



**software framework for runtime-Adaptive and secure
deep Learning On Heterogeneous Architectures**

Project Number 780788

Project Acronym ALOHA

D8.5	Project Quality Handbook		
Work Package:	WP8	Lead Beneficiary:	ST-I
Type:	Report	Dissemination level:	Public
Due Date:	31/03/2018	Delivery:	30/03/2018
Version:	1.0		

Brief description:

This document contains quality procedures and policies to be adopted by the ALOHA Consortium partners for the effective management and coordination of the project and the achievement of the planned outcomes.



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Deliverable Revision History:

Reviewer Beneficiary	Issue Date	Version	Comments
UNICA	01/03/2018	0.1	Released of the Table of Content and introduction
UNICA	09/03/2018	0.2	First draft of the document
ST-I	12/03/2018	0.3	Review and integration of v0.2
UNICA	15/03/2018	0.4	Revision based on ST comments
SCCH	23/03/2018	0.5	Review of v0.4
UNICA	27/03/2018	1.0	Final version

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The ALOHA Consortium is the following:

#	Participant Legal Name	Acronym	Country
1	STMICROELECTRONICS SRL	ST-I	Italy
2	UNIVERSITA' DEGLI STUDI DI CAGLIARI	UNICA	Italy
3	UNIVERSITEIT VAN AMSTERDAM	UVA	Netherlands
4	UNIVERSITEIT LEIDEN	UL	Netherlands
5	EIDGENOESSISCHE TECHNISCHE HOCHSCHULE ZUERICH	ETHZ	Switzerland
6	UNIVERSITA' DEGLI STUDI DI SASSARI	UNISS	Italy
7	PKE ELECTRONICS AG	PKE	Austria
8	CA TECHNOLOGIES DEVELOPMENT SPAIN SA	CA	Spain
9	SOFTWARE COMPETENCE CENTER HAGENBERG GMBH	SCCH	Austria
10	SANTER REPLY SPA	REPLY	Italy
11	IBM ISRAEL - SCIENCE AND TECHNOLOGY LTD	IBM	Israel
12	SYSTMATA YPOLOGISTIKIS ORASHS IRIDA LABS AE	IL	Greece
13	PLURIBUS ONE SRL	P-ONE	Italy
14	MEDYMATCH TECHNOLOGY, LTD.	MM	Israel

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1 Executive Summary

The Project Quality Handbook provides guidelines and instructions to ALOHA partners on how quality will be managed and assured throughout the lifecycle of the project. It summarizes all relevant information about the project management structure, the distribution of roles and responsibilities among partners, the communication strategy to be adopted within and outside the Consortium as well as the procedures and templates to be followed when preparing project documents and periodic reports. This document also describes the procedures to ensure global quality of the project and presents the risk management methodology to be used.

This deliverable does not overrule the ALOHA Grant Agreement n. 780788, in particular the information included in the Description of Action with regards to quality and risk management, or the Consortium Agreement signed by all partners. It is designed to be used in conjunction with these documents.

This deliverable is not a fixed document. It will evolve during the lifetime of the project to include updates and new requirements, if needed.

2 Project management

2.1 ALOHA management structure

The management structure of the ALOHA project is shown in Figure 1 and described below.

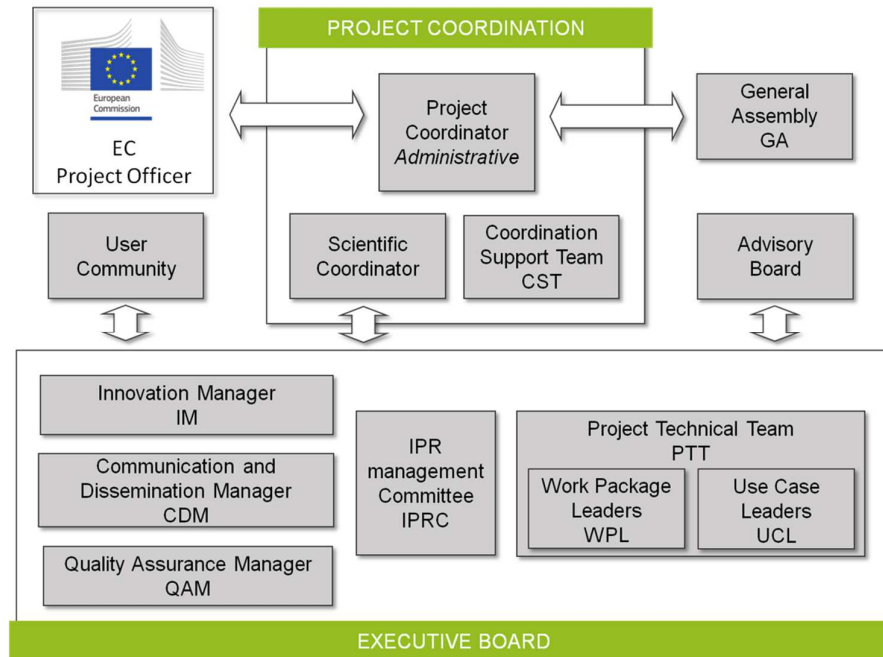


Figure 1: ALOHA management structure

The project coordination is shared among the Project Coordinator, the Scientific Coordinator and the Coordination Support Team. The General Assembly, which consists of one representative of each partner, determines the strategic direction of the project. The Executive Board supervises the implementation of the Action. It consists of the Project Technical Team, the Innovation Manager, the Communication and Dissemination Manager, the Quality Assurance Manager and the Intellectual Property Right Management Committee. The Advisory Board advises on key strategic matters on innovation-related activities and assists in extending the project results to different reference targets and to different application scenarios. The User Community represents the primary reflectors of the project and helps in improving tool infrastructure and communication and dissemination material.

2.2 Roles and responsibilities

The **Project Coordinator** is Giuseppe Desoli (ST-I). He is the intermediary between the Parties and the Funding Authority. The Project Coordinator is assisted in the administrative management by a Coordination Support Team, consisting of members from his staff.

The **Scientific Coordinator** is Paolo Meloni (UNICA). He supports the Project Coordinator in the scientific project management.

Both Coordinators shall, in addition to their responsibilities as a Party, perform the tasks assigned to them as described in the Grant Agreement and in the Consortium Agreement.

Within the Executive Board, the following rules have been identified during the kick-off meeting:

The **Innovation Manager** is Oscar Ripolles (CA). He advises and guides the Project Technical Team towards

an effective evolution of the research activity, from creative baseline ideas to results actually addressing market needs and market deploying possibilities.

The **Intellectual Property Right Manager** is Michael Masin (IBM). He guides the Intellectual Property Right Management Committee, which consists of one representative of each partner, in taking care of the IPR monitoring and protection process.

The **Communication and Dissemination Manager** is Francesca Palumbo (UNISS). She solicits the Consortium towards specific dissemination actions, coordinates press releases, manages the visibility of ALOHA at the main social networks, and reports publications, costs of communication and dissemination.

The **Quality Assurance Manager** is Daniela Loi (UNICA). She takes care of the actions needed to ensure a smooth quality monitoring over the whole project activities.

The **Project Technical Team** is responsible for progress monitoring and quality assurance of project activities. The Project technical Team monitors the overall project execution planning, progress, and deliverables issues with respect to the Description of Action, and if necessary, the team initiates corrective actions for the deviations. The PTT is composed of all the **Work Package Leaders** and all the **Use Case Leaders**.

Table 1: ALOHA Project Technical Team

Name	Beneficiary	Role	Email
Paolo Meloni	UNICA	Scientific Coordinator and WP1 Leader	paolo.meloni@diee.unica.it
Francesco Conti	ETHZ	WP2 Leader	fconti@iis.ee.ethz.ch
Michael Masin	IBM	IPR Manager and WP3 Leader	michaelm@il.ibm.com
Giuseppe Desoli	ST-I	Project Coordinator and WP4 Leader	giuseppe.desoli@st.com
Werner Kloihofer	PKE	WP5 and Surveillance Use Case Leader	w.kloihofer@pke.at
Oscar Ripolles	CA	Innovation Manager and WP6 Leader	oscar.ripolles@ca.com
Francesca Palumbo	UNISS	Communication Manager and WP7 leader	fpalumbo@uniss.it
Giulio Urline	ST-I	WP8 and WP9 Leader	giulio.urline@st.com

3 Internal Communication

3.1 Mailing List

Day-to-day communication should be based on emails. A project mailing list has been set up to facilitate communication among partners and diffusion of general internal project information: all@aloha-h2020.eu

The mailing list is managed by PLURIBUS, and it is accessible on Box at:

<https://ibm.box.com/s/6zxvrnmffc113rljnmh64pgeem4h7mm1>

To help all partners to efficiently deal with ALOHA related communications and to quickly recognize the significance of an e-mail, when possible e-mails should include in the subject title the number of the WP to which the communication is related and an indication of the specific issue.

It is important to keep the mailing list up-to-date. To add/remove a person from the list, edit the mailing list file on Box (and save as 3, 4, 5, ...), and inform Matteo Mauri (PLURIBUS) of the change made.

3.2 Meetings

Regular e-mail contact, telephone or **WP online meetings** should be held to support the cooperation among partners working in the same work package. Each WP Leader should organize regular conference calls with Task leaders and partners involved in the work package, to monitor performance and progress with respect to the project timetables defined in the DoA. The frequency of the calls may change depending on the needs. For WP online meetings, Skype or Uber conference system (<https://www.uberconference.com>) should be used.

The Project Coordinator should organize **plenary online meetings** to support the cooperation among partners working in different work packages. Plenary online meetings should be held using the Cisco WebEx Meetings tool (<https://www.webex.com>), hosted by ST-I.

ALOHA Consortium **face-to-face meetings** have been foreseen to take place every 6 months, in order to assess the overall project status (technical and administrative) and to align individual work across partners. Consortium meetings should enable dedicated working meetings between partners, especially between the partners carrying out the technical work and the ones leading the project use cases. All partners shall be represented at each Consortium meeting. The face-to-face meetings will typically last for two days, if no specific requirements for extension arise. At the time of writing, the kick-off meeting has already taken place in Cagliari on 25-26 January 2018, and the next Consortium meeting has already been scheduled for 18th and 19th June, 2018 in Alghero, hosted by UNISS.

3.3 Agenda and Minutes

Agenda and written minutes should be produced for each meeting and saved in the project folder on Box. Official minutes with action items list should be circulated to attendees for approval within 10 days after the meeting. Minutes are considered as approved if no objection is received by the Coordinator within 15 calendar days from circulation.

Meeting minutes should be produced in a collaborative manner. For this purpose, the Coordinator, or the chairperson of the meeting, uploads in the respective Box folder the file for taking notes during the call. All partners participating in the meeting are expected to contribute. The template to be used for all ALOHA meeting minutes (ALOHA_Meeting Minutes_template.docx) is available for downloading on Box at:

<https://ibm.box.com/s/6wg7ji3s7d0kd2dhraxdziggkuvxy4z0>

3.4 Internal collaboration tools

3.4.1 Document repository

To facilitate the exchange of information and enhance collaboration between the partners, main project documents should be shared, managed, and stored on the cloud-based **IBM Box** collaboration platform (<https://box.com>), to which all project members have access. The ALOHA document repository can be accessed here: <https://ibm.box.com/s/im2k7squ97rrug2ar185voup6raosz57>

The Box folder should include templates, project deliverables, reports, meeting minutes, and all the documents that could be relevant for the project. When an official document is in place, the partner who uploaded the document on Box should send a notification by email to all project participants, including the shared link. Michael Masin (IBM) will provide credentials to access Box platform to all project members.

3.4.2 Software repository

Gitlab (<http://gitlab.com/>) should be used to store the source code and to collaborate on it. GitLab will be hosted by ETHZ.

3.4.3 Project collaborative platform

To manage and track all project activities and to monitor progress, the ALOHA Consortium should use the **CA Agile Central** (<https://www.ca.com/es/products/ca-agile-central.html>), a collaboration platform built for scaling agile development practices. It allows checking productivity, predictability, and responsiveness using real-time performance metrics. David Sanchez (CA) will provide credentials to access CA Agile Central to all project members. Detailed info about how to use the platform will be provided by CA partner.

4 External Communication

4.1 Acknowledgement

To acknowledge the support received under EU H2020 programme, all communication materials and in particular publications, should contain the European flag and the following sentence: **“This project has received funding from the European Union’s Horizon 2020 Research and Innovation programme under grant agreement No. 780788.”** The European flag is available at https://europa.eu/european-union/about-eu/symbols/flag_en

4.2 Logo

The logo of the ALOHA project is shown in Figure 2. It should appear in all related documents, presentations, posters, and communication material.



Figure 2: ALOHA logo

4.3 Website and social accounts

The website of the project is available at <http://www.aloha-h2020.eu> (see Deliverable D7.1 [1] for details). The Twitter account of the project is [@ALOHA_H2020](https://twitter.com/ALOHA_H2020)

Any event, presentation, material or initiative directly related to the project should be communicated to Francesca Palumbo (UNISS) and Matteo Mauri (PLURIBUS) as early as possible, so that they can post it on the project website and announce it via Twitter. If possible, partner should try to post on Twitter the contents of the event to which they are participating. In their tweet, partners should tag relevant accounts that have significant followings as well as the project Twitter account, or should use the hashtag **#ALOHAproject**. Images or videos should be provided to accompany tweets where possible.

4.4 Presentation material

A set of presentation material is available to help disseminating and presenting the project results at internal meetings, external conferences or fairs in a coherent and effective way. It mainly consists of a project leaflet, a PowerPoint presentation template and a poster template.

The content in the leaflet provides a brief overview of the main objectives and expected outcomes of ALOHA, a description of the overall approach and methodology as well as information on ALOHA's consortium and contact information. The project leaflet is available in two different formats on Box at:

<https://ibm.box.com/s/5qcb0klvr7wds8r91jndvrlnocqvuw4>

It has been designed by UNICA and the content has been prepared and agreed with the entire Consortium.

The standard PowerPoint presentation is available on Box at:

<https://ibm.box.com/s/rka1dnu86qeqvx4gxldv1aamgxtwh66q>

The ALOHA poster template has been designed by UNICA, following the layout of the leaflet. The poster template is available on Box at: <https://ibm.box.com/s/ucbiz74cfyor27t6dr92w6zryap1uujz>

5 Deliverable management

5.1 Production, review and approval process

Each Deliverable is associated to a Work Package and assigned to one responsible partner, as described in Annex I of the Grant Agreement. The partner responsible for the deliverable nominates a *Deliverable Author*, which is responsible for organizing the deliverable production process and for ensuring high quality and on time release of the document.

ONE month before the deadline, the Deliverable Author should produce an initial Table of Contents (ToC) and suggest distribution of contributions among partners. The Author is responsible for coordinating the work of the partners involved, merging the comments and inputs from the different contributors, and creating the next versions of the deliverable.

TWO weeks before the deadline, a final draft of the deliverable should be prepared by the Author and sent to the *Deliverable Reviewers* for the internal review process. The quality assurance procedure of deliverables has been established during ALOHA kick-off meeting in Cagliari. Each Deliverable is assigned to two internal reviewers for both formal and technical review, as reported in the shared file at: <https://ibm.box.com/s/13meq7ww4qq30jmnch735zjfajsyza68>

The reviewers should evaluate the deliverable, by checking its content, accuracy, completeness, and consistency with DoA and with formatting and templates, and then should send their feedback to the Author. The reviewer must provide comments, suggestions or concerns using the track changes features. The Author should revise the deliverable to incorporate reviewer's comments.

ONE week before the deadline, the Author should re-send the deliverable to reviewers for a second review and approval. The reviewers should check if all comments and suggestions have been appropriately addressed, and should inform the Author about the review result. Only after receiving a final approval from the reviewers, the Author should send the deliverable to the Project Coordinator.

The Project Coordinator is responsible for the final internal approval of the Deliverable and for its submission to the Project Officer via the ECAS participant portal. The consolidated version of the Deliverable is made available to the project partners via Box. Public deliverables should also be published and available for download in the ALOHA web site once approved at project reviews.

Restricted confidential deliverables must remain strictly for the information of project participants and the European Commission. Such information cannot be forwarded to any other parties without explicit authorisation from the information owner. Confidentiality and IPR issues between partners and associate partners are explicitly addressed in the ALOHA Consortium Agreement.

5.2 Deliverable identification and versioning

Each deliverable should be referenced by a unique document identifier to ensure effective version control. The nomenclature is defined as:

<Project Name>_<Del. Num>_<Del. Title>_<vX.X>.doc

Example: ALOHA_D7.1_Project Quality Handbook_v0.1.doc

Deliverable versions should clearly indicate the progress from initial version to final one. Consider v0.1 as the initial draft version and v1.0 as the first approved version. Minor amendments to the document are reflected by incrementing the decimal number by .1. The version number is increased by one unit only if a

different version of the document is delivered to the Project Officer, or if major modifications have significantly altered the contents of the document. The right to changing the versioning number remains only to the Author of the deliverable. Every partner working on a deliverable has to use revisions tracking and add the Beneficiary acronym at the end.

<Project Name>_<Del. Num>_<Del. Title>_<vX.X>_<Acr1>.doc

Example: ALOHA_D7.1_Project Quality Handbook_v0.1_UNICA.doc

If another partner wants to send additional comments on a document that it is already revised, he/she should use revisions tracking and add the company acronym at the end and so on.

<Project Name>_<Del. Num>_<Del. Title>_<vX.X>_<Acr1>_<Acr2>.doc

Example: ALOHA_D7.1_Project Quality Handbook_v0.1_UNICA_ST-I.doc

5.3 Deliverable template

The template to be used for all ALOHA deliverables (ALOHA_Deliverable_template.docx) is available for downloading on Box at: <https://ibm.box.com/s/mngw8c1nnzzh2uysb1nuxk1qlfsxvdkp>

6 Progress reporting

6.1 Internal reporting

Internal reporting should take place on a 6-monthly base. Every 6 months, the Project Coordination should ask the partners to submit a report on the resources spent (including person-months consumed) and the work performed during the previous months. All partners must keep time records of the hours worked on the action. Activities should be reported through short statements in the related work package and task. Any significant deviation from the workplan should be checked and the justification reported. These reports should be made available to the Project Coordinator no later than 15 days after the end of the period. The Project Coordinator will analyse the reports, taking the requested actions if needed.

The first internal reporting period (from M1 to M6) will be integrated with the information related to M7 and M8 in order to provide updated information to the commission for the first technical review. The deliverable D8.2 [2] will contain the first consolidated report about the activities conducted by the consortium, the expenses and the effort used in the project for the first nine months.

The other reports will be consolidated in the deliverables D8.3 [3] and D8.4 [4].

6.2 Project reviews

The timing of project reviews has been chosen by the Commission. The management infrastructure is responsible for preparing documentation for reviews and ensuring that appropriate information and results are available at the review. Three reviews have provisionally been scheduled for ALOHA:

- An interim review **RV1** at M10 (October 2018)
- A periodic review **RV2** at M21 (September 2019)
- A final review **RV3** at M36 (December 2020)

At least one representative from each partner should be present at the project review and they will be expected to contribute to the development of a project review presentation.

6.3 Official reporting to the EU

ALOHA has two official reporting periods, as follows:

- **RP1** from month 1 to month 18 (01.01.2018 - 31.06.2019)
- **RP2** from month 19 to month 36 (01.07.2019 - 31.12.2020)

The Project Coordinator must submit a periodic report within 60 days following the end of each reporting Period, and a final report within 60 days following the end of the action. Each (periodic or final) report must be prepared by the Project Coordinator and the beneficiaries of the Consortium together, by filling out the forms directly in the ECAS Participant portal.

6.3.1 Periodic reports

Each periodic report should regroup in one single report both the technical and financial reporting. Each **periodic technical report** must contain the following parts:

- **Part A** (Structured forms) including summary for publication, web-based tables covering issues related to the project implementation (e.g. work packages, deliverables, milestones, etc.), questionnaire about the economic and social impact.
- **PART B** (Free text) including explanation of the work carried out, overview of the progress

towards the project objectives, explanation for differences between work expected under Annex I and work performed, if any.

Each **periodic financial report** (Structured forms) must contain:

- Individual financial statement (Annex 4 of the GA) from each beneficiary;
- Explanation of the use of resources;
- Periodic summary financial statement.

6.3.2 Final report

In addition to the periodic report for the last reporting period, the Project Coordinator must submit the final report within 60 days following the end of the project. The final report must include the following:

Final technical report

- overview of the results and their exploitation and dissemination
- conclusions on the project
- socio-economic impact of the project
- up-to-date link to the project website
- project logos, diagrams, photographs and videos illustrating its work (if available).

Final financial report

- final summary financial statement that is automatically created by the system (consolidating the data from all individual financial statements for all beneficiaries for all reporting periods) and that constitutes the request for payment of the balance
- in some cases (and for some beneficiaries/linked third parties) it must be accompanied by a certificate on the financial statements - CFS (one certificate per beneficiary/linked third party).

6.4 Risk management

To ensure that appropriate, timely and effective actions are taken when a technical or administrative issue arises during the project implementation, a risk management procedure must be properly implemented. The ALOHA risk management procedure includes:

- identifying all potential risk that would prevent the project from achieving its objectives
- assessing the identified risks, including a classification of their probability of occurrence (Low/Medium/High) and an evaluation of their possible impact on the project
- formulating and implementing risk mitigation actions
- monitoring the ongoing risk mitigation actions and the status of each identified risk
- updating the preliminary “*Critical Implementation risks and mitigation actions*” Table defined by the ALOHA Consortium before the beginning of the project and included in Annex 1 of the Grant Agreement (Section 1.3.5).

The “*Critical Implementation risks and mitigation actions*” Table contains the following information: risk number, description, concerned WP, and proposed risk-mitigation measures. The Table will be updated at least at the end of each reporting period by all partners. Risk exposure will be continuously reevaluated and modified accordingly.

The Project Coordinator, in collaboration with the WP leaders, shall be responsible for ensuring that risks are routinely monitored and the Table maintained updated throughout the project lifecycle. WP Leaders shall be responsible for the risk assessment within their work packages. When a new risk is identified by a partner, it should be reported to the WP Leader, Project Coordinator and Scientific Coordinator, who will then start the above-mentioned procedure.

7 Conclusion

This document provided practical guidance to the Consortium members on the organisation and procedures of the ALOHA project. All partners must use this document to maintain a common understanding of how the procedures should be developed and implemented for ensuring efficient project execution as well as high quality project results.

8 References

- [1] ALOHA Deliverable D7.1 “Project digital presence”
- [2] ALOHA Deliverable D8.2 “First progress and management report” planned for M9
- [3] ALOHA Deliverable D8.3 “Second progress and management report” planned for M18
- [4] ALOHA Deliverable D8.4 “Final progress and management report” planned for M36