Funded by the
EC H2020 program

Global BioImaging Project

D1.3 Quality Assurance and Risk Management Plan established

Project N.	653493
Project Title	Global BioImaging
Project Acronym	GBI
Associated Work Package	WP1
Associated Task	Task 1.3
Lead Beneficiary (short name)	EMBL
Nature	Report
Dissemination Level	Public
Estimated Delivery Date (Grant Agreement, Annex I)	01/06/2016
Actual Delivery Date	17/06/2016
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Abstract

A Quality Assurance and Risk Management plan has been established at the aim of guaranteeing timely delivery of the work plan and a harmonized embedding of the Milestones into the project course.
The present report constitutes deliverable D1.3 of the Global BioImaging project.

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1. Introduction and framing of Deliverable 1.3 within Task 1.3

The purpose of the Quality Assurance and Risk Management Plan is to describe how these two critical Project Management aspects will be structured within the Global BioImaging (GBI) project. Their appropriate implementation will guarantee the timely delivery of the work plan and a harmonized embedding of the Milestones into the project course.

The set-up of the Quality Assurance and Risk Management Plan therefore constitutes a part of Task 1.3 - *Delivery of Milestones; reporting duties*.

This document outlines policies and procedures for identifying and handling uncommon causes of project deviations (i.e. risk). In addition it outlines a strategy to guarantee that quality aspects of the project are met and regularly monitored.

2. Risk Management

At the moment of writing the Grant proposal and of defining the Global BioImaging project's objectives, tasks and milestones, some general risks were identified. In addition, on the occasion of the 1st conference call of the Management Board held on 08/12/2015,[1] all the WP Leads were invited to identify specific risks associated to their activities.

These two lists constitute the starting point of the Global BioImaging Risk Management Plan. Nevertheless, it is important on the one hand to identify new risks as early as possible and on the other hand to establish a procedure for Risk Management.

At the aim of centralizing and capturing the risks across the entire duration of the project a Risk Register has been established. At present, the register (Annex I) includes the risks identified during project planning and that are still actual as well as the ones established during project kick-off.

In fact, the Risk Registry should be considered to be a living document and should be updated when new risks are identified. Every Work Package Leader, being responsible for

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[1] See Deliverable D1.1 - *Report on establishment and first conference call of Management Board*

the Risk Management within her/his own WP, shall report to the Project Manager and the Project Coordinator about newly identified risks. The new items will be included into the Risk Register and presented to the Management Board (MB), which will be in charge of identifying and implementing an appropriate mitigation strategy.

Considering that the concept of the Global BioImaging (GBI) project finds its origins in the successful implementation of the first Preparatory Phase of Euro-BioImaging (EuBI PPI), the GBI procedure for risk management mirrors the one successfully implemented during EuBI PPI. This procedure has also been adopted for the EuBI Preprartory Phase II project and is depicted in **Scheme 1**.
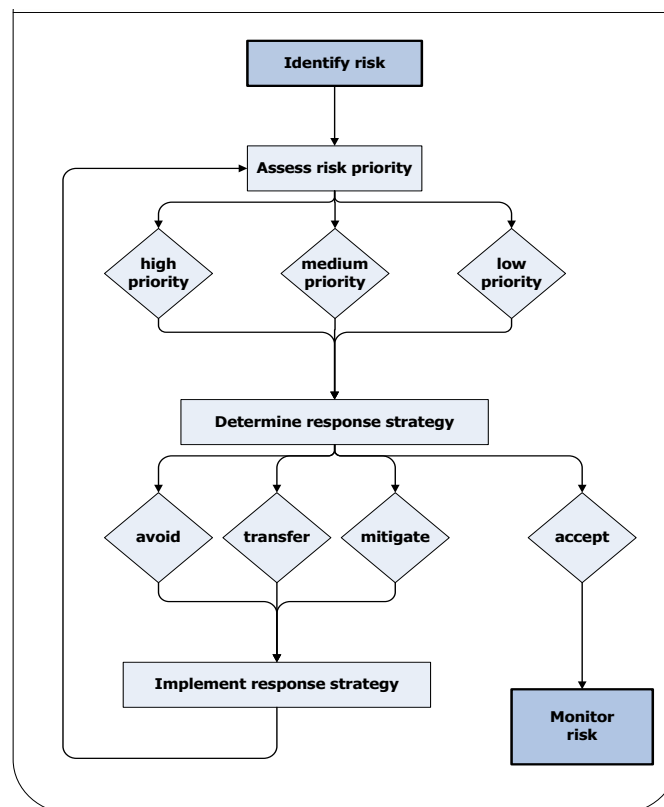
Scheme 1. Global BioImaging Risk Management Process

Once a risk has been identified, it will be carefully analyzed and a probability of occurrence will be assigned to it. A careful determination of a response strategy will then follow. If no

means are identified to avoid the risk's occurrence or to transfer/neutralize its effects so that they will not impact the project's critical outcomes, the risk will be included in the registry and a mitigation strategy will be defined. After implementation of the response strategy, subsequent cycles of risk assessment and management will be applied until the risk can be considered overcome. In case the response strategy will not allow to annul it, the risk will be accepted and monitored until the change of contingencies will allow the identification of a new and more effective response strategy.

3. Quality Assurance

Quality of deliverables, activities carried out within the work packages and single tasks will be guaranteed by the application of the principles and procedures described below:

a) **Systematic Approach**

Each WP Leader is in charge of structuring the work functional to the preparation of the deliverables as well as the achievement of the related milestones and objectives. Nevertheless, she/he will find the support of the Management Board (MB) group in case of need. The MB may contribute in solving eventual issues by providing a systematic approach, i.e. by framing the item within the project's interrelated processes.

b) **Approval of project deliverables and key decision items by the MB**

Before the Project Coordinator can submit the project deliverables to the European Commission, they will be reviewed and approved by the Management Board. This body will also be involved in all the key decisions affecting the project's outcomes.

Annex I: Global BioImaging Risk Registry

WP	Risk N.	Description of risk	Probability	Proposed risk-mitigation measures
WP1	R1.1	Deviations in work plan causing delays in the submission of milestones and deliverables	Medium	Application of Quality and Risk Management Plan; in case of deviations, the Coordinator will contact the EC Project Officer to clarify the situation and agree on contingency measures.
WP1 **WP6**	R1.2	Weak flow of communication within consortium due to the high number of international project partners	Medium	Constant efforts will be made to ensure optimal communication; attention will be kept on the choice of reliable video- and tele-conference tools.
WP1 **WP2** **WP6**	R1.3	Diverging views on the vision & mission of the Global BioImaging Project	Low	Maximize involvement of all stakeholder groups, seek agreement on vision and mission at MB meetings
WP1 **WP3** **WP4**	R1.4	Harmonization of the GBI service activities (especially on training, image data) with the ongoing activities in EuBI Interim Operations and EuBI Preparatory Phase II project	Medium	Ensure close communication across all the GBI and EuBI project partners.
WP1 **All**	R1.5	Managing balanced and appropriate distribution of travel grants for the international workshops and training courses.	Low	The Management Board to set-up a fair mechanism for the assignation of travel grants; ensuring a smooth running of the process
WP2 **WP1** **WP6**	R2.1	Lack of interest of the Euro-BioImaging and international funding providers	Medium	Foster the liaison through coordinating persons. Start engaging the funders early in the project's lifetime.
WP3	R3.1	Complexity of the training portfolio for facility management	Medium	Seek close communication and collaboration with stakeholders and imaging communities (invite for participation in WP3 meeting in M6); use experience of Beneficiaries and international partners who run programs alike.
WP3	R3.2	"Reinventing the wheel": propose training courses overlapping with the existing offer	Low	Benchmark existing training courses at an early stage and build on the existing offer.

WP4	R4.1	Large variety of user needs for virtual platform for image data analysis software (biologist, computer scientists, clinical researchers)	Medium	Seek close communication and collaboration with stakeholders (e.g. NEUBIAS) and imaging communities (invite for participation in WP4 meeting in M6). No single monolithic architecture, but guidance by needs of individual scientific communities, to ensure that final plans will generate tools with real value for imaging infrastructure users and providers.