QA GREENES project procedures

ABBREVIATIONS

* PI industry partners
* PE partners in education
* PMP project procedures
* QAP Quality Assurance Plan
* WP work package
* P1. AATPS
* P2. UNIM
* P3- UREMOVE
* P4- JugoImpex Nis
* P5- Energy maribor
* P6- MZT Bitola

The process of ensuring the quality of the GREENES project is aimed at reducing the possibility of errors and problems and on creating all the necessary conditions in the company to achieve the planned and required quality of products or services. The entire organization of the GREENES project, all its organizational parts and all functions, all the executors and all WP leaders, are focused on achieving the set goals. The success of the functioning of projects as a system depends on how the defined goals are realized and the purpose is achieved in a dynamic environment. Project quality management globally encompasses two processes – project quality assurance and project quality control. Quality assurance is essentially a preventive activity, whose purpose is to create preconditions in the parent organization, primarily through achieving the quality of the processes from which these products are produced.

Greenes project consists of four work packages within which a total of

16 activities.

The functional area of project quality management should ensure that the project meets all the requirements for which its implementation was approached. The functional area of quality management relates to both the quality of the project's products and the project management processes. These processes measure the overall performance of the project, monitor its results and compare it with the quality standards set in the planning process, in order to ensure the fulfillment of the Greenes project's installed goals. Project quality management covers the following three processes.

1. Quality Management Planning - Planning

2. Quality Management - Realization

3. Quality Control - Monitoring and Control

In the process of quality assurance, modern methods will be applied, which will be based on the plan and risk assessment. Risk assessment is a process of continuous and systematic recording and assessment of all factors in the process of achieving the set goals.

In accordance with generally accepted practice, the risk assessment system on the GREENE project will be based on the following activities:

* Risk identification
* Assessment
* Action
* Control
* Reporting

Figure 1. Greenes project risk management flow

1. Risk management planning shall include determining the approach to be used in the risk management process.

2. Risk identification is the determination of risky events that may affect the success of a project and the documentation of their characteristics.

3. Qualitative risk analysis shall include the prioritization of risky events based on the likelihood of their occurrence and possible consequences.

4. Quantitative risk analysis shall include a value assessment of the impact that identified and ranked risks may have on project objectives.

5. Risk response planning involves taking various steps to take advantage of opportunities or eliminate threats to the achievement of project goals.

6. Implementing risk response - executing risk response plans to reduce negative and increase positive effects.

7. Risk monitoring includes monitoring identified and residual risks, identifying new risks and assessing the effectiveness of risk response strategies

The risk associated with the GRENES project is mainly related to the project objectives, as it can affect time, cost, volume, quality, or a combination of all four constraints. The inputs that help define a risk management plan are environmental factors, organizational assets, project scope statement, and project management plan. It contains detailed objectives.

The project's scope statement represents a very important entry into this process. Another key entry is the environmental factor related to the risk tolerance threshold, seen by the organization and partners at GREENES. The threshold of tolerance represents the already mentioned balance in which P1-P6 partners accept risks in order to create the possibility of achieving certain benefits that would otherwise not be achievable. This means that a higher threshold of risk tolerance means a greater willingness to engage in different endeavors and a willingness to take on the consequences they can cause.

Risk categorization is a systematic way of identifying risks that should provide a basis for understanding it. The use of categories helps to improve the identification process by providing a standardized basis for describing risks. In order to enable them.

Risk categories must be identified and documented in the framework of the risk management plan. The following list includes some of the risk categories that can be identified in the GREENES project are:

1. Technical and impact risks

2. Project management risks - include deviations in time and resources, i.e. the project as a whole, as well as the use of wrong project management methods and techniques.

3. Organizational risks - conflicts between resources due to the implementation of several projects in the organization; unrealistic objectives of the project in relation to available resources and organizational structure or lack of financial resources.

4. External risks - risks of the external environment, legal regulations, COVID pandemic, Economic crisis.

Just as a GREENES project has its own life cycle, so risk has its own management cycle that begins with identification and continues with processes that decide on further activities. Risk identification will involve all partners on the project in accordance with their area of expertise. In the first round, only the PE project team (P1-P3) will be consulted, and then pi experts (P4-P6) will be introduced in the second round, to obtain more detailed data. Although most risky events cause negative consequences, those with positive ones can also occur. Regardless of what consequences a risky event may produce, all risky events and their consequences must be identified. The subject of risk in the case of GREENES project will be the budget or sources of funding, time plans,

scope and mentions in project scope, project plan, risk management processes, technical processes, human resources, analytical, contracts, legal framework, environment, etc. It should be borne in mind that uncertainty is the basic characteristic of any risk, and it exists in almost every part of the project.

The result of the risk identification process is a risk register. Everything that is done in the identification is documented in the register. The elements to be included in the risk register are:

1. List of identified risks – risks represent potential events and their consequences that have been identified by the project team. A database will be created that will contain all identified risks and enable them to be tracked. Each risk will be assigned a unique number, which will facilitate its monitoring and enable timely response.

2. List of potential responses – potential responses can be defined when identifying potential risks. The identification itself will indicate an appropriate way of addressing or avoiding risks. The answers documented in the risk register will be used later in the risk response planning process.

3. Causes of risk – in any case, when identifying risks, go a step further and examine the causes of risky events, and then it will be documented as part of the register.

4. Updated risk categories – the results of the risk identification process, may indicate that certain risk categories require certain adjustments or modifications.

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