Horizon Innovation Action
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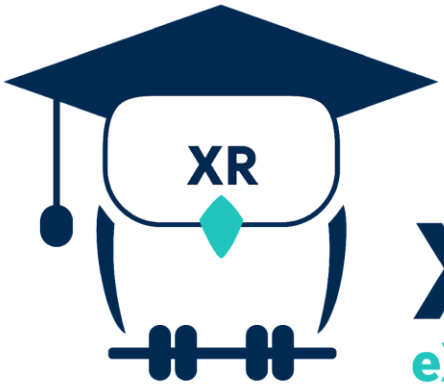

XR4ED
eXtended Reality for EDucation

D1.1
Project Handbook

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XR4ED Project Profile

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Partners

CYENS CENTRE OF EXCELLENCE	CYENS	RESEARCH	CYPRUS
konnektable TECHNOLOGIES	KONNEKTABLE	SME	IRELAND
21 Sci science 27 Co communication	SciCo	SME	GREECE
F6S	F6S	SME	IRELAND
INFINITIVITY DESIGN LABS	Infinity Design Labs	SME	FRANCE
KAINOTOMIA	KAINOTOMIA	SME	GREECE
NUROGAMES	NUROGAMES	SME	GERMANY
CRI	CRI	INDUSTRY	Luxemburg
SIMAVI	Software Imagination & Vision SRL	SME	ROMANIA
UPC	Universitat Politecnica de Catalunya	RESEARCH	SPAIN
CELLOCK	CELLOCK Ltd	SME	CYPRUS

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List of contributors	
Name	Partner (short name)
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CYENS CoE	CYENS
Science Communication	SciCo

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List of Acronyms

Acronym	Description
CA	Consortium Agreement
DoA	Description of Action
FS	Financial Statements
GA	Grant Agreement
PO	Project Coordinator
WP	Work Package
XR4ED	Extended Reality for Education

Executive Summary

The specific deliverable entitled “Project Handbook” provides the definition of the processes and mechanisms to be utilized and followed during the lifecycle of XR4ED project towards the successful execution of its tasks and achievement of its objectives. Its purpose is to identify the processes, the metrics and the supportive documentation that is required and needs to be defined and deployed to ensure the high-quality of XR4ED deliverables and project management activities.

In XR4ED project, complying with the project management procedures falls under the responsibility of the Project Coordinator, as well as the Work Packages leaders and Tasks leaders. Effective channels of internal communication have been established from M1 to exchange all the necessary information for the project implementation among the participants. The means for remotely conveying information for the XR4ED purposes range from e-mail communication through dedicated mailing lists and teleconferencing facilities to an internal collaboration space for document management and task management activities. Regarding the project meetings, an analysis of expectations and responsibilities has been performed while a tentative schedule of project meetings for the whole implementation of the XR4ED project has been prepared.

The implementation aspects regarding co-creation and consultation mechanisms, official and internal reporting procedures, decision-making and conflict resolution processes to be applied during the XR4ED implementation have been defined in detail. Document control aspects regarding the documentation requirements, templates and naming conventions and versioning have been also specified and agreed.

Emphasis is laid on quality assurance of results, which is achieved with the help of audit control mechanisms internal to the consortium for the deliverables and appropriate corrective actions to be taken. A specific quality procedure shall be followed at preparation time for all deliverables. To facilitate the internal review process, reviewers (apart from the PO and the deliverable responsible partners) have been already assigned (for the first reporting period) for each deliverable for early planning of the necessary effort.

Finally, the current deliverable provides the definition of a risk management plan by defining a continuous risk assessment and mitigation approach, as well as identifying an initial set of risks that will be monitored and further populated during the project execution.

1 Introduction

1.1 Overview

The purpose of the present deliverable entitled “Project Handbook”, provides a quick overview of the project management structure and the most relevant managerial aspects to be followed, based on a proper implementation of the general mechanisms of work and setting the rules and responsibilities of the XR4ED consortium. The objective is to ensure a high-quality progress of the work during the project lifetime. This includes the production of the deliverables and other project outcomes, the mechanisms for their submission and the internal review process, and which are the communication means among partners (i.e., meetings, mailing lists, project collaborative space).

In this context, the present deliverable aims to fulfil the following main objectives:

- Identify the responsibilities of all partners within the consortium.
- Ensure proper co-ordination and communication channels among partners during the project lifetime.

The specific document is anticipated to be a “live” document, suffering modifications through the lifecycle of XR4ED project, extending the information already described, or providing changes in the project procedures. Each time this document is updated, all project partners will be informed of the publication of the new version and the changes made with respect to the previous version.

1.2 Structure of the Document

The structure of this document is as follows:

- Section 2 provides an overview of the consortium composition, the roles undertaken as well as the management structure.
- Section 3 presents the processes to be followed concerning Decision Making and Conflict Resolution among XR4ED Partners.
- Section 4 presents the project reporting procedure and the respective payment arrangements.
- Section 5 describes the processes foreseen to handle deliverables submission.
- Section 6 refers to the deployed infrastructure and modalities to facilitate communication among the projects Partners and the communication mechanisms established to maximize awareness and collaboration among XR4ED Partners.
- Annex I present the deliverable document template.
- Annex II outlines the presentation template for all presentations under the XR4ED scope.
- Annex III provides the meeting agenda template.
- Annex IV presents the meeting minutes template.
- Annex V provides the internal audit report template.

- Annex VI presents the template for the configuration management of the XR4ED deliverables and reports,
- Annex VII defines the task management template.
- Annex VIII provides the Risk Information template, used for identifying risks.

2 Consortium composition, contacts, and management structure

2.1 Consortium and participants contacts

Official contact information of each of the Project Participants is included in the XR4ED Grant Agreement. The full list of project participants, along with subscription to mailing lists is maintained as a living document in the XR4ED Project Repository as a document restricted to the consortium. Partners are responsible to inform about any modification of their representatives both the Project Coordinator and the Project Management **Steering Committee** (or the respective WP leader), who will be responsible for informing the rest of members (if necessary).

2.2 Management structure

The project management approach considered for this project is based on management plans and techniques which were successfully used by the XR4ED partners in previous projects. The primary aim of this management structure is to be capable of responding to the needs of an Innovation Action without being intrusive or costly. The building-in of flexibility was one essential aspect while defining this structure. The management structure is shown in detail in **Figure 1**.

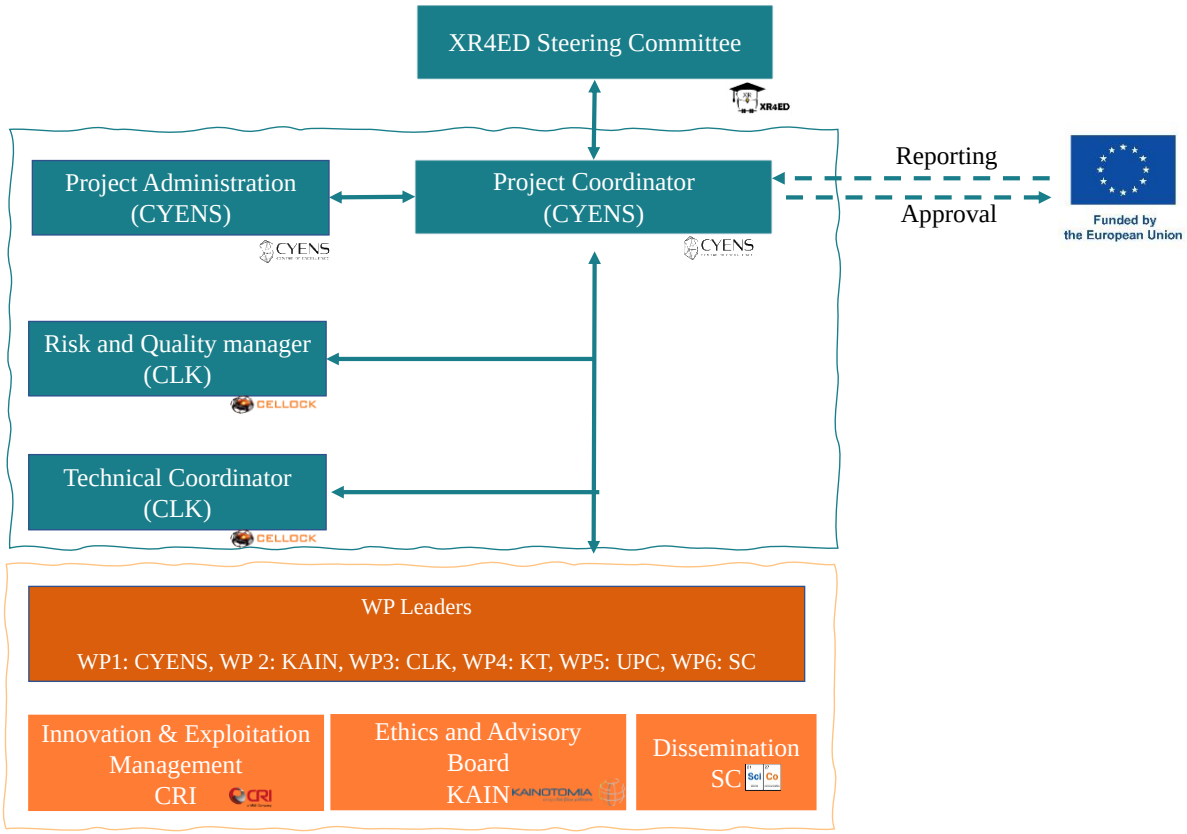


Figure 1: XR4ED Management Structure

2.2.1 Project Bodies and Main Roles

Description and duties of these entities are fully described in the Grant Agreement and are thus only briefly reported here:

Steering Committee: The Steering Committee is the main decision body of the consortium, and is constituted of the Project Manager, Partner Representatives, the Technical Manager, the Project Coordinator and the Risk and Quality Manager. The Steering Committee oversees all formal decisions regarding the technical and business direction of the project; the performance of the partners in relevance

with the Contract; the Description of Work document or the Consortium Agreement; Specific contractual issues with the EC; Policies for promotion and exploitation of results, administrative arrangements etc.

Project Coordinator: The Project Coordinator plans the overall project execution and administers project resources in accordance with the project Description of Action (DoA) and the Consortium Agreement. He also monitors the project execution and initiates corrective actions where possible. He is the main project representative and the formal communication point with the EC and other bodies. He continuously communicates with all the partner representatives, the Work Package leaders to monitor the proper project execution, informs the Steering Committee on the overall progress and makes suggestions for major changes or actions if necessary. This role will be taken by CYENS.

Partner representative: The partner leader will be the key representative of each partner in the implementation of the activities as specified in the project implementation plan. The representative participates in the Steering Committee meetings, and is responsible for coordinating the internal (partner's) resources according to the GA and the CA.

WP Leader: WP leaders are responsible for the smooth execution of each Work Package. The term refers both to a project partner and its representative. The main responsibilities include coordination of WP partners; review and evaluation of WP results; cooperation with other WP leaders to ensure smooth evolution of the project's various phases; reporting to the Project Manager on the WP progress.

Technical Manager Coordinator: The Technical Manager is responsible for all technical aspects of XR4ED project. Together with the WP Leaders, the Technical Manager defines the specifications and design principles and is responsible for the consistency of all project results through the implementation phases. CELLOCK will take this role.

Risk and Quality Manager: The Risk and Quality Manager is responsible for the implementation of the quality procedures determined in the Quality Plan and the verification of the project results. His main responsibilities include monitoring and implementation of the quality procedures described in the quality plan. CELLOCK will undertake the specific role.

Innovation Manager: This person's role will be to define the innovation process to be followed in the project and ensure that it is being duly followed. The Innovation Manager will oversee aligning the technical development of tools and services with the business exploitation, to ensure a proper uptake of project results by the market. This person is the one that will coordinate the exploitation tasks and will work in close collaboration with the Technical Manager.

With emphasis on the activities of WP6 (Exploitation, Dissemination and Communication), the project has anticipated the following roles (also Task leaders):

- The **Project Exploitation and Innovation Manager** is **CRI**. ENG will guide the definition and execution of market activities, as well as bring the research and innovation results into a concrete business proposition.
- The **Dissemination Manager** is **SC**. The Dissemination Manager has strong dissemination competences in both industrial companies and the academic world, as it is very active in events related to the aviation industry, as well as the ICT domain.

Also, the consortium decided to establish the following supported roles:

Data Protection Officer: The Data Protection Officer will be responsible for monitoring ethics with regards to the data to be used and processed on the platform. This role is undertaken by CYENS' DPO.

The following tables illustrated the names for each role or body presented above:

#	Partner	Representative
1	CYENS	Dr. Fotis Liarokapis
2	KONNEKTABLE	Dr. Angelos Liapis
3	SciCo	Dr. Theodore Anagnostopoulos
4	F6S	Nuno Varandas
5	InfinityDesingLabs	Dr. Georgios Kalmpourtzis
6	KAINOTOMIA	Mike Triantafillou
7	NUROGAMES	Mr. Jens Piesk
8	CRI	Mr Leonidas Somakos
9	Software Imagination & Vision SRL	Monica Florea
10	Universitat Politecnica de Catalunya	Dr. Nuria Pelechano
11	CELLOCK	Dr. Haris Zacharatos

Table 1: *Project Main Roles*

Role	Partner	Representative
Project Coordinator	CYENS	Dr. Fotis Liarokapis
Risk and Quality Manager	CELLOCK	Dr. Haris Zacharatos
Technical Manager	CELLOCK	Dr. Haris Zacharatos
Exploitation and Innovation Manager	CRI	Mr Leonidas Somakos
Dissemination Manager	SC	Dr. Theodore Anagnostopoulos
DPO	CYENS	Dr Anthoula Fotsiou-Psoma
Ethics and Advisory Board Manager	KAIN	Mike Triantafillou
WP1 Leader	CYENS	Dr. Fotis Liarokapis

WP2 Leader	KAIN	Mike Triantafillou
WP3 Leader	CELLOCK	Dr. Haris Zacharatos
WP4 Leader	KT	Dr. Angelos Liapis
WP5 Leader	UPC	Dr. Nuria Pelechano
WP6 Leader	SC	Dr Theodore Anagnostopoulos

Table 2: *Project Main Roles*

3 Implementation Aspects

The implementation aspects of XR4ED consists of two parts which are described below, including: decision making and conflict resolution.

3.1 Decision Making

Decisions regarding the project implementation will normally be taken by the team members upon reaching consensus with the WP leaders. Typically, agreement will be reached first by informal contact, followed by official confirmation via electronic mail, letter or agreed written minutes. In case there is a dispute between two or more team members, a conflict resolution procedure must be followed, as presented in the specific document. For important issues, the agreement may take the form of a short report that needs to be signed by the Steering Committee. Non-technical factors such as resource allocation and contractual terms will also need to be agreed on and documented in writing. The key driver for the decision-making procedures is the description of work to be performed as stated in the Contract, the Consortium Agreement, the DoA and the Quality Plan, and as regularly communicated within the consortium. Transparency of the implementation decisions and actions will be achieved by adequate communication of the emerging issues on project meetings and e-mail communications.

3.2 Conflict Resolution

Generally, technical issues or conflicts within the contractual commitments that do not involve any contract, budget, resource allocation or overall project focus changes will be discussed at work package level first. If the decision reached between team members is unacceptable by other partners, the conflict will be resolved according to a conflict resolution procedure which can be summarized in the next steps:

1. The team members involved in the implementation of the work package will inform the WP leader of the emerging conflict.
2. The WP leader will decide whether the issue needs to be discussed in a teleconference or a dedicated WP Meeting. The WP Leader will inform the PM of the planned actions.
3. The result of the teleconference or the meeting will be communicated to the PM.
4. If no consensus has been reached so far, the PM will contact the responsible persons and will try to resolve the conflict.
5. In case that the disagreement remains, the issue will be escalated in the Steering Committee. The decision that will be taken at this level will be considered as the final resolution of the issue.

4 Reporting Procedure and Payment Arrangements

The project reporting is the procedure used by the EC to assess and follow up on the financed projects. Therefore, it is of utmost importance, as its conditions in a very direct way the good image and good assessment of the project by the EC. It is important to remark that project reporting is the responsibility of the whole Consortium, and every partner must be actively involved in it. The workpackage and task leaders are responsible for periodically gathering the information and reports from the different partners. The Project coordinator will submit them to the EC.

There are two types of reporting documents including technical and financial information: the Project Periodic Report and the Project Monitoring Activity Report. The Project Periodic Report refers to the official report that must be submitted to the EC according to the EC guidelines and templates. The Project Monitoring Activity Report refers to internal documents that will be used as control measures to effectively monitor the technical and economic progress of the XR4ED project. The Project Monitoring Activity Reports will also feed the official reports.

4.1 Reporting Procedures

4.1.1 Project Monitoring Activity Report

In general, Project Monitoring Activity Reports must be prepared by consortium partners and provided to the project coordinator every 6 months. The Project Monitoring Activity Report shall contain: (a) Technical Information about the WP progress by all partners as provided by the respective WP leaders, (b) Resources details as all partners will be requested to provide a breakdown of the financial and efforts spent in the related period, comparison to the planned effort.

The procedure to be followed is:

- Every 6 months, the Project Coordinator will send all partners an email with instructions and the template to be filled in.
- WP leaders oversee managing the request for contribution by checking that all partners contributing to the WP have compiled their sections, in particular:
  1. Each Partner must fill in the related section(s) in “Partners’ contribution” for each task in which it is involved and must briefly describe the activities performed and the results achieved during the period, including the effort spent in the period.
  2. Each Task leader summarizes activities and achievements of the task in the related task section.
  3. Each WP Leader summarizes activities and achievements of the WP in the related WP section; if any, provide Issues/deviations from the plan.

- The WP leaders send the related WP contribution to the Project Coordinator; this must happen 15 days after the closure of the period.
- Finally, the Project Coordinator consolidates the Project Monitoring Activity Report and shares it with the consortium once finalised.

4.1.2 Project Periodic Reports

During the XR4ED project, three official reviews will take place RV1 at M9, RV2 at M19 and RV3 at M36. For each review the Project Periodic Report (R1, RP2, RP3) must be submitted to the EC by the Project Coordinator at M9, M18 and at M36. An interim report (R1) will be submitted at M9 covering Month 1 to Month 9, for the first interim review. The two upcoming official reporting periods will cover RP1 from Month 10 to Month 18, and RP2 from Month 19 to Month 36. The reports shall be submitted to the EC for each reporting period within 60 days after the end of the period under assessment. The delay in the submission of these reports may cause the postponement of part of the next payment to be received by the partner until the next reporting period. The technical part will be managed through corresponding Project Periodic Reports. The Project Coordinator, the Technical Manager and the WPs and Task Leaders will oversee the preparation of the specific reports based on the information provided through Project Monitoring Activity Reports.

Continuous reporting, including financial status of the project and costs incurred during the period must be added by each partner in the EU portal communicated to the EC through meticulously prepared. Financial Statements (FS) will be required, when applied, to justify the incurred costs and expenses and qualify for the next/final payment. Each consortium partner must upload financial information to the EC participant portal (ECAS) based on cumulative information obtained from the Interim Activity Report.

The procedure to be followed is the following:

- The Project Coordinator will ask the partners to generate their individual Financial Statements in the EC Participant Portal to officially declare the costs incurred for the reference period.
- Each partner will complete the financial statements with the costs incurred during the period.
- Each partner will submit and digitally sign the Financial Statement. This signature will be made by the Project Financial Signatory appointed.
- The coordinator will submit the financial report to the EC.

The content and timing of those reports is illustrated in **Figure 2** and **Figure 3**.

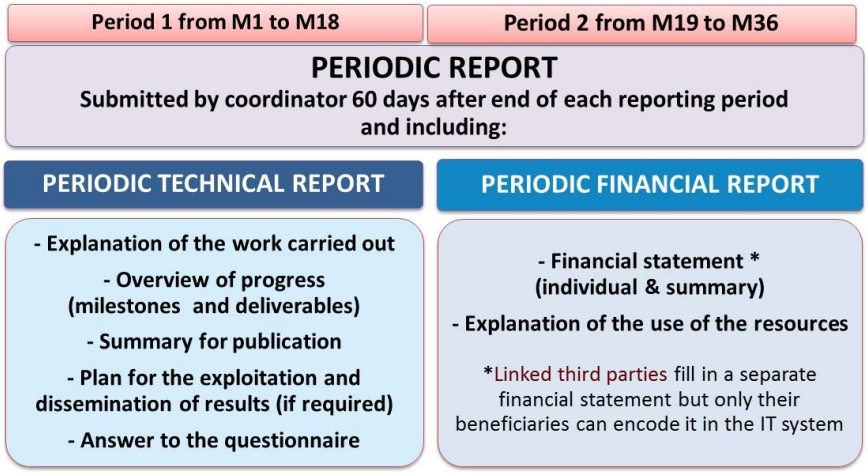


Figure 2: Periodic Reports

4.1.3 Project Final Report

In addition to the final Periodic report, a Final Report must be submitted by the coordinator 60 days after the end of the last reporting period. The following two pictures depict the content and timing of this reports:

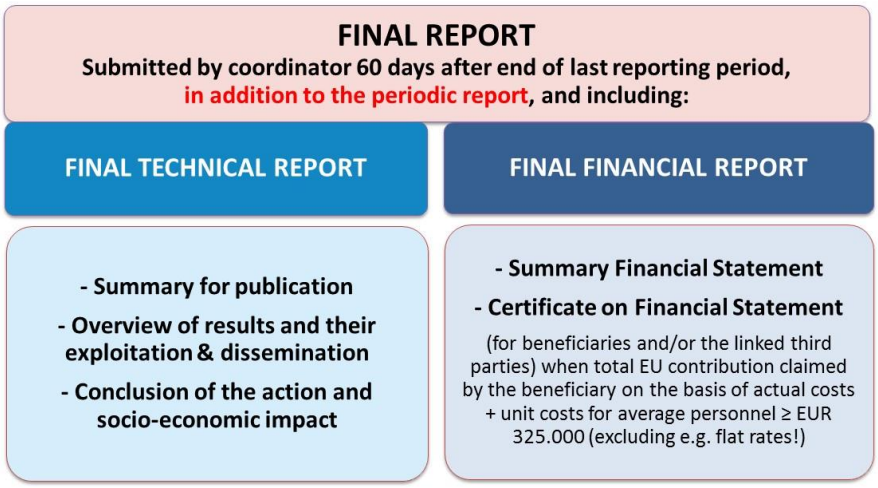


Figure 3: Final Report

4.1.4 Payment Arrangements

The following payments, in accordance with Article 22.1 and article 7 of the Grant Agreement will be made to the coordinator as follows:

- EU pre-financing payment at M1.
- Final payment of the balance, based on the official outcome of the final EU review meeting. The balance of costs accepted by the EU will be paid to the coordinator and will be distributed to the partners concerned (Article 22.1 and 7 of the GA).

4.2 Management of Knowledge and Intellectual Property

Knowledge and intellectual property issues will be addressed in compliance with H2020 contract template / contractual conditions. Such issues include ownership and protection of knowledge, dissemination of knowledge, access rights, etc. as described in the Consortium Agreement that is duly signed by all partners. The Steering Committee will oversee monitoring the proper implementation of the conditions specified in the Contract and the Consortium Agreement.

5 Deliverable Submission

5.1 Submission Details

The different technical objectives set for the project have their correspondence within the work packages and defined tasks. Compliance with these technical objectives is evident by on-time delivery the corresponding Deliverables. Each deliverable is assigned to Lead Beneficiary partners who will be responsible for its elaboration on the due date. Every Lead Beneficiary is fully responsible for the deliverable's quality and is required to maintain adequate control of the participants' contributions.

The deliverables shall be submitted to the EC in English, by electronic means (in pdf format in the Participants Portal) or in any other format only if required by EC. The appropriate and updated deliverable template can be found in the XR4ED Project Repository.

All the deliverables must be finalized and submitted to the EC within the deadlines defined in Annex I of the Grant Agreement.

The process to be followed for the deliverable preparation and submission is:

- 60 days before the delivery date at latest - The Lead beneficiary must draw a "template" of the official document. The template must include at least the table of contents and an outline of the contents. The template must indicate a) the responsible partner of each Deliverable section (e.g., Task leaders); b) section responsible partners must indicate and assign working items/contents to the other involved partners.
- 20 days before the delivery due date at the latest - Partners must provide their high-quality contributions.
- 15 days before the delivery due date at latest - The Lead beneficiary must deliver the candidate version of the official document to the coordinator. The coordinator appoints two internal reviewers (but external to the proposing team) to assess the quality of the document.
- 10 days before the delivery due date at latest - The reviewers must provide feedback to the Coordinator and the Lead beneficiary. If necessary, the Lead beneficiary along with the involved partners must revise the document.
- 3 days before the delivery due date at latest - The Coordinator must receive the final version of the document: and
- On the delivery due date at latest – The Project Coordinator uploads the final version of the Deliverable to the Participant Portal, the XR4ED Document Management System and, if it is a public document, to the project website.

Table 3 illustrates all the project deliverables in chronological order. During the kick-off meeting, the reviewing partners have been allocated for all deliverables up to M15.

#	Deliverable Name	Leader	Month
D1.1	Project Handbook	CELLOCK LTD	2
D3.1	User/Technology requirement, existing tools and infrastructure - 1	KAINOTOMIA	5
D1.4	Data Management Plan - 1	KT	6
D6.1	Dissemination, Awareness raising and Communication Plan - 1	SciCo	6
D3.4	User/Technology requirement, existing tools and infrastructure - 2	KAINOTOMIA	8
D3.2	Synergy of XR4ED platform	UPC	8
D2.1	Data Protection Impact Assessment	KAINOTOMIA	10
D1.2	Quality Plan & Risk Management - 1	CYENS CoE	12
D1.5	Data Management Plan - 2	KT	12
D2.2	Human-centred design	IDL	12
D3.3	XR4ED architecture and XR module specification	NUROGAMES GMBH	12
D5.2	FSTP Project designs	CELLOCK LTD	12
D6.6	Dissemination, Awareness raising and Communication Plan - 2	SciCo	12
D2.3	Ecosystem of trust	UPC	14
D1.8	Contract Preparation for FSTP projects	F6S	16
D4.1	Interfaces/Components and UX of XR4ED platform	CYENS CoE	18
D5.1	Proposals' templates and evaluation results - 1	F6S	18
D6.7	Interim Report on Project Communication and Promotional Activities	SciCo	18
D4.2	Marketplace - 1	CELLOCK LTD	20
D5.5	Proposals' templates and evaluation results - 2	F6S	21
D4.3	XR4ED platform prototypes - 1	NUROGAMES GMBH	22
D1.3	Quality Plan & Risk Management - 2	CYENS CoE	24
D1.6	Data Management Plan - 3	KT	24
D6.8	Dissemination, Awareness raising and Communication Plan - 3	SciCo	24
D6.5	XR4ED Business plan - 1	KT	24
D5.3	Incubation and FSTP project outcomes	UPC	34
D4.5	Marketplace - 2	CELLOCK LTD	35
D1.7	Data Management Plan - 4	KT	36
D4.6	XR4ED platform prototypes - 2	NUROGAMES GMBH	36
D4.4	Testing Report	SIMAVI	36
D5.4	Evaluation and troubleshooting	UPC	36

D6.9	Dissemination, Awareness raising and Communication Plan - 4	SciCo	36
D6.2	Project Communication and Promotional Activities Report	SciCo	36
D6.3	Exploitation plan	CRI	36
D6.4	Network of Interest Report	SciCo	36
D6.10	XR4ED Business plan - 2	KT	36

Table 3: *Project Deliverables – Responsible partners*

5.2 Document Control Management

The Document Control Management deals with the preparation of template documents, the identification and the tracking of changes related to draft and final versions of documents circulated among the partners. The Project Coordinator is responsible for the necessary assessment of deliverables, while the Quality Manager will be responsible for the overall monitoring of the entire document control and configuration management activities described in this section.

5.2.1 Documentation Requirements

In the span of the XR4ED project, a set of deliverables and relevant documented results are anticipated as depicted in the following table. Such documents will be sent by e-mail and be uploaded in the restricted XR4ED document repository, if they comply with the following standards:

- Word Processor: Microsoft Word
- Spreadsheet: Microsoft Excel
- Presentations: Microsoft PowerPoint

All files should be scanned for potential viruses before issue and screened on receipt. If an acknowledgement is requested, an explicit request should be included by the sender at the top of the message (e-mail, fax, etc.).

Type	Responsible	Template
Deliverable submitted to the EC	As per DoA	Annex II: Deliverable Document Template
Internal Project Presentation	All partners	Annex III: Project Presentation Template
Meeting Agenda	Project Coordinator	Annex IV: Meeting Agenda Template
Meeting Minutes	Project Coordinator & Technical Manager	Annex V: Meeting Minutes Template
Reviewed Document	All partners	A new version with track changes on the original version
Internal Review Report	All partners	Annex VI: Internal Review Report Template
Final Activity Report	Project Coordinator / WP Leaders	As per Grant Agreement and Commission guidelines
Final Management Report	Project Coordinator	As per Grant Agreement and Commission guidelines
Financial Statement	All Partners	As per Grant Agreement and Commission guidelines
Consolidated Financial Statement	Financial Administrator	As per Grant Agreement and Commission guidelines

Table 4: *Project Documentation*

5.2.2 Naming Conventions and Versioning

Document configuration management will be ensured through tracking the versions and the history of changes within the various project documents, such as:

- Deliverables (as stated in the deliverables list in the DoA).
- Presentations of the project results.
- Meeting agenda and minutes.
- Internal audit reports and reviewed deliverables, including the corrective actions taken.

Document history will be tracked in each deliverable in a separate table describing the different versions of the document and the reasons for change/updates on it (please refer to Annex I).

Document versioning will be tracked through the monitoring of the Configuration Matrix in which all versions of each document will be tracked (for the template Configuration Matrix, please refer to Annex VI).

5.2.3 Deliverables submitted to the EC

Name	XR4ED_[Deliverable Code]-[Deliverable Title]-vA.BB
(Draft)	**XR4ED_[Deliverable Code]-[Deliverable Title]_[Partner]-vA.BB**
Where	A: Major version of the deliverable (Submission to Commission)
	BB: **Minor version of the deliverable for updates during the preparation phase**
Examples	XR4ED_D1.1-Project Handbook-v1.00 (for submission to the Commission) XR4ED_D1.1-Project Handobook_CELLOCK-v0.30 (for internal updates and submission for internal review)

Table 5: *Deliverables Naming Conventions*

5.2.4 Internal Project Presentations

Name	XR4ED-[Purpose] or [WP Number]_[Partner]-vA.BB
Where	A: **Major version of the presentation (Presentation in the event / workshop)**
	BB: Minor version of the presentation for updates during the preparation phase
Examples	XR4ED_WP4_KT-v1.00

Table 6: *Presentations Naming Conventions*

5.2.5 Meeting Agenda

Name	XR4ED_[Meeting Name] Meeting_Agenda_[YYYY.MM.DD]-vA.BB
Where	A: **Major version of the meeting agenda**

	BB: **Minor version of the meeting agenda for updates during the preparation phase**
	Place: **Venue city**
Examples	XR4ED_WP1_Agenda_Nicosia-v1.00 (final version) XR4ED_WP1_Agenda_Nicosia-v0.10 (for internal updates and submission for internal review)

Table 7: Meeting Agenda Naming Conventions

5.2.6 Meeting Minutes

Name	**XR4ED_[Meeting Nane/Description]_YYYY.MM.DD Meeting Minutes_[Place]-vA.BB**
Where	A: **Major version of the meeting minutes**
	BB: Minor version of the meeting minutes for updates during the preparation phase
	Place: **Venue city**
Examples	XR4ED_KOM Minutes_YYYY.MM.DD-Nicosia-v1.00 (final version) XR4ED_KOM Minutes_Nicosia-v0.10 (for internal updates and submission for internal review)

Table 8: Meeting Minutes Naming Conventions

5.2.7 Reviewed Documents and Internal Audit Reports

Name	**XR4ED_[Deliverable Code]-[TR/QR]_[Partner / Expert]-vA.BB**
XR4ED_[Deliverable Code]-[TR/QR]_[Partner / Expert]-vA.BB-Internal Audit	
Where	A: Major version of the deliverable / internal audit report
	BB: **Minor version of the deliverable / internal audit report for updates during the preparation phase**
	TR: Technical Reviewed document
	QR: **Quality Reviewed document**
Examples	XR4ED_D1.1-TR_CELLOCK-v0.31 (Technical Reviewed Document from CELLOCK)

	XR4ED_D1.1-TR_ CELLOCK -v0.31-Internal Audit (Review report from CELLOCK) XR4ED_D8.1-QR_CELLOCK-v0.41 (Quality Reviewed Document from CELLOCK)

Table 9: Reviewed Document Naming Conventions

5.2.8 Security Levels

Circulation of Deliverables, Internal Deliverables and Working Documents, inside and outside the XR4ED Consortium, is subject to the rules associated to the following security levels:

Type	Responsible	Template
PU	Public	Free circulation inside and outside the Consortium
SEN	SENSITIVE	Circulation is limited to members of the consortium, the Commission Staff and the Reviewers
PP	Restricted to other programme participants	Free circulation in the community of XR participants
RE	Restricted to a group specified by the consortium.	An accompanying circulation list specifies the organizations having access to the document
CO	Confidential	Circulation is limited to members of the consortium, the Commission Staff and the Reviewers

Table 10: Deliverables Security Level

As a rule, the European Commission Services have free access to all the Deliverables and Internal Deliverables produced by the Project.

5.2.9 Code of Conduct

XR4ED partners are expected to jointly develop new ideas, concepts, and architectures, as well as to pursue, jointly or individually, relevant opportunities for dissemination and exploitation of the project results. Therefore, to guarantee open and frank collaboration among the consortium members, namely when this involves original contributions and information subject to some level of confidentiality, the following principles shall be observed:

- The partners shall comply to the rules set by Annex II to the Contract (General Conditions) and by the XR4ED Consortium Agreement, in relation to:
    - The Intellectual Property Rights (IPR), regarding any original contribution or background knowledge brought in by any member.
    - The IPR regarding any new knowledge (forward knowledge) generated in the framework of XR4ED because of any cooperative activity.
- In all forms of use of the mentioned knowledge, proper recognition to all original contributors should be made, namely through:
    - Proper references in publications. When the referenced piece of knowledge has been published, standard referencing rules should apply. In the case of draft ideas included in working documents, a reference to the author and corresponding document should be made.
    - Otherwise, in the case that there is no written reference, a note stating: "personal communication in the framework of the XR4ED project" can be used (identifying the contributor).
- Similar rules should be observed when using copies of slides that include substantial original ideas (figures or text).
- When reporting RTD results, Deliverables and Working Documents will contain a list of the contributing partners, intended as physical persons of the involved organizations who have provided contributions to the document.

6 Communication Among Partners

To properly implement the project plan and to produce added value results, the processes needed for the quality management purposes and their application across the project lifecycle will be identified and analysed in this section.

6.1 Meetings and Workshops

Regular and ad-hoc meetings will be held during the project lifecycle, including:

- Project General Assembly (GA) Meetings held at least every twice per year (every 6 months) to ensure that all procedures are understood and implemented in the proper way. The PC is responsible for the meeting formation (agenda of the meeting) and the communication of the meeting details (time, place) at least 1 week before the date of the meeting, to allow time to the participants for the scheduling and preparation of the necessary information for the meeting.
- Technical Partners Meetings, held per case if required. Those meetings will be organised by the Technical Manager.
- Online Work Package Meetings held approximately every 1 month according to the workload and performed through the teleconferencing facilities of the project.
- Each WP leader will propose the meeting schedule according to his WP needs at least 1 week before the date of the meeting and coordinate the necessary actions among the involved partners for the implementation of the WP activities. Each WP leader will communicate the final agenda of the meeting at least 1 day before the meeting date.
- Regular Conference Calls and Plenary Calls will be held at a monthly basis. Proposed Date: first Thursday of the month Time: 11.00 CET. Regular or ad-hoc conference calls related to specific work packages will be requested by Work package Leaders. The coordinator will host the Plenary Meetings by Teams environment.

A tentative plan of the project meetings is available below.

No.	Tentative Dates	Venue	Host
1st GA - Kick Off Meeting	19-20/01/2023	Nicosia	CYENS
2nd GA Meeting	31/01/2023	online	online
3rd GA Meeting	June 2023	TBD	TBD
4th GA Meeting	December 2023	TBD	TBD
5th GA Meeting	June 2024	TBD	TBD
6th GA Meeting	December 2024	TBD	TBD
7th GA Meeting	June 2025	TBD	TBD
8th GA Meeting	December 2025	TBD	TBD

***Figure 4**: XR4ED Plenary Meetings*

Following up on a physical project meeting, the decided meeting minutes will be compiled within 15 calendar days of the meeting based on the Meeting Minutes Template provided in Annex IV and will be the formal record of all the decisions taken. The minutes will be considered as accepted if, within 15 calendar days upon sending them, no partner has declared any written objections to the Project Coordinator with respect to the accuracy of the draft version of the minutes.

The next meeting locations and exact dates will be decided in project meetings or scheduled with the help of Doodle polls. The Project Coordinator is responsible for setting up the poll, sending the link to partners and deciding on the final dates. Ad-hoc meetings may be organised in case of an emergency or a conflict resolution.

6.2 Mailing Lists

Effective channels of internal communication have been established from M1 to exchange all the necessary information for the project implementation, such as deliverables and relevant documentation. Internal communication channels are also used for exchanging meeting minutes and progress reports, ensuring a common understanding among all partners regarding the required achievements during the lifetime of the project as well as the procedures that must be followed for fulfilling them.

A set of e-mail distribution lists have been created to facilitate the communication flows within the different bodies of the consortium. The active mailing lists are the following:

- **XR4ED_all@cyens.org.cy**: Utilized for announcements to all participants in the consortium.

- **XR4ED_admin@cyens.org.cy**: Utilized for information exchanged for administrative and financial issues.
- **XR4ED_eu@cyens.org.cy**: Utilized for communication on technical work and issues during the project execution.

Subscription of each project member to a specific mailing list is managed and maintained by the Project Coordinator. The updated subscription list is available through the XR4ED Project Repository. Each consortium partner is responsible to inform the Project Coordinator whether any modification of their representatives is needed, and the Project Coordinator will be responsible for keeping the distribution lists updated and informing the rest of members.

6.3 Project collaborative space – Infrastructure and Repository

CYENS deployed and will operate the internal Documents and Electronic Material Repository URL: https://risecy.sharepoint.com/:f:/s/XR4ED/Ejie7e3TOMhAkd9zYGOLfWgBDq_Qi6OMB5VB6t8ki_0JGA?e=5%3axTASbR&at=9

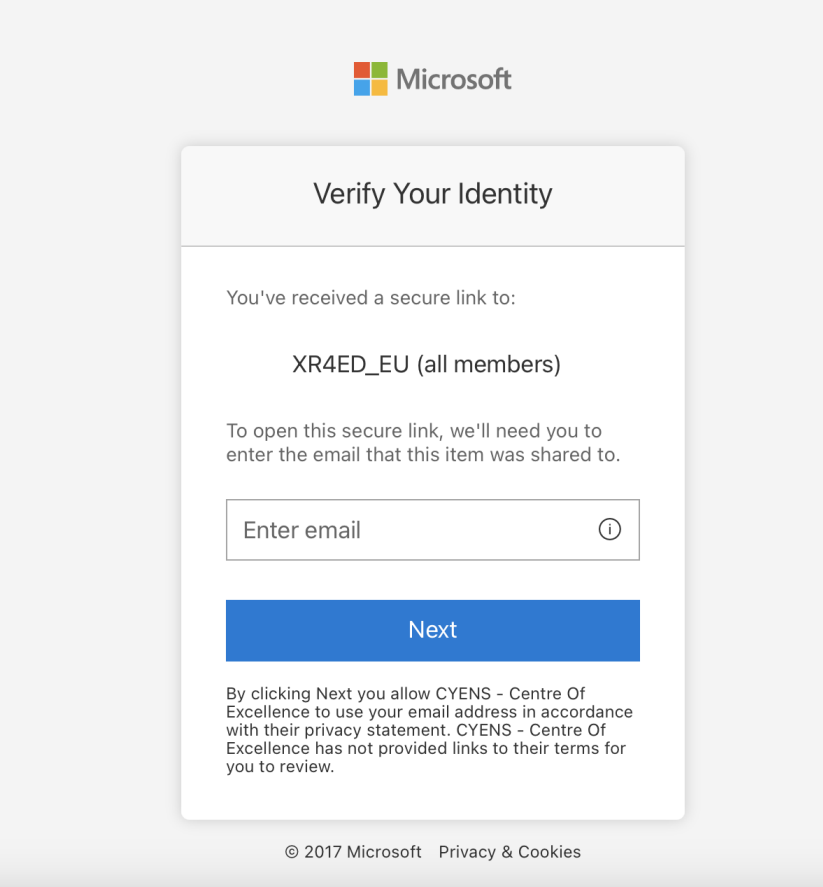


***Figure 5**: XR4ED Document Repository*

CYENS has distributed the Repository to the partners.

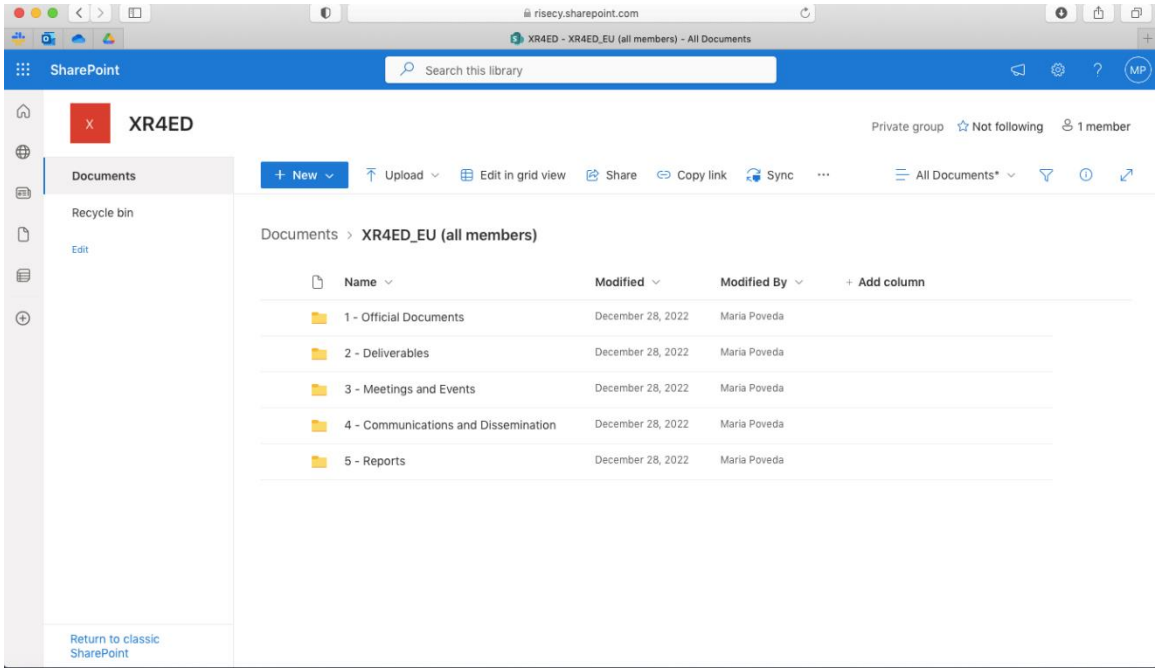


***Figure 6**: XR4ED Document Folders Structure*

A summary of the documentation organization and content of the XR4ED Project Repository with respect to the Document Management System:

- **Official Documents**: Contractual documents, containing the Grant Agreement with EC and its annexes, the Consortium Agreement with its annexes; EU correspondence (emails received by the Coordinator from the EU Commission to be shared with the Consortium and an Amendment folder, for possible future amendment requests.
- **Deliverables**: Containing the project deliverables with 3 subfolders: i) Draft of the deliverable, this is a working folder where the first drafts and edited versions of the deliverable are kept by the partners involved with their contributions; ii) Under review, it contains the pre-final version of the deliverable document for review by the corresponding partners; iii) Submitted, the specific folder contains the list of the final versions of the PDF files of the deliverables as these will be officially uploaded to ECAS System.
- **Meetings and Events**: The specific folder contains the files that refer to Meetings Agendas, Meetings Minutes, as well as Meetings Partners Presentations. Furthermore, it contains the folder structure to support the storage of all Teleconferences, Presentations and Minutes describing the decisions made and action plans produced.
- **Communications and Disseminations**: The specific folder contains subfolders for: i) Dissemination materials, it will contain the materials for the promotion of the project; ii) Events, it will contain list of events for possible project promotion and dissemination activities; iii) logos:

this folder contains the project logo, EU logos, partners logos; iv) mailing list: it will contain contact lists; project mailing lists; stake holders lists, etc v) Presentations: in this folder is expected that partners store the presentations related to the XR4ED project that have been presented at different events, venues, etc. during the life of the project; vi) Press releases: it will contain the details and press articles that have been published in paper or electronic form. The details will be kept in the corresponding documents.

7 Conclusion

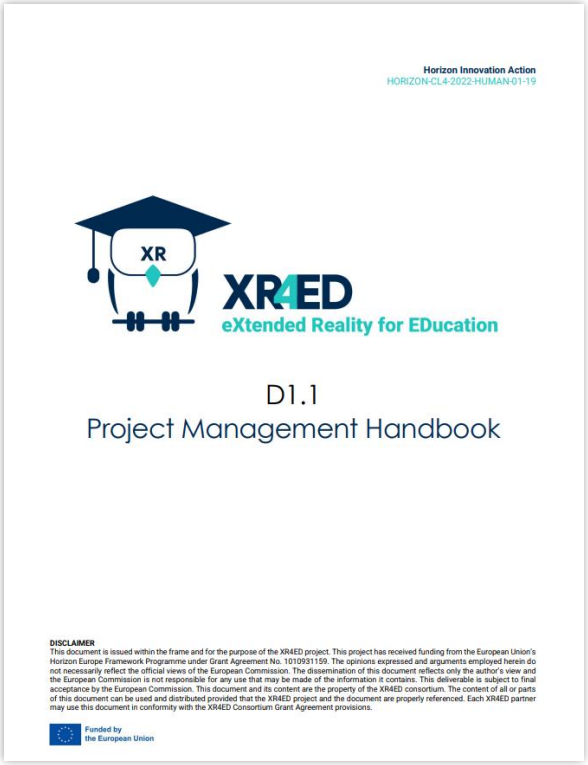
The "Project Handbook" deliverable defines the procedures and mechanisms to be used and followed throughout the XR4ED project's lifecycle to successfully carry out its tasks and meet its goals. To ensure the high quality of XR4ED deliverables and project management activities, the deliverable provides ways to identify the processes, metrics, and supporting documentation that are needed and must be specified and implemented.

References

N/A

Annex I: Deliverable Document Template

Deliverable Document Template: XR4ED_Deliverable_Template.docx



Horizon Innovation Action
HORIZON-CL4-2022-HUMAN-01-19

XR4ED
eXtended Reality for EDucation

D1.1
Project Management Handbook

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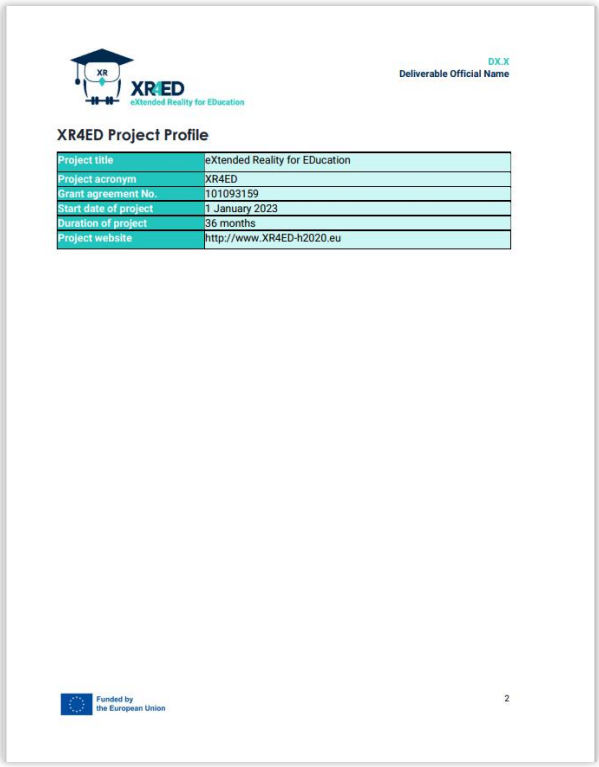

XR4ED
eXtended Reality for EDucation

DX.X
Deliverable Official Name

XR4ED Project Profile

Project title	eXtended Reality for EDucation
Project acronym	XR4ED
Grant agreement No.	101093159
Start date of project	1 January 2023
Duration of project	36 months
Project website	http://www.XR4ED-h2020.eu

Funded by the European Union

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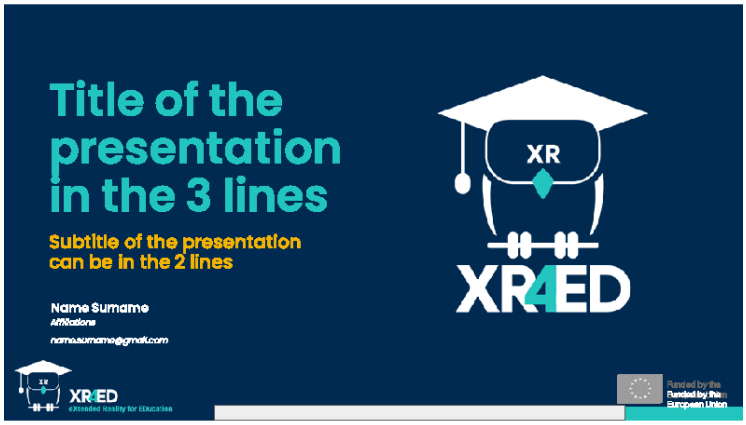
Annex II: Presentation Template

Project Presentation Template: XR4ED_Presentation_template.pptx



Annex III: Meeting Agenda Template

Meeting Agenda Template: XR4ED_Meeting_Agenda_Template.docx

Project title	eXtended Reality for EDucation
Project acronym	XR4ED
Grant agreement No.	101093159
Start date of project	1 January 2023
Duration of project	36 months
Project coordinator	CYENS - Centre of Excellence

Name of the meeting

City	
Dates	
Venue	
Access details	
Contact Persons	

1 Meeting programme

Day 1: Week day, Month, Day year		
Time	**Topic**	**Presenter**
	Coffee/Lunch break	

Day 2: Week day, Month, Day year		
Time	**Topic**	**Presenter**
00:00 - 00:00		
	Coffee/Lunch break	

Annex IV: Meeting Meetings Template

Meeting Minutes Template XR4ED_Meeting_Minutes_Template.docx

Project title	eXtended Reality for EDucation
Project acronym	XR4ED
Meeting name	
Meeting date	
Meeting time (24h CET)	
Type of meeting	

List of participants

Organization	List of participants

Minutes of the meeting

Day: xx, Month: xx, 20XX

00:00 - 00:00 | Title of agenda item - presenting partner.

Discussion

- Agenda item 1
- Agenda item 2
- Agenda item 3

Decisions taken and next steps.

- Decision 1
- Next step 1

Presentation: Name of presentation (with hyperlink to the presentation)

Annex V: Internal Audit Report Template

Internal Review Report Template XR4ED_Internal_Review_Report_Template.docx

Overall peer review result	
✓	*(a) acceptable in the current state*
	(b) acceptable with minor revisions
	(c) acceptable with major revisions
	(d) the report is not accepted, should be redrafted, and undergo a 2nd version review

Review axes

Rate from 5-1, 5: when your evaluation on the criterion gets the highest score, and 1 when your evaluation to the criterion gets the lowest score. In case of Not Applicable criterion, state N/A and explain why.

Content				
Criteria and explanation	**Score**	**Explanation of score by reviewer**	**Suggested improvements**	**Response from author/writer**
Main objective of the report - Does it set out to do what it says in DoW? Are objectives clearly and simply stated and in line with the DoW (and description of the Task). Further is it clear how these objectives are relevant to the overall targeted results of the project as a whole?	1-5			

References and building on previous work? Have they overlooked any state of the art, previous work, related projects, regulations, or best practices? Does the report include and make use of relevant and necessary references?	1-5			
Methodology - Was the work, development, trial, experiment, or study conducted in a sensible way? Are the methods / procedures appropriate, and correct?	1-5			
Conformance of results - Did the report do what was promised? Do the findings and results of the work match the objectives as described in the DoW and are these results clearly described in the report?	1-5			
Usefulness of results - Is the report (and associated results) actually useful to downstream tasks or customers? Is it clear that the results are useful and relevant? Is it clear how results can be accessed? Are plans	1-5			

realistic and actionable? Is it clear that they are not committing downstream tasks to something impossible?				
Conclusion - Is there a conclusion chapter and does it make sense?	1-5			
Presentation				
Readability - Can you understand it easily? Is the document easy to read and understandable?	1-5			
Language - Are there any obvious spelling or grammar mistakes? Is the English in the report good? Is the writing style clear, concise and accessible?				
Structure				
Consistency with DoW - Can the reader easily tell (e.g., by looking at the table of contents) where in the document each point in the DoW is addressed? Is it clear that the Report reflects the DoW?				
Structure - Is the structure of the report logical and easy to follow?				

Conformance to template				
Template - Is the document template applied properly?				
Graphics - Are figures and tables legible and referred to in the text?				
Referencing - Are papers and other articles correctly cited and referenced?				
Terms - Are terms defined in the glossary? Unusual technical terms and acronyms should be added to the glossary. Ideally, they should be also defined in text the first time they are used unless this reduces readability or they are well known.				
Nomenclature - Are mathematical symbols defined?				
Overall conclusion				
Quality [Select among the four options: (a) acceptable in the current state. (b) acceptable with minor				

revisions. (c) acceptable with major revisions, (d) the Report is not accepted, should be redrafted, and undergo a 2nd version review.				
Any other remarks				

Annex VI: Configuration Management Template

Configuration Management Template XR4ED_Configuration_Management_Template.docx

CONFIGURATION MATRIX				Last Update: [date]	
Code	Title	Owner	Version	Date	Status

Where Status: Draft / Final / Submitted / Accepted

Annex VII: Task Management Template

Task Management Template XR4ED_Task_Management_Template.docx

ACTION LIST				Last Update: [date]		
#	WP	Action	Responsible	Date	Status	Comments

Where Status: Pending / Completed

Annex VIII: Risk Information Template

Risk Information Template XR4ED_Risk_Management_Template.docx

WP*<i>* "Title of the Work Package" – {Technical | Impact | Management} Risks							
Objectives: • To … • To … • To …							
Risks Validity: M*<x>*-M*<y>* (WP*<i>* implementation timeframe) Risks Owner: WP*<i>* Leader (*<Organization Short Name>*)							
#	***Risk Description***	***Likelihood***	***Impact***	***Exposure***	***Risk Symptoms / Triggering Factors for Action***	***Risk Control & Mitigation Actions*** *(to reduce probability and/or impact)*	***Risk Contingency / Recovery Actions*** *(if the risk actually occurs)*
WP*<i>*-1		{L | M | H}	{L | M | H}	{L | M | H}			
WP*<i>*-2							
WP*<i>*-3							
…							
WP*<i>*-n							