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D. 7.7

Quality Assurance Plan

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Abstract

This document presents the initial quality assurance plan to be followed during the inLane project (D7.7). This deliverable gives an overview of the most relevant project information, procedures and conditions for the participants in the project. Furthermore, the purpose of this document is to elaborate on the process to guarantee that the scientific and technical results of the project have been produced based on high quality standards, in terms of deliverable quality and timely execution of project tasks.

The procedures described in this deliverable are aligned with the information already provided in the Description of Action for inLane (as per Grant Agreement number 687458), deliverable D7.1 Project Management Plan and D7.2 Project operating, quality, and risk procedures.

Legal Disclaimer

Abbreviations and Acronyms

Acronym	Definition
EC	European Commission
GSA	European GNSS Agency
PO	Project officer
GA	Grant Agreement
WP	Work Package
CA	Consortium Agreement
SC	Steering Committee
AB	Advisory Board
DoA	Description of Action
KPI	Key Performance Indicator

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1. Executive Summary

The aim of the inLane project is to deliver lane-level information to an in-vehicle navigation system giving drivers the opportunity to select the optimal road lane, even in the case of dense urban and extra-urban traffic. Moreover, inLane will reduce the risks associated with last-moment lane-change manoeuvres and will enable a new generation of enhanced mapping information based on crowd sourcing.

As part of the inLane project, WP7 has the following objectives:

- To achieve the objectives of the project in a cost-effective way, within the agreed time scale.
- To ensure that the project is conducted in accordance with any contractual agreement between the Consortium and the EC, and to maintain a continuous link with the EC.
- To provide the overall scientific strategy and coordination of the project; establish the cooperation agreement among the partners and steering their efforts.
- To continuous and effectively monitor the project and efficiently manage and mitigate possible project risks.

In particular, task 7.6 is devoted to quality assurance and innovation assessment, in order to guarantee that the scientific and technical results of the project have been produced based on high quality standards. Other related task are task 7.1 (general management of the project) and task 7.4 (technical coordination).

2. Introduction

2.1 Purpose of Document

As part of WP7 within the inLane project, task 7.6 will guarantee that the scientific and technical results of the project have been produced based on high quality standards. Thus, this task is responsible to overall monitor the work produced during the project's lifespan in terms of deliverable quality, and timely execution of project tasks.

Task 7.1 involves general project leadership and coordination at the scientific and technical levels. It will ensure cohesion against the ultimate events arising during the project and entail a tight working atmosphere with the WP leaders to refine and refocus any activity if necessary. Frequent communication will take place, including meetings scheduled every quarter and/or phone conferences. Moreover, task 7.4 covers the whole technical coordination and certify that the project is carried out as planned, including the undertaking of corrective actions if needed in order to meet the plan, identification and management of risks, etc.

As an output of the coordinated activities of these tasks, and primarily task 7.6, the document D7.7 Quality Assurance Plan has been delivered. The document elaborates on the processes to guarantee that the scientific and technical results of the project have been produced based on high quality standards, in terms of deliverable quality and timely execution of project tasks. This deliverable is aligned with the information already provided in the Description of Action for inLane (as per Grant Agreement number 687458), as well as D7.1 and D7.2.

2.2 Intended Audience

The dissemination level of D7.7 is public. Nonetheless, this document is intended to be an internal guideline for the appropriate quality assurance and project management within the inLane project.

3. Project Structure

3.1 Project Partners

As introduced in Deliverable D7.1, the inLane Consortium consists of ten participants from six different countries who gather all the necessary background and expertise to achieve the objectives of the project. The success of inLane relies to a great extent on the ability of the consortium to implement an efficient management structure and adequate procedures capable of addressing the challenges normally encountered in collaborative initiatives, ensuring the that the scientific and technical results of the project have been produced based on high quality standards.

Table 1 Partner list

No	Name	Short name	Country
1	Fundación Centro de Tecnologías de Interacción Visual y Comunicaciones Vicomtech-IK4	VICOM	ES
2	European Road Transport Telematics Implementation Coordination Organisation - Intelligent Transport Systems & Services Europe	ERTICO	BE
3	Honda Research Institute Europe GmbH	HRI	DE
4	INTEL Deutschland Gmbh	INTEL	DE
5	TeleConsult Austria GmbH	TCA	AT
6	TomTom International BV	TOMTOM	NL
7	Technical University of Eindhoven	TU/e	NL
8	Automobil Club Assistencia SA	ACASA	ES
9	Institut Français des Sciences et Technologies des Transports, de l'Aménagement et des Réseaux	IFSTTAR	FR
10	Institut Municipal d'Informatica de Barcelona	IMI	ES

3.2 Work Packages

inLane has been organised into seven work packages. This structure responds to the needs of the project and assures an efficient coordination of the work and an adequate distribution and organisation of the Consortium expertise.

The proposed work is being developed using an iterative process (specifications, prototyping, pilot testing) to achieve an end-user oriented design and development, which will help to overcome the possible gaps for reaching the market when the project is finalised. The output of each phase contributes to the specification and design process of the following phase and activities.

Table 2 List of Work Packages

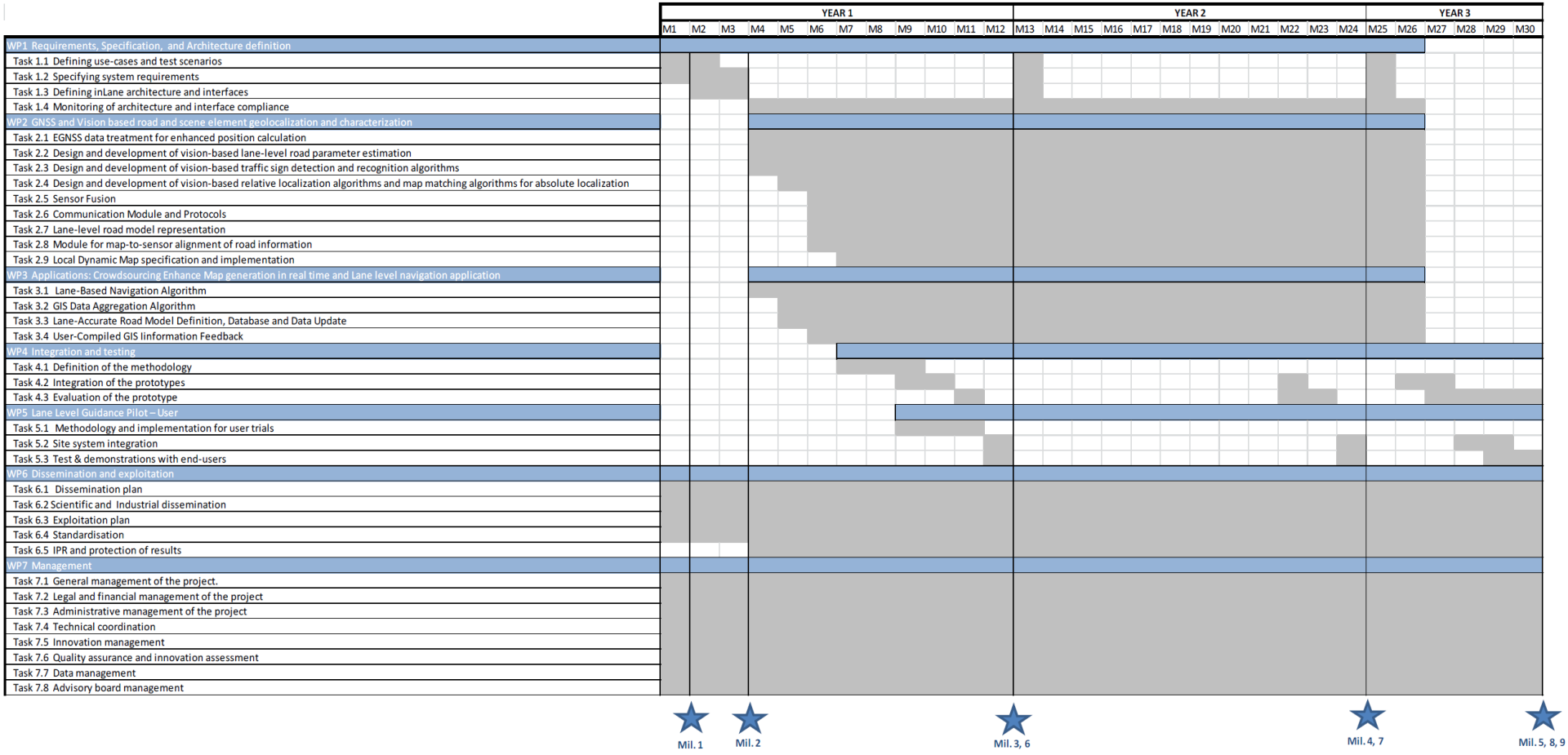
No	Name	Leader
WP1	Requirements, Specifications, and Architecture definition	5 – TCA
WP2	GNSS and Vision based road and scene element geo-localisation and characterisation	1 – VICOM
WP3	Applications: Crowdsourcing Enhance Map generation in real time and Lane level navigation application	7 – TU/e
WP4	Integration and testing	1 – VICOM
WP5	Lane Level Guidance Pilot – User Trials	8 – ACASA
WP6	Dissemination and exploitation	2 – ERTICO
WP7	Management	1 – VICOM

In order to keep track of the progress of the inLane project, periodic reports regarding the progress of the inLane project will be prepared every three months:

- Quarterly reports will be prepared by the Consortium and submitted to the reviewers: M3, M6, M9, M12, M18, M21, M24, and M27.
- Two official Periodic Reports will be submitted to the EC: M15 (mid-term report), and M30 (final report).

3.3 Duration and Gantt

The inLane project has a duration of 30 months (from the 1st of January 2016 to the 30th of June 2018).



3.4 Organisational Structure

A management structure has been defined to ensure control of the project activities, as described in D7.1. The proposed project management structure and procedures are designed to provide leadership to enable the project to achieve its objectives, goals and to represent a framework for making structural decisions. It will provide effective co-operation between the various stakeholders and will offer opportunities for supporting innovative initiatives. It will include measures for continuous consultation with external stakeholders to discuss and confirm vision, directions and agree priorities. Provisions will also be made for the management of knowledge, protection of intellectual property rights and other innovation-related activities arising in the project. Finally, the organisational structure and internal procedures will ensure that the results of the inLane project have been produced based on high quality standards.

Figure 1 Management Structure

VICOM as the leading party within the project will spread the idea of excellence and its wide experience in the field of international cooperation throughout the project and will guide the partners by issuing appropriate rules for team working and assuring quality in the project.

The Cloud-LSVA Steering Committee (SC) is comprised of a representative of each partner taking part in the project and chaired by the Project Coordinator. The aim of this committee will be to advise and support the Project Coordinator's decisions on operational and management issues.

The Work Package Leader (WPL) is responsible for the coordination of the technical work within a WP. In conjunction with the Project Coordinator and the relevant partners for each work package, the work package leader is responsible for the follow up of the work in compliance with the objectives and general scope of work as agreed by the partners, as well as the quality aspects of those activities.

3.5 Project Internal Procedures

Dedicated management tools and procedures, fitting all specific management requirements were described as part of D7.1 Project Management Plan. Moreover, D7.2 Project Operating, Quality and Risk Procedures presents an introduction to the aforementioned procedures and the quality assurance plan, as well as the list of critical risk and mitigation strategies.

Some of the internal procedures that are relevant for the Quality Assurance Plan are the following (see D7.2 for further information):

- Conflict Resolution Procedures
- Self-Assessment Audits

4. Quality Assurance

A Quality Assurance methodology has been adopted for all the project activities in order to ensure several important aspects (as introduced in D7.2). There is a standard format used for each type of document. This is done by creating templates for every type of document, e.g. the one used for this deliverable.

The aim of the Quality Assurance Plan (QAP) is to monitor the accomplishment of the objectives defined in the inLane project, to evaluate the achievement of the different phases and to ensure the quality of all the Deliverables and results of the project. Quality assurance is based on the evaluation of the overall project performance on a regular basis to provide confidence that the project satisfies the relevant quality standards.

The specific objectives of the QAP are the following:

- Adopt a quality assurance methodology for all the project activities, according to the project internal procedures defined;
- Define standard formats to be used for each type of document;
- Define the project's brand guidelines for consistency and integrity (see D6.3);
- Define preparation rules and an internal quality revision plan for the deliverables;
- Establish the specific objectives for inLane, as well as the links to the related WPs, milestones, and means of verification; and
- Define some Key Performance Indicators (KPI) to measure the progress of the execution of the project.

The Quality Management lies in the hands of the Project Coordinator and Work Package Leaders. The Project Coordinator will ensure that the work performed within the project meets functional and quality requirements. Work Package Leaders have also the responsibility of ensuring that the work performed within the Package meets functional and quality requirements.

4.1 Quality Management Process

A Quality Management Process is a method by which the quality of deliverables and processes is assured and controlled during the project. This process entails completing a variety of review techniques and implementing a set of corrective actions to address any deficiencies and raise the quality levels within the project. The Quality Management Process involves:

- Listing the quality targets to achieve
- Identifying the types of quality measurement techniques to be undertaken
- Measuring deliverable and process quality
- Taking action to enhance the level of deliverable and process quality
- Reporting the level of quality attained to project management

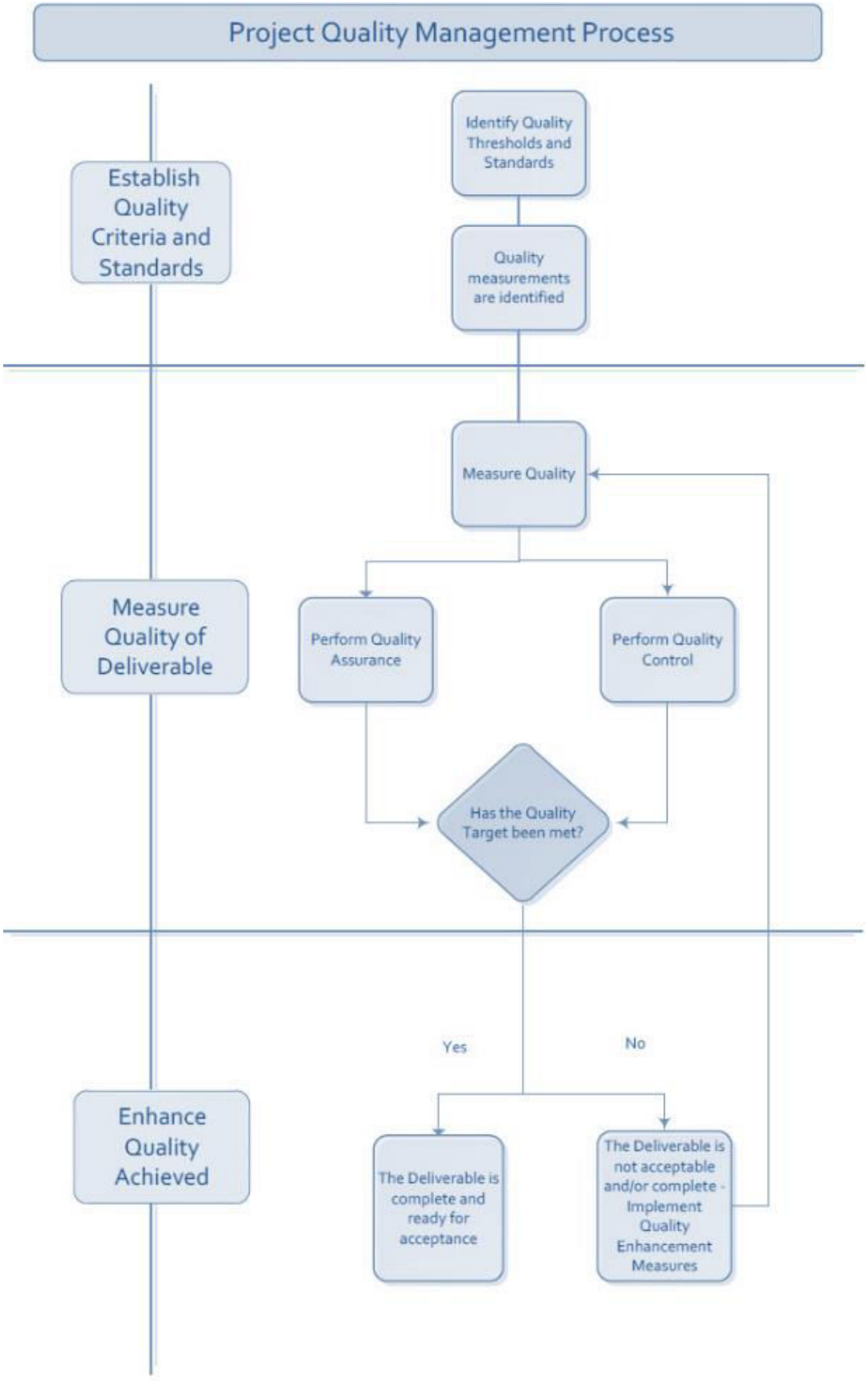


Figure 2 Quality Management Process

4.2 Deliverable Preparation

The deliverable preparation planning starts as soon as the related tasks start. The main steps for the deliverable preparation are as follows:

- Partner responsible of the deliverable generates the first table of content and sends it to the corresponding reviewers and contributors.
- The deliverable responsible partner sends the draft version to the reviewers, 14 days before the deadline set in the DoA.
- Reviewers and involved contributors verify the quality of the deliverable, make any possible suggestion for its improvement following the Quality Review Form (see Annex I), and send it to the deliverable responsible partner, one week before the deadline.
- Deliverable responsible partners integrate the improvements in the document and send it to the Coordinator before the deadline.
- The Coordinator follows the submission process (as described in D7.2).

4.3 Project Objectives and Milestones

The objective of inLane is to develop a new generation, low-cost, lane-level, precise turn-by-turn navigation application through the fusion of EGNSS and Computer Vision technology. This will enable a new generation of enhanced mapping information with real-time updating based on crowdsourcing techniques. The resulting lane-level vehicle positioning will bring navigation to a new level of detail and effectiveness.

Table 3 List of specific objectives for inLane

#	Objective	Related WPs	Related Milestones
1	To define user requirements that will be addressed by the inLane prototype, whilst paying particular attention to the optimisation of four main areas: accuracy, reliability, cost effectiveness and availability in urban and suburban areas where GNSS use is challenging. To define the system architecture and specifications in order to ensure the perfect fusion of all components of the inLane system.	WP	MS
2	To develop a low-cost EGNOS/EDAS + GNSS (GPS/GLONASS/Galileo) + IMU + Computer Vision based positioning module prototype for fast HW/SW in the loop development, which will enable enhanced positioning capabilities and make use of low-cost elements. This precise positioning module will have an interface for linking with smartphone-like platforms for offering the users a friendly Human Machine Interfaces (HMI). In the near future, when mobile phones phone include Galileo capable chipsets this extra module will not be required.	WP	MS
3	To develop new, computer vision based, road modelling (lane modelling), traffic signal identification and road/traffic element tracking and identification. The road model and the traffic signs will be geo-located according to data provided by the precise positioning module. This road information will be used for creating a new generation of enhanced maps	WP	MS

	that will enable new generation of driver assistance application such as lane-level operations.		
4	To create a new generation of enhanced maps that will update continuously thanks to crowdsourcing (information provided by all the inLane navigation users). End-to-end solution will be generated for updating only specific information. This will also imply the development of standards for coding new road data content classes.	WP	MS
5	To define and develop complex fusion and hybridisation algorithms for GNSS, IMU, Map and Computer Vision technologies for reaching sub-metre accuracy (precise in-lane position). Target performance: 5 cm accuracy related to absolute location.	WP	MS
6	To validate the positioning performance improvement that can be expected from Galileo and/or EGNSS + IMU + Computer Vision for cartography generation applications.	WP	MS
7	To develop system integration into mobile phone platforms for quick prototyping, and acceleration of the validation and testing process. Additionally, to define the look and feel of a new handheld sensor-based device in terms of its commercial market entry.	WP	MS
8	To implement a testing and dissemination phases that will be crucial for assessing and validating functionality of the solution on the one hand and for end-user acceptance on the other hand. Therefore 2 test phases will be defined, the first one in an especially dedicated high performance test site on the Dutch A270 public highway, which will help to validate the requirements and specifications and the second phase in pilot city of Barcelona involving end-users (RACC) to validate inLane in terms of technical performance and user acceptance.	WP	MS
9	To implement a long term (6 months) data collection pilot in real environment conditions involving end users to test the system in its final configuration under the expected range of environmental conditions in which it will be expected to operate once is commercialised. The tests will be held on highways (suburban scenario) and cities (urban scenario). Therefore two main pilot sites will be used the cities of Helmond and Eindhoven and the connecting roads A270 and N270 in the Netherlands as well as city of Barcelona and all the ring roads and highways around it. The pilots and demonstration will include end-user (RACC) and stakeholder enrolment (ERTICO) to involve them in the project which will reduce the gap to the market and enhance end user acceptance of the inLane products	WP	MS
10	To disseminate the project results to both the scientific community and the end-users (European drivers) and confirm the conditions for a successful business model. The main focus will be to develop a marketing plan for rapid target market penetration. With the help of ERTICO inLane will be promoted at congresses, workshops and seminars.	WP	MS

The milestones of the inLane project can be defined around the incremental development

workflow. In that sense, main technical achievements are the integration and testing of the defined prototypes.

Table 5 List of milestones

#	Milestone	WP	Date	Means of verification
MS1	System requirements and test scenarios.	WP1	M3	-Successful elicitation of end user requirements (D1.1). -Initial Requirement Workshop (D6.5).
MS2	Cloud-LSVA reference architecture.	WP1	M3	-Agreed definition of reference architecture reported in D1.1, incorporating use cases and test scenarios. -Establishment of cloud storage costs, service provider and usage by technical partners (Storage Resource Plan execution).
MS3	Scene recording and cloud network infrastructure ready for integration.	WP2	M9	-First iteration of developments of WP2 are completed, including (i) SW and HW infrastructure for recording and uploading content to the cloud (D2.1), and (ii) an operative cloud infrastructure tuned and with reported performance (as in D2.2). -Data protection guidelines drafted and ready for the massive data capture stage to be defined in D2.4.
MS4	Cloud-LSVA Prototype Alpha.	WP5	M12	-First integrated prototype and report, which highlights issues, major technical barriers, and gathers feedback from the trials (D5.3). -The Consortium will report to the PO in order to avoid deviations in the work plan.
MS5	Video analytics and annotation interfaces ready for integration.	WP3 WP4	M21	-Ongoing RTD tasks provide first approach for video analytics, active and online learning and training of models for computer vision (internal versions of D4.1, D4.2, D4.3, and D4.4). -User interfaces and backend ready for semantic search, collaborative working, and relevance feedback to learning algorithms (D3.5 and D3.6).
MS6	Cloud-LSVA Prototype Beta.	WP5	M24	-Second prototype of the project, integrating new developments. -Report on enhanced capabilities for scalability in recording, uploading and processing larger volumes of data than in prototype Alpha (D5.4). -The Consortium will report to the PO in order to avoid deviations in the work plan.
MS7	RTD activities completed, ready for testing.	WP2 WP3 WP4	M33	-Feedback from previous integration cycle (Prototype Beta), absorbed and used to create a final version of algorithms and methods for video analytics and machine learning (D4.5, D4.6, D4.7, and D4.8). -Enhanced user interfaces, searching capabilities and integration layers with 3rd parties (D3.3, D3.4, and D3.6).
MS8	Final project review.	WP5 WP6	M36	-Execution of the last integrating and testing stage, with prototype Gamma completed and

	Project conclusion.	WP7		report: D5.5. -Final quality assurance report has been delivered. Risk monitoring process completed (D7.9). -Final dissemination and communications plan and activities assessment completed (D6.8). -Financial and administrative official reporting to the EC completed. -Project final report (D7.3) and all deliverables submitted.

4.4 Project Progress Measurement

The performance of the project will be measured against a set of key performance indicators set by the Management Team and agreed by the SC (to be updated throughout the lifetime of inLane, and finally presented as part of D7.4 Project Final Report). The performance will be measured according to several Quality Indicators agreed by the SC. The indicators will be calculated on a three-monthly basis and discussed during each SC. These Quality Indicators will follow in particular the respect of internal procedures (Technical reporting, Financial reporting), the mobilisation of resources and budget consumption (Financial assessment), communication and dissemination activities, production of knowledge, intra-consortium communication, project communication, cooperation and integration, risk management and gender equality, amongst others.

4.5 Critical Risks

Risk is defined as any event potentially precluding the achievement of the objectives of a certain activity or task. Risk management is a balance of judgement so that the risks are minimised without over-emphasising the potential problems. Controlling the risks will help to manage the project to properly achieve the objectives on time and in budget. WP leaders will identify the risks relevant to their activities or tasks and shall be requested to properly and promptly document them to the SC. Risk management requires identification, control and recording of risks, highlighting the consequences and taking the adequate management actions.

To ensure a successful development process, a risk management process has been adopted, intended to enhance the likelihood of success by identifying risk areas early in the cycle, adopting mitigation plans, and planning for escape routes which preserve the essence of inLane in cases of major changes. The process will involve a risk register which will be regularly reviewed by the SC and which will be forwarded to the European Commission as part of the regular reporting process (via the SyGMa online portal).

In order to guarantee the highest quality risk management in inLane, Project Management Institute's Risk management model[1] and best practices will be adapted to the specific needs of the project. The risk management process that will be followed includes the following steps:

I. Identification of risks: using prior experiences, participation of the right people, using appropriate methods (e.g., brainstorming, interviews, root-cause analysis, Delphi technique), and registering of the identified risks in a risk log.

II. Qualitative risk analysis: analyse and assess the probability and the impact or consequences of the identified risks in areas such as cost, schedule, or performance. Calculate and rank risks (e.g., using weighted ranking techniques).

III. Quantitative risks analysis: use of quantitative models (e.g., Monte Carlo analysis, expected monetary value); only for important risks that can be quantified.

IV. Plan risk responses: firstly deciding if the strategy will be to avoid, transfer, mitigate (actions to reduce the probability), or accept (consider adding a contingency reserve).

V. Monitor and control risks: this involves periodic re-assessments on the already identified risks and new risks identification exercises. Audits of the planed risk responses implementation, definition and planning of corrective actions if needed, and analysis of trends.

As a first step towards following the appropriate risk policy, the table in Part A of the DoA summarises the critical risks identified during the proposal and grant agreement preparation, related to project implementation, which will be updated during the project. Possible risk mitigation measures are also included. Moreover, the state of the play regarding reference reporting period, mitigation measures applied, risk materialised and actions will be continuously updated for the foreseen risks, and also unforeseen risks will be reported in necessary.

[1] http://marketplace.pmi.org/Pages/ProductDetail.aspx?GMProduct=00101169201

The following table describes the most critical project implementation risks identified so far.

Table 1 Foreseen Risks (as per Annex-I)

Risk	Description	Probability	Effect	WP	Risk Mitigation Measures
1	Discrepancies in the technical visions: Project delays, adjustment of contributions	Medium	Medium	WP1	Frequent communication within WP will solve minor points that may be raised.
2	Technical work diverge from project initial goals: Core technical items not adequately addressed to meet the project objectives	Medium	Medium	WP2 WP3	WP1 will issue global specifications and thanks to the phase incremental work plan this risk will be minimised.
3	The objectives in terms of precision and availability of the positioning information are not reached: The service is not as efficient as expected.	Medium	Medium	WP2 WP3	Other techniques (higher precision sensors) will be implemented to improve the prototype.
4	The service is not as efficient as expected	Medium	High	WP2 WP3	Other techniques (more classical) will be implemented to improve the prototype efficiency. GPU usage will be increased
5	Theoretical results not achieved	Low	High	WP4 WP5	Special effort during the requirements definition so that the specifications of the system cover all user needs.
6	Demo trials are not successful: The quality of the service will not be approved or guaranteed by pilot users	Low	High	WP4 WP5	An iterative process (3 testing phases) will be implemented in order to improve the outputs of WP2 and WP3 in accordance to the pilot users' comments.
7	External competition impacts on inLane business case	High	High	WP6	To the consortium knowledge, such lane level navigation and enhanced Maps does not exist yet. TomTom, Honda and Intel are leaders in this sector. Even if such systems would be close to entering the market, the duration of the project should enable inLane to be among the pioneers on this market.
8	Dissemination and exploitation of the product not successful	Low	High	WP6	Special effort during the marketing and dissemination tasks will be carried out. Extra events and acts will be planned with stakeholders.

9	Conflicts of interest between partners on commercial model	Low	High	WP7	All partners involved in inLane are complementary; bringing in the project a specific expertise that none of the others could claim to have. There are very few overlaps in the core business activities of the consortium partners, reducing the risk of conflicts of interest.

It should be noted that a true risk assessment for a project of this scale cannot be faithfully represented at the beginning of the project in a static way. Risk management will be handled as part of Task 7.4 and Task 7.5. Furthermore, given the peculiarities of cooperative international applied research the following additional measures will be applied:

- All recommendations resulting from the Technical Evaluation of the proposal have been added as risks to the initial risk register in the project.
- Recommendations arising from project periodic reviews will also be added as risks to be addressed in the following reporting period.
- Any other unforeseen risks will be included in the register and addressed appropriately by the consortium.

5. Conclusions

This document presents the internal procedures that will be followed for the appropriate quality management of the inLane project. D7.2 Project Operating, Quality and Risk Procedures explained the principal management procedures (see also D7.1), an introduction to the quality assurance plan that has been completed in D7.3, as well as the initial list of critical risk and mitigation strategies.

Some of the sections in this document will be updated throughout the lifetime of the project, as previously indicated. The overall content of this deliverable is aligned with the information already provided in the Description of Action for inLane (as per Grant Agreement number 687458).

6. Annexes

6.1 Annex I: Quality Review Form

Document Title:			
Description:			
Document Reference: **Review**: **Dated**:		**Reviewer name:** **Review Sheet issue date:**	**Deliverable leader:** **Peer Review Date:**
Files enclosed:			

Id.	Page	Chapter	Severity	Reviewer remark and proposed change	Decision	Deliverable leader comments
1			High/Low		Deferred / Yes / No	
2			High/Low		Deferred / Yes / No	
3			High/Low		Deferred / Yes / No	
4			High/Low		Deferred / Yes / No	
5			High/Low		Deferred / Yes / No	
6			High/Low		Deferred / Yes / No	
7			High/Low		Deferred / Yes / No	

Decision: YES (remark taken in account) / NO (remark not taken in account) / Deferred (Remark not taken in account, additional action/investigation required)