



In cooperation with



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

Quality Plan



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 responsible 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	XXXcccc
Delverable Ref No.	1289727
Due Date	Date
Actual Submission Date	Date
Final Revision No.	1.0
Dissemination Level	GUxxx
Lead Coordinator	XXXX xxxxx
Contact Details	Adress: Phone: Mail

Item	Value
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

Contents

Project and document information	i
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
1.3 Definitions	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
2.4 Quality Assurance	2
2.5 Quality Control	3
2.6 Quality Roles and Responsibilities	3
3 Summary	4
References	5
Appendices	6

Executive Summary

List of Figures

List of Tables

1	Project and Document Information	i
---	--	---

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 Management 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

Appendices

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     2021-05-30
##
## - 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)

```
## vctr      * 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
```