



## **D1.1 PROJECT HANDBOOK AND QUALITY PLAN**



sauce

<b>Grant Agreement nr</b>	780470
<b>Project acronym</b>	SAUCE
<b>Project start date (duration)</b>	January 1st 2018 (36 months)
<b>Document due:</b>	28/02/2018
<b>Actual delivery date</b>	28/02/2018
<b>Leader</b>	UPF
<b>Reply to</b>	josep.blat@upf.edu
<b>Document status</b>	submission version

**Project funded by H2020 from the European Commission**

<b>Project ref. no.</b>	780470
<b>Project acronym</b>	SAUCE
<b>Project full title</b>	<b>Smart Asset re-Use in Creative Environments</b>
<b>Document name</b>	SAUCE Project Handbook and Quality Plan vforreview
<b>Security (distribution level)</b>	CO – Confidential
<b>Contractual date of delivery</b>	28/02/2018
<b>Actual date of delivery</b>	28/02/2018
<b>Deliverable name</b>	D1.1 Project Handbook and Quality Plan
<b>Type</b>	Report
<b>Status &amp; version</b>	submission version
<b>Number of pages</b>	31
<b>WP / Task responsible</b>	WP1 – Management / GTI
<b>Other contributors</b>	All partners
<b>Author(s)</b>	Guillem Antó, Marcelo Bertalmío, Josep Blat
<b>EC Project Officer</b>	Mr. Philippe Gelin, Philippe.GELIN@ec.europa.eu
<b>Abstract</b>	The Handbook provides a comprehensive overview of the project procedures with specific examples. It also gives an overview of consortium partners, communication procedures and describes in detail how documents related to the project should be formatted.
<b>Keywords</b>	Handbook, Quality plan
<b>Sent to peer reviewer</b>	<b>YES</b>
<b>Peer review completed</b>	<b>YES</b>

## Table of Contents

<b>1. INTRODUCTION</b>	<b>5</b>
<b>2. CONTACTS</b>	<b>5</b>
<b>3. PROJECT ORGANISATION</b>	<b>5</b>
3.1 OVERVIEW OF CONSORTIUM ORGANISATION	5
3.2 PROJECT MEETINGS	6
3.3 OTHER PROJECT MEETINGS	6
<b>4. LEGAL FRAMEWORK</b>	<b>7</b>
<b>5. PERIODIC AND FINAL REPORTS</b>	<b>7</b>
5.1 OFFICIAL PERIODIC AND FINAL REPORTS	7
5.1.1 Deliverables	7
5.1.2 Periodic Reports	8
5.1.3 Public reports	8
<b>6. FINANCIAL ISSUES</b>	<b>9</b>
6.1 ELIGIBLE COSTS	9
6.2 DIRECT COSTS AND INDIRECT COSTS	10
6.3 FINANCIAL STATEMENT GUIDELINES	10
<b>7. OTHER FINANCIAL ISSUES</b>	<b>11</b>
<b>8. IPR AND PUBLICATION</b>	<b>12</b>
8.1 IPR	12
8.2 PUBLICATION	13
<b>ANNEXES</b>	<b>14</b>
<b>ANNEX 1 : QUALITY PLAN</b>	<b>15</b>
QUALITY PLAN EXECUTIVE SUMMARY	15
QUALITY APPROACH	15
<b>1. COMMUNICATION PROCEDURES</b>	<b>15</b>
1.1 MAILING LISTS/E-MAIL LISTS	16
1.2 DOCUMENT REPOSITORY	16
1.3 PREPARATION AND ORGANISATION OF MEETINGS	16
1.4 WORK PACKAGES MEETINGS	17
<b>2. REPORTING</b>	<b>17</b>
2.1 DELIVERABLES	17
2.2 REPORTS	18
2.3 EC REVIEWS	20
2.4 TIME SHEETS	20
<b>3. DOCUMENT PRODUCTION</b>	<b>20</b>

3.1 PROCESSING TOOLS AND DOCUMENT STANDARDS	20
3.2 DOCUMENT NUMBERING	21
3.3 EXTERNAL PUBLICATIONS INCLUDING SCIENTIFIC PUBLICATIONS	21
3.4 FORMATS	22
3.4.1. Reports and Deliverables	22
3.4.2. Logos and acknowledgements	23
3.4.3. Illustrations	23
3.4.4. Timesheets	23
3.4.5. Presentations	23
3.4.6 Model tables: List of deliverables, included in the reporting period	23
3.4.7 Model tables: List of milestones, included in the reporting period	23
3.4.8 Cost Report Model	24
<b>ANNEX 2: LOGOS</b>	<b>25</b>
<b>ANNEX 3: PROJECT DELIVERABLE TEMPLATE</b>	<b>26</b>
<b>ANNEX 4: DELIVERABLE REVIEW FORM</b>	<b>30</b>

## 1. INTRODUCTION

The purpose of this document is to provide all project beneficiaries with a summary of the most important project procedures (governance structure, legal bases, project monitoring, reporting, financial management, internal communication, etc.).

The following information comes from official documents available on the project document repository (details are in the text).

Additionally, this document comprises beneficiaries and contact lists as well as documentation and communication standards in order to enable quick and efficient communication within the project consortium.

This document was produced by the Project Coordinator in order to fulfil its function as a quick reference to frequently asked questions and problems.

*The Handbook will be updated and changed according to the evolution of procedures and progress during the lifetime of the project.* For this reason the updates from all beneficiaries are key to maintain it updated.

The up-to-date version of the Handbook and its elements can be found in the repository.