

FURNIT-SAVER

Smart Augmented and Virtual Reality Marketplace for Furniture Customisation

D6.1 Quality assurance and risk assessment plan

Grant Agreement Number	645067
Call identifier	ICT-18-2014
Project Acronym	FURNIT-SAVER
Project Title	Smart Augmented and Virtual Reality Marketplace for Furniture Customisation
Funding Scheme	Innovation Action
Project Starting date	1 st February 2015
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Document change record

Issue Date	Version	Author	Sections affected / Change
4/08/2015	V1.0	ASCAMM	First version accepted for submission

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1 FurnIT-SAVER project introduction

The traditional nature of the furniture industry and the limited incorporation of ICT tools have reduced the ability of SMEs in the sector to innovate and respond to the competition coming from larger companies. These specialised furniture shops and small furniture manufacturers have been unable to compete with the economies of scale advantages that larger furniture retailers can offer.

On the other hand, smaller furniture companies can offer higher levels of personalization and quality of customized goods that truly meet customers' preferences and needs which represents a potential competitive advantage over larger furniture providers. Nevertheless, as it is impossible to envisage how the furniture will look and fit into the customers home, customised furniture also bears an expensive risk if the final piece of furniture does not meet the customer's needs or does not complement other furniture. Furthermore, these customised services are predominantly provided on a face-to-face basis in local and fragmented markets which prevents small manufacturers to benefit from ecommerce growth and limit their international reach.

The FURNIT-SAVER project makes use of innovative ICT solutions based on a combination of Virtual and Augmented Reality (VR/AR) technologies, recommendation engines and ecommerce solutions, to produce a smart marketplace for furniture customisation. Customers will be able to select among an extensive furniture catalogue and properties and virtually try the selected pieces in their rooms with three very simple steps: (1) Creating an accurate 3D virtual representation of their place, (2) Trying furniture of different manufacturers in this virtual scenario and get recommendations according to their preferences of a wide range of properties and pieces, and (3) Visualizing the fit of the chosen products in their place using augmented reality.

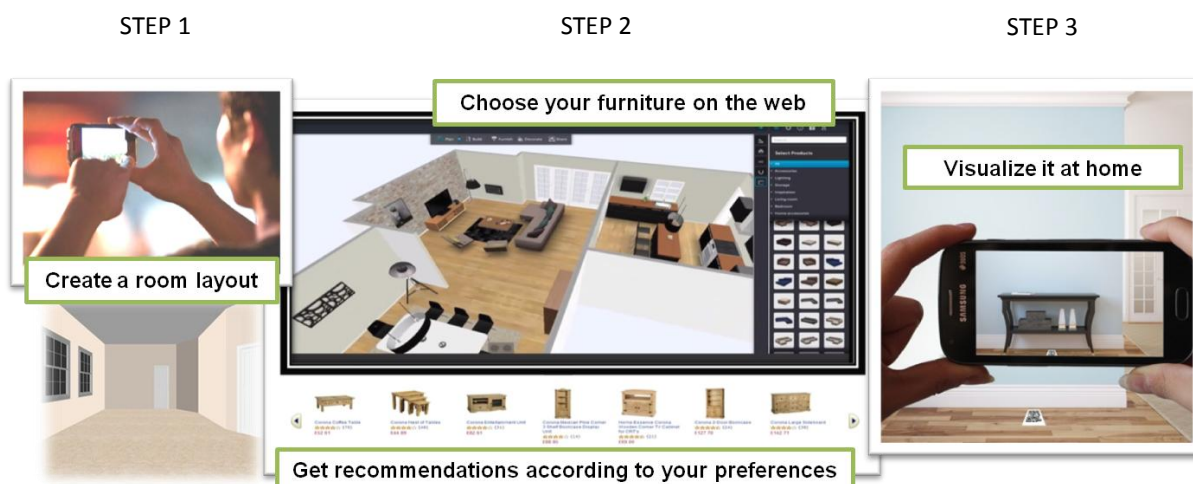


Figure 1 - FurnIT-SAVER phases representation

2 Scope of the document

This Project Quality & Management Plan contains administrative and financial procedures which should be followed in carrying out the collaborative Project “FurnIT-SAVER” under the Horizon 2020 Programme.

It defines the responsibilities of the parties and outlines the procedures with regards to project management and quality, project reporting, financial progress and administrative issues.

It aims to present the quality procedures in a concise and user-friendly form, thereby reducing the time spent on such tasks by the parties.

3 Coordination and consortium

The FurnIT-SAVER Consortium comprises the following partners, listed according to DoW:

No.	Participant organisation name	Country
1	ASCAMM	SPAIN
2	CENFIM	SPAIN
3	ACS	ITALY
4	GONZAGA	SLOVENIA
5	WIC	SLOVENIA
6	WWING	SPAIN

3.1 Project coordinator contacts

ASCAMM is the Project Coordinator and the members in charge of project management are:

Jesús Pablo González: Project Coordinator

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4 Management

4.1 Management structure

As the consortium is small, a simple and direct management structure was created, allowing for flexibility and easy decision making. Furthermore, exploitation, market monitoring and innovation management are fully integrated into the structure and processes.

The management structure, shown in the following figure, is based on a bottom-up approach where final decisions being taken by the project Coordinator and the Management Committee.

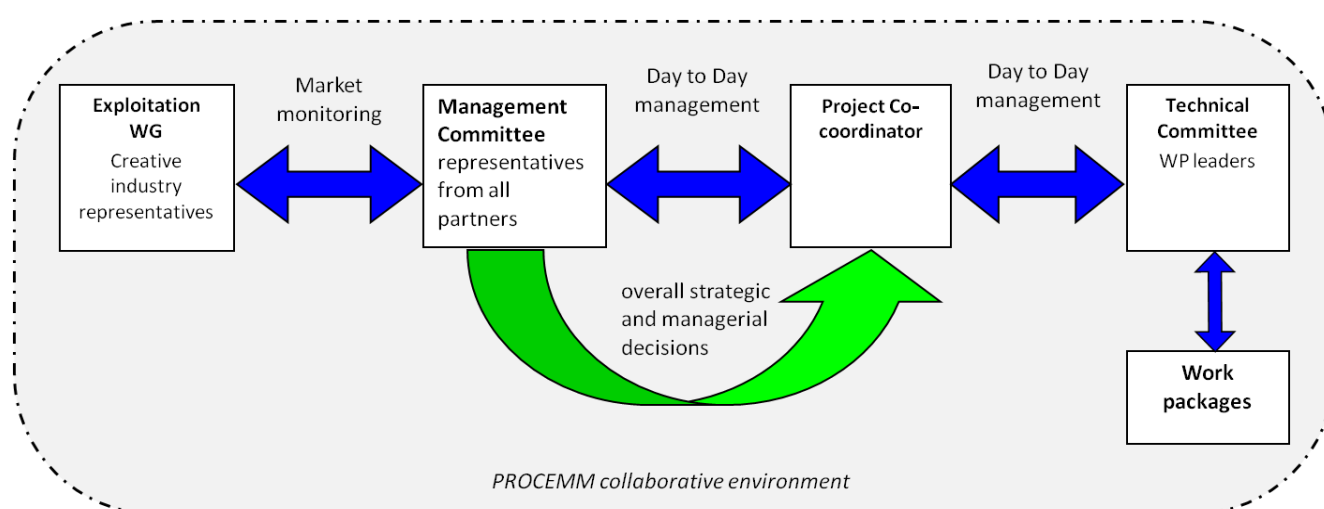


Figure 2 - Organisational Structure

4.2 Roles and responsibilities

Thanks to this direct management structure, the role of each partner is very clear.

- **Each partner** is responsible for the execution of the tasks assigned to it in the Work-Plan;
- The **WP Leaders** are responsible for the coordination of the work within their WP, and for the reporting to the Coordinator and the Technical committee;
- The **Technical Committee** is responsible for the technical management of the project. The technical Committee will be led by the Technical Coordinator. The Technical Committee will take decisions on:
 - Support the Project Coordinator in the management and innovation/R&D related activities, monitoring the progress of each work package and detecting any deviation.
 - Reviewing deliverables and reports to be submitted by the Coordinator to the European Commission.

- Proposing to the Management Committee new Parties to join the Project.
- Making proposals to the Management Committee concerning the allocation of the budget and the activities among the Parties performing the Work-Packages.
- WPLs: CENFIM, ASCAMM, ACS, WIC.
- The **Technical Coordinator** is responsible for the overall technical performance of the project;
- The **Management Committee** is the highest decision making function in the consortium, making strategic decisions regarding the progress of the project, as well as conflict resolution. The Management Committee could take decisions on:
 - Overall strategic decisions
 - Proposals for IPR policies and exploitation rights
 - Solve conflicts and tackling management general issues
 - Defining dissemination levels related to reports and project information and results
 - Scientific and Technological Quality Assessment.
- The **Dissemination and Exploitation manager** is responsible for the overall dissemination, preparation for exploitation and IPR follow up in the project. The Exploitation leader is the liaison between the Exploitation working group and the Management committee;
- The **Exploitation working group** is responsible for monitoring and notifying of emerging market opportunities and threats;
- The **Project Coordinator** is responsible for the overall and strategic management, internal and external communication, and for obtaining consensus in case of conflict;

Roles and responsibilities are described in detail in the Consortium Agreement document, *Section 4: Responsibilities of Parties* and *Section 6: Governance structure*.

The following table summarises FURNIT-SAVER's management functions:

Management function	Chair/manager	Members	Activity areas
Project coordinator	ASCAMM	-	Financial, administrative and legal management; quality assurance and risk assessment; EC communication

Management function	Chair/manager	Members	Activity areas
Management committee	ASCAMM	Representative of each of the partner organizations	Use of resources; conflict resolution; Innovation management
Exploitation Working group	WIC	Representative of each of the partners from the creative industry: CENFIM, WIC, SMEs	Exploitation, dissemination and IPR; market monitoring
Technical committee	ASCAMM	All WP Leaders	Strategy to achieve technical objectives; interrelation between work plan components

Figure 3 - Management Functions

5 Project reporting

During the project execution, the consortium has to present 2 types of Reports:

- A) Contractual Reports
- B) Internal Reports

5.1 Contractual reporting

Project Coordinator is responsible for preparing and submitting to the European Commission one mandatory Technical & Financial reports at the end of the project in M14 covering the whole project work. Nevertheless, the consortium as agreed on conducting a remote review in M11 consisting on the revision of all the planned deliverables submitted up to that date by the reviewers who will provide an interim evaluation report with comments and suggestions to take into consideration for the last months of the project.

5.1.1 Technical reporting

- Each Party shall report the Work package Leader **within 15 calendar days AFTER** completion of each reporting period (**Figure 4**).
- Work Package leaders shall report to Project Coordinator **within 30 calendar days AFTER** the end of each reporting period.
- The Project Coordinator will integrate each WP leader report to prepare the final report that will be reviewed by the Technical Coordinator.

- The final report must be **submitted by the Project Coordinator 60 days AFTER** the end of each period at the most.

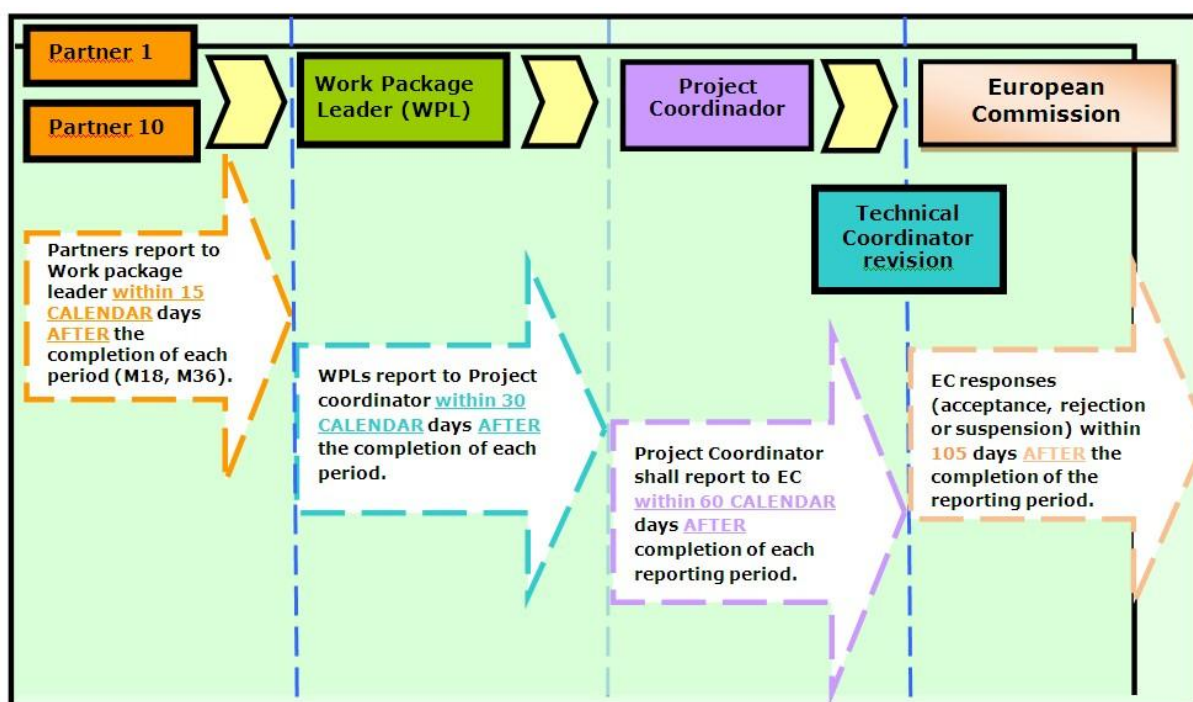


Figure 4 - Procedure for Technical contractual reporting

5.1.2 Financial reporting

- Based on Financial and Management report by each partner (Figure 5).** This is monitored by the Coordination team at ASCAMM and is supported by PROCEMM.
- Reporting per Cost Statement:** PM planned per WP vs PM used per WP.
- Contractual financial reporting by each partner.**
- For contractual financial reporting each participant needs to justify the use of resources during this period, proceeding as follows:
 - Report at PROCEMM a financial Cost Statement prepared by the Financial and Administrative Project Manager of each participant.
 - Fill in official Form C based on the information already uploaded to PROCEMM and send to the Financial and Administrative Project Manager.
- Each Party shall report the financial information **within 15 calendar days AFTER** completion of each reporting period (M18, M36).
- The Project Coordinator must submit the financial **report to the Commission within 60 days AFTER** the end of each period at the most.

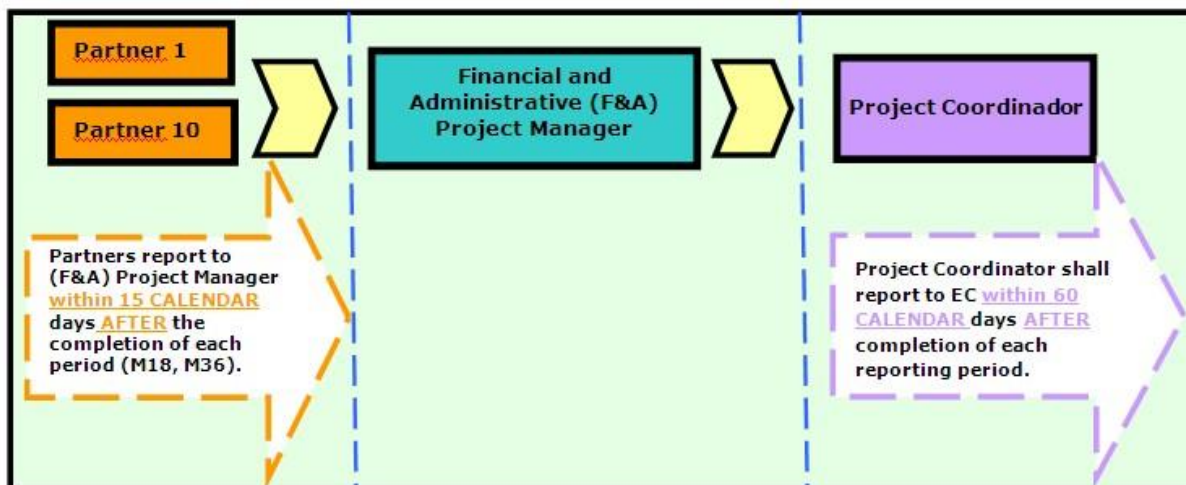


Figure 5 - Procedure for financial contractual reporting

5.2 Internal reporting

- For this project a **Technical and Financial Progress report** will be prepared by the Consortium, led by the Project Coordinator, for the remote review in month 11.

5.2.1 Technical reporting

- Each Party shall report to the Work package Leader **during the 15 days BEFORE the end of M10 (Figure 4)**.
- Work package Leader shall report to Project Coordinator **within 15 calendar days AFTER the end of M10**.
- Progress reports will be prepared by Project Coordinator by integrating the report of each WP leaders and will up **uploaded to PROCEMM within 30 calendar days AFTER the end of M10**.

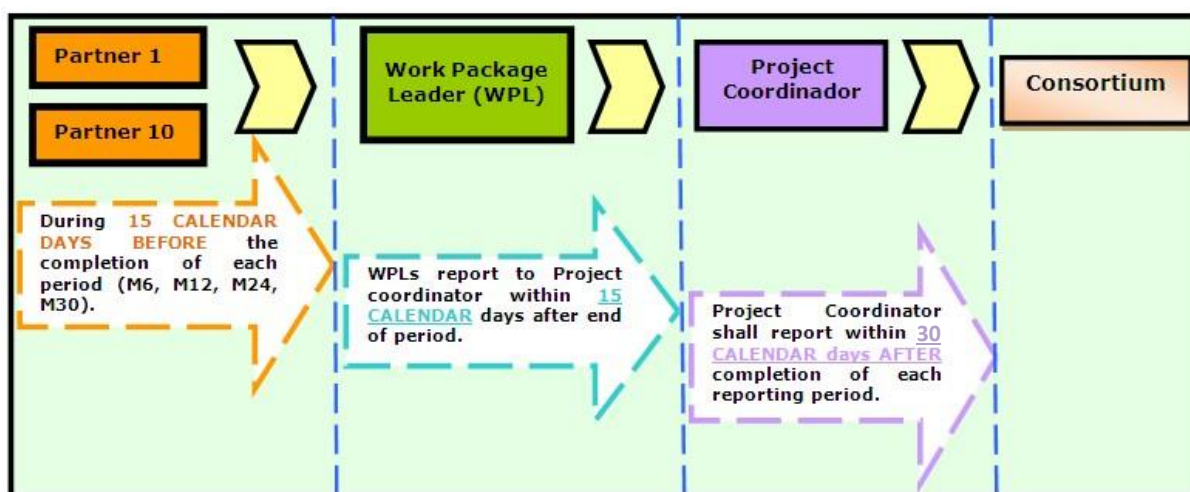


Figure 6 - Procedure for financial contractual reporting

5.2.2 Financial reporting

- This is for the interim reporting due to M10. For the report the partners should load the costs report incurred during the period to PROCMM **within 15 calendar days AFTER completion of M10**.

5.3 Reports structure

All reports should comprise:

- **Activity Progress Report:**
 - An overview, including a publishable summary.
 - Progress of the work towards the objectives.
 - Achievements and attainment of any milestones and deliverable.
 - Differences between the work expected to be carried-out vs the actually carried-out.
 - Actions to be taken, in case there is any deviation
 - Detailed work plan for next 6 months with time-scale
 - Explanation of the use of the sources.
- **Periodic Management/Financial Report:**
 - Management-level justification of the resources deployed by each participant
 - Financial part includes:
 - A financial Cost Statement prepared by each participant and reported at PROCMM.
 - A summary financial report Prepared by the Financial and Administrative Project Manager.
- All semester and contractual reports shall be prepared using the official project templates for reporting that will be available at PROCMM.
- Each partner shall ensure that all information to be provided to the Commission is always sent via ASCAMM and the management support team.
- The Commission will need to review and approve all of these documents. In doing so, the Commission may be assisted by external experts.

5.4 Deliverable structure

All reports should comprise:

- Preparation of deliverables is mandatory and should be submitted in accordance with Annex I - Dow.
- Each lead beneficiary is responsible for preparing the corresponding deliverables.
- Every deliverable should include the following information:

- Comprehensive description of the work performed.
- PM planned vs PM used
- Work behind schedule
- Actions to be taken, in case there is any deviation.
- Planned work for next period (if any).
- Progress of the WP due to the completion of the Deliverable.
- How it influences other WPs (and other Deliverables).
- Partners that participated in the completion of the Deliverable.

NOTE: According to nature and dissemination level, deliverables can be classified as:

- **Nature:** R: Report; P: Prototype; D: Demonstration; O: Other
- **Dissemination level:** PU: Public; PP: Restricted to others; RE: Restricted to a group; CO: Confidential, only for members of the consortium.
- All deliverables shall be prepared using the official project templates for deliverables. A deliverable template can be found in the Annexes.

Table. Summary of the main reporting responsibilities.

REPORTING RESPONSABILITIES	TECHNICAL REPORTING		FINANCIAL REPORTING	
	M10 (Internal Control)	M14 (Reporting Period)	M10 (Internal control)	M14 (Reporting Period)
PROJECT COORDINATOR	<input type="checkbox"/> Project Control report <input type="checkbox"/> Interim activity report <input type="checkbox"/> Project Deliverables	<input type="checkbox"/> Periodic Activity Report <input type="checkbox"/> Project Control report <input type="checkbox"/> Project Publishable summary <input type="checkbox"/> Project Deliverables <input type="checkbox"/> Project planning for next month's period	<input type="checkbox"/> Interim Financial Control Report	<input type="checkbox"/> Project Management level justification of the resources <input type="checkbox"/> Allocation of the Community financial contribution <input type="checkbox"/> Project Financial Statement <input type="checkbox"/> Project Summary Financial Report consolidating the cost of the contractors
TECHNICAL COORDINATOR	<input type="checkbox"/> Revision Interim report <input type="checkbox"/> Track Deliverables <input type="checkbox"/> S&T excellence	<input type="checkbox"/> Revision Activity report <input type="checkbox"/> Track Deliverables <input type="checkbox"/> S&T excellence		
WORK PACKAGE LEADERS	<input type="checkbox"/> Project Deliverables <input type="checkbox"/> Track WP <input type="checkbox"/> WP Report	<input type="checkbox"/> Project Deliverables <input type="checkbox"/> Track WP <input type="checkbox"/> WP Report		
EACH PARTY	<input type="checkbox"/> Technical contribution	<input type="checkbox"/> Technical contribution	<input type="checkbox"/> Justification of the resources	<input type="checkbox"/> Justification of the resources <input type="checkbox"/> Financial Cost Statement

5.5 Costs statements

- When Compiling the Financial Statements, the labour rates of personnel involved in the project from each organization should be available in a formalized accounting system. Receipts must support other cost, such as travel and subsistence.
- For any travel it is necessary to state the names of the persons who travelled, the destination, reason for travelling, dates and cost of each of the travels mentioned.
- In case of travel costs to conferences and conference fees for dissemination purposes, it is recommended to send a prior notification to the EC officer via the coordinator.
- All expenditure must be accountable since the Commission has the right to audit any Project participant. All costs should be recorded according to the beneficiaries accounting and management principles.
- Should any costs be incurred in any currency other than Euros these should be converted either; based on the conversion rate published by the European Central Bank that would have been applied on the date the costs were incurred; or by using the official exchange rate valid on the first day of the month following the relevant contractual reporting period.

5.6 Audit certificates

- In this project no partner will be audited as any of them receives more than €375,000.00 in funding from the EC.
- However, the Commission may at any time during the implementation of the project and up to 5 years after the end of the project arrange for an audit to be carried out by external auditors or by the Commission itself.
- In the event that the Commission decides to carry out an audit be ready to provide them with the following documentation (these should be available up to 5 years after the end of the project).
 - Time Sheets
 - Salary Slips
 - Employment contracts
 - Receipts
 - Invoices and proof of payments
 - Any other document that may help the auditor

5.7 Financial issues

- At the start of the contract, the EC shall pay an advance (pre-financing) of 45% of EC contribution (60% - 5% of Guarantee Fund – 10% retention) of the total budget of the project.
- Final payment (M14+): maximum of 15% of EC contribution (10% + 5% from Guarantee Fund). With regards to the final payment, once the Commission has accepted the financial

reports and confirmed the amount to be paid to the consortium, the coordinator will pay according to the confirmed costs.

- ASCAMM is responsible for making appropriate payments to the partners, with minimum delay from its receipt thereof from the Commission, and inform them of this operation's dates.

6 Quality control

Relevant to reports and deliverables:

- Each beneficiary shall ensure that all information to be provided to the EC is always sent via the Project Coordinator (reports and deliverables).
- The quality of every single document produced is of outmost importance.
- The EC shall need to review and approve all of these documents. EC can Approve, Reject or Suspend any document.

6.1 Deliverables quality and calendar

- The procedure for deliverables review by the consortium, previous to submission to the EC, is showed in **Figure 7**. Each deliverable quality is internally reviewed by at least two other parties: the WP Leader and the Project Coordinator/the Technical Coordinator.
- Each lead Party shall send its deliverable to the **Work Package Leader 15 days BEFORE the deadline**.
- Each Work Package Leader shall send the reviewed deliverable to the **Technical Coordinator and Project Coordinator within 10 calendar days BEFORE** the delivery date.
- In the case that a party is responsible of a deliverable that integrates the work of other parties, the review of the document by the other parties shall be made before sending the completed deliverable to the WPL.
- In case the result of one deliverable is needed for another partner, the receiving partner may revise the deliverable before being submitted.
- Project Coordinator shall **submit** all deliverables directly **to the European Commission within the delivery date** stated in Annex I – Dow.
- The lead beneficiary is responsible to **submit** the final deliverable **to PROCMM within the delivery date**.

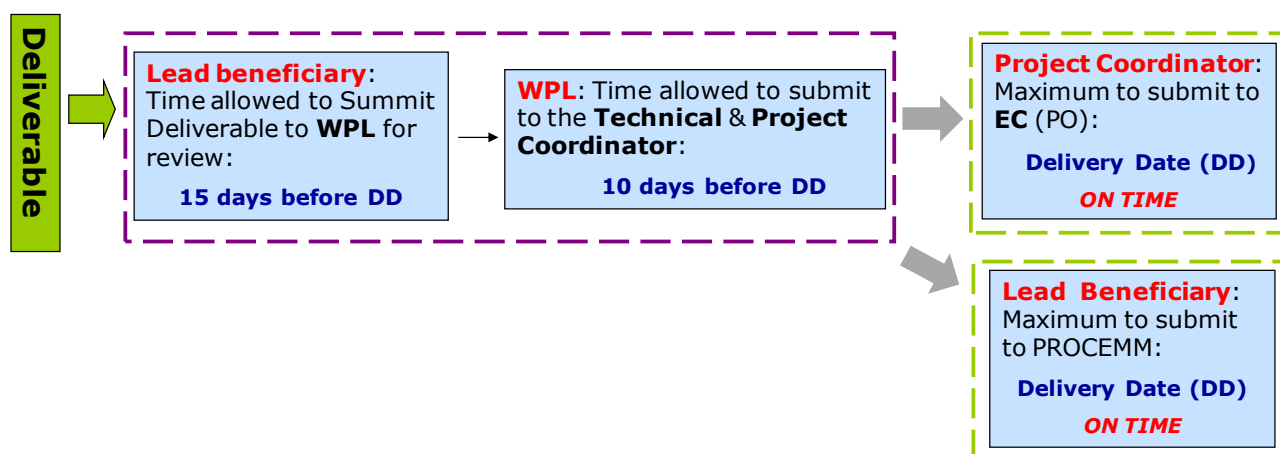


Figure 7 - Deliverable quality control procedure

7 Preparation and organisation of meetings

7.1 Notice of a meeting

- **Ordinary meetings** of all committees will take place at least every 6 months although **extraordinary general meetings** can be scheduled at any time upon written request of 1/3 of the Members of the Management Committee.
- **Ordinary meetings** will be notified no later than 14 calendar days preceding the meeting while **extraordinary general meetings** will be informed no later than 7 calendar days preceding the meeting.
- The chairperson of a Consortium Body shall prepare and send to each Member of that Consortium Body a written (original) agenda no later than 14 calendar days preceding the meeting in case of ordinary meetings while no later than 7 calendar days preceding the meeting in case of extraordinary meetings will be informed.
- NOTE that for this project and due to its unusual short duration (14 months) the final project meeting plan is as follows (Location and organizer will be discussed at due time):

Meeting	Planned date	Location / Organizer
Kick-off meeting	February 2015	Barcelona / ASCAMM
M4 progress meeting	March-June 2015	Rome / ACS
M8 progress meeting	September-October 2015	Slovenia / WIC
M11 remote review meeting	December 2015	Remote / EC
M12 progress meeting	January-February 2016	Italy / ACS
Final consortium meeting	March 2016	Barcelona / CENFIM
Final Review meeting	March/April 2016	Brussels / EC

7.2 Preparing a meeting: responsibilities

7.2.1 Organizer - Hosting partner

- a) Arrange meeting's logistics: book appropriate rooms, order caterings, etc.
- b) Provide information on how to get to the meeting place; recommended accommodation, etc.
- c) Request and collect registration forms from the attendants.
- d) Prepare badges for the attendant's identification
- e) Collect attendant's signatures

7.2.2 Project Coordinator

- a) Prepare the Agenda of the meeting and send it to the consortium members within the agreed calendar days, agreeing the schedule with the hosting partner for logistics purposes.
- b) Prepare meeting preparation guidelines for attendants
- c) Produce meeting's minutes and send it to review 15 calendar days following the meeting the latest.
- d) Compile partners' presentations and uploaded them to PROCMM and forward them to the EC representatives if requested.

7.2.3 Press release

- A press release, in English, will be prepared for each general meeting.
- Decision on who prepares it and about its contents will be agreed by the hosting partner and the coordinator, depending on the organizer interests and the main project outcomes during the previous period.
- Press releases, once written, will be circulated to all consortium partners to be reviewed, following the procedures to preserve confidentiality in publications, as agreed in the Consortium Agreement.
- Press releases are dissemination materials that all partners can translate into their local language, post it in their corporate web or send to media.

7.3 Technical meetings

- Technical meetings will be scheduled by a group of partners, as needed. For instance, for a WP meeting. PROCMM is the tool to be used to announce and report about technical meetings.
- When there is the need for a technical meeting with a small group of partners, it is recommended to inform the Project and Technical Coordinators of the agenda and main topics **at least 7 days beforehand**, to let time to decide on the need to join the meeting for project follow-up purposes.

- The organizing party or the hosting partner will create the meeting within PROCESMM and will produce the meeting's minutes (MoM) to be reviewed by the attendants 7 calendar days following the meeting at the latest.
- The organizing party or the hosting partner shall report to the Project coordinator and Technical Coordinator about the main conclusions/decisions taken after the meeting. The organizing party is also responsible to upload to PROCESMM the approved MoM.
- When the nature or complexity of the topics to be discussed are deemed to be appropriate and there is no need for face-to-face extra meetings, then video-conferences, tele-conferences or Skype calls could be scheduled and they will be considered as a means for technical meetings.
- Video-conferences, teleconferences or Skype calls organization will follow the same procedures as for face-to-face technical meetings.
- Reporting about technical meetings is necessary to monitor project progress. Technical meetings are also considered a project management indicator related to the project activity and to the consortium internal communication levels.

8 ANNEX: Template of documents

8.1 Deliverable template



FURNIT-SAVER

Smart Augmented and Virtual Reality Marketplace for
Furniture Customisation

DX.X Deliverable name

Grant Agreement Number	645067
Call identifier	ICT-18-2014
Project Acronym	FURNIT-SAVER
Project Title	Smart Augmented and Virtual Reality Marketplace for Furniture Customisation
Funding Scheme	Innovation Action
Project Starting date	1 st February 2015
Project Duration	14 months
Deliverable Number	Dx.x
Deliverable Title	Report name
Nature of Deliverable	R // DEM // DEC // OTHER
Dissemination Level	PU // CO // CI
Due date of deliverable	Mx
Actual Date of deliverable	dd/mm/yyyy
Produced by	PARTNER - person
Validated by	PARTNER - person



This project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under Grant Agreement no. 645067.

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Issue Date	Version	Author	Sections affected / Change
dd/mm/yyyy	v0.1		First complete draft
dd/mm/yyyy	V0.2		Internal review. Slight modification in sections 1, 2 and 3
dd/mm/yyyy	v1.0		Accepted as final version

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8.2 Agenda meetings template



Contract n° 645067



Date: ...

[Type of meeting] FurnIT-SAVER

“Smart Augmented and Virtual Reality Marketplace for Furniture Customisation”

Venue ...

Participants: ...


Agenda: DAY 1, [DAY/MOTH/YEAR]

xx:xx - xx:xx	Reception of attendees and lunch buffet	
xx:xx - xx:xx	Welcome to attendees	Name Partner
xx:xx - xx:xx	Coffee Break	
xx:xx - xx:xx	Wrap-up	Name Partner
xx:xx	Social event	
xx:xx	Dinner	

Travel info


- **For accommodation** (recommended hotels nearby):
- **Getting to [venue] from the airport (By taxi / Public transport)**

8.3 Presentation template


*Smart Augmented and Virtual Reality Marketplace for
Furniture Customization*

Title


Subtitle

 This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 645067

Place, date

Title

- Text
 - Second level
 - Third level



05/08/2015

Bottom text

« N° »