AI-PRISM

D9.1 – AI-PRISM Project Management Handbook

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v0.2	20th Dec 2022	Revision from partners	AUS, TEK
V0.3 (final)	23rd Dec 2022	Final version ready	NTTD ES
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Disclaimer

Acronyms and definitions

Acronym	Meaning
DoA:	Description of the Action
DCL:	Dissemination and Communication Leader
DPA:	Data Protection Authorities
DPO:	Data Protection Officer
EC	European Commission
EM:	Ethics Manager
EiM:	Exploitation and Innovation Manager
GA	General Assembly
PC:	Project Coordinator
PMB:	Project Management Board
PO:	Project Officer
RP:	Reporting Period
STM:	Scientific and Technical Manager
TL:	Task Leader
WP:	Work Package
WPL:	Work Package Leader
GA	Grant Agreement
CA	Consortium Agreement

Executive summary

The purpose of this document is to serve as reference for all project partners, providing information of the project management structure, tasks, responsibilities, and procedures at all levels of project execution covering many day-to-day activities.

It presents in the first place the key project data, the contractual framework, and the governance structure of the AI-PRISM including the governance bodies and roles and appointed partner representatives.

On the second place, it introduces the different project tools set-up for communication, planning; and the processes to be followed for monitoring and reporting both technical and financial aspects of the project. It includes links to documents and folders to ease finding most common required information in our repository.

Finally, it details the AI-PRISM plan for ensuring quality, with a focus on the delivery production and internal assessment, and the process for managing risks.

The guidelines provided in this document shall be followed and the tools provided shall be used by the Project Consortium

The AI-PRISM project

AI-PRISM will provide industrial users with human-centred artificial intelligence (AI)-based solutions to create a more efficient, resilient, digital, sustainable and high-quality European manufacturing industry.

To do so, we will develop an **integrated and scalable environment** with solutions adapted to dynamic and unpredictable manufacturing scenarios that require tasks that are difficult to automate and where speed and versatility are essential to meet users' needs. Furthermore, the solutions will be specific to semi-automated and collaborative manufacturing in flexible production processes and will not require specific robotic programming skills.

Our solutions ecosystem will have four main pillars.

1. **A human-centred collaborative robotic platform** oriented to ease hard-to-automate manufacturing tasks.
2. A human-robot cooperative environment powered by trustworthy AI.
3. **Social human-agent-robots teams' collaboration** — AI-based safety monitoring and robot control mechanisms to detect and avoid unsafe situations and ensure social and physical safety.
4. **An open-access network portal** to offer compliant infrastructure.

To evaluate our solutions' performance, transferability, scalability and large-scale deployment, we will perform demonstrations in real operating environments. Specifically, in **four user pilots involving key manufacturing sectors** — furniture, food/beverage, built-in appliances and electronics —, **types of robots and industrial processes that are difficult to automate, plus a generic demonstration facility.**

In addition to seeking quantitative improvements in the manufacturing sector, AI-PRISM aims to use technological innovation to support a paradigm shift in which AI, robotics and Social Sciences and Humanities (SSH) are integrated into the manufacturing domain for the improvement of flexible production processes, becoming a viable and widespread alternative for European factories.

During the next three years, **25 partners** from **12 countries** will join forces to make AI-PRISM a reality. From educational institutions to research and technology organisations, robot manufacturers, industries and use case providers; our interdisciplinary consortium brings together all the actors of the human-robot collaboration value chain and involves key experts in SSH, standardisation, exploitation, and dissemination.

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1. Introduction

The AI-PRISM project handbook is a document that serves as a quick reference to project management, and that specifies project management structure, tasks, responsibilities, and procedures at all levels of project execution covering many day-to-day activities.

This document provides all information required to understand the project governance and procedures, information project management and communication tools, where to find them and how to use them, and the procedures for ensuring quality and assessing risks.

The document is organized as follows:

- Section 2 provides the main project information: project key data and the contractual framework with the EC and between partners.
- Section 3 details the management structure, the different managerial bodies and managing roles in the project, explaining their responsibilities and partners appointed to that role.
- Section 4 focuses on internal communication and collaborative work aspects, introducing the collaborative space, mailing lists, the directory file with all the contacts and finally also the different meetings that will take place at a consortium level.
- Section 5 describes the reporting process and introduces the control panel monitoring tool.
- Section 6 deals with the quality plan, and
- Section 7 specifies the risk assessment strategy in AI-PRISM

The guidelines provided in this document must be followed and the tools provided shall be used by the Project Consortium.

The project handbook is a dynamic document by nature and can be updated as required throughout the project.

2. AI-PRISM main information

2.1. Project's key data

Grant Agreement num.	101058589
Project Title	AI Powered human-centred Robot Interactions for Smart Manufacturing
Duration of the project	36 months (1st October2022 – 30th September 2025)
Budget (total eligible costs)	10.827.138,75€
EU contribution (maximum grant amount)	9.335.578,88€
Call ID/Topic	HORIZON-CL4-2021-TWIN-TRANSITION-01 Topic: HORIZON-CL4-2021-TWIN-TRANSITION-01-01
Funding Scheme	Innovation Action

2.2. Contractual Framework

The AI-PRISM contractual framework is composed of both the Grant Agreement (GA) and the Consortium Agreement (CA). Both contracts are available to all partners at the AI-PRISM SharePoint repository at 00.Contracts folder.

2.2.1. Grant Agreement

The AI-PRISM Grant Agreement is a contract between the EUROPEAN COMMISSION (EC) and the AI-PRISM partners. The Grant Agreement (its latest version in case any Contract Amendment is made) must be kept by all partners and it will be available in the project repository.

The signed Grant Agreement can be found in the project's document repository, folder 00.Contracts/01.Grant Agreement. Furthermore, all partners may access the signed Grant Agreement through the EC Funding & Tenders Portal (My projects>AI-PRISM>Project Management> Document Library).

The Grant Agreement is composed of several documents. The core contract and Annex 1 to 3 contain legally binding provisions, such as the contractual work plan for the project implementation. Annex 4 to 6 contain models for procedures:

- Annex 1 Description of the action1
- Annex 2 Estimated budget for the action
- Annex 2a Additional information on unit costs and contributions (if applicable)
- Annex 3 Accession forms (if applicable)
- Annex 3a Declaration on joint and several liability of affiliated entities (if applicable).

- Annex 4 Model for the financial statements
- Annex 5 Specific rules (if applicable)

During the project, the Consortium might a request amendment of the Grant Agreement to reflect changes and modifications of the contents of the contract. Not all changes require an amendment, therefore, a previous contact with the Project Coordinator is needed. Among the aspects that usually require to amend the contract, the most usual ones are:

- Change of partner(s): addition of new partner, linked third party, change of the partner since the acquisition of a partner by another entity, etc.
- Substantial changes in the workplan (Annex 1): creation/removal of a task, extension of project lifespan, change of WP leadership. Note that the extension on a WP or task usually does not require an amendment unless the PO requires it.
- Changes in the Budget (Annex 2): changes among distribution of budget among partners, substantial changes in one partner budget. Note there is no need for an amendment for slight deviations in amounts of budget categories.

As mentioned earlier, partners that identify the need to make a substantial change need to inform the Project Coordinator (PC). The PC will always check with the PO and the EC the need for an amendment. In affirmative case, the PC will inform the Project Management Board (PMB) and the General Assembly (GA). Depending on the circumstances (i.e., in the case the request not only applies to the requesting partner), the GA shall agree on the request to be made. The PC will be the one in charge of submitting the amendment request and follow the procedure until its approval.

2.2.2. Consortium Agreement

The Consortium Agreement (CA) is a contract that partners conclude amongst themselves in order to implement the project. The CA allows the partners to determine with detail the administrative and management provisions necessary to carry out their project. Within this agreement, partners also outline the rights and responsibilities of each member of the consortium. This agreement cannot contradict or negate the rules established by the GA or the Rules for Participation in H2020 projects.

The AI-PRISM CA is based on DESCA model for Horizon Europe[1] and adapted to suit the project characteristics and partner's feedback.

At the time of submitting this deliverable, a final version has been signed by all parties and can be also found at the project repository, folder 00.Contracts/02.Consortium Agreement.

[1] https://www.desca-agreement.eu/desca-model-consortium-agreement/

3. AI-PRISM management structure

The AI-PRISM overall management structure has been included in the CA and, as a consequence, agreed by all partners. It is represented in the following diagram:

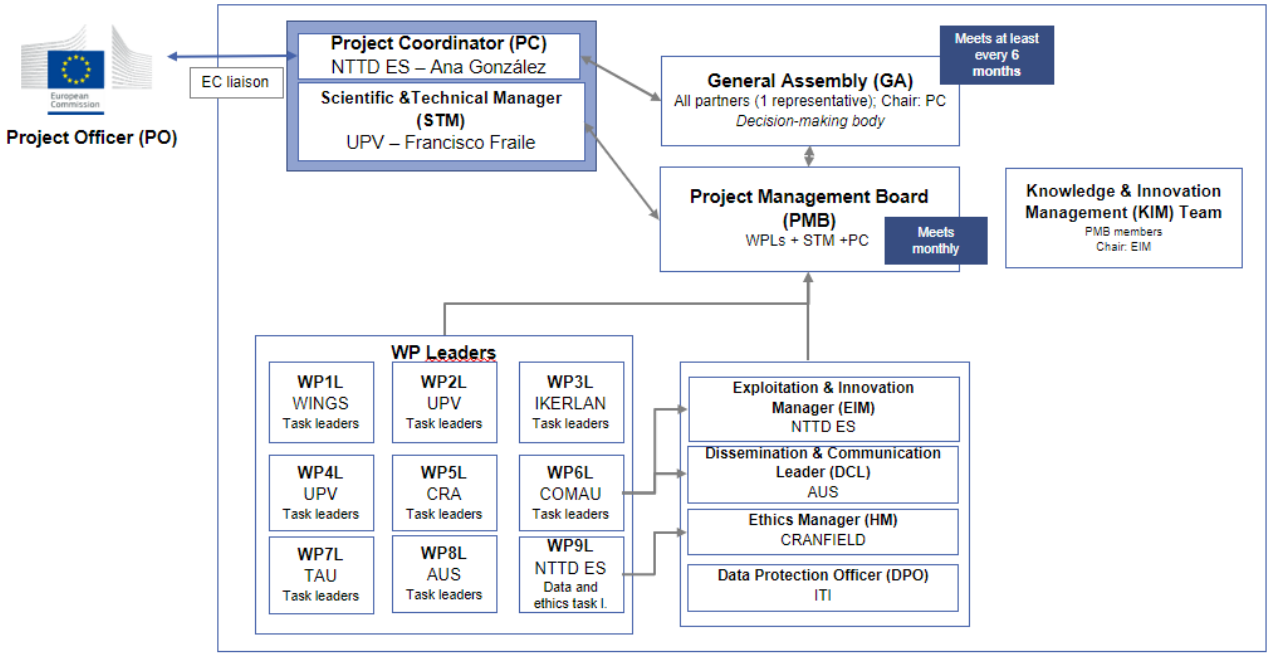

Figure 1.- AI-PRISM management structure

3.1. Managerial bodies

3.1.1. General Assembly

The General Assembly (GA) is the decision-making body of the project, chaired by the PC and composed of one representative per partner (each having one vote), allowing for the participation of each partner in the collective decisions of the project. The GA is responsible for the strategic orientation of the project meaning: overall direction of all activities, reorientation whenever necessary, budget revision and measures taken to manage defaulting partners.

To ensure the project is advancing in time and quality with the work plan, and is adapting as necessary to external changes, the GA analyses performance indicators and all other relevant information provided by the Project Management Board and takes into account the evolution of the context in which the project is carried out, notably scientific, legal, societal, and economic aspects, etc. The GA is responsible of the approval of major modifications to the project such as project plans, allocated efforts, budget aspects and changes in the Consortium composition.

The GA meets at least every six months, usually aligned with plenary meetings, unless intermediate meetings are in the project's interest. GA meetings are held by decision of the PC or by the request of at least 50% of its members. In between meetings, the GA can take decisions by electronic means.

Each partner has appointed a GA representative and alternates, as reflected in the AI-PRISM_managerial bodies file.

3.1.2. Project Management Board

The Project Management Board (PMB) will facilitate the management and monitoring of the project. It is composed of the Project Coordinator (PC), the Scientific and Technical Manager (STM) and the WP leaders (WPLs); and is chaired by the PC with the assistance of the STM, who will be deputing the PC. Other relevant management roles (e.g., Exploitation and Innovation Manager, Ethical manager - see next section) will be also invited to PMB meetings. The responsibilities of the PMB are to plan, manage, coordinate and follow-up the work within the work packages; the PMB ensures the work is done in full accordance with the DoA and proposes proper actions when required, setting the directions and guidelines for the proper execution of the project. It is also the responsibility of the PMB, as well as of the Work Package leaders (WPLs), to identify and assess risks and provide contingency plans.

The PMB has monthly meetings (with extra meetings held based on purpose), either by conference call or during the project's f2f plenary meetings.

3.1.3. Knowledge and Innovation Manager Team

The Knowledge and Innovation Manager (KiM) Team is chaired by the Exploitation and Innovation Manager (EIM) and composed by PMB members. The KIM Team will assure an effective innovation management developing and constantly updating both a market analysis and a business plan for the results achieved by AI-PRISM, monitoring also IPR issues as regulated by the CA.

3.1.4. Summary of managerial bodies

Name	Composition	Schedule of Meetings
General Assembly	1 representative per partner (chaired by PC)	At least every six months, unless intermediate meetings are in the project's interest or required.
Project Management Board	PC, STM and WPL	Monthly
Knowledge and Innovation Manager Team	EIM and PMB	Upon request

3.2. Relevant Management roles

3.2.1. Project Coordinator

The PC is responsible for the general/administrative management and, together with the Scientific and Technical Manager (STM), coordinates the scientific/technical activities. The PC shall assist partners in any administrative or general aspects of the project, but in any case, is entitled to make any decision on behalf of any consortium partner.

In particular, the PC has the following responsibilities:

- Supervision of the overall project progress with close support from the STM
- Organization of Consortium plenary meetings and EC review meetings
- Chairing the GA: Preparation of GA meetings, production of the minutes and follow-up of its decisions
- Preparation of PMB meetings with the support of the STM
- Consortium Agreement coordination
- Supervision of distribution of EC payments to partners
- Preparation of the reports, cost statements and project documents required by the EC
- Representation to events (representing the project when applies).

The AI-PRISM PC is NTTD ES. NTTD ES provides a Coordination Team, led by Ana González as Project Coordinator.

3.2.2. Scientific and Technical Manager

The STM is in charge of the overall scientific and technical management and progress of the project and in AI-PRISM, they will have the following responsibilities:

- Supervision and coordination of the overall technical progress of the project
- Consolidation of the technical reports and review of technical deliverables
- Harmonization with users' requirements and expectations
- Supervision of the validation trials and assessment
- Technical relationship and coordination with other relevant projects and initiatives.

The AI-PRISM STM relies on UPV, that has appointed a team for implementing this role. The team is led by Francisco Fraile.

3.2.3. Other relevant roles

The PC, the STM, the GA, and the PMB shall be assisted by other relevant roles. Specific appointed persons for each role and their emails can also be checked in the AI-PRISM_directories file, explained below.

3.2.3.1 Work Package and Task leaders (WPLs & TLs)

Each partner has nominated WPLs/TLs from its team, responsible for the work packages/tasks. Each WPL coordinates the work to be carried out within the scope of the respective WP. They monitor the performance and progress of the WP with regard to the project plan, ensures the horizontal information flow to other WPLs and reports to the PMB and the PC/STM. Correspondingly, each TL reports to the associated WPL, coordinates technical work for the task activity according to the project and WP objectives, and assists in the preparation of reports.

3.2.3.2 Exploitation and Innovation Manager (EIM)

The EIM will chair the Knowledge & Innovation Management (KIM) Team activities and will assure an effective Knowledge and Innovation management. The role of the EIM is to monitor, analyse and study business and technical aspects of the project and bridge them into the real world for possible future exploitation of the project results and go-to-market strategy, as well as supervise the work done in the project under the light of the market and the respective business cases.

The EIM will follow the market for new trends and will more specifically:

- Identify the potential impact of an emerging product, service, or process.
- Monitor emerging market opportunities/threats.
- Maximize the innovation impact of AI-PRISM.
- Ensure that the project concepts/approaches are competitive in terms of added value and effort/cost connected to it.

In AI-PRISM, partner NTTD ES has appointed Daniel Jimenez for this role.

3.2.3.3 Ethics Manager (EM)

The EM will serve as a central internal contact point and play a consulting role for project related queries regarding ethical concerns. During the lifetime of the project, yearly ethical reviews of project activities involving representatives from all partners under the lead of the EM will be part of the consortium activities.

CRANFIELD has appointed Ms. Sarah Fletcher to fill this position.

3.2.3.4 Data Protection Officer (DPO)

The main activity of the DPO is to ensure that AI-PRISM correctly applies the law protecting individuals' personal data. The DPO will also act as a contact point for requests from individuals regarding the processing of their personal data and the exercise of their rights and will cooperate with Data Protection Authorities (DPAs) on issues relating to data processing.

ITI has appointed Alejandro Martínez to fill this position.

3.2.3.5 *Dissemination and Communications Leader (DCL)*

The DCL will steer all dissemination and communication activities and coordinate and document all activities regarding innovation and publications as well as public deliverables. He will further establish the data management plan and continuously revise and maintain this document during the project lifetime.

AUSTRALO has appointed Vasilis Papanikolaou to fill this position.

4. Internal Communication and Collaborative Work

4.1. AI-PRISM Collaborative space

A AI-PRISM Collaborative space for communication and documents has been set up based on MS Teams and Outlook365 (SharePoint) in NTT Data Spain environment. The AI-PRISM Teams provide the partners with a document repository in SharePoint.

The document repository will serve for storing and exchanging project documents. Rather than circulate documents and deliverables by email, it is encouraged that partners upload the corresponding files to the document repository and inform the partners of their availability (indicating the folder or including a direct link to the document) for editing them, review them or download if necessary.

4.1.1. Access to the repository

The Teams environment can be accessed through the Teams application or through the web interface as shown in Figure 2. The repository can be accessed through "Files" Tab in the Teams environment or directly through SharePoint in the web browser at https:// https://everisgroup.sharepoint.com/sites/ai-prism. Note that partners can also synchronize the repository (or specific folders) to their local PC through the OneDrive sync client.

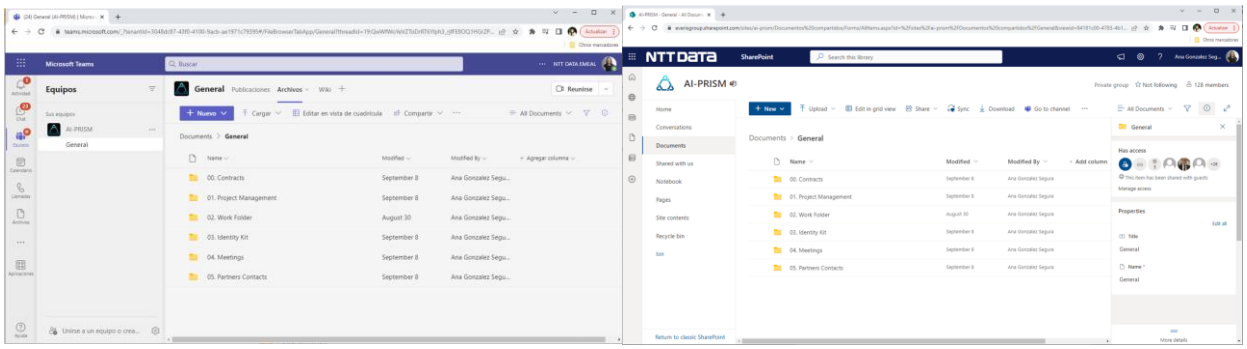

Figure 2.- AI-PRISM Collaborative space through Teams and SharePoint

4.1.2. Collaborative Edition

SharePoint provides collaborative edition capabilities from any Operating System. With Office and Teams/SharePoint, multiple people can work together on the same files, e.g., Word documents, Excel spreadsheets, or PowerPoint presentations in the repository, among others. Partners can edit them on-line through Office365 on-line or through your Office desktop version. For that you should click on the "Open" button and select the preferred option (see Figure 3).

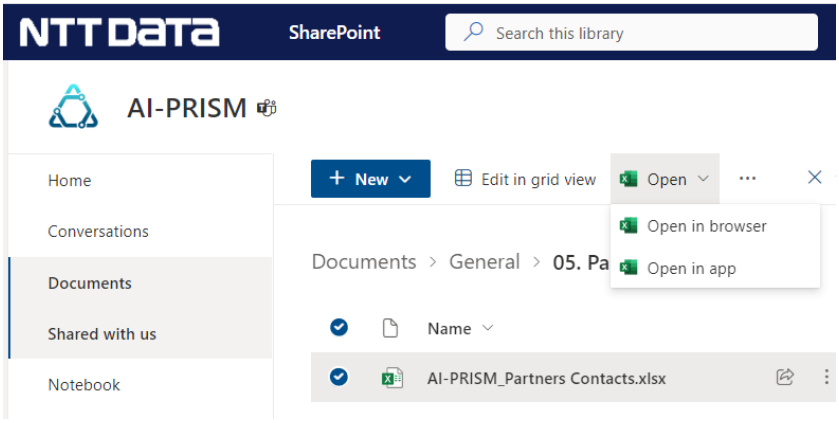

Figure 3.- Different options for opening the document: web browser or in your desktop application

If two or more partners have the document opened, you will see their icons as users connected to it.

To avoid multiples copies of files and missed files in email inboxes, you can easily get the link to the document in the repository to be shared with partners. For that, you should click the "Copy link" button and ensure the option "People with existing access" is selected (see Figure 4).

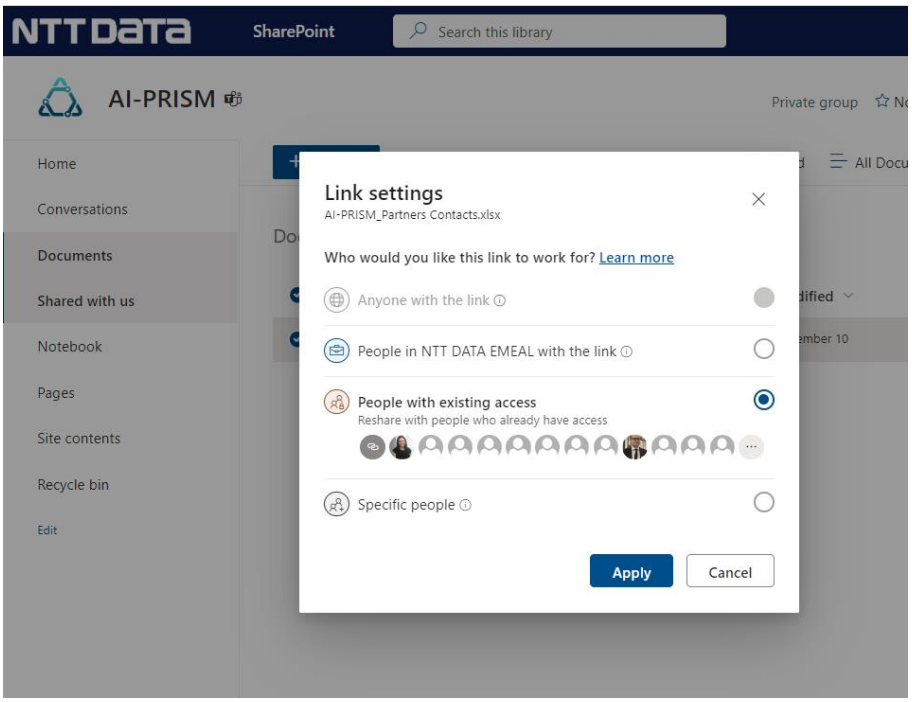

Figure 4.- Getting links to share documents between partners

4.1.3. Repository Structure

A folder structure has been set up to be used during the project, **including folders for general information for all partners to have in hand and space for the different WPs** (see below).

- Contracts: Folder including the submitted proposal, the Grant Agreement (and further versions, if any) and the Consortium Agreement.
- Project Management: Folder containing documentation related to project reviews and official reports, possible amendments, or project templates, among others.
- Work Folder: Including:
    - WP1-WP9: subfolders for WP partners that they can organize for collaborative work.
    - Final deliverables subfolder: place to store final versions of deliverables (both in pdf and word format) to be uploaded to SyGMA.
- Identity Kit: Folder where partners and project visual identities are stored.
- Meetings: A folder that contains all the information regarding different project meetings.
- Partners contacts: Folder where all partner contacts and responsibilities are gathered.

4.2. Mailing Lists

AI-PRISM has already created the following mailing lists for project communications that deal with specific aspects:

- **ai_prism_general@upv.es**: General mailing lists to be used for general aspects of the project. It includes all partners' contacts. To be used just to reach ALL members of the project (note it includes also administrative/financial/legal contacts).
- **ai_prism_wp_leaders@upv.es**: Mailing list for all work package leaders. It includes participants appointed as WPL. To be used for Research and Development discussions to avoid working in WP silos.

However, other mailing lists will be created in short, if needed. As examples:

- ai_prism_GA@upv.es: List for General Assembly members. To have GA conversations.
- ai_prism_com@upv.es: List for Communication and Dissemination aspects. It includes all Communication contacts.
- ai_prism_pmb@upv.es: List for the Project Management Board. It includes WP leaders, PC, STM, and the EIM.
- ai_prism_expl@upv.es: List for Exploitation and IPR aspects. It includes all Exploitation contacts plus the GA representative of each organization to ensure main contacts are aware of exploitation and IPR conversations and requests.
- ai_prism_admin@upv.es: List for administrative and financial aspects. It includes all Administrative contacts plus the GA representative of each organization to ensure main contacts are aware of administrative and financial conversations and requests.

Partners can check specific people in each one of them in the AI_PRISM_Partners Contacts.xlsx in our repository.

4.3. Meetings

Project plenary meetings will be held around every six to nine months to ensure a good project progress and to make necessary decisions. General Assembly meetings are planned to occur during those meetings, although extraordinary ones can take place online upon request. All partners should be represented in plenary meetings.

The organisation of project plenary meetings is under the responsibility of the PC and the meeting host. Agendas must be distributed to all participants prior to the meeting. In case of physical meetings an attendance list will have to signed by the participants during the meeting. After a meeting, minutes must be written as evidence for the project progress. Minutes will be made available to partners in the shared repository no later than two weeks after the meeting. They will be reviewed, corrected (if necessary) and approved. Minutes shall be deemed to be approved if no objection has been sent to the Coordinator within one week of the circulation of the minutes. Presentations and minutes of all meetings will be made available in the document repository under the folder 02. Meetings.

The table below lists a forecast of AI-PRISM plenary meetings:

Meeting	Forecast date	Location	Host
Kick off Meeting	October 2022 (M1)	Valencia (Spain)	NTTD ES/UPV
1st Plenary Meeting	March-April 2023	To be decided	To be decided
2nd Plenary Meeting	Sep-Oct 2023	To be decided	To be decided
3rd Plenary Meeting (+ Interim Review)	March-April 2024	To be decided	To be decided
4th Plenary Meeting	Sep-Oct 2024	To be decided	To be decided
5th Plenary Meeting	March-April 2025	To be decided	To be decided
6th Plenary Meeting (+ Final Review)	Sep-Oct 2025	To be decided	To be decided

Table 1.- AI-PRISM tentative meetings

Extraordinary meetings of any sort (i.e., technical, coordination) may be organized to suit the needs of the project. These may be held in person or by electronic means.

5. Project Monitoring and Reporting

The AI-PRISM project work plan is detailed in the Description of the Action (DoA), which is the Technical Annex to the Grant Agreement. All Work packages, tasks, deliverables, and resources to be spent during the project are defined in the DoA. Progress of the project will be monitored and assessed by the timely and budget wise achievement of milestones, deliverables, and reports.

5.1. AI-PRISM Control Panel

An Excel sheet "AI-PRISM_Control_Panel_MGT" has been created and is available in the repository to facilitate the access to information about the project and its monitoring. This file is located under WP1 folder and will be always updated.

This file is edited and updated by the PC. All partners can access it in read mode to consult it. The file provides the following information:

- **Budget** of the project as set in Annex 2 of the Grant Agreement.
- **Summary of efforts per WP and per partner** as set out in the Grant Agreement: The EffortWP tab includes this information.
- **Summary of estimated efforts per WP** and task per partner: The EffortsPerTask tab includes the table of estimated efforts per WP and task per partner as declared by each partner in the project proposal stage (Note this is not reflected in the Grant Agreement). This serves to know which partner participates in each task and the level of their involvement. The final amount of PM to be invested can vary with respect to these values provided as indicative figures. This table also includes the lead of each WP and task and start and ending dates for each WP and task.
- **Gantt chart**: The Gantt tab provides the Gantt of the project.
- **List of deliverables**: The Deliverables tab includes a table where a list of all deliverables is provided together with relevant information, such as the leader, associated tasks, type and dissemination level, due date, submission date and peer-reviewers assigned (see Section 6). The table allows to sort the deliverables using different criteria (due date, WP, lead, associated tasks, etc..) making it easy to get information out of it.
- **Milestones**: The Milestones tab includes the list of milestones with the associated relevant information, milestone lead beneficiary, due date, and actual achievement date, among others.

The list of tabs can be extended in the following months with other relevant data useful for monitoring the project progress.

Nº	WP Title	NTTD ES	everis IT	UPV	IKER	FBK	KUL	ITI	TAU	CRAN	ROB	COMAU	AUS	TEK	SIL	PIAP	VIGO	WINGS	AB	PROF	KEBA	UNE	NTTD RO	AW	TDIH	ETRI	A&G	TOTAL
WP1	Industrial Scenarios and Requirements Analysis	5,0		5,0	3,0	2,0	2,0	4,0	1,0	4,0	2,0	3,0	0,0	1,0	3,0	2,0	3,0	7,0	3,0	5,0	2,0	0,0	3,0	3,0	1,0	3,0	1,0	68,0
WP2	AI-PRISM Architecture	1,0		10,0	5,0	4,0	6,0	5,0	6,0	0,0	4,0	0,0	0,0	7,0	5,0	8,0	3,0	6,0	3,0	6,0	4,0	0,0	2,0	3,0	1,0	5,0	1,0	95,0
WP3	Human Centred Collaborative Robotic Platform	0,0		17,0	29,0	18,0	12,0	15,0	16,0	0,0	10,0	3,0	0,0	18,0	3,0	22,0	2,0	15,0	6,0	6,0	6,0	0,0	17,0	3,0	0,0	2,0	2,0	222,0
WP4	AI-enhancing Tools	1,0		26,0	22,0	24,0	34,0	15,0	14,0	8,0	4,0	5,0	0,0	16,0	2,0	29,0	2,0	18,0	2,0	18,0	15,0	0,0	24,0	2,0	0,0	12,0	4,0	297,0
WP5	Social collaboration in Huma-Agents-Robots Teams	5,0		6,0	4,0	3,0	5,0	0,0	4,0	25,0	0,0	5,0	16,0	5,0	5,0	9,0	5,0	3,0	5,0	5,0	5,0	0,0	9,0	5,0	0,0	11,0	7,0	147,0
WP6	System Demonstration and Validation	2,0		12,0	10,0	6,0	4,0	7,0	3,0	12,0	19,0	24,0	0,0	10,0	22,0	15,0	22,0	14,0	22,0	8,0	8,0	0,0	4,0	22,0	2,0	23,0	0,0	271,0
WP7	AI-PRISM Alliance for Open Access Pilots	5,0		12,0	4,0	1,0	0,0	10,0	25,0	3,0	4,0	1,0	4,0	8,0	0,0	0,0	0,0	0,0	0,0	7,0	7,0	0,0	5,0	0,0	24,0	8,0	0,0	128,0
WP8	Outreach, Exploitation and Collaboration	17,0		9,0	3,0	3,0	3,0	7,0	3,0	14,0	5,0	6,0	30,0	5,0	2,0	6,0	2,0	3,0	2,0	5,0	3,0	15,0	3,0	2,0	15,0	8,0	3,0	174,0
WP9	Administrative and Technical Project Management	38,0		12,0	3,0	6,0	2,0	12,0	2,0	6,0	2,0	3,0	3,0	2,0	2,0	2,0	2,0	3,0	2,0	2,0	2,0	2,0	2,0	2,0	2,0	2,0	1,0	117,0
	TOTAL	74,0	0,0	109,0	83,0	67,0	68,0	75,0	74,0	72,0	50,0	50,0	53,0	72,0	44,0	93,0	41,0	69,0	45,0	62,0	52,0	17,0	69,0	42,0	45,0	74,0	19,0	1519,0
																												1519,0

Del. No.	Deliverable name	WP	Task	Leader	Type	Diss. Level	Deliv.date (M)
D1.1	Technology Benchmarking and Project Vision	WP1	T1.2	COMAU	R	PU	5
D1.2	Use cases scenarios and requirements analysis (I)	WP1	T1.3	PROF	R	PU	6
D1.3	Use cases scenarios and requirements analysis (I)	WP1	T1.3	PROF	R	PU	12
D2.1	AI-PRISM Reference Framework and specifications (I)	WP2	T2.1	UPV	R	PU	3
D2.2	AI-PRISM Reference Framework and specifications (II)	WP2	T2.1	UPV	R	PU	12
D3.1	AI-PRISM Human Centred Collaborative Robotic Platform (I)	WP3	NA	IKER	OTHER	PU	18
D3.2	AI-PRISM Human Centred Collaborative Robotic Platform (II)	WP3	NA	IKER	OTHER	PU	24
D3.3	AI-PRISM Human Centred Collaborative Robotic Platform (III)	WP3	NA	IKER	OTHER	PU	30
D3.4	AI-PRISM Human Centred Collaborative Robotic Platform (IV)	WP3	NA	IKER	OTHER	PU	36
D4.1	AI-PRISM Human-Robot Cooperation Ambient (I)	WP4	NA	PIAP	OTHER	PU	18
D4.2	AI-PRISM Human-Robot Cooperation Ambient (II)	WP4	NA	PIAP	OTHER	PU	24
D4.2	AI-PRISM Human-Robot Cooperation Ambient (III)	WP4	NA	PIAP	OTHER	PU	30
D4.3	AI-PRISM Human-Robot Cooperation Ambient (IV)	WP4	NA	PIAP	OTHER	PU	36
D5.1	User analysis and benchmarking analysis	WP5	T5.1	CRAN	R	PU	6
D5.2	Behavioural modelling analysis	WP5	T5.2	CRAN	R	PU	20
D5.3	Human safety management framework	WP5	T5.3	CRAN	R	PU	36
D5.4	Collaborative Human Safety Management Framework	WP5	T5.2	NTTD IT	OTHER	CO	36
	Demonstrator setup, integration, deployment						

Figure 5.- Some screenshots of the ControlPanel_MGT AI-PRISM file

5.2. Project reporting – Periodic reports

5.2.1. Reporting periods and interim reports

The AI-PRISM project has two main official reporting periods (RP) (see Article 21 from the Grant Agreement): RP1: M1-M18, and RP2: M19-M36. Therefore, two official periodic reports will have to be prepared.

Besides, internal reporting will also be produced (every 6 months) in terms of project deliverables. In particular:

- During RP1: D9.2, D9.3 and D9.4: Internal technical & financial reports of period 1 (M6, M12 and M18)
- During RP2: D9.5, D9.6 and D9.7: Internal technical & financial reports of period 2 (M246, M30 and M36)

Summarizing, during the AI-PRISM project implementation, the consortium will produce the reports included in Figure 6.

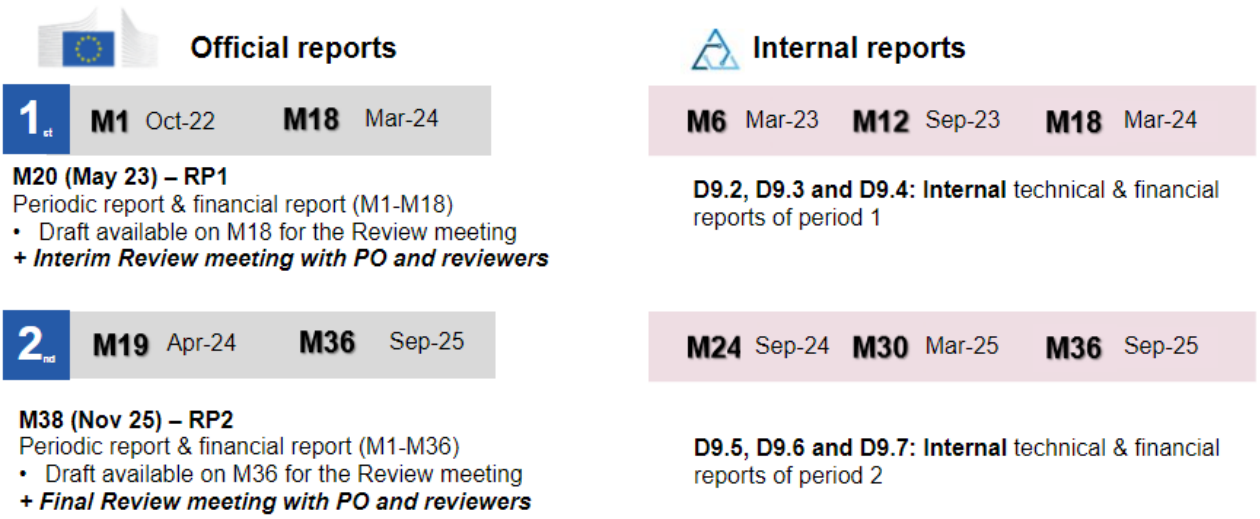

Figure 6.- Outline of reports to be prepared in AI-PRISM

The reports, either if internal or destined to the EC, shall contain the following documents/information (article 21.2 of the Grant Agreement):

- Technical report. Composed of:
  - Contains an overview of the progress of the project. It should describe all work done per WP and task, updates on exploitation, dissemination and DMP; overview of use of resources; and deviations from the DoA, etc.
  - For official reporting periods, extra online information on the EC portal must be uploaded by the PC: information of milestones, risks, questionnaire on gender, dissemination, IPR and SME impact aspects.
- Financial report. Financial statements with all costs incurred in the reporting period and explanation of use of resources.
  - Official reports (online): Fill in the financial information directly on the Participants Portal.
  - Internal reports: For internal reports, an Excel sheet will be only requested to have an **estimation** of costs.

Figure 7 shows the workflow for the reporting process:

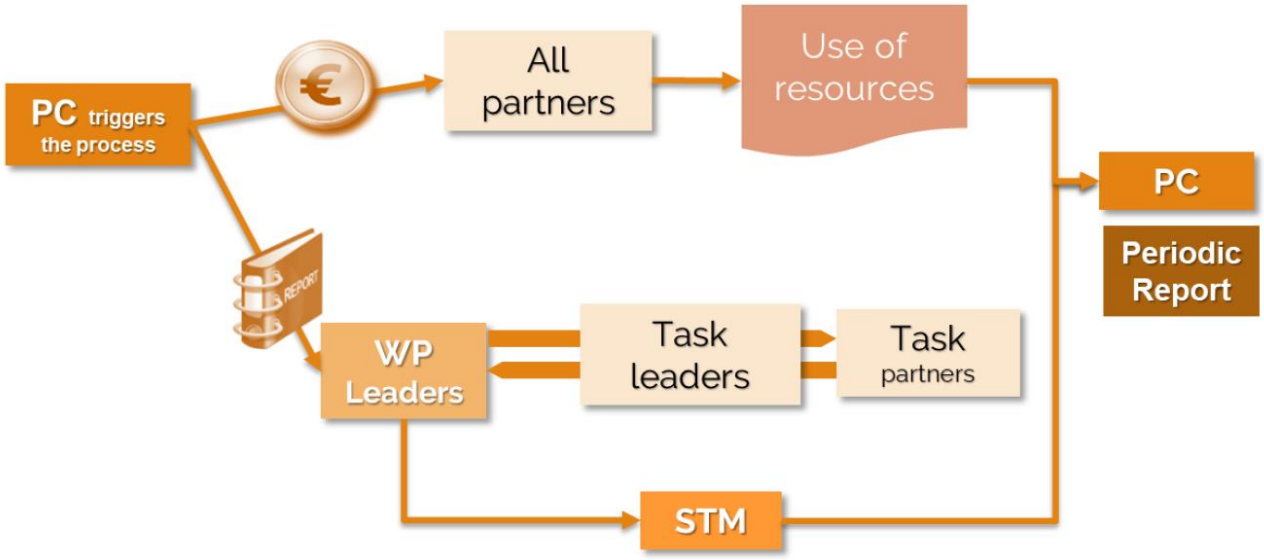

Figure 7.- AI-PRISM Reporting Process

The PC triggers the process requesting:

- To all partners: financial and effort information. The PC will review the data received and together with the STM will check the consistency with the technical information. With all the aggregated data, the PC will elaborate the information of Use of Resources to be added to the Periodic Report.
- To WP leaders: information of the advancements, progress and activities performed in the different WP and task activities. WP leaders are expected to coordinate with task leaders and task partners the content to be included. The STM will review the WP content. Once finished, the PC will do a final check and will consolidate the technical report.

Templates will be sent according to Horizon Europe rules[2].

5.2.2. Review Meetings

Review Meetings will be organised to present the project results to the European Commission and their independent experts. This enables the Commission to monitor the project and to ensure that contractual obligations are fulfilled. Additionally future projects plans can be discussed and agreed within such meetings.

The AI-PRISM project will have two review meetings: a first interim review meeting (expected at M19, April 2024, after the end of the 1st period of the project at M18), and the final review meeting (expected at M36, Sep 2025).

[2] https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual

The Project Officer may request to have another interim review, depending on the project's progress, and also, to have the review meeting remotely or in person, either in any of the partner's venues or carried out in the EC's premises.

6. Quality Assurance

The principal objective of the AI-PRISM quality plan is ensuring that the AI-PRISM documents have high quality both in terms of form and in scientific content. The quality plan presents quality assurance tools and methods to be followed by the project team in the development of project documentation.

6.1. Document Types and general rules

Different types of documents will be generated in the framework of AI-PRISM project: EC deliverables, management reports, presentations, minutes of meetings, and publications among others.

In order to allow wide interoperability and promote collaborative edition, all reports and text documents must be prepared in MS Word according to a common template, except for scientific publications for Journals, conferences, etc., where other formats might be required or preferable (e.g., LaTeX). Presentations must be prepared in MS PowerPoint.

For formal submission of documents and presentations, PDF format is mandatory.

Official language for all project documents is British English, except for documents that could use a different language for specific justified reasons (e.g., a presentation for a national event).

When working collaboratively and/or when suggesting changes to a document, the use of the track changes in MS Word is required to assist the document author/owner.

6.2. Templates and Style

All documents (except official reports) produced within the AI-PRISM project, should use the project templates stored in the common repository. Interim and Final reports must follow the official EC template. Up to now, templates are provided for deliverables, presentations, and minutes.

Also, communication and dissemination guidelines provided by AUSTRALO should be followed. They can be found in the shared repository under W8 folder.

Concerning publications, the template is usually provided by the publisher or the conference.

Any communication or dissemination activity related to the action must use factually accurate information and it must include the following disclaimer (see Article 17.3 of the Grant Agreement):

"Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or [name of the granting authority]. Neither the European Union nor the granting authority can be held responsible for them."

The type of fonts and colors used in the project are as follow:

- **Font**
  Open Sans, 11 points: https://fonts.google.com/specimen/Open+Sans
- **Colours**

  Dark blue: #01547E
  Light blue: #DEEBF1
  Grey: #606060

6.3. Names and versioning convention

Considering the great diversity of the different documents to be produced by AI-PRISM partners, in the following general rules are provided for naming documents to be shared in the project document repository to help all partners in quickly recognizing the documents.

In general, the documents shall be named as indicated below so that the following information can be distinguished whenever possible:

- **Project acronym**: AI-PRISM
- **Title of the document**: descriptive of the contents of the document. For deliverables, use the same name as in the Grant Agreement.
- **Version number**: version numbers should start at 0 (in case of early drafts) and continue in 1.0 and be incremented just by the author of the document by 0.1 for minor revisions, and by 1.0 for major revisions/new releases.

For the specific case of deliverables, the name should follow the scheme:

DX.Y [Title of the Deliverable as set in the GA]_vx.y.[docx/pdf]

6.4. Deliverables: production and assessment procedures

Deliverables are considered the project results. The European Commission, with the aid of external experts (“reviewers”) evaluates the progress and quality of the project based on the deliverables. But also note that the deliverables are the report of the work done. Thus, work must not be focused on creating a deliverable, but to perform the activity as planned, and then report its results in the associated deliverable.

6.4.1. Deliverable production

Each deliverable has been assigned a leader-main editor, whereas all the participants in the deliverable’s associated task(s) have to participate in the preparation of the deliverable. Depending on each case, the deliverable leader can act as the main editor and ask for contributions, or he/she can be the orchestrator and distribute the writing of the report with the rest of the partners.

It is strongly recommended to work on deliverables in the AI-PRISM repository, leveraging all the benefits it provides. The deliverable should be stored in the appropriated WP/task folder. According to WP and deliverable leader, a specific folder for the deliverable could be created under the WP/task folder.

A suggested procedure to start the edition is that the deliverable leader generates and uploads to the repository a first internal version of the table of contents (ToC), including if it applies, the responsible partner for each content. This should be completed at least 3 months before the deadline. The final version of the ToC must be ready two weeks after (2,5 months before the deadline).

How contributing partners provide their content should be agreed with the deliverable leader: i.e. if partners upload a separated contribution or if all partners edit the same file in the repository. The executive summary should be provided by the deliverable leader, and all partners will be notified about the deliverable being produced, just in case they want to contribute.

6.4.2. Deliverable review procedure

The AI-PRISM project will implement an assessment procedure including provisions for the review process for deliverables (e.g., check for consistency, clarity, technical content, and adherence to documentation standards). The goal is to ensure the detection of errors and deviations as early as possible, to enable the consortium to apply systematically corrective actions or contingency plans.

An internal peer-review has been assigned to each deliverable. These have been shared and agreed among all project partners. The peer-reviewers are indicated in the "AI-PRISM_Del Calendar_Rev.xlsx" file, under 01. Project Management folder. In most cases, peer-reviewers have been selected among partners not participating in the deliverable associated tasks, to guarantee a reviewer has not to review its own contributions. The field of expertise (e.g., technical partner, end-user partner) has also been taken into account.

The deliverable assessment procedure has the following stages (see table 2):

1. Each deliverable will be reviewed by the corresponding WPL. The Deliverable Leader should provide to the corresponding WP leader a final draft for its review (through uploading it to the repository) 1,25 months before the deadline.
2. The deliverable leader should receive the first revisions (always using track changes) within the following two weeks and will have one more week to implement any modifications according to the revisions.
3. The document will be sent for a second internal review at least three weeks before the deadline, and it should be completed within one week.

4. Finally, the Deliverable leader will upload a final version of the deliverable in the appropriate folder in the document repository (Final Deliverables) and will notify the Project Coordinator, who is the responsible one to upload it onto the EC platform.

Document stage	Months to deadline
ToC Draft ready	3
ToC Approved	2,5
Document ready for internal review	1,25
1st internal review completed	1
Document ready for second internal review	0,75
2nd internal review completed	0,5

Table 2.- Deliverable review procedure

6.4.3. Review Criteria

Reviewers are expected to interact and give comments and recommendations to the author to improve the quality or direct editing the deliverable with track changes.

Reviewers are not supposed to be experts on the matter neither to review the R+D work and decisions made by the other partners, but to check the overall quality of the deliverable and ensure the report is complete; correct in the sense that work corresponds to what was expected, it is explained clearly, and all decisions are well justified; and it is consistent within the project scope.

The following aspects/questions are included in the review form template that should be filled in by the reviewer. As a result of the assessment of these aspects the reviewer should communicate if the deliverable is i) accepted, ii) requires a minor revision, or (iii) requires major revision (i.e., needs another review).

Formal aspects

- Does it contain all required chapters/sections? Are any basic sections missing (e.g., executive summary, introduction, conclusions, etc.?)
- Do you identify if there are any significant omissions or defects to be addressed?
- Language check - Comment here anything to be addressed concerning language. Note all deliverables shall use British English language and be spell-checked and grammar-checked before final submission.
- Is the deliverable formatted according to the template? Are there any main layout problems (blank pages, figures misplaced, etc.)?

- Is the deliverable well written, readable, and understandable by the target audience?
- Are all authors and contributors named?

Content aspects

- Is the objective of the deliverable clear?
- Is the deliverable able to serve its purpose? Is the content of the deliverable in compliance with what is expected according to the DoA?
- Are the chapters/sections consistent with each other?
- Is it consistent with other deliverables and activities in this or other WPs (according to your knowledge)? (i.e., the deliverable reports a development not compatible with the framework being developed in another task).
- Is the deliverable itself coherent and complete?
    - Does the deliverable contain all the necessary information?
    - Does the deliverable contain an appropriate level of detail?
    - Is the appropriate terminology used and explained if necessary?

IPR aspects

- Is the confidentiality level well categorized? Is it specified, is it according to the Grant Agreement?
- For public deliverables, does it disclose any aspect that could be considered confidential (according to your knowledge)?

Ethics/Privacy aspects

- Does the deliverable respect ethics and privacy guidelines?
- Comment any ethical or privacy risk you detect in the report. It is not expected that you perform an ethics review as an expert. This is for detecting major risks on ethics and privacy aspects.
- Do you consider the deliverable should be reviewed by the Ethics Manager before submission?

6.4.4. Delays in deliverables submission

Delays in deliverables should be an exception, since the EC is expecting them in time. However, in case a deliverable leader anticipates a delay in the deliverable production, he/she should contact the assigned reviewers to agree with a more speed up process (if possible), to ensure that the final version is ready 5 days before submission. If this is not possible, then it should be also agreed with the STM and the PC if the review process can be performed in less time.

If the anticipated delay prevents the submission of the deliverable on its due time, the deliverable leader should inform as soon as possible to the PC with a proper justification for

the delay and a new estimated date for submission. In that case, the PC will inform the Project Officer about the delay providing the justification and the expected submission date.

7. Risk management

The identification of obstacles that, if appearing, could endanger the effective implementation of the project, has to take place before the start as well as throughout the life of the project. Thus, the objective of project risk management is to decrease the probability and impacts of events adverse to the project. AI-PRISM risk management includes risk identification, analysis, and monitoring and control.

7.1. Identification and categorization of risks

At this stage, AI-PRISM has defined an initial list of risks and contingency plans identified in Annex I. Identified risks include several possible administrative and technical risks, indicated related WPs and risk-mitigation and contingency measures defined for each case.

Risks are classified according to:

- Type (Technical – T, Management – M, and Financial - F)
- Probability/likelihood (Very Unlikely – VU, Unlikely – U, Likely – L, and Very Likely – VL)
- Impact (Low – L, Moderate – M, High – H, and Unacceptable - U).

A risk register has been set up in the document repository, "AI-PRISM_Risks Monitoring.xlsx", with all risks identified so far. The register also provides fields for assessment per year, and to annotate if the risk materialises, when and what is the solution finally implemented (see Figure 8).

AI-PRISM RISKS MONITORING

No	Risk	WP	Risk Mitigation Measures	State of the Play Reference Reporting Period	State of the Play Mitigation Measures Applied	State of the Play Risk Materialized	State of the Play Comment
1	Partner leaves the consortium	WP9	Re-allocating the partner's tasks to the other partners, until recruiting a replacing partner according to the rules defined in the GA and CA.				
2	Inadequate technology stack selection	WP5, WP4, WP2, WP3	The AI-PRISM solutions will be built on top of existing solutions with high TRLs and in which technical partners have vast experience demonstrated in previous related projects.				
3	Market uptake of competing solutions	WP1, WP2, WP8	AI-PRISM delivers a tailored solution specifically designed to facilitate the use of AI and robotics in sectors and processes that are difficult to automate. The approach is quite unique and partners have not identified any competing solution implemented the high added value features planned for AI-PRISM. The consortium will monitor the market to identify possible future competitors and drive development, dissemination and exploitation towards an optimal market positioning.				
4	Failure to meet milestone deadlines	ALL	The project management methodology includes high visibility of progress, early identification of problems and risks, and allow for quick response to changes or deviations that may affect the plan of the project. The technical manager is a key figure in the process of collaboration with work-package leaders in the early detection and resolution of problems.				
5	Lack of required know-how	WP5, WP4, WP2, WP3	Partners have been carefully identified so as to fulfil the required demands for skills and expertise, based on capabilities that have been clearly demonstrated in past projects.				
			The functional requirements will be formulated through a co-design method in T1.4 involving all				

Figure 8.- Screenshot of the AI-PRISM risk register

New risks might be identified at any time in any of the project activities, through communication between partners and STM, communication among partners and on partners self-assessment. Once a partner identifies a new risk, it should be communicated to the WP Leader, that will communicate it to the PC first, and then to the PMB in the periodical PMB meetings. PMB members will discuss it and if it is agreed it is in fact a risk (in contrast to a minor issue or inconvenience), it will be registered in the risk register file by the WP leader.

7.2. Risk assessment and monitoring

Risks, their probability of occurrence and impact, will be periodically assessed during PMB meetings, and an overall assessment in detail will be performed at least once a year.

During PMB meetings WP leaders will be requested to inform about a potential materialisation of risks identified or new risks that could have been identified. For new risks, contingency plans will be discussed and agreed among WP leaders and relevant partners if needed.

For risks with a high probability of being materialised, mitigation measures will be discussed and agreed to reduce the probability and/or impact of the risk to an acceptable level.

In case a risk is materialised:

- The partner who first identified it should inform as soon as possible the WP leader, the STM and the PC in order to minimise its effect.
- The PMB will discuss the implementation of the contingency plan and in case it is needed, it will assign a partner responsible to implement it. In the case the contingency plans affect partners, the PMB will suggest the plan and it should be approved in the GA.
- The STM, PC and the GA will be in charge of making sure that appropriate action is taken to mitigate risks and monitor the implementation of the contingency plan.