

ASTWOOD Project

“A strategy for the sustainable use of wood and its implementation as base for legislative measures on regional level”

Grant agreement number EIE/06/191/SI2.448381

Deliverable D.1.1.

Quality Plan

March 2007

Full name and address of author for all correspondence.-

Mr. Ignacio Márquez Acedo

Mancomunidad Sierra de Gata

C/ Mayor 3

10850 Hoyos (CÁCERES). SPAIN

Tel: 927 514 583 – Fax: 927 514 626

gerencia@sierradegata.es - mmarquez@sierradegata.es

Full name and address of each co-author.-

Dr. Lola González

Protecma Energía y Medio Ambiente S.L.

Edificio de Centros Tecnológicos. 33203 Gijón

Tel: +34984390066-Fax: +34984390061

Lola.gonzalez@protecma.es

Quality Management Approach

The approach for managing quality includes the Quality Plan and three major processes: The Quality Plan (this document) is completed during the planning phase to validate that the major deliverables are completed with an acceptable level of quality.

Project Overview

Modern heating systems working on pellets/wood chips are not implemented in some European countries as e.g. Spain, Portugal, Bulgaria..., although the potential of source is very large. The reasons are several. Therefore a group of municipalities in Extremadura, aims to develop a strategy paper which will serve as a base for implementing a legal frame work on political level for enhancing the use of biomass for pellet or chip production and their use in modern heating systems on domestic level, overcoming barriers. Portugal and Bulgaria will join this initiative with the Austrian partner will transmit its expertise in the area of wood, pellets and heating systems to enable the establishment of good practices. The developed strategy shall be available for replication in any other European country.

Quality Standards

The project will deliver the strategy tool as specified in their proposal and refined in the ASTWOOD project plan document in line with following standards/guidelines:

- The project website should be easily accessible and be kept up to date. It has to inform at least about the objectives of the action, the various tasks (work programme), the organizations involved and the status of the action. It should also contain all publishable deliverables.
- This website has to be accessible at the latest 6 months after the starting date of the action as specified in the grant agreement and must be accessible until at least 2 years after the end of the action.
- Software should meet the high level functional specification as specified in the project plan.

- Software should be robust, maintainable and extendable.

Tolerances;

- Cost-project must be completed within agreed grant
- Time-project must be completed by 30 November 2008
- Scope-given the short time scale of the project the scope of the deliverable may be narrowed to ensure completion on time and to budget. Any changes to scope must be agreed with the program manager and documented via the change control.
- Quality- project must adhere to the standards as defined for open standards, open source and software quality.

Quality Assurance Procedures

The ASTWOOD Project has included the following quality assurance activities in the project workplan:

Performance indicator	Quantification of success ^a	Related and/or deliverable N°	WP
Workshops with key persons in Spain	3 workshops Average number of attendants at approx. 10 – 15 per workshop	WP 6 D6.7.	
Workshops with key persons in Portugal	3 workshops Average number of attendants at approx. 10 – 15 per workshop.	WP 6 D6.7.	
Workshops with key persons in Bulgaria	3 workshops Average number of attendants at approx. 10 – 15 per workshop.	WP 6 D6.7.	
Final Workshop Bulgaria: Presentation of the strategy to key political players for motivating potential interested parties to use the tool and to enhance the use of regional available wood in form of pellets and wood chips	Participation of at least 50 people, people invited on national level	WP 5 D5.4	
Final Workshop Portugal: Presentation of the strategy to key political players for motivating potential interested parties to use the tool and to enhance the use of regional available wood in form of pellets and wood chips	Participation of at least 50 people, people invited on national level	WP 5 D5.5	

Final Workshop Spain: Presentation of the strategy to key political players for motivating potential interested parties to use the tool and to enhance the use of regional available wood in form of pellets and wood chips	Participation of at least 50 people, people invited on national level	WP 5 D5.6
Integration of strategy on political and legislative level: test of tool and validation	Tool has been tested, valuable feedback has been received and tool has been improved	WP 5 D5.2
Pellet system installed in a public building in the region of MMSG as demonstrator (not financed by the project)	System installed by moth 20	WP5
Pellet system installed in a public building in the region of Beira as demonstrator (not financed by the project)	System installed by moth 20	WP5
Pellet system installed in a public building in the region of Bellovo as demonstrator (not financed by the project)	System installed by moth 20	WP5

Completeness and Correctness Criteria

The project team and major stakeholders should agree up-front on when each major deliverable is complete and correct. The deliverables are then evaluated against the quality criteria before they are formally approved.

Quality Control

Quality Control refers to the activities associated with the creation of project deliverables. It is used to verify that deliverables are of acceptable quality and that they meet the completeness and correctness criteria established in the quality planning process. Quality Control is conducted continually throughout a project and is the responsibility of team members and the Project Manager:

- Deliverables shall be submitted to the coordinator by the responsible partner.
- Deliverables are the basis for the progress reports and they are subject to reviews and assessments.
- Reports shall be submitted through the coordinator to the EC and follow the General Conditions (Annex II)
- All Reports and Deliverables **have to be submitted within 30 days** following the end of the respective period.

Quality Control Procedures

Quality control activities are performed continually throughout a project to verify that project management and project deliverables are of high quality.