In cooperation with

FOREST21 - 21st Century Climate-Smart Forestry Education for Livelihood and Sustainability in South Africa

Quality Plan

Co-funded by the Erasmus+ Programme of the European Union

Disclaimer:
The information in this document is provided "as is."
No guarantee or warranty is given that the information is fit for any particular purpose.
The content of this document reflects only the author's view.
The European Commission is not responsbile for any use that
may be made of the information it contains.
The users use the information at their sole risk and liability.

Project and document information

Table 1: Project and Document Information

Item	Value
Project Number	123
Project Acronym	FOREST21
Project Title	FOREST21 - 21st Century Climate-Smart Forestry Education for Livelihood and Sustainability in South Africa
Start Date of Project	Date
End Date of Project	Date
Program	Program X
Deliverable Type	XXXccccc
Delverable Ref No.	1289727
Due Date	Date
Actual Submission Date	Date
Final Revision No.	1.0
Dissemiation Level	GUxxx
Lead Coordinator	XXXX xxxxx
Contact Details	Adress: Phone: Mail
Finanical Coordinator	YYYY yyyyyy
Contact Details	Adress: Phone: Mail:
Abstract	This is an abstract that must describe and summarize the project and this document.
Keyword	Forest21, Forest Eduaciton, Forest Training, Problem-Based Learning

Version History

Table 2: Version History

Version	Status
0.1	Initial version

Contents

Project and document information i

Version History ii

Executive Summary v

List of Figures vi

List of Tables vi

List of Abbreviations vii

Lists of Contributors viii

1 Introduction 1
- 1.1 Foreword . . . 1
- 1.2 Project Description . . . 1
  - 1.2.1 Project Coordinator . . . 1
  - 1.2.2 Participating Organizations . . . 1
  - 1.2.3 Project Characteristics . . . 1
  - 1.2.4 Regulatory Framework and References . . . 1
  - 1.2.5 Project Goals and Objectives . . . 1
  - 1.2.6 Structure for Project Work and Cooperation . . . 1
  - 1.2.7 Key Project Deliverables, Milestones and Processes . . . 1
- 1.3 Definitions . . . 1
  - 1.3.1 Quality Management . . . 1
  - 1.3.2 Quality Planning . . . 1
  - 1.3.3 Quality Assurance . . . 1
  - 1.3.4 Quality Control . . . 1

2 Quality Management Strategy 2
- 2.1 Scope and Objective of the Deliverable . . . 2
- 2.2 Quality Standard . . . 2
- 2.3 Quality Planning . . . 2
  - 2.3.1 Visual Profile . . . 2
  - 2.3.2 Deliverables . . . 2
  - 2.3.3 Publications . . . 2
  - 2.3.4 Management and Internal Communication Tools . . . 2
- 2.4 Quality Assurance . . . 2
  - 2.4.1 Interim Managemnet Reports . . . 2
  - 2.4.2 Standardization of Documents and Deliverables . . . 2

2.4.3 Quality Tools . . . 2
2.5 Quality Control . . . 3
2.5.1 Internal Review Process . . . 3
2.5.2 Monitoring Activities . . . 3
2.5.3 Risk Management . . . 3
2.5.4 Quality Control of Deliverables . . . 3
2.5.5 Quality Control of the Project . . . 3
2.5.6 Files, Archives and Collaborative Tools . . . 3
2.6 Quality Roles and Responsibilities . . . 3
2.6.1 Author/Authoring Unit Level . . . 3
2.6.2 Partner Level . . . 3
2.6.3 Executive Board . . . 3

3 Summary **4**

References **5**

Appendicies **6**

Session Info **7**

Executive Summary

List of Figures

List of Tables

1 Project and Document Information i
2 Version History ii

List of Abbreviations

Lists of Contributors

1 Introduction

1.1 Foreword

1.2 Project Description

1.2.1 Project Coordinator

1.2.2 Participating Organizations

1.2.3 Project Characteristics

1.2.4 Regulatory Framework and References

1.2.5 Project Goals and Objectives

1.2.6 Structure for Project Work and Cooperation

1.2.7 Key Project Deliverables, Milestones and Processes

1.3 Definitions

1.3.1 Quality Management

1.3.2 Quality Planning

1.3.3 Quality Assurance

1.3.4 Quality Control

2 Quality Management Strategy

2.1 Scope and Objective of the Deliverable

2.2 Quality Standard

2.3 Quality Planning

2.3.1 Visual Profile

2.3.2 Deliverables

2.3.3 Publications

2.3.3.1 Notice of Planned Publications

2.3.3.2 Dissemination/Marketing and Publications

2.3.3.3 Notification of Funding

2.3.4 Management and Internal Communication Tools

2.4 Quality Assurance

2.4.1 Interim Managemnet Reports

2.4.1.1 Finished, Ongoing and Planned Activities

2.4.1.2 Estimates of Efforts Per Quarter

2.4.2 Standardization of Documents and Deliverables

2.4.2.1 Numbering of Documents

2.4.2.2 References in Documents

2.4.3 Quality Tools

2.4.3.1 Completeness

2.4.3.2 Accuracy

2.4.3.3 Relevance

2.4.3.4 Language

2.5 Quality Control

2.5.1 Internal Review Process

2.5.2 Monitoring Activities

2.5.3 Risk Management

2.5.4 Quality Control of Deliverables

2.5.5 Quality Control of the Project

2.5.6 Files, Archives and Collaborative Tools

2.6 Quality Roles and Responsibilities

2.6.1 Author/Authoring Unit Level

2.6.2 Partner Level

2.6.3 Executive Board

3 Summary

References

Appendicies

Session Info

```
## - Session info ---------------------------------------------------------------
##  setting  value
##  version  R version 4.0.5 (2021-03-31)
##  os       Windows 10 x64
##  system   x86_64, mingw32
##  ui       RTerm
##  language (EN)
##  collate  Norwegian Bokmål_Norway.1252
##  ctype    Norwegian Bokmål_Norway.1252
##  tz       Europe/Berlin
##  date     2021-05-31
##
## - Packages -------------------------------------------------------------------
##  package     * version    date       lib source
##  assertthat  * 0.2.1      2019-03-21 [1] CRAN (R 4.0.5)
##  backports   * 1.2.1      2020-12-09 [1] CRAN (R 4.0.3)
##  base64enc   * 0.1-3      2015-07-28 [1] CRAN (R 4.0.3)
##  broom       * 0.7.6.9001 2021-05-27 [1] Github (tidymodels/broom@4a4b5aa)
##  cli         * 2.5.0      2021-04-26 [1] CRAN (R 4.0.5)
##  colorspace  * 2.0-1      2021-05-04 [1] CRAN (R 4.0.5)
##  crayon      * 1.4.1      2021-02-08 [1] CRAN (R 4.0.5)
##  data.table  * 1.14.0     2021-02-21 [1] CRAN (R 4.0.5)
##  DBI         * 1.1.1      2021-01-15 [1] CRAN (R 4.0.5)
##  digest      * 0.6.27     2020-10-24 [1] CRAN (R 4.0.5)
##  dplyr       * 1.0.6      2021-05-05 [1] CRAN (R 4.0.5)
##  ellipsis    * 0.3.2      2021-04-29 [1] CRAN (R 4.0.5)
##  evaluate    * 0.14       2019-05-28 [1] CRAN (R 4.0.5)
##  fansi       * 0.4.2      2021-01-15 [1] CRAN (R 4.0.5)
##  flextable   * 0.6.5      2021-04-11 [1] CRAN (R 4.0.5)
##  float       * 0.2-4      2020-04-22 [1] CRAN (R 4.0.3)
##  gdtools     * 0.2.3      2021-01-06 [1] CRAN (R 4.0.5)
##  generics    * 0.1.0      2020-10-31 [1] CRAN (R 4.0.5)
##  glue        * 1.4.2      2020-08-27 [1] CRAN (R 4.0.5)
##  htmltools   * 0.5.1.1    2021-01-22 [1] CRAN (R 4.0.5)
##  httr        * 1.4.2      2020-07-20 [1] CRAN (R 4.0.5)
##  kableExtra  * 1.3.4      2021-02-20 [1] CRAN (R 4.0.5)
##  knitr       * 1.33       2021-04-24 [1] CRAN (R 4.0.5)
##  lifecycle   * 1.0.0      2021-02-15 [1] CRAN (R 4.0.5)
##  magrittr    * 2.0.1      2020-11-17 [1] CRAN (R 4.0.5)
##  munsell     * 0.5.0      2018-06-12 [1] CRAN (R 4.0.5)
##  officer     * 0.3.18     2021-04-02 [1] CRAN (R 4.0.5)
##  pacman      * 0.5.1      2019-03-11 [1] CRAN (R 4.0.5)
##  pillar      * 1.6.1      2021-05-16 [1] CRAN (R 4.0.5)
##  pkgconfig   * 2.0.3      2019-09-22 [1] CRAN (R 4.0.5)
##  purrr       * 0.3.4      2020-04-17 [1] CRAN (R 4.0.5)
##  R6          * 2.5.0      2020-10-28 [1] CRAN (R 4.0.5)
```

```
##  Rcpp          1.0.6      2021-01-15 [1] CRAN (R 4.0.4)
##  rlang       * 0.4.11     2021-04-30 [1] CRAN (R 4.0.5)
##  rmarkdown   * 2.8        2021-05-07 [1] CRAN (R 4.0.5)
##  rstudioapi  * 0.13       2020-11-12 [1] CRAN (R 4.0.5)
##  rvest       * 1.0.0      2021-03-09 [1] CRAN (R 4.0.5)
##  scales      * 1.1.1      2020-05-11 [1] CRAN (R 4.0.5)
##  sessioninfo * 1.1.1      2018-11-05 [1] CRAN (R 4.0.5)
##  stringi     * 1.5.3      2020-09-09 [1] CRAN (R 4.0.3)
##  stringr     * 1.4.0      2019-02-10 [1] CRAN (R 4.0.5)
##  svglite     * 2.0.0      2021-02-20 [1] CRAN (R 4.0.5)
##  systemfonts * 1.0.1      2021-02-09 [1] CRAN (R 4.0.5)
##  tibble      * 3.1.1      2021-04-18 [1] CRAN (R 4.0.5)
##  tidyr       * 1.1.3      2021-03-03 [1] CRAN (R 4.0.5)
##  tidyselect  * 1.1.1      2021-04-30 [1] CRAN (R 4.0.5)
##  utf8        * 1.2.1      2021-03-12 [1] CRAN (R 4.0.5)
##  uuid        * 0.1-4      2020-02-26 [1] CRAN (R 4.0.3)
##  vctrs       * 0.3.8      2021-04-29 [1] CRAN (R 4.0.5)
##  viridisLite * 0.4.0      2021-04-13 [1] CRAN (R 4.0.5)
##  webshot     * 0.5.2      2019-11-22 [1] CRAN (R 4.0.5)
##  withr       * 2.4.2      2021-04-18 [1] CRAN (R 4.0.5)
##  xfun        * 0.23       2021-05-15 [1] CRAN (R 4.0.5)
##  xml2        * 1.3.2      2020-04-23 [1] CRAN (R 4.0.5)
##  yaml        * 2.2.1      2020-02-01 [1] CRAN (R 4.0.4)
##  zip         * 2.1.1      2020-08-27 [1] CRAN (R 4.0.5)
##
## [1] C:/Program Files/R/R-4.0.5/library
```