



DELIVERABLE 1.4

Unity- Quality Management Plan

Revision 1

Due Date: 31.07.2015

Date of submission: 30.07.2015

Lead Beneficiary of this deliverable: West Yorkshire Police

Dissemination Level: PU

Project Title: Unity

Grant Agreement: 653729

Funding Scheme: Research and Innovation action – Safeguarding Secure Society

Duration Time: 36 months

Start date: 01/05/2015



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Executive summary

Quality Aims

The aim of the Unity Quality Management Plan (QMP) is to document the management actions undertaken to ensure the successful completion of the project. It includes structures and processes which will be used by the PM as a tool to track ongoing work within the project and have foresight of upcoming work, test the quality of that work as well as identifying and addressing issues and risks, ensuring the quality of the overall project. The QMP will be used alongside the PMP, which defines goals and objectives and includes the contact schedule for PM Boards. The QMP and the PMP combined ensure the quality of the project management and consequently, of all deliverables.

QMP Chronological Plan and Peer Review Process

The QMP Chronological Plan will be used on a regular basis by the PM as a 'living' document. It will form the basis of the monthly contacts with all WP leads as a form of requesting and confirming the receipt of expected work.

A peer review process has also been implemented to ensure the quality of all deliverables.

- All Deliverables will be peer reviewed by 2 partners and the PM.
- Partners must ensure that sufficient time is included within the deliverable timescale for the peer review process to take place before the deliverable is due.
- Where possible the reviewers should not be directly involved with the deliverable in question.
- The reviewers can be suggested by the party submitting the Deliverable, but will ultimately be decided by the PM.
- Upon receiving the Deliverable, the reviewers will have a maximum of 2 weeks to review and return to deliverable to the Deliverable owner who will have a maximum of 2 weeks to process and, if necessary, apply the review points before returning the Deliverable at its final due date.

QMP Project Workbook

The QMP Project Workbook will be a daily resource for the PM, and will be used to record and track the following Actions, Issues, Risks, Decisions and Dependencies.

Interim and Periodic Project Reporting Information Sheets

The Periodic Project Reporting Information Sheet provides partners with a standardised format in which to supply the PM with information on Tasks and Deliverables, as well as giving the PM a standardised way in which to view and judge this information.

Work Package Member Lists

The work package member lists are updated on a monthly basis and are stored within the consortium shared space, along with electronic mailing lists relating to the Work Packages.