

Case Study template

A) General Part

General	
Case Study Title	Project Quality Plan
DIALOGUE thematic group	Quality
Date of the case study	15.03.2012
Contact Information	
Name of the institution	University of Versailles St Quentin en Yvelines, Service Commun Universitaire de la Formation Continue) (SCUFC)
Location/country	France
Size of the organisation/ Number of academic/research and non-academic/administrative staff	<p>The University: 7 training units, 215 multi-disciplinary training 33 laboratories, 6 international centers of expertise 19 000 students 1,389 teachers / researchers 752 personal 166 million of euros of budget</p> <p>The center of LLL: 2,887 trainees, 778 000 hours of continuing education 100% of graduates available for continuing education 1524 apprentice training / business</p>
Website	www.uvsq.fr
Abstract	
Key words	
Please provide a short abstract of the case study	<p>The insurance plan and quality control is to describe the provisions for quality management and project results</p> <p>The QMP defines the methods, organization and activities of insurance and quality control specific to the project.</p> <p>Use of QMP should achieve the following objectives:</p> <ul style="list-style-type: none"> - Establish a common reference for all project



team members. It will ensure coherence and consistency in working methods.

- Specify the procedures or stages, criteria and resources for the management and evaluation.
- Specify requirements for quality control.
- Ensure product quality and services. This quality is expressed by quality criteria to be met in the project
- Define the procedures, tools to use to meet the standards, methodology development and controls provided for each activity based on the needs identified to recipients and target sectors
- Clarify the involvement of the recipients and key partners, associates and silent

B) Specific Part

The following part depends on each thematic group, outlining strengths and weaknesses of the chosen situations.

1. Context

Please present the general background (“landscape of experience”) of the activity and in which institutions, organisations, units or sectors the case took place.

The service operates since 2002 in numerous European projects in this framework it is developing quality plans associated with the development of these projects.

2. Objectives and Purposes

What are the objectives and purposes of the concrete action?

- common vocabulary
- structure of a quality plan
- governance quality
- management of a virtual office

3. Combination of research and practice

How does this activity combine insights from research and practical hands-on experience?

Quality managers are university researchers specializing in the topics covered by the project

4. Instruments for implementation

Does the institution/sector/unit provide instruments (e.g. ICT or human resources) for the implementation of the concrete action? Which tools were applied?

A virtual office

5. Best practice/ Bad practice:

What kind of results were obtained? What do you consider to be the innovative or interesting part of this concrete action?

What are the barriers (potential and effective) to the full implementation of this action and what are its benefits?

In which sense can this action be useful for DIALOGUE?

- Example of quality plan
- Management of a European project with the quality
- Final Report

6. Direct link of researchers and practitioners in this activity

Are researchers and practitioners directly linked in this activity?

- If yes, how are they linked and what are the communication and interaction processes?
- If they do not communicate directly, how are findings from research connected to practical activities and vice versa?

Quality managers are university researchers specializing in the topics covered by the project

7. Transferable elements

Which elements would you identify as easily transferable to other institutions in different regional and national contexts?

Quality managers are university researchers specializing in the topics covered by the project

8. Recommendations for dissemination

Briefly identify the most important points in the case study for other ULLL managers and practitioners – these may include risks as well as benefits.

Please formulate some recommendations for the dissemination on the basis of the case study addressed to the working group and other partners.



The quality is not that the results obtained by the project and the qualitative and quantitative statistics.

Quality to create an overall context of a successful project.

The evolution of a project is the development of the quality plan.

9. Additional information

Please state additional sources like bibliography, website, publications, reports

- An example of a quality plan (Annex I)

We are intending to put your case study on the website.

Please tick here if you do **not** wish to see your case study published on the project's website

ANNEX I

<p>My PROJECT</p> <p>Quality Control Management Plan</p>
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Reference:

Last updating:

Amendment index of the document: 00X

Version of the document: Version X.X

Status : Project start

Internal quality expert :

Validation :

External quality expert :

Objective of the quality plan :

The quality control management plan (Plan de Gestion de la Qualité, in French, PGQ) is a document focusing on the characteristics which enable the implementation and efficiency of the planned activities to obtain the required quality (AFNOR/Z67-100-3).

Addresses	Subject of dissemination	Noted on :
Partners	Acknowledgement	

Updating charter document

Version of the document	Index of document auditing	Date	The updating point
Version 1.0	000	01.15.2009	Creation of the document
Version 1.1	001	01.28.2009	Modification related to a new specification for the expected results
Version 1.2	002	02.19.2009	Modification on the dissemination and exploitation plan
Version 1.3	003	January 2010	Modification on the dissemination and exploitation plan

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1. SUBJECT AND CHARACTERISTICS OF THE QUALITY CONTROL MANAGEMENT PLAN

1.1 Objectives of the plan

The quality plan aims to describe the dispositions to reach the quality control and the results of the « My PROJECT » project.

This QCMP defines the methods, organisation, activities and insurance activities, as well as the supervision of the specific quality of the project.

Using this QCMP will enable to reach the following objectives:

- Structuring a common reference to all the team members taking part to the project. It will set a proper coherence and homogeneity in the methods at work.
- Being accurate in the proceeding steps, criteria and resources to insure the management and evaluation of the project.
- Underlying the requirements of the Quality Control Management.
- Securing the quality of the product and the benefits. This quality is defined through criteria of quality to be respected in the scope of this project detailed in paragraph 3.5: *Quality measures (properties and metrics)*.
- Defining the steps to follow, the tools to be used, the norms to respect , the methodology of development and the control programmed for every activity, in keeping with the needs characterised by the addressees and targeted sectors (ICT and Mechatronics)
- Precising the involved addressees, key-partners, associates and silent partners.

1.2 Field of application

1.2.1 The targets

The beneficiaries

Redeployed and professionally mobile wage-earners
 Jobseekers
 Young workers in professional integration
 The specific public auditors

The users

The project partners

The silent partners and the stakeholders

Training centres
 The targeted companies network
 The partners network
 The professional networks
 Public institutions

1.2.2 The expected results

Method category:

A Competence Framework in Mechatronics
 Dissemination/exploitation plan in project results
 Test and Valorisation of the web portal in ICT sector

Product category:

Software designed for the building of a professional project
 Individual e-portfolio « MonPortfolio »
 A multilingual website in Mechatronics

General multilingual portal (in ICT and Mechatronics) Feasibility study
on an online Master programme in Mechatronics

Category experience :

Collaborative e-platform for the project management

Result 1 (R1)

Category: method

Type: Dissemination/exploitation

Target Group: people in professional integration and retraining in ICT and Mechatronics

Users: Training institutions and companies in ICT and Mechatronics sectors

Languages : French and English

Medium: valorisation plan (dissemination/exploitation of the results)

Availability: through the project

Number of instances: one per partner

Methodology: the 2009 guide of the European “Lifelong learning” program

Other results combined :

- Two dissemination conference (by the end of the first and second years),
- A training session for the national administrators in charge of the websites,
- Methodological guideline and national website treating.
- Website for dissemination of the project results,
- Press release,
- Communication kit

Result 2 (R2)

Category: method

Type: Competence Framework in Mechatronics

Target Group: people in professional integration and retraining in Mechatronics

Users: Training institutions and companies specialised in this sector

Language: English and national partner languages (French, Spanish, German and Romanian)

Medium: paper and the Internet site

Availability: by the end of the 1st project year

Number of instances : large dissemination extended to training institutions, companies and professional sectors in this field throughout the member countries and the dissemination networks (1500)

Methodology: competence engineering and the european e-competence framework

Result 3 (R3)

Category: method

Type: collecting and analysing information for the ICT sector of the Europolytec web portal during the second year of the project

Target Group: a sample representing the target group in the sector

Users: Training institutions and companies taking part to the project and network partners in the sector

Languages: English and national partner languages

Medium: plan of statistics campaign and qualitative questionnaires

Availability: by the end of the second year of the project

Number of instances: one plan per language, a statistics software on the sites and 3000 quality questionnaires (public targeted and users). A forum will be available too.

Methodology: statistic engineering and quality process.

Others: integration of Germany part within the web sites

Result 4 (R4)

Category : product

Type: Software designed for the building of a professional project

Target Group: people in professional integration and redeployment

Language: English and national partner languages

Medium: tool on the EUROPOLYTEC website

Availability: by the end of the first year of the project

Number of instances: one version per member country on the multilingual website.

Methodology: Constructive

Others :

- The software will be programmed to adapt to any industrial sector.

- The German-language website will be inserted within the EUROPOLYTEC portal.

Result 5 (R5)

Category: product
 Type: Individual e-portfolio « MonPortfolio »
 Target Group: people in professional integration and redeployment
 Language: English and national partner languages
 Medium: website of the existing professional e-portfolio/blog
 Availability: by the end of the first year of the project
 Number of instances: a common website presenting the e-portfolio
 Methodology : blog and social networks

Result 6 (R6)

Category: product
 Type: multilingual website in Mechatronics
 Target Group: people in professional integration and redeployment in Mechatronics
 Users: Training institutions and companies of this sector
 Language: English and national partner languages
 Medium: EUROPOLYTEC webportal
 Availability: by the end of the second year of the project
 Number of instances: One multilingual website
 Methodology: Transfer of the ICTsector websites.

Result 7 (R7)

Category: product
 Type: EUROPOLYTEC web portal
 Target Group: people in professional integration and redeployment in ICTand Mechatronics
 Users: Training institutions and companies specialized in this sector
 Language: English and national partner languages
 Medium: the Internet portal
 Availability: by the end of the second year of the project
 Number of instances: only one
 Methodology: inserting websites
 Others: this portal, as a final result, will enable to shape one’s professional project and capitalize within the e-portfolio for the two associated sectors of the project. It will enable to easily insert other professional sectors after the end of the project.

Result 8 (R8)

Category: product
 Type: feasibility study of an online training master in Mechatronics
 Target Group: people in professional integration and redeployment in this domain
 Users: Training institutions
 Language: national partner languages
 Medium: centres where the degree course has been originally followed, selected modules in the partners’ resources and drafting of the interuniversity partnership to use and validate the multilingual degree course.
 Availability: by the end of the second year of the project
 Number of instances: one document per partner
 Methodology: Training engineering and e-learning

Result 9 (R9)

Category: experience
 Type: Collaborative e-platform for the project management
 Target Group: the project partners
 Users: the project partners
 Language: English/French
 Medium: Collaborative e-platform
 Availability: through the project
 Number of instances: only one Collaborative e-platform
 Methodology: Project management

1.3 Responsibilities in the realization and control managing plan

Realization and control managing plan

The setting and updating of the plan, with the control management of its application are supervised by the chief in charge of the project quality. He will be helped in this task by the external expert. The coordination of actions to be undertaken to execute the plan properly comes under the responsibility of the chief conducting the project and the steering committee.

1.4 Applicable documents and referential documents

1.4.1 Applicable documents

The whole procedures and plans applicable to the project can be found on the site presenting the project (Collaborative e-platform of the project) when clicking the following hyperlink: <http://www.e-campus.uvsq.fr/claroline/auth/login.php>

1.4.2 Referential documents

The whole methodological guides for the use of the project can be found on the site conducting the project at the following hyperlink: <http://www.e-campus.uvsq.fr/claroline/auth/login.php>

In annexes:

- Minutes type
- Supervision WP
- Link sheet
- Collaborative e-platform

1.5 Criteria and evolution proceeding of the CMQP

Plan updating must be justified by improving the conditions of the progress on the project or the quality of the results.

The versions can only be changed on the Steering committee's decision; the chief supervising the project will be given the right to modify the issue order in the version.

The author of the plan is in charge of the plan updating too. To bring about any modification, he checks that the dissemination is properly made to the partners of the project.

1.6 Procedure of derogation regarding the CMQP

The partners of the project are summoned to comply with the rules described in the quality management plan (insurance and control). In case these dispositions are not applied, a request for a derogation shall be made to the chief supervising the project.

2. TERMINOLOGY

2.1 Term glossary

The whole definitions of the terms used in the project can be found on the site presenting the project when clicking the following hyperlink:

<http://www.e-campus.uvsq.fr/claroline/auth/login.php>

Further definitions connected with the project specificity:

- pilot / promotor Institution responsible for the project (UVSQ)
- beneficiaries project target
- users project partners
- silent partner organism or network associated to the valorisation plan

2.2 Abbreviations used in the document

- PGQ Plan de Gestion de la Qualité (Quality Control Plan)
- CP Comité de Pilotage (Steering committee)
- GT Groupe de Travail (Work Group)
- CDC Cahier Des Charges (schedule of conditions)
- UVSQ Université de Versailles St Quentin-en-Yvelines
- ST Sous -Traitance (Subcontracting)

3. QUALITY SYSTEM IMPLEMENTED FOR THE PROJECT

3.1 Objectives and agreements related to the quality of the project

The objectives and agreements related to the quality of the project deal with the supervision and evaluation of the expected results, regarding the procedures implemented and the associated resources as well.

The supervisors of Quality will check the appropriateness between the results and the public need targeted. They will implement and follow the achievement of the valorisation plan.

They will make sure that the documents are validated and available on the Collaborative e-platform.

They will elaborate the samples of the public target used as a test and will undertake the analysis of the results both quantitative and qualitative.

They will draft the reports for the steering committees and suggest the possible modifications.

3.2 Quality measure

The parameters of quality applicable to the project are as followed :

Parameters	Results	Agreement	Metrics
Reliability	R4, R5, R6, R7	Subcontracting or supervisory staff following the CDC (schedule of conditions)	Collecting the products (Availability, Soundness and Security) Site of development available 24/24h
Efficiency	R1, R2 and R3	Respecting methodologies Respecting the valorisation plan	Expected results of the valorisation plan Competence Framework in Mechatronics achieved and validated
Security	R6, R7	Managing rights on the websites	Availability, Integrity and confidentiality Checking through log files
User-friendliness	R9	Respecting PGQ	Possible conflicts Using the typical documents Statistics on the Collaborative e-platform
Ability to be re-used	R6	Possible Transfer to other sectors Using a CMS	Checking ability to transfer
Interoperability	R7	Intersite connection of the portal	Checking through test games
Ability to test	R3, R4, R5, R6, R7	Checking the public target	Quantitative and qualitative tests
Ability to correction	R1, R2 and R3	Respecting the deadlines	Versioning, recording Planning statement Using typical documents

Adaptability	R2, R6	Transferring the websites to other countries and a new sector Methodology in creating frameworks	Checking transferrability Methodological guide to create a referential of competences
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3.3 Documentation on the project quality

The documentation on the quality implemented for the EUROPOLYTEC project unfolds according to three levels of documentation: PGQ (QCP), procedures or methodological guides and typical plans.

Documentation	Function
Quality Control Plan	This QCP (PGQ) defines the specificities of the project and adapts the general principles of the system. It refers to the procedures or existing methodological guides as much.
Procedures	The procedures describe in details and within a set of themes how the quality system and the current methods are working. The procedures are combined with the results and the WP
Methodological guides Schedule of conditions	The methodological guides/schedule of conditions detail how to proceed to carry out the different tasks pertaining to the project (methods, techniques, tools, ...)
Typical plans	The typical plans are patterns of documents ready to be used for the project.

Documentary Architecture Quality Project

See the pattern files available in the Annexes and the organisation of the collaborative e-platform following the project.

3.4 Insurance activities and quality control

Each member taking part to the project must comply with the ruled dispositions described in the QCP (PGQ) and test out the appropriateness between the results and the objectives.

The duties of the staff supervising the quality must be accomplished through the project development in partnership with the external expert. They focus on two points :

- Tasks of insurance and quality which enable to define the quality characteristics sooner and to foresee possible problems. These tasks are primordial before beginning the project and become less important at each step of it.
- The quality control which regularly checks if the procedures are assimilated and properly applied. In case the measures to be taken are not accurately or effectively applied, the staff suggests corrective or safety actions. Then they are in charge of following the compliance with the ruled recommendations.

Tasks on Quality

Type of activity	Detailed description of the activity
Insurance quality	Elaboration and updating through the project of QCP (PGQ)
	Interface with the internal and external expertise
	Participation to the steering committee
	Information released to the partners on the current procedures
	Valorisation plan
Quality control	Re reading the documents of the project
	Controlling the proper compliance with the applicable procedures
	Making control audits (quality results and supply quality)
	Supervising corrective and safety actions

The project supervisor has to insure the QCP is applied. He validates the recommendations given by the quality supervisor in case they are noted as unduly applied.

3.5 Documents related to the quality of the project

Label	Producteur	Periodicity	Addressees	Missions
Quality management plan	- resp. of quality	At the beg. of the project	- pilot - partners	- validation - action (application)
Quality control file (results, minutes reviewed)	- resp. of quality	Through the project	- pilot - partners	- validation - information, action

4. CONDUCTING THE PROJECT

4.1 Organisation of the project

The project is divided into different Workpackages (WP) and to each WP one or several results are associated.

The quality plan is related to WP1: « Project management ».

4.2 Presentation of WP

WP1: Project Management

Period: October – September

Pilot: UVSQ

Objectives:

- Controlling and coordinating the project activities
- Managing partnership
- Controlling and managing the expenditures induced by the project
- Managing quality and dissemination/ exploiting the results

Tasks :

- Organising Steering committees
- Drafting and managing the contracts dealing with the project (contract involving UVSQ – National Agency and partnership agreements)
- Modification of the conditions to reach the results because of pitfalls
- Documentary control
- Leading the Collaborative e-platform
- Managing conflicts
- Managing subcontracting
- Controlling quality and dissemination/ exploitation of the results
- Reporting interim and final reports to the National Agency in charge of the management of “Leonardo da Vinci” program.

WP 2 : Drafting the Competence Framework in Mechatronics

Period: October – September

Pilots: EUSS + MOEC

Objective: drafting a referential of competences and a User Guidelines associated

Tasks:

- Identifying the competences domains
- Identifying competences for each domain
- Elaborating help reading charts defining each competence

Methodological context : Engineering competences

WP 3: Adaptation, Experimentation and Valorisation of the website in ICT sector

Period: October – September

Pilots : UPT + HP company + UPJV

Objectives:

- collecting and analysing the quantitative and qualitative results in computer engineering
- Dissemination

Tasks :

- Updating the existing websites in ICT sector
- Creating and integrating inserts in German within the existing websites
- Training session for the administrators of national websites
- Integrating a module statistics within the developed websites
- Integrating a multilingual document meant to download satisfaction polls on the websites
(typical target)
- Constituting a sample epitomizing the target of the project
- Diffusing the site address (www.europolytec.uvsq.fr) at every partner, either keys, associates or silent, particularly the network partners of validation (SYNTEC, EUCEN and EUDEN) as well as agencies managing jobseekers (ANPE and APEC)
- Press release
- Surveys on notoriety

Methodological context: Engineering statistics

Subcontracting : A SSI specialised in CMS and Web developments

WP 4: Elaborating a decision-making software on the professional project

Period: October - June

Pilot: UVSQ

Objectives: Integrating a helping tool to achieve a professional project within the Europolytec site

Tasks:

- Drafting schedule conditions
- Control the development
- Success of the product

A working group will follow the supervision

Methodological context: Development in Web tools

WP 5: integrating tools in the e-portfolio

Period: April - September

Pilot: UVSQ

Objectives: Collecting information and capitalisation: To choose the job
To choose training modules
For the partners favouring training and integration
For the partners favouring European mobility
« friends » or peers

Tasks:

Integrating documents of formalisation in the e-portfolio:

- Europass tools available (CV and Passport in languages)
- Certificate in Computer and the Internet
- Competence frameworks (ICT and Mechatronics)
- The personalised professional project

NB : The e-portfolio website already exists

Methodological context: Formalisation of the professional concept of portfolio

WP 6: Structuring the websites in Mechatronics

Period: October - September

Pilot: UVSQ

Objectives: creating the Europortic-Mechatronics websites and eformMechatronics duplicating the existing websites of eurportic-ICTand eforminfo

Tasks :

- Drafting schedule conditions
- Controlling the development
- Success of the product

The partners of Europortic and e-forminfo projects will mastermind this project

Methodological context: Transfert of websites

Subcontracting : A SSI specialised in CMS and Web developments

WP 7: Finalizing the EUROPOLYTEC portal

Period: July - September

Pilot: UVSQ

Objectives: Creating a multilingual portal

Tasks:

- Drafting schedule conditions
- Controlling the development
- Success of the product

The teams of development in Amiens and at the UVSQ will insure its development

Methodological context: Integrating websites

WP8: Studying the feasibility of a common training in Mechatronics

Period: July - September

Pilot: UPJV + KIT + FESTO

Objectives: structuring an online European degree course for a master degree in

Mechatronics. Tasks:

- Expert evaluation of the existing in e-learning in ICTand Mechatronics among the partners
- Selected training modules in the master degree level
- Elaborating partnership conventions to develop a European multilingual degree course in
 in
 ICTand
 Mechatronics

Methodological context: Engineering competences and managing the degree course in e-learning

WP 9: Dissemination/exploitation the results of the project

Period: October – September

Pilot: UVSQ + HP + UPT

Objectives: diffusing and exploiting must enable to:

- Improve the durability of the results
- Register the existing results
- Make the most of investments
- Transfer the results to transform the systems and practice

- Optimize the time of innovation in political terms and processus
- Sustaining the political process

Tasks:

- Press relationship
- Dissemination conferences
- A dissemination website
- Thematic training and information days
- Methodological guides
- Contractual document
- Learning media for the benefiting people
- Survey on notoriety

Methodological context: Drafting a Dissemination and Exploitation Plan

4.3 Planification and control of the project

The pilot is responsible for the planification and the control of the project. The main tasks and steps of the project are managed in the *overall planning* of the project.




To control the WP, the periodical meetings are scheduled by the pilot of the WP in keeping with the decisions of the CP.

A *loglike control* is kept and enables to backup a trace of the information given, the problems they had, the decisions taken, the responsible staff summoned to carry out the actions and the date the action has been achieved. This document depends upon the control of the external and internal experts.

In order to control works, two structures are implemented:

- A Steering committee
- Specific working groups

Mois	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
WP1		CP1				CP2				CP3				RA				CP4							CP5
WP2																									
WP3																									
WP4																									
WP5																									
WP6																									
WP7																									
WP8																									
WP9								J		Col															Col

Category method

 Category product

 Category experience


CP : Comité de Pilotage : Steering committee
 J : Journées d’Information et de Formation : Information and Training Days
 Col : Colloque : Dissemination conferences
 RA : Rapport d’Avancement : Interim/progress report

4.3 Contraintes and major risks

Major Constraints	Implemented Actions
Partners' work	Selected partnership and attributing tasks according to the skills Signature of the Quality Management Plan Implementation of a Collaborative e-platform available 24/ 24h
Valorisation	Implementation of a methodology to evaluate with a plan Implication of silent partners A whole year for the valorisation of one of the two sectors, ICT
Compliance with the calendar	Gantt Diagram Control and Implementation during the Steering committee
Giving the expected results	Constitution of WP through result Subcontracting for some WPs Selection in subcontracting
Administrative and financial Management	Structure proficient in managing European projects Management and Quality Plan
Quality	Choosing two internal and external experts
Site Development	Supervised by TICE of the universities' work cell Expertise of partner companies
Response to the objective	Partnership between university and enterprise Target public's implication within valorisation Implication of silent representative partners

Major risks	Actions Implemented
Non compliance with the calendar	Using a Collaborative e-platform and email to speed up work Shaping a new calendar
No answer from the partners to the works required	Using email Reminder on the signed agreement and the objective defined for every partner Reminder on the link subvention/results New drafting a partenarial contract
Non conformity of results	Insuring a real time control of developments with a website available site web 24/24h Implication of the targeted public before the end of the project
Subcontracting problems	Choosing a competent enterprise in CMS and development Web Negotiation with the enterprise which has developed the Europortic site for the duplication in Mechatronics
No representative qualitative and quantitative results	Using partners' websites and protagonists' in the two sectors of the project Extending the silent partners

6. MANAGING DOCUMENTATION

6.1 Identifying the documentation

Every document's labels will be labeled with the topic and date. The WorkPackage will be mentioned too. Versioning will be written on all the documents.

Example: Minutes_SC1_WP1_16_02_2009_V1

Minutes of the Steering committee n°1 of the WP1, its date and version number.

6.3 Backup and Archiving

All the versions will be saved and kept available for every partner of the project. On the Collaborative e-platform of the project management, the leading hierarchy will be ordered as followed:

Label: _WP

- Work documents
- Final documents
- Historic

Systematically a hierarchical order made in French and in English.

Specific hierarchies:

- Subcontracting
- Multilingual documents
 - Language 1
 - Language 2
 - ...

The UVSQ server is maintained for a daily backup.

7. MANAGING THE COLLABORATIVE E-PLATFORM

7.1 Responsibilities

Every partner either keys or associates are administrators on the virtual desktop.
The project conductor is in charge of having the rules for the document management applied.

7.2 Identifying the elements

The virtual desktop includes:

- the virtual document storage space
- tools for collaborative work (Directory, management of groups, Wiki...)
- tools for communication (Forum, adds, list)

7.3 Life cycle and unit status

Three kinds of documents are defined:

- documents dedicated to work
- documents validated by the Steering committee
- documents with previous releases archived

Methods for version treatment and revisions as previously mentioned are applied.
The stage of sequence control and authentication are parts of the Direction Committee's tasks.

7.4 Backup and archiving

- The desktop is located on the server of the UVSQ (www.myproject.fr) with a daily backup.
- Tools for archiving and file squeeze are available
- Ads and collaborative works are preserved through the project
- All the statistics concerning the desktop use are ready

8. AMENDMENT MANAGEMENT

Amendment requirements are subject to management procedures at the WP AND Steering committee levels.

These modifications can be various :

- **adaptation** or **evolution** of the functional, technological or organisational area,
- **correction** because they did not comply with the instructions (anomaly in the expected results).

Modifications at the WP level (work drafts) are known as document revisions, the major amendments (such as planning modification and related actions) are the matter of the Steering committee.

The Steering committee make decisions corresponding with the planning and the expected results in the WP.

Every amendment entails the incrementation of the modification index; moreover, any important modification induces the creation of a new version.

9. CONTROL OF SUBCONTRACTING

For every subcontracting action, a working party will be in charge of drawing up the schedule conditions to be authenticated by the Steering committee.

The working party (or GT) is associated to a WP and the WP committee will insure the control supervision before proceeding to the development acceptance.

9.1 Link editing documents

DOCUMENT REFERENCE	DOCUMENT LABEL	ACTORS
CRGT_aammjj.doc	Working Party's report (GT)	GT + ST CP
CRCP_aammjj.doc	Steering committee's report (CP)	CP GT
FL_aammjj.doc	Link sheet	GT ST
DIMI_apl_xxxnnn.doc	Intervention request for an evolving change or a minor adaptation.	GT ST
DIMA_apl_xxxnnn.doc	Intervention request for an evolving change or a major adaptation.	GT + GP ST
PVL-xxxxx-xx.doc.	Acknowledgement and acceptance	GP ST
...	Documents meant for subcontracting	...
...

9.2 Description of documents

The reference of the document must be inscribed through the versioning process presented previously.

The annex puts forward an example of the document skeleton.

ANNEXES

- **Minutes type**
- **Editing link sheet**
- **Control supervising WP**
- **Virtual Desktop**

Logo My PROJECT + Logo of the Leonardo da Vinci program	« My PROJECT » Project Report Meeting 000x du ...	Reference :	WP n° ...
		Approbation :	
		Disseminatio n :	
		Page :	

Topic of the meeting:

Attachement file (s):

Participants :

Guests:

Excused:

Assessment of the situation :

Statement on decisions at the end of the meeting 000x du ...

Next meeting:

Next steps to achieve :

Content	Actors	Deadline

Additional persons to invite to the next meeting:

Subjects mentioned during the meeting.

Subject n°1 :

Subject n°2 :

...

Subject n°x :

- Control Supervision WP

e-campus
FRANCIS ROGARD : My course list | My calendar | My User Account | Logout
EUROPOLYTEC
e-campus > EUROPOLYTEC

Université de Versailles
Saint-Quentin-en-Yvelines
Sondages | Passe-temps | Médiathèque
Course Home
View mode : Student | Course manager

- Course description
- @! Agenda
- a** Announcements
- Documents and Links
 - Assignments
- G** Forums
 - Groups
 - Users
- Chat
- wiki
- Médias

PROJET My Project

Bureau virtuel de gestion du projet

Project management space