SUCCESS-6G: EXTEND – DEVISE - VERIFY

WP1 Deliverable E1

Management Handbook and Quality Plan

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Acknowledgment

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Executive Summary

This document describes the project management rules and processes in the coordinated SUCCESS-6G project (subprojects: EXTEND, DEVISE, VERIFY). This includes rules on communication, reporting, preparation of deliverables and reports, use of project tools and quality assurance, among others. As such, it is also a guide to project participants regarding the addressed processes and tool usage.

The deliverable is structured in the following sections:

Section 1 gives an overview of the project management structure, the process for organizing meetings and some references to contractual documents.

Section 2 addresses project collaboration tools and document formats.

Section 3 defines the process for preparing SUCCESS-6G deliverables and documenting milestone achievements.

Section 4 discusses the quality assurance plans.

Section 5 describes the processes for administrative project reporting and the reporting of dissemination and communication activities.

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1 Project management structure

1.1 SUCCESS-6G management structure

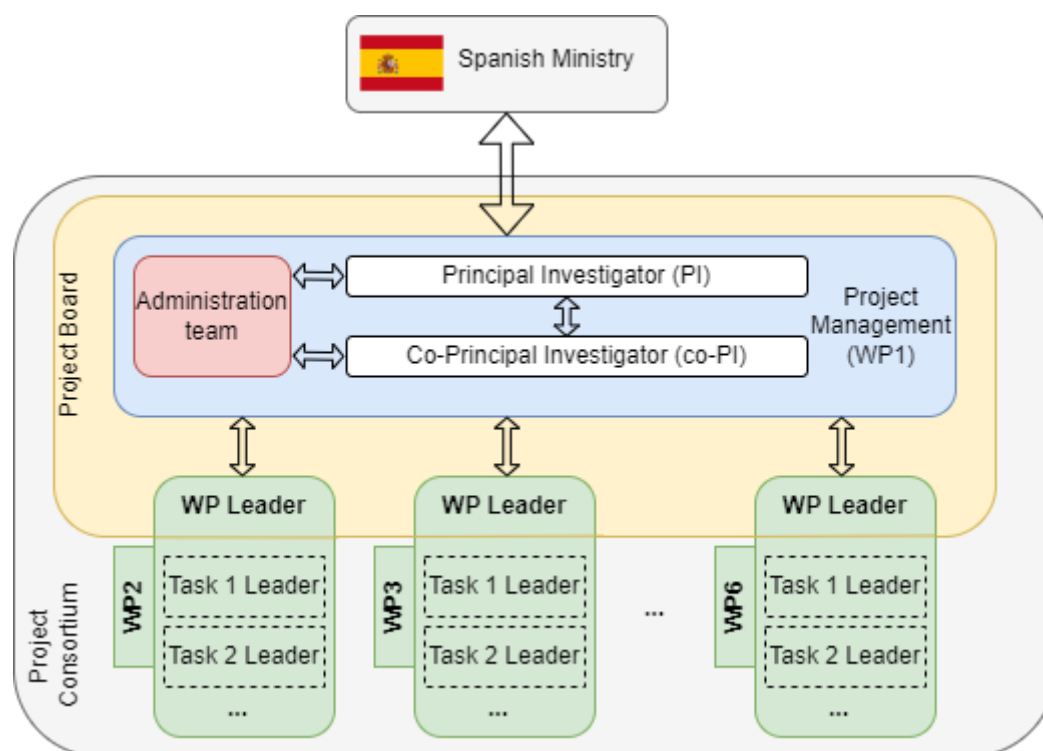SUCCESS-6G implements a simple but efficient project management structure:

Figure 1: SUCCESS-6G management structure for each subproject: EXTEND, DEVISE and VERIFY.

The main project roles, tasks and responsibilities are defined as follows:

Project board: Responsible for overseeing and managing the technical project activities. Responsibilities include the review of the project progress including the achievements of milestones, progress and alignment of WP activities, and quality check of deliverables.
- The project board consists of those partners leading an active Work Package (WP), represented by the respective WP leader, the principal and co-principal investigators (PI & co-PI) and the Administration team.

Administration team: Responsible for the administrative tasks of the project management and for supporting all project management bodies and procedures. The team will monitor the timely submission of reports and will facilitate communication with the Spanish ministry for administration issues.

Principal and co-principal investigators (PI & co-PI): Responsible for the overall project coordination, technical management and steering of the project. The PIs are responsible to ensure coordination between work packages, being the direct contact point to the WP leaders, and in close contact with the Administration team for administrative and financial issues.

- PI: Miquel Payaró (CTTC)
- Co-PI: Charalampos Kalalas (CTTC)

Work Package (WP) leaders: Responsible for the technical management of the respective WP and the

related part of the project reporting. WP leaders are responsible for liaising with their respective task leaders on the progress of their activities. WP leaders, supported by their task leaders, are responsible for technical progress reporting to (PI & co-PI) on a regular basis.

WP	WP leader
WP1: Project Management	CTTC: Miquel Payaró
WP2: Use cases, Requirements and Key Performance Indicators	Cellnex (TBC)
WP3: Data-empowered Solutions for Robust V2X Connectivity	CTTC: Charalampos Kalalas
WP4: Real-time Supervision and Health Prediction for Vehicles	Idneo Technologies (TBC)
WP5: Seamless Connectivity for Vehicular Software Updates	Optare (TBC)
WP6: Dissemination, Standardization and Exploitation	Nearby Computing: Angelos Antonopoulos

Table 1: Overview of WP leaders for SUCCESS-6G-EXTEND

(SUCCESS-6G-EXTEND)

WP	WP leader
WP1: Project Management	CTTC: Miquel Payaró
WP2: Use cases, Requirements and Key Performance Indicators	Cellnex (TBC)
WP3: Detection, Identification and Mitigation of Malicious V2X Attacks	CTTC: Charalampos Kalalas
WP4: Secure Message Exchange for Condition Monitoring of Vehicles	Idneo Technologies (TBC)
WP5: Secure Service Development and Provisioning	Optare (TBC)
WP6: Dissemination, Standardization and Exploitation	Nearby Computing: Angelos Antonopoulos

Table 2: Overview of WP leaders for SUCCESS-6G-DEVISE

(SUCCESS-6G-DEVISE)

WP	WP leader
WP1: Project Management	CTTC: Miquel Payaró
WP2: Use cases, Requirements and Key Performance Indicators	Cellnex (TBC)
WP3: Addressing V2X Channel Impairments with Over-the-air Computing	CTTC: Charalampos Kalalas
WP4: Predictive Vehicle Diagnostics with Distributed Learning	Idneo Technologies (TBC)

(SUCCESS-6G-VERIFY)

	WP5: Automated Software Updates for Vehicles	Optare (TBC)
	WP6: Dissemination, Standardization and Exploitation	Nearby Computing: Angelos Antonopoulos

Table 3: Overview of WP leaders for SUCCESS-6G-VERIFY

1.2 Project Meetings

1.2.1 Plenary and WP meetings

It is planned to organize face-to-face plenary project meetings (*twice per year*) and teleconferences / web-meetings between the face-to-face meetings. Face-to-face meetings will typically involve all partners and have slots for all ongoing WPs, on administrative matters, GAs, as required. Moreover, meetings on specific work-items will be organised at WP level or between several WPs, i.e., cross-WP meetings.

1.2.1.1 Meeting preparation

The PI and co-PI are in charge of preparing the agenda for project plenary meetings. The WP leaders will provide input regarding their WP slots. For meetings at WP level, the WP leader will be in charge of organizing and preparing the agenda, reserving the WebEx/Teams in case of online meetings, informing the participants, etc. The host of face-to-face meeting is in charge of preparing the on-site logistics and to inform the partners well in advance on aspects such as travel directions. This information should be circulated prior to the meeting to enable partners to make agenda arrangements.

1.2.1.2 At the meeting

The PI and co-PI are responsible for overall chairing plenary meetings, while the respective slots are chaired by the person responsible for the slot, e.g., the WP leader. WP leaders chair teleconferences of their WP. Notes and minutes have to be taken at all meetings. For project plenary meetings it is the responsibility of every person who is responsible for a slot. For WP meetings or teleconferences the WP leader is in charge. All presented slides have to be uploaded by the respective presenters to the project repository in Microsoft Teams prior to or during the meeting to enable immediate access for the other participants.

1.2.1.3 After the meeting

Action items and the responsible organisation/person should be clearly identified in the minutes. The PI and co-PI have the final responsibility for ensuring that plenary meeting minutes are fully complete. They have also the responsibility to check that all slides presented have been uploaded on the project repository.

1.2.2 Project board meetings

The project board meets either face-to-face or by web conference (every three months) and interacts between meetings by e-mail. The PI and co-PI draft the agenda and circulate it to the project board. The PI, co-PI and all WP leaders (of WPs currently active) are required to attend the project board meeting. A short slide set summarizing the status and progress should be prepared by every WP leader and sent to the PIs latest one week in advance of the meeting. This slide-set should encompass technical reporting at both WP and each of the active tasks. Participation of task leaders is optional but can be requested by PIs or encouraged by WP leaders. If any of the required participants is unable to attend, then the unavailable person should nominate a deputy who will attend the project board

on behalf and inform the project board members accordingly. The requirement to provide the progress summary slide set is still valid - it can be prepared either by the main contact or the nominated deputy.

1.3   Contractual and other management documents

All legal, contractual, other management documents and final deliverables are uploaded by the PIs to the project document repository in Microsoft Teams so that they are available to all project participants for reference any time. These documents include:

- Administrative & Legal: contracts, periodic reporting, other progress reports (CTTC internal), etc.
- Deliverables: final versions of all submitted deliverables.
- Templates: for deliverables, project logo, etc.

1.4   Publications related aspects

The PIs will ensure the implementation of the rules related to open access to scientific publications, taking the necessary steps and monitoring their implementation and actual application. The leader of the WP on Dissemination (WP6) is in charge of keeping a record of all publications. The following acknowledgement text need to be included in each paper related to SUCCESS-6G project activities:

This work has been funded by the "Ministerio de Asuntos Económicos y Transformación Digital" and the European Union-NextGenerationEU in the frameworks of the "Plan de Recuperación, Transformación y Resiliencia" and of the "Mecanismo de Recuperación y Resiliencia" under references TSI-063000-2021-39/40/41.

2 Project tools and document formats

From the onset of SUCCESS-6G project, a shared-access document repository is made available to all consortium partners, in order to build management information services and to allow efficient work and communication at various project levels, as well as to support all project controlling activities.

2.1 Document repository: Microsoft Teams

Microsoft Teams has been setup as the document repository for SUCCESS-6G. This tool will, at the same time, be the project directory, including contact information of the project participants.

Getting access: Any requests should be sent to the PIs (miquel.payaro@cttc.es; ckalalas@cttc.es).

2.1.1 Working with files

Working with files on Teams is straightforward. Files can be uploaded by dropping them on the directory space of the target directory. The Teams platform allows collaborative editing of MS Office documents (.docx, .pptx, .xlsx) directly on the server and simultaneously with other users. Clicking the filename will open the file on the server for this. Edits are immediately saved – no need to press "Save".

2.2 Mailing lists

The following email lists, secured and with archiving capability, have been created according to the needs of the project:

- success-6g-all@LLISTES.CTTC.ES: All participants
- gestores.mdi@CTTC.ES: Administrative issues
- success-6g-wpl@LLISTES.CTTC.ES: PIs and WP leaders
- success-6g-cttc@LLISTES.CTTC.ES: PIs and CTTC SUCCESS-6G team
- success-6g-cellnex@LLISTES.CTTC.ES: PIs and Cellnex SUCCESS-6G team
- success-6g-idneo@LLISTES.CTTC.ES: PIs and Idneo SUCCESS-6G team
- success-6g-optare@LLISTES.CTTC.ES: PIs and Optare SUCCESS-6G team
- success-6g-nbc@LLISTES.CTTC.ES: PIs and Nearby Computing SUCCESS-6G team

If new mailing lists are needed, a request should be sent to the PIs.

2.3 Web-Conferencing facilities

Besides Microsoft Teams meeting capabilities, a web-conferencing system (WebEx) is available for all project activities. The system is provided by CTTC. Partners are however also free to use their own conferencing tool, e.g., GoToMeeting.

2.4 Document format and templates

The document format for deliverables, minutes, slides etc. is MS Office. Only the newer formats (.docx, .pptx) etc. should be used. Templates for project documents have been prepared and are available on the project repository. These include:
- Deliverable template.
- Report template.

Further templates may be created whenever needed.

3 Project deliverables and milestones

3.1 Deliverables preparation process, schedule, and approval

The lead beneficiary organization listed in the list of deliverables is in charge of organizing the deliverable preparation process. The lead beneficiary should assign the specific editor person three months before the submission deadline and inform the PIs. The deliverable editor, supported by the respective WP and task leader(s), is responsible for ensuring a high quality and completeness of the deliverable.

The editor should identify and appoint two reviewers from within the project partner organisations and inform the project board of the names (at least) two months before the submission deadline. Reviewers should be chosen according to their expertise for reviewing the deliverable. Furthermore, reviewers shall not contribute to the deliverable. The reviewers' feedback shall be delivered no later than 15 days before the submission deadline.

The table of contents and the names of contributors for all sections should be agreed (at least) two months before the submission deadline. The PIs will monitor the quality of the content and check its consistency and compatibility with other project work and deliverables at regular intervals - in particular at the final stage of the deliverable preparation. The editor shall send the final draft and WP-internally agreed deliverable to the PIs latest two days before the submission deadline. The PIs will perform a final editorial check of the deliverable, store the file in the project document repository, and upload it to the project website.

3.1.1 Deviations

Deliverable owners are expected to strictly apply above process. In case of any deviation from the schedule, the PIs should be notified without delay and with proper justifications. A recovery plan should also be proposed, discussed, and communicated. Of course, such deviations should be the exception.

3.2 Milestones

A thorough analysis has been performed in order to identify critical points in the course of the project activities, at which certain (interim) results should be ready or certain checks should be made. These have been defined as project milestones. The lead beneficiary responsible for a milestone – as indicated in the list of milestones – will inform the PIs upon the completion of a milestone and attach any additional information that might be required. The PIs will check the received message/material and will confirm the milestone achievement. Any supplementary documentation will be uploaded to the project's document repository.

4   Quality assurance plans

SUCCESS-6G has taken a number of measures in order to foster and enable high quality project outputs. This addresses various aspects from providing uniform document templates, defining clear processes, schedules and finally allocating responsibilities for overlooking and steering the progress of the project's technical work and the production of deliverables.

In terms of Deliverable preparation – which is of high importance – a clear process has been defined in Section 3. Responsibilities for deliverable preparation, review, and quality check, as well as a schedule has been defined which should facilitate the timely preparation of Deliverables and enable a high quality.

All project deliverables will be reviewed by partners who have not been involved in any contributory tasks, to provide a peer review of all the work done. The responsibility for the quality of each respective Deliverables resides with the document editor, although the WP leaders and task leaders are responsible for the production of its actual content. A deliverable schedule has been developed in accordance with the delivery dates and milestones specified for this project.

Project self-assessments and review of the project planning, including detailed work planning for the upcoming six months, will be regularly carried out by the PIs, and discussed at project plenary meetings with the project team, as appropriate. This activity starts with the project kick-off and is performed throughout the project lifetime. Progress reporting to the Spanish Ministry will be at yearly basis.

Schedule of the self-assessment cycles are chosen in accordance with the project plan and timing of the main project milestones, but the assessments will be performed at least twice per year.

5 Project reporting

5.1 Administrative reporting

Internal reporting will be done quarterly by all partners at WP-level, including the description of completed work, technical achievements, reporting of problems and potential delays.

5.1.1 Overview of partners' quarterly reporting process

At the end of each project quarter, the following steps need to be followed:

1. A request is emailed individually to each partner by the SUCCESS-6G PIs.

2. Every partner fills in a work summary report, latest 10 days after the end of the quarter.

3. SUCCESS-6G PIs check the reports (possibly clarify with the reporting partner in case there are any questions/ambiguities).

Overall, quarterly management reports aim to be actionable documents for effective and efficient project management. Special attention should be paid to produce them at high quality level.

5.2 Reporting of dissemination and communication activities

In contrast to administrative reporting, the reporting of dissemination and communication activities should already take place in the planning phase of these activities, and not only when they are completed. This helps to improve the coordination, and thus the quality, of the project's dissemination and communication activities.

A shared Excel document in the project repository in Teams will be used for reporting and tracking dissemination activities and results. Reporting of dissemination activities and results in the shared Excel document in Teams is mandatory and a precondition for approval of related cost claims.

5.3 Suggesting news items for the project website

Every consortium partner is expected to regularly propose and write draft news items for the project website. The input will be edited for publication by the responsible editor at CTTC. Every news item text should have around 300-400 words and at least one image in .jpg or .png format. If the news item is related to an event, the input should be provided no later than 2 working days after the event. Delaying the publication of an event-related news item could result in reduced interest from the target audience.

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