

# D01.2 Quality Control Manual

## PUBLIC SUMMARY ONLY (PS)

### Reference SCR-WP01-D-THA-009

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# 1 Public Summary

The Quality Control Manual defines how high level governance principles defined in the Grant Agreement R[1] and in the Consortium Agreement R[2] are enforced by procedures applicable to all daily project activities.

It describes in practical details the project management toolkit including rules, procedures and software to be used in the project:

- Mission and mandate of the various project roles (task contributor, task/deliverable leader, work package leader, SP leader, Coordinator) and decision bodies.
- Identification of individuals assigned to each role.
- Organisation of collaborative work between partners contributing to a same task.
- Communication channels between partners.
- Use of internal web depository for centralised management of contact lists, documents, deliverables, meetings and action points.
- Meetings scheduling, conducting and reporting through minutes.
- Documentation management processes, including documentation format, file naming conventions, reference system, version management, storage rules...
- Deliverables review, approval and delivery process.
- Scope management, including change request process.
- Progress measurement.
- Risk and opportunities management.
- Progress & Financial reporting process, format, structure and periodicity.

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