Cloud Catalyst

D. 1.1. Project Quality and Assurance Plan

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PU	Public	
PP	Restricted to other programme participants (including the Commission Services)	
RE	Restricted to a group specified by the consortium (including the Commission Services)	x
C	Confidential, only for members of the consortium and the Commission Services	

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Disclaimer

Statement of Originality

This deliverable contains original unpublished work except where clearly indicated otherwise. Acknowledgement of previously published material and of the work of others has been made through appropriate citation, quotation or both.

Executive Summary

The present deliverable is part of WP 1 Project Management, led by Portugal Telecom (PT). The aim of this work package is to assure that Cloud Catalyst project goals are successfully accomplished through strong coordination and continuous monitoring and reporting.

The main actions of WP1 consist on daily management activities, which include coordinating and preparing project meetings, providing support to partners, generating reports and controlling project resources consumption according to the defined work plan. In addition, the tasks in this work package will ensure the overall management of the work conducted in the project, supporting all work package leaders in coordinating their tasks and enhancing the communication between all partners.

Through continuous monitoring of all activities and resources the management board will be able to foresee any risks and provide appropriate contingency actions. In parallel, a number of assessment and quality control procedures will be defined in order to ensure the proper realization of the envisioned framework and the quality of the work delivered.

These procedures will allow the coordinator to monitor the project quality, reinforcing the development and implementation of the system through a controlled yet flexible approach.

PT, as project coordinator, is the entity responsible for management activities, namely this first deliverable. The steps taken towards the completion of a Project Quality and Assessment Plan were the following:

1. A draft of the document was written by the Coordinator, stating the organisational procedures, documents and data management, meetings, reviews and audit procedures, project reporting rules and templates to be used;
2. The draft was presented in the project kick off meeting and sent to consortium partner's to ensure that all understood the main concepts and contributed to the deliverable;
3. A final document was archived according to the Project Quality and Assurance Plan (PQAP) procedures.

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Introduction

A Project Quality Assurance Plan (PQAP) is a document to ensure that quality is to be implemented in CloudCatalyst project. The procedures and documents described in this document are necessary for Quality Assurance purposes.

This standard is intended for all project partners involved in the creation, development and implementation of CloudCatalyst project tasks.

Purpose of the PQAP

The Project Quality Assurance Plan states how Quality Assurance (QA) is to be implemented throughout a project. By listing all the QA rules, the PQAP ensures that each person involved in the project knows, clearly and unambiguously, what their personal QA responsibilities are.

Creating and amending the PQAP

There will normally be multiple versions of the PQAP, with a comparatively general initial version being 'fleshed out' as more detail is added. This iterative process is required as it is unlikely to be possible to produce a fully detailed and correct PQAP at a very early stage.

Implementing the PQAP

In order for the PQAP to be implemented all members of the project team should have read it and be aware of its contents. All team members will have some responsibility for QA (at the least they will be responsible for conforming to standards) and it is worthwhile the team members being aware of how QA is carried out by the rest of the project team.

No one person has sole responsibility for the implementation of the PQAP. All members of the project team are responsible for performing their own QA tasks but the overall responsibility for ensuring that the PQAP belongs to the Project Manager.

Organization and Procedures

This section depicts the organizational context, both technical and managerial, within which the prescribed QA activities are to be implemented.

The CloudCatalyst consortium has agreed on a specific Consortium Agreement in order to define the partners' respective rights and obligations with respect to the project contract and the performance of work under the corresponding Grant Agreement. In addition, there are operational rules which govern the daily routines of the project in order to ensure the highest efficiency of the work to be done.

General project management in CloudCatalyst is based on and characterized by three major principles:

- **Principle of Co-Ownership and Empowerment:** Build-up one Consortium to implement the Project not based just on adding partners to a coordinator's initial idea but rather on making each and every partner to become owner of the Project and empower itself to fully develop and add value to CloudCatalyst, not only at the proposal-making stage but also during all project life. Thus, striving for high quality outcomes, beyond actual state-of-the-art contributions and top-class deliverables, even way beyond actual contractual requirements should the Consortium identify it to be necessary for the sake of the EU Research and Cloud Business Community;

- **Principle of an Integrated Project Structure:** Create an integrated project structure that incorporates technical, scientific and partner coordination as well as issues of commonplace business operation. The applied project methodology will be based on the methodology of the Project Management Institute (PMI) and will focus on Risk Management (striving to make work not depending on individuals but rather on teams and organizations) as well as on Preventive rather than on Corrective Actions;

- **Principle of Binding Decision Provisions and agreements upon all partners:** Arrange for "on-the-spot" decision making, close to responsible level of execution, elevated if necessary. Provide reliable and trusted agreements to protect work, contributions and, should it be the case, intellectual properties of all partners.

Based on these three major principles the project management approach guarantees transparency and commitment to all engaged partners and thus facilitates an unobstructed and successful project evolution. It assures that CloudCatalyst meets its entire objectives on time, on budget, and with supreme quality results.

Rules and procedure for managing IPR issues

Intellectual Property Rights ensure that any creation – industrial, literary, scientific, etc. – is legally protected and its inventors / creators are recognized for it.

In CloudCatalyst, basic IP rights are ensured by the Consortium Agreement general model. It is partner's responsibility to further detail these rights if the project goals involve the creation of new industrial or scientific foreground.

Management of Foreground

FP7 has pointed out two main objectives in the Management of Foreground: To make the foreground that a project produces available to the public and to ensure that intellectual property rights adequately protect this foreground of the beneficiary.

Given that, making project information available to the public could lead to problems with intellectual property rights but the Grant Agreement seeks to minimise this potential conflict.

All the basic principles of foreground and access rights hereunder described as well as the rules for protecting them will be clearly presented in the Consortium Agreement.

- **Ownership:** Foreground shall be the property of the beneficiary carrying out the work generating that foreground. If several beneficiaries have jointly carried out this work, an agreement regarding allocation and terms of exercising ownership will be established.

- **Transfer:** Ownership resides with participants generating the foreground. Transfer of foreground has to be announced to the other participants and to the European Commission with at least 45 days prior notice. Objections to transfer of ownership should be notified within 30 days in writing. Transfer shall not take place until agreement has been reached between the beneficiaries concerned and with the Commission Agreement.

- **Protection:** Intellectual property protection of foreground must be „adequate and effective". Confidentiality must be kept to give the discovery the legal status of „trade secret" and to allow the beneficiary to apply for a patent. Protection can be achieved by several options from which application for a patent (including the assistance of financial support from the Community to the project), „Second tier" protection (these rights do not last as long as patents, but are easier to obtain) or keeping the discovery confidential indefinitely (not recommended).

- **Use:** The beneficiary shall report on the expected use in a sufficiently detailed report. Detailed written records must be kept regarding the methods of foreground use.

- **Dissemination:** Each beneficiary shall ensure dissemination of foreground as swiftly as possible. Some factors, for instance confidentiality, the need to safeguard intellectual property rights, the necessity to avoid duplication of research efforts and to create synergies between projects, should be taken into account when deciding not to disseminate. A 45 days prior notice of any dissemination activity (including publications so as articles in journals, etc.) shall be given to the other beneficiaries concerned who have 30 days to object. The deadline for dissemination of foreground is 2 years after the end of the project. If this deadline is not met, then the Commission has the right to decide how to disseminate the foreground.

Concerning a potential misuse of web-based services that will be offered by the project to the public, all actions to secure the service will be taken. Nevertheless, uploading of indecent or obscene content cannot be fully prevented. It will be a part of the project policy to define a trade-off between the extremes of full openness (and full risk) and a closed user group (which is an obstacle for open collaboration).

Management of Access Rights

In order to smoothly implement the under provisions, a special session covering IPR issues will be detailed in D4.2; moreover, all partners will be requested to fill the register of background in order to be added in the Consortium Agreement.

The consortium will do its best to ensure that published articles and other on-line or offline materials do not fall under any third parties IPR protection.

IPR Management has to follow the legal requirements which can be found in the participation rules and grant agreements.

1. **Background covered:** all the partners will define the background needed for the purposes of the project in a written agreement joined to the Consortium Agreement; it may also exclude specific background in order, for instance to permit adequate protection prior to providing access.

2. **Principles:** the principles will be detailed in the Consortium Agreement. General rules were already defined and it was decided that all requests for access rights shall be made in writing; information to each other will be done as soon as possible; in case of conflict, exclusive licence shall not take place until agreement has been reached between the beneficiaries concerned and with the Commission Agreement.

3. **Access rights for implementation:** Access rights to background shall be granted to the other beneficiaries, if it is needed to enable those beneficiaries to carry out their own work under the project provided that the beneficiary concerned is entitled to grant them. Such access rights shall be granted on a royalty-free basis, unless otherwise agreed by all beneficiaries before their accession to this agreement.

4. **Access rights for use:** Beneficiaries (so as affiliated entity established in a Member State or Associated country) shall enjoy access rights to background, if it is needed to use their own foreground provided that the beneficiary concerned is entitled to grant them. Subject to agreement, such access rights shall be granted either under fair and reasonable conditions or be royalty-free. The owner of the background concerned may make up a request for access rights to one year after the end of the project; or the termination of participation.

Document and Data Management

This section presents the document and data management procedures of CloudCatalyst project.

Document formatting

- Letter type used in CloudCatalyst deliverables: Tahoma
- Letter size:
    - Title 1: size 16, bold;
    - Title 2: size 12 , bold;
    - Title 3: size 11, bold;
    - Body text: size 11;
    - Table text: size 10;
    - Header text: size 8.
- CloudCatalyst documents are identified in the upper right corner of the page by the project logo (size: 1,00 x 1,91) and in the upper left corner of the page by the document title (e.g. Project Quality Assurance Plan, except for the front page, which has a different template;
- Documents front page are identified by the logo (size 3,50 x 6,71);
- The page number is in the lower right corner of the page;
- Text Line spacing in the CloudCatalyst templates is 1,0 (before and after 6 pt);
- Table Line spacing is 1,0 (before and after 0).

The templates of CloudCatalyst are in the project Dropbox.

Working with versions

For version control purposes, the following rules apply:

- Track changes and comments should always be used when several partners are revising a document;
- The first version of a document is CloudCatalyst_D#.#.#._Deliverable Name_v0.1;
- The second version is CloudCatalyst_D#.#.#._Deliverable Name_v0.2;
- The project editor(s) (name specified in the beginning of each document) can change version number to CloudCatalyst_D#.#.#._Deliverable Name_v1.0. This applies if there are significant changes in the document;

- The next version will be CloudCatalyst_D#.#.#._Deliverable Name_v1.1.

Document repository

The primary repository for CloudCatalyst documents, reports, and other supporting assets for the project is Dropbox.

PT is responsible for the overall maintenance of CloudCatalyst Document Repository.
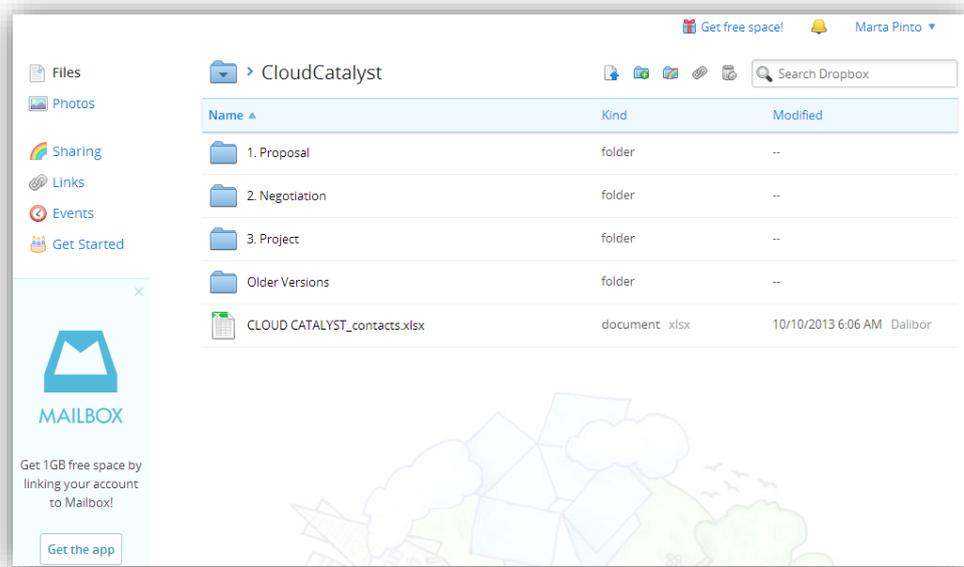
The following procedures shall be applied to document repository management:

- CloudCatalyst partners shall retain hardcopy assets. Each entity is responsible for identifying and controlling these assets;

- As needed, the project website retains copies in a central location;

- Specific electronic assets selected for their privacy, e.g., financial reporting, may be retained in discrete electronic files outside of the CloudCatalyst Dropbox;

- Other documentation on the project is working documentation that is not part of the deliverable system, and is therefore not included in CloudCatalyst Document Repository. This documentation, however, also needs to be managed and controlled to ensure changes are made in an organized manner and the current version is always known and available.

Group mailing lists

To ensure the communication flow reaches all partners, a group mailing list was created. To join it, please go to: admin@cloudcatalyst.eu and tech@cloudcatalyst.eu

If you want to remove yourself from the list, send an e-mail with the subject "Unsubscribe" to the group e-mail.

Project Acronym

The project acronym is made of <u>one word</u>: "CloudCatalyst", being the second "C" caps.

Meetings and Conference calls

During the 24 months of the project, periodic meetings and conference calls will take place. The scheduling of those meetings shall be made in good time and all partners made aware of it.

Conference calls will occur via ISL Online or skype. If impossible, it can be also used the telephone conference numbers as follows:

Telephone: +351215001409

Code: 0183016#

In the agenda, partners will be made aware of the tool to be used in the conference call.

All meetings and conference calls shall be added to the list below:

| Meetings and Conference Calls			
Meeting/Conf. call #	**Date**	**Time (GMT)**	**Comments**
Kick off Meeting	03 and 04/10/2013	All day event, Lisbon	Kick-off meeting
Conf Call 1	07/11/2013	11 am (GMT)	Action point revision; Presentation of deliverables completed and submitted(EuroCloud): ○ D5.1 Factsheet; ○ D5.2 Website; ○ D5.4 Newsletter and Press Release (1); CA signatures confirmations (PT); Bank transference confirmations (PT).
Conf Call 2	05/12/2013	11 am (GMT)	TBD
Conf Call 3	DD/MM/YYYY	HH	TBD

Decision making and conflict resolution procedures

Following the successful management structure of previous projects, the management of the CloudCatalyst project is structured in such a way that it will allow the project to address issues swiftly and effectively.

In this favourable environment, in order to ensure an even more efficient management of the project, the CloudCatalyst partnership agreed on the following:

- a Consortium agreement, complementing the articles of the Grant Agreement signed with the European Commission, will be signed by all partners before the project starts, in order to anticipate a smooth management of the project and a smooth resolution of any problems the consortium or the project may face,

- a project Steering Committee will be formed, consisting of one representative per partner, and will be convened by the project coordinator on a quarterly basis for a formal „consortium meeting" (held alternately through telephone or Internet meetings, and through physical meetings),

- before each Steering Committee meeting, the project coordinator will prepare an assessment of project status and perspectives, based on "quarterly briefs" received from WP leaders (these having the ability, at any time of the project, to request a "task status and perspectives" from the task leaders of their WP),

- during its meetings, the Steering Committee will make decisions on a majority basis on all identified issues,

- between Steering Committee meetings, the project coordinator will convene Steering Committee telephone or Internet conferences to address any urgent problems that would have been identified.

The key roles in the project management structure are illustrated on project management hierarchy in the figure below:
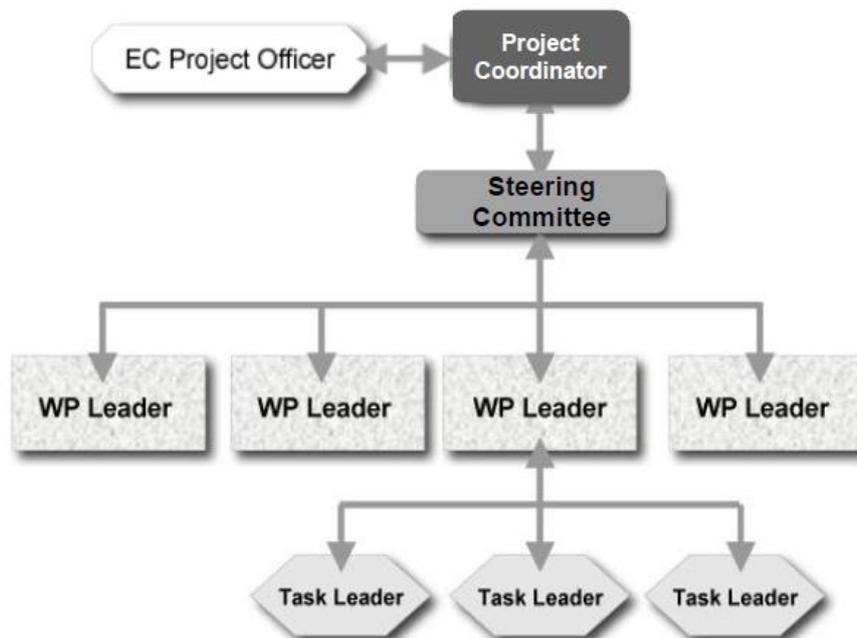
Risk management approach, including contingency plans and identification of additional risks

A systematic approach to risk analysis is essential in every project. There is a significant data collection & persuasion component to the project, which means that the outcomes cannot be predicted with certainty.

A crucial part of the detailed work plan is an essential assessment of the risk associated with each work item, in terms of both the likelihood of successful and timely completion, and of the impact of delay or failure. The Project Coordinator and WP Leaders will review these initial risk assessments, taking into account cross-work area dependencies and recommended Contingency Plan as required. The key steps of the Contingency Planning process are to:

- High quality and ongoing project management based on our experience in similar projects

- Identify the current assumptions and mental attitudes of the individuals who influence these decisions;

- Create divergent, yet plausible, scenarios with underlying assumptions of how the work programme and task delivery might evolve;

- Develop action plans based on either the solutions, or the most desirable outcome towards which a company can direct its efforts;

- Monitor events as they unfold to test the strategic direction of the project;

- Be prepared to modify as required.

Risk	Risk level reduction plan	Contingency plan
Conflicts within the consortium	The decision tree will be used as a reminder at the start of the project. The persons to be part of the management board will be clearly identified. Roles will be referenced in the consortium agreement Unilateral decisions will be avoided as much as possible to get a majority on all decisions taken.	There is always a risk that minor or major conflicts arise within a consortium of independent partners. If a major conflict were to happen, rules defined in the consortium agreement would be applied to eliminate the conflict while still ensuring project viability.
Delays and administrative issues	The coordinator is well aware of the administrative process in managing a FP7 project. He will ensure that all partners have a sufficient level of knowledge of EU FP7 procedures.	The consortium agreement will define actions to be taken in the case that an individual partner causes significant delays or administrative issues. These rules will be applied as agreed.

Risk	Risk level reduction plan	Contingency plan
The consortium experiences disruption (a partner fails or resigns)	The coordinator will ensure close relationships with all the partners and ad-hoc visits may be scheduled (appropriate budget has been provisioned for this) so such issues can be identified as early as possible.	Partner representatives in the management board will all be senior managers able to ensure the full commitment of the partners in the project. The consortium agreement will contain the procedure to be applied in the case that a partner would fail or resign.
Reduced efficiency of a geographically dispersed team. Cultural/social differences -some of them already known-; internet connection services and other communication sources of noise could make the capacity of the teams sub-optimal. This risk has a limited probability of occurrence as most of the partners already know each other and have managed to go forward together, even if some internal communication aspects could be improved.	Perhaps as soon as during the first month of the project, the whole team will address this risk. This will lead to a consolidation of the workflow and the rules for internal communication and working standards will be described in the project guidelines deliverable. The use of synchronous and asynchronous communication tools will allow rapid and efficient building of a team spirit.	All communication methods (audio conference, videoconference, software repository), mainly internet-based will be prepared for contingency connections for Internet failures (backup, multi-provider). If reduced efficiency were to continue, the workplan may be reviewed to optimise the tasks affectations.

Reviews and Audits

The partner responsible for a deliverable should specify how much time is needed to perform the review, taking into consideration the deadlines for deliverables and milestones specified in Annex I of CloudCatalyst Document of Work. Depending on the complexity of content to be reviewed, this may take from one day to several weeks.

The following procedures apply to document reviews:

- 1st draft of a deliverable should be provided to the Project Coordinator approx. 15 days before the deadline;

- 1st draft of a presentation (e.g. ppt for an internal meeting or a public event) should be sent to Coordinator approx. 4 days before;

- All deliverables are sent by the Project Coordinator to the partners for final review. If no comments are received, a silence means agreement.

Peer review process

All the official Project deliverables will be peer-reviewed. Steps in the Peer Review Process:

- When the deliverable is completed, the process of peer review involves an exchange between the coordinator and a team of reviewers that read the report closely and provide individual critiques. In their critiques, they: comment on the validity of the methodology and scope, judge the significance by evaluating the importance of the results, and identify missing or inaccurate references.

- All submissions are distributed according to the subject matter to the consortium members who are most versed in these matters.

- In all deliverables, a final review is done by the project coordinator.

Project reporting

For project reporting purposes the following documents shall be developed:

Deliverables identified in Annex I

The deliverables identified in Annex I, according to the timetable specified in the Deliverables list. The responsibilities of each partner are also specified in the project DoW.

Periodic report

A periodic report will be submitted within 60 days of the end of each reporting period (including the last reporting period).

The periodic report comprises:

a) An overview, including a publishable summary of the progress of work towards the objectives of the project, including achievements and achievement of any milestones and deliverables identified in in the project DoW;

b) An explanation of the use of the resources, and a Financial Statement (Form C – Annex VI of the Grant Agreement) from each beneficiary, together with a summary financial report consolidating the claimed Community contribution of all the beneficiaries in an aggregate form, based on the information provided in Form C by each beneficiary.

Final report

A final report will be submitted by the Project Coordinator within 60 days after the end of the project. This final report shall comprise:

a) A final publishable summary report covering results, conclusions and socio-economic impacts of the project;

b) A report covering the wider societal implications of the project, in the form of a questionnaire, including gender equality actions, ethical issues, efforts to involve other actors and to spread awareness, as well as the plan for the use and dissemination of foreground.

Templates

Project templates for the deliverables, presentations, and other documents that will be produced in the project are available in the project Dropbox.

Action Plan: next steps and main priorities

The action plan was built during the kick-off meeting and it will be periodically updated by the coordinator.

WP1: Project Management (Leader PT)			
Task 1.1: Administrative, financial and contractual management (PT)			
Outputs: D1.1 Project Quality Assurance Plan M2			
Actions	**Status**	**Responsib.**	**Comp date**
Monthly meetings - every first Thursday's at 12.00 CET	In progress	PT	
Project Quality Assurance Plan M1 - Draft	In progress	PT	31-10-2013
Circulate CA and receive inputs from partners	In progress	PT	20-10-2013
D1.1 ready M2	In progress	PT	30-11-2013
Task 1.2: Project meetings and reporting (PT)			
Outputs: Project meetings and Periodic Reports			
Actions	**Status**	**Responsib.**	**Comp Date**
Prepare monthly meeting will all partners		PT	
Prepare the interim meeting		PT	31-01-2014
Prepare the periodic management report (PMR)		PT	31-08-2014

WP2: Cloud business model innovation (Leader PT)		

Task 2.1 Analysis of major Cloud trends in key EU industries (EuroCloud)		

Outputs:
D2.1 Report about major Cloud trends in key EU industries (interim version) - M9
D2.2 Report about major Cloud trends in key EU industries (final version) - M17

Actions	Status	Responsib.	Comp date
Gather existing inputs in possession of partners and compile them in Dropbox (reports, studies, analysis, case studies, sucess stories of cloud trends, cloud adoption. Legal and regional requirements for cloud services).		EuroCloud	30-10-2013
Template for D 2 1 specifying the main sections of the document and distributing task per partner		EuroCloud	15-11-2013
1st draft of D 2.1 with inputs for task 4.1		EuroCloud	15-01-2014
2nd draft of D 2.1 with major Cloud trends identified		EuroCloud	31-03-2014
D2.1 ready M9		EuroCloud	30-06-2014
D2.2 draft version		EuroCloud	28-01-2015
D2.2 ready M17		EuroCloud	28-02-2015

Task 2.2 Critical success factors to overcome technical challenges for Cloud expansion (PT)		

Outputs:
D2.3 Critical success factors to overcome technical challenges for Cloud expansion (interim version)- M10
D2.4 Critical success factors to overcome technical challenges for Cloud expansion (final version)- M17

Actions	Status	Responsib.	Comp date
Gather inputs from methodology (task 4.1)		Eurocloud	30-11-2013
Identification and review technical challenges identified in previously completed research		PT	30-11-2013
Market survey for analysis of previously identified technical challenges as well as identification of new ones		EuroCloud	31-01-2014
Data analysis of the questionnaires to identify main technical challenges as well as define priorities		Si-MOBIL	31-05-2014
D2.3 draft version		PT	30-04-2014
D2.3 ready M10		PT	31-07-2014
Interviews with experts from providers to identify success stories for each technical challenge identified		UPTEC	30-09-2014
Deliver recommendations and lessons learned from the questionnaires and interviews		PT	30-11-2014
D2.4 draft version		PT	31-01-2015
D2.4 ready M17		PT	28-02-2015

WP3: Cloud accelerator toolbox (EuroCloud)			
Task 3.1 Strategic planning for cloud adoption (PT)			
Outputs: D3.1 Strategic planning for cloud adoption M12			
Actions	**Status**	**Responsib.**	**Comp date**
Gather inputs from methodology (task 4.1)		PT	30-11-2013
Strategic guidelines for the analysis of a company internal processes in order to adopt/develop cloud solutions		PT	15-12-2013
Identification and review of previously completed studies, analysis on cloud adoption/development		PT	15-01-2014
Market survey for analysis of cloud adoption/development		PT	31-01-2014
Data analysis of the questionnaires		PT	31-03-2014
D3.1 draft version		PT	31-07-2014
Almost final version of D 3.1 to serve as input for task 3.3		PT	30-08-2014
D3.1 ready M12		PT	30-09-2014
Task 3.2 External environment analysis (UCM)			
Outputs: D3.2 External environment analysis M15			
Actions	**Status**	**Responsib.**	**Comp date**
Gather inputs from methodology (task 4.1)		UCM	30-11-2013
Strategic guidelines for the analysis of the external factors to a company relevant for adoption/development of cloud solutions		UCM	15-12-2013
Identification and review of previously completed studies, analysis on cloud adoption/development		UCM	15-01-2014
Market survey for analysis of external environment analysis		UCM	31-01-2014
Data analysis of the questionnaires		UCM	31-03-2014
D3.2 draft version		UCM	30-11-2014
D3.2 ready M15		UCM	31-12-2014
Task 3.3 Cloud accelerator toolbox (EuroCloud)			
Outputs: D3.3 Cloud Accelerator Toolbox (interim version) M13 D3.3 Cloud Accelerator Toolbox (final version) M20			
Actions	**Status**	**Responsib.**	**Comp date**
Check internally / externally what partners/stakeholders would value in this toolbox and what guidelines are most important to give start ups / incubators / users		EuroCloud	30-06-2014

Establish critical success factors for usage of the Cloud accelerator toolbox	EuroCloud	
Get inputs from the interimn versions of WP2 delivereables with relevant information for the toolbox	EuroCloud	
Define template/communication strategy/line . Cloud shaped box with sheets/cards . Videos in a Ted talk inspired way . Comic book . Magazines	EuroCloud	
D3.3 draft version	EuroCloud	30-09-2014
D3.3 ready M13	EuroCloud	31-10-2014
Update toolbox with inputs from Deliverable 3.2	EuroCloud	31-01-2015
Update toolbox with inputs from Deliverable 4.2, D2.1 and D2.2	EuroCloud	31-03-2015
D3.3 draft version	EuroCloud	30-04-2015
D3.4 ready M20	EuroCloud	31-05-2015

WP4: "Go-to-the-Cloud" service development and implementation (UPTEC)		

Task 4.1 Methodology for the creation of the service (EuroCloud)		

Outputs: D4.1Methodology for the creation of the service M11 - internal deadline M2		

Actions	**Status**	**Responsib.**	**Comp date**
Provide the framework / methodology for the support services for cloud implementation at national and regional level		EuroCloud	30-11-2013
Analyze common and specific requirements / define indicators / identify and collect specifications for all the surveys created for the project		EuroCloud	15-11-2013
Categorize information filters: - ICT Policies / funding frameworks (national, regional and european level) - Company size (micro, small, medium, etc.) - Maturity as a whole (tech and business) - Industry (at least: banking, healthcare, mass media, government, ICT and education) - Country (at least 7: PT, SP, SLO, GE, AU, PL, UK, FR) and define criteria - use Cloud for SME as a reference - Cloud consumer / provider - Cloud service type (IaaS, PaaS, SaaS)		EuroCloud	15-11-2013
Align with partners the list of reference member states to collect requirements (include non European countries?)		EuroCloud	15-11-2013
Contact Cloud for Europe and other European Reference projects (include non European projects?)		EuroCloud	15-11-2013
Choose support platform for the surveys		EuroCloud	15-11-2013
Choose support platform for the online go-to-the-cloud service		EuroCloud	15-11-2013
Revise methodology and test with partners		EuroCloud	30-11-2013
D4.1draft version		EuroCloud	20-11-2013
D4.1 ready		EuroCloud	20-12-2013

Task 4.2 Development of "Go-to-the-Cloud" service (UPTEC)		

Outputs: D4.2 Go-to-the-Cloud service for off-line or on-line - release 1 M16 D4.3 Go-to-the-Cloud service for off-line or on-line - release 2 M22		

Actions	**Status**	**Responsib.**	**Comp date**
Define the template with the tools and contents of the go-to-the-cloud service		UPTEC	30-09-2014
Define the struture of the service . Data struture . Visualization of filtered data (path example SME->Slovenia->Legal requirements-> IaaS)		UPTEC	30-09-2014
Define design/comunication line of the service: . Website only vs Website+Mobile App (iOS + Android) . Online vs Online/Offline		UPTEC	30-09-2014

Define technical requirements for the Go-to-the-cloud service in CloudCatalyst website		UPTEC	30-09-2014
D4.2 draft version		UPTEC	10-10-2014
Identify the developer and start the development of the service (internal/external to the consortium?)		UPTEC	15-10-2014
D4.2 ready M16		UPTEC	31-01-2015
D3.4 draft version		UPTEC	30-06-2015
D4.3 ready M22		UPTEC	31-07-2015

Task 4.3 Service validation - Bootcamp (Si-MOBIL)

Outputs: D4.4 Bootcamp report M23

Actions	Status	Responsib.	Comp date
Start internal testing toolbox and go-to-the-cloud service		Si-MOBIL	
Gather contacts from partners to establish network (incubators/startups) for external testing of the toolbox/go-to-the-cloud services		Si-MOBIL	
Start online dissemination of knowledge over toolbox/go-to-the-cloud - Align with WP5		Si-MOBIL	
Preparation of Bootcamp (needs further details)		Si-MOBIL	31-05-2015
Bootcamp Slovenia		Si-MOBIL	01-07-2015
Bootcamp Portugal		Si-MOBIL / UPTEC	01-07-2015
Bootcamp Spain / Luxembourg (?)		Si-MOBIL / UCM	01-07-2015
D4.4 draft version		Si-MOBIL	30-07-2015
D4.4 ready M23		Si-MOBIL	31-08-2015

Task 4.4 Monitoring and evaluation (UPTEC)

Outputs: D4.5 Go-to-The-Cloud service evaluation report M24

Actions	Status	Responsib.	Comp date
To be defined by UPTEC		UPTEC	
Qualitative and quantitative analysis of the services (toolbox and go-to-the-cloud) . Each time the toolbox or the go-to-the-cloud service is used, a small survey is sent to evaluate the service provided		UPTEC	
D4.5 draft version		UPTEC	31-08-2015
D4.5 ready M24		UPTEC	30-09-2015

WP5: Dissemination and exploitation activities (EuroCloud)			
Task 5.1 Website and project materials (EuroCloud)			
Outputs: D5.1 Project Factsheet M1 D5.2 Web portal creation M1 D5.3 CloudCatalyst dissemination strategy M3 D5.4 Newsletters and press releases 1 M1 D5.5 Newsletters and press releases 2 M6 D5.6 Newsletters and press releases 3 M12 D5.7 Newsletters and press releases 4 M18 D5.8 Newsletters and press releases 5 M24			
Actions	**Status**	**Responsib.**	**Comp date**
Factsheet - update with logo and link		EuroCloud	11-10-2013
D5.1 ready Factsheet		EuroCloud	11-10-2013
Logo		EuroCloud	11-10-2013
Brochures		EuroCloud	31-03-2014
Website - 1st version		EuroCloud	20-10-2013
D5.2 ready Website		EuroCloud	31-10-2013
Define the dissemination strategy according to the inputs of partners		EuroCloud	31-10-2013
Define a dissemination agenda		EuroCloud	31-10-2013
D5.3 first draft		EuroCloud	30-11-2013
D5.3 ready Dissemination Strategy M3		EuroCloud	31-12-2013
Collect Newletter articles: - welcoming article from the coordinator - StarCloud contribution - testimonials from partners - testimonials from supporters (José Fortes, Kate, StarCloud partners)		EuroCloud	20-10-2013
Newsletter 1st draft		EuroCloud	20-10-2013
Press Release 1st draft		EuroCloud	20-10-2013
D5.4 ready Newsletter and PR		EuroCloud	31-10-2013
Collect Newletter articles		EuroCloud	28-02-2014
Newsletter 1st draft		EuroCloud	28-02-2014
Press Release 1st draft		EuroCloud	28-02-2014

D5.5 ready M6 Newsletter and PR		EuroCloud	31-03-2014
Collect Newletter articles		EuroCloud	31-08-2014
Newsletter 1st draft		EuroCloud	31-08-2014
Press Release 1st draft		EuroCloud	31-08-2014
D5.6 ready M12 Newsletter and PR		EuroCloud	30-09-2014
Collect Newletter articles		EuroCloud	28-02-2015
Newsletter 1st draft		EuroCloud	28-02-2015
Press Release 1st draft		EuroCloud	28-02-2015
D5.7 ready M18 Newsletter and PR		EuroCloud	31-03-2015
Collect Newletter articles		EuroCloud	31-08-2015
Newsletter 1st draft		EuroCloud	31-08-2015
Press Release 1st draft		EuroCloud	31-08-2015
D5.8 ready M 24 Newsletter and PR		EuroCloud	30-09-2015
Task 5.2 Project events and workshops (Si-MOBIL)			
Outputs: D5.9 Report on dissemination and communication activities 1 M12 D5.10 Report on dissemination and communication activities 2 M24			
Actions	**Status**	**Responsib.**	**Comp date**
Details for the preparation of the 1st conference			
Conference 1: Bled, Slovenia		Si-MOBIL EuroCloud	01-09-2014
Details for the preparation of the 2nd conference			
Conference 2: Portugal		PT UPTEC	01-09-2014
D5.9 draft version		Si-MOBIL	31-08-2014
D5.9 ready M12		Si-MOBIL	30-09-2014
Details for the preparation of the 1st workshop			
Workshop 1: Berlin, GE - align with OpenNebula Conference		EuroCloud UCM	01-12-2014
Details for the preparation of the 2nd workshop			

Workshop 2: France - align with EuroCloud Congress		EuroCloud	30-09-2014
Details for the preparation of the 3rd workshop			
Workshop 3: Portugal - align with SAPO Codebits		PT	01-04-2015
D5.10 draft version		Si-MOBIL	31-08-2015
D5.10 ready M24		Si-MOBIL	30-09-2015
Task 5.3 Exploitation and sustainability strategy (PT)			
Outputs: D5.11 Exploitation and Sustainability Plan 1 M12 D5.12 Exploitation and Sustainability Plan 2 M24			
Actions	**Status**	**Responsib.**	**Comp date**
Define template for the exploitation and sustainability plan		PT	31-07-2014
Analysis of the answers of cloudcatalyst users community (stakeholders that have used the project services)		PT	
D5.11 draft version		PT	31-08-2014
D5.11 ready M12		PT	30-09-2014
D5.12 draft version		PT	31-12-2014
D5.12 ready M24		PT	30-09-2015