



Quality Management Plan

Project deliverable D7.2



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1 Deliverable administrative information

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1.1 Legal Disclaimer

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2 Project Executive Summary

SCALE (Smart Charging Alignment for Europe) is a three-year Horizon Europe project that aims at preparing EU cities for mass deployment of electric vehicles and the accompanying smart charging and V2X infrastructure (Hardware & Software). SCALE is at the forefront of innovation in the cross-cutting fields of energy management and electric vehicle mass deployment. The uptake of EVs in a mass-deployment scenario, coupled with the flexibility of renewable energy generation, could form the basis of a decentralized power system simultaneously decarbonizing both transport and energy sectors. To this end, SCALE's different V2X solutions and innovations will be systematically tested, validated and deployed across various demonstration sites and use cases in Europe, thus, being globally the first-of-its-kind attempt at this scale with the strategic objective to create an open system solution, deploying a user-centric approach for cleaner energy and transportation systems.

3 SCALE partners

List of participating cities:

- Oslo (NO)
- Rotterdam & Utrecht (NL)
- Eindhoven (NL)
- Toulouse (FR)
- Greater Munich Area (GER)
- Budapest & Debrecen (HU)
- Gothenburg (SE)

List of partners:

- (Coordinator) STICHTING ELAAD NL
- POLIS - PROMOTION OF OPERATIONAL LINKS WITH INTEGRATED SERVICES, ASSOCIATION INTERNATIONALE POLIS BE
- GoodMoovs NL
- Rupprecht Consult – Forschung & Beratung GmbH RC DE
- Trialog FR
- WE DRIVE SOLAR NL BV NL
- UNIVERSITEIT UTRECHT NL
- LEW Verteilnetz GmbH DE
- BAYERN INNOVATIV - BAYERISCHE GESELLSCHAFT FUR INNOVATION UND WISSENSTRANSFER MBH DE
- ABB E-mobility BV NL
- Enervalis BE
- GEMEENTE UTRECHT NL
- Equigy B.V. NL

- SONO MOTORS GMBH DE
- Meshcrafts As (Current) NO
- Research Institutes of Sweden AB SE
- ETHNIKO KENTRO EREVNAS KAI TECHNOLOGIKIS ANAPTYXIS (CERTH) GR
- FIER Automotive FIER NL
- Emobility Solutions Kft. HU
- Serviced Office Belbuda Kft HU
- Enedis FR
- L'ASSOCIATION EUROPEENNE DE LA MOBILITE ELECTRIQUE (AVERE) BE
- Norsk elbilforening NO
- VDL ENABLING TRANSPORT SOLUTIONS BV NL
- Urban Electric Mobility Initiative UEMI DE
- Renault FR
- Chalmers University SE
- Polestar SE
- Hyundai NL

Social Links:



twitter.com/scaleproject_



www.linkedin.com/company/scale-project-smart-charging-alignment-for-europe



www.youtube.com/channel/UC1HVFu5uJPCNSV96b3I_rcg

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4 Deliverable executive summary

4.1 Abstract

This deliverable intends to describe how the project quality control process of SCALE will be managed throughout the project. This means all partners contribute to the activities to the best of their abilities. To assist this effort, an internal quality control system will be used, based primarily on a process of peer review by the project partners themselves, as well as the review of the Project Management Board. It describes how the project will assure quality in its day-to-day activities and ensures that related standards, processes, and procedures are defined so that a high-quality execution of all project work is guaranteed and monitored. It is to be used by partners as a guide concerning information management, document publication, quality assurance, project organization and contact information.



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5 List of abbreviations and acronyms

| Acronym | Meaning |
|---------|---|
| CINEA | European Climate, Environment and Infrastructure Executive Agency |
| DoA | Description of Action |
| EC | European Commission |
| GA | Grant Agreement |
| KoM | Kick-off Meeting |
| KPI | Key Performance Indicator |
| QAT | Quality Assurance Team |
| WP | Work Package |

6 Purpose of the deliverable

The consortium strives towards maintaining the highest level of quality for all the activities throughout the duration of the whole project. This means that all partners are requested to contribute to ensuring this high level of quality for all activities assigned to them and where necessary others for the benefit of the project to the best of each of our abilities. Next to timely implementation of the activities, each of the partners is primarily responsible for providing and guaranteeing a maximum level of quality in their work, deliverables content, publications, and communication in relation to the SCALE project.

7 Introduction

The SCALE consortium aims at introducing an effective quality management mechanism, adaptive to a possible evolving situation. The overall objectives of these guidelines and procedures are to:

- ensure quality of the project management, all outputs, and outcomes
- monitor the submission of deliverables and achievement of milestones and allocate reviewing responsibilities
- identify quality related risks at early stages, assess them and manage them accordingly

where needed, this project quality assurance refers to the relevant legal and underlying documents such as the Grant Agreement (GA) with its annexes including the Description of the Action (DoA), and the Consortium Agreement (CA). The primary target audience of this deliverable is the SCALE consortium. However, the plan will also be used as a tool in its communication with EC/CINEA on the project quality procedures.

8 Project Governance

There are several governing bodies in the project, comprised of different actors, as summarized below. Essentially, the coordinator and WP leaders are responsible for structuring a collaborative and shared working approach, involving relevant partners, and cooperating across WPs, in order to reach project objectives and goals in the end. The SCALE project consortium is a well-balanced multi-national & multi-disciplinary team including people of different ages, genders, & educational backgrounds. The working structure is underpinned by clear roles to the consortium members and allocated resources to them with horizontal roles. SCALE conforms to two parallel structures:

1. Governance Structure
2. Coordination Structure

The bodies for SCALE in the **Governance Structure** includes:

- The Coordinator
- The General Assembly (GA)
- The Project Management Board

The roles and responsibilities of the different bodies and actors are detailed in the Grant agreement and its annexes and subsequently also details in the Consortium Agreement.

Furthermore, roles for local support as local evaluation, dissemination and innovation cluster or use case managers are ensuring a smooth knowledge and data and/or project results transfer from local to project level and beyond as explained below in the coordination matrix which form the **Coordination Structure**.

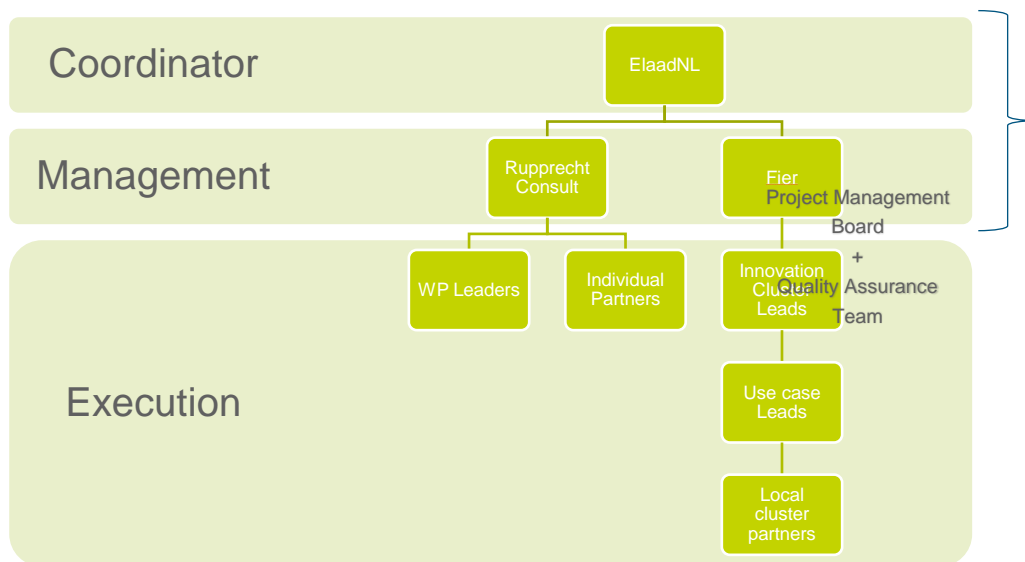


Figure 1: Project Coordination Matrix

In addition, every partner shall appoint a Primary Contact whose role is to ensure that all relevant information about the project is available to all contributors in the given organization and he/she shall make sure that the contact list of his organisation is up to date. This is maintained centrally on the project’s collaborative platform, SharePoint. The Primary Contact will be solicited for all inquiries where no other contact is provided for the task in question.

8.1 Project Management Board/Quality Assurance Team

The project will be coordinated and managed by an experienced project coordination team led by Rupprecht Consult, ElaadNL and Fier. The scientific, financial, and administrative coordination of the project will be the responsibility of the coordinator (ElaadNL) who will act as the legal entity responsible for all contractual arrangements and reporting to the EC.

ElaadNL will be supported by the professional project manager and consortium member Rupprecht Consult on the efficient management and reporting mechanisms, Quality management and control, setting up a framework for internal communication, facilitating exchange among partners and coordinating the production of reports and deliverables.

Fier will ensure the quality in pilot implementation and coordination including communication and exchange between the innovation cluster leaders, use case leaders and local cluster partners.

The quality management and control include the following tasks:

- Assure the scientific quality of the reports and reporting to fulfil requirements and policy objectives
- Assure quality in the pilot implementation and coordination
- Timely project reporting, production of deliverables and quality control.

8.2 Scientific quality and assurance of practicability of the results

First level of scrutiny and quality check in SCALE will be done as peer review process within the organization who is responsible to lead the deliverable. On the second level, SCALE project includes a steering group of Knowledge partners which is called Quality Assurance team that will be asked for selected deliverables to take part in the review process of the official project deliverables. This will allow a transparent review process ensuring 4-eye principle at the organizational level. Preliminary findings of the review process will be presented with the partners responsible to produce the deliverable and discussed with them. The provided feedback will be recorded, and its recommendations will be integrated in the work. Based on those exchanges, it will be possible to validate the posed hypotheses, adapt, when necessary, enrich the findings and finalize the deliverable for a timely delivery. The SCALE Quality Assurance team (ElaadNL, Rupprecht Consult & Fier) is aligned with the Project Management Board and involves necessary knowledge partners individual based on the given case.

8.3 Assure quality in the pilot implementation

On a quarterly basis all partners responsible for pilot implementation produce short internal status reports describing the progress for the past period, pilot implementation, and identifying the planned work for the next period, while considering any deviations from the plan and proposing corrective measures. These reports are delivered to the Project Management Board, who will collate and approve the final versions of the internal reports. Specific attention will be given to the elements of quality of implementation. It will be assured that the sites do not only execute the local activities, yet that they also actively contribute to the overall objectives of the SCALE project. An internal template will be designed to collect information on the progress of each activity. Where necessary, the identified challenges and progress will be discussed with the pilot leaders and contributors. Any potential corrective measures will be agreed upon and implemented.

9 Quality control of project outputs

The purpose of the quality assurance activities in the SCALE project is to ensure that the project fulfils its objectives in terms of quality (content, technical, formal) of deliverables, milestones, and publications. Likewise, the achievement of milestones and “local” publications will be monitored and recorded by the management team.

The SCALE project aims at a high level of quality of its documents and other deliverables to fulfil the goals of the project. A quality control procedure has been defined to support the finalization of all reports and EU publications. This consist of a formal review process to ensure continuous quality of its deliverables and other documents. Importantly, before the submission to the QAT, each deliverable will be verified and reviewed by a SCALE partner that was not involved in the preparation of the deliverable. On receipt of the draft deliverable, each reviewer compares the quality of the draft deliverable with the expected content and standards as described within the DoA, making use of his or her knowledge of the subject matter. One of the following three judgements should be expressed within 7 days of receipt:

- “Accepted”
- “Accepted with minor modifications” - in this case the proposed modifications should be briefly indicated to the author and no iteration is required
- “Major modification suggested” - in this case the proposed modifications should be extensively indicated to the author and iteration is required.

The following table provides the deliverable monitoring, review process and the review responsibilities for the deliverables. All finalized deliverables will be stored on the SCALE SharePoint. All public deliverables will also be placed on the SCALE website. Flagship deliverables which are public will also be submitted on Open Access Repositories ([Zenodo](#), [arXiv](#), etc.) which will be identified through platforms as [ROAR](#), [OpenDOAR](#), [OpenAIRE](#) and [OAD](#). Furthermore, they will also be submitted on Open Research Europe (ORE) platform.

| Del. No | Del. Title | Resp. | Delivery Month | QAT Reviewer | QAT Review | | | Technical Review | | | Final Review and Del. Submission | | | |
|---------|------------|-------|----------------|--------------|----------------------|--------------|-----------------|------------------------------------|----------------------------------|-----------------|----------------------------------|-----------------|-------------------|-----------------|
| | | | | | Resp. submits to QAT | QAT to Resp. | Completion Date | Resp. to Peer or External Reviewer | Peer/External Reviewers to Resp. | Completion Date | Resp. to Coord. | Completion Date | Coordinator to EC | Completion Date |

Figure 2: Deliverable Progress Tracker

10 Project platforms & tools

10.1 MS Teams

SCALE Teams is dedicated (1) to collaborative work between partners (e.g., collaboration on deliverables, storing documents, noting actions and tasks/to dos etc.) and (2) as a communication platform, incl. messages relevant to all partners (e.g., from the coordinator), for discussions on the respective WP channels, chat etc. Project meetings’ agendas, minutes, templates, documents, recordings etc. are available through the various channels and folders of the SCALE [All Partners] Teams.

10.2 Collaborative internet platform of the project (SharePoint)

An internet-based collaboration and document-management platform will be set up together with facilities for online/telephone conferences. MS SharePoint will be used for internal project monitoring and publication of final reports and deliverables – these documents shall be uploaded and updated at: <https://rupprechtconsultde.sharepoint.com/sites/SCALEallpartners/Shared%20Documents/Forms/AllItems.aspx>.

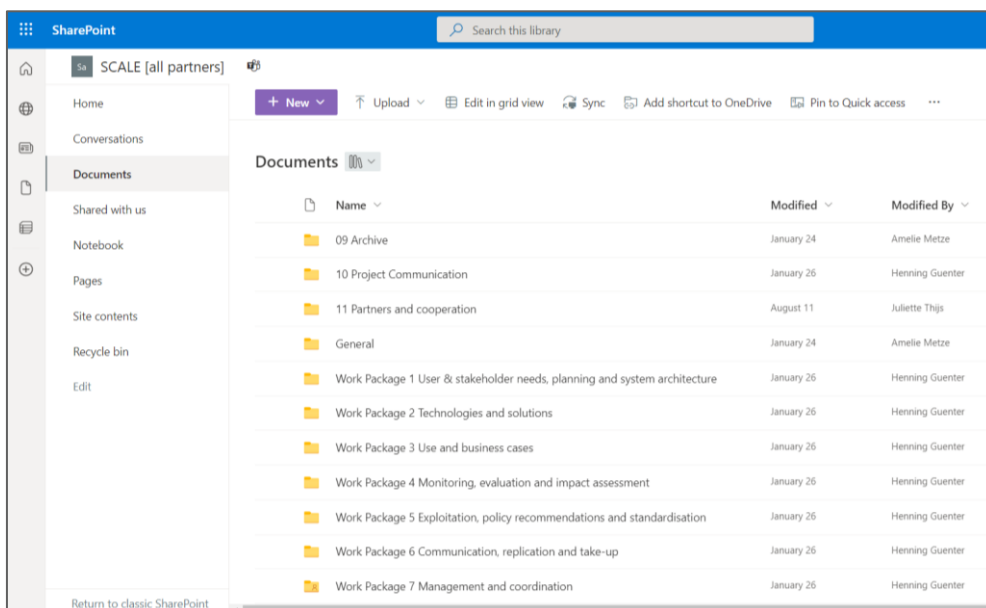


Figure 3: Folder Structure, SharePoint



10.3 GANTT Chart

A GANTT chart aimed at monitoring of the completion of actions and interdependencies set out as part of the detailed work plan is monitored by the Project Management Board and frequently reviewed at the occasion of consortium meetings. The critical path of the project will be identified and will feed the risk register (D7.1).

10.4 Internal Reporting

Internal progress reporting will take place every 6 months between the deadlines of project progress reports to the EC, in order for the Coordinator and the Project Management Board to monitor the expenses versus the budget and identify financial risks before they materialize.

11 Meetings

11.1 General guidelines

Several types of meetings may be organised during the project (periodic or ad hoc technical progress meetings, etc.) by either the coordinator, by the WP leaders or other consortium partners. After a consultation between the participants involved, at least: meeting date, meeting location/link and (preliminary) agenda should be made available as soon as possible. When available/relevant, preparatory material should be shared in advance of a meeting. For each meeting, the organiser must write the minutes, make them available on Teams and notify the necessary consortium members electronically.

11.2 Consortium meetings

Physical full consortium meetings are expected to take place at least once a year, while regular online consortium meetings (at least 2 per year) will be organised throughout the project duration to avoid misunderstandings and break siloes between WPs and in the project.

END OF DOCUMENT

