



# LIRICS

## Deliverable D7.2

### LIRICS QUALITY PLAN

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## **1 Executive summary**

The purpose of the document is to describe INRIA-Loria's strategies and working methods, composing a brief Quality Plan in order to ensure a successful management of Lirics's project.

## **2 Quality plan**

### **2.1 Introduction**

Lirics (Linguistic Infrastructure for interoperable Resources and systems) is a 30 months project starting in January 2005. Lirics aims to provide ISO ratified standards for language technology to enable the exchange and reuse of multilingual resources. Lirics will facilitate the implementation of these standards for end-users by providing an open-source implementation platform, related web services and test suites.

This project includes nine partners INRIA-Loria, DFKI, USFD, CNR-ILC, UW, UTiL, MPI, IULA-UPF. The Project manager is INRIA-Loria.

The project manager is in charge of the co-ordination of the technical and content aspects of the project and has to promote coherence between partners. It has to develop and maintain work-plans and ensure the successful completion of deliverables on time.

Each partner's tasks are clearly defined before the project starts. Besides, each work-package (WP) is managed by a WP leader.

The success of a project depends mostly on its management. The project Manager has to:

- Define and co-ordinate the partners' tasks and work in a continuous way
- Have a clear, precise and complete overview of the project progress
- Be able to follow the scheduled planning and to ensure the reports and deliverables are delivered on time by the partners
- Be able to intervene in case problems happen
- Ensure all necessary information is collected and disseminated within project partners and play a focal point role
- Organize meetings in order to discuss project general progress and future tasks.

The project manager monitors the partner' activities according to the contractual planning, organises the consortium meetings and plays a focal point role to disseminate information within the consortium in particular thanks to a dedicated website. The URL of this web site is "<http://lirics.loria.fr>".

### **2.2 Meetings**

#### **2.2.1 Frequency**

The project Manager organises every six months a consortium meeting. Meetings are convened by the Project Manager with at least fifteen calendar days prior notice with an agenda.

### **2.2.2 Meeting purpose**

During the consortium meetings, the partners inform the consortium about their activities and task progress. Each WP and tasks is then discussed and decisions are taken together if necessary. The partners may inform the manager about possible difficulties and problems they may encounter. The Project Manager should be able to manage that kind of issues.

The meeting is also an opportunity for the Project Manager to emphasise on the deadlines to achieve tasks and deliver reports and deliverables.

During the meeting, the partners decide on when and where the next meeting will take place.

### **2.2.3 Agenda**

The agenda includes:

- Location
- Date
- Participants
- Apologises
- Items to be discussed and presented

The project Manager prepares the agenda which is disseminated within the consortium. The partners have a week to add their comments to the agenda. The final version of the agenda is then disseminated. If modified, the agenda needs to be approved once again during the meeting.

### **2.2.4 Location**

The meeting takes place at the country and premises of the Project Manager and/or partners. Each partner can suggest hosting the others for the meeting in its country.

### **2.2.5 Minutes**

The project Manager prepares the meeting's minutes which summaries what have been said at the meetings and future actions. The minutes include:

- Location
- Date
- Participants
- Apologises
- Agenda
- Report on what has been said
- Future actions

The minutes of the meetings are disseminated to the partners without delay. The minutes will be considered as accepted if, within fifteen calendar days from receipt, no party has objected

in a traceable form to the Project Manager. If so, there are some comments to the minutes, a new version is released taking into account the comments.

## **2.3 Documents**

All technical documents will be based on the style sheet of the document "EmptyLyricsDocument.doc" that is available on the Lyrics web site.

These documents will follow the advices expressed in the document "Guidelines and tools for producing standards, test-suites and API's".

## **2.4 Progress reports**

### **2.4.1 Schedule**

During the life time of the Project, the Project Manager has to deliver to the European Commission all needed contractual reports and to summarise and communicate the work of the overall project, as well as the communication with complementary projects.

The partners are request to fill in the requested reports one week after the end of the related period and have two weeks to deliver it to the Project Manager. If they do not deliver on time, the Project Manager sends them a reminder. If he gets no feed back he contacts the partner to see what the problem is and try to find a solution with the partner.

### **2.4.2 Periodic Progress Reports**

Periodic progress reports are written every six months by the Project Manager. They aim to summarize the partners' activities during the six former months, the status of the deliverables completion as well as the person months used during that period of time.

Periodic Progress reports are due at:

- 30th June 2005 (i.e. M6, see page 38 in the technical annex)
- 30th June 2006 (i.e. M18, see page 38 in the technical annex)

Let's note that the periodic progress reports are for the Project Manager and are not associated to cost statements. All periodic progress reports are written by the Project Manager with the style sheet of the document "EmptyProgressReport.doc" available on the Lyrics web site.

### **2.4.3 Annual and final reports**

The Project Manager also presents annual project reports and the final project to summarise and communicate to the European Commission the work of the overall project.

Annual reports are due at:

- 31st December 2005 (i.e. M12, see page 59 in the technical annex)
- 31st December 2006 (i.e. M24, see page 59 in the technical annex)

Final report is due at:

- 30th April 2007 (i.e. M28, see page 40 in the technical annex)

Let's note that the annual and final reports are associated to cost statements. All annual and final reports are written by the Project Manager with the style sheet of the document "EmptyProgressReport.doc" available on the Lirics web site.

#### **2.4.4 Cost statements**

Each year, the financial manager (INRIA-Loria) provides the partners with the template of the cost statements. The Project Manager supervises the costs to make sure the partners monitor their spending according to the contract. Cost statements are sent to the European Commission with the related reports and deliverables.

Cost statements are due at:

- 31st December 2005
- 31st December 2006
- 30th June 2007

#### **2.4.5 Deliverables**

The Project Manager monitors the delivery of all contractual deliverables. He reminds the partners on the delivery deadline. The Project partners deliver the deliverables to the European Commission. The Project Manager asks for the parties to deliver the deliverables fifteen calendar days before the due date. The deliverable is then circulated within the partners who have a week to make possible comments to the deliverable author. Once it is adopted by all partners it is then sent to the European Commission by the Project Manager.

#### **2.4.6 Web site**

The Lirics web site is hosted by INRIA-Loria at <http://lirics.loria.fr> and is described by the document "D6.2 Lirics Project Presentation".

### **3 Conclusion**

The quality plan plays an important role in the successful achievement of the project. It allows the Project Management to monitor the project in a methodical and regular way.