



ATS2020
Assessment of Transversal Skills

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ATS2020

Assessment of Transversal Skills 2020

D9.2: PROJECT QUALITY PLAN

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1.5	20.7.2015	Final DRAFT-request for review	Contribution by Anastasia Economou, interaction with D. Nousia	Improvements of QA procedures and thorough reviewing by the PM
1.6	23.9.2015	Final	Reviewed by Ann Cox, Hannelore Audenaert. Contribution by Marja Folk	Incorporated minor changes. (Reviewer suggestions concerning adding appendices, such as the interim report or the management structure, are not adopted as they will be included in WP8 deliverables

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1. Executive summary

This document defines the general quality assurance plan to be applied to the ATS2020 project. It also specifies standards and procedures to be developed for the management of the project along with a set of uniform rules for labeling documents which will be issued in relation to the ATS2020 project.

There is a widely held misunderstanding that Quality Plans and related guidelines result in more work, in addition to the tasks that a partner has contractually to carry out. On the contrary we believe that the use of these guidelines will reduce overhead, ease the work of the ATS2020 management not only for the Project and Operational Coordinators but also for all partners and, increase the efficiency and quality of the work carried out in this project.

2. Introduction

2.1 Purpose of this document

The main objective of the ATS2020 Quality Assurance Plan is to provide a clear framework for the ATS2020 activities and to define common procedures to coordinate document and deliverable production and exchanges between work packages and within the ATS2020 consortium as well as a uniform representation of the project towards the outside world.

It is recognized that each organization involved in ATS2020 has its own procedures. The extent of this Quality Assurance Plan is confined to the procedures necessary to facilitate the flow of information and quality control throughout the project, by applying a reasonable level of commonness, content, and process.

2.2 Related documents

This document is intended as an overall approach to the project quality management and must be used in conjunction with other related ATS2020 project documents which will, along with this plan, be updated as necessary over the course of the project. All related documents mentioned are available on the ATS2020 repository <https://onedrive.live.com/?cid=4320c2802a615af9&id=4320C2802A615AF9%21110&ithint=folder,&authkey=!ALkvBEBHLkpSpsk>

These include:

- ATS2020 Contract with the European Commission and its Annexes
- ATS2020 Project Management Guidelines and Templates
- ATS2020 Partnership Contract
- ATS2020 Deliverables

2.3 Abbreviations adopted in this document

Terms which regularly appear in this document will be introduced in full name the first time, and then be referred to by their abbreviation:

PC – Project Coordinator - CPI

OC – Operational Coordinator – H2

PM – Project Manager: Anastasia Economou from CPI

PMs – Project Manager (or Project Coordinator Manager) and Operational Manager (or Operational Coordinator Manager). Persons responsible for the management of the project: Anastasia Economou from CPI and John Hurley from H2, respectively

PMC – Project Management Committee

PSC – Project Scientific Committee

QAC – Quality Assurance Committee

CA – Consortium Agreement

DR – Deliverable Reviewer

DM – Deliverable Manager

DD - Delivery Date

EC – European Commission

TL – Task Leader, TLs – Task Leaders

WP – Workpackage, WPs – Workpackages

WPL – Work Package Leaders, WPLs – Work Package Leaders

3. Project Management Guidelines

The purpose of this section is to provide the project function in general, and in particular to the Project Coordinator (PC), the Operational Coordinator (OC), the Project management Committee (PMC), and the project Partners with guidelines to assist in ensuring the highest level of quality in project management and collaboration processes.

Details concerning the Project Structure and Organisation, the Project planning, progress monitoring and periodic reporting are part of the management workpackage, they are included in the ATS 2020 Workplan and they are further analysed in the WP8-Management deliverables. WP8 Deliverables include the necessary guidelines to assist in ensuring the highest level of quality in project reporting.

3.1 Communication between Workpackages

In a project as complex as ATS2020, and with so many partners, it is expected that there will be continuous flow of information and interaction between the various WPs. Since there is a strong inter-dependency among the work to be delivered by each separate WPs one of the main challenges will be to clearly understand and keep track of the activity in all WPs.

To mitigate this challenge in each WP along with the WPL a number of partners are appointed as Essential Partners of the WP. At the same time, CPI as the PC is an essential partner *in all WPs* so as to maintain an overall view and coordination of the whole project, while the PM is a reviewer of *all* Deliverables.

Each WPL is responsible for keeping track of the activity and deliverable of other WPs, especially the ones which are influencing the work of their own WP.

WP Essential Partners are encouraged to meet every time they find it useful (online and face-to-face). Also they are encouraged to inform other WP members about the WP or task progress and provide them access to the intermediate results and draft documents. This can be done by providing access to WP intermediate documents exchanged between WP essential partners and information about their interaction, through the project's document repository at OneDrive.

The Project Coordinator Manager and the Operational Coordinator Manager (PMs), during the monthly web meetings of the Project Management Committee(PMC), make sure it is done sufficiently.

The ATS2020 PMC should recognise the need for a continuous interaction between WPs and should make every effort to enhance such continuous interaction among the various WPs.

3.2 Problem Resolution

When problems are identified, they may be satisfactorily solved by:

1. The first step is to **define the problem** in a written form by a project member (by email to PMs, in minutes of meeting, as a written request to include the discussion of the problem in the agenda of a PMC meeting, etc), so as to determine whether there is mutual understanding of the nature of the problem by those affected.
2. The second step is to determine whether the situation is a real problem causing immediate **impact** or is a potential problem which may or may not occur.
3. The third step is to **determine possible courses of action** which could remove the problem or limit the damage caused by it. These can then be assessed in terms of effort required, the chances that the problem will be cleared, and any wider effects on the project and timing considerations.

4. The fourth step is to select the **actions to be taken** and determine who is to carry them out. These should be recorded so that the Project Managers or WPLs can monitor them to ensure that they are completed.
5. Finally, if the problem has resulted in a **key decision** then a decision statement should be raised.

It is the responsibility of the Project Managers(PMs) and the WPLs to make sure that such an approach is regularly followed in the project, in response to managing problematic situations that may arise in the course of the project.

4. Quality assurance procedures

The ATS2020 quality management system defines procedures for the following points: contract and financial management, deliverables, tools testing, deliverable reviewing, standards, communication tools and meetings.

4.1 Contract and financial management

The ATS2020 project scope, terms and conditions are described in the contract with the EC. Any variations to this can only be administered through the Project Coordinator. The process for any changes will be governed by the EC guidelines.

It is important to clarify that only the Project Manager(CPI) has direct communication with the EC Agency (as described in the rules of the funding) and the one that has to be continuously updated by the partners of any matters to deal with.

Change requests must be raised by a partner to the Project Coordinator Manager and to the Operational Coordinator manager for agreement through the PMC prior to the invocation of the EC's amendment procedures.

The contract is supported by the project Consortium Agreement (CA) which complements the contract and sets out the operational rules for partners' participation in the project. The CA may be reviewed and amended under the authority and agreement of the Project Management Committee (PMC) at the behest of partners.

Financial management guidelines

In order for partners to clearly understand how to record and keep track of project costs, which costs are eligible, how they should be documented and reported, and what budget has been assigned to them, detailed information can be found in the EC financial guidelines.

The Operational Coordinator Manager will provide complementary Financial guidelines Document so that partners adopt a consistent and professional approach the document production.

4.2 Deliverables

Deliverable production cycle & reviewing

For each deliverable they are in charge of, WPLs will assign

- One Deliverable Manager (DM): a lead person from the partner in charge of its production and delivery.

The Deliverable Manager may request a person from each Essential partner of the WP to contribute in its production, or evaluation as the deliverable is built up. Draft copies of deliverables may be circulated electronically to all partners via the Project's Document Repository for additional comments.

Upon the final draft of each deliverable the WPL initiates the process of the internal review of the Deliverable, as provided in the project proposal, by the deliverable peer reviewer assigned and the Project Manager. Reviewing each deliverable by the Project Manager, as a second peer reviewer, is considered to enhance the quality control of the deliverables since the Project Manager has an overview of the whole project, all tasks and all deliverables.

The ATS2020 Deliverable Reviewers for performing the internal evaluation are explicitly mentioned in Annex A. This list will be maintained in the ATS2020 repository. Changes to this list can be made by the Project Managers under the authority of the PMC.

The DM, together with the WPL in charge of the deliverable, will be responsible for ensuring that it meets its quality assurance requirements.

Once finalised and validated the WPL and DM will sign off the deliverable with a status of 'signed off by the WP project team'.

The DM initiates the process of Internal reviewing by submitting the deliverable to the Deliverable Reviewers with a notification (cc) to the Operational Manager.

As each reviewing approaches, the DM for the deliverable will ensure that advance notice is served to the DRs together with details of the material to be evaluated. Reasonable time will be allowed for the actual reviewing, assessment and follow-up. Each reviewing will normally result in an updated deliverable which has taken on board the comments raised.

When a deliverable fails to meet its requirements on a formal reviewing then an "Off-specification" form will be raised by the Deliverable Reviewer which will detail date, fault, impact, priority to correct, required action, status.

The deliverable will then take the approval of the Quality Assurance Committee (QAC) and be formally signed-off as Final at the next PMC meeting (web or regular one).

Deliverables will be sent by WPL/DM to the QAC and PMs for approval and formal sign-off as Finals at the next PMC, at least 7 days prior to their Delivery Date(DD) so that the entire process be finished on DD.

DD-30 days – Deliverable is submitted by DM to Deliverable Reviewers (DRs) for Reviewing. Reviewers are required to perform their review/evaluation and communicate their comments to the DM.

DD-14 days – Evaluation is finished by DR and sent to DM.

DD-7 days – Upon receipt of the evaluators' feedback, the DM is requested to do the required modifications and/improvements (if any), in an iterative process, until the PM approves the final document. The Deliverable is officially accepted as completed by the QAC and PMC, either in physical meetings or through web or email communication.

For certain key project deliverables and provided that the internal reviewing process has been completed, the PM may decide, to request an evaluation of the Deliverable

by selected members of the Project Scientific Committee(PSC) or externals e.g. stakeholders from The Projects Stakeholders Committee.

In such a case, the PM selects appropriate *internal* or *external experts* and asks for an evaluation, following the same procedure as the one described above for the internal evaluation.

DD - Upon completion of this evaluation phase, the Deliverable is treated as final, and is uploaded on the project repository under Deliverables with a particular label (FINAL). When public, it is also posted on the ATS2020 Web site in the deliverable section as well as in the EACEA projects' portal.

DD - Only then is a document (if it is a deliverable or report) published or sent in electronic format and paper version to EACEA by the Project Manager.

Deliverable Dissemination Level

All project Deliverables are characterised as one of the followings:

PU = Public

PP = Restricted to other Erasmus+ programme participants (including the EACEA Project Coordinator).

CO = Confidential, only for members of the ATS2020 consortium (including the EACEA Project Coordinator).

RE = Restricted to a group specified by the consortium according to a PMC decision (including the EACEA Project Coordinator).

Annex A defines the Dissemination Level for all ATS2020 Deliverables.

Deliverables layout

Project Deliverables should have a first page as for the template of the present Deliverable (D9.2). They should also use the page layout (headers / footers) suggested in Section 4.4.

Furthermore, they should comply with the following rules:

- Have a Summary
- Have a list of abbreviations used within the Deliverable
- Have a table of contents
- Have a list of Figures (including the ones of the Annexes), if relevant
- Have a list of Tables (including the ones of the Annexes), if relevant

4.3 Tools or Tools Deliverables and Testing

These Tools refer to Deliverables or parts of Deliverables that are Prototype and in general not final releases of (software) tools, 'scaffolding' tools, and any form of tools to be used in the project's schools, students or by the trainers' teams.

Partners developing or using such deliverables and, facing any uncertainty about the quality or functionality of such a deliverable should consult either the corresponding WPL, or the PM (or both). (WPL refers to the PM on any matter that has to do with the project. The PM will forward the matter to the OM, person appointed, or appropriate committee according to the Management structure and the matter itself.)

When testing such deliverables, two aspects are to be considered:

- Technical testing of the deliverables (ensuring they work)
- End-user testing of the deliverables (ensuring it corresponds to the end-users needs, in the ATS2020 project they are teachers, students, and trainers supporting schools).

Technical and end-user testing

The project tools deliverables will not be released to the teachers or students until they have been thoroughly tested to ensure that they are fit for purpose and as bug-free as possible.

This requires careful planning, documenting and recording of the testing requirements and outcomes for each deliverable. Testing must be both technical and end-user oriented, comprehensive and repeatable and to this end the WPLs will be responsible for ensuring that each deliverable (or part of deliverable as is appropriate) conforms to the following:

- Has an associated test plan that identifies the tests to be undertaken and the testers? The test plans contain a schedule of tests to be undertaken along with resource requirements.
- A test log is maintained showing the test to be performed by which community of testers, the progress against their intended functionality /performance and the testing outcomes, together with a note of any corrective actions necessary.
- Corrective actions identifying the need for changes in the specification or design of the deliverables being validated will require the raising of a formal change request. Completed test logs will be held by the WPL and filed in the project quality file. The WPL will be responsible for the coordination of the technical testing and in maintaining an overall project test log.

Where a tool deliverable fails to meet its testing requirements for end users, then an “Off-specification” form will be raised. When faults are found as part of the pre-release testing process then these and their corrective actions will be recorded in the test log.

4.4 Standards

The project will adopt the following standards for:

- Document production and management: MS-WORD, MS-EXCEL, PDF

- Project Presentations: MS-PowerPoint,
- Project Management: MS-WORD, MS-EXCEL

Technical standards will be reviewed and agreed through the PMC.

If a document is submitted in a PDF form, the DM responsible for it will ensure all modifications needed until the complete validation of the document.

Document organisation and formatting

The content and general organisation of each deliverable is the responsibility of the WPLs under which the deliverable or report is produced.

In order to guarantee a certain degree of homogeneity, the following guidelines have to be respected for every deliverable produced.

- Mandatory use of the **cover page** template
- Systematic integration of a **table of content**
- Each page of a deliverable starts with a header and ends with footer, recommended **police font Calibri, font size 10.**

The leftmost position of the header contains: **Erasmus+ Programme 2014-2020** 388446-EPP-I-2014-2-CY-EPPKA3-PI-POLICY

The leftmost position of the footer contains: **ATS2020**

The central position of the footer contains: **Deliverable code**

The rightmost position of the footer contains: **the page number and the total number of pages** at the bottom part in the rightmost position (e.g. Page 1 of 20)

- All references, list of publications or related work should be included in a dedicated section at the end of every deliverable.

Publicity obligations

The Erasmus+ instructions are adopted and in particular the following:

- a) For the purpose of Article II.7 of the agreement, relating to the publicity and use of the relevant logo, the beneficiaries shall follow the instructions available on the following Internet site: http://eacea.ec.europa.eu/about/eacea_logos_en.php.
- b) Information requirements: The beneficiaries shall inform the public, press and media of the action (internet included); which must, in conformity with Article II.7, visibly indicate “with the support of the Erasmus+ Programme of the European Union” as well as the graphic logos. Where the action, or part of the action, is a publication, the mention and graphic logos shall appear on the cover or the first pages following the editor's mention. Use of signs and posters: If the action includes events for the public, signs and posters related to this action shall be displayed. This shall include the logos mentioned under point a) and may use graphic design for the programme provided by the

European Commission http://ec.europa.eu/dgs/education_culture/promotional_en.htm. Authorisation to use the logos described in point a) implies no right of exclusive use and is limited to this agreement.

- c) Further guidelines provided at https://eacea.ec.europa.eu/about-eacea/visual-identity_en which provides

Formal Rules for Writing

All documents will be written according to the following rules:

Language: **English**.

Police font & Font size: **Calibri, recommended size 11 or 12**

Page set up: **A4 size paper, using single spacing between lines**

Margins justification: **left and right justified margins** as in this document.

Revisions

Revisions occur when updating a part of a document already distributed. If revisions are made, modifications have to be made using a different colour (or using the modification mode – i.e. track changes). A revision systematically implies a change of the version, written up on the cover page.

Document Nomination Guidelines

For coherence of all ATS2020 documents, the following nomination guidelines have been adopted for document naming, numbering and versioning.

Document	Name	Example
Deliverable current version	D.WP.Y-NAME-shortTitle-Vn.n	D.1.1-CPI-SkillFrameworks-V1.0 Version 1 – Revision 0 of deliverable D.1.1 of WP1 produced by CPI
Deliverable final version	D.WP.Y-NAME-Final	D.1.1-CPI-Final Final version of deliverable D.1.1 produced by CPI
Minutes current version	ATS2020Minutes-PMC-XX-Vn	ATS2020Minutes-PMC-01-V1 Version 1 of the minutes of the first Project Management Committee Meeting
Minutes final version	ATS2020Minutes-PMC-XX-Final	ATS2020Minutes-PMC-01- Final Final version of the minutes of the first Project Management Committee Meeting of ATS2020

		project
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Legend

D.WP.Y : Deliverable number as mentioned in the ATS2020 Workplan.

NAME: Deliverable lead contractor name = Acronym of the partner

ShortTitle: optional, a short title of the deliverable

Vn or Vn.n: version 1.1

Final: Final version

ATS2020: ATS2020 project

PMC: Project Management Committee. Could be also WP1 for WP1 and so on

XX: Meeting number (web or normal) number I order starting with 01.

NOTICE: The name of a deliverable should be used as in the workplan.

These rules can be modified during the project life as may be necessary.

Project Presentations

It is not necessary to use a common project presentation template, for internal or external presentations of the project or its particular outcomes.

However, all guidelines produced by the dissemination WP and agreed by the PMC should be adopted for all presentations referring to the project.

4.5 Communication Tools

To facilitate communication with schools and or within the project consortium, the following tools have been put in place for the duration of the project.

ATS2020 Website

All documents and tools for the ATS2020 schools will be accessible from the project Website, <http://ats2020.eu/>. The project website will be the key support for ATS2020 communication. It will provide the channels for communication both within the project, with schools and external stakeholders. To this end it will provide a secure collaborative working area.

ATS2020 document repository

All internal documents relevant to the project will be exchanged & archived on:

<https://onedrive.live.com/?cid=4320c2802a615af9&id=4320C2802A615AF9%21110&ithint=folder,&authkey=!ALkvBEBHLkpSpsk>

Mailing lists

The following mailing lists would be created by the Project Managers:

- [**finadmin@ATS2020.eu**](mailto:finadmin@ATS2020.eu)

Includes the persons from all partners responsible for communication on financial, contractual and administrative matters, such as agreement contracts, payments, financial reports etc. It is strongly recommended that communication to the **finadmin@** list should be CCed to the ATS2020-PMC list, so as to have all partners representatives informed and be able to follow up related issues within their organization, if needed.

- **allMembers@ATS2020.eu**

Includes emails of all currently active members of the ATS2020

- **PMC@ ATS2020.eu**

Project Management Committee List, consisting of one representative of each project partner. Obviously, project partners may request the inclusion of additional persons emails from their organization in order to facilitate their work, e.g. their assistants or other team members

- **ATS2020-WP1@ATS2020.eu**

WP Mailing Lists at the request and administration of WPLs, including at least one representative from each Essential partner, and/or additional names of partners personnel involved in the WP tasks.

ATS2020 mailing lists are maintained by the Operational Coordinator and can be updated at the reasonable request of the Project Partners, or WPL to PM. The names and emails of each list participants are maintained at ATS2020 repository at:

<https://onedrive.live.com/?cid=4320c2802a615af9&id=4320C2802A615AF9%21110&ithint=folder,&authkey=!ALkvBEBHLkpSpsk>.

Partners are obliged to promptly inform the Operational Coordinator and Project Coordinator for former members of their teams (i.e. which are currently not active in the project) in order to keep the lists updated and secure from unintentional leaks.

Web meetings

They will be a regular support for the PMC meetings and WP meetings or additional needs, such as teacher trainings and support.

PMC Web Meeting will be organised by H2 using Skype for Business services.

Other meetings e.g. WP meetings or teacher trainings will be organized by each WPL by using the same services (upon explicit request to the OC for technical support) or by using its own organisation services or preference, provided that they follow a minimum of requirements to satisfy the meeting needs.

Meetings

A schedule of meetings will be maintained on the ATS2020 document repository at OneDrive.

For each meeting a Chairperson will be assigned, and meeting attendees will be restricted to only those who need to attend according to a decision made by the meeting PMs and the Chairperson. PSC meetings are chaired by the PM.

For internal meetings a meeting agenda will be distributed prior to the meeting date. This will enable participants to identify the required attendees and make arrangements. Minutes of the meeting will be recorded and distributed within 10 to 20 working days following the meeting.

Minutes of the meeting should contain the following sections:

- Participants
- Agenda
- Discussion points
- Action list
- Date of next meeting(s)

For each web meeting, the organisers should

- Prepare an Agenda
- List all participants as they join the web meeting
- Decide upon Actions for the different items discussed
- Validate the Action list
- Date of next web meeting or meeting
- Circulate the Actions and all documents presented during the meeting by e-mail
- Voice records of the meetings (if applicable) are kept at OneDrive for all PMC web meetings as well as for all meeting organized under the technical support of the OC and its web meeting services.

Annex A: Deliverable Dissemination Level & Reviewers List

(*) Deliverable Dissemination Level

PU = Public

PP = Restricted to other Erasmus+ programme participants (including the EACEA Project Coordinator).

CO = Confidential, only for members of the ATS2020 consortium (including the Commission Services).

RE = Restricted to a group specified by the consortium according to a PMC decision (including the EACEA Project Coordinator). Note: RE dissemination level may be used for e.g. sensitive information in order to avoid leaks. PMC specifies the names of the project members having unlimited access to the entire RE deliverables, or to a specific part)

ATS2020 Deliverables List				
No	Description of Deliverable	Dissemination Level (*)	Deliverable type (Report, Report + SW, SW)	Reviewer name-partner (all deliverables are reviewed by the PM and the following project member)
D1.1	Research Report on transversal skills frameworks	PU	Report	Isabell Grundschober - DUK
D1.2	Research Report on innovative assessment for learning approaches	PU	Report	NEI Leonida Novak
D1.3	ATS2020 Learning and Assessment Model	PU	Report	Tanja R. Vec - NEI
D1.4	ATS2020 Technology and Tools	PU	Report	Egidijus Ceponis - CITE
D1.5	Change Management and Implementation Model	PU	Report	Milagos Trigo - Xunta
D2.1	Specification for tools for a formative assessment process	PU	Report	Dora Nousia - CTI
D2.2	Describe tools and affordances for student-centered learning and assessment	PU	Report + Video Summary	Gaspar Cankar - NEC
D2.3	Customizations/Development of Tools	CO	Report + SW, Reporting via ePortfolio chronology	Mitja V. Cepic - NEI
D2.4	Support for key users, evaluation and further development of the tools	CO	Reporting via ePortfolio chronology	Yasemina Karagiorgi - CERE

D3.1	Professional Development Programme	PU	Report + training	CVO Anwerpen
D3.2	Training Material and Resources	PU	Report + portal	Yiorgos Koutsides - MOEC
D3.3	Learning Scenarios	PU	Report	Reet Taimsoo - Innove
D3.4	Consolidated Country Reports on the CPD Programmes	CO	Report	Borut Campelj - MESS
D4.1	Pilot Implementation Plan	RE	Report	Lucija Dejanovic - CARNet
D4.2	Organisational documents for participating schools	PU	Report	CVO Antwerpen
D4.3	Pilot Implementation Country Report	PP	Report	Andrea Ghoneim - DUK
D4.4	Final Pilot Report	PU	Report	Jarmo Viteli - University of Tampere
D5.1	Research Methodology	PU	Report	Sinead Tuohy - JCT/MEC
D5.2	Data Collection and Analysis	RE	Report + SW	Sylvia Grossgsteiger - DUK
D5.3	Final Report	CO	Report	Demetra Egarchou - CTI
D5.4	Policy Makers Report	PU	Report	Padraig Kirk - JCT/MEC
D6.1	Dissemination Plan and Report	PU	Report	Maria Fojk - H2
D6.2	Project Logo	PU	Report	John Hurley - H2
D6.3	Project Leaflet	PU	Report	John Hurley - H2
D6.4	Posters & Dissemination Materials	PU	Report	John Hurley - H2
D6.5	Press Releases	PU	Report	
D6.6	Project Website	PU (RE parts for participating schools)	SW	Claire O'Keeffe - H2
D6.7	Participation at National and International Conference	PU	Report	
D6.8	Social Networks	PU	Report	
D6.9	ATS2020 Webinar Series	PU	Report	
D6.10	Final ATS2020 Conference	PU	Report	
D7.1	Exploitation Plan	PU	Report	Jasna Tingle - CARNet

D7.2	Exploitation and Sustainability Report	PU	Report	Gaspar Cankar - NEC
D8.1	Project Plan and Timeframe	CO	Report	Maria Luz Ares - Xunta
D8.2	Project Procedures and Management/Communication Tools	CO	Report + SW	Egidijus Ceponis - CITE
D8.3	Progress Reports	CO	Report	Mitja V. Cepic - NEI
D8.4	Final Report	CO	Report	Yasemina Karagiorgi - CERE
D8.5	Project Partner Meeting - Cyprus	CO	Report	
D8.5	Project Partner Meeting - Finland	CO	Report	
D8.5	Project Partner Meeting - Austria	CO	Report	
D8.5	Project Partner Meeting - Ireland	CO	Report	
D8.5	Project Partner Meeting - Slovenia	CO	Report	
D8.5	Project Partner Meeting - Spain	CO	Report	
D8.5	Project Partner Meeting - Croatia	CO	Report	
D8.5	Project Partner Meeting - Brussels	CO	Report	
D9.1	Terms of Reference for Evaluation	PU	Report	Padraig Kirk - JCT/MEC
D9.2	Project Quality Plan	PU	Report	Hannelore Audenaert (CVO Antwerpen)
D9.3	Risk Management Plan	CO	Report	Yiorgos Koutsides - MOEC
D9.5	Project Evaluation Reports	PU	Report	Innove