



Robotics vs
Bullying

Management and Monitoring Strategy

Document Control Page

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Abstract	The strategy describes the approach on quality management of the project, establishing also the project monitoring and communication mechanisms
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Document collaborating Organizations:	P2 - Consejeria De Educacion De La Junta De Castilla Y Leon P3 - Panevezio rajono svietimo centras P4 - Make It Better Associacao Para a Inovacao e Economia Social AS P5 - Usak Il Milli Egitim Mudurlugu P6 - Zdruzenie za razvivanje i digitalizacija na obrazovaniето i ku P7 - Universidad de Burgos P8 - Stowarzyszenie Arid P9 - Asociatia Sinaptica P10 - KITE - Kino Information Technology Education P11 - Clementoni S.p.A.
Dissemination level	<input checked="" type="checkbox"/> internal <input type="checkbox"/> public <input type="checkbox"/> confidential

List of Abbreviations

Abbreviation	Description
EC	European Commission
KPI	Key Performance Indicator
PC	Project Coordinator
QM	Quality Manager
WP	Work Package
DOW	Description of Work

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Executive Summary

Quality management which includes an accurate evaluation and mitigation plan of risks and a detailed management procedure is a continuous process that last the whole life of the project. It is more about preventing and avoiding than measuring and fixing poor quality outputs. It implies the ability to anticipate situations and prepare actions that will help bring the desired outcomes. The goal is the prevention of defects through the creation of actions that will ensure that the project team understands what is defined as quality.

Quality assurance covers not only the results delivered by the project but also the process and procedures used to manage the project, that includes the way the project uses the tools, techniques and methodologies to manage scope, schedule, budget and quality.

The implementation of the procedures regarding project management and monitoring is under the coordinator responsibility and has the final goal to verify and ensure the proper achievement of the project objectives, prior to the final approval by the partners' General Assembly and the subsequent submission to the European Commission. The control of the correct follow-up of the Management procedures is under the project coordinator responsibility.

This very document will work as a manual of reference for the project partners to efficiently execute the project with the maximum quality and effectiveness.

Introduction

This section provides detailed information about the purpose, scope and structure of the document as well as the intended audience of the document.

Purpose of the document

This document describes the methodology to ensure an appropriate level of quality in the processes and deliveries of the project, management procedures and risk assessment plan with the purpose of serve as guidance and reference document for all partners within the consortium. The main and overall objective is to ensure the quality and soundness of the scientific and technical work performed in the RoBy project and manages the quality assurance of the project outcomes.

Scope and Audience of the document

The Management and Monitoring Plan will be used by the consortium partners as reference in the management of all related issues as well as by EC in order to acquire an overview regarding the contingency plan, quality procedures and management boards of the project, the document is Restricted to other programme participants (including Commission services and project reviewers).

Structure of the document

The document contains the following sections:

Section 1: Introduction - an introductory section, i.e. this present section, which describes the main purpose of the document, the dissemination level and the structure of the deliverable.

Section 2: Project management - this section contents the info related to the project governance, administrative and financial reporting issues.

Section 3: Quality assurance - this section details the management and monitoring of the quality processes, responsibilities, planning, milestones, format, templates and review procedures.

Section 4: Conclusion - This section presents the conclusions of the document.

Project Management

Project governance

Project governance refers to the structure and organisation chart where the project decisions are taken. It is also the way of working chosen by the members of the consortium in order to maximize the impact of the project and enhance the cooperation among the partners.

All the partners have prepared an organizational chart with all key persons involved in the project activities

Figure 1 - Project Governance Scheme

The project will be organized into a simple management structure organized around

Roles in the project

The main roles in RoBy are:

- **Project Coordinator (PC):** This role is held by IC di Bosco Chiesanuova Polo Europeo della Conoscenza which is in charge of the day-to-day management of the entire project, including:
 - o **Communication issues:** within the consortium and with the Agency, resolution of problems or discrepancies among the partners.
 - o **Financial and reporting issues:** of the project resources, periodical reports, billing of efforts and budget and leading the financial management activities.
 - o **Coordination issues:** monitoring and control of the workplan, management of dependencies between tasks and work packages, coordination of project work, review and approval of project reports and outputs.
- **Quality Manager (QM):** This role is held by Usak MEM which is responsible for the quality procedures of RoBy. The Quality manager reports both to the Project Coordinator and the partners during the meetings.
 - o **Procedures issues:** installing and monitoring in-house quality procedures according to suitable standards.
 - o **Measuring issues:** setting the success indicators and measuring the evolution of the project according to the quality indicators and metrics.
 - o **Risk plan:** responsible of the elaboration of Risk Identification and Management Plan, including Contingency Plans, for RoBy.
- **Partner Representative:** Each partner appoints a representative to be in charge to centralize interactions with other partners in the project. This person is responsible for the work carried out within their organisation. This person could also be the same appointed WP leader.
- **Work Package (WP) leader:** Each Work Package is led by one partner. The Partner Representative designates one person belonging to the organisation that will act as a Work Package leader.
 - o **Coordination issues:** coordinating the activities within the Work Package and ensuring that they are aligned with the objectives not only of the WP but also the project. Monitoring of the tasks progress with respect to task goals, milestones, and adequacy of results. Designation and coordination of task leaders.
 - o **Reporting issues:** informing the corresponding management body or role (project coordinator, executive board, quality manager, ethics manager) any deviation identified due to scheduling, unsuitability or risks affecting the quality of project results and/or objective.

Communication

RoBy project is governed by the principle of cooperation in order to reach a set of common objectives. In order to facilitate the cooperation among partners the Project Coordinator will establish the necessary tools and procedures to facilitate it as shown below. Likewise the Project Coordinator shall ensure to adjust the number of face-to-face meetings to the real necessities of the project avoiding unnecessary travel expenses.

- **Private repository (project intranet):** a centralized knowledge repository has been set up in Nextcloud. Nextcloud is a platform that allows to access to the data from all devices. It is an open platform that can be extended, modified and personalized. The information is organized in different folders that comprises the work packages, administrative issues, contractual documents and in general all the information useful for the project and partners.
All partners has permission to access and share information and they will also work in a cooperative manner.
- **eMail (mailing lists):** Distribution lists are created under demand for specific issues (e.g exploitation or technical work). There is a general distribution list where all participants are included in order to be aware of the progress of all issues. A contact list is also accessible in nextcloud in order to reach every member of the team for bilateral communications.
- **Teleconference and instant messaging:** consortium is in close communication. A periodically teleconference has been established. In the same way specific teleconference or online chats are scheduled by the work package leaders attending the needs of the tasks.
- **Meetings:** face to face meetings will be scheduled in order to discuss the progress of work and define common strategy of important issues. As well specific meetings referred to particularly issues will be as well organized. The meetings originally planned (without prejudice to other meetings can be arranged) are:
 - o Kick-off meeting:
 - o Second meeting in ***** from ***** to *****
- **Mail:** for specific issues as exchange original documentation or specific documents, mail tools will be used.

Project monitoring

The project monitoring oversees all the tasks and metrics necessary to ensure that the project is within scope, on time, and on budget so that the project progresses with minimal risk. The Project Coordinator is in charge of the project monitoring, with the support of the Executive Board.

The tool for an effective project monitoring is this very deliverable, which states the work breakdown structure (project scope), the project roadmap and milestones (time), and the quality and risk management procedures.

In addition there are some Milestones (M) that help to control the project execution and its compliance with the scope, time and resources allocated:

WP1 Management

M1.1. Signed Contractual documents (by M2)

M1.2. Delivered Project Interim (by M18)

M1.3. Delivered Final Reports (by M36)

WP2 Quality

- M2.1. Quality strategy and Evaluation Instruments (M2)
- M2.2. Interim Evaluation Report (M18)
- M2.3. Final Evaluation Report (M36)

WP3 Dissemination

- M3.1 Dissemination plan (M3 first draft - finalized in M35)
- M3.2 Production and distribution of dissemination materials (M12)
- M3.3 Organisation of end-users workshops at national level (M24)

WP4 Exploitation

- M4.1 Exploitation plan (M24 - finalised M35)
- M4.2 Creation of a network of educational institution and organisations active in the field of bullying prevention (M35)

WP5 Pedagogy

- M5.1 Psycho-pedagogical framework (M7)
- M5.2 Adapted good practices (M31)

WP6 Training

- M6.1 Modules for teachers training (M10)
- M6.2 Completion of the training of trainers (M13)
- M6.3 Completion of national teachers trainings (M19)
- M6.4 Development of university curriculum on bullying prevention through prosocial robotics (M35)

WP7 Research, assessment, piloting

- M7.1. Robotics Versus Bullying Assessment Strategy and instruments (M19)
- M7.2. Analysis of the piloting phase (M34)

WP 8 Policy Recommendation

- M8.1 Policy recommendation (M36)

Administrative and financial reporting

The project coordinator must inform to EC regarding the progress of the project submitting both:

- Periodic report due on Month 15 and
- Final report at the end of the project.

The EC, at any time during the implementation of the project, require supporting documents that all partners must provide and keep for:

- Contract including partners tasks and budget instalments.
- Meeting partner's copy of boarding cards, hotel invoices, declaration of costs and activities undertaken, outputs completed.
- Audits: The EC may order an audit of the project grant during the project or at any time up to 2 years after the final payment. Any claimed ineligible costs will be recovered or deducted from the next payment. The audits may cover financial aspects, systemic aspects and other aspects such as accounting and management principles.

Contractual management

The objective of the contractual management is to ensure the project is adhering to the terms and conditions of the Grant Agreement and providing the required services/products that meet the expectations of the project.

In particular the contractual management addresses the following situations:

- Changes in the consortium configuration, such as including addition or withdrawal of beneficiaries or third parties.
- Changes in in the technical scope of the project, affecting the Description of Work (DoW).
- Changes in the Consortium Agreement.
- Contract closing.

The project coordinator is in charge of processing and coordinating any amendment on behalf of the consortium. The project coordinator is also responsible for transferring any contractual change to the project plan.

Quality plan

Quality processes

Project reviews serve as quality checkpoints. In some cases, these reviews may serve as a decision point to determine whether the effectiveness of project's processes is at required levels in order to proceed with the next stage of the project.

Scheduled reviews include, but are not limited to, the following:

- Project reviews – Review of the projects management plans and the processes described within those plans to determine if the plan is being followed or if there is a need for improvement. There are two reviews foreseen:

- Documentation reviews – A review process for all outputs produced during the project has been established in order to ensure the quality of the outcomes. This procedure is explained in detail in the following sections.

Review procedure

All project deliverables must follow an internal review process before their official delivery in order to assure their consistency, coherence, and quality:

- To improve overall quality of work.
- To make sure that is useful, inside and outside the project.
- To minimise the risk that deliverables will be rejected at project reviews.

Deliverables' review process

The process of the internal review abides by the following points:

- The deliverable relates to a specific WP. The responsibility of the document lies on the deliverable editor, the lead beneficiary, as indicated in the list of deliverables of the project proposal.
- All partners working in the task associated to the deliverable are contributors. They are expected to contribute to the production of the deliverable and review of partial versions.
- The delivery dates are stated in the list of deliverables in the project proposal.
- The internal reviewers are selected taking into account their specific skills.
- The deliverable editor must consolidate a version one month ahead of the deliverable date. The draft is uploaded to the RoBy internal repository for all the partner to review and provide feedback.
- The deliverable editor must consolidate a version for final review two weeks before the delivery date. The internal reviewers have 1 week to provide comments on the format and content.
- The deliverable editor takes into consideration the provided feedback and generates a final version of the document.

Deliverable review criteria

As a result of the review process, the deliverable editor should know:

- If the deliverable is fully accepted by the internal reviewers or needs further development.
- The changes to implement.
- The suggestions for improvement.

The internal reviewers are expected to evaluate the deliverables and provide feedback according to the following criteria:

- The content is focused on the key issues, with a sufficient level of detail.
- The deliverable takes into consideration the scope of the project work, its objectives, its phases (roadmap and schedule), and its target audience.
- The content provided is presented in a clear and logical order.
- All background information is supported by references.
- The deliverable conforms to the layout and format of the deliverable template.
- The information is presented in correct English spelling and grammar.

- The document has an appropriate extension to make it useful and handy.

Deliverable review tools

In order to provide the feedback, the reviewers will use track changes in Word for all changes and comments.

The reviewed version of the deliverable is stored at the RoBy internal repository.

Action plan

During the document management process and, especially, during the review process problems related to delays in the document production or rejections of the document due to lack of quality or any other reasons may occur. The table below establish the action plan for that kind of issues:

Problem	Action Plan
Delays	Communication: any possible delay must be made known well in advance. As a general rule, a delay of N days must be made known at least 2xN days before the due date. For example, a delay of 7 days (1 week) should be communicated 14 days in advance.
	Recovery actions: must be defined and agreed between the deliverable editor and the WP leader in order to reduce the impact of the delay as much as possible. The WP leader communicates the Project Coordinator about the decision.
Rejections	The deliverable editor and the project coordinator will agree on a recovery plan
	If the project coordinator deems the problem as serious it should be brought before the all the partners attentions in order to explain the problem and take the necessary actions
	The Project Coordinator will inform deliverable responsible about the problem and the corrective measures

Table 1 - Action plan for delays and rejections

Document management

Document naming

Documents and deliverables produced within the project will follow a RoBy referencing conventions (regardless of the filenames that each partner uses internally in their local archives).

The document name code is structured into the following fields:

Deliverable code-Deliverable Title_Date_Code of the partner_Version_(Status)

where:

Fields	Description
<i>Deliverable code</i> <i>Deliverable Title</i>	The Deliverable code and title according to the deliverable list contained in the project proposal, in case of project deliverable, or a short name, for any other document type.
<i>Date</i>	All dates printed to all RoBy documentation will follow the ISO 8601 standard notation (i.e., four digit year, two digit month and two digit day of the month; for example: "20150331" for March 31 st 2015).
<i>Code of the partner</i>	Indicates the origin of the document, using the short name of the consortium partners.
<i>Version</i>	Indicates the progressive number of the stable versions of the document. The first, usually created by the WP leader, is 0.1 followed by 0.2 up the 1.0 that is the final version. In case of several versions of the same document it is possible to use double figures numbers: 0.21, 0.22, 0.23, etc.
<i>Status</i>	In case it is needed it indicates the status of the document: <ul style="list-style-type: none"> - Draft, refers to intermediate versions of the document. - Review refers to the version for internal review - Final refers to the version for official delivery

EU Disclaimer

The following disclaimer must be added to the inner pages of the publications and studies written by external independent bodies with support from the European Commission:

"The European Commission's support for the production of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein."

Visibility of the European Commission contribution will be ensured by mentioning on any communication or publication made by the beneficiaries jointly or individually that relates to the action including at conferences, seminars or in any information or promotional materials (such as brochures, leaflets, posters, presentations, in electronic form, etc.) visibly indicate "with the support of the Erasmus+ Programme of the European Union" as well as the graphic logos (follow the instructions available on the website: https://eacea.ec.europa.eu/about-eacea/visual-identity_en)

Document structure

Each document should have the same main structure

- 1) Cover page with logos, title of the output, EU disclaimer
- 2) Document control page, history of the document, document review and approval
- 3) List of Abbreviations
- 4) Index

- 5) Executive summary containing Purpose of the document; Scope, objectives and Audience of the document; Structure of the document; Methodology, Most important findings, Conclusions and main Recommendations where applicable.
- 6) Full document
- 7) Bibliographical references, where applicable

Document Control Page

Work Package	
Document name and Deliverable:	D X.X Title
Abstract:	
Document responsible Organization:	
Document collaborating Organizations:	
Dissemination level:	<input type="checkbox"/> internal <input type="checkbox"/> public <input type="checkbox"/> confidential

Document history

Version	Date	Change editors	Changes
0.0	xx/xx/xxxx	Name surname (partner acronym)	Short description of the work done Ex: <i>Preparation of the structure of the deliverable</i> <i>Review of the national data grammar and syntax review</i> <i>Finalisation of the content for the internal review</i>
0.1			

Document history

1.0			Final version of the deliverable
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Document review and approval

Parnter	Reviewer	Decision
P1 - Polo Europeo della Conoscenza - IC Bosco Chiesanuova	Name surname	<input type="checkbox"/> accepted <input type="checkbox"/> rejected <input type="checkbox"/> further work required
P2 - Consejeria De Educacion De La Junta De Castilla Y Leon		<input type="checkbox"/> accepted <input type="checkbox"/> rejected <input type="checkbox"/> further work required
P3 - Panevezio rajono svietimo centras		<input type="checkbox"/> accepted <input type="checkbox"/> rejected <input type="checkbox"/> further work required
P4 - Make It Better Associacao Para a Inovacao e Economia Social AS		<input type="checkbox"/> accepted <input type="checkbox"/> rejected <input type="checkbox"/> further work required
P5 - Usak II Milli Egitim Mudurlugu		<input type="checkbox"/> accepted <input type="checkbox"/> rejected <input type="checkbox"/> further work required
P6 - Friends of Education		<input type="checkbox"/> accepted <input type="checkbox"/> rejected <input type="checkbox"/> further work required
P7 - Universidad de Burgos		<input type="checkbox"/> accepted <input type="checkbox"/> rejected <input type="checkbox"/> further work required
P8 - Stowarzyszenie Arid		<input type="checkbox"/> accepted <input type="checkbox"/> rejected <input type="checkbox"/> further work required
P9 - Asociatia Sinaptica		<input type="checkbox"/> accepted <input type="checkbox"/> rejected

		<input type="checkbox"/> further work required
P10 - KITE - Kino Information Technology Education		<input type="checkbox"/> accepted <input type="checkbox"/> rejected <input type="checkbox"/> further work required
P11 - Clementoni S.p.A.		<input type="checkbox"/> accepted <input type="checkbox"/> rejected <input type="checkbox"/> further work required

List of Abbreviations

Abbreviation	Description
NA	National Agency
KPI	Key Performance Indicator
EB	Executive Board
QM	Quality Manager
WP	Work Package

Bibliographical references

Bibliographical references will follow up APA Style¹. Authors can be assisted by the insert citation word system which is APA compliant. A bibliography section will be provided at the end of the document.

Some examples are shown in the table below:

Material Type	In-text citation	References list & notes
Book: Single author	(Pegrum, 2009)	Pegrum, M. (2009). <i>From blogs to bombs: The future of electronic technologies in education</i> . Crawley, W.A: UWA Publishing.
Journal article in print: With direct quotation or paraphrase	(Greenop et al., 2007, p. 31) Or Greenop et al. (2007) reported that "AQ-D and DEX ratings by controls were significantly lower than those of the CIND participants" (p. 31), ...	Greenop, K. R., Xiao, J., Osvaldo, P. A., Flicker, L., Beer, C., Foster, J. K., Lautenschlager, N. T. (2011). Awareness of cognitive deficits in older adults with cognitive-impairment-no-dementia (CIND): Comparison with informant report. <i>Alzheimer Disease and Associated Disorders</i> , 25(1), 24-33.
Paper in conference proceedings online: Electronic database	(Balakrishnan, 2006)	Balakrishnan, R. (2006, March). <i>Why aren't we using 3D user interfaces, and will we ever?</i> Paper presented at the IEEE Symposium on 3D User Interfaces. http://dx.doi.org/10.1109/vr.2006.148
Newspaper	(Hilts, 1999)	Hilts, P.J. (1999, February 16). In forecasting their

¹

<http://www.apastyle.org/index.aspx>

article online: freely available on the web		emotions, most people flunk out. <i>The New York Times</i> . Retrieved from http://www.nytimes.com
Software	(Skyscape, 2011)	Skyscape, (2011). Skyscape Medical Resources (Version 1.14.8) [Mobile application software]. Retrieved from http://itunes.apple.com/us/app/id293170168?mt=8&ign=uo%3D4
Web page	(Australian Psychological Society, 2008)	Australian Psychological Society. (2008). <i>Substance abuse: Position statement</i> . Retrieved from http://www.psychology.org.au/publication/statements/substance/

Table 2 - APA Citation Examples

Documents language

English is the official language in RoBy. All relevant documents must be written in English. Nevertheless there can be exceptions with regard to dissemination materials, such as press releases or technical publications, which can be translated to the consortium languages.

Documents storage

All project-related documentation will be stored in the RoBy's nextcloud.

There are other folders to storage other kind of documentation e.g.: Admin, Logos or Project Contractual Documents.

Istituto Comprensivo di Bosco Chiesanuova - Polo Europeo della Conoscenza is responsible for the general maintenance of the internal repository. WP leaders are in charge of the documents organisation related to their WP ans tasks. Deliverable editors are responsible for keeping updated versions of the corresponding deliverable. All partners are responsible for supporting the documentation management process.

Documents templates

There are several templates available in the RoBy internal repository to apply to different kind of documents. Each template contains the basic structure and format to develop the document.

The following table summarizes the existing templates at the time of delivering this document. Samples are displayed in the annexes of this document. Other templates can follow on demand. The existing templates are also subject to change along the project in accordance with the needs of the project.

Template name	Description
RoBy.pptx	Presentation template
RoBy - Minutes template.dot	Meeting minutes template in odt format
RoBy - Deliverable template.dotx	Deliverable template
RoBy - Review template.dotx	Review template

Table 3 - RoBy Templates

Management procedures

To ensure the quality of management procedures a set of rules is defined to manage the organization of meetings, working teams and solve conflicts if any.

Conflict resolution

If necessary, PC will organise a conflict resolution meeting within 30 days following reception of a written request transmitted by any of the partners.

Any risks or discrepancy within deliverable shall be first resolved on WP level by means of dialogue and mutual concession. In case of failure, decisions from higher levels will be requested, whereby hints for potential solutions and answers have to be prepared.

Within the partners' assembly, conflict resolution will be handled and solved by consensus. Should the consensus be not achievable, a majority vote, defined as 2/3 of the votes, will be used: each member will hold one vote and the project Coordinator, in case of need, will count for an additional, decisive vote.

Organization of teams and meetings

Meetings are used for reporting and monitoring the work progress, take decisions that require the presence of partners and organize technical workshops to agree a common approach. E-mail and teleconferences shall be used as main means to decide issues on an operative day-by-day basis.

The rules that will be implemented for the meetings will be the following:

- A meeting notice shall be issued in proper advance with respect to the event, in order to allow participants to manage the preparation and if necessary logistic issues.
- Modality (i.e. face to face or Conference Call), duration and venue of the meetings shall be proposed by the convener and communicated in due advance.
- The notice shall include a draft agenda of items to be discussed, giving an overview of any proposed decision. Upon agreement among the participants, decisions can be made in relation to any matter not mentioned in the agenda.
- The presentations to be shown during the event must content at least: progress of the task during the period, pending issues and next steps.
- Minutes of the meetings (MoM) shall be produced and transmitted by the hosting partner. The MoM shall be considered as accepted, if within the deadline fixed in the delivery of the MoM there are no objections in a written form. The minutes must at least contain: The list of attendees of the meeting, the agenda, decision taken and an action list with an appointed responsible per action, short description and time schedule.

Quality indicators

A set of KPIs (Key Performance Indicator) has been selected to monitor and assess the progress of the tasks and their compliance with the project objectives.

The evaluation of the compliance of the KPIs will be carry out using the tables below. These tables will be completed by WP Leaders and included in the quality management plan and the Management & Quality Reports

QUALITATIVE INDICATORS

- KPI 1: Understanding and Meeting Aims and Objectives
- KPI 2: Effective Communication
- KPI 3: Effective Management and Leadership
- KPI 4: Meeting deadlines/ work plan
- KPI 5: Effectiveness of results
- KPI 6: Usability and accessibility
- KPI 7: Mainstreaming of results
- KPI 8: Exploitation of results

QUANTITATIVE INDICATORS

KPI 1: Involvement of end-users

- 3000 schools
 - 40 teachers directly trained and a total of 500 teachers involved in subsequent cascading seminars
- 500 participants to the dissemination and exploitation events
- Disseminating information to 500.000 persons

KPI 2: Involvement of stakeholders and policymakers:

- 15 decision/policymaker involved in the project activities

KPI 3: Set up and operation of an international network on bullying prevention:

- 11 project partners plus other 7 European / International institutions

Risk management

The Risk Assessment for RoBy is based on Failure Mode and Effects Analysis (FMEA). Though this method was first developed for systems engineering, it has proven to be sufficiently powerful for risk analysis in all types of projects to examine potential failures in products or processes. It is used to evaluate risk management priorities for mitigating known threat-vulnerabilities.

FMEA helps select remedial actions that reduce cumulative impacts of life-cycle consequences (risks) from a systems or process failure (fault).

The analysis of the risks related to the Work Packages has been carried out. This activity includes several phases:

- Identification
- Analysis of the impact and the probability
- Contingency action or corrective actions (recovery plan)
- Implementation of the plan
- Follow up (track and control)

Classification of risks

This procedure has the objective to classify the risk in order to establish the actions to be carried out:

- **Probability**
 - Low: unlikely to occur (Value: 1)
 - Medium: Quite possible. (Value: 2)
 - High: more likely to happen than not. (Value: 3)
- **Impact**
 - Work Package-Specific: risk relating to a specific WP (Value: 1)
 - Project level: risk, which is generated at project level and implicates different outcomes of the project (but not the relationship between deliverables) (Value: 2)
 - Cross-Work Package: risk raised within a specific WP that may affect the project success or require actions to be taken in another WP (Value: 3)

The risks are labeled according to the following matrix:

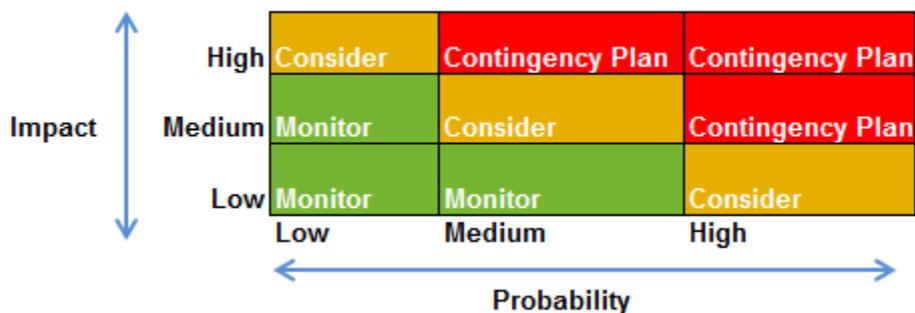


Figure 2 - Risk matrix

The detected risks are labeled (green-orange-red) and then grouped into three groups:

- **Red label:** the risks that are considered to be the most serious and therefore require the closest monitoring with a medium-high probability of occurrence and medium -high impact in the project progress.
- **Orange label:** those which high impact on the project and a medium and high probability of occurrence. These kinds of risks must be considered and evaluated in order to decide how to react.
- **Green label:** risks with the lowest priority. They have a medium - low impact on the project and low-medium probability of occurrence. No measures should be taken but they must be monitored.

RoBy identified risks are presented by level of risk in the next section.

Risks Analysis and Contingency Planning

The risks identified in RoBy are detailed in the table below. The table shows the risk identified the level of risk (green, orange, red) and the partner responsible of monitor and contingency plan.

More risks:

1. failing to build up an effective piloting evaluation
2. Number of participants, to the questionnaire feedback, conferences, workshops
3. overcrowding of activities in short time
4. cooperation level and strong involvement of the partners

RoBy LOW RISKS		
ID	Risk	Risk level
a.2.	Disagreement between partners about dissemination of project outcomes	
b.2.	Main theoretical frameworks and methodologies	

Table 4 - RoBy Low Risks

RoBy MEDIUM RISK		
ID	Risk	Risk level
a.3.	Tasks and outputs allocation and distribution	
a.4.	Consortium performance	
b.1.	Specific technical risks	
c.2.	Poor dissemination performance	

Table 5 - RoBy Medium Risks

RoBY HIGH RISK		
ID	Risk	Risk level
a.1	Conflicts	
c.1.	Low impact or low enhancement	

Table 6 - RoBy High Risks

Risks follow up process

The basic activities of Risk Management are:

- Ongoing review and updating of risks.
- Review the status of the risks in the foreseen meetings.
- General reporting and quality control mechanisms including Risk Management.

The top risk items will be monitored and tracked and reported regularly from the beginning of the project and included into the internal reports. To these reports the coordinator has to take the proper activities to support the partners and to redistribute the tasks.

To facilitate the monitoring process the WP leaders will provide the proper template to collect feedback form partners and conference / workshop / events participants Identification and Evaluation.

As risks are directly related to the release of deliverable/s, the way to control the status of a risk occurrence, or to clear risks, is to check if the corresponding deliverable/s has been formally accepted or not. Therefore, when all deliverables associated to certain risk are accepted, the risk disappears.

This means that for each deliverable, the risk status will be analysed regularly and each risk will be marked as OK / NOK, depending on the acceptance status of the deliverable/s associated to the risk.

OK means that all the deliverables have been accepted (so the risk is cleared),

NOK means that there is an issue with one or more deliverables affecting this WP (and therefore a mitigation action must be taken before the risk can be cleared).

Conclusions

The present document establish in a clear and manageable manner the procedures and methodologies to effectively ensure the management, document quality and risks assessment of the project.

Responsibilities, processes, metrics and procedures are well defined and after reading all partners are in position of contributing on an appropriate progress of work based on strong communication and cooperative working model, avoiding misunderstandings and easing the early detection and correctness of the risks and problems associated to a project like this.

All partners have contributed in the definition of the KPIs, risks and contingency plan facilitating their involvement in the whole process and ensuring the relevance of the measures adopted.