



TROMPA

TROMPA: Towards Richer Online Music Public-domain Archives

Deliverable 8.2 - Internal Quality Review Planning

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Executive Summary

The Internal Quality Review Planning contains the procedure to be applied during the project execution to guarantee the quality in the production of project deliverables. This procedure is applicable for all partners and the responsibilities are distributed to ensure a balanced contribution from the different expertises. The document includes a description of the procedure to be followed and a set of templates to be used for the writing of deliverables and the review of deliverables.

This document was produced by the Project Coordination Team. It is the first issue of the document reflecting partner and project details. In order to fulfil its function as a quick reference to frequently asked questions and problems, if necessary this document will be updated and changed according to the evolvement of procedure during the lifetime of the project.

Version Log		
#	Date	Description
v0.1	10-07-2018	Initial version submitted for internal review
v0.2	26-07-2018	Revised version after internal review
v1.0	30-07-2018	Final version submitted to EU

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1. Introduction

The purpose of this deliverable is to provide all project partners with a detailed procedures for the internal quality review planning of the project deliverables in order to guarantee the efficiency and the high quality of the outcomes produced during the project.

This deliverable belongs to the Project Management task (T8.1) of the Project Coordination work package (WP8). It is intended to be a guide for all project partners to be used along the whole duration of the TROMPA project.

2. Deliverables production

Deliverables are evidence of the project's performance and enable the Project Coordinator, consortium and the European Commission to monitor the project. The Coordinator has administrative responsibility for the transmission of all deliverables to the Commission.

A list of deliverables to be submitted to the EC is available in the Grant Agreement and within the TROMPA repository [List of Deliverables spreadsheet](#) under Deliverables folder. Submission deadlines for deliverables are also indicated in the shared calendar (see [Section 9.3 of the TR-D8.1-Project Handbook](#)).

With independence of the type of Deliverable (Report, Demonstrator, Website, etc.) **the partner in charge of the deliverable has to produce a report** describing the outcome by the deadline defined. The partner in charge of each deliverable is indicated in the list of deliverables found in the Grant Agreement (lead beneficiary column), in the [List of Deliverables spreadsheet](#).

The responsible partner compiles the deliverable with the support of the other partners assigned to this specific task. **This document should be placed inside the Deliverables folder** of the corresponding Work Package folder, and named as described in [Section 10.2 of the TR-D8.1-Project Handbook](#). For example, the current deliverable is placed under TROMPA/Deliverables/WP8 folder, and is named TR-D8.2 Internal Quality Review Planning.

Please note that deliverables must be produced using the template available at the TROMPA shared folder 'Templates'. Deliverable template as well as the deliverable template are annexed following pages:

- ❖ TR-ANX8.2 Annex - 1 Deliverable template.pdf
- ❖ TR-ANX8.2 Annex - 2 Deliverable review template.pdf

You can also find a link to the template documents in [APPENDIX A of the TR-D8.1-Project Handbook](#). Authors of the deliverable must **follow the instructions of the template and its structure**. For example, as described in the deliverable template, all of them must include an executive summary, following the template structure/tips.

All project deliverables will be **internally peer-reviewed by members of the consortium** before they are sent to the EC. The procedure for submitting a deliverable will be as follows:

1. Every deliverable should be assigned a **leader** and **at least one internal reviewer**. The leader of the deliverable must be someone from the partner in charge and will be designated by the partner itself. Reviewers should ideally be members of other partners. The deliverable leader must check the [List of Deliverables spreadsheet](#) of Deliverables folder in which **one or**

more reviewing partners for each deliverable have been assigned. The deliverable leader is in charge of contacting the assigned reviewing partner(s) leaders to decide who is going to be an internal reviewer for the deliverable.

2. **Four weeks before the submission deadline:** The Trompa Coordination team sends a notification email to the deliverable **leader** that the internal submission deadline is in **one week**.
3. **Three weeks before the submission deadline** (indicated in the shared calendar): The leader of the deliverable should notify the reviewers of the deliverable that a draft of the document is ready for review. Additionally, the leader can send an email to the consortium mailing list so that other members of the consortium can provide feedback. The reviewers can then read the document and make comments using the Google Docs tools.
4. **Two weeks before the submission deadline:** the internal reviewers of the deliverable should notify the deliverable leader that their reviews are ready. The reviewers must use the [Deliverable Evaluation Form](#).
5. **One week before the submission deadline:** The leader (and whoever has been working with her on the production of the deliverable) update the deliverable by incorporating suggestions and improvements proposed by the reviewers. As soon as the deliverable is updated, the leader of the deliverable should:
 - a. Create a PDF version of the final deliverable.
 - b. Upload the PDF version of the deliverable to TROMPA repository/ Deliverables and choose the appropriate WP folder.
6. The reviewers verify that the deliverable authors successfully addressed their comments and send an email to the Coordination team mailing list (TROMPA-coor@llista.upf.edu) notifying that the deliverable is finished and the link to the PDF.
7. Once the deliverable is completed and notified in the mailing list, the Project Coordinator will upload it to the participant portal (EC) and to the project website (in case of public deliverables). The deadline for uploading the **deliverable to the participant portal is the last day of the month**, and it is indicated in the shared calendar.

Appendix A - Guidelines for deliverable authors

- ❖ Go into the corresponding deliverables folder in the shared drive (/gdrive/deliverables/WPX/DX/Y)
- ❖ There you can find an instance of the deliverable template with appropriate filename (DX.X - DeliverableName_version).
- ❖ Work **directly on the the online** Gdoc. The procedure of saving the template locally on your computer, working the document with another software such as openOffice, MS Word and uploading to gdrive might **cause formatting deviations** from the template.
- ❖ Strictly follow the **template guidelines**. It is important to have a **uniform look** on all deliverables.
- ❖ Keep versioning logs. Create a new instance for new versions.

- ❖ Deliver on time. The review process of deliverable is very important. Exceeding the **internal deadlines** will shorten the review process.
- ❖ After the internal review, be sure that you have all the comments addressed in the **final version**.

Appendix B - Guidelines for deliverable reviewers

- ❖ The reviewing process is as much **important** as the **deliverable writing**. Review the deliverable carefully.
- ❖ Go into the corresponding deliverables folder in the shared drive (/gdrive/deliverables/WPX/DX/Y)
- ❖ Work on the online Gdoc and use the **comments utility**.
- ❖ In the same folder you will find a review document template. Fill this document accordingly and notify the deliverable authors.
- ❖ Ensure that the deliverable follows the **template** format.
- ❖ Be fair and honest.
- ❖ Be specific in your comments. Avoid general remarks that will be not constructive.
- ❖ Review on time.