelines will have to be respected for every deliverable produced.

1. Mandatory use of the **cover page** template (see Annex B)
2. Systematic integration of a **table of content** (see Annex B)
3. Each page of a deliverable starts with a header and ends with footer, recommended police Times New Roman, font size 10.
   - The leftmost position of the header contains: **ACGT FP6-026996**
   - The leftmost position of the footer contains: **the date of preparation**

- The rightmost position of the header contains: **the Deliverable code**
- The rightmost position of the footer contains: **the page number and the total number of pages** at the bottom part in the rightmost position (Ex. Page 1 of 20)

4. All references, list of publications or related work should be included **in an Annex** in a dedicated section at the end of every deliverable. A specific template for publications has been adopted:

For Publications:

-Title of article

- Name

-Volume

-Issue, Year of publication

- Pages ref:

- Authors:

For Papers:

-Title

-Authors

-Name of conference

-Date of conference

-Location of conference

2.3 - Formal Rules for Writing

All documents will be written in :

Language **English.**

Police & Font **Arial, font size 12.**

Page set up **A4 size** paper using **single spacing between lines**.

Margins **left and right justified margins** as in this document.

2.4 - Revisions

Revisions occur when updating a part of a document already distributed. If revisions are made, modifications have to be made using a different color (or using the modification mode – i.e. track changes).

A revision systematically implies a change of the version, written up on the cover page.

For coherence and of all ACGT documents, the following nomination standards have been adopted Document Identification, Numbering and Versioning. The purpose of this is to provide a mechanism for the numbering and versioning of documents produced during the lifespan of ACGT.

IMPORTANT NOTICE: The name and number of a deliverable cannot be changed

The following scheme is proposed for deliverable numbering and versioning:

Document	Name	Example
Deliverable current version	D.WP.Num - Institute name –Version. revision	D.1.2 – ERCIM - V1.0 Version 1 – Revisions 0 of deliverable D.1.2 produced by ERCIM
Deliverable final version	D.WP.Num - Institute name –Final	D.1.2-ERCIM- Final Final Version of deliverable D.1.2 produced by ERCIM
Minutes - current version	MIN-event-number-Vn	MIN-MB-02-V1 Version 1 of minutes of second MB meeting
Minutes – Final version	MIN-event-number-Final	MIN-SC-02-Final Final Version of second minutes of SC meeting
Working Doc current version	ACGT- Task-Title- Institute name -Vn	ACGT–T8.2–In Silico Standard–ICCS– V1 Version 1 of presentation template produced by ICCS concerning task 2 of WP8
Working doc final version	ACGT-Task - Title-Institute name -Final	ACGT – Task 8.2 –In Silico Standard– ICCS – Final Final Version of Presentation Template produced by ICCS concerning task 2 of WP8

Legend:

D.X.Y : Deliverable number as mentioned in the Annex I.

Institute NAME: Deliverable lead contractor name = Acronym of the partner

Vn or Vn.n: version 2.1 (version 2 , revision 1)

Task X.Y: task Y of WPX. Task 8.2 = task 2 of WP8

Final: Final version

ACGT: ACGT project

Event: **MB** (Management Board), **WP** (Workpackage) ,**GA** (General Assembly) or **AC** (audio conference)

Title: title of document (Possibly a short version of the full title)

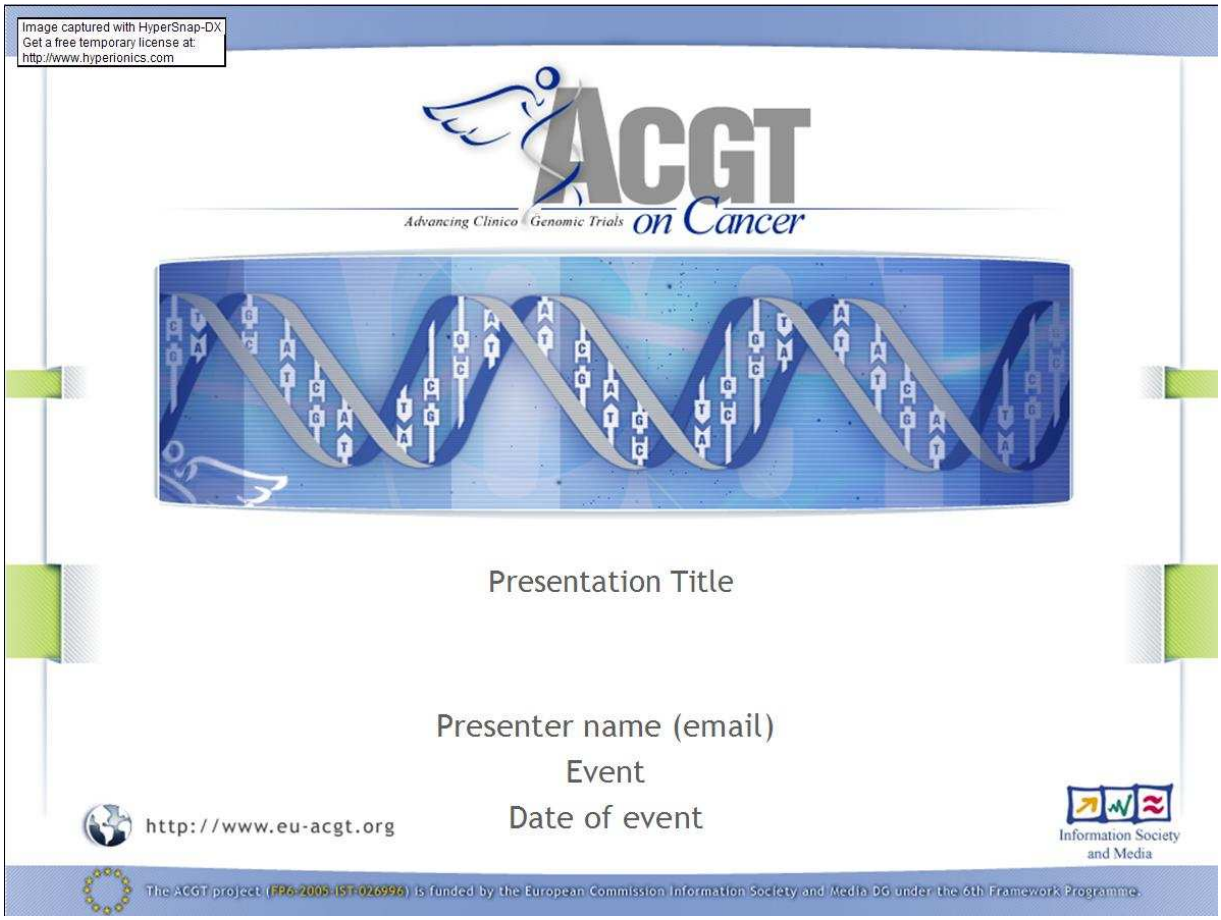
2.5 - Project Presentation Template and Generic Presentation

The project presentation Template will be used by all for all internal and/or external presentations of the Project.

BSCW – ACGT / Templates & working document

In **Annex** are several templates (also available on the BSCW server) to help ACGT members prepare their reports or deliverables.

In addition, an initial **Generic Project presentation** has been developed by the project management, with the objective to assist individual partners in their independent presentation about the project, its main vision and goals, the main challenges it faces, etc.

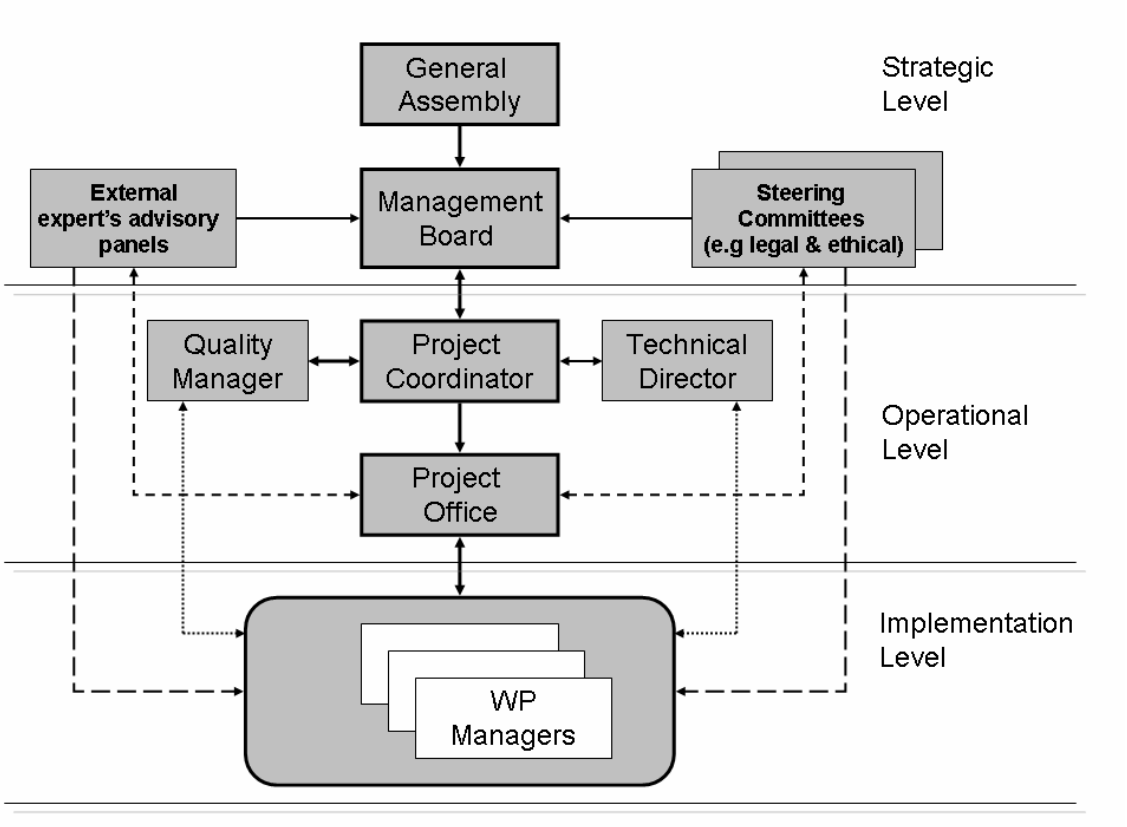


3 Project Structure and Organisation

The quality assurance is a process involving all the ACGT actors. It is clearly understood by all parties that the **foundational quality** rests first with the teams carrying out the work. In this perspective, the coordination has reminded the project teams that only the formal acceptation of the deliverables by the European Commission certified the corresponding tasks have been completed.

ACGT Partners have therefore been informed that underachievement would imply exposure to rejection of work and corresponding expenses by the European Commission. As such, all teams are aware to the **high quality expectation** underlying in large Integrated Projects like ACGT.

Therefore clear roles and responsibilities have been defined and assigned to the project participants under the authority of the General Assembly. The overall ACGT organisation has been designed to avoid overlaps of responsibilities and it can be described as follows:



Each of the positions (or functions) composing the organisational structure is closely related to the planning, delivery and review of the quality management function. They encompass the following quality assurance aspects:

Project Coordinator	Point of contact with the commission. Overall assurance of the production of deliverables to time, quality and resources (person-months and budget). Review the quality plan. Lead on assurance of the project's management quality targets.
Quality Manager:	Main responsibility for the delivery of the quality management system. Overall management and coordination of the quality assurance function. Implementation and review of the project's quality plan. Advising on quality matters. Reporting to the Project Board and Project Manager on all quality matters.
Technical Director	Lead on assurance of the project's technical quality targets. Reporting to the quality manager on quality issues.
Workpackage Leader: *Assigned\partners Technical Assurance Manager*	Overseeing the operational planning and implementing of quality targets for the production of the agreed deliverables and associated activities. Reviewing the attainment of quality targets. Reporting to the quality manager on quality issues.
Management Board	Providing the executive authority for the sanction and review of the ACGT quality plan and quality assurance programme.
Project Administration- Project Office:	Overall project administration, file and document management. Lead on assurance of the project's administrative quality targets.

Whilst each of the above participants plays a key role in the project's quality it must also be recognised that ***ALL project participants*** have a role to play in the implementation of the quality plan. Each participant must ensure that they:

- Fully adopt the approach set out in this plan.
- Ensure that quality is built into their day-to-day project activities.
- Bring any quality issues to the attention of the appropriate project member without delay.

4 Quality

The project organisation comprises an overseeing Management Board along with supporting teams. The overall co-ordination of the project will be shared between the Project Coordinator/Manager (PC), the Scientific-Technical Director (TD) and the Quality Manager (QM).

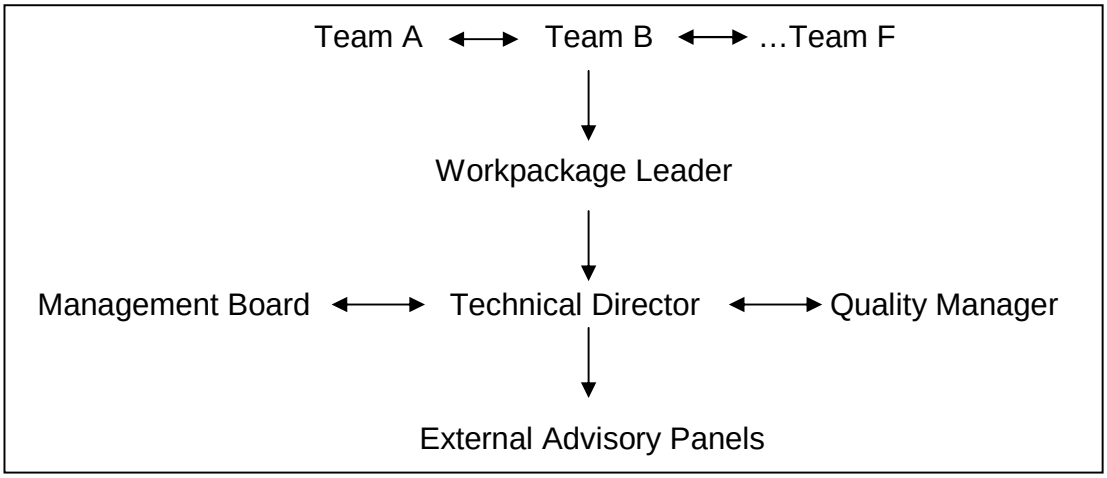
The key positions in the Quality Assessment scheme are:

- *Management Board (MB)*
- *Quality Manager (QM)*
- *Technical Director (TD)*
- *Work Package Leader (WPL)*
- *External Advisory Panels (EAP)*
- *Project Coordinator (PC)*

Each of these bodies will work closely together during the entire project's duration to ensure both time and quality delivery of expected results as per the Detailed Implementation Plan.

Within ACGT, the work carried out by different teams is organised in Workpackages.

For every deliverable produced, the **Workpackage leaders perform the first quality assessment**. The work and deliverables produced by each Workpackage is under the direct responsibility of the Workpackage Leader. S/He is not only coordinating the different tasks comprised in her/his Workpackage, but also carrying out a **permanent assessment of the work and results**. Only when reviewed and approved by the WP Leader is a results/ deliverable submitted to the Management Board (MB).



The Project's Management Board, headed by the Technical Director, is coordinating the overall quality assessement. The Management Board (composed of all the WP Leaders) systematically reviews the quality of the deliverables it receives.

The **Management Board evaluation** is structured as follows:

1-The WP Leader approves of the deliverable produced

2- The deliverable is labelled as "final" *(for example "ACGT- D1.2-final")*

3- The WP Leader post her/his deliverable on the BSCW server within one or two days

4- S/He notifies immediately by e-mail the Management Board that the Deliverable is avialable for reviewing. The subject of this e-mail is formalised as follows:

for example " ACGT – D1.2-Final on BSCW for Review"

5- The MB members assign internal reviewers to each deliverable

6- The reviewers send their comments back to the Management Board wihin a week.

7- The WP Leader compiles the feedback collected, with the support of the Technical Director and the Quality Manager

8- If the WP leader does not object to the recommendations, S/He revises the deliverable accordingly. If an issue is raised, its is to be adressed in the MB agenda of the periodic audio conferences (every 2 weeks) organised by the Project coordinator If necessary, advise can also be obtained from the corresponding external advisory panel.

Discussions continue until a solution is found. If no solution is found, the Management Board wil be aksed to take a vote in accordance with the procedures described in the Consortium Agreement.

9- The WP Leader revises the document as per the MB requirements and resubmits it on the BSCW server following the same procedures as before.

This iterative process is carried out until the deliverable is deemed acceptable by the Management Board.

10- Only when revised by the WP Leader and approved by the MB, is the deliverable posted on the BSCW and sent to the European Commission by the Project Coordinator.

This assessement is particulalry essential since it will determine of what extend the results of given Workpackage fit with the expectation or technical requirement of

another tasks in the project. In that respect, the Quality assessment performed by the MB is twofold:

- Validation of the scientific and technical quality of the work
- Relevance of the achievements with the other workpackages

To ensure that every deliverable will be read and assessed, the Technical Director appoints SYSTEMATICALLY at least one person to review a document. The complete procedure is described in more detail in the section “Process for the review of Deliverables“ hereafter.

The **Technical Director**’s assessment will be essentially monitoring the quality of the work achieved with regards to the uptake of this results by the other workpackages.

In addition the **Quality Manager** reviews the project results (deliverables and prototypes) and can call for advise from an external advisory panel if considered necessary. The Quality Manager’s assessment focuses essentially on the interoperability of the different results with regards to the expected functionnalities from the final ACGT system.

Finally, the project’s **External Advisory Panels** and the **European Commission** will provide valuable advice while reviewing the ACGT achievements over the course of the project. Indeed, the European Commission may require the modification, improvements and resubmission of deliverables if the Reviewers consider they are not of acceptable Quality.

From experience, such modification of the deliverables and reports is usually a very time consuming activity. In order to avoid this situation, the management has urged all ACGT actors and managerial bodies to pay particular attention, and to release high quality documents on their first submission to the European Commission.

5 Timeline

Every Workpackage Leader is responsible for the timely delivery of her/his reports and deliverables.

The Project Coordinator and the Technical Director follow closely the project timeline and the expected delivery dates *versus* actual submission dates to the European Commission. Particular attention is paid to identify potential delays before they appear.

Delivery dates are described a Gant chart in the ***Annex I Section 8.3 – Planning and Timetable***

To avoid the unexpected appearance of delays, every WP Leader is giving a short **activities update every two weeks during the periodic audio conferences**. Any constraint or expected delay concerning the delivery deadlines are mentioned during these audio conferences.

In addition, the Coordination has implemented **internal Quarterly Progress reports** produced by the WP leaders.

Both channels are allowing a total transparency in terms of delay, giving the both the coordination and WP leaders the opportunity to take early measures to avoid original delays and potential snow ball effects across Workpackages.

When potential delay is identified, the corresponding WP Leader is contacted by the Technical Director to provide:

- a clear justification for the delay
- new deadline for delivering
- a contingency plan to address potential issues that can arise from this delay

This information is then presented to the Management Board to review the information submitted and propose appropriate measures if necessary.

Throughout the entire project duration, the Coordination will ensure regular monitoring of activities against the timeline and inform the European Commission of delay through a specific e-mail to the Project Officer. In addition, all major alterations to the project timeline are also notified in the periodic the six-monthly reports submitted to the European Commission.

6 Resources

Each partner institute should manage its resources so as to make its contribution to the project as cost effective as possible.

The Project Coordinator will collect every six months the actual consumption of **person-months** of every partner institute across the different Workpackages. The person months tables are presented in a dedicated section of the **six-monthly reports**.

Person-Month Status Table

CONTRACT Nº:		Partner - Person-month per Workpackage															AC - own staff				
ACRONYM:																					
PERIOD:		TOTALS	Coord.	Partic. 1	Partic. 2	Partic. 3	etc…										AC TOTALS	AC partic. x	AC partic. y		
WP1	Effort in period	0															0				
	Total effort to date	0															0				
	Planned WP:	0															0				
WP2	Actual WP total:	0															0				
	Total effort to date	0															0				
	Planned WP total:	0															0				
…	Actual WP total:	0															0				
	Total effort to date	0															0				
	Planned WP total:	0															0				
WPn	Actual WP total:	0															0				
	Total effort to date	0															0				
	Planned WP total:	0															0				
	Actual total:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Effort to date Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Person-month	Planned total:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

These figures are analysed and **compared against the expected (planned) person-months** declared in the work plan.

The Project coordinator and the Technical Director also assess the relevance of the person months declared against the work done during the corresponding reporting period. The Management Board is informed of any major discrepancy of effort allocation by the PC and TD.

If any major discrepancy or incoherence is identified, the corresponding partner institute is then to provide a clear **written justification** of these variations between planned and declared person-months.

Moreover, a thorough financial check is carried out annually in order to prepare the **Periodic Management Report** which includes the Financial Statement.

To assist partners in the preparation of this complex document; the Coordination has prepared clear financial guidelines based on the European Commission official documents. In particular:

- European project management rules will be explained so that partners understand how to record and keep track of project costs, which costs are eligible, how they should be documented and reported, and what budget has been assigned to them.
- Partners will be given pointers to the European Commission's financial guidelines http://europa.eu.int/comm/research/fp6/working-groups/model-contract/index_en.html
- The PC office will provide complementary financial guidelines, including document and presentation templates so that partners adopt a consistent and professional approach the document production.

A direct link to these documents is available on BSCW

Every Financial statement and corresponding person months are checked and validated by the Project Coordinator; and proper justification of major changes is systematically required.

This regular monitoring of effort and financial resources will keep the project in line with the financial constraints of the project.

7 Project Monitoring

As presented in the general overview, periodic reporting and monitoring is essential to measure both quality and progress of the project. To gather information concerning **QUALITY, TIMELINE and RESOURCES** on a **regular basis** and **throughout the entire project duration**, the coordination has established several communication channels supporting internal assessment and evaluation of the work. These include:

- Bi-monthly audio Conferences
- Quarterly Reports
- Bi Annual Reports
- Periodic Project meeting and Technical meetings
- Pre-review meetings
- Official European commission Reviews

7.1 - Bi-monthly audio Conferences

To ensure cost effective and time saving coordination and WP monitoring, periodic **audio conferences** are organised **every two weeks** by the Project coordinator.

For each audio conference (AC), all the participants are notified at least one week in advance and a specific agenda is circulated to outline the main topics to be addressed. The organisers should:

- Prepare an Agenda a week in advance,
- Address any scientific, technical, administrative or financial topics
- List all participants as they join the AC
- Decide upon an Actions for the different items discussed
- Validate the Action list
- Set the date of next AC
- Circulate the Actions by e-mail

After every audio conference, the project coordinator circulates the minutes of the meeting, including a list of actions assigned during the audio conference. The minutes are usually circulated a day or two after the audio conference.

In addition, additional audio conference can be organised using the ERCIM internal services (free). Thanks to this particular feature, the coordination can organise as many audio conferences as necessary. If necessary, ERCIM can also organise Video conferences or face to face meetings.

7.2 - Quarterly Reports

These quarterly reports (every 3 months) are internal documents to help the Coordination monitor the progress made and difficulties met by the WPL. They will keep track of the work achieved in each Workpackage, and help identify how the particular progress of a Workpackage affects another.

These internal Quarterly reports consist of a brief description of the **work achieved, major achievements & issues met**. After every reporting period they are:

- Completed by the WP Leaders
- Sent by email to the PC **no later than one week after the end of the reporting period**
- Incorporated into a single document to be submitted for discussion to the MB by video or audio conference
- Reviewed and Validated by the Technical Director

7.3 - Bi Annual Reports (Annex A)

Official progress reports will be produced every 6 months and submitted to the European Commission. They will enable the TD to identify deviations from plan, technical issues, problems in the communication flow, and is a pro-active way to address any potential arising issue.

The information collected in these six-monthly reports covers:

- **scientific & technical progress** (Workpackage progress reports)
- **Administrative and financial information** (person effort per institute across Workpackages)

The six monthly reports must be:

- Completed by all partners and WP Leaders **one week after each reporting period**
- Sent by email to the PC for consolidation of sections “Workpackage progress of the period”, “Major Achievements during the reporting period”, “Dissemination activities (publications & events)”, “Deviations from Plan” and “Project Effort Resources”
- Assembled by the PC (a draft version will be made available to the TD to prepare the “Executive Summary”).

- Sent to TD (Final Version) to finalise the Executive Summary
- Sent to the Management Board for information and feedback during periodic audio conference
- Providing a clear dispatch of the effort of each institute across Workpackages (in person-months) using the dedicated tables
- Validated by the Technical Director
- Submitted to the European Commission by the PC **no later than 45 days after the end of each reporting period**
- Archived by the PC on the **BSCW - ACGT/ Periodic Reports/ Bi annual Report** https://bscw.ercim.org/bscw/bscw.cgi/146708

IMPORTANT NOTICE: The European Commission will not accept to receive documents after the specified delays. These must imperatively be respected.

If necessary, the external Advisory Panels may assist the TD to further investigate areas of concern based on the information provided by the six-monthly report.

7.4 - Periodic Project meeting and Technical meetings

The objective of periodic meetings is to systematically allow participants to address the following issues:

- Progress and Quality of work (including interactions across Workpackages)

- Timeline respect

- Resources (person months) or financial matter (equipment, costs, expenses,..)

In addition in compliance with the risk management scheme outlined in D1.4, each meeting will be the opportunity to have a Workpackage round table on potential emerging risks or issues.

The Project Coordinator is responsible for the update of the Risks Analysis deliverable, with the approval of the Management Board.

Moreover, every meeting will allocated a specific session to administrative and financial matters, to address any foundational or structural issue likely to affect a project partner or the project as a whole.

ACGT Project meetings can also be the opportunity to invite external advisory panel member to join and meet with the project teams. A dedicated parallel session can be organised for a particular advisory panel in order to collect feedback for an external perspective.

The schedule of meetings will be maintained on the ACGT website (and/or the project's BSCW).

Each meeting will be assigned a Chairperson and meeting attendees will be restricted to only those who need to attend. This will be decided by the meeting Chairperson.

The Chair person should be the Technical Director, his deputy, or the Quality Manager.

For internal meetings a meeting agenda will be distributed two weeks prior to the meeting date. This will enable participants to identify the required attendees and make arrangements.

The Chairperson is to produce the minutes of the meeting. These minutes are to be distributed within 10 to 20 working days following the meeting.

Minutes of meetings should contain at least the following sections:

- Participants,
- Agenda,
- Inventory of released documents since the last meeting,
- Discussion points (WP progress, timeline, risks assessment)
- Action list,
- Administrative and financial issues
- Date of next meeting

In order to assure homogeneous presentation of the project and to create a "project Identity" a common PowerPoint **ACGT presentation TEMPLATE** has been designed to be used by all partners in their presentations of the Project.

7.5 - Pre-review meetings

In order to prepare for the official project review, pre review rehearsal meetings will be organised within a day before the official review date.

Slides will be prepared for the review by all WP Leaders and posted on the BSCW at least one week before to allow Management board members to access the content of the different presentations.

All presentation will present the **WP progress, major achievements, expected delays, problems encountered and the next steps**. Particular emphasis will be put on respect of the deadlines and on the quality of the deliverables. Presentations will also refer to the work done in **cooperation with other Workpackages**.

Participation to this rehearsal is **mandatory for all Workpackage Leaders**.

Every WP will run her/his presentation. The meeting will allow WP leader to further coordinate their activities. The Technical Director will be assessing each Workpackage against the work plan.

The Project Coordinator and technical Director will monitor the technical content as well as the timing of the presentation.

A dedicated session will be also allocated to Administrative and Financial aspects of the project. The Project coordinator will present the general slides on

- Effort (person months)

- Financial situation (based on the Periodic Management report information, which should be available)

- Contractual amendments

- Other issues

After each presentation, discussions and question will be made by the Management board members to improve the slides. The rehearsal will imply some last minutes adjustments within the presentations, this is why early preparations is essential.

7.6 - Official European Commission Reviews

The aim of the Official review is to provide a checkpoint of control for the project coordinator. They will be held once a year, during two or three days, at a date set by the European Commission. Three to five external Reviewers committed by the European Commission will lead the Review.

Reviewers will be assessing the project against Quality, Timeline and Resources. Participation to these reviews is restricted to, and mandatory for, the Management Board members:

- the Scientific Coordinator
- the Administrative and Financial Coordinator
- The Workpackage Leaders

Other people may be requested by the project TD to attend such Reviews.

During the Reviews, the Project Officer will start the meeting, followed by the Project Coordinator. The Technical Director will then coordinate the different Workpackage presentations as well as the replies to the reviewers' questions.

After the deliberations of the reviewers the Project Officer will provide a short summary of the conclusions of the Review. The Project coordinator will receive a formal Review Report, including the different potential Review results:

All is OK – The work achieved is accepted by the European Commission and the next Detailed Implementation Plan approved.

OK with modifications – The Reviewers ask for slight modifications, revisions of some deliverables and/or in the Detailed Implementation Plan.

Not OK - The reviewers ask for major modifications within deliverables and/or in the Detailed Implementation Plan. Another review will be planned to discuss the proposed modifications. The requested grant for the following year will be contingent on the results of this second review. All efforts will be made in terms of Quality and Commitment to avoid this situation.

The review report will integrate several comments on the projects. These comments are valuable as they provide an unbiased and external perspective on the project.

The Project Coordinator will circulate the Review reports to all parties and prepare with the Management Board an official reply to these different comments made by the Reviewers.

8 Quality Control

In addition to the internal and external assessment presented above, the ACGT project has outlined and implemented specific **Quality Assurance Support Measures** concerning:

- Technical Deliverables and reports
- Software Technical Testing

8.1 - Deliverables Quality Control

Deliverable and Reports production cycle

Each deliverable will have a lead person form the responsible partner - '***the Publishing Partner***' (***PP***) - who will be charged with its production and delivery, and a ***Reviewer*** in charge with its Review. Every internal reviewers is identified using **Annex D – Deliverable Publishing Partner and Reviewer.**

Versions/releases of the deliverable (usually starting with a Table of Contents showing assigned responsibilities and timescales) will be distributed for review as the deliverable is built up.

The PP for a deliverable (usually the WP leader) is in charge of the deliverable; S/He is be responsible for ensuring that it meets its quality assurance requirements. E-mail list/ discussion group on the project website to facilitate communication and the sharing of document versions will be implemented.

The Reviewer of a given deliverable will issue his comments using the dedicated template presented in **Annex C – Deliverable Internal Review Template. These comments are then** directly transmitted to the PP (usually the Workpackage leader) and to the TD and QM. The deadline set to internal reviewers to provide their comments is within one to two weeks.

Once finalised and validated, the TD and PP will sign off the deliverable with a status of 'signed off by the project team'. The deliverable will then be formally signed-off at the next Management Board video conference or meeting.

Quality review of Deliverables

The type of review to take place will be decided by the Management Board following a proposal of the PC and TD. Every ACGT deliverable will be subjected to review and have a reviewer affected to this task.

Reviews can be invoked as necessary throughout the project but in the main will be identified in the detailed project plan from the deliverable's description. They will be held at key checkpoints such as:

- Completion of draft versions of documents;
- Finalisation of a deliverables production.
- First (prototype) release of software/equipment.

The reviews will be planned by the PC, TD and WPLs. As each review approaches, the PP for the deliverable will ensure that advance notice is served to the reviewers together with details of the material to be reviewed.

Reasonable time will be allowed for review preparation (up to two weeks), the actual review and review assessment and follow-up. Each review will normally result in an updated deliverable which has taken on board the comments raised. Each review results in the production of a review documents using the **Annex C template.**

Where a deliverable fails to meet its requirements on a formal review then an Off-specification form will be raised which will detail date, fault, impact, priority to correct, required action, status. These will be maintained within a dedicated section of the ACGT's BSCW server.

Process for the review of Deliverables

Upon submission of a Deliverable and notification of the TD, the ACGT TD initiates the process the internal and when needed the external review of the Deliverable.

The steps to be followed are as follows:

1. The Management Board discusses and assigns Members of the Consortium (ideally members of the MB) to perform an internal review of the deliverable. For example:

Deliverable Name & Title	Reviewer 1	Reviewer 2	Reviewer 3+
D3.1 - The ACGT initial architecture	Stefan Rueping	Stelios Sfakianakis	Brecht Claerhout, Manolis Tsiknakis
D5.1 - Consolidated requirements and specifications for data access	Stefan Ruping	Thierry Sengstag	Stefan Kiefer, Norbert Graf
D6.1 - Consolidated requirements analysis report for data mining, analysis and visualization environmnet	Oswaldo Trelles	Stelios Sfakianakis	Manolis Tsiknakis
D7.1 - Consolidated requiremnets on Ontological approaches for integration of multi-level biomedical information	Stefan Rueping	Anca Bocur	Mathias Brochhausen
D8.1 - Consolidated requiremnets (including information flows) of the in silico simulation models	Luis Martin	Norbert Graf	Cristine Desmedt, Manolis Tsiknakis

2. The Reviewers are notified for their assignment using email.

3. *ALL ACGT Partners are also invited to submit comments.*

4. Reviewers are required to perform their review using the **Annex C template** and communicating their comments to the TD.

5. Upon receipt of the reviewers' feedback, the person responsible for the document, i.e. the PP is requested to do the required modifications and/improvements (if any), in an iterative process, until the TD approves the final document. The Deliverable is officially accepted as been completed by the project Management Board, either in physical meetings or through email, audio or video communication.

6. For certain ***key project deliverables*** and provided that the internal review process has been completed, the Management Board may decide, following a proposal by the TD, to request the external review of the Deliverable.

7. In such a case, the TD selects appropriate *external experts* (max. two) from the external Advisory Panels (or others) and asks for a review, following the same procedure as the one described above wrt internal review.

8. Upon completion of this review phase, the Deliverable is treated as final, and is uploaded on the BSCW server with a particular label (FINAL VERSION). When public, it is also posted on the Web site in the deliverable section.

9. Only then is a document (if it is a deliverable or report) sent in electronic format and paper version to the European Commission.

8.2 - S/W Quality control

The objective here is to ensure that the software and prototypes developed within the project are not only **operational**, but also **interoperable** with the other components developed for the entire ACGT system and **compliant** to the end users expectations.

Following the same procedure established for deliverables, it is first the responsibility of the WP Leader to assess the quality of the S/W. For every ACGT system component released and approved by a Workpackage Leader, the Management Board will assign a reviewer to assess its functionalities and interoperability.

Feedback from reviewers will be collected using a dedicated template sent back to the Management Board. The preliminary requirements for software deliverables is

- Conformance to the overall architectural specifications of ACGT and
- Conformance to the ACGT best practices.

When testing the deliverables, three aspects are to be considered:

- Technical testing of the deliverables (Ensuring it works)
- Interoperability with other ACGT system components
- End-user testing of the deliverables (Ensuring it corresponds to their needs)

Technical testing

The project's technical deliverables will not be released to the users until they have been thoroughly tested to ensure that they are fit for purpose and as bug-free as possible.

This requires careful planning, documenting and recording of the testing requirements and outcomes for each deliverable. Testing must be comprehensive and repeatable and

to this end the TD and WPLs will be responsible for ensuring that each deliverable (or set of deliverable as is appropriate) conforms to the following:

- Has an associated test plan that identifies the tests to be undertaken.
- The test plans contains a schedule of tests to be undertaken with a test script detailing the test to be performed.
- A test log is maintained showing the test to be performed and the progress against their performance and the testing outcomes with a note of any corrective actions necessary.

Corrective actions identifying the need for changes in the specification or design of the deliverables being validated will require the raising of a formal change request. Completed test logs will be held by the TD and filed in the project's quality file. The TD will be responsible for the coordination of the technical testing and in maintaining an overall project test log.

Where a major release of the deliverable fails to meet its testing requirements then an Off-specification form will be raised. Where faults are found as part of the pre-release testing process then these and their corrective actions will be recorded in the test log.

A Testing Template produced by the WP9 leader, to be used by all WPs producing S/W deliverables is available on BSCW server**.**

Interoperability with other ACGT system components

The interoperability of the different ACGT components will have to be prepared and validated to guarantee the efficient integration of different elements composing the final system.

In order to clearly ensure the interoperability of the different components produced by different teams across different Workpackages, several technical meetings (Nice, Saarbrucken, Malaga) have been organised in the earliest stages of the project to define a common view and to share the same understanding of the ACGT system organisation.

In addition, a specific requirement has been applied to all technical deliverables within the project. Indeed, technical deliverables related to the production the overall ACGT system must clearly define "*what goes in*" and "*what goes out*" of the ACGT system component they concern.

Under the joint supervision of the Technical Director and Quality Manager, all the main ACGT components have been identified. Following the identification of the main parts composing the final system, the Workpackage Leader in charge of producing the components (usually a deliverable or a prototype) is required to clearly define the inputs and outputs of its components, and to send it to the Technical Director and Quality Manager who will circulate the documents to the relevant WP Leaders in charge of integrating or using this component.

This system allows both the component producer and the component user to confront their views and expectations *vis-a-vis* the component.

If any doubts or interoperability concerns are raised following these exchanges, the Technical Director can call for an audio conference meeting to address the issue, or even for a physical meeting if the conditions require it.

Release of hardware/software

Once properly tested a deliverable may be released for user testing. This will be a major release of a new version of equipment or software and will consist of:

- A Release Note
- The compiled executables
- A User Guide
- An Installation and Maintenance Guide

This may then be followed by minor releases (e.g. version 1.1) to accommodate 'bug-fixes'.

Prior to releasing updated versions the test scripts pertaining to the deliverable in question must also be updated and then rerun to ensure a) that the changes made are appropriate and b) that no further bugs have been inadvertently introduced when making the changes.

The interoperability will then be assessed by the Workpackage Leader using or integrating the new S/W component.

End-user user testing

End-user testing will be governed by a detailed validation plan which will specify:

- Baseline measures from which the validation will start
- Targeted user benefits to be achieved.
- Testing procedures
- Support facilities to be provided on-site and remotely during the testing

In practical terms, end-users will be provided with a detailed guidebook presenting the way the testing will be operated. They will also by handed specific check list covering the different aspects or their interaction with the system. The checklist will avoid being to technical and will focus essentially on usability and users impression:

Indeed, ACGT users as clinicians or molecular biologists will be invited have to validate the system according to predefined questions. Below is the preliminary list of question that will be revised and improved before the trials.

- Is the general interface suitable for your purposes?
- Rate the accessibility level (easy to use, hard, too complex)
- Is on-line help sufficient?
- Is the user manual well documented?
- Do you believe that additional training is necessary to apprehend the system?
- If yes, please precise on which functionalities
- Are security mechanisms sufficient?
- Is the software free of errors that would make it possible to circumvent its security mechanisms?
- Are you satisfied with the personalisation/customisation features of the system?
- Is the quality of outputs/results acceptable?
- Are all parameters required by the program available?
- Are all inputs required by the program available?
- Are information processing delays acceptable: poor, fait, good
- Have you encountered any problem with the use of alphanumeric or special characters?
- To what degree is the ACGT system interoperable with your existing IT environment /equipment? (poor, acceptable, high)

In addition to such a checklist, an **audit trail monitoring** what the end users did during the test phase will be implemented. This audit trail can help to identify problems, identify user behaviour and gather additional feedback that might not be captured by the check list.

9 Project Coordination

In order for the project to run efficiently, the coordination has to provide the necessary tools support scientific and technical exchanges among the project teams. Moreover, the management has to alleviate all the administrative and financial problems while ensuring that they remain within the frame defined by the European commission procedures. These tasks imply:

⇒ Contract management

⇒ Supporting a coherent information flow

⇒ Risk Management

9.1 - Contract management

The foundational document of the project is the European contract. The ACGT project scope, terms and conditions are described in the contract with the European Commission. Any variations to this can only be administered through the coordinating partner by the PC. The process for any changes will be governed by the European Commission's guidelines for this - "GUIDELINES ON AMENDMENTS TO FP6 CONTRACTS" available at http://europa.eu.int/comm/research/fp6/working-groups/model-contract/index_en.html

If at any stage during the project change requests appears, they must be raised by a partner to the PC for agreement through the Management Board and General Assembly prior to the invocation of the European Commission's amendment procedures.

The contract is supported by the project's Consortium Agreement which complements the contract and sets out the operational rules for partners' participation in the project. The Consortium Agreement may be reviewed and amended under the authority and agreement of the General Assembly at the behest of partners.

BSCW - ACGT/Contract and Addendum/Consortium Agreement:

https://bscw.ercim.org/bscw/bscw.cgi/90378

It is the Project Coordinator's responsibility to implement all the contractual amendment in compliance with Europeans Commission regulations.

9.2 - Communication between Workpackages

In a project as complex as ACGT, it is expected that there will be continuous flow of information and interaction between the various workpackages. Since there is a strong inter-dependency among the work to be delivered by each separate workpackages; one of the main challenges will be to clearly understand and keep track of the activity in all workpackages.

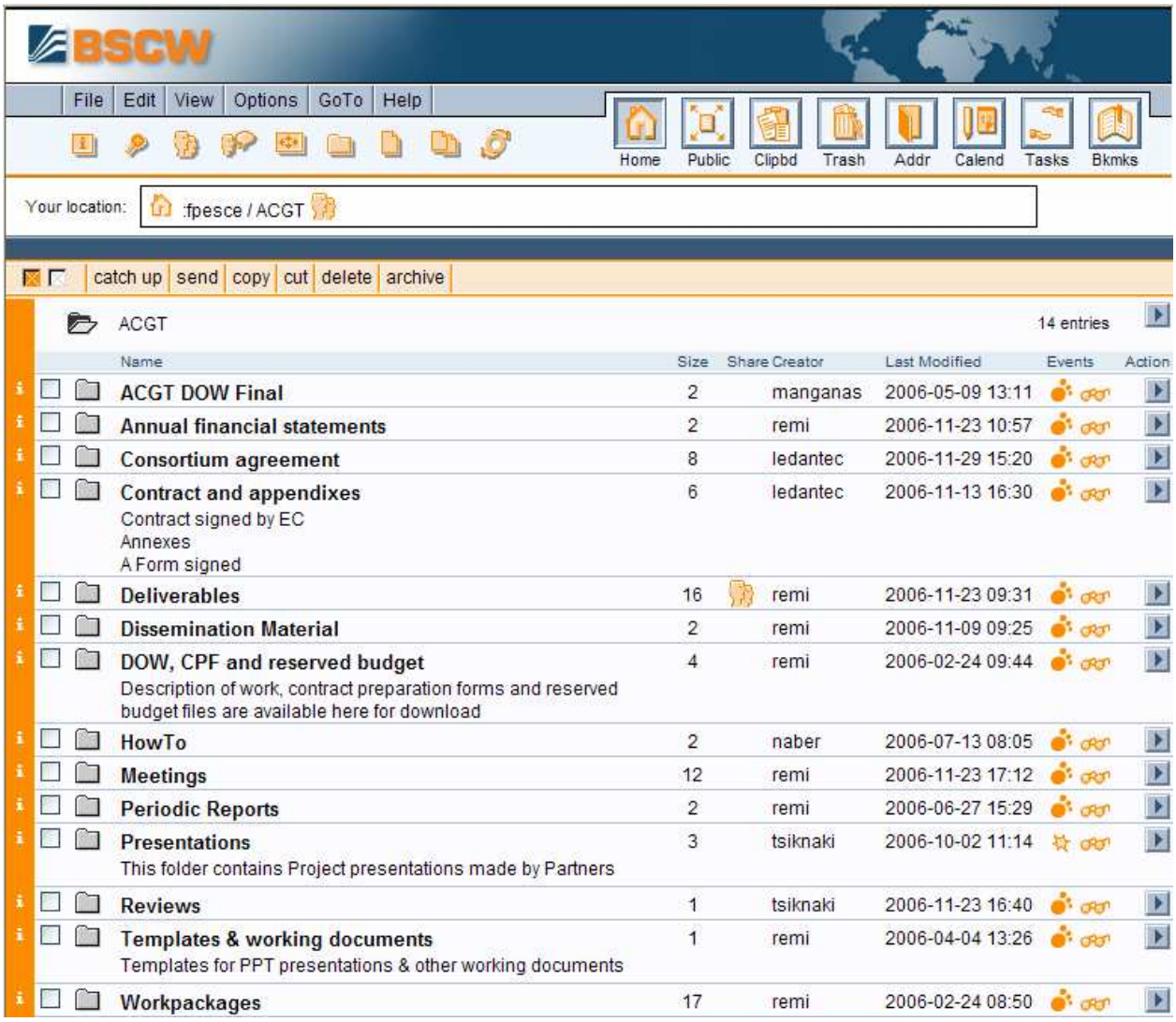
Each WPL is responsible for keeping track of the activity and deliverable of other workpackages, especially the ones which are influencing the work of their own workpackage. WP members are encouraged to meet every time they find it useful.

The PC and TD will, during the monthly MB meetings, make sure it is done sufficiently.

The ACGT Management recognizes the need for a continuous interaction between workpackages and will make every effort to enhance such continuous interaction among the various WPs. To this end, a wide array of tools have been implemented.

ACGT document Repository - BSCW

All documents relevant to the project will exchanged & archived on the secured server **BSCW** https://bscw.ercim.org/bscw/bscw.cgi/62625



Mailing Lists

The following mailing lists have been created

General Mailing Lists

ACGT@inria.fr – All ACGT Participants
ACGT-MB@inria.fr – Management Board
ACGT-QA@inria.fr – Quality Asurance
ACGT-AP@inria.fr –Advisory Panel

Workpackage Mailing Lists

ACGT-wp1@inria.fr	ACGT-wp2@inria.fr
ACGT-wp3@inria.fr	ACGT-wp4@inria.fr
ACGT-wp5@inria.fr	ACGT-wp6@inria.fr
ACGT-wp7@inria.fr	ACGT-wp8@inria.fr
ACGT-wp9@inria.fr	ACGT-wp10@inria.fr
ACGT-wp11@inria.fr	ACGT-wp12@inria.fr
ACGT-wp13@inria.fr	ACGT-wp14@inria.fr
ACGT-wp15@inria.fr	ACGT-wp16@inria.fr

Using the mailing list

Send an email to the PC office at florence.pesce@ercim.org , copy to the TD if you need to:

- Create or delete an additional mailing list
- Subscribe or delete a participant to a mailing list
- Encounter any other problem

ACGT Website and wiki – http://www.eu-acgt.org/

All tools will be accessible from the website. The project website will be key in supporting ACGT communication. It will provide the channels for communication both within and external to the project together with a secure collaborative working area.

Moreover, a wiki has been implemented to allow flexible interaction and exchanges among the different ACGT actors.

9.3 - Risk Management

It is the duty of the TD to ensure that all risks are recorded and that the necessary remedial or preventative measures are put into effect, after consultation and related decisions of the SC.

It is the duty of the PC to notify the European Commission of any major risk affecting the ACGT project.

The Risk Management mechanisms are described in Deliverable D1.4

Initial potential risks are already described in the Annex I Section 7.23 – Contingency Planning.

Additional risks, whether structural or technical, have been identified in **D1.4 - Risk Analysis**, along with proposed contingency plans.

This list of potential risks will be left open for modification and updated throughout the entire project duration. The periodic meetings will offer all ACGT actors to identify in the earliest stage potential threats the of ACGT achievements.

10 Related documents

To support the Quality Assurance Plan, reference to several complementary documents is essential. These documents include:

- **ACGT Contract with the European Commission and its Annexes**
- **ACGT Project Guidelines and Templates**
- **ACGT Consortium Agreement**

Moreover, deliverable **D1.4 "Risk Analysis of ACGT"** should also be regarded as highly complementary to the Quality Assurance scheme. Indeed, D1.4 describes the permanent procedure by which the project internally identifies potential risks that could threaten the achievement of any Workpackage and/or of the project as a whole.

This risk analysis scheme will be on-going throughout the entire project duration, and will identify both WP related risks as well as more structural risks related to the ambitious and complex ACGT work programme.

All related documents mentioned are available on the **BSCW** - **ACGT**
https://bscw.ercim.org/bscw/bscw.cgi/62625

11 Annexes

The following documents are included as Annexes to the present document:

Annex A: Template for bi-annual report

Annex B: Template for Deliverables

Annex C: Deliverable Internal Review Template

Annex D: Deliverable Publishing Person and Reviewer

Annex A: Template for bi-annual report

Table of content

1 Executive Summary

Summarise the general objectives for the reporting period and present the technical and scientific starting points after previous periods

2 Project objectives and major achievements during the reporting period

Present the work performed, main contractors involved and the main achievements in the period:

- Major Progress in implementation of the 'Description of Work'
- Major Problems/deviations and remedies during the reporting period (if any)
- Major Highlights/anticipated problems for next reporting period (if any)
- Summary of recommendations from previous reviews (if any) and brief description of how they have been taken up by the consortium

This section will be fuelled by the Workpackage progress reports

3 Workpackage progress report over the period

Provide an overview of the actions carried out, based on the workpackages which were active or planned to be active during the period.

For **each workpackage**, present the following information:

Workpackage <WP_id> - <work package title>

- **Partner Responsible :** <name of leading partner organisation>
- **Contributing partner(s):** <name of participating partner organisation(s)>
- **Reporting Period:** <start date> - <end date>

- **Workpackage objectives and starting point of work at beginning of reporting period**

Progress towards objectives – tasks worked on and achievements made with reference to planned objectives, identify contractors involved

- **Deviations from the project workprogramme, and corrective actions taken/suggested: identify the nature and the reason for the problem, identify contractors involved**

- **List of deliverables, including due date and actual/foreseen submission date**

- **List of milestones, including due date and actual/foreseen achievement date**

4 Consortium Management

This section should summarise the status of the project and its management activity, including information on:

- Consortium management tasks and their achievement; problems which have occurred and how they were solved
- Contractors: Comments regarding contributions, changes in responsibilities and changes to consortium itself, if any

- Short comments and information on co-ordination activities in the period, such as communication between partners, project meetings, possible co-operation with other projects/programmes etc.

5 Project Meetings (including WP technical meetings)

Title	*Place and Date*	*Main conclusions*

6 Use and dissemination

Present the dissemination activities undertaken in relation to promote the project or to promote the use of project results.

Also highlight cooperation with related initiatives, user group communities, leading actors in the field or even on-going projects.

Using the tables below, list the publications made, press releases, brochures etc... or any other dissemination activities carried out, such as presentations at conferences etc.

- **Conferences and/or Workshops organised/foreseen by the project**

Planned/actual Dates	**Type**	**Type of audience**	**Countries addressed**	**Size of audience**	**Partner responsible /involved**
	Press release(press/radio/TV)	*General public*			

Planned/actual Dates	Type	Type of audience	Countries addressed	Size of audience	Partner responsible /involved
	Conferences/ Exhibition	*Industry*			
	Publications				
	Project web-site				
	Posters/ Flyers				
	Film/video				

- **Scientific publications**

Date and Type	Details

- **Disseminated Project Results**

Description	Details
Patents, Software prototype…	

7 Person Month Status Report

An on-line template will be made operational to allow the on-lien submission of these person-month effort figures for all ACGT partner institutions across the different Workpackages.

Person-Month Status Table

CONTRACT Nº:		Partner - Person-month per Workpackage															AC - own staff				
ACRONYM:																					
PERIOD:		TOTALS	Coord.	Partic. 1	Partic. 2	Partic. 3	etc…										AC TOTALS	AC partic. x	AC partic. y		
WP1	Effort in period	0															0				
	Total effort to date	0															0				
	Planned WP:	0															0				
WP2	Actual WP total:	0															0				
	Total effort to date	0															0				
	Planned WP total:	0															0				
…	Actual WP total:	0															0				
	Total effort to date	0															0				
	Planned WP total:	0															0				
WPn	Actual WP total:	0															0				
	Total effort to date	0															0				
	Planned WP total:	0															0				
	Actual total:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Effort to date Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Person-month	Planned total:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Annex B: Template for Deliverables (example**)**

User requirements and specification of the ACGT internal clinical trial

Project Number: FP6-2005-IST-026996

Deliverable id: D 2.1

Deliverable name: User requirements and specification of the ACGT internal clinical trial

Date: 24 April, 2006

COVER AND CONTROL PAGE OF DOCUMENT	
Project Acronym:	ACGT
Project Full Name:	Advancing Clinico-Genomic Clinical Trials on Cancer: Open Grid Services for improving Medical Knowledge Discovery
Document id:	D 2.1
Document name:	User requirements and specification of the ACGT internal clinical trial
Document type (PU, INT, RE)	RE
Version:	xx.xx
Date:	xx.xx. xxxx
Authors: Organisation: Address:	Name Surname xxxx yyyyyyy

Document type PU = public, INT = internal, RE = restricted

ABSTRACT:
KEYWORD LIST:

MODIFICATION CONTROL			
Version	Date	Status	Author
0.1	xx.xx.xxxx	Draft	
0.5	xx.xx.xxxx	Draft	
0.8	xx.xx.xxxx	Draft	
1.0	xx.xx.xxxx	Draft	
2.0	xx.xx.xxxx	Final	

List of Contributors

- Name Surname, Organisation
- Name Surname, Organisation
- Name Surname, Organisation
- Name Surname, Organisation

Table of Contents

Executive Summary

ACGT was funded in the 6th Framework Program ……..

Chapter Title

ACGT Objectives

The vision ……:

- Xxxxxxxxxxxxx

The ACGT Environment

ACGT was set up to respond to the challenges arising from three global factors

(Figure 1):

- Changing environment comprising a number of issues like …….
- Changes in healthcare delivery comprising the move towards individualised medicine and ……
- Technology push ……..

Structure of the Deliverable

The deliverable describes the …….

1.1.1 - Header 3

Body Text 2

Chapter Title

Introduction

Body Text

Section Title

Body Text

Section Title

Body Text

1.1.1-Header 3

Body Text 2

1.1.2-Header 3

Body Text 2

1.1.3-Header 3

Body Text3

Section Title

Body Text

Appendix 1 - Abbreviations and acronyms

SOA Service Oriented Architecture

Annex C: Deliverable Internal Review Template

Review Comments and Ammendents' Control

DELIVERABLE/ DOCUMENT ID:
WORKPACKAGE:
RESPONSIBLE PARTNER:
EDITOR(S):
NAME OF REVIEWER:

Quality indicators coding (see details next page)

DEFECTS	**QI CODE**
Missing content Redundancy	MC RE
Error in content Insufficient references/objective supporting data Ambiguity	E S A
Irrelevant information	I
Lacking detail Excessive detail	LD ED
Lack of uniformity in presentation	U

Severity coding

SEVERITY	**CODE**
High	3
Medium	2
Low	1

Page	Section no.	QI Code	Severity	Reviewer's Comments and suggested action in order to improve the Deliverable	Amendments implemented (YES, NO, PARTLY)

To be completed during the review

To be completed by the author after amendment

The review process uses the following quality criteria as reference:

As regards to content:

- ***Completeness:*** Information must address all aspects related to the purpose for which the information is produced. On the other hand, redundancy of information must be avoided, as it obscures the clarity of documents. Related indicators: Missing content (MC), Redundancy (RE).
- ***Accuracy:*** Information contained in the document must be reliable and must correspond with reality. This means that all background information used in the reports should be appropriately supported by references. Foreground information should be sufficiently supported so that misinterpretation is avoided. Use of statistically validated objective data is to be prioritised. Related indicators: Error (E), Insufficient references/objective supporting data (S), Ambiguity (A).
- ***Relevance:*** Information used in the document should be focused on the key issues and be written in a fashion that takes into consideration its target audience. Related indicators: Irrelevant information (I).
- ***Depth:*** all information used should be provided to the depth needed for the purpose of the document. Related indicators: Lacking detail (LD), Excessive detail (ED).

As regards to appearance and structure:

- ***Adherence to standard:*** it is important that documents are prepared with uniform appearance and structure so that, even if they are produced by different authors, they appear as originating from a single initiative. Templates are provided by the Project Co-ordinator to partners for this purpose. Related indicators: Lack of uniformity in presentation (U).

Annex D: Deliverable Publishing Person and Reviewer

File Name	Deliverable name	WP no.	Publishing Partner	Reviewer	Delivery date
D1.1.1	Six-Monthly Progress Reports	1	Remi Ronchaud		T0+6
D1.1.2	Six-Monthly Progress Reports	1			T0+12
D1.1.3	Six-Monthly Progress Reports	1			T0+18
D1.2	Definition and guidelines for Quality Assurance Process	1			T0+3
D1.3	Publication of a Project Handbook for *ACGT*	1			T0+6
D1.4	Risk Analysis of ACGT	1			T0+6
D2.1	User Requirements and Specification of the ACGT internal clinical trials	2			T0+6
D3.1	The ACGT initial architecture	3			T0+9
D4.1	Report on security infrastructure	4			T0+9
D4.2	Prototype and Report of the ACGT GRID layer	4			T0+18
D5.1	Consolidated requirements and specifications for data access	5			T0+9
D5.2	Demonstration and report of heterogeneous data access services	5			T0+18
D5.3	Initial Specifications of a generic Clinico-Genomic EHR	5			T0+18
D6.1	Consolidated requirements analysis report for data mining, analysis and the visualization environment	6			T0+9
D6.2	Demonstration and Report of data mining, discovery tools and services	6			T0+18
D7.1	Consolidated requirements on Ontological approaches for integration of multi-level biomedical information	7			T0+9

D7.2	The ACGT Master Ontology	7			T0+15
D7.3	Demonstration and report of the Ontology Mediation services	7			T0+18
D8.1	Consolidated Requirements (including information flows) of the in silico simulation models	8			T0+9
D8.2	Demonstration and Report of components of the in silico modelling and simulation environment	8			T0+18
D9.1	Integration requirements and guidelines	9			T0+12
D9.2	Report on the implementation of the integrated ACGT environment and workflows	9			T0+18
D10.1	Production of inform-consent form in compliance with the clinical trials, post-genomic research and genetic data handling requirements	10			T0+12
D10.2	The ACGT ethical and legal requirements	10			T0+12
D11.1	Consolidation of security requirements of ACGT and initial security architecture	11			T0+9
D11.2	Implementation of the ACGT core security services	11			T0+18
D12.1	Definition of the ACGT clinical studies according to the clinical scenarios	12			T0+4
D12.2	Bio-bank protocols and regulations	12			T0+9
D12.3	Report on requirements for cross platform data exchange	12			T0+12
D12.4	Report on the definition and status of implementation of the ACGT validation trial	12			T0+12
D13.1	Evaluation criteria and verification procedures of the ACGT platform	13			T0+18
D14.1	Functional & technical specification of the *ACGT* portal	14			T0+6

D14.2	Visual prototype and report of the ACGT Portal	14			T0+12
D14.3	Demonstration of training modules	14			T0+18
D14.4	Summer Schools/Workshops Training on ACGT Technologies & Methodologies	14			T0+15
D15.1	Project website (internal and external)	15			T0+3
D15.2	Initial Dissemination plan	15	5		T0+9
D15.3	First Dissemination Report	15			T0+15
D15.4	Organisation and Report of a yearly Project Conference	15			T0+15
D15.5	Revised Dissemination Plan	15			T0+18
D15.6	ACGT Video	15			T0+15
D16.1	The ACGT Initial exploitation plan	16			T0+12