

## DOMINOES – DELIVERABLE

# D7.1 Project Guidelines

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Work Package: WP7

Lead Beneficiary: Empower

Contributing Beneficiaries:

Reviewer(s): -

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<sup>1</sup> **Nature:** R = Report, P = Prototype, D = Demonstrator, O = Other  
**Dissemination level** PU = Public  
PP = Restricted to other programme participants (including the Commission Services)  
RE = Restricted to a group specified by the consortium (including the Commission Services)  
CO = Confidential, only for members of the consortium (including the Commission Services)  
Restraint UE = Classified with the classification level "Restraint UE" according to Commission Decision 2001/844 and amendments  
Confidential UE = Classified with the mention of the classification level "Confidential UE" according to Commission Decision 2001/844 and amendments  
Secret UE = Classified with the mention of the classification level "Secret UE" according to Commission Decision 2001/844 and amendments

## SCOPE OF PROJECT GUIDELINES

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<b>Ver- sion</b>	<b>Date</b>	<b>Description</b>
0.1	10.11.2017	Initial version by Empower
0.2	15.11.2017	Changes after internal review (Empower)
0.3	20.11.2017	Review process length extended to 5 weeks and some minor changes (Empower)
0.4	21.11.2017	Minor corrections
1.0	27.11.2017	Complete version (Empower)

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# **1 Scope of project guidelines**

This document defines the basic rules for the internal management processes of the DOMINOES project. The guidelines preparation is part of the project coordination task 7.1. The document complements the Grant Agreement and the Consortium Agreement by providing practical guidelines and recommendations for handling day-to-day issues.

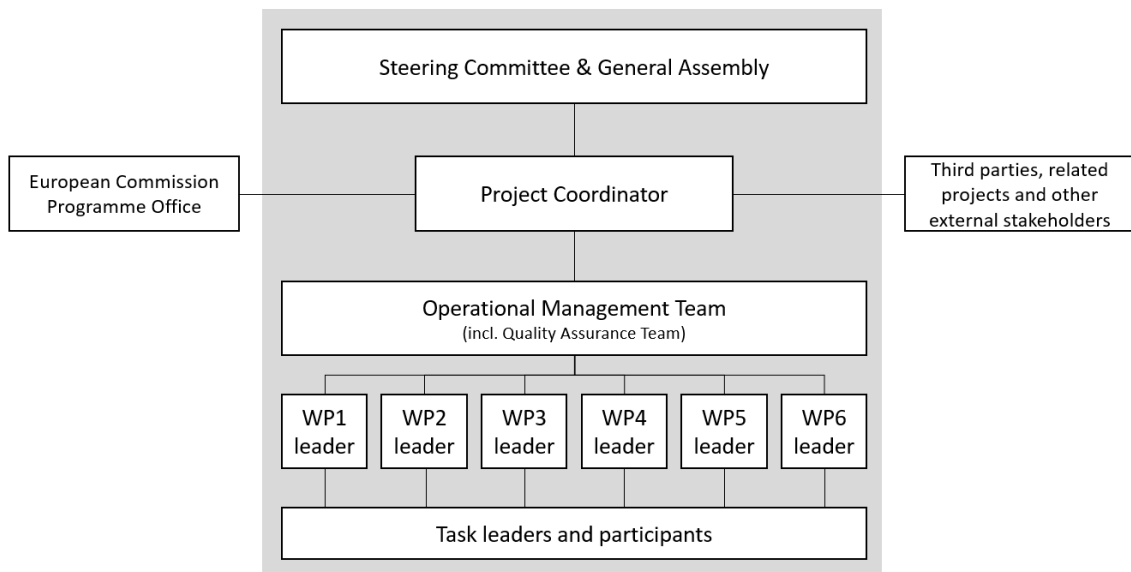
The scope of these guidelines encompasses:

- submission and review processes
- quality management procedures
- risk management
- meeting principles
- communication within project
- formal project document management

This document is maintained by the Coordinator.

## 2 Basic information about the project

Grant Agreement Number	771066
Project start	1.10.2017
Project end	31.3.2021
Coordinator	Empower



**Figure 1 Project management structure and supervising bodies**

### 2.1 Roles and responsibilities of project management level entities

#### 2.1.1 Steering Committee (SC)

The Steering Committee will act as the highest coordinating body in the project. The role of the SC is to manage the project on a strategical level, ensure that the project keeps on track and solve possible conflicts.

Key responsibilities:

- Coordinate the project and communication towards the EC
- Review and approve proposals from the General Assembly
- Approve all articles, conference papers, books and other publications

Members: One representative per partner

Decision-making: 2/3 quorum

Chairperson: Coordinator

Operation: Meets at least once per year

**PUBLIC****2.1.2 General Assembly (GA)**

The role of the General Assembly is to monitor and steer the work on strategical layer. Compared to the SC, the GA will address also operational issues but only to ensure that the work is properly aligned.

Key responsibilities:

- Monitor the WPs to synchronize the work and use of resources
  - The project plan will be reviewed and updated consistently on a high level
  - Possible deviations will be handled in the group itself or if required, they will be escalated to the SC

Members: One representative per partner

Decision-making: 2/3 quorum

Chairperson: Coordinator

Operation: Meets at least twice per year (once face-to-face and once virtually)

**2.1.3 Project Coordination**

Empower will act as the Project Coordinator (PC) leading the activities according to the Grant Agreement.

Key responsibilities:

- Acting as a chairman in the SC and GA
- Handling interaction with the European Commission
- Receiving, compiling and distributing administrative documents, reports, statements of expenditure, or minutes of GA and SC meetings to all partners
- Distribution of the EC's financial contribution to the consortium according to the Grant Agreement

**2.1.4 The Operational Management Team**

The Operational Management Team (OMT) will include one person from each partner (e.g. WP leader, Task leader, operational staff) to monitor and control the actual technical work of the work packages. The team will meet regularly, four times a year, to discuss the interaction and integration of the WPs. The team will ensure that at technical level the project will achieve its targets and that the planned solutions are feasible to every WP. The OMT will also include separate team for quality assurance. This group will review all the deliverables of the project including reports, system prototypes, technical diagrams etc. The quality assurance team will mainly constitute of WP leaders so that required technical expertise and project output related knowledge can be guaranteed.

**2.2 Project structure and timeline**

Figure 2 Project structure (WPs) presents the project structure with respect to the work packages. Figure 3 Project schedule – GANTT displays the GANTT chart illustrating the scheduling of the different tasks within the work packages.

# BASIC INFORMATION ABOUT THE PROJECT

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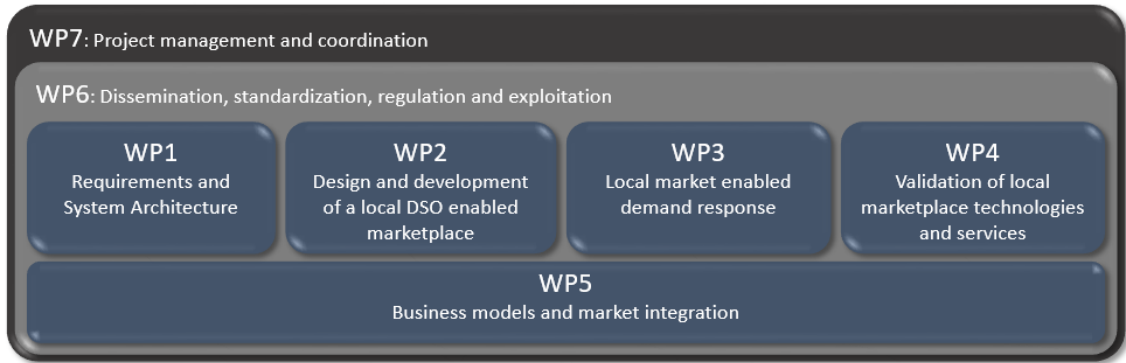


Figure 2 Project structure (WPs)

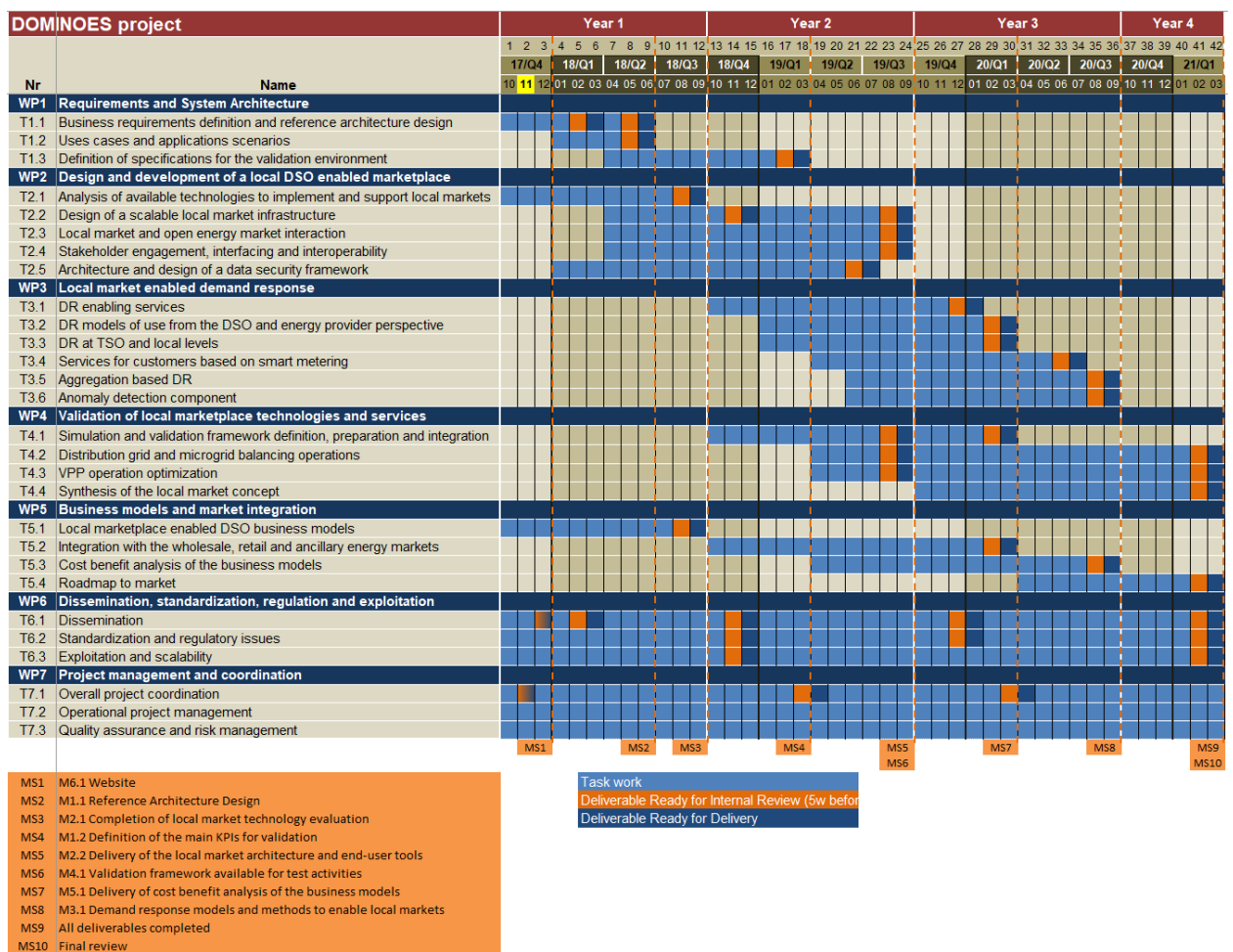


Figure 3 Project schedule – GANTT

### 3 Communication within the project

#### 3.1 Responsibilities and roles

The project comprises 7 Work Packages and several decision-making bodies. In the tasks to be completed within this framework, there are multiple people working in different roles. In addition, there are parties outside the actual project work that may need to be informed about the project work.

The assignment of the roles and responsibilities may change during the project and thus the information is maintained in the Document Management System. Any changes should be immediately reported to the Project Coordinator. An Excel list illustrated in Figure 4 contains the contact information, roles and responsibilities of all the relevant parties. The document is stored in the location

02 Project management\Contact lists\DOMINOES\_Contact list\_<date>.xlsx

The roles in the contact list for the Work Packages and Demonstrations can be one of the following:

- Chair (C)
- Member (M)
- Participant leader (L)
- <empty>.

Part. Nr.	Organisation	Name			Contact type			Member of										Meetings within the pr	
		Family name	First name	Country	General	Financial	Legal	WP1	WP2	WP3	WP4	WP5	WP6	WP7	EDP Demo	VPS Demo	LUT Demo	General Assembly	Steering Board
	Empower	Segerstam	Jan		x	x	x	M	M	M	M	M	M	M	M	M	M		
	Empower	Tapiola	Tero		x			M	C	M	M	M	M	M	M	M	M		
	Empower	Kiikki	Olli		x	x	x	M	M	M	M	M	M	M	M	M	M	x	x
	Empower	Rouhiainen	Milla			x													
	Empower	Hiltunen	Heikki				x												
	ISEP	Vale	Zita		x	x	x	M	M	C	M	M	M	M	M	M	M		
	ISEP	Faria	Pedro		x	x	x	M	M	M	M	M	M	M	M	M	M		
	ISEP	Ramos	Carlos		x			M	M	M	M	M	M	M	M	M	M		
	ISEP	Praça	Isabel		x			M	M	M	M	M	M	M	M	M	M		
	ISEP	Lezama	Fernando		x			M	M	M	M	M	M	M	M	M	M		
	ISEP	Santos	Gabriel		x			M	M	M	M	M	M	M	M	M	M		

Figure 4 Illustration of the WPs contacts, roles, responsibilities Excel list

In addition to the staff involved within the tasks, the contact list includes persons related e.g. to legal or financial matters.

#### 3.2 Formal project meetings

Formal project meetings should satisfy the following:

- A chairperson shall be designated
- Invitations sent
  - for General Assembly 30 calendar days prior (15 days for Extraordinary General Assembly meetings)
  - for Steering Committee meetings 30 days prior
- An agenda shall be sent



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- for General Assembly 21 days prior (10 for Extraordinary GA)
  - for Steering Committee 15 days prior
- For each Steering Committee or General Assembly meeting, each project partner shall send an authorised representative or nominate an authorised proxy
- Minutes shall be recorded during each meeting and distributed within 10 days
  - a person responsible for recording minutes shall be designated at the beginning of the meeting
  - corrections can be made within 15 days of sending minutes
- Decisions of the General Assembly and Steering Committee meetings are considered binding if 2/3 of the member of the corresponding body are present

### 3.3 Email

Emails between the project persons should include the project acronym DOMINOES as a prefix in their subject line. In addition, within the WPs, the Work Package number should also be included (e.g. starting with “DOMINOES WP7”).

## 4 Documents

### 4.1 General rules for working with documents

### 4.2 Document management system

The Document Management System used in the project is the SharePoint site <https://eserv.sharepoint.com/sites/extra-DOMINOES/default.aspx> maintained by the Coordinator.

#### 4.2.1 Filing structure

The files in the SharePoint are placed within the file structure defined below.

FOLDER	DESCRIPTION
/01 Work packages	<ul style="list-style-type: none"> <li>Subdirectories for the individual Work Packages</li> </ul>
/02 Project management	<ul style="list-style-type: none"> <li>Action items</li> <li>Contact list</li> <li>Banking information</li> <li>Document templates</li> <li>Schedule</li> </ul>
/03 Project info	<ul style="list-style-type: none"> <li>General project information</li> </ul>
/04 Meetings	<ul style="list-style-type: none"> <li>Meeting agendas, minutes, presentations</li> </ul>
/05 European Commission	<ul style="list-style-type: none"> <li>Communication with the EC (financial reporting, meetings)</li> </ul>
/06 Publications	<ul style="list-style-type: none"> <li>External publications from the project</li> <li>Related publications</li> </ul>
/07 Any other business	<ul style="list-style-type: none"> <li>Any files that do not belong in any of the other folders</li> </ul>

### 4.3 Naming conventions for formal documents

File names should not include spaces and words should either be concatenated with suitable capitalization or underscores “\_” used. Especially file names for **formal project documents** such as Deliverables and Periodic Reports should follow a uniform naming and numbering convention in order to uniquely identify the purpose, date, content and revision of each document. The naming and numbering conventions are as follows:

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## D7.1\_DOMINOES\_ProjectGuidelines\_20171031\_v0.1.docx

Document type	Project name	Document title	Date	Version
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where the example document is the Project Guidelines deliverable D7.1 with a date of 31.10.2017, version 0.1.

The *project name* should be included to avoid confusion with any files originating from other sources.

The *document type* could be one of the following:

- AG for meeting agendas
- Dx.y for deliverable #x.y
- DRAFT for drafts or conceptual work
- INFO for general information or messages
- MAN for manuals, handbooks or guidelines
- PR for presentations
- MINUTES for minutes of meetings
- REP for reports
- SPEC for specifications
- SCH for schedules, time plans
- TEM for templates

The *document title* should describe the contents and purpose of the document and it does not have to contain the whole title.

The *date* should reflect the date when the document has last been edited. The date of the document can be omitted in case the version number is deemed sufficient. The date should be included at least for meeting minutes, presentations and agendas, where the date should be the date of the meeting.

The *version* number should reflect the status of the document in question. When the document is passed onto another author/reviewer, the version number should be incremented (e.g. from 0.1 to 0.2). Major changes in the document should increment the version to the next whole number (e.g. from 1.7 to 2.0). Finally, “\_final” should be appended to the version after the final version is ready to be delivered.

### 4.4 Document revisions

The Microsoft Word review tools are recommended for updating the formal project documents. Within the WPs, internal guidelines can be utilized.

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## 5 Project planning and progress monitoring

### 5.1 Planning and tracking of milestones, deliverables and reports

The planning and tracking of deliverables and reports are registered in an Excel list stored in the SharePoint at

02 Project management/DOMINOES\_WP7\_Deliverables\_<version>.xlsx

The list contains:

- Deliverable number, name, work package and related task number
- Lead participant and contributor list
- Deliverable type (e.g. R for report)
- Dissemination level
- Deadlines (internal and external)
- Reviewer (partner and person)

Deliverable (number)	Deliverable name	WP number	Short name of lead participant	Contributors	Type	Dissemination level	Internal deadline	Submission deadline	Delivery date (in months)	Reviewer (partner)	Reviewer (person)	Related task	
D1.2	ICT platform and connected energy network reference architecture design	WP1	VPS	Empower, ISEP, LUT, QUB	R	PU	31.5.2018	30.6.2018	M09	CNET		T1.1	This deliverable, as part of task 1.1, will describe the ref...
D1.3	Use cases and application scenarios requirements	WP1	USE	Empower, CNET, EDPD, ISEP, LUT, VPS	R	PU	31.5.2018	30.6.2018	M09	QUB		T1.2	This deliverable will describe the complete set of use ca...
D2.1	Enabling technology for transparent local p2p energy markets	WP2	USE	ISEP, VPS	R	PU	31.8.2018	30.9.2018	M12	Empower		T2.1	This deliverable provides a review covering the technolo...
D5.1	Formulation of alternative local market place enabled business models	WP5	ISEP	Empower, CNET, EDPD, LUT, VPS	R	PU	31.8.2018	30.9.2018	M12	USE		T5.1	The review will deliver a definition of alternative DSO b...
D2.2	Scalable local energy market architecture (first release)	WP2	Empower	CNET, ISEP, VPS	R, OTHER	PU	30.11.2018	31.12.2018	M15	LUT		T2.2	This report will introduce the first release of a transpare...
D6.4	Dissemination Activity Report Year 1	WP6	ISEP	All	R	PU	30.11.2018	31.12.2018	M15	-	-	T6.1	The report, as part of task 6.1, lists all dissemination ac...

Figure 5 Deliverable and report planning and tracking

### 5.2 Tracking of risks

The risks that may have an impact on the project are tracked in the Risk Register located at

02 Project management/Project monitoring/DOMINOES\_RiskRegister\_<version>.xlsx

The list of the risks contains

- WP that the risk is allocated to
- Description
- Probability of occurrence (high, medium, low)
- Impact on the project in general (high, medium, low)
- Description of consequences
- Factors that influence likelihood

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- Mitigation strategies

The risks are tracked by the Coordinator. The Steering Committee and WPs provide input to the Risk Register.

## 6 Progress reporting

### 6.1 Progress reporting to the European Commission

The progress of the project will be reported to the European Commission by the Coordinator with the help from information collected by the partners. The reporting periods consist of

Months	Reporting period	Report due
M01-M18	01.10.2017 – 31.03.2019	31.05.2019
M19-M30	01.04.2019 – 31.03.2020	31.05.2020
M31-M42	01.04.2020 – 31.03.2021	31.05.2021

The periodic reports must be submitted within 60 days following the end of each reporting period. The periodic report must contain

- technical report
  - explanation of the work carried out
  - overview of the progress towards the objectives, milestones and deliverables
  - summary for publication
  - answers to a Horizon 2020 questionnaire
- periodic financial report
  - individual financial statements (eligible costs, receipts of the action)
  - an explanation of the use of resources
  - periodic summary financial statement
  - request for interim payment (except for the last reporting period)
- explanation of the use of resources

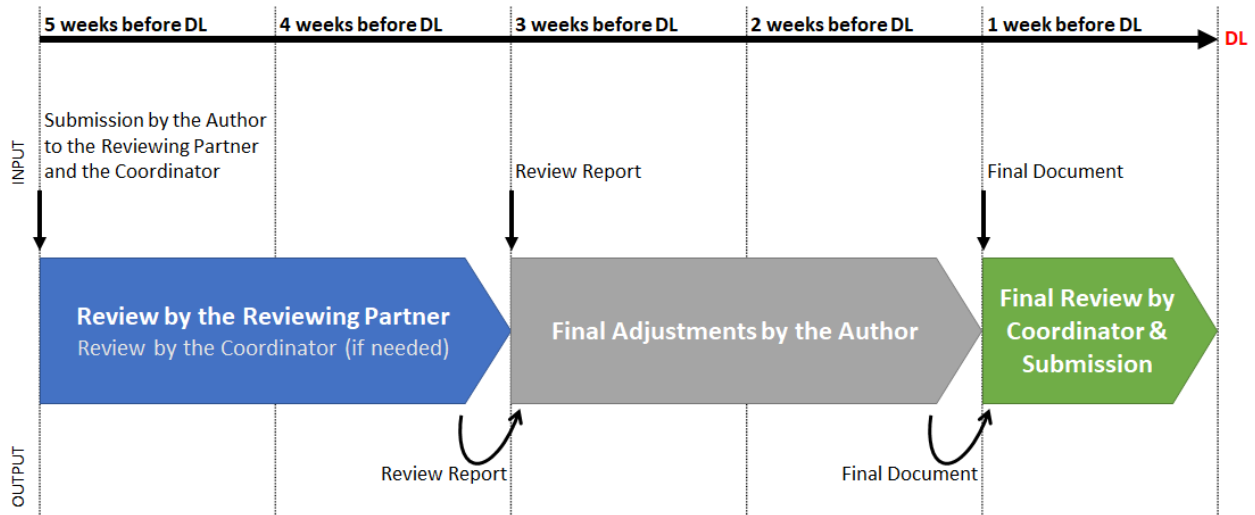
### 6.2 Quality Assurance

The quality assurance (QA) of the project is tracked by the Operational Management Team. The main objective of QA is to guarantee a high scientific quality for all the reporting and publications within the project. All deliverables and dissemination materials are reviewed by at least one reviewer appointed by the reviewing partner for the deliverable.

The author of the deliverable shall provide a version of the deliverable to the reviewing partner and the Coordinator 5 weeks before the submission deadline. The review shall not take longer than 2 weeks. In addition to the comments by the reviewer, the Coordinator can address any issues related to coordinating the deliverables if needed.

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Submission by the author to the reviewing partner and the Coordinator	DL - 5 weeks
Review by the reviewing partner due Review by the Coordinator due (if needed)	DL - 3 weeks DL - 3 weeks
Final adjustments by the author due	DL - 1 week
Final review by Coordinator and submission	DL



**Figure 6 Depiction of review process steps**

The template for the deliverables can be found in SharePoint at

`02 Project management/Templates/TEM_DOMINOES_Deliverable_<version>.docx`

The review shall be done in accordance to the review template

`02 Project management/Templates/TEM_DOMINOES_DeliverableReview_<version>.docx`

The reviewing partners and their appointed persons are listed in

`02 Project management/DOMINOES_WP7_Deliverables_<version>.xlsx`

**6.2.1 Reporting**

Reporting the progress of the project to the European Commission is the responsibility of the Coordinator. The reporting periods are

- RP1: Months 1 to 18
- RP2: Months 19 to 30
- RP3: Months 31 to 42

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The periodic report must be submitted within 60 days following the end of each reporting period. The report includes a technical and financial report.

The technical report includes an explanation of the work carried out by the beneficiaries, overview of progress, and details of exploitation and dissemination. In addition, a summary for publication by the EC and answers to a questionnaire covering issues related to the implementation of the action.

The financial report will contain individual financial statements from each beneficiary detailing the eligible costs for each budget category.

All the project parties will submit their individual contributions to the reports including the technical and financial portions for review to the Coordinator according to the review process outlined above.

### 6.3 Dissemination activities

PowerPoint template for presenting the project and its results can be found in

`02 Project management/Templates/`

All peer-reviewed scientific publications relating to the results of the project shall be ensured open access.

All articles, conference papers, books and other publications must be approved by the project steering committee. Well in advance (at least 2 weeks) before submitting the article (e.g. to a journal), the authors should provide an early draft of the paper for consideration to the Coordinator.

The final accepted publications should be uploaded to

`06 Publications/External publications/`