

# **Work Package 5**

## **Coordination and management**

Project title: European Lightweight Cluster Alliance  
Acronym: ELCA

WP 5 Co-ordination and management

Deliverable D 5.2 Quality assessment methodology

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## D 5.2 Quality Assessment Methodology

Deliverables and results of ELCA COSME are not defined by reaching specific technical targets, as usually defined in a specification sheet but comprise research, outlines for concerted action and definition of strategic collaboration.

Thus, usual quality assessment based on comprehensive testing against specifications in controlled laboratory environments or industrial every-day-use are not suitable to measure quality of work and results, developed in the project.

Instead, a multi-layer approach comprising evaluation and clearance of deliverables will be applied, in which each deliverable will be reviewed by at least two independent parties and finally cleared by the general assembly of all entities involved in ELCA COSME project.

Thus, quality assessment of deliverables is executed as follows:

**0. Compilation and adjustment of the deliverable** / the respective file as stated in the project plan, agreed on by all partners.

**1. Internal quality assessment:** All deliverables and results of ELCA COSME project will be assessed internally by the partner responsible for the respective deliverable, following a four-eyes principle.

**2. Assessment by a second partner:** Another partner involved in ELCA COSME examines the deliverable and

if quality requirements are fully matched: clears the deliverable for presentation and final clearance in the general assembly.

if quality requirements are not fully matched: adds remarks and change requests, ideally directly to the document examined and returns it to the partners responsible to address those remarks.

In general, the following partners will be involved for external evaluation at this stage:

If the deliverable is part of a work package, in which more than one partner is involved, and not provided by the work package leader: The work package leader.

If the deliverable is part of a work package, in which more than one partner is involved, and provided by the work package leader: Another partner involved in the respective

work package. Selection of the most suitable partner is agreed on by the parties involved in the work package.

If the deliverable is part of a work package, in which no other partners are involved and not provided by the coordinator: The coordinator.

If the deliverable is part of a work package, in which no other partners are involved and provided by the coordinator: Another partner selected by the general assembly.

**3. Final clearance by the general assembly:** The partner responsible presents the deliverable in the general assembly, the partner involved in Step 2 recommends clearance of the deliverable.

General assembly either clears the deliverable in a majority vote or, if no majority for clearance is reached, returns it to the partners responsible to address any concerns. Usually this process takes part in regular general meetings.

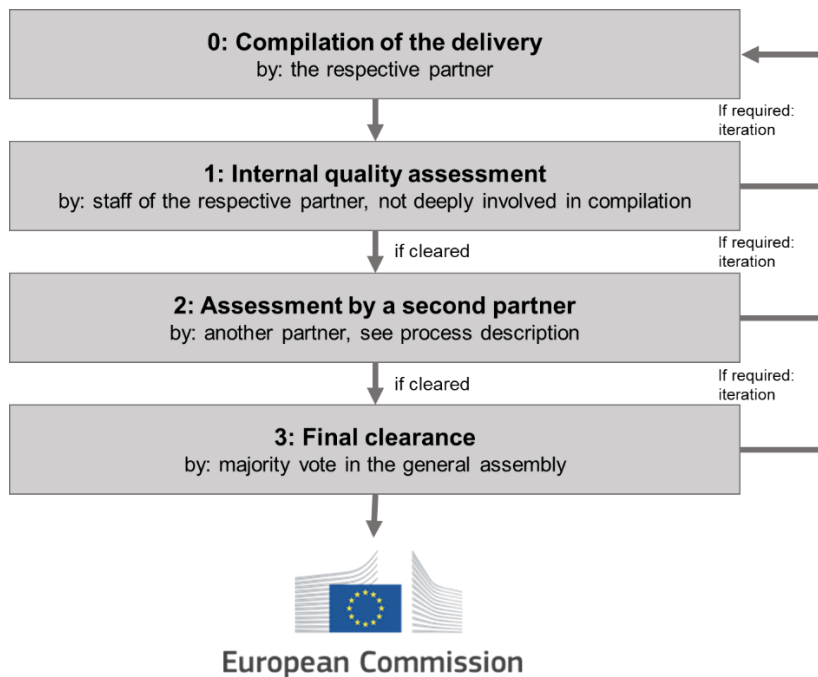


Figure 1: QAM visualization

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