D1.5 Quality Management Plan II

WP1 – Coordination and management

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Document History

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1.0	20/7/2020	Draft	Draft for input	DRAXIS
2.0	28/7/2020	Draft	Input received by all partners	EARSC, Rasdamanm Eversis, Evenflow
3.0	29/7/2020	Final	Final version with integrated input from partners	DRAXIS
4.0	30/7/2020	Final	Reviewed by PC	EARSC

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Executive Summary

This document constitutes the second version of the Quality Management Plan of the PARSEC project. It is an update of the first version (D1.2) that was submitted in M3 and it summarized the plan that would assure the quality of the processes and procedures followed throughout the whole duration of the project and would enable the effective monitoring of the project quality.

The current deliverable reports on the monitoring means applied for the quality assurance of the project results; on the deliverables that have been already internally reviewed, modified, and approved; and on the progress against the pre-defined Key Performance Indicators and project's milestones. Moreover, the targets to be reached and the quality criteria to be achieved within the second reporting period are presented in this document. In summary, all the work performed so far in the project is on track and the delivered results are of high quality.

The final achievements towards the quality assurance, and the KPIs/ milestones reached in total will be reported to the EC through the final technical report of the project, where any potential issue will be addressed, while there will be an evaluation of the success of the project to reach its quality objectives.

1 Introduction

PARSEC is a business accelerator supporting the creation of new Earth Observation (EO) based products and services. The accelerator targets SMEs, start-ups, entrepreneurs and researchers who want to have an impact on the emerging Food, Energy and Environment sectors. With the support of PARSEC, their ideas will be developed into solutions fuelled by the benefits of EO.

In the time that this document is being prepared, the PARSEC consortium has run already two Open Calls where excellent teams of SMEs and start-ups were selected and subsequently supported in delivering EO-based services with strong business potential. The open calls provided access to capital to SMEs from the PARSEC cross-border and cross-sectoral ecosystem (EO, food, energy, environment), whilst presenting them with a prime opportunity to jointly develop EO-based services with clear market value and high business success potential. PARSEC implemented two rounds of open calls: the 1st deployed a peer-to-peer evaluation to select 100 applicants receiving seed capital (10k each); in the 2nd stage, PARSEC supported the most successful consortia, chosen by a jury consisting of Industrial CEOs, opinion leaders, and investors by providing them additional funds (up to 100K per consortium) and an opportunity to attract venture capital on top of that.

In order to ensure that the final outputs of the project are of high quality, meet the needs of the potential users and the European Commission, and drive to success, a Quality Management Plan was prepared early in the project (D1.2, M3). According to this plan, all the project's results should fulfil the following quality requirements:

- Completeness
- Accuracy
- Relevance
- Depth
- Adherence to standard
- Punctuality

These standards are and will continue to be regularly monitored throughout the whole duration of the project, and corrective measures will be applied if needed. The current document comprises an interim report of the quality monitoring of the project results and the means by which quality has been assured until M15.

2 Means of quality monitoring

2.1 Internal document sharing

In order to ensure the smooth communication between the project partners and the effective monitoring of the work progress, the coordinator (EARSC) created a document sharing folder in a file hosting service (SharePoint) that offers cloud storage and file synchronization. All partners are obliged to upload their work in the file hosting service and use it as the primary archive keeper and distributor. The partners should maintain a record of all the documents they are responsible for or that concern them and exchange their contributions through the file sharing tool and via email.

The quality of the project results (e.g. deliverables) and the progress of the work (achievement of KPIs) are mainly monitored through the documents uploaded in the sharing folder.

2.2 Project meetings

The quality of the project's results and the progress of the work were mainly monitored through the project meetings. The main formal occasions for project control were:

- Project Progress Meetings scheduled both regularly and for special purposes. Regular internal Progress Meetings were held by each WP team. Output from meetings were Minutes and Risk/Problem Management Reports that were collected by the Project Coordinator and which are available for partners on the Confluence portal.
- Project plenary meetings / General Assembly meetings were planned in correspondence to the project milestones or on the request of the Project Coordinator, as for the progress meetings, the materials used during the meetings, and the Minutes of Meeting are stored on the Confluence portal and remain available for all the partners.

Project meetings allow the entire consortium to guarantee both a detailed project planning and the assessment of work progress. After the completion of every meeting all involved partners receive a link to the Minutes of Meeting taken by the Coordinator.
Until M15, the following project meetings were organized:

- Kick-Off meeting, 21.05.2019, Brussels, Belgium
- Progress Meeting 1, 10-11.10.2019, Novi Sad, Serbia
- Training Workshop 1, 27 and 30.03.2020, online (planned: Stuttgart, Germany)
- Early Assessment Meeting, 02.06.2020 online (rescheduled from 26.03.2020 Stuttgart, Germany)
- Mid-term review, 13.07.2019, online (planned: Brussels, Belgium)

Additionally, apart from the conference calls on the regular bases, a few General Assembly calls were organized to address crucial points for the project such as addressing the extraordinary situation in 2020 cause by outbreak of COVID-19. Due to the circumstances, upcoming project meetings and the monitoring of the progress remains digital.

3 Deliverables' review and approval (current status)

As described in the deliverable D1.2, all the project deliverables are internally evaluated towards some pre-defined criteria by the Project Coordinator (EARSC), the Work Package Leader, and another project partner prior the official submission to the European Commission.
A summary of the internal review process is presenting below:
The partner responsible for a deliverable and the reviewer will receive a reminder note from the Project Coordinator team 5 weeks before the delivery date in order to ensure that they are aware of their obligation. At least 4 weeks before the delivery date, the responsible partner should send the table of contents of the deliverable to the WP partners and ask for their contribution, if required. The table of contents should include comments and delegation remarks for the respective WP partners. Having received the input from the respective WP partners the responsible partner generates a first draft that will be sent to the reviewer at least 3 weeks before the delivery date. Within the following 7 days the reviewer should send to the responsible partner their feedback as well as modifications and suggestions. This feedback should be discussed and/or implemented in the next 7 days by the author and they will give the updated version back to the reviewer. During the following 3 days the reviewer and the responsible partner may work jointly to generate the final version of the deliverable. Finally, the Work Package Leader firstly and the Project Coordinator later will have 3 days

for the review and final approval of the deliverable. It is possible that for this last stage the responsible partner will work collaboratively with the Work Package Leader and the Project Coordinator. This review procedure (see the Figure below) could be repeated in order to ensure that all the remarks and/or comments have been incorporated. The final version of the deliverable will be sent to all the project partners so that they can express any important objection 3 days before its due date. After the internal approval, the Project Coordinator will submit the deliverable to the REA.

Until now (M15), all the planned deliverables (40 out of the 40 planned deliverables) were successfully reviewed internally through this procedure. The following Table presents the deliverables that have been already evaluated for their quality.

No. of Del.	Title	Lead Beneficiary	Type	Diss Level	Due Date	Reviewer
D1.1	Project Management Plan I	EARSC	Report	Confidential	3	DRAXIS
D1.2	Quality Management Plan I	DRAXIS	Report	Public	3	EARSC
D1.3	Data Curation Guide I	EARSC	Report	Public	6	DRAXIS
D1.4	Project Management Plan II	EARSC	Report	Confidential	15	DRAXIS
D1.5	Quality Management Plan II	DRAXIS	Report	Public	15	EARSC
D1.7	Progress report	EARSC	Report	Confidential	9	RASDAMAN
D1.8	Monitoring table for the budget allocated to support innovation in SMEs directly-I	EARSC	Report	Confidential	2	EVENFLOW
D1.9	Monitoring table for the budget allocated to support innovation in SMEs directly-II	EARSC	Report	Confidential	9	EVENFLOW
D1.10	Monitoring table for the budget allocated to support innovation in SMEs directly-III	EARSC	Report	Confidential	15	EVENFLOW
D2.1	User Needs Report	EARSC	Report	Public	4	EVENFLOW

D2.2	PARSEC SME and Stakeholder Database	EARSC	data sets, microdata, etc	Confidential	4	BIOSENSE
D2.4	Technology Watch and Future Trends Plan I	AVAESEN	Report	Public	6	GEOMATRIX
D2.5	PARSEC Technology Watch wiki	AVAESEN	Other	Public	10	BIOSENSE
D2.6	PARSEC Market Trends Observatory wiki	EVENFLOW	Other	Public	10	EVERSIS
D2.8	Investment Landscape Mapping Report	BIOSENSE	Report	Public	15	EVENFLOW
D3.1	Big Data Toolbox	RASDAMAN	Other	Public	10	EVERSIS
D3.2	Big Data Tools Service Training Manual I	RASDAMAN	Report	Public	10	EARSC
D3.4	In situ Data Hub I	DRAXIS	Other	Public	10	RASDAMAN
D3.5	In situ Data Hub Manual I	DRAXIS	Report	Public	10	EVERSIS
D3.7	eoMALL Galleries I	EVERSIS	Other	Public	10	EARSC
D3.8	eoMALL Galleries Manual I	EVERSIS	Report	Public	10	GEOMATRIX
D3.10	Big Data Toolbox II	RASDAMAN	Other	Public	15	EVERSIS
D3.11	Big Data Tools Service Training Manual II	RASDAMAN	Report	Public	15	EARSC
D3.12	In situ Data Hub II	DRAXIS	Other	Public	15	RASDAMAN
D3.13	In situ Data Hub Manual II	DRAXIS	Report	Public	15	EVERSIS
D3.14	eoMALL Galleries II	EVERSIS	Other	Public	15	EARSC
D3.15	eoMALL Galleries Manual II	EVERSIS	Report	Public	15	GEOMATRIX
D4.1	PARSEC Call Fiche and accompanying	BIOSENSE	Report	Public	4	EVENFLOW

	documents					
D4.2	PARSEC.eval software platform	BIOSENSE	Other	Confidential	4	BWCON
D4.3	Report on the Open Call 1 and its outcome	BIOSENSE	Report	Confidential	10	AVAESEN
D5.1	Concept of regional workshops "Where ideas and people meet"	BWCON	Report	Public	4	AVAESEN
D5.2	PARSEC regional workshops report	BWCON	Report	Public	11	AVAESEN
D5.3	Methodology for PARSEC training programme	BWCON	Report	Public	9	DRAXIS
D5.4	Concept for the PARSEC online pitches	BWCON	Report	Public	12	AVAESEN
D5.5	Report on training programme for 1st stage beneficiaries	BWCON	Report	Confidential	15	GEOMATRIX
D6.1	Communication Strategy and Action plan I	EVENFLOW	Report	Public	3	EARSC
D6.2	Website I	EVENFLOW	Websites, patents filling, etc.	Public	3	EVERSIS
D6.3	Report on communication materials I	EVENFLOW	Report	Public	15	DRAXIS
D6.4	Report on events I	EVENFLOW	Report	Public	15	GEOMATRIX
D6.8	Website II	EVENFLOW	Websites, patents filling, etc.	Public	12	EVERSIS

Table 1. PARSEC Deliverables that passed the internal review procedure

For the second reporting period, 22 additional deliverables will pass through the internal review procedure so that the partners reassure their high quality.

4 Monitoring of performance (KPIs)

As proposed in the DoA, the performance and the progress of the project were monitored against some pre-defined Key Performance Indicators (KPIs). The KPIs are regularly monitored through consortium progress meetings. The progress achieved so far is depicted in the table below.

Table 2: Progress against the project's KPIs

Key Performance Indicator (KPI)	Target value	Achievement M15
Number of SMEs/start-ups attracted by PARSEC open call for teams (applicants in the 1st Stage)	350	348
Number of consortia attracted by PARSEC open call for ideas (applicants in the 2nd stage)	40	60
Number of long-term **cross-border** collaborations established (between beneficiary SMEs from different countries)	>20	*To be evaluated at the end of the project*
Number of long-term **cross-sectoral** collaborations established (between beneficiary SMEs from different sectors across the value chain)	>20	*To be evaluated at the end of the project*
Number of Large-Scale Demonstrators	3	3
Information layers per year made available to beneficiaries through the Big Data Hub and In situ Data Hub	>500	2263 (Big Data Hub) + 12 (In situ Data Hub)
Number of customer views of PARSEC developed products on eoMALL Galleries	>100	No such statistics at the moment. Statistics will appear when a separate module for PARSEC is created in Galleries. The task will be completed at a later stage of the project
Average number of beneficiaries using each large demonstrator platform	>10	16 (Big Data Hub) + 6[1] (eoMALL) + 39 (In situ Data Hub)
Project partner resources devoted to the development of LSDs	>30%	*To be evaluated at the end of the project*
SMEs receiving funding from PARSEC in the 1st Stage	100	100
Number of products proposed/launched	>35	*To be evaluated at the end of the project*
Number of consortia receiving PARSEC funding in the 2nd Stage	15	The 15 selected consortia are in contractual phase

[1] Six companies are already promoting services on eoMALL, additional ones have confirmed their interest and received the dedicated charter to be signed to publish content.

Number of beneficiary SMEs receiving supporting services	>100	100 already receiving, 13 externals in the contracting phase
Number of non-EU countries for export promotion of PARSEC products/ services	>12	*To be evaluated at the end of the project*
Number of matchmaking events	6	2[2]
Total amount of PARSEC budget allocated to SMEs to support innovation	€3.6M	*To be evaluated at the end of the project*
Total portion of PARSEC budget allocated to SMEs to support innovation	>75%	*To be evaluated at the end of the project*
Unique website visitors at the end of the project	3000	11.191 so far
Printed materials distributed to stakeholders	800	> 1.000
No. of viewed and downloaded digital communication materials	5000	> 2M views of posts on social incl. the webinars (available on YouTube)
No. of Subscribers to newsletter	300	220
Social media followers (Twitter, Facebook, LinkedIn)	>800	1.265

Most of the quality targets of the project have already achieved, confirming that the results of the projects were of really value for the SME/Start-up community. For the rest of the KPIs it is quite sure that they will be surpassed during the second reporting period of the project and will be regularly monitored. In case that a risk of non-achievement of these targets is detected, corrective measures will be applied early enough to ensure the smooth and successful implementation of the project.

5 Milestones reached

As for the KPIs, the achievement of the milestones of the projects is monitored during the progress meetings. The progress so far is presented below and confirms that the project work is on track.

Table 3. Milestones that concern the 1st reporting period

No	Milestone Description	Estimated Date	Status
MS1	Project start milestones: KOM	M1	Achieved
MS2	PARSEC outreach ramps up: PARSEC Website launched	M3	Achieved
MS3	PARSEC incubator launched: Open Call Stage 1 is opened	M6	Achieved
MS4	PARSEC incubator in full swing: Open Call Stage 1 beneficiaries selected and funded; PARSEC Bootcamp	M10	Achieved

[2] Due to the COVID-19 outbreak, the physical matchmaking event could not take place. There were two events organized online, and to compensate the lack of the 4 physical events, a matchmaking platform was launched and running during the whole Open Call 2.

	held; Access to knowledge tools launched		
MS5	Stage 2 warms up: Open Call Stage 2 launched	M12	Achieved

The following Table summarized the milestones that are planned to be reached during the 2nd reporting period.

Table 4. Milestones that concern the 2nd reporting period

No	Milestone Description	Estimated Date	Status
MS6	Mid-project milestone: MTR, Open Call Stage 2 beneficiaries selected and funded, LSDs delivered	M16[3]	To be reached
MS7	Beneficiary products/ services mature: business plans completed with PARSEC support, DIAS workshop held	M20	To be reached
MS8	Innovation and Sustainability milestone: Market Trends and Technology Watch reports released; reports on LSDs available; beneficiary investability innovation, IPR and sustainability analyses completed;	M24	To be reached
MS9	Final coaching and investment event: two-day coaching and investment forum held	M27	To be reached
MS10	Project conclusion: PARSEC Final Review and completion	M30	To be reached

Since there will be no other update on the current document (Quality Management Plan), the final assessment of the quality of the project results will be reported in the final technical project report.

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[3] MS6 is postponed by 1 month as D5.5 is due on M16

6 Conclusions

This deliverable represents the second version of the PARSEC Quality Management Plan that reports on the achievements of the project and the progress so far, while it also defines the criteria to be reached and the monitoring means to be implemented during the 2nd reporting period.

As agreed between the PARSEC partners, all the project's results should fulfil the following quality requirements:

- Completeness
- Accuracy
- Relevance
- Depth
- Adherence to standard
- Punctuality

These standards are regularly monitored throughout the duration of the project, and corrective measures may be applied if needed. So far, the implemented work is on track and the consortium ensures that the high quality of the project results will remain stable until the end of the project.

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