

## Smart Integration of Energy Storages in Local Multi Energy Systems for maximising the Share of Renewables in Europe's Energy Mix

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<b>D1.1</b>	
<b>Project quality plan including measures of success &amp; presentation</b>	
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### Summary

The objective of this report is to establish a quality plan for the project to list the main activities carried out in the frame of this work package deliverable, the presentations made for each Work Package (WP), interactions among different WPs in relation to the execution of deliverables and the overall legal, ethical, financial and administrative arrangement of the consortium.

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### Approval

	First Author	Revision by	WP Leader	Project Coordinator
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<b>Date</b>	24-02-2017	24-02-2017	27-02-2017	28-02-2017

## 1 Introduction

This report is the deliverable D1.1 “Project quality plan including measures of success & presentation”.

According to the proposal the Quality Plan (QP) contains several quality assuring elements, which are mainly part of the project management, as establishing measures of success, organising of working team, defining roles and responsibilities of each participant, designing control actions and time schedules and defining the requirement specifications and quality objectives and procedures for acceptance and quality control. Additionally a governance structures has been set up in order to support the quality management within the project.

## 2 Measures of success

### 2.1 Governance Structures

The two panels, the Governing Board (GB) and the Advisory Board (AB) giving feedback on the proposal, the research progress and the advised goals..

The **Governing Board (GB)** is the decision-making body of the project. It is composed of the Management Board, a representative of EERA AISBL and the Joint Programme Coordinators from relevant EERA Joint Programmes (JP Economic, Environmental and Social Impacts; JP Energy Storage; JP Smart Cities and JP Smart Grids), acting as supervising body for the project execution. In that manner the duties of the GB are supervision and evaluation of any proposed indispensable modification of the activities in progress, approval of budget related issues, approval of the periodic reporting to the commission, resolution of any other issue that may arise during the course of the project and final decisions based on the recommendations of the AB.

The **Advisory Board (AB)** is composed of representatives from relevant stakeholders. By now some energy suppliers as well as some industry partners have already confirmed their participation in the project:

- Energy Suppliers: EnBW (GE), Stadtwerke Karlsruhe (GE)
- Industry: RCT (GE), A2E Company (FR), DHC Technology Platform (BE), Dalkia (FR)

It is expected, that the feedback of both panels will enhance quality of the project

### 2.2 Project Management

#### 2.2.1 Organizing working teams and defining roles and responsibilities

The **Project Coordinator (PC)** acts as single contact point between the consortium and the commission and is responsible for the administrative as well as the coordination tasks, which have been listed in the proposal in detail.

The **Work Package Leaders (WPLs)** will carry out the day-to-day management of their WP and are in charge of coordinating the work of the WP, ensuring a proper and timely execution and submission of deliverables and reporting to the coordinator on the work of their WP when required for the needs of the project management. The following **work package leader (WPL)** have been defined:

WP 1 Project management (KIT): Isabelle J. Südmeyer (PC), M. Elisa Gil-Bardají (DPC)

WP 2 Description of System Configurations (VITO energyville): Pieter Valkering (PV)

WP 3 Definition of Use Cases and Generation of Input Data (DTU): Oliver Gehrke (OG)

WP 4 Consolidated Simulation Approach and Evaluation Criteria (AIT): Edmund Widl (EW)

WP 5 Modelling and Analysis (KIT): Thomas Blank (TB)

WP 6 Shared Data and Information Platform (KIT): Clemens Döpmeier (CD)

WP 7 Dissemination and Communication (KIT): Holger Ihssen (EERA – AISBL)

For each task and deliverable one responsible person is defined, in most cases this will be the work package leader (WPL). Depending on the task and deliverable, a core group of not more than three researchers are supporting the WPL and reporting regularly to the research board concerning their results. For example for deliverable 2.1 Pieter Valkering (VITO, energyville) is responsible researcher, who designed a first draft of terminology description for the project. The draft was presented to the research board and discussed with all. For the next steps revising the draft, two scientists are supporting him in a core group, namely Thuy-An Nguyen (EDF) and Oliver Gercke (DTU). The three of them work out a prefinal version of the terminology descriptions and present it to the consortium for a final feedback. The responsibilities are fixed in the List of Action Items, see Table 2, section 2.2.3. The overall coordination lies in the responsibility of the PC and DPC.

## 2.2.2 Project Reporting

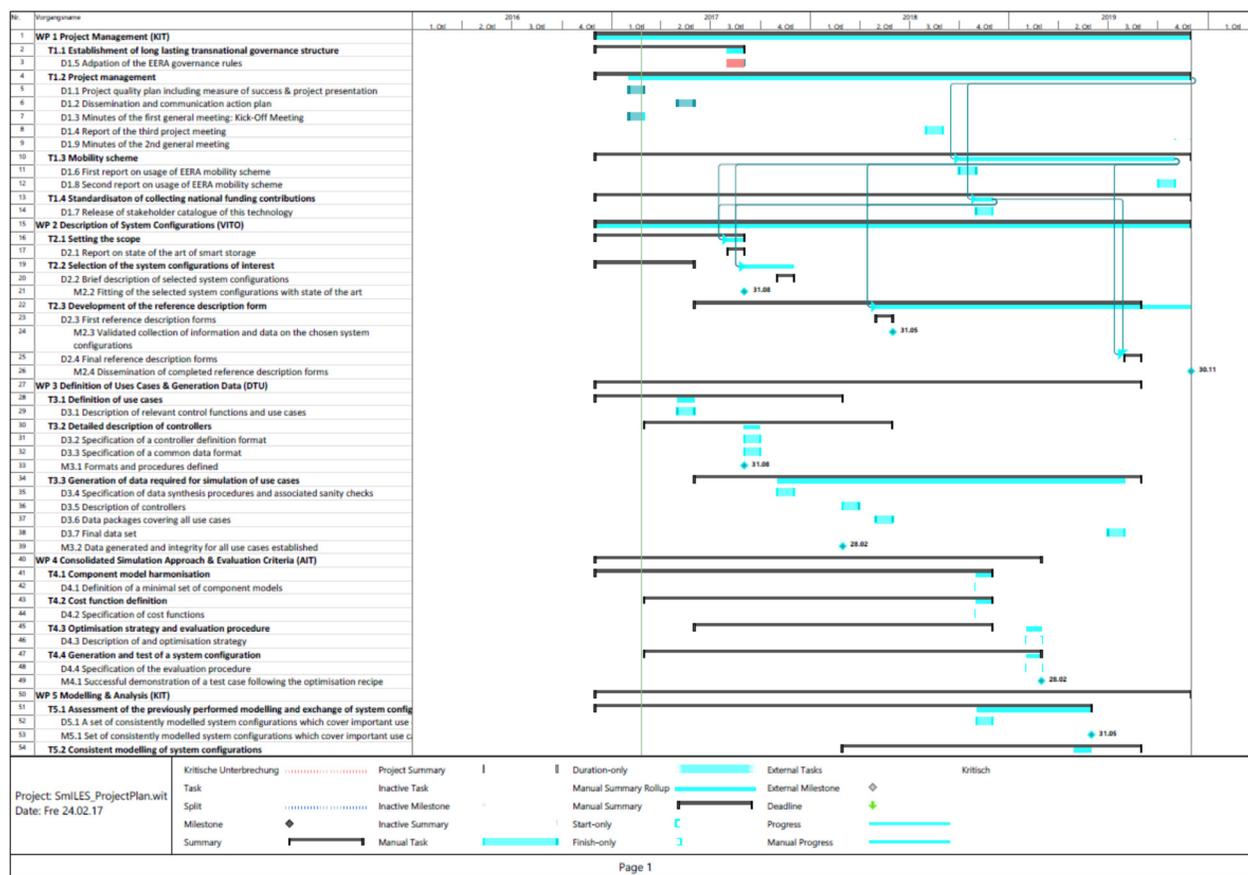
The following rules are established for the project reporting:

- The deliverables and all technical reports are prepared by the concerned partners and approved by the responsible WP leader and by the PC. A template has been developed and distributed to the partners.
- Each deliverable will have to report the date of submission, the number of review version, the signatures of the author, WP leader and PC, as assurance of the quality of the report.
- The PC will transmit the deliverable to the EC and will keep a register of all the reports produced and will make them available at the website.
- The minutes of the Kick-off, MB, technical (MB or GB) and Closing meetings, prepared by the PC, are submitted to the appropriated body (MB or GB) for approval. Once approved are transmitted to the Commission.
- The PC prepares all the activity and management reports to be approved by the GB. Once approved, they are transmitted to the Commission by the coordinator on behalf of the consortium following the EC project reporting rules.
- A brief Project presentation will be prepared to inform the public on the activities of the project and will be posted on the website.
- Open publications, such as conferences, will allow the project to spread out the key results.
- The Commission will be informed in advance about any publication related to public interest.
- The PC keeps a record of all the reports produced in the project and make it available for the partners in the official project website.

## 2.2.3 Time Schedules

For a structured and organized scheduling and project management the project coordinator (PC) established a MS Project Planned, see excerpt of GANTT Chart in Table 1. Additionally a more detailed Action plan with a list of Action Items for the next 3 to 6 months with individual deadlines and responsibilities is maintained. Furthermore it is planned to install a Confluence as a part of the Data Exchange Platform in order to have a central jointly used interface for the project partners for the daily project management above the national borders.

Table 1: Excerpt of MS Project Time Schedule



**Table 2: Excerpt of List of Action Items (Excel)**

WP	Action	Responsible	working with	Deadline	Status	Planned	Planned	Real	Real
						Start	duration	Start	duration
WP	Project Management (KIT)	IJS			100%	1	36	1	
T..1	Establishment of long lasting transnational governance structure	HI				1	9	1	
T..2	Project management	IJS				1	36	1	
D 1.1	Project quality plan incl. measure of success & project presentation	IJS		28.02.2017	10%	1	3	2	
A 1.1.1	: Draft of quality plan sent to partner			31.01.2017	20%				
A 1.1.2	: Feedback to quality Plan			15.02.2017	0%				
A 1.1.3	: Final Quality Plan			28.02.2017	0%				
D 1.2	Dissemination and communication action plan	IJS		31.05.2017	5%	4	2	2	
A 1.2.1	: Draft of D & C Plan sent to partner			31.03.2017	0%				
A 1.2.2	: Feedback to quality Plan			30.04.2017	0%				
A 1.2.3	: Final Quality Plan			31.05.2017	0%				
A 1.2.4	: EmailList	IJS	EU	17.02.2017	50%				
D 1.3	Minutes of the first general meeting: Kick-Off Meeting	IJS	EGB	28.02.2017	30%	1	3	2	
A 1.3.1	: Draft sent to partner	IJS	EGB	17.02.2017	50%				
A 1.3.2	: Feedback from partner	IJS	all	24.02.2017	0%				
A 1.3.3	: Final minutes on Participant Portal			28.02.2017	0%			1	
T..3	Mobility scheme	HI		30.11.2019	0%	1	36		
D 1.6	First report on usage of EERA mobility scheme	HI		30.11.2018	0%	21	3		
A 1.6.1	: Draft of concept sent to partner			17.02.2017	50%			2	
A 1.6.2	: Feedback from partner			24.02.2017	0%			2	
A 1.6.3	: First Call for applicants			31.03.2017	0%				
WP 2	Description of System Configurations (VITO)	PV		30.11.2019	0%	1	36		
T..1	Setting the scope	PV		31.08.2017	0%	1	9		
D 2.1	Report on state of the art of smart storage	PV		31.08.2017	10%	6	3		
A 2.1.1	: Request is sent to partners by VITO	PV		17.02.2017	10%				
A 2.1.2	: Feedback to request from partner to VITO	PV		24.02.2017	0%				
A 2.1.3	: Telco on request, agreeing on further steps	PV		17.03.2017	0%		2		
T..2	Selection of the system configurations of interest	PV		31.05.2017	0%	1	12		
D 2.2	Brief description of selected system configurations	PV		31.05.2017	0%	9	3		
A 2.2.1	: Simple dummy for project terminology	OG		10.02.2017	80%	3	0,5		
A 2.2.2	: TelCo on terminology, 1) 14.2.2017, 2) 21.02.2017	IJS		21.02.2017	50%	5	0,5		
A 2.2.3	: WP2 check of System-Config Template	PV	OG, TAN	24.02.2017	0%	30	0,5		
A 2.2.4	: System Config-Template sent back from partners			10.03.2017	0%	0			
A 2.2.5	: Summary of SystemConfiguration			31.03.2017	0%	0			
A 2.2.6	: Summary report of SystemConfig is sent to			14.04.2017	0%	0			
A 2.2.7	: TelCo: Perspective to SystemConfig			28.04.2017	0%	0			
A 2.2.8	: Process of agreement on selected SC			30.11.2017	0%				
M 2.2	Fitting of selected system configurations with state of			31.08.2017	0%				
T..3	Development of the reference description form		OG, TAN	30.08.2019	0%	7	16		
D 2.3	First reference description forms			31.05.2018	0%	15	3		
A 2.3.1	: Exchange of specific data			30.04.2017	0%				
A 2.3.2	: Short report on experiences of data exchange			31.12.2017	0%				

## 2.2.4 Control actions planned

For the all-day control the PC checks regularly the deadlines and actions in terms of time schedule. In this matter a regular communication has been established, including regular TelCos in two-week-intervals, reduced to one-week-intervals if necessary for the project.

Also, at least two 2 day-meetings/Workshops per year are planned, in order to enable a more detailed exchange and agreement among the scientists.

For a qualified external feedback the project and the project's results are presented yearly to the GB and to establish a regular exchange between the PC of JP Energy Storage, Smart Grids, Smart Cities and e3s.

With same purpose the AB including representatives from research, industry and stakeholders are invited for feedback at the kickoff and at the final project presentation.

Furthermore workshops with the stakeholders are planned twice a year for establishing a regular communication. For this purpose the projects activities will be presented to existing European panels, e.g. as well as other possible stakeholders from different nations. A detailed communication and dissemination plan will be developed until Month 6 (Deliverable D1.2).