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WP1 Project Management & Coordination

D1.2 Quality Management Plan

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Document Change Control

Version Number	Date of issue	Author(s)	Brief description of changes
1.0	29/11/2016	FHA	Development of deliverable
1.1	19/12/2016	FHA	Clerical errors reviewed. Final version.

Executive Summary

HYTECHCYCLING project is deeply committed on assuring high quality results thus a complete Quality Management Plan (QMP) has been developed. The QMP is an important part of the general management of the project which covers the internal organization of the control and development of the project and the external appearance and information that it is given.

Firstly a description of the organizational structure of the project members, the project bodies and their responsibilities has been described to help the QMP to be executed. There, the coordinator role, General Assembly (GA) tasks, Steering Committee (SC), Work Package (WP) leaders and tasks leaders' commitment are specified.

Four are the main pillars on which the QMP is based covering all the aspects of the project, therefore, the general **monitoring of the project** is included in the plan by a series of indicators that will ensure not only the technical but also the financial parts are following the plan, those include: delays on deliverables, budget and human resources expended control and number of meetings, dissemination actions, stakeholders and patents; a complete methodology on **risk analysis** will manage them, based on the already detected risks, in order to avoid any situation that could compromise in any sense the proper development of the project; the **technical part** will be quality ensure by a strict reviewing of the deliverables that the project will procedure, thus depending on the qualification they obtained based on quality indicators the deliverables can be fully accepted, minor changes needed, major changes needed or directly rejected, this will also be determine by the so called Internal Quality Management Team, which will be the responsible body for deliverables reviewing. At least, the fourth pillar will take care of the **quality form** developing a series of template that will ensure all the communications of the project will follow the same structure, form and view.

All the indicators and quality processes will be periodically reviewed and documented following the timing described in the QMP, this will guarantee the project accurate achievements, results and developments.

Contents

Document Change Control	3
Executive Summary	4
Contents	5
Abbreviations	6
1. Introduction and objectives	7
2. Organizational Structure	7
3. Quality Control of the Deliverables.....	7
4. Monitoring and reporting	7
4.1 Monitoring of the project.....	8
5. Quality Form.....	8
6. Risk Management	8
7. Conclusions.....	8

Abbreviations

EC	European Commission
FCH JU	Fuel Cell and Hydrogen Joint Undertaking
HYTECHCYCLING	New technologies and strategies for fuel cells and hydrogen technologies in the phase of recycling and dismantling
MM	Man Month
QMP	Quality Management Plan

1. Introduction and objectives

HYTECHCYCLING project consortium is deeply committed on assuring high quality results. In order to achieve these high standards, the project consortium has clearly defined the roles and responsibilities for each partner and the processes to be followed by them, creating a Quality Management Plan (QMP) with realistic objectives through the whole project's lifetime.

The Quality Management Plan is an integral and important part of the Project Management and it has been prepared in the early stage of the project.

This plan specifies the measures taken during the project definition and, which is of most relevance, the quality monitoring and supervising activities for HYTECHCYCLING. The Coordinator leads this activity in close dialogue and cooperation with the other partners.

This document aims to be a guide for the quality requirements to be implemented in the activities carried out in the project, as well as for the evaluation processes and reviews that guarantee the goals of the project are achieved and the contractual links adopted in the Gran Agreement.

The main objectives of the QMP are:

- Define the structure of the members of the project and their responsibilities.
- Establish the procedures to ensure the quality of the project and the project documents.
- Define the quality indicators of the project.
- Describe the methodology to ensure a good monitoring and reporting of the project.
- State the bases of the risk management.

2. Organizational Structure

In this section the organizational structure of the project is described, this will ensure that each partner and member of the consortium is aware of its responsibilities so as to ensure the quality of the project. First, the coordinator will play the role of the interlocutor of HYTECHCYCLING project and will be the contact point for the EC. The General Assembly is the highest level decision making body of the project. The Steering Committee, consisting of the Coordinator and WPs leaders executes the day-to-day management of the project, being the main execution body, an Advisory Board, which will be composed of relevant FCH JU manufacturers.

3. Quality Control of the Deliverables

A procedure to allow all deliverables, reports and dissemination material to be quality assured, including both the content and the layout will be established at the beginning of the project. This procedure will be set to ensure the quality of the documents to be transmitted out of the Consortium both towards the European Commission (EC) and the external audience.

4. Monitoring and reporting

In order to ensure that all work packages are performing to budget and are following adequacy of technical progress, thus, the project is following a satisfactory development, several tasks have been defined so as to monitor and report the advances both in the technical and financial parts.

4.1 Monitoring of the project

Different internal indicators of progress have been defined for control project's impacts and outputs in order to help to identify problems that can hamper the achievement of quality project's objectives, those are:

- Delays on deliverable (days).
- Budget control and expenditure (%).
- Human resources invested (MM).
- Number of meetings (n°).
- Number of dissemination actions (n°).
- Number of stakeholders involved (n°).
- Number of patents (n°).

5. Quality Form

To provide quality in the form issue, a set of documentation has been developed to ensure this quality in the visual part not only of the documents but also presentations, articles, etc.

Additionally, for any dissemination or communication activity Articles 29.4 and 38 of the Grant Agreement will be applied.

6. Risk Management

Project Risk Management includes the processes of conducting risk management planning, identification, analysis, response planning, and controlling risk of a Project. The objectives of project risk management are to increase the likelihood and impact of positive events, and decrease the likelihood and impact of negative events in the project.

Within HYTECHCYCLING project, different phases have been defined to complete the risk structure: identification of risks, perform qualitative risk analysis, continuous control of risks. A first assessment of the risks will be done at the beginning of the project.

7. Conclusions

This report collects all the information related to the Quality Management Plan of the HYTECHCYCLING project. With the QMP, the project guarantees that all the developments and processes of the project are going to meet the minimum characteristics of quality.

The QMP is based on four pillars that cover all the aspects of the project. The main bodies of the project have been previously defined including the description of their responsibilities.

Afterwards, the internal methodology for reviewing the deliverables and important documentation of the project that will be shown to the external audience has been recovered. The indicators defined, such as missing content or error in content will derive in a final calcification for approving or not the documents, ensuring a good technical quality, content and form.

All the risks of the project will be evaluated periodically internally in the consortium, this procedure will allow firstly avoid the risks, mitigate them in a second phase or accept them in case the risk does not represent a real risk for the project.

The monitoring of the project and the reporting will ensure HYTECHCYCLING is being developed under quality conditions, meeting with the timing and the technical milestones.