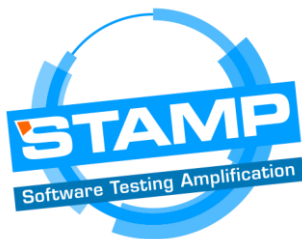| Title: | WP7 – D71 – Quality Plan |
|---|---|
| Date: | June 5, 2018 |
| Writer: | *Inria* |
| Reviewers: | Activeeon  Atos  KTH  OW2  tell.u  X-WIKI |

**Table Of Content**

# 1. Executive Summary

This report will guide all beneficiaries in order to reduce STAMP project overhead and increase efficiency, providing thus a common framework for the daily operation of the project. Therefore it is an important document that shall be used as a tool for frequent consultation.

This document describes the project organization and boards. Then it has a project management section that includes the project planning, risk management. It describes how the delivery process will work to warranty the required quality of the deliverables and the internal communication guidelines and introduces the collaborative workspaces and tools. It also describes the templates and naming rules for generating documents. Afterwards, it provides useful information regarding the project reporting process. Finally, this document provides a common glossary for project language

# 2. Revision History

| Date | Version | Author | Comments |
|------|---------|--------|----------|
| 10-Jan-2017 | 0.01 | Caroline Landry (inria) | First draft for review |
| 25-Jan-2017 | 0.02 | Caroline Landry (inria) | 2nd draft after review by Malena Donato (Atos) and Benoit Baudray (inria) |
| 31-Jan-2017 | 1.00 | Caroline Landry (inria) | First release after 2nd review |
| 03-Feb-2017 | 1.10 | Caroline Landry (inria) | Updating the Quality Plan after setting up the project repository and wiki |
| 06-Feb-2017 | 1.11 | Caroline Landry (inria) | Correcting the date |
| 10-Feb-2017 | 1.20 | Caroline Landry (inria) | Adding the "Papers and publications" section Adding link to INRIA tools |
| 14-Feb-2017 | 1.30 | Caroline Landry (inria) | Modifying the form of the monthly tracking report |
| 08-mar-2017 | 1.40 | Caroline Landry (inria) | Completing the Tools section, integrating contribution from OW2 Formatting tables |
| 19-Apr-2017 | 1.50 | Caroline Landry (inria) | Adding tracking templates and updating the "Monthly tracking report" section |
| 13-Jul-2017 | 1.51 | Caroline Landry (inria) | Modifying ATOS representative in the Executive committee |
| 08-Sep-2017 | 1.52 | Caroline Landry (inria) | Modifying Engineering representative in the Governing Board |
| 16-Oct-2017 | 2.00 | Caroline Landry (inria) | Updating Governing Board, Executive Committee, Project Management Office, WP leaders and financial contacts, due to resources modification and the addition of new partner. Removing duplicated information in the D41 [4] deliverable. Adding Milestones tracking section. |
| 23-Jan-2018 | 2.01 | Caroline Landry (inria) | Updating financial contacts table. |
| 13-Mar-2018 | 2.02 | Caroline Landry (inria) | Updating Governing Board, Executive Committee and WP leaders tables. |
| 18-May-2018 | 2.03 | Caroline Landry (inria) | Updating OW2 representative in Executive Committee and WP leaders tables. |
| 05-Jun-2018 | 2.04 | Caroline Landry (inria) | Updating financial contacts table. |

| Date | Version | Author | Comments |
|------|---------|--------|----------|
| 29-Aug-2018 | 2.05 | Caroline Landry (inria) | Updating Executive Committee and WP leaders tables (SINTEF). |
| 15-Dec-2018 | 2.06 | Caroline Landry (inria) | Updating Governing Board table (ENG). |

# 3. Objectives

This plan establishes the Software Quality Assurance (SQA) activities performed throughout the life cycle of the STAMP project.

It completes the project reference proposal and it describes the project organization and the guidelines adopted by the STAMP project on documentation of project activities, periodic reporting, preparation of financial statements, approval and submission of deliverables, and risk management.

This document can be updated at any time during the project, according to the project needs. If you want to be sure to have the latest version of this document, use the link of [0].

# 4. Introduction

Section "Project Organization" gives an overview of how the project is organized and the different boards and structure followed. Section "Project Management" describes the internal procedures used to manage the project, regarding tracking, risk management, reviews, metrics, communication and tools. Section "Financial tracking" gives information and rules about the financial periods and reports.

# 5. References

[0] STAMP quality plan: d71_stamp_quality_plan.pdf

A link to the most recent version of this document.

[1] Project reference: Grant Agreement-731529-STAMP.pdf

and the corresponding proposal, same content but document organization and presentation differ: stamp_ec_Proposal-SEP-210342849.pdf

[2] Deliverable template: d71_deliverable_template.docx

[3] Risks table: d71_stamp_risk_table.xlsx

[4] STAMP Collaborative Software Engineering Platform: d41_cse_platform.pdf

[5] Tracking template: d71_stamp_tracking_template.pptx or d71_stamp_tracking_template.odp

[6] Milestones table: d71_stamp_milestones.xlsx

[7] Deliverables table: d71_stamp_deliverable_reviewers.xlsx

# 6. Acronyms

| DOA | Description Of the Action, see [1] Annex 1, Part B |
|-----|---------------------------------------------------|
| EC | European Commission |
| ExCom | Executive Committee |
| IR | Intermediate Report |
| KPI | Key Performance Indicator |
| SQA | Software Quality Assurance |
| WP | Work Package |
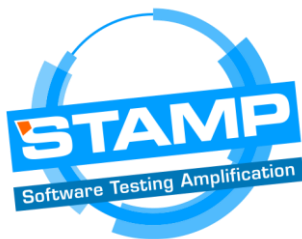
# 7.    Project organization

For details on project organization, including roles and responsibilities, see the project reference [1].

## 1. Governing board

| Name | Partner |
|------|---------|
| Pascal Urso | Activeeon |
| Malena Donato | Atos |
| Valentina Di Giacomo (acting Daniele Gagliardi) | Engineering |
| Benoit Baudry (Chairman) | KTH |
| Caroline Landry | Inria |
| Cedric Thomas | OW2 |
| Brice Morin | SINTEF |
| Lars Thomas Boye | tellu |
| Andy Zaidman | TUDelft |
| Vincent Massol | XWIKI |

## 2. Executive committee

| Name | Partner |
|------|---------|
| Pascal Urso | Activeeon |
| Yosu Gorroñogoitia | Atos |
| Daniele Gagliardi | Engineering |
| Benoit Baudry | KTH |
| Caroline Landry | Inria |
| Cedric Thomas | OW2 |
| Franck Chauvel | SINTEF |
| Lars Thomas Boye | tellu |
| Andy Zaidman | TUDelft |
| Vincent Massol | XWIKI |

## 3. Project Management Office

Coordinator: Benoit BAUDRY (KTH)

Technical manager: Caroline LANDRY (inria)

Legal manager: Gabriella AGREN (KTH)

Financial manager: Gabriella AGREN (KTH)

## *4. Work Package leaders and contributors*

| Work package | WP leader | Partner | Contributors |
|---|---|---|---|
| WP1 | Caroline Landry | *Inria* | SINTEF, TUDelft, OW2, Engineering, xWiki, Atos, ActiveEon |
| WP2 | Franck Chauvel | SINTEF | Inria, TUDelft, OW2, Engineering, TellU, xWiki, Atos, ActiveEon |
| WP3 | Andy Zaidman | TUDelft | Inria, SINTEF, OW2, Engineering, TellU, ActiveEon |
| WP4 | Daniele Gagliardi | ENGINEERING | Inria, TUDelft, OW2, xWiki, Atos, ActiveEon |
| WP5 | Yosu Gorroñogoitia | Atos | Inria, SINTEF, TUDelft, OW2, TellU, xWiki, ActiveEon |
| WP6 | Cedric Thomas | OW2 | Inria, SINTEF, TUDelft, TellU, xWiki, Atos, ActiveEon |
| WP7 | Benoit Baudry | KTH | Inria, SINTEF, TUDelft, OW2, Engineering, TellU, xWiki, Atos, ActiveEon |

# 8. Project Management

## *1. Project Repository*

The STAMP project repository is a Gitlab forge, hosted by OW2 and accessible to all partners.

It includes all documents, meeting reports, deliverables, presentations, tools and software produced within the STAMP project. We also use it for the project management using the Issues part.

See "Tools" section for more details on the STAMP GtiLab.

## *2. Planning & Tracking*

The project goals are clearly described and the deliverables and roadmap are already defined in the project reference [1], so this provides a good basis to the project tracking.

### 1.    Meetings

According to the meetings requirements in [1], the scheduled meetings are:

- Monthly conference calls: every 2nd Thursday of the month, from 10:00 to 11:00 am, Paris time.
- ExCom1: 3/4-may-2107, hosted by TU Delft in Delft
- ExCom2: 13/14-sep-2017, hosted by ENGINEERING in Padova (Padoua)
- ExCom3 & Plenary1: 13/14-dec-2017, hosted by ATOS in Madrid
- ExCom4: 4/5-apr-2018, hosted by SINTEF in Oslo

In-person meetings will last 2 full days, from 9:00 to 18:00.

The up to date meetings list is available on the STAMP wiki : https://www.stamp-project.eu/view/wiki/Meetings
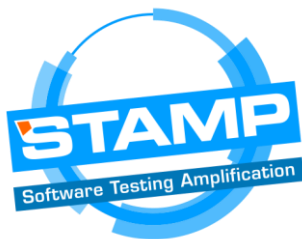
## 2.     Monthly tracking report

We want to track the project deliverables and milestones in an "Agile style", but because of the project size and configuration, we cannot strictly apply the agile methodology. Nevertheless we can keep the agility by defining intermediate steps on a monthly basis to follow-up the progress of each work package.

This means that before each conference call and in-person meeting, each work partner shall send a status:

- Done (what has been done during the previous month)
    - ...
    - ...
- Next steps (a tasks list that can be achieved within the upcoming month, including the inputs needed from other partners)
    - ...
    - ...

The purpose is to have a high level tracking of each work package and the interactions between partners.

We will also manage any actions identified during meetings as task in the same list.

For monthly conference calls the status shall be sent by email to inria (Caroline Landry), by Tuesday prior to the call.

For in-person meetings, each work package presentation will start by the monthly tracking using the tracking template [5].

## 5. Milestones

Milestones require a special tracking and reporting. Each WP leader shall report on milestones of its work package when the deadline is met, and then every month until the milestones is achieved.

The file to fill out is available in our gitlab: d71_stamp_milestones.xlsx [6]

## 6. Risk management

The initial risk table is in the project reference [1], but to monitor the risks we use a shared file available in the stamp documentation repository: d71_stamp_risk_table.xlsx [3].

During each in person meeting, the ExCom will review this risks table. Each risk owner (see [3]) is in charge of updating its risks evaluation, and if a risk level (Probability x Impact) reaches 12, the risk owner shall provide a contingency plan for this risk.

## 7. Review Process

Reviewing helps to improve quality of deliverables and we definitely want to review each deliverables of the project. So each deliverable will be formally reviewed by inria and a partner, the following table gives the deadlines and the reviewer partner for each deliverable:

| Deliverable | Deadline | Responsible | Reviewer |
|---|---|---|---|
| D71 | 2017-01-31 | Inria | ATOS |
| D61 | 2017-02-28 | OW2 | Aeon |
| D62 | 2017-03-31 | OW2 | Tellu |
| D11 | 2017-05-31 | Inria | ENG |
| D21 | 2017-05-31 | SINTEF | Aeon |
| D31 | 2017-05-31 | TUD | TellU |
| D41 | 2017-05-31 | OW2 | TU Delft |
| D51 | 2017-05-31 | XWiki | ENG |
| D52 | 2017-08-31 | ATOS | TellU |
| D12 | 2017-11-30 | Inria | Xwiki |
| D22 | 2017-11-30 | SINTEF | Aeon |

| Deliverable | Deadline | Responsible | Reviewer |
|-------------|----------|-------------|----------|
| D32 | 2017-11-30 | TUD | ATOS |
| D42 | 2018-01-31 | ENG | ATOS |
| D55 | 2018-05-31 | AEon | Engineering |
| D63 | 2018-05-31 | AEon | ATOS |
| D13 | 2018-07-31 | Inria | TU Delft |
| D23 | 2018-07-31 | SINTEF | ATOS |
| D33 | 2018-07-31 | TUD | OW2 |
| D53 | 2018-07-31 | XWiki | Aeon |
| D54 | 2018-07-31 | ATOS | Xwiki |
| D43 | 2018-11-30 | ENG | SINTEF |
| D56 | 2019-05-31 | OW2 | ENG |
| D64 | 2019-05-31 | AEon | ENG |
| D14 | 2019-09-30 | Inria | Xwiki |
| D24 | 2019-09-30 | SINTEF | TU Delft |
| D34 | 2019-09-30 | TUD | ATOS |
| D15 | 2019-11-30 | Inria | OW2 |
| D25 | 2019-11-30 | SINTEF | Tellu |
| D35 | 2019-11-30 | TUD | SINTEF |
| D44 | 2019-11-30 | ENG | Xwiki |
| D57 | 2019-11-30 | ATOS | Aeon |
| D65 | 2019-11-30 | AEon | ENG |

There is two types of deliverables, document (report, user manual, API documentation, etc) and software.

The types of deliverable defined in the project reference [1] are:

- REPORT: document
- DEMO: software
- OTHER: software(s) and document(s)

Rules for document deliverables are:

- The deliverable shall use the deliverable template [2] provided for the project, available in the project repository.
- A deliverable can include several documents, but it shall have a main one that will be delivered to the CE and so which shall contain links to additional files.
- Name(s) of document(s) shall start by the deliverable identifier, e.g. "d71_".
- It is recommended a maximum length of 50 pages plus annexes.

Rules for software deliverables are:

- The software provider shall provide the software to test, a documented test suite to execute (script, instructions, etc) and the expected results.
- The reviewer shall run in his environment the provided test suite and report the difference between his results and the expected results, using Gitlab issue tracker. The issue shall be tagged with the proper labels: "review", "bug", "<work package>", "<deliverable number>"

    The reviewer shall also review the associated documents (API documentation, user manuals, etc).

Every deliverable shall be in the project repository.

The quality in the delivery is based on several internal reviews before the deliverable is submitted.

The following diagram summarizes the delivery process for project deliverables:
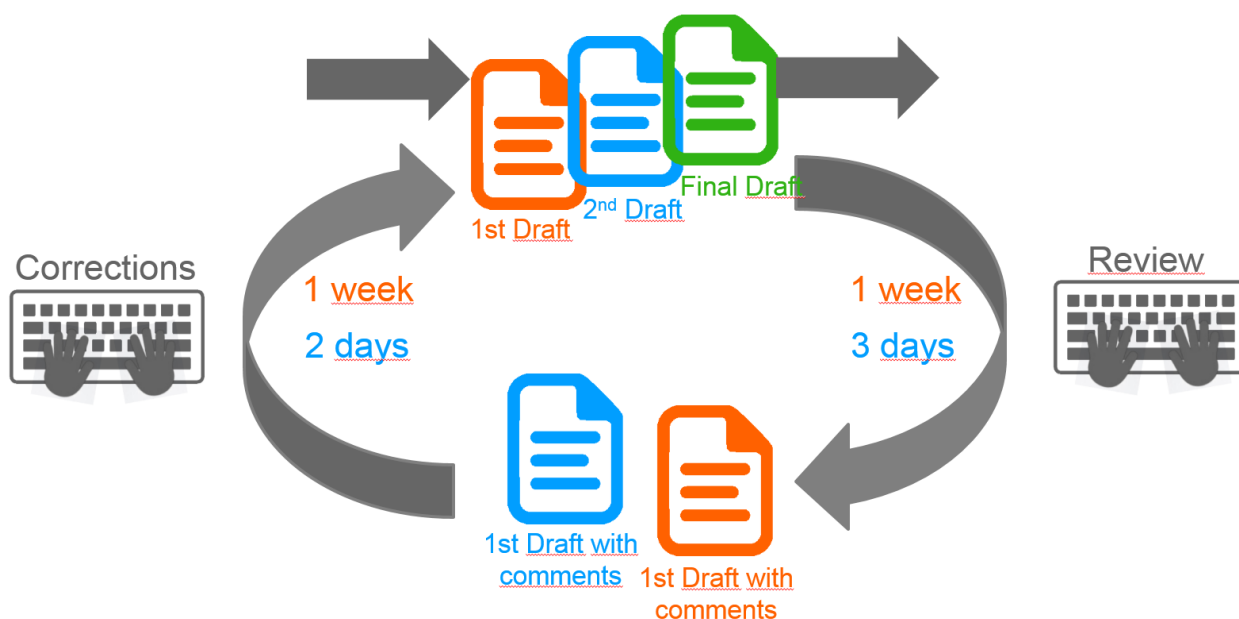
The process review will run 3 weeks.

Here are some recommendations for producing any kind of project deliverable:

- Make additional (early and intermediate ) versions before the required process review for large deliverables
- Try to make the overall style of the deliverable correctly organized and presented in a logical order.
- The Executive Summary should be self-contained and should include the main conclusions of the document

The following table lists review deadlines for each deliverable:

| Deliverable | 1st version | 1st feeedback | 2nd version | 2nd feeedback | Deadline |
|---|---|---|---|---|---|
| D71 | 2017-01-10 | 2017-01-17 | 2017-01-24 | 2017-01-27 | 2017-01-31 |
| D61 | 2017-02-07 | 2017-02-14 | 2017-02-21 | 2017-02-24 | 2017-02-28 |
| D62 | 2017-03-10 | 2017-03-17 | 2017-03-24 | 2017-03-27 | 2017-03-31 |
| D11 | 2017-05-10 | 2017-05-17 | 2017-05-24 | 2017-05-27 | 2017-05-31 |
| D21 | 2017-05-10 | 2017-05-17 | 2017-05-24 | 2017-05-27 | 2017-05-31 |
| D31 | 2017-05-10 | 2017-05-17 | 2017-05-24 | 2017-05-27 | 2017-05-31 |
| D41 | 2017-05-10 | 2017-05-17 | 2017-05-24 | 2017-05-27 | 2017-05-31 |
| D51 | 2017-05-10 | 2017-05-17 | 2017-05-24 | 2017-05-27 | 2017-05-31 |
| D52 | 2017-08-10 | 2017-08-17 | 2017-08-24 | 2017-08-27 | 2017-08-31 |
| D12 | 2017-11-09 | 2017-11-16 | 2017-11-23 | 2017-11-26 | 2017-11-30 |
| D22 | 2017-11-09 | 2017-11-16 | 2017-11-23 | 2017-11-26 | 2017-11-30 |
| D32 | 2017-11-09 | 2017-11-16 | 2017-11-23 | 2017-11-26 | 2017-11-30 |
| D42 | 2018-01-10 | 2018-01-17 | 2018-01-24 | 2018-01-27 | 2018-01-31 |
| D55 | 2018-05-10 | 2018-05-17 | 2018-05-24 | 2018-05-27 | 2018-05-31 |
| D63 | 2018-05-10 | 2018-05-17 | 2018-05-24 | 2018-05-27 | 2018-05-31 |
| D13 | 2018-07-10 | 2018-07-17 | 2018-07-24 | 2018-07-27 | 2018-07-31 |
| D23 | 2018-07-10 | 2018-07-17 | 2018-07-24 | 2018-07-27 | 2018-07-31 |
| D33 | 2018-07-10 | 2018-07-17 | 2018-07-24 | 2018-07-27 | 2018-07-31 |
| D53 | 2018-07-10 | 2018-07-17 | 2018-07-24 | 2018-07-27 | 2018-07-31 |
| D54 | 2018-07-10 | 2018-07-17 | 2018-07-24 | 2018-07-27 | 2018-07-31 |

| Deliverable | 1st version | 1st feeedback | 2nd version | 2nd feeedback | Deadline |
|---|---|---|---|---|---|
| D43 | 2018-11-09 | 2018-11-16 | 2018-11-23 | 2018-11-26 | 2018-11-30 |
| D56 | 2019-05-10 | 2019-05-17 | 2019-05-24 | 2019-05-27 | 2019-05-31 |
| D64 | 2019-05-10 | 2019-05-17 | 2019-05-24 | 2019-05-27 | 2019-05-31 |
| D14 | 2019-09-09 | 2019-09-16 | 2019-09-23 | 2019-09-26 | 2019-09-30 |
| D24 | 2019-09-09 | 2019-09-16 | 2019-09-23 | 2019-09-26 | 2019-09-30 |
| D34 | 2019-09-09 | 2019-09-16 | 2019-09-23 | 2019-09-26 | 2019-09-30 |
| D15 | 2019-11-09 | 2019-11-16 | 2019-11-23 | 2019-11-26 | 2019-11-30 |
| D25 | 2019-11-09 | 2019-11-16 | 2019-11-23 | 2019-11-26 | 2019-11-30 |
| D35 | 2019-11-09 | 2019-11-16 | 2019-11-23 | 2019-11-26 | 2019-11-30 |
| D44 | 2019-11-09 | 2019-11-16 | 2019-11-23 | 2019-11-26 | 2019-11-30 |
| D57 | 2019-11-09 | 2019-11-16 | 2019-11-23 | 2019-11-26 | 2019-11-30 |
| D65 | 2019-11-09 | 2019-11-16 | 2019-11-23 | 2019-11-26 | 2019-11-30 |

The deliverables are tracked in our issue board, but the tracking summary of deliverables is in [7].

## 8. Papers and publications

Here is the sentence to be mentioned in the acknowledgements of papers and publications linked to the STAMP project:

*This work was partially supported by the EU Project STAMP ICT-16-10 No.731529.*

## 9. Metrics

Several metrics and KPIs are part of the project and activities, and will be defined and collected throughout the project life time in work packages 1, 2, 3 and 6.

In addition we will implements 2 KPIs to help the ExCom to monitor the project:

- Schedule KPI: measure our ability to meet our deadlines, comparing schedules dates with actual dates. The file to collect data and compute the KPI is available on the project repository.

  <to be updated with the link to the KPI implementation>

- Collaborative KPI: measure our ability to collaborate by measuring the capacity of each partner to provide the inputs needed by other partners. The file to collect data and compute the KPI is available on the project repository.

  < to be updated with the link to the KPI implementation>

The ExCom will review those KPIs by during each in-person meeting.

## 10.    Tools

Several kinds of internal communication tools are implemented to support the operations and to simplify information sharing between the consortium members:
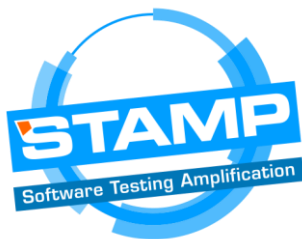
- Project mailing list
- Private Wiki

  Hosted by OW2. All documentation and software of the project will be referenced and accessible through the project wiki. It will also provide a knowledge base on Software Testing and DevOps.

  It includes a public part, and a private part accessible only for partners. To access the private part, you need an account and to be logged in.

- Collaborative development infrastructure including tools such a file versioning system and code repository (Gitlab/Github), continuous integration (Jenkins), a repository manager (Nexus), issue tracker (Gitlab/Github), etc.
- Cloud testbed infrastructure: ow2stack, based on OpenStack IaaS

The table below sums up the tools integrated in the STAMP communication platform, with access links (rights might be required), technologies involved and set-up information.

| Internal Tools | URL |
|---|---|
| Project mailing list | • stamp@ow2.org : use it to send emails to all project members.<br>• http://mail.ow2.org/wws/info/stamp : management of the mailing list, in charge of inria. |
| STAMP Private Wiki | STAMP private Wiki: https://stamp.ow2.org<br>Admin: olivier.lizounat@ow2.org |
| Collaborative Development infrastructure | • GitLab Forge: https://gitlab.ow2.org/stamp/h2020<br>Hosted by OW2. Same login/password than for project wiki. You shall log on once to be able to be added in the stamp project.<br>Membership and rights management: caroline.landry@inria.fr<br>Admin: martin.hamant@ow2.org<br>• Github for INRIA tools: https://github.com/STAMP-project<br>Project for tools developed by inria, including DSpot. |
| Cloud Testbed infrastructure | Ow2stack cloud infrastructure (login required):<br>https://ow2stack.org |

## 1. Private Wiki

The STAMP consortium has access to a private wiki based on the XWiki platform. The private wiki is the environment where project partners share documents, prepare meetings, events and deliverables.

The private wiki is accessible from the public website. The idea of having both private wiki and public website on the same url is to encourage project contributors to regularly check out the public website. Doing so, they can provide corrections, offer suggestions, improve the content and engage interactions with the project stakeholders.

Since January 2017, all the members of the consortium can join this private site, clicking on the upper right REGISTER button. Once their access rights have been set up, they can upload, download and share documents inside the relevant wiki sections (WP pages or meeting minutes for instance).

The XWiki platform has been designed in Java and brings professional functions like collaborative edition, right management, PDF export, etc. It includes a form engine and an advanced script language to offer a complete development environment to data-centric applications.

More details on the collaborative Software Engineering platform in D41 [4].

## 3. Collaborative Development and Test Infrastructure

The STAMP project has been instantiated on the OW2 technical infrastructure (https://www.ow2.org/view/IT_Infrastructure/Overview).

More details on the collaborative Software Engineering platform in D41 [4].

# 9. Financial tracking

## 1. Financial contacts

| Name | Partner |
|------|---------|
| Pascal Urso (pascal.urso@activeeon.com) & Christelle Ellena (christelle.ellena@activeeon.com) | Activeeon SCALE BEYOND LIMITS |
| Adolfo Alonso (adolfo.alonso@atos.net) & Malena Donato Cohen (malena.donato@atos.net) | AtoS |
| Maria Luisa Porro (MariaLuisa.Porro@eng.it) | ENGINEERING |
| Myriam David (myriam.david@inria.fr) | Inria |
| Connie Linell (conniel@kth.se) | KTH VETENSKAP OCH KONST |
| Cedric Thomas (cedric.thomas@ow2.org) | OW2 |
| Stine Holm (stine.holm@sintef.no) | SINTEF |
| Lars Thomas Boye (lars.thomas.boye@tellu.no) | tellu |
| Sandra Jonathans (S.Jonathans@tudelft.nl) | TUDelft |
| Vincent Massol (vincent@xwiki.com) | XWIKI THE BEST WAY TO ORGANIZE INFORMATION |

## 11. Reporting periods

There are 2 reporting periods of 18 months each.

| Reporting Period 1 | Reporting Period 2 |
|:---:|:---:|
| M1-M18 | M19-M36 |
| 01/12/2016 - 31/05/2017 | 01/06/2018 - 30/11/2019 |

The coordinator has to submit to the European Commission a project periodic report 60 days after the end of the period.

- An overview (publishable summary) of the progress of work towards the objectives of the project, incl. achievements of any milestones and deliverables identified in the DOA
- An explanation of the use of resources
- A financial statement

For this purpose, each partner and third party will have to provide some financial information to the coordinator firstly. Financial data (draft figures at least) should be provided to the coordinator 3 weeks latest before the review with the EC project officer and reviewers.

The financial statement details the eligible costs for each budget category: personnel costs, subcontracting costs, other direct costs.

All eligible costs are declared even if they exceed the amounts indicated in the estimated budget. Then, each partner will fill in the use of resources and financial statement in the EC Participant Portal.

## 12. Intermediate Reports (IR)

*Internal documents to the consortium – not sent to the EC*

As there are only 2 reporting periods, intermediate reports will be set up every 9 months, providing 2 statements:

- Costs (personnel, other direct costs, subcontracting)
- Efforts (actual vs planned)

The 1st one will end in August 2017. Each partner and third party will have to return figures in September (actual / planned).

The periods of these reports are:

- IR1 : 01/12/16 – 31/08/17
- IR2 : 01/09/17- 31/05/18 – 1st reporting to the EC
- IR3: 01/06/18 - 28/02/19
- IR4: 01/03/19 – 30/11/19 – 2nd reporting to the EC

The file to fill out will be sent by email.

A financial situation will be presented to the meetings of the Executive Committee according to the intermediate reports and any financial issues. If necessary and upon previous request of anyone, financial issues could also be added to the agenda of some conference calls.