



# Project DEOS-UD

## Disruptive Earth Observation Sensing for Urban Development

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### Deliverable 2

#### Scope, Time and Cost Management

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**Group:** G3-220310-PM-P2018

**Delivery date:** 30-04-2018



# Contents

<b>List of Tables</b>	<b>ii</b>
<b>List of Figures</b>	<b>iii</b>
<b>1 Plan procurement management</b>	<b>1</b>
1.1 Make or Buy decisions . . . . .	1
1.2 Statement Of Work . . . . .	1
<b>2 Quality management plan</b>	<b>2</b>
2.1 Quality Assurance Approach . . . . .	2
2.2 Quality Control Approach . . . . .	2
2.3 Quality Improvement Approach . . . . .	2
2.4 Quality Roles and Responsibilities . . . . .	2
<b>3 Risk management plan</b>	<b>3</b>
3.1 Definitions of Probability . . . . .	3
3.2 Definitions of impacts by objective . . . . .	3
3.3 Probability and impact matrix . . . . .	3
3.4 Risk rating . . . . .	3
3.5 Risk identification and assessment . . . . .	3
3.6 Risk data sheet . . . . .	4
<b>4 Plan communication management</b>	<b>5</b>
4.1 Participants roles and responsibilities . . . . .	5
4.2 Communication process . . . . .	5
4.3 Communication management plan matrix . . . . .	6
<b>5 Bibliography</b>	<b>7</b>

# List of Tables

# List of Figures

# 1 | Plan procurement management

TEXT

## 1.1 Make or Buy decisions

TABLA

## 1.2 Statement Of Work

textstazo

## 2 | Quality management plan

TEXT0

### 2.1 Quality Assurance Approach

TEXT0

### 2.2 Quality Control Approach

TEXT0

### 2.3 Quality Improvement Approach

TEXT0

### 2.4 Quality Roles and Responsibilities

TABLA

## 3 | Risk management plan

### 3.1 Definitions of Probability

TABLA

### 3.2 Definitions of impacts by objective

TABLA

### 3.3 Probability and impact matrix

MATRIZ

### 3.4 Risk rating

TEXTO

### 3.5 Risk identification and assessment

TABLA



### 3.6 Risk data sheet

TABLA

## 4 | Plan communication management

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### 4.1 Participants roles and responsibilities

TEXT0

### 4.2 Communication process

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#### **Informal**

Informal communications consist of e-mail, conversations, or phone calls and serve to supplement and enhance formal communications. Due to the varied types and ad-hoc nature of informal communications, they are not discussed in this plan.

#### **Formal**

The DEOS-UD Project will engage in various types of formal communication. The general types and their purpose are described below as “Status Meetings” and “Status Reports”.

#### **Status Meetings**

There are five basic types of status meetings for the DEOS-UD Project:

Status meetings internal to the DEOS-UD business team to discuss assignments, activities, and to share information; Status meetings and reports between the DEOS-UD business team,

and the technical project team; Advisory Committee meetings with the project stakeholders, and project manager to review progress, risks, and issues; Status meetings and reports between the DEOS-UD project manager and the steering committee; and Status meetings and reports to stakeholders, such as oversight agencies.

**Status Reports**

A variety of status reports will be produced during the project. The status reports will be produced on regular intervals to provide stakeholders project information on the status and progress of the DEOS-UD project. At a minimum the reports will contain:

- Project status on major activities
- Project schedule
- Budget and cost tracking
- Status of issues and risks
- Health status
- Status of action items, if applicable.
- Future or planned activities

The intent of the status reports is to inform stakeholders of the project's progress and keep them actively involved in the project. The information provided will contain enough detail to allow stakeholders to make informed decisions and maintain oversight of the project.

**External Communication**

If applicable, indicate the types of external communications that may be necessary in this project.

**4.3 Communication management plan matrix**

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## 5 | Bibliography