

D01.1 Project Management Plan

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Related Deliverable	D01.2	Lead Author	Bruno Schemoul (THA)
Lead Participant	THALES	Reviewers	Greg Hull (Advisory Board) Vito Siciliano (ANS)
Contributors	Yves Perreal (THA) Jean-Francois Sulzer (THA) Lara Isasa (UIP)		

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Document name:	D01.1 Project Management Plan			Page 1 of 17
Reference:	SCR-WP01-D-THA-008	Dissemination:	CO	Version : 2
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History

NB: a **status** is associated to each step of the document lifecycle:

- **Draft:** this version is under development by one or several partner(s);
- **Under review:** this version has been sent for review;
- **Issued:** this version of the document has been submitted to EC.

Version	Status	Date	Author	Main Changes
0.1	Draft	27/05/11	THA	First internal draft
0.2	Draft	29/09/11	THA	Draft for internal review
0.3	Draft	14/10/11	THA	Update after internal review
0.4	Draft	21/10/11	THA	Change of AGMI and AGECE mandate.
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TABLE OF CONTENTS

History	2
1 Purpose and Summary (PUBLIC)	4
1.1 Purpose.....	4
1.2 Summary.....	5
1.2.1 Objectives	5
1.2.2 Project organization	5
1.2.3 External guidance	5
2 References	6
2.1 List of acronyms	6
2.2 Referenced documents	6
2.3 List of figures.....	6
3 SECUR-ED strategic objectives	7
3.1 From deliverables to ultimate goals	7
3.2 Building on previous and parallel projects	7
3.3 Enlarging mass transport security market.....	8
3.4 Enhancing urban transport security	8
4 Consortium strategic management	9
4.1 Benefit from consortium diversity.....	9
4.2 Technical coordination committee mandate	10
4.2.1 Technical consensus building.....	10
4.2.2 Build upon open, well structured architectures and interfaces	10
4.2.3 Focus on future real field usage	11
4.2.4 Enlarge consensus to international standardization bodies	11
4.3 Cooperation with other EU projects	11
4.3.1 Case of working collaborations with parallel on-going projects	12
4.3.2 Case of re-use of project deliverables	12
4.4 External communication	12
5 External guidance from advisory bodies	13
5.1 Collaboration between the project and advisory bodies.....	13
5.2 Advisory Groups.....	14
5.2.1 AG PT Operators and Authorities	14
5.2.2 AG Law enforcement.....	14
5.2.3 AG Manufacturing industries	15
5.2.4 AG Ethical and Societal Concerns.....	15
5.3 Advisory Board.....	16
5.4 European Commission Representatives.....	16
6 Assessment of project results and continuous improvement	17

Document name:	D01.1 Project Management Plan			Page 3 of 17
Reference:	SCR-WP01-D-THA-008	Dissemination:	CO	Version : 2
		Status :	Issued	



1 Purpose and Summary (PUBLIC)

1.1 Purpose

The present Project Management Plan (PMP) describes the governance rules established to ensure achievement of the SECUR-ED strategic objectives, as required per task 01.1 “Strategic Coordination”.

The SECUR-ED Grant Agreement defines Task 01.1 “Strategic Coordination” as follows: *“matching of project objectives with partner’s business needs and strategies, integration with other existing EC projects, solving conflicts of interests between parties in the project, handling of gender and ethical issues, and reporting to the European Commission”.*

On purpose, this document focuses only on strategic management principles, the day-to-day project management plan being already described in D01.2 “Quality Control Manual”.

Beyond the partner’s individual business needs, strategic management aims at controlling that the project results are matching with the desire of security of European urban public transport users.

The PMP complements the day-to-day project management activities performed by SP Leaders and Co-leaders within task 01.2, and described in the deliverable D01.2 “Quality Control Manual”. While D01.2 includes all necessary procedures guaranteeing that project deliverables will be produced within due time, cost and quality targets, the present D01.1 document describes the steering tools setup to ensure that the ultimate project goals will be met beyond the sole completion of deliverables.

Strategic coordination is led by Thales, but of course it involves cooperation with all project partners and with external advisory parties in order to reach a wide consensus.

The Project Management Plan is structured as follows:

- It first recalls the SECUR-ED ultimate objectives, to enhance public transport security beyond the sole performance of demonstrations and publication of written deliverables.
- It then describes how the project organisation presented in D01.2 “Quality Control Manual” contributes to that objective. In particular, it describes guidelines applicable to all project partners to ensure that the project objectives have the best chances to be met, while acknowledging that each partner is also following his own business objectives.
- Last, it describes the governance organization put in place on top of the project management structure, to ensure that the project is steered towards its objectives.

Document name:	D01.1 Project Management Plan			Page 4 of 17
Reference:	SCR-WP01-D-THA-008	Dissemination:	CO	Version : 2
		Status :	Issued	



1.2 Summary

1.2.1 Objectives

The main objective of SECUR-ED is to give transport operators of large and medium cities of Europe the means to enhance urban transport security.

The second main objective is to enlarge the mass transport security market for the European industry.

The project will build on previous and parallel projects. It will also benefit from the diversity of the partners and will propose to the urban transport stakeholders scalable security solutions, including procedures, taking into account the various environments.

1.2.2 Project organization

The organization of the project in sub-projects and work packages is built to involve the different partners in their domain of excellence but also to ensure a positive inter-action, for instance with cross-review of deliverables.

A technical coordination committee will ensure that the proposed solutions meet the market expectations, being based on shared architectures and interfaces, performing reliable results and ensuring compatibility with international standards

A specific work package will take care of the dissemination of the outcomes of the project towards industry, operators and external world, ensuring also the control of communication.

1.2.3 External guidance

Several advisory bodies will guarantee the relevance of the activities and results of the project, providing advice and guidance all along the project: they involve independent experts appointed by the European Commission and representatives from various stakeholders not already involved in the project as partners.

Experts appointed by the Project Officer will assess the relevance of the deliverables issued that will be presented, together with the global progress of the project, during Project Reviews held at three critical steps of the project with the Project Officer.

There are 4 advisory groups: one representing the Public Transport Operators and Authorities, one representing the Law enforcement and first responder's organisation, one representing the Manufacturing industries, and one taking care of ethical and societal concerns.

An advisory board, involving representatives of the project, of the European Commission and external experts will collect feed-back from the advisory groups and give recommendations to the project.

Document name:	D01.1 Project Management Plan			Page 5 of 17
Reference:	SCR-WP01-D-THA-008	Dissemination:	CO	Version : 2
		Status :	Issued	