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1 Introduction

1.1 Scope and contents of the document

This document addresses quality assurance issues of the project and defines risk assessment guidelines. This document is correlated with other deliverables within the project, both in progress and already delivered.

This second version follows the recommendations produced by the project review at the end of first year; therefore, the first version is however to be kept into consideration, as integrated and complemented by the contents of this second edition.

To support Quality Assurance the following topics will be covered:

- organization assessment for the project: project work plan breakdown & partners responsibilities
- procedures to support project overall coordination and management, such as organization of meetings, reporting, documents & deliverables storage
- quality monitoring procedures & policies: review of KPIs assessment & measurement, to better address the issue of project potential impact & sustainability
- review of Stakeholders of the project
- analysis of possible impact of project deliverables and outputs on stakeholders
- identification of possible links of OPEN-DAI with other European supported projects

Risk Assessment Guidelines revisions in this document will furtherly develop the contents of first edition by:

- reviewing the risks classification, to investigate for potential new risks not included in the first edition but arisen during the project first year
- identification of actions to prevent /mitigate potential risks
- indication of corrective actions to be taken in case of risks arising

Besides this enhancement of first edition risk assessment, this version proposes a methodology to implement a continuous risk assessment and monitoring policy, involving all WP leaders and generally all partners of the project, by collecting, qualifying and managing also risks related to single WPs.

While developing this document new edition it has appeared clear that quite a few project information is dynamic and have to be kept updated during the project lifetime; e.g. the project directory /distribution list, the risk assessment, etc. To manage this situation, some auxiliary documents have been created, related to this Guidelines document, to be stored in a dedicated repository (Auxiliary_Doc) and to be kept updated in order to best adapt the project documentation to its current and up-to-date situation.

1.2 Correlation with other documents within the project

- DOW Open-DAI (297362) 2011-10-26
- ODAI-WP1-D4-Annual Report Y1
- ODAI-WP7-D3-Dissemination Plan Revised
- ODAI-WP8-D2-Exploitation Plan

auxiliary /dynamic documents:

- ODAI-WP1- Partners Directory List
- ODAI-WP1-Stakeholders List&Analysis
- ODAI-WP1-Deliverables List
- ODAI-WP1-Risks Assessment Register
- ODAI-WP1-Todo Actionlist
- ODAI-WP1- WP detail plan template
- ODAI-WP7- Dissemination Events Register

2 Quality Assurance

2.1 Organization assessment

The "Description of Work" (DoW) basic document defines main project organization:

- work packages (WP) breakdown and responsibilities,
- milestones and deliverables list.

The management organization is set as below:

- Executive Board (EB)
- Project Leader (Coordinator) –responsible for WP1 leadership
- Work Package Leading (WP) committee-> 7 Leaders
- Task Leaders, identified within each WP according to detail plans

Updates to the DoW statements -regarding the above listed info- are tracked in the "ODAI-WP1-D4-Annual Report Yn" documents.

Each WP leader is responsible of organizing the tasks within the WP to guarantee for quality and timing of the deliverables, according to the defined procedures supporting overall coordination and management.

The detailed operative rules and policies applying to activities developed by each partner will be in charge of each task leader, provided that general rules are respected.

Project deliverables may have different formats:

- documentation
- software implementation

Configuration management general rules and conventions –as agreed- are hereby defined for documents, and each delivery shall respect them.

WP5 work package shall describe in details the common framework applying to software implementation, once defined the rules to be adopted in the OPEN-DAI platform setup.

The partners contacts are listed in the "ODAI-WP1- Partners Directory List" file, available in the project general storage & repository dropbox.

2.2 Overall coordination & management policies

Project activities will be carried out, and outputs will be produced and delivered, according to the Gantt in the DoW and under global responsibility of the Project Leader.

Detail plans for each Work Package are defined under responsibility of the corresponding WP Leader, in agreement with the WP Leading Committee, also calling for contribution from project partners as required.

The Annex-1 contains the template to prepare WP detail plans.

Each WP Leader is responsible of tasks and deliverables within the corresponding WP, according to the WP detail plan and in time with the expected deadlines; it is also duty of the WP Leader to coordinate operations and activities performed by the other partners contributing to his WP.

The Project Annual Reports show the advancement of the project on a yearly basis, collecting accounting information from all the WP Leaders in charge during the past year.

To allow for a sharper monitoring of activities development, each six months data will be collected (by the Project Leader, with contribution from the WP Leaders) to build a picture of the actual state-of-art for work-in-progress tasks, and to consequently update the forecast-to-end plans for ongoing WPs, comparing gathered advancements against WPs detail plans.

Therefore, each WP detail plan should estimate intermediate progress-control milestones for tasks with a planned elapsed time longer than six months, to facilitate advancements data collection.

The results of the 6-months project progress monitoring will be shared among all partners, in order to commonly agree on planning adjustments and review plan documents—if and as required- in time for the year report.

2.3 Management operations & procedures

2.3.1 Financial management

The general rules applicable within the financial framework of the Open-DAI project refers to the document "ICT PSP Guide to financial issues (version 3, 14 February 2012), available at the following link:

http://ec.europa.eu/information_society/activities/ict_psp/participating/grant_agreement/documents/guideto_financial_issues_relatig_to_ict_psp_grant_agreements_14022012_a.pdf

The official submission of financial costs by each beneficiary is coordinated by the appointed Financial Manager of CSI-Piemonte on a yearly basis.

Open-DAI Partners -via the Financial Manager- will be required once a year to submit their annual periodic report, which is expected to be consistent with the financial statements (cost claims), on the Open-DAI section on the Participant Portal.

In order to facilitate the collection of data and to better monitor the financial progress, the Financial Manager will request a prospect of the incurred expenditures on a six months basis.

The frequency and the cases where they need to be certified by an independent auditor are defined in the Open-DAI Grant Agreement.

The financial statements represent the basis for any payment by the Commission. For more details see the above mentioned "ICT PSP reporting guidelines" and the "ICT PSP guide to financial issues".

2.3.2 Meetings & Information Sharing

To share information and to exchange discussions, the Project Team will organize meetings that may be:

- virtual meetings = conference calls, using the internet tool Skype,
- real meetings = persons gathering in geographical locations, fixed each time to the best convenience of participants.

Virtual meetings will be organized periodically, according to needs of a work package or during a specific timeframe, called either by the project coordinator or by a WPLLeader.

Real meetings will be organized in synchronization with the project milestones and WP development plans, called by one partner in charge each time.

Shared repositories & storage will host documentation & deliverables files.

2.3.3 Work in Progress Tracking and Monitoring

To keep common and sharable track of sharp activities and tasks to be performed by any partner, at project level, an overall action list will be kept updated in the project repository dropbox. The file name will

be "ODAI-WP1-Todo Actionlist" (-vx, depending on file maintenance optimization requirements), and the Project Leader is in charge of its update.

2.3.4 Peer Review Policy

Deliverables will be developed under the responsibility of each WP leader, with the contribution of the other partners involved in the work package activities.

To improve and to harmonize quality, partners agree on a peer review policy to verify and approve the outputs, previously to their final consolidation.

The peer review process is set on a work package basis, and will respect the following table:

WP deliverables	WP Leader	Peers to Verification
WP2	Netport	CSI –Piemonte Polytechnic of Turin
WP3	DIGITPA	CSI –Piemonte Polytechnic of Turin
WP4	CSI -Piemonte	Sampas Netport
WP5	BDigital	CSI –Piemonte Netport
WP6	Sampas	CSI –Piemonte Polytecnic of Turin
WP7	CSI -Piemonte	Polytechnic of Turin BDigital
WP8	Polytechnic of Turin	CSI –Piemonte BDigital Netport

2.3.5 Documents Management & Storage

The project team will make use of an internet shared open storage to keep and manage work-in-progress (wip) and consolidated documentation, accessible through www.dropbox.com website.

Documentation files stored in the repository may be the following:

- deliverables of the project, both in consolidated and wip format , according to the project plan
- minutes from meetings & conferences: both virtual and held in real venues
- presentations (documentation) held by partners in seminars, conventions, conferences, meetings, either within the project or apart from the project -but in a related context and cultural ground.

Each work-package leader has the responsibility to manage the corresponding work-package folder, accordingly to general naming and documents organization rules.

The storage is organized in folders; the following is a basic draft of its setup:

Folder name	Folder contents
Branding	<i>Logos from partners, and for the project</i>
ODAI-WP1-Todo Actionlist	<i>Updated project main action list</i>
Formal Communications	<i>Basic project documentation, mails and comms with EU-PO</i>
Conferences & Meetings Minutes	<i>Minutes of minor meetings and conferences</i>
Dissemination Events	<i>Presentations and documentation related to dissemination activities developed by partners</i>
General Meetings	<i>Agenda, presentations, minutes and photos</i>

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Folder name	Folder contents
	Karlshamn 2012
	Barcelona 2012
	Istanbul 2013
Running Documentation	<i>Work in progress files, organized mainly per WPs</i>
WP1	Wip files, WP1
WP2	Wip files, WP2
WP3	Wip files, WP3
WP4	Wip files, WP4
WP5	Wip files, WP5
WP6	Wip files, WP6
WP7	Wip files, WP7
WP8	Wip files, WP8
WP Final Version –Delivered	<i>Final version of deliverables, sent to Commission</i>
WP1	Delivered /final version files files, WP1
WP2	Delivered /final version files files, WP2
WP3	Delivered /final version files files, WP3
WP4	Delivered /final version files files, WP4
WP5	Delivered /final version files files, WP5
WP6	Delivered /final version files files, WP6
WP7	Delivered /final version files files, WP7
WP8	Delivered /final version files files, WP8
Project Reviews	<i>Presentation, deliverables and other documentation</i>
	March 2013
Auxiliary_Doc	minor .doc and .xls supporting project info sharing

The consolidated deliverables approved by the annual reviews will be published in the project website, according to their dissemination level.

The Project Coordinator keeps a list of all consolidated deliverables, reporting the following information:

- Deliverable number
- Deliverable title
- Delivery date
- Delivery status
- Deliverable responsibility

Document name is:

ODAI-WP1-Deliverables List -v1.xls

Meeting minutes responsibility is in charge of the meeting organizing partner, both for conf.calls and for meetings.

The speaker partner is responsible for the presentations, as defined in the dissemination plan (WP7).

2.3.6 Documents Naming & Ruling

During the kick off meeting all partners agreed to use Microsoft Office 2003 to produce, save and exchange documents, while still in wip versions.

Consolidated versions will be produced and stored in Adobe-PDF format.

All the documents/deliverables of the project will follow the following naming rule:



ODAI-WPx-Dy-Deliverable Title-vn.m.doc/xls/pdf

where:

x	stands for the WP number
y	stands for the deliverable number, as listed within the project DoW (optional, if not applicable)
Deliverable Title	according to the description in project DoW (new, if not named in DoW)
n.m	major.minor version of the document (<i>versioning may be missing</i>)

Once the documents/deliverables reach their final/consolidated version the naming convention is the following:

ODAI-WPx-Dy-Deliverable Title-final.doc

Minutes naming rule is the following:

Open Dai Minutes and Todo list_YYYYMMDD.doc

Minutes template is annexed to this document, which –itself- may be used as the template for document deliverables.

2.3.7 Software Repository

Part of the Open-DAI platform will be made up of integrated open source components, assembled in modules using the most proper open source tools, depending on their characteristics.

A general goal of the project is to open up development and to contribute to OSS community, in order to widen testing and maintenance; therefore, the modules will be made available accordingly to the methods applied in their corresponding software products.

To perform automatic deployment, the Open-DAI platform will use a tool named "puppet"; the modules will be distributed via the "GIT" open source service, commonly used for source management.

Also other deliverables of the project will be hosted in GIT, as they become available.

2.3.8 Dissemination Activities Documentation Repository

Presentations and documentation related to dissemination activities developed by partners will be stored in a dedicated subfolder (Dissemination Events) within the project repository shared in web dropbox.

Hence this subfolder will be appropriately organized to hold presentations, documentation and other material developed and used by partners in seminars, conventions, conferences, meetings, either within the project or apart from the project -but in a related context and cultural ground.

A register file (excel format) will keep track of the subfolder contents: "ODAI-WP7- Dissemination Events Register", also stored within the same subfolder.

This file updating is related to WP7 activities. It is generally a work-in-progress file, to record information not yet documented within the "*D7.x Dissemination Plan*" to be yearly delivered.

2.4 Quality monitoring procedures & policies

2.4.1 Project Key Performance Indicators

The project team decided to assess the progress and achievement of the various WPs using a set of indicators, as already defined in the Description of Work and reported in the following table:

Indicator No.	Relating to which project objective / expected result?	Indicator	Method of measurement	Expected Progress		
				Year 1	Year 2	Year 3
1	WP1 – Management	Number of reports delivered on time	% on reports due	100%	100%	100%
1	WP2 - System and Architecture specification	Number of systems / silos involved	Census of silos	8	10	12
2	WP3 – Data assessment and specification	Number of data set published	Census of data sets	0	15	25
3	WP4 – System/Platform implementation	Number of services Per pilot	Census of services	0	8	12
4	WP5 – Pilot Development	Number of users of the new services involved in pilots	Registering service accesses	0	300	2000
5	WP6 – Services development implementation and testing	Number of called services per month	Monthly average	0	1500	10000
6	WP7 – Dissemination	Participants in the project public events	Reports on events	200	300	500
7	WP7 – Dissemination	Number of article published by consortium members	Collection of article published	4	6	10
8	WP8 Exploitation	Number of services proposed by Apps developed	Public organization contests	2	8	12
9	WP8 Exploitation	Number of PA's willing share the Open-DAI Platform	Public presentations	0	8	16

The above table lists the set of KPIs identified in the first edition of this document, according to what was defined in the DoW.

In facts, it has been updated along the first project year, complementing it with a few indicators that may better support OpenDAI impact analysis and optimize sustainability of the whole project, possibly dealing mainly with quality –rather than merely output quantity- of the tasks to be developed within workpackages not yet completed.

The project roadmap passes through three major milestones:

- Implementing an efficient and effective high availability infrastructure to free data from the silos.
- Implementing a central service to provide public organizations a tool to orchestrate opened data and to facilitate third party integrations.
- Implementing a framework to facilitate access by third-parties to the data provided by PAs, in order to support development of new and innovative services.

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The following table lists the new set of KPIs identified for the still in progress WPs (2nd and 3rd year); the previous numbering has been kept, for the KPIs already identified in the DoW; new KPIs receive progressive numbering id.

Id	Related Wp	Indicator	Computing Criteria	Expected Progress	
				2 nd year	3 rd year
1	WP1 - Management	Number of reports delivered in time	% of deliveries on due reports	100%	100%
10	WP5 – Pilot Development	Delivery performance: vs. planned deadlines	Percentage of pilots developed within expected deadlines	100%	n.a.
11	WP6 – Services Devt & Testing	Overall Pilots performance	Sum of overall quantity of accesses to the pilots: -API= calls /total API's number -APP= number of downloads /total APPs -GUI= web access&usage	300	2.000
12	WP6 – Services Devt & Testing	Deployment & operations performance in production	Platform Uptime percentage	99%	99%
6	WP7 – Dissemination	Interest for the project public events	Audience /participants recording	300	500
7	WP7 - Dissemination	Publications in scientific Reviews and conference proceedings	Number of published articles by consortium members	6	10
13	WP7 – Dissemination	Contribution to local and international events presenting project results	Number of participations	1 local, 2 international	2 local, 4 international
8	WP8 - Exploitation	Success of public organized contests	Number of services offered by Apps developers	8	12
9	WP8 - Exploitation	PAs agreement on OPEN-DAI platform & solution	Number of PAs adopting the solution	8	16

2.4.2 Purchasing Policy

Suppliers of products, materials and services, where unspecified by a customer contract, are selected on their ability to meet the Project's requirements given due consideration to the quality, statutory obligations, time scale and cost. A list of approved suppliers and sub-contractors will be kept; the following criteria will be applied to accept them:

1. Previous performance in supplying to similar specifications and requirements.
2. Compliance with an approved third party product/ quality registration scheme.
3. Recommendation by other similar purchasers or manufacturers of equipment.
4. A trial order and evaluation of performance.

All supplies and sub-contracts are subject to an authorized Purchase Order providing full clarification of the type and extent of supply.

2.5 Review of project impact on Stakeholders

The following lists and cross-reference tables set the basis for the Dissemination Strategy development. Further collection and review of stakeholders and possible impact on them as this project results will be investigated in "D.7.3 -Dissemination Plan" v.2 edition deliverable.

A wider Stakeholders Impact Analysis, related to this chapter, is tracked and will be kept updated in the auxiliary document named:

"ODAI-WP1- Stakeholders List&Analysis"

2.5.1 Project stakeholders

Project consortium:	the partners participating to the consortium, both types: PA and developers
European commission:	the funding actor able to support and to sponsor the project at European level
Citizens of the consortium's PA:	direct users of the pilots implemented in the project; interested in the possibility of reducing local PAs IT development expenditures in order to improve services quality; students, interested in open data exploitation and usage
Expert Users of open data:	web solutions and mobile apps developers, interested and involved in further open data and project outputs exploitation
Private IT PA's service providers:	IT player offering services to PA, potentially interested in a common and standard framework public data deployment
Open source developers:	developers of the technological components adopted by the project
Central PAs:	PA governing public procurement and making decisions on the Digital Agenda, or able to solve legal issues on data sets
Local PAs:	owner of the data silos, purpose of the project business
Private IT:	small /medium business enterprises interested in implementing applications based on public opened data
Open Data Community:	academic and technical community interested in open data
Citizens:	citizens not involved in the pilots, because out of the project scope or living outside the project PAs borders
Other EU financed project:	projects such as Stork, eHero, or financed by other intervention lines such as Homer
Cloud providers:	IT providers advising a cloud proposal to those PAs possibly interested in an "application" solution to increase their offering

2.5.2 Project main deliverables

The project results may be classified in the following main groups:

Open-DAI model:	the approach of the project, which may be synthetically expressed as follows: data stay in the PAs datacenters, which have already invested to procure them, so bypassing legal problems possibly originating by data transfer in the cloud, while processes publishing data in the cloud get the benefits from dynamic scalability and cost management
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- Open-DAI platform: the technical implementation, developed in a modular way to allow potential adopters to substitute their own preferred components, made available as an open source integration framework
- Data opened through the project: data sets opened by the project in API method
- Single pilots: the project solution demonstrating the possibility to easily use the data and to build new services exploiting data published by the platform

2.5.3 Who is interested in what

	Open-DAI model	Open-DAI platform	Data opened through the project	Single pilots
Project consortium	X	X	X	X
Citizens of the consortium's PA & Expert users			X	X
Citizens			X	X
Private IT PA's service providers	X	X	X	
Private IT			X	X
Cloud providers	X	X		
Central PAs	X	X	X	
Local PAs	X	X	X	X
Other EU financed project		X		
Open Data Community			X	
Open source developers		X		X

2.6 Links of OPEN-DAI with other European projects

Identification of possible links of OPEN-DAI with other European supported projects, such as:

- Homer
- OASIS
- EenViper
- DANTE

are part of the WP7 –Dissemination workpackage. Some link has already been approached with the above listed projects.

WP7 aims at development of all activities to setup relationships with these, and possibly others, European supported projects. This topic is extensively described within "D.7.3 -Dissemination Plan" v.2 edition deliverable.

3 Risk Assessment Guidelines

A few risks are already identified in the DoW, where some strategies to mitigate them are also provided. This chapter widens this analysis.

Guidelines on risk assessment identified in DoW are based on the following list:

- Risk on data usability
- Risk on data accessibility
- EU requirements not fulfilled
- Pas' directives to use other solution
- Risk of Downtime
- Software product premature end of life

(1) Risk on data usability

Some of the data sets that the project plans to use are not yet declared "open data" by the PA owning them. The risk is that part or the whole data set might not be considered "open data" by the PA or that legal problems might arise, increasing the data collection activities and required elapsed time.

This might bring to delay the data usage, even just due to time constrains in the opening process, so shifting the scheduling of project activities.

In this case the mitigation strategy will be the following:

- try to get a reduced subset to use as open data, allowing the owner PA to reach a more wide opening policy in time
- using the data in a reduced scope (like reserved to PA usage, still a strong limiting factor, but in any case a first step in the direction of opening the data and able to demonstrate the effectiveness of the Open-DAI model); in this case the KPI will have to be re-modulated since the restriction on diffusion will reduce the values accordingly
- changing the data set choice, with a possible delay in the project and a change of the final pilot.

Moreover under WP3, at second year beginning, each partner implementing the OPEN-DAI pilots will contribute to fill a table reporting the following information for each data:

- Chosen datasets
- Legal approval concerning the open nature and the ownership
- Type of publishing license to be applied

(2) Risk on data accessibility

(2a) Each PA making available their own datasets will be free to choose the most proper publishing license. There is a risk of incompatibility among different licensing choices applied to interrelated data, or that the combination of different and somehow incoherent licensing policies might create a difficult access path to users searching information corresponding to different but correlated datasets.

(2b) The datasets owner PAs might use different information description and structure among the pilots legacy (DOW), reducing data access and interoperability.

In this case the applied mitigation strategy will consist in achieving a general and commonly shared agreement both on the licensing policies to be applied for publishing data, and on the information description and structure, within the WP3, WP4 and WP5 development.

(3) The project might not fulfill the EU requirements

There could be the risk that the project platform or the general model does not fit in the EU more general strategy.

To mitigate this risk the project will use the first year review to verify the alignment of the project model to the general EU strategy



(4) Pas' directives to use other solution

There might be the risk that PAs, within their organization, receive directions to use different solutions to achieve similar objectives, or that some other organization within the PA make different technical choices -different from the ones proposed by the project.

To mitigate this risk the project will promote the project activity within the PA organization giving it the needed diffusion, so to raise the needed commitment on the overall strategy on open data and silos breakage. After the finalization of the architecture (after the first year) the project plans to organize dissemination events in order to promote the technological framework among PAs. Such events and relative feedbacks will be recorded in a document registry (WP7).

(5) Risk of Downtime

The project platform is delivered by a complex hardware and software environment that, by nature, as any complex IT system, may have points of failure.

To mitigate this risk the project has designed hardware redundancy and software clustering solution in order to reduce downtime to the minimum.

(6) Software product premature end of life

The project makes use of many open source software: some of these tools are not backed up by big software companies and the OSS project might run the risk of a premature end of life.

Furthermore, in the last years we saw a tendency of important merger/acquisition operations directed to open source projects, in particular in the software field of the Open-DAI project.

An example of this is given by the CloudStack tool: it has been acquired first by Citrix with a merger of Cloud.com and afterwards released by Citrix to the Apache foundation as, again, an open source project.

To mitigate this risk the project decided to choose tools of proven value and backed up by strong companies (like RedHat, Citrix) and to adopt open standards so that the project will obtain the double result of:

- getting immune to change of tool for premature end of life of the product
- allowing other adopters to shift some of the tools in favor of preferred tools

3.1 Risks classification review

To monitor and manage risks, which might arise after the preparation of this Guidelines document (i.e. during the still work-in-progress activities), WPs specific risks analysis and assessment info is requested as part of the WPs detail plan.

The template in Annex-3 shall be used to collect risks assessment info, creating a register to be kept updated during the project lifetime in the project dropbox repository. The document name is: "ODAI-WP1-Risks Assessment Register", being it a spreadsheet file.

It includes all the above listed risks, and the new potential risks that have come up so far.

The risks are qualified by following info:

- WP originating the risk, or "GEN" qualification
- a risk-ID, progressive number
- risk class (e.g. organization, technician,...)
- risk description & consequences, both briefly listed and detailed in a dedicated sheet of same file
- impact level (high, medium, low)
- occurrence probability estimation (high, medium, low)
- mitigation action to reduce occurrence probability, both briefly described and detailed in a dedicated sheet of same file
- mitigation action to reduce impact –should risk occur, both briefly described and detailed in a dedicated sheet of same file
- who is in charge of mitigation actions

- deadline for actions setup
- status for actions setup (WIP, OK, KO –or annulled)
- risk end date –if applicable (for risks related to e.g. Year1 of project)

3.2 Mitigation actions to prevent /avoid overall potential risks

Software and infrastructure quality assurance:

When the deliverable of a WP is a software product or an Infrastructure, each WP Leader should define the following:

- acceptance criteria
- test plan to evaluate the defined criteria. In particular, software deliverables should be tested to ensure they integrate into the overall project architecture
- performance assessment tools (when applicable)
- stress test plan (when applicable)

4 Annex -1: Project deliverables template = WP detail Plan

WORK PACKAGE SUMMARY INFO

Work Package number:.....
 WP Leader Partner:, WP Leader person name:.....

Work Package Deliverables Summary (as from DoW, or latest update)

Deliverable id	Deliv. title	Delivery date (month)	Nature	Dissemination level	Estimated person-months	Related Main Task
.....					

Work Package Breakdown into Tasks

Task id	Task Title	Estimated person-months	Start date (month)	End date (month)	Task Leader partner
.....				

.....brief workpackage description.....

WorkPackage Risks Assessment

Please detail WP specific risks, if any, and mitigation actions to be applied in case of risk come up.

TASKS DETAILS

for each Task in the WP: Task id.....

Task leader partner: name of partner, name of task leader person

Task brief description:

.....

List of Partners involved in each task, and summary of their expected contribution:

Partner name	Brief description of involvement	Contributing to Deliverables:
.....

Task breakdown in milestones (if task elapsed time > 6 months), and deliverables state-of-art:

1 st milestone	milestone brief description	expected date (project month)	deliverable id	percentage of deliverable completion (30%-50%-75%)
2 nd milestone	milestone brief description	expected date (project month)	deliverable id	percentage of deliverable completion (30%-50%-75%)
.....				

5 Annex -2: Project deliverables template = Minutes

page header:

Minutes of Project Meeting Open DAI
Date: 09th April 2013 at 03.00 pm on Skype

page footer:
<file-name>

page#/total pages

contents:

Participants:

<partner> name & surname

Skype Conference Agenda

- review of previous To-Do-List
- issues/items to be discussed
-
- update of To-Do-List

Items discussion details

<discussion report, listed per item>

TO DO LIST

item id	WHO	ACTION brief description	deadline	status	previous item
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the above list will be added to the general ODAI-WP1-Todo Actionlist file

6 Annex -3: Risks Analysis & Assessment Register

The following is an example of the register file, to be used as a template –ref. to chapter 3.1 for items description.

02/07/2013		last update of file		Impact		Mitigation Actions					Risk End Date (if any)
WP	Risk ID	Risk Class	Risk Description & Consequences	Severity Level	Occurrence Probability	Mitigation Action to reduce Occurrence Probability	Mitigation Action to reduce Impact (if risk does occur)	Who is in charge of mitigation action	Deadline for action setup	Action setup Status	
GEN	1	data usability	Impossibility to obtain the required data by a specific use case in a specific pilot site	Low	High /Medium	Datasets usage just for pilots and sharing between PA	Datasets usage just for pilots and sharing between PA				