



D 6.2 Quality and Risk Management Plan

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QUALITY CONTROL			
Action	Date	Performed By	Approved/Comment
Internal review	25/03/2004	Yang Cheng <YC> AAU	Provided comments
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Executive Summary

This Quality and Risk Management Plan defines the comprehensive framework for quality assurance and risk management within the MAASive project. This plan describes the rules, procedures, roles and responsibilities relevant to quality assurance and risk management in the project and defines the communication protocols, rules and registers that will facilitate the organisation of quality assurance and risk management.

1. Introduction

The purpose of the present Quality and Risk Management Plan (QRMP) is to define the common rules and procedures for the MAASive consortium to ensure that the project outcomes are of high quality, in line with professional standards and conform to the Grant Agreement. The QRMP provides a logical framework for quality assurance and risk management, communication protocols, and the basic system of quality indicators for the main elements of quality assurance.

The document follows the quality standards of the EU large-scale projects and the quality standards of the consortium partners; the internal quality management processes of the consortium partners are not the subject of this document. The QRMP details the quality-relevant project structure, responsibilities and tasks in quality assurance and risk management, including the procedures for handling quality and risk registers and alerts. As such, the QRMP defines the standards and rules for project documentation (including the designation and codification of files and formatting rules) and focuses on the measures and procedures for reviewing and approving the project documentation.

In addition, the QRMP defines the procedures for risk identification, risk monitoring, risk control, and risk mitigation as well as the roles and responsibilities of the partners in this regard. Finally, the present QRMP defines the reporting procedures and quality indicators to be used in the preparation of project reporting. This QRMP is strongly linked to the D 6.1 Project Management Handbook and extends this document in some parts.

2. Project Organisation

The overall MAASive structure is defined in D 6.1 Project Management Handbook, so this section only deals with the quality-related project structure, roles and responsibilities.

General Assembly (GA): is the ultimate decision-making body of the consortium and consists of one representative from each of the consortium partners. The GA focuses on the strategic oversight of the project, including quality planning and quality assurance.

Project coordinator (PC): is responsible for the overall project implementation in accordance with the Grant Agreement. The PC oversees the project implementation and progress as well as the relevant contractual outcomes and performance indicators and makes suggestions for significant changes or quality actions as required.

Executive Board (EB): is the supervisory body for the project execution composed of all WP leaders. The EB is the point of contact for all WP/task leaders and reports to the GA on all issues relating to project implementation and quality, such as delays in activities, WP, task performance and achievement of contractual outcomes and KPIs.

Work Package Leaders (WPLs): are responsible for the WP coordination including the planning, monitoring and control of all tasks within their respective WP. The WP leaders ensure quality and timely completion of deliverables and milestones and report to the EB and the PC on the progress and any potential risks related to the WP outcomes.

Risk, Quality, and Exploitation Manager (RQEM): takes responsibility for the quality assurance and risk management of the project, defines the relevant procedures, oversees the quality of project implementation and the related risks, and reports to the PC and the EB.

External Advisory Board (EAB): consists of external experts and relevant stakeholders and can provide recommendations on the quality of the project outcomes.

3. Project Quality Management

This section describes the rules and methods used for quality management and quality assurance in the MAASive. Quality planning, quality assurance and quality control are the most important processes that are relevant to the project quality.

- **Quality planning:** identifies the quality requirements, standards and rules for the MAASive activities and documents to be produced in accordance with the quality requirements.
- **Quality assurance:** defines the rules and procedures for achieving quality performance for the MAASive activities and documents.
- **Quality control:** monitors and registers the quality-related aspects of the project and identifies any deviations in this regard as well as proposing the required changes and/or corrective measures.

3.1. Project Documentation

MAASive documentation is organised into different categories (i.e. contractual and non-contractual), as follows:

- **Contractual:** Project deliverables (including scientific and technical reports) and milestones.
- **Non-contractual:** Project reports (interim, periodic, and final reports).

For each type of project documentation, there are different procedures for handling and assuring the quality. Project deliverables, where the majority are contractual (GA, Annex 1, pages 18-26) and shall be submitted to the EC, require a more complex review procedure as described in Section 3.2. The project milestones are also subject to contractual obligations (GA, Annex 1, page 27) and require the identical review procedure as the deliverable. Project reports, which are intended to facilitate project execution and the preparation of the EC's regular reporting, should reflect the MAASive progress and are subject to a different review procedure (Section 3.3).

3.1.1. Documents Identification

The documents to be produced within the MAASive have different types and purposes, which determine the methods for handling the document. The document type and code are defined according to the rules of the Horizon Europe programme and explained in the Table 1 below:

Table 1 – Document types and codes

Document Code	Document Description	WP
R	Document, report (excluding the periodic and final reports)	WP1-WP6
DEM	Demonstrator, pilot, prototype, plan designs	WP3
DEC	Websites, patents filing, press & media actions, videos, etc.	WP5
DMP	Data management plan	WP6
OTHER	Software, technical diagram, algorithms, models, etc.	WP1-WP2

3.1.2. Documents Creation

MAASive deliverables and milestones are created using a specific template that has been developed as part of the project identity within T5.2. These templates are stand-alone documents and are available in the MAASive MS SharePoint under the dedicated folder "Templates".

The following format conditions apply to deliverables and milestones (as defined in D6.1, section 9.3):

- Page size A4.
- All margins (top, bottom, left, right) 25 mm.
- Body text: font Arial, font size 12 point, single line spacing.
- Tables in the body text: font Arial, font size 11 point.
- Headers: font Arial, 12 points, colour, use bold and italics for emphasis as follows:

1. Heading

1.1. Heading

1.1.1. Heading

1.1.1.1. Heading

The use of deviating fonts and formats for project documents is not allowed. The format of the final ready-for-submission documents should be a PDF file.

3.1.3. Document Codification rules

The project defines the rules for the coding of file names for the optimal handling of project documentation. The file names should be unique and meaningful and contain both the project title and document attributes. For deliverables, this means that the file name should contain the number of the deliverable, its version and other specific information:

General Format: **MAASive_D[N].[N]_V[M].[M]_[A]**

- The underscores (" _ ") are critical elements of the structure format and must be used;
- **D[N].[N]** - "D1.1" refers to deliverable D1.1
- **V** - refers to the version of the document; **[M].[M]** – refers to the number of versions of the deliverable within a specific state, where $M \in \mathbb{N}_0$.
In the format [M].[M], the first position indicates the version number; the second position - the revision number of the respective version (e.g. V0.1 and V0.2 - revisions 1 and 2 for version 0 like a draft version; V1.1 and V1.2 - revisions 1 and 2 for version 1 like a final version).
- **[A]** (i.e. Acronym of reviewer) - This field is not mandatory and is only used if the version has been revised by a reviewer. It contains the partner acronym (e.g. POL) or the ID name of the reviewer (the first two letters of the first name and surname).

Example of the renamed file:

MAASive_D1.1_V0.1 refers to the draft version of deliverable D1.1 in the first revision.

MAASive_D1.1_V0.2 refers to the draft version of deliverable D1.1 in the second revision.

MAASive_D1.1_V1.1 refers to the final version of deliverable D1.1 in the first revision.

MAASive_D1.1_V1.1_POL refers to the version of deliverable D1.1 revised by the reviewer POL.

MAASive_D1.1_V1.1_MM refers to the version of deliverable D1.1 revised by the reviewer Max Mustermann (external expert)

When creating a PDF document from a WORD document in the case of the final version for submission, the file name should have the same name as the original document, with the exception of the file extension (e.g. "pdf").

3.2. Project deliverables

The documentation considered in this subsection is the contractual deliverables (including technical and scientific reports) (GA, Annex 1, pp. 15-26). The deliverable template (Section 3.1.2) is available for each partner to download and use. The deliverables should have a standardised cover page and document structure. All deliverables are placed in the MAASive MS SharePoint specifically organised and administered by the project coordinator/project administrator to facilitate the review process. For documents that fall into the "project deliverables" category, the following review and approval procedures should be followed.

3.2.1. Deliverable Revision

The following form of the table has been used for the track of the document creation and revision history. This table (Table 2) is incorporated to the deliverable template and contains the code of the versions, date of activity, description of activity, name of authors and corresponding partner acronym.

Table 2 – Document creation and revision history

DELIVERABLE HISTORY			
Version	Date	Author/Contributor/Reviewer	Description
e.g., V0.1, V1.1 Final version, EU version	DD/MM/ YYYY	<Acronym>	e.g., Content addition, Review notes, English and minor fixes, etc.

The review procedure for the deliverable continues throughout the document life cycle until the release for submission (Section 3.2.2).

3.2.2. Deliverable approval

The approval process for the deliverable begins after the review procedure has been completed. The approval table (Table 3) serves the purpose of quality control and is integrated into the deliverable template in the following form (Table 3). The approval process continues until the document is released or returns the document in the review phase as necessary. Such an iterative process enables the two-stage review procedure and thus ensures the sufficient quality of the deliverable. The table contains the current number of the version to be approved, the name of the reviewer and the partner acronym as well as the date of approval or release of the document.

Table 3 – Quality control/approval table

QUALITY CONTROL			
Action	Date	Performed By	Approved/Comment
e.g., internal review	DD/MM/YYYY Y	Name & <Acronym>	e.g., Approved, approved/provided comments

3.2.3. Deliverable deadline compliance

The project coordinator (PC) is responsible for compliance with the deadlines for the project deliverables. All deadlines and responsibilities for deliverables are integrated into the MAASive MS Project system that serves as a tool for facilitating project management tasks. The PC takes care of the administration of the project space in the MS Project and ensures that all partners are properly informed of the actual status of the project management system.

Alongside the information available to the consortium partners, quality assurance includes the procedure for notification of the deliverable deadline. The PC notifies the responsible partners of the deliverable due date. The first notification is made 3 months before the due date to the deliverable responsible partner. The second notification is made 1 month before the due date in the same way as the first notification. The first draft of the deliverable should be submitted by the deliverable responsible partner 2 weeks before the due date for review by the WP Leader, task leaders and task contributors. At this stage starts the process of the deliverable quality review/approval. After a series of revision process iterations, the deliverable is then submitted for pre-final review by the partners who were not directly contributing to the deliverable and ideally not contributing to the respective WP. As such, one week before due date, the RQEM should provide the deliverable to two randomly selected partners and/or experts (as applicable) for pre-final review. The results of the review and approval procedure should be recorded in the document history log (Sections 3.2.1 and 3.2.2). The results of the pre-final review are communicated to the PC by the RQEM. The final review is undertaken by the PC up to 2 days before the submission deadline. After the final review, the RQEM releases the deliverable for submission. The procedures for notification, review/approval and release of deliverables are outlined in Figure 1.

3.2.4. Milestones deadline compliance

MAASive contractual milestones (GA, Annex 1, p. 27) are reported using the dedicated milestone template, which should include the executive summary, success of milestone achievement, reference to the means of verification and reference documents/deliverables proving the milestone achievement. By default, the respective WP leader is a milestone owner and is responsible for achieving and reporting on the particular milestone.

The milestone quality review procedure is analogous to the review of the deliverables, with the exception that the pre-final review of the external partners is omitted. Instead, the review process is concluded with a meeting of the EB members, WP leaders and/or task leaders/task contributors involved in the milestone. Notification of the milestone deadline begins 3 months before the due date, the second notification then follows 1 month before the due date. The milestone should be submitted for pre-final review 2 weeks before the due date. Following this, the RQEM proposes the milestone review for the next EB meeting on the agenda. Verification of the milestone should be done at the EB meeting. The results of the milestone review and approval procedure should be

recorded in the document history log. The final review is then undertaken by the PC 2 days before the due date. After the final review, the RQEM releases the milestone for submission. The procedures for notification, review/approval and release of milestones are outlined in Table 4 and shown in Figure 1.

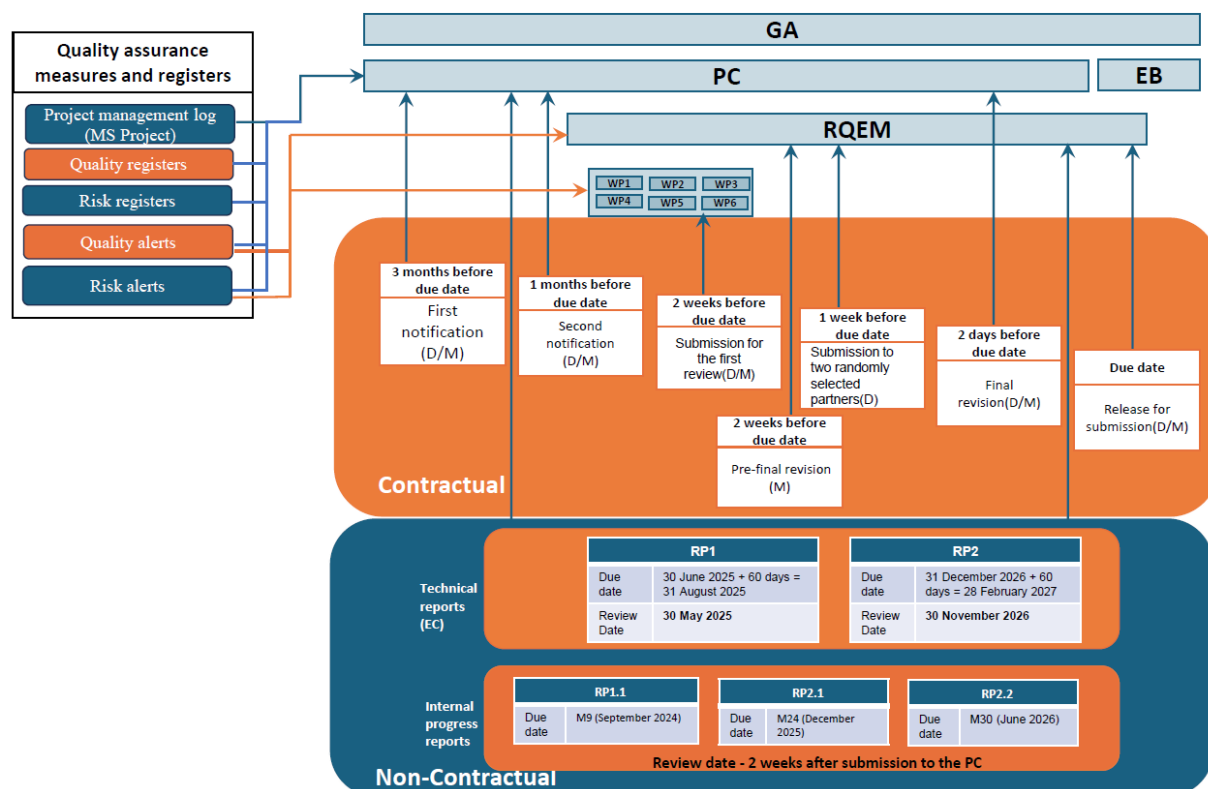


Figure 1 – Procedures for notification, review/approval and release of deliverables

Table 4 – Description of the process and communication protocol for the review and approval of the contractual documents (Deliverable/Milestone)

Document	Days before submission (due date)	Action	Responsible	Methods used
Deliverable/Milestone (D/M)	3 months before due date (Step 1)	Information about document schedule (first notification)	PC	Email notification of the partner responsible for the D/M
Deliverable/Milestone (D/M)	1 month before due date (Step 2)	Reminder of upcoming D/M (second notification)	PC	Email notification of the partner responsible for the D/M. <u>Optional:</u> online meeting between the D/M responsible partner and the project administrator (PC)
Deliverable/Milestone (D/M)	2 weeks before due date (Step 3A)	Submission for the first review by WP leaders, task leaders/task contributors	D/M responsible partner	Uploading a first draft on the project SharePoint Email notification to the EB, RQEM, WP leader, task leaders and

				contributors that D/M is under review
Milestone (M)	2 weeks before due date (Step 3B)	Pre-final revision	RQEM	E-mail notification of the PC to include a milestone review on the agenda for the upcoming EB meeting
Deliverable (D)	1 week before due date (Step 4)	Submission to two randomly selected partners / experts for pre-final review	RQEM	Selection of 2 partners (if relevant – EAB experts) extern to D/WP Email notification of the selected partners/persons that D is under review
Deliverable (D)	2 days before due date (Step 5)	Written feedback provided by reviewers	Reviewers	Email notification of the PC and RQEM with the filled-in feedback form
Deliverable/ Milestone (D/M)	2 days before due date (Step 6)	Final revision	PC	Email notification of the RQEM that the D/M review process is completed
Deliverable/ Milestone (D/M)	Due date/Release (Final step)	Release for submission	RQEM	Email notification of the CM and PC that the D/M is released for submission

3.3. Project reports (interim, periodic, and final reports)

The quality assurance and review procedure for project reports (i.e. non-contractual documents) is different from the review of deliverables and milestones described in section 3.2. As this type of document is required to track the project's progress, the quality of the project reports is ensured by the project coordinator (PC). The subject of this section are periodic reports and internal project reports (D 6.1, section 4.1, 4.2).

3.3.1. Review of the technical reports

Apart from the review of the technical part of the periodic reporting following the action implemented by the consortium (D 6.1. section 4.1), the RQEM specifically reviews the project reports for compliance with the MAASive schedule and progress with regard to the achievement of the project impact and the effectiveness of impact and quality indicators. The review procedure follows the reporting periods (D 6.1, section 4.1) and starts 30 days before the respective reporting date (Table 5). The project coordinator should provide the consortium and the RQEM with all relevant documents for the technical review.

Table 5 – Deadlines for the review of the technical part of periodic reporting

Reporting Period	Project months covered	Due Date (end of Month plus 60 days)	Review of the technical part of the reporting by the RQEM and the consortium
RP1	M1-M18	30 June 2025 + 60 days = 31 August 2025	30 days before due date (i.e. 30 May 2025)
RP2	M19-M36	31 December 2026 + 60 days = 28 February 2027	30 days before due date (i.e. 30 November 2026)

3.3.2. Review of the internal project reports

The internal progress reports are reviewed directly by the PC and the RQEM. The PC provides the relevant documents (i.e. progress inputs) for the RQEM check (D 6.1, section 4.2). The RQEM reviews in particular the quality of the reports with regard to adherence to the MAASive schedule and progress and detects any deviations from the project schedule and risks in the project implementation. The deadlines for the review of internal project reports are shown in Table 6.

Table 6 – Review of internal project reports

Reporting Period	Project months covered	Due Date (end of month)	Quality review/check by the RQEM
RP1.1	M1 – M9	M9 (September 2024)	2 weeks after submission to the PC
RP2.1	M19 - M24	M24 (December 2025)	2 weeks after submission to the PC
RP2.2	M25 – M30	M30 (June 2026)	2 weeks after submission to the PC

4. Quality assurance measures and registers

In order to systematise the quality assurance measures, several tools and communication protocols are used within the MAASive as shown in Table 7. All of these tools are available in the MAASive MS SharePoint.

- **Project management digital log:** used by project administrator (PC) to record and monitor the project schedule (designed in the MS Project with transfer to MS SharePoint).
- **Quality registers:** used to record quality-related information for the project documents (accessible at the dedicated space of the quality management task T6.3)
- **Quality alerts:** used to warn of potential quality issues (accessible at the respective WP)
- **Risk registers:** used to record potential risks and risks mitigation actions (accessible at the dedicated space of the quality management task T6.3)
- **Risk alerts:** used the same logic as quality alerts to warn of risk-related issues and incidents.

Table 7 – Tools and communication protocols in the MAASive

What	Who	How	Responsibility/ control
Project management log	Project administrator (regular update, notification, synthesis of data, reporting)	MS Project standardised functionalities	PC
Quality registers	RQEM (regular update, synthesis of data, reporting)	Word table created in the MS SharePoint (WP6/T6.3)	PC
Quality alerts	All partners (warning message, notification)	Notebook created in the MS SharePoint of the specific WP	WPLs, RQEM, PC
Risk registers	RQEM (regular update, synthesis of data, reporting)	Word table created in the MS SharePoint (WP6/T6.3)	PC

Risk alerts	All partners (warning message, notification)	Notebook created in the MS SharePoint of the specific WP	WPLs, RQEM, PC
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4.1. Quality registers

MAASive will utilise the quality registers to plan, manage and monitor the project's quality activities. The quality register approach originates from the PRINCE2 project management methodology and has been adapted specifically to the MAASive project. The quality registers enable to collect quality-relevant information and ensure an insight into the status of quality activities in the project as well as to monitor the progress of quality measures and, if necessary, of corrective actions. The quality registers relate to the project documents, such as technical documents, deliverables, milestones, and to all project outputs for which assurance of quality is required. The template for the quality register is provided in Annex A. The quality register will be created at the beginning of the project and finalised at the end of the project.

4.2. Quality alerts

MAASive will use so-called quality alerts (QA) that allow for a quick reaction of the partners if any adjustments or changes in the outcomes or the implementation of tasks/WPs are required. The standard MS Teams tool "Notebook" is used as the basis for this, which is created for each WP and displays the respective tasks. To create a quality alert, it is sufficient to mark QA and write a concise yet explanatory text of the alert in the notebook field (Figure 2). The status of the notebooks is checked by the project administrators (PC) and the WP leaders to enable more responsive reactions to the warnings.

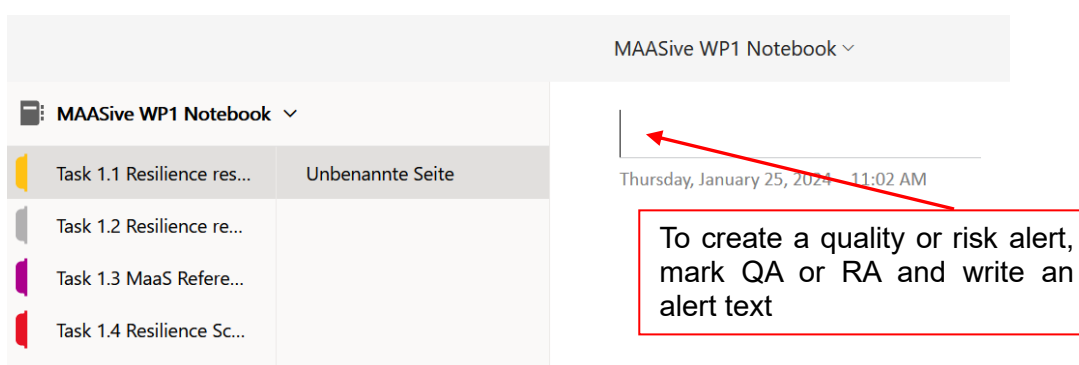


Figure 2 – Quality and risk alerts

4.2.1. Project quality indicators

To measure project progress, MAASive will use quality KPIs that focus primarily on the achievement of project performance. The examples of quality KPIs are listed in Table 8. These KPIs are calculated and monitored by the RQEM based on the quality registers and reported as part of the annual quality review and periodic reporting.

Table 8 – Quality KPIs

ID	Quality indicator title	Target value at the end of the project	KPI measurement
QI1	Deliverables in progress	100%	Number of completed deliverables divided by the total number of deliverables

Q12	Milestones in progress	100%	Number of completed milestones divided by the total number of milestones
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5. Project risk management

This section describes the methods used for risk management in the MAASive. The subject of risk management is the overall performance of the project and, in particular, the achievement of the contractual documents (deliverables and milestones) and the contractual KPIs (GA, Annex 1). MAASive risk management covers the measures for risk identification, risk assessment and risk mitigation and describes the processes for minimising potential risks during project implementation.

Risk identification: defines the risks associated with the technical implementation of the project and the achievement of the contractual documents (deliverables, milestones), and project KPIs, including cases, incidents and situations that may potentially affect technical realisation of the project.

Risk monitoring: defines the proactive methods for risk monitoring and communication protocols in the event of a potential risk exposure.

Risk assessment: evaluation of the risk exposure, including the probability and extent of the impact on the project.

Risk mitigation/risk contingency: defines the risk mitigation methods and contingency plan(s) to prevent specific future cases that may lead to potential risks.

5.1. Risk identification and monitoring

The risks that may potentially affect the MAASive are already identified at the application stage (GA, Annex 1). The list of pre-defined risks (GA, Annex 1) contains the assessment of the likelihood and extent of the impact as well as the associated mitigation measures. MAASive, however, focuses on proactive measures for risk identification. A risk monitoring process using risk alerts and risk registers will therefore be introduced at the beginning of the project.

The risks that may potentially affect the project are categorised into different categories:

- Time-bound risks: any delays or changes to the schedule when achieving deliverables/milestones.
- Technical risks: any issues related to the realisation of the WPs, including technical issues that may arise from the use cases/demonstrators.
- Resource-related risks: any budget and resource constraints due to changes to the project schedule or scope arising from the project amendments.
- Competence-related risks: any conflicts of competence required to achieve the deliverables/milestones.
- Ethical and diversity risks: all issues that may violate the principles of fairness and lead to discrimination (because of gender, age, ethnic or social origin, genetic characteristics, language, religion or belief, disability, sexual orientation, political or any other opinion, membership of a national minority), including issues related to AI techniques and tools, the consequences of project solutions, use and dissemination of project outcomes.

5.1.1. Risk ownership

Depending on the risk category, risk ownership may fall into different groups for each particular risk or case/situation that may lead to risk exposure. Once a risk has been identified, the risk owner must be clearly defined. According to the GA (Chapter 4, Art.

7), all partners are jointly responsible for the technical implementation of the action, i.e. for the timely identification of risks for the MAASive technical implementation. In this respect, the clearly defined risk responsibility will ensure adequate risk mitigation measures and contingency strategies are in place.

Table 9 – Risk ownership by risk category

Risk category	Risk owners
Time-bound risks	EB, PC, WP/task leaders, all project partners
Technical risks	EB, PC, WP/task leaders, all project partners
Resource-related risks	EB, PC, WP/task leaders, all project partners
Competence-related risks	EAB, EB, WP/task leaders/task contributors, all project partners
Ethical and diversity risks	EAB, EB, PC, WP/task leaders/task contributors, all project partners

5.2. Risk assessment

For each identified risk, the RQEM, in collaboration with the PC and the EB, estimates the likelihood of the risk occurrence and the expected impact on the MAASive. The same logic is applied as in the application phase, whereby the occurrence of the risk and the impact are graded on a scale of low, medium and high. For the presentation of risks, standardised and widely known tools such as 3x3 risk heatmaps or risk matrices can be used to visualise the risk-related effects.

5.3. Risk mitigation and contingency

The risk mitigation measures mainly concern proactive actions to define a number of measures to control and prevent cases/situations that are potentially harmful and could lead to a project risk. When a risk is identified and the probability of its occurrence and potential impact are estimated, the risk owners endeavour to determine the cases/situations that could trigger the occurrence of the particular risk. Then a contingency plan is created that defines the responsibilities and roles, the time frame and possible response scenarios for the risk owners. If the potentially harmful cases/situations cannot be avoided, mitigation measures are proposed with specific actions and a timeframe for their implementation.

5.4. Risk registers

The risk register (Annex B) is developed using similar logic as the quality registers. This document enables to record the risks that have arisen during the MAASive. Likewise, the document is created at the beginning of the project and incorporates the risks already defined at the application stage as well as other risks that may be attributed to the achievement of the project outputs and KPIs. The risk register also records the extent of the impact and the level of occurrence of the identified potential risks, where relevant. In addition, the risk register contains information on measures to prevent the risk and/or mitigate its impact. The risk is recorded by the risk owner, i.e. the partner who is primarily accountable for the management of the risk (task leader, WP leader, EB member, coordinator), and is monitored by the RQEM.

5.5. Risk alerts

For the risk alerts (RA), the same logic is used as for the quality alerts (section 4.2). Partners use the MS Teams "Notebook" tool to signal potentially harmful cases or

situations that may lead to risk exposure. Any partner or person within the consortium who identifies such a situation should submit an alert to the responsible partner. The responsible partner (risk owner) assesses the situation and notifies the RQEM and the PC for the appropriate risk identification.

6. Risk and quality reporting

Following the same logic as for project reporting (D6.1, section 4.1-4.2), MAASive defines two reporting periods for quality assurance and risk management, as shown in Table 10:

- Internal progress reports (on an annual basis)
- Interim and final reports (in line with the official periodic reporting (M18 and M36)).

Table 10 – Overview of quality assurance and risk management reports

Reporting Period	Project months covered	Due Date (end of month)
RP1.1	M1 – M12	M9 (September 2024)
RP1. Official periodic reporting	M1 - M18	M18 (+60 days)
RP2.1	M19 - M24	M24 (December 2025)
RP2.2	M25 – M30	M30 (June 2026)
RP2. Official periodic reporting	M19-M36	M36 (+60 days)

The collection of information from partners (if required) should initiate at least 30 days prior to the reporting due date. The PC is responsible for keeping up to date with the current status of quality assurance, risk mitigation and achievement of the KPIs included in the specific registers as defined in the present document. The particular registers (state to date) should be included as an appendix to the progress reports as well as periodic interim and final project reporting.

Annex A – MAASive Quality Register

Nr	Ref. Project outcome (D/M)	Project outcome (D/M) title	Due date	Type	WP	Responsible partner (acronym)	Quality action					Corrective actions (if applicable)
							Action (review, approval, release)	Date of quality action	Reviewer ID	Partner acronym	Result (review in progress/ approval/release)	

Annex B – MAASive Risk Register

Nr	Date register/alert	Risk category	WP/Task affected	Risk description	Risk owner		Risk assessment			Risk status (active/passive)	Risk contingency	Mitigation measures
					ID	Partner acronym	Risk probability (1 – low, 2 – medium, 3 – high)	Risk impact (1 – low, 2 – medium, 3 – high)	Risk level (probability x impact)			

Annex C – MAASive Quality checklist (Document peer review)

MAASive project: Quality control checklist	
Deliverable Title:	Deliverable Nr: X.X
Document general structure	
The document's organisation is sufficient to cover the topic addressed	☐ Yes ☐ No
The scope and length of the document are adequate	☐ Yes ☐ No
The document attributes and details comply with the short description of the proposal (GA, Annex 1)	☐ Yes ☐ No
The content of the document is consistent with the short description of the proposal (GA, Annex 1)	☐ Yes ☐ No
The template and format of the document are adequately followed	☐ Yes ☐ No
The name and version of the document conform to the naming conventions defined in D6.2	☐ Yes ☐ No
The style, fluency and language of the document are appropriate	☐ Yes ☐ No
Document logic	
The argumentation in the document is logical and concise	☐ Yes ☐ No
The tables contain adequate and accurate data that are sufficient for a proper problem statement	☐ Yes ☐ No ☐ N/A
The figures are coherently integrated into the text and are duly referenced in the document	☐ Yes ☐ No ☐ N/A
The annexes are effective to the document and are duly referenced in the document	☐ Yes ☐ No ☐ N/A
Document body text	
The abstract and executive summary are concise and do not contain restricted information or sensitive data and convey a clear understanding of the topic	☐ Yes ☐ No
The introduction contains sufficient information about the topic and the organisation of the document	☐ Yes ☐ No
All sources are properly cited, and referencing is accurate and appropriate to the scale of the document	☐ Yes ☐ No
For scientific and technical documents (please tick N/A if not applicable):	
The findings of the document are accurately described and adequately linked to the research question(s)	☐ Yes ☐ No ☐ N/A
The conclusions are substantiated by the findings defined in the document	☐ Yes ☐ No ☐ N/A

Peer review feedback

MAASive project: Peer review feedback

Please give your feedback and possibly your recommendations on this document.

If you have ticked "No" for some points, please state the reasons and the action required

XX

Please insert the review results into the **Quality control/approval table** (page 2 of the report template) and ensure that this checklist is stored in the respective WP.