



An experimentally-validated multi-scale materials, process and device modelling & design platform enabling non-expert access to open innovation in the Organic and Large Area Electronics Industry (MUSICODE)

Grand Agreement: 953187

Project Start Date: 01/01/2021

Project Duration: 48 months

## Deliverable 8.1

### QA and Risk Management Plan

**Date: 30-06-2021**



Horizon 2020  
European Union funding  
for Research & Innovation

This project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under the Call DT-NMBP-11-2020 "Open Innovation Platform for Materials Modelling"

Project co-funded by the European Commission within Horizon 2020 Research and Innovation Programme		
Dissemination Level		
PU	Public	
PP	Restricted to other programme participants (including the Commission Service)	
RE	Restricted to a group specified by the consortium (including the Commission Services)	
CO	Confidential, only for members of the consortium (excluding the Commission Services)	x

**Deliverable author(s):** Elefterios Lidorikis (Uoi)  
Argiris Laskarakis (AUTH)

**Contributors:** Name(s), Organization(s)  
Angelos Mourkas (Uoi)

**Draft Revisions:**

## Copyright

@ Copyright 2021-2024 The MUSICODE Consortium

Consisting of Coordinator:	University of Ioannina (Uoi)	Greece
Partners:	Karlsruhe Institute of Technology (KIT)	Germany
	University of Surrey (SURREY)	UK
	Aristotle University of Thessaloniki (AUTH)	Greece
	Czech Technical University in Prague (CVUT)	Czechia
	Fluxim AG (FLUXIM)	Switzerland
	TinniT Technologies GmbH (TINNIT)	Germany
	Granta design LTD (GRANTA)	UK
	Esteco SPA (ESTECO)	Italy
	Organic Electronic Technologies (OET)	Greece
	Apeva SE (APEVA)	Germany

This document may not be copied, reproduced, or modified in whole or in part for any purpose without written permission from the MUSICODE Consortium. In addition to such written permission to copy, reproduce, or modify this document in whole or part, an acknowledgment of the authors of the document and all applicable portions of the copyright notice must be clearly referenced.

All Rights reserved.



Horizon 2020  
European Union funding  
for Research & Innovation

This project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under the Call DT-NMBP-11-2020 "Open Innovation Platform for Materials Modelling"

*"The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein."*

## Contents

<b>Publishable summary</b> .....	4
<b>1. Introduction</b> .....	5
<b>2. Deliverables</b> .....	6
2.1 Naming convention and version control .....	6
2.2 Review order .....	6
2.3 Monitoring.....	7
2.4 Template.....	9
<b>3. Milestones</b> .....	10
<b>4. Communication and file sharing</b> .....	11
4.1 Consortium and technical meetings.....	11
4.2 File storage and sharing.....	11
4.3 Templates for presentation and meeting minutes .....	12
<b>5. Dissemination procedures</b> .....	14
5.1 Dissemination of own results .....	14
5.2 Journal publications rules.....	14
5.3 Other dissemination .....	15
5.4 Presentation templates .....	16
<b>6. Risk Management Plan</b> .....	17
6.1 Project management structure .....	17
6.2 Partner responsibilities and risk management.....	18
6.3 Meetings .....	18
<b>Conclusions</b> .....	20

## Publishable summary

This document presents the procedures and rules set forth by the project coordinator (UoI) that will ensure the highest efficiency and quality in the project execution. Specifically, it reviews the rules for:

- Compiling, tracking, reviewing, and submitting the project deliverables.
- Meetings, communications, file sharing and file tracking within the project.
- Publications, presentations, and dissemination.
- Tracking the project progress and risk management.