



META-NORD

**Baltic and Nordic Branch of the European Open Linguistic
Infrastructure**

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EXECUTIVE SUMMARY

The Quality and Risk Management Plan (QRMP) is a key document for the management of quality issues in the META-NORD Project. Responsibility for risk and quality assurance is shared between all partners and the impact of actions and inactions by each partner is acknowledged and open to challenge in striving for quality outcomes.

The QRMP establishes the procedures to be employed in the META-NORD project and designates responsibility for ensuring that these procedures are followed.

Table of Contents

Abbreviations.....	4
1. Project goals.....	5
1.1. The main goals of the META-NORD project	5
1.2. Specific targets	5
1.3. Project baseline	5
1.4. Project schedule	6
1.5. Project Governance Organisation	6
2. Quality Management Approach and Expectations	6
2.1. Quality of Deliverables	6
2.1.1. Quality of Documents	6
2.1.2. Quality of Data	6
2.1.3. Quality of Networking	7
2.2. Quality of Project management	7
3. Project Quality Assurance Processes.....	8
3.3. General Quality Assurance for Deliverables	8
3.3.1. Quality Assurance for Documents	8
3.3.1.1. Layout	8
3.3.1.2. Fonts	8
3.3.1.3. References.....	8
3.3.1.4. Appendices	9
3.3.1.5. Footnotes.....	9
3.3.1.6. Illustrations	9
3.3.1.7. Captions	9
3.3.1.8. Numbering of Pages.....	9
3.3.1.9. Document Reference Rules.....	9
3.3.2. Quality Assurance for the Data	9
3.3.2.1. Identification of data	10
3.3.2.2. Data processing	11
3.3.2.3. Data upload	11
3.3.3. Quality Assurance for Networking	12
3.4. Quality Control Actions – Acceptance of Deliverables	12
3.4.1. Quality Assurance for Project Management	19
3.4.1.1. Procedure for the submitting reports for QA Activities	20
4. Communication rule.....	20
5. Risk Management.....	21
6. Supporting documents	23
7. Table of Figures and Tables	24
3.4.2. Figures.....	24
3.4.3. Tables.....	24

Abbreviations

Abbreviation	Term/definition
BLARK	Basic language resources kit
CA	Consortium agreement
CLARIN	Common language resources and technology infrastructure
DoW	Description of work of the META-NORD project
EC	European commission
EC-GA	Grant agreement Nr. 270899
IPR	intellectual property rights
M*	Month
META	Multilingual Europe Technological Alliance
PO	Project Officer
QA	Quality Assurance
QRMP	Quality and Risk Management Plan
W	Week
WP	Work package

Table 1 Abbreviations

1. Project goals

The META-NORD project has been initiated to focus on 8 European languages – Danish, Estonian, Finnish, Icelandic, Latvian, Lithuanian, Norwegian and Swedish in the context of establishing a framework of standards, cooperation, and activities for creation and maintenance of multi-lingual language resource infrastructure.

1.1. *The main goals of the META-NORD project*

- **Provide a description of the national (resp. language community) landscape** in terms of language use; language-savvy products and services, language technologies and resources; main actors (research, industry, government and society); public policies and programmes; prevailing standards and practices; current level of development, main drivers and roadblocks; and create this in a simple, clear, standardized format;
- **Contribute to a pan-European digital resource exchange facility by identifying and collecting resources in the Baltic and Nordic countries** and by documenting, processing, linking, and upgrading them to agreed standards and guidelines;
- **Collaborate with other partner projects, in particular concurrent 6.1 pilot projects and the META-NET Network of Excellence;**
- **Help to build and operate** broad, non-commercial, community-driven, interconnected **repositories**, exchanges, and facilities that will be used by different categories of target user communities;
- **Mobilize national and regional actors**, public bodies and funding agencies by raising awareness, organizing meetings and other focused events;
- **Complete project tasks in time and allocated budget.**

1.2. *Specific targets*

Besides the general objectives META-NORD has set several **specific targets**:

- **Provide expertise** to other 6.1 pilots in fields where META-NORD partners have outstanding expertise: **treebanks/syntax databases, terminology resources, wordnets and finite-state techniques;**
- **Develop and document methodologies for building language resources** for the so-called under-resourced languages (i.e. languages with limited language resources) as efficiently as possible, with a focus on **semi-automatic/machine assisted resource generation;**
- **Facilitate availability of BLARK resources** for META-NORD languages (Danish, Estonian, Finnish, Icelandic, Latvian, Lithuanian, Norwegian, and Swedish);
- Facilitate **knowledge transfer** between CLARIN and META-NORD, especially on standards and intellectual property rights (IPR) issues.

1.3. *Project baseline*

The scope of the META-NORD project has been defined at the Description of work (DoW): project work packages (WP) describe the

- Tasks that have to be performed and completed;
- Deliverables that have to be submitted;

- Major milestones that have to be reached.

Project scope is set in five WPs and described in the DoW (pages 5-26).

1.4. Project schedule

Project start date	01.02.2011
Project end date	31.01.2013
Duration	24M

Table 2 Project schedule

A project Gantt chart has been created and can be found as an MS Project document at the project extranet - internal project website:

<https://extranet.tilde.lv/metanord/Legal/METANORD%20project.mpp>

1.5. Project Governance Organisation

The central undertaking of META-NORD project management is to achieve the goals defined for the project in a qualitative, timely, and cost efficient manner. A management structure has been designed especially for the purpose of this project which is essential for its success. Overall structure of the organization of the project governance is described in the DoW. The project responsibilities and procedures have been established in the Consortium agreement. Project documentation is located in the internal project Web page under the section – Legal: <https://extranet.tilde.lv/metanord/Legal/Forms/AllItems.aspx>

2. Quality Management Approach and Expectations

Quality management will assure that key results of the project will be reached in accordance with the DoW in time and in the budget allocated for the project implementation.

This section lists the main expectations regarding the quality of the META-NORD Project deliverables (documents, data and networking) as well as the expectations concerning the project management. Project quality approach and measurements should lead to fulfilment of project objectives and targets.

2.1. Quality of Deliverables

The deliverables of the META-NORD project can be divided into three types, namely documents, data, and networking. The common quality expectation for all deliverables is the timely delivery in accordance with the project work plan. The class-specific expectations are listed below.

2.1.1. Quality of Documents

Deliverables which are documents should have a consistent and common style based on templates and predefined formatting requirements. Quality measurement also presumes timely delivery of the deliverables to the EC.

2.1.2. Quality of Data

The META-NORD project presumes that language data resources that are in the possession of partners is potentially available to the consortium to be shared through META-SHARE. The

quality of data is expected to be in accordance with the specifications established in deliverables.

2.1.3. Quality of Networking

The main requirement for the Quality of Networking is to reach a target level of awareness and involvement in the specified target groups in 8 project countries and EU.

2.2. Quality of Project management

The definition of quality management in the META-NORD project presumes that the process will be organized in a manner that will ensure project execution in accordance with the baseline established in the DoW. The project management is expected to be transparent so that partners are aware of the project progress and can participate in any necessary actions and provide feedback to keep the project development in accordance with the work plan.

3. Project Quality Assurance Processes

In this section we describe the activities that will be taken and criteria that can be measured to yield the quality expectations stated in Chapter 2.

3.1. General Quality Assurance for Deliverables

The following section provides quality assurance requirements and procedures for the deliverables of the META-NORD project. These should be followed unless different requirements are provided by the EC or META-NET.

3.1.1. Quality Assurance for Documents

Microsoft Word and OpenOffice templates are created and provided on the project extranet. These templates should be used to achieve a common style for deliverable documents.

Microsoft Word template for deliverables:

[https://extranet.tilde.lv/metanord/Deliverables/METANORD_D_\[name%20of%20deliverable\]_template.dotx](https://extranet.tilde.lv/metanord/Deliverables/METANORD_D_[name%20of%20deliverable]_template.dotx)

OpenOffice template for deliverables:

[https://extranet.tilde.lv/metanord/Deliverables/METANORD_D_\[name%20of%20deliverable\]_template.odt](https://extranet.tilde.lv/metanord/Deliverables/METANORD_D_[name%20of%20deliverable]_template.odt)

To achieve a common style and formatting for documents and to be in line with accepted common practices that are applied in the research community, we are utilizing the following formatting requirements that are based on commonly used standards for publications/proceedings.

3.1.1.1. Layout

The exact dimensions for a page on A4 paper are:

- Left and right margins: 2.5 cm
- Top margin: 2.5 cm
- Bottom margin: 2.5 cm
- Single spacing between lines

Text should be formatted in one column. Only A4 size page setup should be used.

3.1.1.2. Fonts

For reasons of uniformity, Times New Roman font in 12pt size should be used for text of document.

First level section name – **Cambria font; font size 16pt in bold.**

Second level title - **Cambria font; font size 14pt in bold.**

Sub paragraph title - **Cambria font; font size 12pt in bold.**

3.1.1.3. References

The full set of references should be gathered together in one section under the heading References placed before any Appendices, unless they contain references.

Arrange the references alphabetically by author. Provide as complete a citation as possible.

Full names for authors rather than initials are preferred.

3.1.1.4. Appendices

Appendices, if any, directly follow the text and the references. Appendices should be ordered in alphabetical order and provided with an informative title: Appendix 1. [Title of Appendix].

3.1.1.5. Footnotes

Footnotes should be placed at the bottom of the page in font size 9pt. They must be numbered¹. Footnotes should be separated from the main text by a line².

3.1.1.6. Illustrations

Figures, tables, and photo-graphs should be placed in the document near where they are first mentioned. Figures, tables, and photo-graphs should be placed on one page; exception can be for the tables. In case a table is positioned over two or more pages, the table on each page should contain original column names.

3.1.1.7. Captions

Each Illustration requires a caption: numbered sequentially in the format: “Figure 1. **Caption of the Figure.**” “Table 1. **Caption of the Table.**”. The captions of the figures and tables should be inserted on the left side below the body, using 11 point **bold** text.

3.1.1.8. Numbering of Pages

All pages should be numbered in the following manner: Page [X] of [Y] in the bottom right hand corner.

3.1.1.9. Document Reference Rules

- when the document is in the preparation phase it takes the edition id 0.xy and is increased by 0.1. (D*.*_Name of Deliverable_draft_v.*)
- when a document is submitted for internal review the version becomes 1.00. and is increased by 0.1.
- D*.*_Name of Deliverable_final_v.1.xy

Consistency of deliverables with the guidelines described above will be checked by the Coordinator’s QA specialist prior to submitting the deliverable to the Project Officer (PO).

3.1.2. Quality Assurance for the Data

The quality assurance process for data includes several major steps:

- Identification of data;
- Data processing;
- Data upload.

META-NORD working groups are responsible for the major steps of the project. Working group is composed from one member from each project partner organisation. For each group

¹ This is how a footnote should appear.

² Note the line separating the footnotes from the text.

a group leader will be appointed. This person will initially make a plan for the task and update it continually during the project period. The group will have regular status meetings where each member describes and presents his/her work the previous period and the group verifies that the progress and the quality of the work is in accordance with the work plan.

Quality will be assessed by reviewing samples of the work. Occasionally, external experts will be asked to review these samples and give their opinion. At these status meetings, each group member will also present his/her plan for the following week. The group will discuss the plan and will decide about necessary corrections. The progress of each task will continuously be measured against the work plan for the task as a whole.

If the work of a group member is not of satisfactory quality, or if the progress is too slow, the group leader will look for solutions. Such solutions might include revising the work plan, changing the line of work, assigning the task in question to some other member of the group or escalating to the Coordinator.

3.1.2.1. Identification of data

The consortium partners will analyse the resources which are or can be made available to them and establish a list of written and spoken language resources that can be potentially contributed to the project, classified along a number of dimensions. The pool of resources will consist of selected resources of the partners as well as of resources originating from third parties who have agreed to make them available, first to the consortium and later on in open repositories. These resources will be documented in deliverable D2.2. *Report on resources (actually or potentially) available to the consortium.*

The following process and criteria will be followed when selecting language resources (driven by their actual availability, suitability for technology and product development, fitness for multilingual purposes, quality, potential for reuse, recombination and repurposing):

- Find the most important language resources and basic software components for written and spoken language and/or resources for their development taking into account the experience of the CLARIN project and also the BLARK matrices of different languages. One should consider that the resources for the CLARIN project were dedicated to the needs of eHumanities but this project focuses on the development demands of the multilingual Web.
- Establish how the modules depend on each other.
- Conclude which of these resources are available for each language of the consortium and which are lacking. Also clarify licensing issues.
- Assign higher priority to those modules and resources which are available for most of the languages.
- Evaluate the quality of each resource and its availability. Assemble information on licensing agreements.
- Assess the efforts needed to transform each resource to the format of some well-known standard (proposed by META-NET) and compile a work plan for further developments.
- Prepare contracts with owners of the resources originated outside the consortium.

- The process and criteria for selecting language resources will be developed in D2.3 *Report on methodology and criteria* followed by the selection of resources.

3.1.2.2. **Data processing**

The consortium will agree on standardized top-level resource descriptions (metadata) for all relevant types of resources, based on a recommended set of metadata for documenting resources provided by META-NET. It will produce such descriptions for each and every resource contributed to the shared pool. Metadata sets will include mandatory as well as optional elements, together with sets of recommended values whenever possible and appropriate. Metadata will include at least information for the resource per se, its identification (including a persistent identifier), together with its creator, annotation, provenance, documentation, usage, availability, licensing and distribution data. The precise requirements for metadata and interoperability standards will be set in D4.1 *Metadata descriptions and other interoperability standards* as agreed with META-NET and partners.

Data upload and processing presumes IPR issues, the consortium will follow guidelines on IPR rules recommended by META-NET. Principles and procedures will be defined in D4.2 *IPR principles and provisions as agreed with META-NET and partner projects*.

Where necessary the consortium will upgrade the chosen existing resources to standards agreed in cooperation with META-SHARE initiative. The partners will improve the documentation of the resources in question, remove bugs or inconsistencies and clean the datasets, make the resource compliant with (or mappable onto) META-NET standards.

Processing and upgrading resources involves at least four conceptually separate, though intimately interlinked activities:

- Technical format conversion;
- Information model/content schema conversion. This is the crucial operation for interoperability, and one that can be arbitrarily complex, in the worst case necessitating large amounts of manual labour. A focus of this task will be on devising or adopting workflows which will maximize automation of content conversion;
- Metadata creation/conversion;
- Authoring/updating of narrative resource documentation for human use. We will strive for a maximally tight coupling between metadata creation and narrative resource documentation for human use, partly inspired by the documentation facilities of some modern programming languages.

The consortium will likewise adopt widely accepted standards promoted by META-SHARE such as Unicode (ISO 10646) for text encoding, ISO 639 for language codes, XML for content and metadata representation.

In collaboration with META-SHARE, the consortium will also contribute to, follow and adopt emerging standards for linguistic annotation as they become available. UGOT is represented on the Swedish Standardization Organization's mirror committee to ISO TC37, where the ISO standards for terminological and language resources are defined.

3.1.2.3. **Data upload**

For collecting and re-using repository data, the consortium will follow the META-SHARE approach and adopt metadata harvesting using the Open Access Initiative Protocol for Metadata Harvesting (OAI-PMH). The consortium will likewise adopt widely accepted standards promoted by META-SHARE such as Unicode (ISO 10646) for text encoding, ISO

639 for language codes, XML for content and metadata representation. The first upload of language resources is planned at M10, after the META-SHARE service (v1) will become available (September, 2011). The software tools and services will be part of next uploads, after META-SHARE service (v2) will be ready. In total three main data upload points has been set – M10, M18 and M24 that corresponds to following deliverables:

First upload

D3.1 First batch of resources complying with the project's technical, linguistic, legal, etc. (M10), D4.3 First upload of language resources. (M10)

Second upload

D3.2 Second batch of resources, including part of resources selected in D2.4 (M18)

D4.4 Second upload of language resources (M18)

Third upload

D3.3 Third batch of language resources, including resources selected in D2.4, tools and services (M24)

D4.5 Third upload of language resources (M24)

D3.4 Parallel treebanks (M24)

D3.5 Estonian and Icelandic wordnets converted to agreed standards, evaluated pilot cross-lingual resources (Finnish – Danish, Finnish – Estonian) (M24)

D3.6 Interlinked multilingual terminology bank (M24)

3.1.3. Quality Assurance for Networking

Project META-NORD networking activities are focused on two interrelated areas – participation in the META-NET networking activities and networking in 8 project countries. For META-NET networking, leader of the respective META-NORD work group is the participant in META-NET specific group. Representative to META-NET group is responsible to share information provided by META-NET and coordinate if some specific action should be taken. The procedures of cooperation with META-NET has been set in Appendix Y to the EC-GA.

For coordinating networking in the 8 META-NORD project countries, a dedicated Dissemination group has been created. Each project partner has nominated representative to the Dissemination group.

The dissemination, outreach, awareness and sustainability strategy will be set in *D5.1 Action plan*.

A document describing the current situation in the language technology field, the main actors and networks in each respective country will be created at the beginning of the Project on M4. The created document will correspond to *D2.1 Language Report for each language covered in the project*. This deliverable will be created in line with guidelines set by META-NET and based on a template adapted for the needs of each specific country.

D5.2 Awareness, mobilisation and dissemination actions – described in the annual reports will be used to evaluate project awareness, mobilisation and dissemination actions. *D5.1 Action plan* will be modified and updated according to the results of evaluation.

3.2. Quality Control Actions – Acceptance of Deliverables

Each project deliverable will undergo internal review. Generally the project partner

responsible for the deliverable will submit the deliverable to the Coordinator at least four weeks prior to the submission date to the EC. For the short term deliverables Coordinator can set shorter deadlines. The Coordinator and the assigned project partner will review and verify the results to determine if the deliverable meets the acceptance criteria set in this document. If the acceptance criteria have been met, the assigned internal reviewer will provide the Coordinator with written notification that no further corrections are necessary. If the acceptance criteria have not been met, the assigned internal reviewer will provide the Coordinator and the responsible partner with written recommendations stating necessary improvements. After the document has been corrected, the responsible partner will submit the updated Deliverable to the Coordinator for final review and approval and delivery to the EC PO.

The acceptance process for project documentation is as follows:

- Up to three month prior to the submission of deliverable to the EC, the responsible project partner delivers the Table of Contents of the Deliverable (“Fish bone”) to the Coordinator and assigned internal reviewer.
- The Coordinator and assigned internal reviewer submit comments on the Table of Contents for the Deliverable no later than one week after receipt of said Table of Contents.
- If the responsible partner has received no comments, the Table of contents of Deliverable is deemed accepted.
- The Responsible partner provides the Coordinator with a final draft of the deliverable document for review four weeks prior to submission to the EC in accordance with the agreed project schedule set in DoW.
- The Coordinator acknowledges the receipt of the deliverable from the responsible partner.
- The Coordinator distributes the Deliverable for internal review to the assigned project partner.
- Within 5 working days of receipt of the draft, the assigned project partner provides in writing by e-mail to the Coordinator and the responsible partner any changes for inclusion in the final document.
- If changes have been requested, the responsible partner delivers within 5 working days the corrected Deliverable to Coordinator for final review.
- If all quality criteria have been met, the Coordinator delivers the Deliverable to the EC.
- If quality criteria have not been met, the Coordinator sends a written notice to the responsible partner with an explanation regarding requested changes within 3 (three) days after receipt of Pre-final document version.
- 3 (three) days prior to submission to the PO the responsible partner delivers the final Deliverable to the Coordinator.
- The Final copy shall be delivered to the EC in accordance with schedule set in the DoW.

Figure 1 illustrates the process of acceptance of the deliverable.

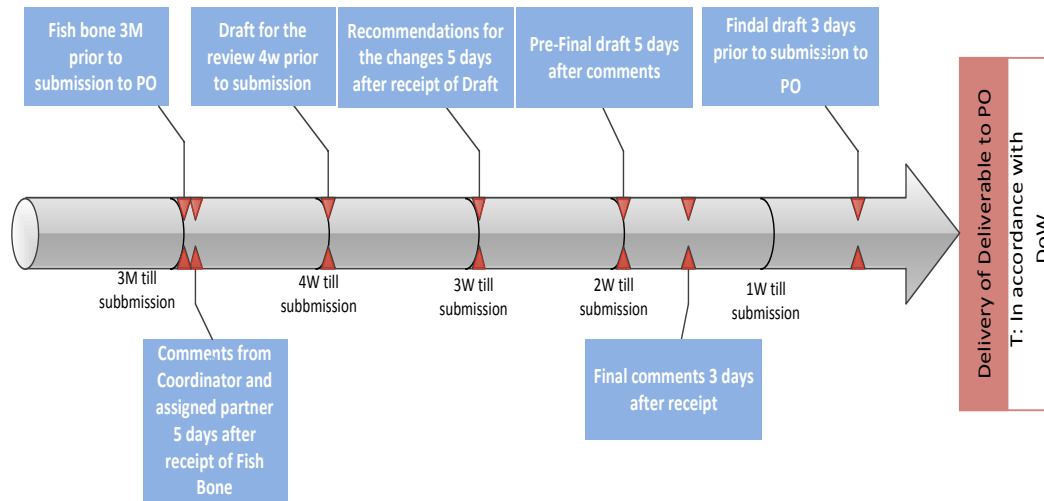


Figure 1 submission process

Table 3 lists the quality indicators for the deliverable of the project. Internal review is made by the partner other than the responsible partner for particular deliverable who will be appointed at the beginning of deliverable preparation process.

D.Nr	Deliverable Title	Responsible partner	Mean of verification	Delivery of draft version	Delivery date to EC
D4.1	Metadata descriptions and other interoperability standards as agreed with META-NET and partner projects	UGOT	Described metadata and standards for resources identified in DoW, Standards and metadata requirements described by META-NET, in accordance with template and formatting requirements	01/04/2011	29/04/2011
D2.1	Language Report for each language covered in the project	HI	Language reports for 8 project languages in accordance with template provided by META-NET, document in English	09/05/2011	31/05/2011
D4.2	IPR principles and provisions as agreed with META-NET and partner projects	UHEL	Description of existing IPR for the project language resources is provided, META-NET standards accepted and indicated in deliverable, in accordance with template and formatting requirements	09/05/2011	31/05/2011

D.Nr	Deliverable Title	Responsible partner	Mean of verification	Delivery of draft version	Delivery date to EC
D2.2	Report on resources (actual or potential) available to the consortium	UIB	Report should include resources indicated in the DoW table 2.1.1 + any additional resources now available for the consortium. Document is in accordance with template and formatting requirements	08/07/2011	29/07/2011
D2.5	Description of third party networks for each language covered in the project	HI	Description of third party networks for 8 project languages. Document is in accordance with template and formatting requirements	08/07/2011	29/07/2011
D5.1	Action plan	HI	Dissemination and networking plan for the 8 project countries. Document is in accordance with template and formatting requirements	08/07/2011	29/07/2011
D5.3	Long-time viability and sustainability strategy	HI	Long-time viability and sustainability strategy for the 8 project languages. Document is in accordance with template and formatting requirements	08/07/2011	29/07/2011
D2.3	Report on methodology and criteria followed for the selection of resources	UT	Report on methodology and criteria followed for the selection of resources for 8 project languages. Document is in accordance with template and formatting requirements	01/09/2011	30/09/2011
D2.4	Selection of resources, agreements, detailed work plan	UT	Methodology and criteria for the selection of resources, agreements and detailed work plan are described for the 8 project languages	01/11/2011	30/11/2011

D.Nr	Deliverable Title	Responsible partner	Mean of verification	Delivery of draft version	Delivery date to EC
D4.3	First upload of language resources	UHEL	Data upload in accordance with META-SHARE provided methodology and standards	01/11/2011	30/11/2011
D3.1	First batch of resources complying with the project's technical, linguistic, legal, etc.	UCPH	Data upload in accordance with META-SHARE provided methodology and standards	01/11/2011	30/11/2011
D5.2	Awareness, mobilisation and dissemination actions – described in the annual reports	UGOT	Data upload in accordance with META-SHARE provided methodology and standards	09/01/2012	31/01/2012
D3.2	Second batch of resources, including part of resources selected in D2.4	UCPH	Data upload in accordance with META-SHARE provided methodology and standards	02/07/2012	31/07/2012
D4.4	Second upload of language resources	UHEL	Data upload in accordance with META-SHARE provided methodology and standards	02/07/2012	31/07/2012
D5.4	META-NORD national workshops	LKI	8 Workshops in total	02/07/2012	31/07/2012
D3.4	Parallel treebanks	UIB	Parallel treebanks for Norwegian, Danish, Finnish and English languages accessible through a uniform web interface and state-of-the-art search tool	07/01/2012	31/01/2012

D.Nr	Deliverable Title	Responsible partner	Mean of verification	Delivery of draft version	Delivery date to EC
D3.5	Estonian and Icelandic wordnets converted to agreed standards, evaluated pilot cross-lingual resources (Finnish – Danish, Finnish – Estonian)	UCPH	Estonian and Icelandic wordnets converted to agreed standards, evaluated pilot cross-lingual resources (Finnish – Danish, Finnish – Estonian)	07/01/2012	31/01/2012
D3.6	Interlinked multilingual terminology bank	Tilde	Interlinked multilingual terminology bank, terminology resources are upgraded to agreed standards and protocols	07/01/2012	31/01/2012
D3.3	Third batch of language resources, including resources selected in D2.4, tools and services, such as HFST tools and runtime libraries	UCPH	Data upload in accordance with META-SHARE methodology and standards	07/01/2012	31/01/2012
D4.5	Third upload of language resources	UHEL	Data upload in accordance with META-SHARE methodology and standards	07/01/2012	31/01/2012
D5.1	Action plan	HI	Action plan for the 8 project countries. Document is in accordance with template and formatting requirements	07/01/2012	31/01/2012
D5.2	Awareness, mobilisation and dissemination actions – described in the annual reports	LKI/UGO T	All goals set in Action plan has been reached, 75% of indicated networks in D2.5 has been involved in META	07/01/2012	31/01/2012

D.Nr	Deliverable Title	Responsible partner	Mean of verification	Delivery of draft version	Delivery date to EC
D5.3	Long-time viability and sustainability strategy	HI	Sustainability strategy for the 8 project languages for the 2 years following the completion of the project	07/01/2012	31/01/2012

Table 3 List of deliverables

3.2.1. Quality Assurance for Project Management

Quality in project management is another critical item For successful project implementation. The following table identifies:

- The project processes subject to quality assurance;
- The quality measurements;
- The quality assurance activity – such as quality reviews – that will be executed to monitor that project processes are properly followed;
- How often or when the quality assurance activity will be performed.

Project Process	Criteria for measurement	QA Activity	Participants	Frequency/Interval
QA1. Execute and control project against roadmap on WP/task level	Compliance with tasks agreed in previous Skype meeting	Progress Skype meeting	At least one representative from partners organisation	Every second Tuesday of the month at 15:00CET
QA2. Execute and control project against roadmap on focus area level	Compliance with the goals set for the focus areas and META-NET requirements	Group Activity reports	Work Group leaders	Every month
QA3. Execute and control project against roadmap on task level	Compliance with baseline set in DoW	Three-monthly reports review against baseline	All	Three-monthly
QA4. Develop/review project roadmap	Compliance with baseline set in DoW	6 month Activity and financial report review against baseline	All	Once every 6 months
QA3. Review/update DoW	Compliance with baseline	Periodic report review against baseline	All	Once per project period M12
QA4. Approval at each project stage	Compliance with framework	Project reviews against DoW, project review meetings	All	Once per project period M12
QA5. Close project with project review	Compliance with the goals set in DoW	Project reviews against DoW, project review meetings	All	At the end of the project M24

Table 4. Project Process

3.2.1.1. *Procedure for the submitting reports for QA Activities*

The procedure for the submission of the reports for QA is set as follow:

- Group Activity reports should be submitted to project Coordinator two days after the end of month in accordance with report template provided by Coordinator;
- Quarterly reports should be sent to the Coordinator 5 working days after the end of the three month period in accordance with report template provided by Coordinator;
- Periodic 6 month reports (M6 and M18) should be submitted to Coordinator 4 weeks after the end of the 6 month period if no specific date set by PO;
- Periodic reports should be submitted to project Coordinator 4 weeks after the end of the respective project period and in accordance with document requirements determined by the EC in the document “**ICT PSP review guidelines**” (Version date 16.06.2009):

http://ec.europa.eu/information_society/activities/ict_psp/participating/project_management/index_en.htm

4. Communication rule

Email list for the purpose of exchanging information among project partners:

metanord@tilde.lv

- Contact details for the metanord@tilde.lv and specific project groups are located on the project extranet:
<https://extranet.tilde.lv/metanord/Lists/METANORD%20contacts/AllItems.aspx>
- Each partner identifies the names of the persons authorized to represent them, organization, position, phone nr., e-mail and Skype name;
- New contact should be added by respective partner to Contact section and Coordinator should be informed about changes.
- Subject field of all e-mails should follow following structure: [META-NORD] subject.

5. Risk Management

Risks are an inherent element of the projects. Unmanaged risks may have a detrimental impact on the project schedule and quality results, and may even eventually give rise to contractual litigation. The risk management within the META-NORD project addresses issues that could endanger achievement of the project objectives. We have identified some major risks in the following table that can have a great impact on project implementation.

Risk description	Likelihood	Impact	Mitigation strategy	Responsible
Requirements and information that have influence on Deliverables for META-NORD is not received from META-NET and META-SHARE on time	Medium	Could lead to delay in finishing respective activities, esp. development, interlinking of resources	Encourage META-NET to deliver requirements on time and quality, prepare plan B and set deadline after which we will execute our solutions for specific task	Corresponding WP leader and Coordinator
Cooperation problems with language data related organizations	Medium	Could lead to failure to complete indicated networking and data shearing tasks in accordance with DoW	Partner responsible for respective language will make detailed descriptions of these resources and in doing that, we expect to get a good overview of their quality and eventual shortcomings. Partner responsible for respective language will aim to make up for these shortcomings by enhancing and upgrading the resources as far as possible. Insofar as shortcomings cannot be remedied, we will ensure that a detailed description of them accompanies the resources in question.	Corresponding WP leader
Operational misunderstandings because of multicultural and interdisciplinary context	Low	The project may partially miss its objectives, milestones are not reached in time, and a lot of effort is spent on tasks which are out of the	Each partner has clear tasks defined in the Work plan. Regular meetings will be organized and a clear road map will be created	Project coordinator

Risk description	Likelihood	Impact	Mitigation strategy	Responsible
		project scope.		
Data will not be completely ready to be uploaded	Low	Could lead to delays on delivery of data upload and sanctions from EC	Timely revision of proposed uploaded data, timely data processing, core upload data should be ready two month prior to submission date	Corresponding WP leader
Major intermediate milestone is not met	Low	Project plan will not be met and ensuing work will not be completed in time	Planning of activates will be made early as possible to indicate specific tasks and necessary resources, work of partners will be coordinated, regular reports on progress will be gathered. Intermediate deliverables are planned for better process monitoring.	Corresponding WP leader

Table 5 Identification of Risks

6. Supporting documents

Presentation template:

MS PowerPoint Template:

https://extranet.tilde.lv/metanord/METANORD%20project%20meetings/META-NORD_template.potx

Odp Template:

https://extranet.tilde.lv/metanord/METANORD%20project%20meetings/META-NORD_template.odp

Meeting minutes:

MS Word Template:

https://extranet.tilde.lv/metanord/METANORD%20project%20meetings/META-NORD_template%20meeting%20minutes.doc

Odp template:

https://extranet.tilde.lv/metanord/METANORD%20project%20meetings/META-NORD_template%20meeting%20minutes.odt

7. Table of Figures and Tables

3.2.2. Figures

Figure 1 submission process	14
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3.2.3. Tables

Table 1 Abbreviations	4
Table 2 Project schedule	6
Table 3 List of deliverables	18
Table 4. Project Process	19
Table 5 Identification of Risks	22