

TRANSMIXR

IGNITE THE IMMERSIVE MEDIA SECTOR BY ENABLING NEW NARRATIVE VISIONS



Technical and Innovation Coordination and Quality Assurance Report

Deliverable Number	D7.1
Deliverable Details: This will define the project plan from the technical and innovation perspective in addition to appropriate Quality Assurance, processes and Risk Management to be put in place. It will define the roles, responsibilities and operating procedures (incl. measures to ensure gender equality and diversity).	
Author(s)	TUS
Due Date	03/2023
Delivered Date	
Contact Person EC	Tunde Levy

Peer reviewed and approved by:

Name	affiliation
Max Tiel	NISV
Camille Francoise	NISV
Artiza Elozegi	WLT
Pablo Cesar	CWI

Contributing Partners	
1.	VUB
2.	NISV
3.	CWI

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Terminology

Agency - The Agency is the European Commission Research Executive Agency party for the grant agreement.

Project Officer - The project officer is TRANSMIXR's contact person at the Agency.

General Assembly - the ultimate decision-making body of the project. In TRANSMIXR General Assembly and Project Management Board are synonymous.

Participant Portal - The participant portal is the European Commission's electronic exchange system which is used for all communication between the consortium and the Agency (except for formal notifications after payment of the balance).

Grant Management System - The grant management system is the part of the participant portal that is used to upload the periodic report.

Periodic Report - The periodic report is a formal report that must be submitted to the Agency via the participant portal after the end of the official reporting periods (M18, and M36). The periodic report has two parts: the technical report and the financial report.

Technical Report - The technical report is one of two parts of the periodic report. The technical report has two parts:

- Part A which are structured tables within the participant portal's grant management system;
- Part B which is the free text, core part of the report with explanations of the work carried out by consortium members during the reporting period and an overview of the progress towards the project objectives, justifying the differences between work expected under **Grant Agreement Annex 1** and work actually performed, if any.

Financial Report - The financial report is one of two parts of the periodic report. The financial report consists of structured forms in the participant's portal grant management system including:

- Individual finance statements (Annex 4 to the grant agreement) for each consortium member explanation of the use of resources from each consortium member for the reporting period concerned;
- Periodic summary finance statement including the request for interim payment.

Internal Progress Report - The internal progress report is a project document that captures key achievements toward the project objectives in the previous three months. Foreseen risks and issues are also documented.

The content of the internal progress reports will be used in the periodic report towards the EC. Internal progress reports capture the progress towards the project objectives in the previous three months.

Internal Effort Report - The internal effort report is a part of a centralised Project Master Sheet. The internal effort report documents the planned person months and the actual person months used per work package in the previous six months.



Abbreviation's List

TICQA - Technical and Innovation Coordination and Quality Assurance
CA - Consortium Agreement
GA - Grant Agreement
EC - European Commission
CT - Coordination Team
EAB - External Advisory Board
PMB - Project Management Board
PMC - Pilots Management Committee
PTC - Project Technical Committee
CDC - Communication and Dissemination Committee
F2F - Face to Face
MM - Minutes of Meeting
WP - Work Package
WPL - Work Package Lead
DEC - Dissemination, Exploitation and Communication
XR - Extended Reality

Executive Summary

The **Technical and Innovation Coordination and Quality Assurance** report is intended to create and reflect the structure for successful management of the TRANSMIXR project. This report's procedural framework draws on the Grant Agreement and the Consortium Agreement and is based around project management knowledge areas (stakeholders, scope, time, communication, risk, cost and quality) in addition to reporting and ethics management.

Governance structures are outlined along with the member's roles and responsibilities, both within the project and externally towards the project's multiple stakeholders. In particular, these are made up of the General Assembly, Coordinator, Work Package Leaders, Project Management Board, Project Technical Committee, Pilot Management Committee, Exploitation, Dissemination committee and Communication committee and External Expert Advisory Board. Operating procedures are detailed for internal project monitoring and for communication with the Agency.

The section on scope briefly describes the work package structure. The time schedule for reports required by the Agency details the reports required both by the coordinator (internal reports) and by the agency (external reports). Communication management describes the meetings to be held and documentation portals to be used during the project. In the risk management chapter, the project approach



towards mitigating risks is presented. Quality guidelines are provided for use when producing the Deliverables.

The **Technical and Innovation Coordination and Quality Assurance Report** is supplemented and supported by a series of templates, provided in the **Annexes**, to be used to ensure timely delivery of quality deliverables and periodic reports.

1 Introduction

1.1 Purpose of the TRANSMIXR TICQA report

The TRANSMIXR Technical and Innovation Coordination and Quality Assurance Report (hereinafter referred to as TICQA) has been prepared to guide the project participants through all aspects of the project's management and coordination activities.

1.2 Project Summary

TRANSMIXR aims to develop a platform that will enable a wider adoption of the XR technologies in the cultural and creative sector and thus open new business models opportunities in new application areas and markets.

TRANSMIXR will provide

- a suite of tools for the creation of immersive and distributed experiences, including remote collaboration, and
- XR Media Experience Environment for the delivery and consumption of highly evocative and highly-social immersive media experiences.

Furthermore, ground-breaking AI techniques for the understanding and processing of complex media content will enable the reuse of heterogeneous assets across immersive content delivery platforms.

Using the Living Labs methodology, TRANSMIXR will develop and evaluate four pilots that bring the vision of future media experiences to life in four cultural and creative sector's domains:

- i) news media & broadcasting,
- ii) performing arts, and
- iii) cultural heritage.

Finally, the project will harness the ingenuity of the cultural and creative sector and will forge interdisciplinary collaborations to demonstrate how immersive social experiences could be transferred to new application areas beyond it.



2 Project Management Structures

Project management deals with the governance structure, the roles and responsibilities of the various actors and the contract with the Agency.

2.1 Towards the Agency

The beneficiaries have full responsibility towards the Agency. The internal divisions of roles and responsibilities for the beneficiaries and the Coordinator (also a beneficiary) are outlined in **Chapter 4, Section 1 Article 7** of the Grant Agreement.

2.2 Governance Structures

The internal management structure for the TRANSMIXR project comprises the General Assembly (GA), the Coordinator, the Work Package Leaders (WPL) and the External Advisory Board (EAB) as shown in figure 1.

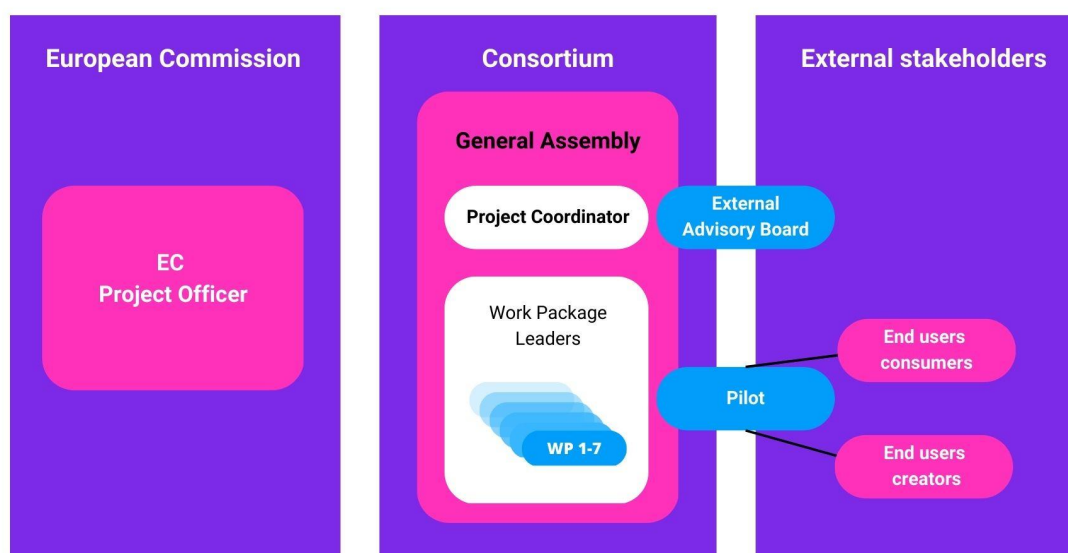


Figure 1 TRANSMIXR organisation structure

2.2.1 General Assembly

The General Assembly has two primary project management functions: executive and administrative.

The executive project management functions are:

- Overall project progress monitoring to achieve project results;
- Ensuring the compliance of the performed activities with national legislation and with the basic ethical principles that represent the shared values upon which the EU is founded and that are laid down in the European Charter of Fundamental Human Rights including but not limited to: Protection of individual privacy and protection of personal data.

The administrative management functions are:



- Maintaining accurate consolidated records of costs, resources, and time;
- Preparing and submitting to the Agency the periodic technical reports;
- Submitting to the Agency the cost statements of all partners;
- Communicating with other projects and coordinating presentations.

The General Assembly will take decisions on:

- Content, finances and intellectual property rights;
- Evolution of the consortium;
- Appointments of Project Management Board members.

All Parties agree to abide by all decisions made by the General Assembly.

Operational procedures for the General Assembly are detailed in the Consortium Agreement (see **CA 6.3**) The General Assembly meetings must be held at least twice a year. They will normally be included in the consortium Face to Face (F2F) meetings. The meetings are chaired by the Coordinator. Minutes of General Assembly meetings will be taken by TUS and will normally form part of the consortium F2F Minutes of Meeting (MM). Where the General Assembly meeting is held outside of a consortium face to face meeting, a separate MM will be prepared. All actions will be recorded in the minutes, which, once accepted by the General Assembly will then be circulated to partners.

The General Assembly shall consist of one representative of each partner. The General Assembly is chaired by the Coordinator and further divided into the following committees:

2.2.1a Project Management Board (PMB),

- led by Dr. Niall Murray (TUS) + one representative of each partner of the Consortium

The Project Management Board is composed of the Coordinator, work package leaders and one representative from each partner of the TRANSMIXR consortium. The Coordinator is the chair of the PMB. The PMB will oversee the TRANSMIXR project, with responsibility for project management, monitoring progress and maintaining high quality in the project works. The responsibilities of the PMB are:

- Preparing meetings, proposing decisions, preparing the agenda for the F2F meeting(s);
- Implementing decisions taken by the General Assembly;
- Coordinating the development of an integrated, holistic concept for TRANSMIXR;
- Monitoring consistency and synergy between work-packages, and creating recovery plans in case of disruptions in the work plan;
- Providing project status information to the Agency and proposing modifications if necessary to ensure compliance of the project with the consortium plan;



- Coordinating the preparation and distribution of major deliverables;
- Approval and acceptance of final versions of the periodic report inputs prepared by the partners.

The PMB meetings must be held at least three times a year. They will normally be included in the consortium Face to Face meetings. The PMB will end its responsibilities with a final meeting at the end of the project. Minutes of PMB meetings will be taken by TUS and will normally form part of the consortium F2F minutes of meeting (MM). Approval of MM will be in accordance with **CA 6.3.2.7**. All actions will be recorded in the minutes, which, once accepted by the GA will then be circulated to partners. The PMB is synonymous with the General **Assembly** and subsums its responsibilities.

Table 1: PMB members

Project Management Board	
Name	Partner
Niall Murray	TUS
Pablo Cesar	CWI
Marie Hospital / Delphine Ramond	AFP
Romanas Matulis	BFCT
Vasileios Mezaris	CERTH - IDT
Dimitris Zarpalas	CERTH - VCL
Arno Scharl	WLT
Wendy Van den Broeck	VUB
Carmela Asero	EBU
Aljosa Smolic	HSLU
Julien Castet	IMM
Oliver Grau	Intel
Laura Werup	Khora
Lyndon Nixon	MOD
Johan Oomen / Rasa Bočyte	NISV
Tupac Martir	Satore
John Dingliana	TCD
Matej Praprotnik	RTVSLO
Anissa Saudemont	Spark
Trevor Ó Clochartaigh	TG4



2.2.1b Project Technical Committee (PTC),

- led by Prof. Pablo Cesar (CWI) + leaders of work packages

PTC is responsible for planning and overall monitoring of the execution of project deliverables. It is chaired by the project's technical lead Prof. Pablo Cesar and populated by members of the core technical team. Meetings of PTC will take place as often as required but at least three times a year in order to ensure alignment between partners, share experiences, and mitigate risks. The PTC will report progress to the GA on a regular basis and will coordinate closely with the CT to manage technical risks.

Table 2: PTC members

Project Technical Committee (Work Package Leaders)		
Name	WP	Partner
Wendy Van den Broeck	WP1	VUB
Niall Murray	WP7	TUS
Pablo Cesar	WP3	CWI
Lyndon Nixon	WP2	MOD
Julien CASTET	WP4	IMM
Camille Françoise	WP5	NISV
Rasa Bocyte	WP5	NISV
Arno Scharl	WP6	WLT

2.2.1c Pilot Management Committee (PMC),

- led by Prof. Wendy Van den Broeck (VUB) + leaders of different pilots

The PMC is responsible for planning and overall monitoring of the TRANSMIXR pilot's execution. It is chaired by the pilots execution WP leader (WP1 – VUB) and populated by the locals' site pilot leaders plus other consortium technical staff where needed. Each local pilot will be organised locally by a team and leader being in charge of the team. Meetings of PMC will take place as often as required but will take place at least three times a year in order to share the experiences and learn from them, to receive and provide support between pilots, to plan different measures, to jointly review objectives, and to collect and deliver good practices. The PMC will report progress to the GA on a regular basis and will coordinate closely with the PTC to manage technical risks. The PMC subsumes the responsibility of the Project Innovation Committee described in the GA.



Table 3: PMC members

Pilot Management Committee (PMC)	
Name	Partner
Wendy Van den Broeck (pilots lead)	VUB
Delphine Ramond / Marie Hospital	AFP
Max Tiel / Rasa Bocyte	NISV
Tupac Martir / Rubin Shah	Satore
Neil Keaveney	TG4
Matej Praprotnik	RTV
Carmela Asero	EBU
Anissa Saudemont	Sparknews

2.2.1d Exploitation and Dissemination Committee (EDC)

- led by Carmela Asero (EBU- Communication and Dissemination Lead), Arno Scharl (WLT- Exploitation Lead) and Johan Oomen (Innovation Lead) + one representative of each partner, specialised in innovation, exploitation and IPR.

The EDC is responsible for planning and monitoring the execution of exploitation as well as communication and dissemination activities. Meetings will take place as often as required but at least twice a year as part of the consortium F2F meetings.

- Creating and timing of press releases and other publicity material;
- Managing issues regarding knowledge management, intellectual property rights, and other issues that might impact project success;
- Assess emerging market trends that could have an impact on the project plan (and continuously revise) the project's exploitation strategy.

Table 4: EDC members

Exploitation, Dissemination and Communication Committee (EDC)	
Name	Partner
Arno Scharl (co-lead)	WLT
Carmela Asero (co-lead)	EBU
Anissa Saudemont	SPARK
Matej Paprotnik	RTV
Marie Hospital	AFP
Trevor Ó Clochartaigh	TG4
Romanas Matulis	BFTC
Max Tiel	NISV



Johan Oomen (Innovation lead)	NISV
Julien Castet	IMM

2.2.1.e EDC sub-committee

The committee was created to assist with communication and dissemination activities owing to the diverse nature of TRANSMIXR stakeholders. It consists of representatives of different use cases able to advise on the messaging and type of content suitable for different audiences identified in the objectives of WP6. The EDC sub-committee is chaired by Rubin Shah (SATORE).

Table 4.1 EDC Sub committee member list

EDC sub-committee	
Name	Partner
Rubin Shah (chair)	SATORE
Max Tiel	NISV
Steffen Wright	NISV
Marie Hospital	SPARK
Agnesta Filatove	BFCT
Laetitia Richez	IMM
Arno Verhofstadt	VUB
Conor Keighrey	TUS

2.2.2 Additional Bodies

The **External Expert Advisory Board (EAB)** is established to deliver advice and guidance at different stages of the project and provide feedback on ongoing project activities and findings (see also Consortium Agreement Chapter 6.5). The board will contain experts from relevant domains (i.e. technical, exploitation, arts and culture), with representatives from academia, industry and public bodies. This board will also further facilitate the effort to establish links to other related projects and activities and for disseminating project results.

EAB members will meet at least once per year via online teleconference. They may be invited to attend consortium meetings. Travel expenses (cost of flight, public transportation, accommodation and daily allowances) accrued by members of the advisory board to attend EAB meetings are reimbursed by TUS (if applicable).



Table 5: List of members of the EAB

External Advisory Board	
Name	Org/ position
Sol Rogers	
Eric Scherer	
Herman Hellwagner	
Graham Thomas	
Emmanuelle Larrocque	
Patrick de Lange	

Finally Anissa Saudemont (from beneficiary Sparknews) was appointed the role of the **Diversity and Inclusion Leader** of TRANSMIXR.

2.2.3 Coordinator

The Coordinator has overall responsibility for ensuring the success of the TRANSMIXR project from inception to completion. The main responsibility of the Coordinator is to ensure the timely and effective overall progress of the project according to the Contract. The Coordinator will monitor project progress, with two reporting periods during the course of the project, at month 18 and month 36. The Coordinator will also have responsibility for quality control of all deliverables and will ensure full ethical compliance. The Coordinator will facilitate communications between the consortium and the Commission.

The Coordinator of the project is Dr. Niall Murray at Technological University of the Shannon (TUS). The Coordinator is supported by the coordination team (CT) and the TUS technical team. The CT consists of the Coordinator, the Project Manager, Agnieszka Kapuścińska (TUS) and Financial Officer, Sarah Keegan (TUS). The Coordinator will be the main contact with the Commission. The Coordinator role is further described in the Consortium Agreement (see **CA 6.4**)

Table 6 : Project Coordination Team

Coordination Team			
Role	Name	Org.	Email
Coordinator	Niall Murray	TUS	nmurray@research.ait.ie
Technical Coordinator	Pablo Cesar	CWI	p.s.cesar@cwil.nl
Innovation Lead	Johan Oomen	NISV	joomen@beeldengeluid.nl
Project Manager	Agnieszka Kapuscinska	TUS	info@transmixr.eu

2.2.3 Work Package Leaders (WPL)s

The TRANSMIXR project is to be delivered through a series of work packages. A WPL is appointed by the Coordinator for each WP. The WPL is responsible for the



day-to-day management and operation of their respective work packages and will deliver regular project reports to the General Assembly, via the project coordinator???

Table 7: Work Package Leaders

Work Package Leaders			
WP	Name	Org	Email
WP1	Wendy Van den Broeck	VUB	wendy.van.den.broeck@vub.be
WP2	Lyndon Nixon	MOD	nixon@modultech.eu
WP3	Pablo Cesar	CWI	p.s.cesar@cw.nl
WP4	Julien Castet	IMM	julien.castet@immersion.fr
WP5	Johan Oomen/ Rasa Bočyte	NISV	joomen@beeldengeluid.nl rbocyte@beeldengeluid.nl
WP6	Arno Scharl/ Max Gobel	WLT	scharl@weblyzard.com goebel@weblyzard.com
WP7	Niall Murray	TUS	nmurray@research.ait.ie

2.3 Project Monitoring Procedures

Operational project management procedures will be implemented as outlined in the TICQA report. Internal project progress will be tracked through:

2.3.1 Work Package Leads meeting - monthly

An E-meeting takes place for the WPLs on the last Wednesday of the month (see **Chapter 6.4**) to track progress, manage risks and follow up on actions. During these meetings, Minutes of meetings (see **Annex B: Minutes of Meeting Template**) and the TRANSMIXR RiskRegister (see **Annex D: Risk Register**) and WPLs meeting action board within the Mastersheet will be updated with new actions. Each action has an owner assigned to it who is responsible for driving the work on the task and reporting on the progress of it back to the Consortium.

2.3.2. Internal progress reports - quarterly

A structured internal progress report highlighting work package (including tasks) progress to date, plans for next quarter, update on actions addressing pre/identified risks as well as newly identified risks will be submitted quarterly. It is submitted to the TRANSMIXR document repository (Google Drive) by the Work package leaders every three months and reviewed by the Coordinator. Structured Internal Report templates have been created for every Work Package separately. They include clear instructions and prompts on what kind of information is required. For the internal report templates see **Annex E: Handbook and Internal Report Templates by Work Package**.



2.3.3 Finance (Effort) reports

Effort reports which highlight planned vs actual spend of personnel months budget per partner and per work package should be submitted every 6 months by adding requested numbers into shared Google Sheet within the centralised Project Master Sheet (see **Annex F**: Internal Effort Report Table)

2.3.4 Reporting towards the Agency

Deliverables and periodic reports are required by the Agency. The times and processes for their submission to the participant portal are documented in **Chapter 4.2** and **5.2**, respectively.

Communication management in **Chapter 6** Communication Management outlines modes of communication including the project document repository, communication channels, different meeting types and conflict resolution.

The Risk Management, Cost, Quality and Ethics management are described respectively in **Chapters 7, 8, 9, and 10**.



3 Scope Management

The scope of the TRANSMIXR project is fixed and will be managed and delivered according to the work package (WP) breakdown documented in the **Grant Agreement ANNEX 1**.

3.1 Work Package Breakdown

Seven work packages (WPs) as per Fig. 2 will be executed by an interdisciplinary team of university & research centres (computer scientists, humanities), technical industry partners (AI, XR, Production, Infrastructure) and use case partners representing TRANSMIXR domains. Managed by WP7, two outward-looking WP5 and WP6 build upon three core technology WPs (WP2, WP3, WP4) - supported and informed by requirements, use cases and integration (WP1).

WP1: Use Cases, Requirements & Innovations defines the user-centred framework that guides the R&D activities, including deep analysis of user, use case and technical requirements. It provides access to the underlying critical cloud & edge infrastructures and carries out successive integration & system tests of WP2-WP4 and WP5 (pilots).

WP2: Multimodal Media Capture, Processing & Understanding develops and implements modular components to acquire, pre-process, enrich and semantically integrate heterogeneous media objects. Automated knowledge extraction and semi-automated curation will produce descriptive metadata (the existing assets for WP3).

WP3: eXtended Reality Media Creation Environment enables distributed, collaborative tools and processes for creating new media experiences for WP1-defined use cases. WP3 will build on the output of WP2 and develop an integrated live studio, facilitating storyteller creations of TRANSMIXR use cases. A core focus will be novel media object formats.

WP4: eXtended Reality Media Experience Environment delivers the TRANSMIXR runtime environment (to be piloted in WP5). It allows end users to consume (and interact with) the experiences created within WP3. It will be multiparty and multidirectional (feedback from users to the system and communication between users).

WP5: Pilots, Evaluation and Transferability across Sectors: Pilot management and execution in an inclusive, ethical and privacy aware manner be the core focus of WP5. It will deploy the technical outputs of WP2-WP4 based on the requirements of WP1 within the TRANSMIXR CCS domains. The deployment strategy is stepwise, with news media & broadcasting, followed by cultural heritage and performing arts. During and post each deployment, feedback to and refinement of the technical systems will occur. As such, an iterative and agile approach, maximising stakeholder perspectives and inputs will be a core part of the developed modular components.



WP6: Dissemination, Exploitation and Communication (DEC) will involve all partners in the planning activities. Involvement of the public and external organisations (incl. from domains outside of the core use case areas) with the objectives and achievements of TRANSMIXR in an inclusive manner is very important to this WP.

WP7: Project Management plans and monitors the project in terms of technical quality, innovation and reporting. Partners have been strategically selected with key roles for each to minimise management overhead, maximise participant engagement (with the key technical, methodological and use case partners having central roles). Privacy, ethics and inclusivity will be a central tenet of TRANSMIXR.

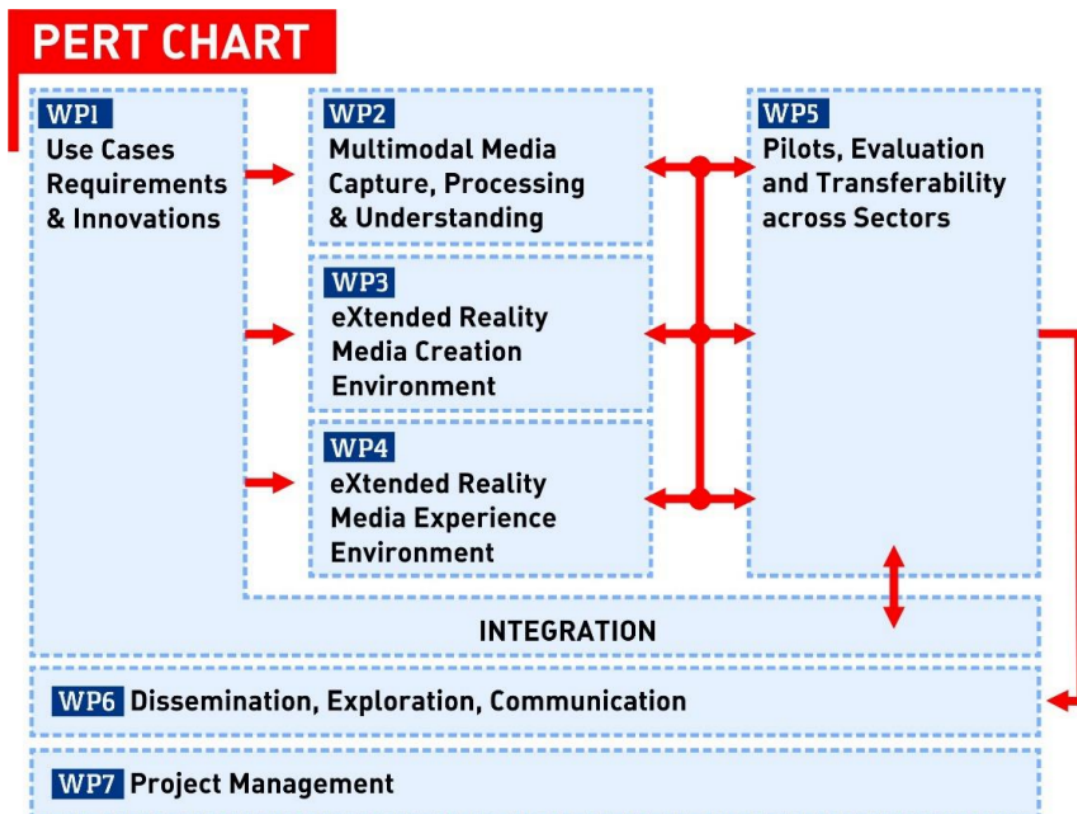


Figure 2: PERT chart of the TRANSMIXR Work packages

For each WP, a WPL coordinates the activities and is responsible for:

- Work package task management plan, in coordination with WP task leaders and all partners in the task;
- The performance and progress of the WP according to the time schedule and monitor the technical quality of the work, to achieve the expected results;
- Coordinating, assigning sub-tasks ownership and preliminary approval of the WP deliverables.

Planning and monitoring the tasks and subtasks within the WP is a responsibility of a WPL. A Task Management template has been developed to be used by WPLs in case they do not already have their own task management system in place. For a snapshot of the template, see **Annex G: Work Package Task Management Plan**.



4 Time Management

4.1 Schedule

The full project schedule is provided in **Annex C: Time Schedule**.

4.2 Deliverables

The Deliverables are one set of channels by which project progress is articulated to the Agency. Deliverables are the responsibility of the WP lead as shown in the **Grant Agreement Annex 1: Deliverables List**.

The repository to use and the process for approval are outlined **Chapter 4.2.1 Deliverable Repository** and **Chapter 9.3 Deliverable Approval Process** respectively. For project success, early delivery is crucial to ensure timely delivery to the Agency via the participant portal. The final draft of the deliverable is to be uploaded to TRANSMIXRShared Google Drive ready for review by peers, **at least 21 working days** before the due date.

Table 8: List of Deliverables

No.	Deliverable name	WP No	Lead	Type
D1.1	UCD methodology and planning	WP1	VUB	R
D1.2	Immersive News Production and Cultural Experiences: Use Cases and User Requirements	WP1	NISV	R
D1.3	TransMIXR Architecture	WP1	CWI	R
D1.4	TransMIXR Platform, Final & Optimised Versions	WP1	WLT	R
D2.1	Initial media ingestion, understanding and summarisation components	WP2	MOD	R
D2.2	Media content metrics / visual analytics dashboards	WP2	WLT	R
D2.3	Final media ingestion, understanding and summarisation components	WP2	MOD	R
D3.1	eXtended Reality Collaborative Environment	WP3	CWI	R/DEM
D3.2	eXtended Reality Media Experience Format	WP3	HSLU	R
D3.3	Live Studio Integration	WP3	CERTH	R
D3.4	Media Delivery and Transmission	WP3	CWI	R
D3.5	Evaluation and metrics	WP3	TUS	R
D4.1	Specs of Alpha and Beta env. versions	WP4	IMM	R



D4.2	Alpha & Beta version of the environment incl. the prototype for capturing data into the environment	WP4	IMM	DEM
D4.3	User Interaction report	WP4	CWI	R
D4.4	User Experience report	WP4	TUS	R
D5.1	Evaluation of the TransMIXR Pilots	WP5	NISV	R
D5.2	Transferability of TransMIXR: Opportunities for Application across Sectors	WP5	BFCT	R
D6.1	Communication & Dissemination Plan	WP6	EBU	R
D6.2	Interim Dissemination and Engagement Report	WP6	BCFT	R
D6.3	Training Programme	WP6	BCFT	R
D6.4	Final Dissemination Report and Exploitation Plan	WP6	WLT	R
D7.1	Technical and Innovation Coordination and Quality Assurance	WP7	TUS	R & DMP
D7.2	Consortium Agreement, Project Monitoring, Administrative Management/Periodic Reporting	WP7	TUS	R
D7.3	Data Management, Ethics and Privacy report	WP7	VUB	R

4.2.1 Deliverable Repository

Deliverables of type R (Report) will be delivered to TRANSMIXR Shared Google Drive prior to consortium approval. When approved by the consortium according to the process outlined in the approval process (see 9.3 Deliverable Approval Process), the deliverable will be submitted to the participant portal for formal approval.

Deliverables of type DEM means the demonstration of the most current version of the platform or software system developed by the consortium to its potential end users. This deliverable also includes key takeaways from the feedback provided by the piloting, workshop, or demonstration participants. The software repository to be used by the consortium is GitLab.



4.3 Milestones

The project milestones, which are based on the deliverables, are listed in Table 9. The list is in due date order.

Table 9: Project Milestones

No	Milestone name	WPs	Means of verification
MS1	Approach for user centred design & living lab methodology defined	WP1	Living Labs methodology ready to be applied. Initial user requirements gathered and use case concepts created. System architecture ready. DMP and ethical guidelines ready.
MS2	Social, Functional and Ethical Requirements defined	WP1- WP4, WP7	Analysis of social and ethical considerations complete. Use case concepts validated and ready to be turned into pilots. Functional requirements for pilots defined.
MS3	First and updated versions of the XR environment ready for pilots	WP1-W P4	Each of the modular software components have passed pre-pilot stage testing.
MS4	Initial evaluation of the pilots	WP1- WP5	Initial evaluation of pilots completed and reported for further technical improvements.
MS5	Intermediate evaluation of the pilots	WP1- WP5	Intermediate presentation and discussion of pilot results with consortium partners (workshop).
MS6	Pilots completed & Final version of the TransMIXR Platform	All WPs	Final evaluation of the pilots completed. Final implementation of the TransMIXR platform released.
MS7	Exploitation, capacity building and transferability actions implemented	WP6	Capacity building and transferability activities completed. Delivery of detailed <i>Intellectual Property Rights (IPR) Agreement</i> and proposed business models that will include overview of individual and joint marketing and sales efforts, partnerships with key industry players.



5. Reporting

There are two types of reporting in the TRANSMIXR project. Towards the Agency via Periodic Reports and internally towards the Coordinator and the Consortium through Internal Progress Reports and Effort Reports.

5.1 Internal Progress Report and Effort Report

5.1.1 The Internal Progress Report

In the TRANSMIXR project internal reports are prepared per Work Package and their submission to the Coordinator is a responsibility of WPLs. The Internal Project Report is a part of the Project Management Handbook created for each Work package separately.

A document called WP Handbook & Internal Progress Report (see Annex E) constitutes two chapters:

- **Chapter I:** is a **Project Management Handbook** dedicated to a specific Work Package. It includes information about the project and WP objectives, tasks, deliverables and deadlines as well as initially identified risks.
- **Chapter II:** is a ready to use template of an **Internal Progress Report**. Internal reports should clearly refer to the information from Chapter I: Work Package Handbook of the document showing how much progress has been made towards achieving the objectives of the project. Foreseen risks and issues are also documented. The information gathered in those internal reports will be used when writing external reports towards the European Commission at M18 and M36.

5.1.2 Internal Effort Report

The personnel months budget already spent by each partner against the DoA is tracked in a shared Google Sheet within the centralised Project Master Sheet. Partners are required to submit their data to the table every 6 months (see **Annex F**). Tracking efforts and financial aspects of the project is in the competencies of the partners and their project managers. The Coordinator only wants to have an overview of the effort by the organisation as a whole and per each work package.

5.1.3 Internal reporting and meetings schedule

The submission of an Internal Progress Report is required on a quarterly basis. Effort reports are submitted every 6 months. WPLs also provide regular updates on the progress of their respective work packages during monthly WPLs meetings.



Internal reporting & meeting schedule

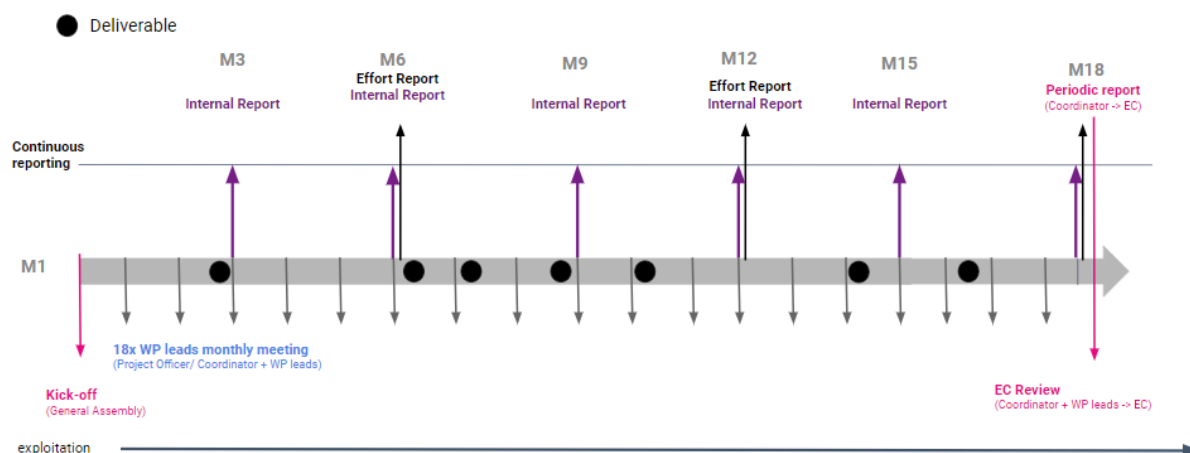


Figure 3 Internal reporting and meeting Schedule

5.2 Periodic Report for the EC

The periodic reports are another set of channels by which project progress is articulated to the Agency. The periodic report is a formal report that must be submitted to the Agency via the participant portal after the end of the official reporting periods (M18 and M36).

The periodic report has two parts: the technical report and the financial report.

- **Technical Report**

The technical report is one of two parts of the periodic report. The technical report has two parts:

- Part A which are structured tables within the participant portal's grant management system;
- Part B which is the overview of the action implementation. Core part of the report with explanations of the work carried out by consortium members during the reporting period and an overview of the progress towards the project objectives, justifying the differences between work expected under Annex I and work actually performed, if any. It must be prepared using the template available in the participant portal Periodic Reporting tool.

- **Financial Report**

The financial report is one of two parts of the periodic report. The financial report consists of structured forms in the participant's portal grant management system including:

- Individual financial statements (**Grant Agreement, Annex 4**);
- The explanation on the use of resources;
- The certificates on the financial statements (CFS), if required.



5.2.1 External reporting and F2F Consortium meeting schedule

The Agency requires Periodic Reports on M18 and M36. The participant portal opens for periodic reporting at the end of the reporting period. There is a 60-day period in which to complete the report. The WP leads also update the Consortium on the progress of their respective work packages during the F2F Consortium meetings every 4-6 months.

Reporting & F2F meeting schedule

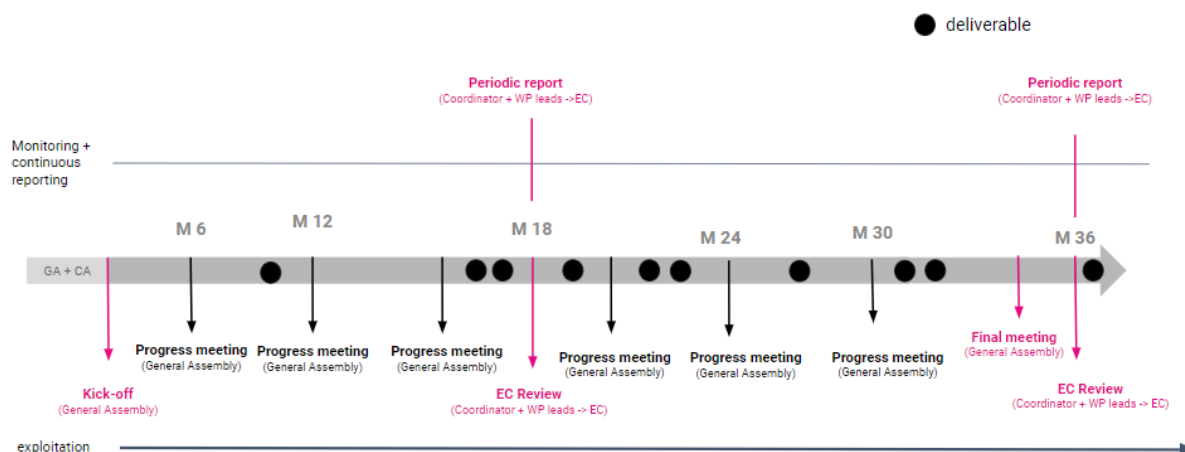


Figure 4: Reporting towards the EC and Consortium Meeting Schedule. (source: Project Management presentation from the KO meeting)

5.2.2 External reporting and review procedures

Procedures for submitting the Periodic Reports are outlined in Article 20 of the Grant Agreement. Please note that all partners must keep time records of the hours worked on the action. The Internal Progress Reports, described in paragraph 5.1.2 will assist partners in keeping track of their efforts in carrying out the tasks.

A pdf version of the technical report part B template is available in the participant portal [at this link](#).

Submission of the periodic reports to the participant portal's grant management system is as follows:

- Technical Report
 - The Coordinator will submit the periodic technical report to the grant management system. Prior to submission of the report, if necessary, the Coordinator will ask each partner for further information/inputs;
- Financial Report
 - The financial reports will be input to the grant management system by each partner. The Coordinator will submit the report when the participant indicates that it is complete.



5.3 Keeping Records – Supporting Documentation

Records and supporting documentation generated during the project must be kept for five years after the payment of the balance. Please refer to **Article 20 of the Grant Agreement** for detailed information.



6 Communication Management

6.1 General

Each beneficiary must immediately inform the Coordinator (who must immediately inform the Agency and other beneficiaries) of events or circumstances that significantly affect a successful outcome of the project. Please refer to **Article 19 of the Grant Agreement** for more information.

6.2 File repository

Google Drive (login required) on the transmixr.eu domain will be the document repository for all documentation grouped into folders corresponding with each WP number (WP1-7) Within each of these folders there are further sub-folders created based on the needs of each WP.

6.3 Day to day communication and collaboration

In order to foster effective remote collaboration on the project partners are asked to maximise the use of Google Workspace online collaboration tools such as Google Docs, Sheets and Slides and their browser environment. We also ask to link all the important outputs, especially deliverables and reports to the Master Sheet (See 6.3.1) by adding Google Drive URL in the relevant field.

6.3.1 Master Sheet as a main point of truth

[TRANSMIXR Master Sheet](#) was created to serve as a Single Point of Truth about the project. It is a collaborative, constantly evolving and live document that combines all the information important for the management of the project. Please note, that there are multiple tabs within this sheet. Currently the tabs are:

- Contacts - an address book of all the people working on the TRANSMIXR with their affiliation and role within the project.
- Roadmap - a gantt chart with a project timeline, upcoming milestones and deliverables + high-level tracking of progress on tasks for better visibility of the progress across teams
- Deliverables - for a quick overview of all project deliverables, partners responsible for leading the works on those deliverables and reviewing them, and deliverable deadlines.
- Risk register - for monitoring risks and proposing mitigation measures
- Effort tracking - for reporting effort spent by each partner and work package
- Communication and dissemination tracking table
- Committees - with lists of members of different project boards
- WP progress monitoring template
- PMB Actions board - for monitoring progress on actions of the PMB meeting
- F2F Actions board - for monitoring topics and actions resulting from General Assembly meetings



The Master sheet is a constantly evolving, living document that should be central to cross-team and cross-partner collaboration on tasks. Partners can create additional tabs as needed. All the links and more detail can be found [in this presentation](#).

6.3.2 Communication channels

Our main communication channel for day to day work communication on the project should be **SLACK** (invite and login required). Additionally email- but we will limit the use of email to more important updates.

Within TRANSMIXR Slack, users are added to user groups based on their role in the project. This allows to quickly notify of all relevant people by tagging the groups as follows:

- @wp-leads - to notify all the work package leaders
- @pm - to notify all project managers / admin staff
- @tech - to notify core technical team

More groups/ tags can be added by request to the Coordinator/ Slack Admin. For better orientation of who is who, partners are asked to add their affiliation next to their name displayed on Slack and fill in their role within the project in their profile info.

6.3.3 Periodic internal newsletter

At the end of each month, TUS will send an internal newsletter to the entire consortium with project updates, progress reports on different WPs key takeaways and actions from the meetings of PMB, WPLs or other committees. It will also include actions and important announcements that need to be communicated to everyone. The aim of this newsletter is to improve the information flow and increase the transparency of activities across different teams.

6.3.4. Communication of actions and next steps following meetings

Meetings of each committee should have 2 outputs:

- **Minutes of meetings** stored in Google Shared Drive and accessible to each member of the consortium
- **Actions/ Next steps noted in the Google Sheet tab** designed for it within the project Mastersheet - Each action/task on the action board should **have an owner assigned** to it. This person is responsible for coordinating the work on the action/task and reporting about the progress of the committee.

6.4 E-meetings

A Work Package Leads meetings will be held monthly on every last Wednesday of the month. The purpose of the meeting is to track progress (what has been done [previous month], what will be done [next month]) and to manage risks and issues that cannot be handled internally by a project partner.

Also Work Package meetings will be organised by leaders of each work package. Their frequency will be based on the needs of specific work packages.



6.5 Consortium Face to Face Meetings

Consortium Face to face (F2F) Meetings will be held at least twice a year where at least one representative from each of the consortium partners must attend.

The General Assembly and PMB meetings will be part of the F2F Meeting agenda.

6.6 Review Meetings

Review meetings will be held at the time of the periodic reviews (M18, M36) with the Agency.

6.7 External Communication

External communications must promote the action and its results. Procedures for visibility of funding, including text to use, are outlined in **Article 17 of the Grant Agreement** and should be followed. The procedures also include the use of the EU logo. See Figure 5 for the EU emblem to be used.

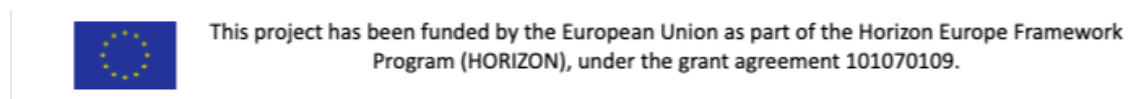


Figure 5: EU Emblem

6.8 Conflict Resolution

As a general rule, TRANSMIXR project management will aim at building and promoting consensus in order to ensure the maximum cooperation within the consortium. However, in the unlikely event that a conflict arises, a majority rule approach will be adopted so that the issue may be resolved through a fair and transparent decision making process.

Decisions will be taken according to the majority of votes (one vote per consortium partner). Where possible, issues will be resolved at WP level; with each consortium partner participant in the WP allocated one vote. Where the issue could not be resolved at the WP level then the matter will be reported to the General Assembly with appropriate supporting evidence, which may include a full report or a presentation of the main issues of contention.

The General Assembly will review the issue and report back with a final decision, which will be taken by majority vote, within one month from receipt of report/presentation. In the unlikely event that the General Assembly cannot resolve a dispute within the consortium on a legal matter, settlement of disputes documented in the CA chapter 11.8 will be followed.

7 Risk Management

7.1 Overview

This chapter outlines TRANSMIXR's approach on planning and executing risk management activities. Risks are uncertain events or conditions that, if they occur, have a positive or a negative effect on the project outcome. A risk has a cause and, if it occurs, an effect. A risk register, in Google Sheet format, will be managed during the lifetime of the project.

Risk identification involves discovery of risks. It is the responsibility of all partners to continuously identify risks using all the project documents, discussions and technology and the partner's technical expertise and project execution experience.

A qualitative risk analysis will be performed for each risk with the partner who identified the risk, the CT and if required, with support of other partners and consortium members. The analysis will involve identifying the impacts and likelihood of occurrence, calculating the risk score and prioritising for a response plan if the risk score is greater than two.

Risk monitoring will be performed by the Coordinator and the person responsible for the resolution action. All risks will be documented in the project risk register (see template Annex H: Risk Register Template). All partners are responsible for ensuring the risk identified by them is included in the risk register. The project manager, Agnieszka Kapuscinska, will maintain the risk register which will be accessible through TRANSMIXR Shared Drive -> Coordination Tools -> Master Sheet -> Risk Register. The risk register will be tracked at monthly WPL meetings. Risks documented in Grant Agreement are documented in both the risk register and in the participant portal's grant management system.

7.2 Risk Register

The risk register has the following fields:

- **Risk No.:** The identify number of the risk format Rxx as in the Grant Agreement;
- **Raised by:** The name of the person who identified the risk;
- **Date Raised:** The date the risk is identified and added to the risk register;
- **Period:** Project timeframe affected by the issue;
- **Description:** description of the risk ideally with the format "that an event will occur if something is done/not done resulting in the impact either negative or positive";
- **Likelihood:** The likelihood (Low, Medium (Med), High) of the event occurring;
- **Impact:** The impact (Low, Medium (Med), High) on the projects outcome if the event occurs;
- **Risk Score:** The risk score is determined from the matrix of likelihood and impact as shown in Figure 6: Risk Score Matrix;
- **Proposed mitigation measures:** The action that will be taken to reduce the likelihood of the event occurring and/or the impact should the event occur;



- **Owner:** The person that is responsible for monitoring the risk and implementing the resolution action;
- **Target Closure Date:** Date when risk should be no longer valid;
- **Date Resolved:** Date when the risk is no longer valid;
- **WP No.:** Number of the work packages affected by the risk.

7.3 Likelihood

Likelihood refers to how likely the uncertain event or condition is to occur. For every identified project risk, the likelihood of the event or condition actually materialising is done by assigning each risk with a likelihood level. There are three likelihood levels: High, Medium, Low.

Table 10 : Levels of Likelihood

Level of Likelihood	Definition
High	Event or condition expected to occur at least once during the project lifetime
Medium	Event or condition may or may not occur during the project lifetime
Low	Event or condition not expected to occur

7.4 Impact Levels

For every identified risk it is important to determine the effect it would cause if the event actually materialised and this is done by assigning each risk with an impact level. For the purpose of this risk assessment, similar to the probability levels used, three impact levels (high, medium and low) are used. The impact of each risk occurring is intended to be measured in terms of the extent of the deviations from the TRANSMIXR project progress on the basis of two main indicators: the project schedule and deliverable/milestone achievement as described in Table 11. The impact values range from 1-3 with 1 being low impact, and 3 being major impact on project schedule and/or deliverable/milestone.

Table 11: Levels of Impact

Level of Impact	Impact	Schedule	Milestone/Deliverable
High	3	Between 6 months and 1 year delay	Non-attainment of the milestone/deliverables goals
Medium	2	Between 1 and 6 months delay	Scope reduction on initial milestone/deliverables goals
Low	1	Less than 1 month delay	Only complex WP tasks delayed



7.5 Risk Matrix

A risk score is calculated for each risk by using the risk matrix. If the likelihood of an event is high and results in a high impact on the project, it is a critical risk whereas if the likelihood of an event is low and results in a high impact on the project, it is a medium risk. The Risk Scores are colour coded in the Risk Register as follows:

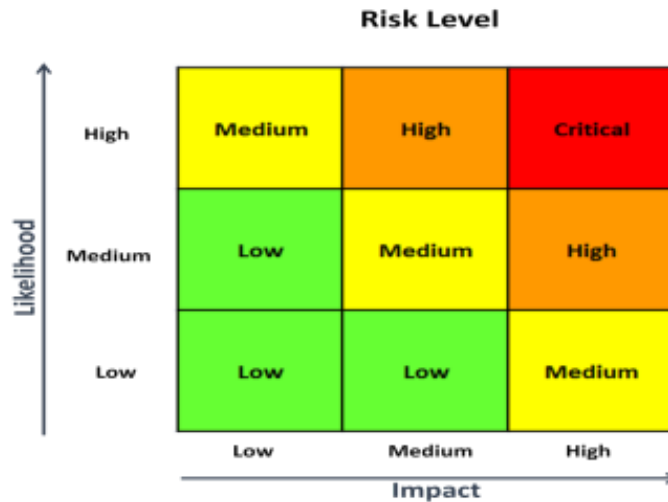


Figure 6: Risk Score Matrix

7.6 Risk Resolution

For the risk analysis it is essential that existing and future mitigation resolution actions are considered. These include putting measures in place to eliminate or reduce the risk, and include providing support to the involved partners, increasing resources, responsibility shifts and work plans amendments.

In the risk register, resolution actions which can be applied to fix the issue/ or reduce its severity are put forward for all identified risks associated with the project deliverables. Each identified risk has a person responsible for resolution. These are the TRANSMIXR partners responsible for making sure that the resolution actions are implemented to mitigate the risk.

The main role of the responsible partner will be to monitor the identified risks and to report the risk status to the project manager (TUS) in the first instance. Responsible partners are not necessarily required to implement resolution actions themselves, but they are responsible to ensure that such actions have been implemented by other/relevant partners. Resolution actions will mainly be decided upon by the General Assembly (for operational related risks) or by the PMB (for strategic issues).



8 Cost Management

Cost management will be monitored as outlined in chapters Periodic Report and Keeping Records – Supporting Documentation. Requests for payment will be as outlined in Article 22 of the Grant Agreement.

9 Quality Management

Administrative quality-control procedures are required to address the planning and execution of the project WPs and tasks and the actual deliverables of each WP. Each WP leader will be responsible for the quality of results generated within its work package. Quality standards have been proposed in the following sub sections.

9.1 WP tasks and processes

Quality management in WP task planning

The WP Task Monitoring Table as described in chapter 3.1 (see “WP Task Management Plan Template” link at Annex G) is optional. A preliminary plan for tasks to be executed within the following 3 months should be submitted as a part of the Internal Periodic Report by the WP leader to TUS by M3. This plan will be updated every 3 months.

Quality assurance of WP tasks

The WPL and task leaders have the responsibility of ensuring that the quality of the task contents and outputs are maintained, and that the tasks are carried out efficiently and are geared to meet the proposed deliverables timeline.

9.2 Deliverables Preparation

All deliverables must be listed on the front page: its title, reference, the version number, the issue date and applicable deliverable/WP number and adhering to TRANSMIXR Data Management Plan (see Annex L: Data Management Plan). For uniformity in all released project documents, all deliverables must use the recommended deliverables template found in the TRANSMIXR Shared Google Drive. For template see link at **Annex J**. The final version, which will be submitted to the participant portal, should be stored as a pdf file on the Shared Google Drive.

File naming

The file naming convention will be outlined in detail in the TRANSMIXR Data Management Plan (see Annex L: Data Management Plan). The File Naming Convention should also be applied for all deliverable reports prepared during the project.

Abbreviations and Acronyms

All abbreviations and acronyms used in the deliverables must be expanded and explained in the first instance of use. The acronyms can then be used thereafter.



However, excessive use of abbreviations and acronyms makes reading difficult and should be limited where possible. That is why it is recommended that their use be limited to a few words commonly employed in the field.

Terminology

All terms, the meaning of which may lead to incomprehension, misunderstanding or ambiguities, must be defined as part of the deliverable documentation. The terminology section is very important, as words are often interpreted in very different ways and thus can seriously affect the understanding of quality requirements.

Quality Assurance of deliverables

All deliverables and project content must be peer reviewed by two partners before publication or distribution outside the TRANSMIXR consortium. The document review process should be preferably done using the "track changes" mode and using comments in the draft document. The "reviewed by" row in the "Deliverables Details" table and the "contributing partners" table on the first page of the deliverable document will also be used to identify and track the internal project reviewers who contributed to improving the quality of the document. The Assurance Report Template (see link in **Annex K**) is completed by each reviewer and submitted to the coordinator.

Deliverable tracking

To follow how draft documents evolve to the final deliverable document, it is necessary that all versions of the deliverables are saved using version names as described in Annex L: DMP- File Naming Convention.

Resubmitted Deliverables

A revision history table must be included in resubmitted deliverables (after the project's review). The table must include the pages that have been updated as well as which part of the recommendations the update covers.

9.3 Deliverable Approval Process

The Work Package Leader will ensure that the responsibility for the preparation of the deliverable has been assigned to one person. This will be subject to a peer review by a review team comprising at least two consortium partners. The peer review team will be assigned and agreed by the PMB per deliverable. Reviewers 1 and 2 have been assigned to each deliverable in our **Mastersheet -> Deliverables**. Deliverables should be submitted to reviewers at least 3 weeks before their deadline. Reviewers should fill in the QA form for each deliverable (**see Annex K: Quality Assurance Report template**). The deliverable must meet the acceptable standard indicators outlined in chapter 9.5. Following a review, if necessary, the person responsible for the deliverable will make the changes to the report and upload the updated report to TRANSMIXR Shared Google Drive. These steps will be repeated until the deliverable meets an acceptable standard. When the quality of the document reaches the required standard, the document will be sent to the coordinator, at least 5 working days before the due date. Once satisfied with the quality of the deliverable, it will be



stored by the author in the TRANSMIXR Shared Drive and the coordinator will submit it to the Agency via the participant portal.

9.4 Software System Deliverable Approval Process

For software components and deliverables, e.g. Unity Package, an accompanying technical document is required that describes the structure and architecture of the software to allow other technical team members to efficiently understand and work with the delivered software component. The report should include a link to the software repository. The report will undergo the same approval process as the deliverable report outlined in chapter 9.3 Deliverable Approval Process.

9.5 Deliverable Acceptable Standard Indicators

To achieve the acceptable standard, the deliverables must meet certain criteria according to the type of deliverable.

All Deliverables

All deliverables must:

- have a filename that meets Annex I: File Naming Convention
- contain an executive summary;
- not include information that is not requested (provide additional information, if necessary, as an annex).

Components/Architecture Deliverable:

The components/architecture deliverables must:

- clearly articulate the architecture;
- have a clear link between requirements and architecture/components;
- articulate the relationship between the major software components (e.g. understanding, creation, experience);
- articulate the relationship between the major software components and architecture deliverables;
- Show interdependencies between the different software components, what each component contributes and the overall function;
- flow and interfaces between the various modular software components.

Ethics approval in Deliverables

For deliverables in WP1 and WP7, specified deliverables must follow the criteria specified in the DMP (see **Annex L: DMP**).

Dissemination Deliverables

The dissemination deliverables must:

- include plans for project communication and dissemination activities; report on planned and completed DEC and stakeholder engagement activities; initial version of the training programme; planning of exploitation of the project results including steps to be taken after the end of the project.



- The dissemination deliverables underpin and support the project's objectives and set out a toolkit of different instruments and multiple channels to deliver targeted messages for the different communities the project aims to engage with for co-design and piloting activities.

Requirements Deliverable

The deliverable (D7.3) data management plan (DMP) must: in addition to including requirements from the end-users, legal, industry, technical, marketing point of view, whatever is relevant to the project, also include methodology, how data was collected, assessed and defined final requirements, who was involved.

Software System deliverables

The software system deliverables must:

- be accompanied by an appropriate system description report which is based on each case. The report could be a description of functionality, interaction among different components (back office and front office), architecture, guidelines for use, online access to the environment where the Agency project officer and the project's reviewer can run the demo/see the produced material, video material with narration.

Pilots deliverables:

Pilots deliverables must:

- align as much as possible to the exploitation planning,
- get feedback from real users,
- provide, when applicable, relevant questions and/or screenshots, links to websites, results of surveys and/or interviews and any other evidence on how you elicited opinions and feedback (for example in the form of brainstorming or focus groups).

The goal here is to share how you involve the relevant stakeholders in the requirements definition procedure by asking appropriate questions.

10 Ethics Management

Ethics management procedures and processes details shall be described in the D7.3 Data Management, Ethics and Privacy report deliverable later in the project.



ANNEXES:

- Annex A: [Consortium Agreement](#)
- Annex B: [Meeting Minutes Template](#)
- Annex C: [Time Schedule](#)

	A	B	C	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR
			Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	
1	WP1 Use Cases, Requirements & Innovations																																							
2	T1.1 User Centric Methodology																																							
3	T1.2 Requirements Analysis																																							
4	T1.3 Definition and Design of Use Cases																																							
5	T1.4 System architecture																																							
6	T1.5 Platform Integration and API Framework																																							
7	WP2 Multimodal Media Processing & Understanding																																							
8	T2.1 Multimodal media ingestion																																							
9	T2.2 Multimodal media understanding																																							
10	T2.3 Multimodal media summarisation and visualisation																																							
11	T2.4 Content metrics and visual analytics dashboard																																							
12	WP3 Extended Reality Media Creation Environment																																							
13	T3.1 Immersive Reality Media Content Creation Environment																																							
14	T3.2 Extended Reality Media Experience Format																																							
15	T3.3 Live Studio Integration																																							
16	T3.4 Media Delivery and Transmission																																							
17	T3.5 Evaluation and metrics																																							
18	WP4 Extended Reality Media Experience Environment																																							
19	T4.1 Experience Engine																																							
20	T4.2 User Interaction																																							
21	T4.3 Social & Collaborative VR Environment																																							
22	T4.4 User Experience and Audience Analytics																																							
23	WP5 Pilots, Evaluation and Transferability across Sectors																																							
24	T5.1 Narrative Conceptualisation and Content Production																																							
25	T5.2 Deployment of the Pilots																																							
26	T5.3 Evaluation and Impact Assessment																																							
27	T5.4 Transferability across sectors / appl. domains																																							
28	WP6 Communication, Dissemination and Exploitation																																							
29	T6.1 Communication and Dissemination																																							
30	T6.2 Partnerships, Stakeholder Eng. & Capacity Building																																							
31	T6.3 Impact Metrics and Optimization																																							
32	T6.4 Exploitation and Business Planning																																							
33	WP7 Project Management																																							
34	T7.1 Technical & Innovation Coordination and QA																																							
35	T7.2 Coordination, Administrative & Financial Management																																							
36	T7.3 Data Management, Ethics and Privacy																																							
37	Milestones																																							
38	M51 User-Centred Design and Living Lab Methodology																																							
39	M52 Social, Functional and Ethical Requirements																																							
40	M53 V1 of Distributed XR Environment Ready for Pilots																																							
41	M54 Initial evaluation of the pilots																																							
42	M55 Intermediate evaluation of the pilots																																							
43	M56 Final Version of Distr. XR Environment: Pilots Evaluated																																							
44	M57 Exploitation, Capacity, Transferability Completed																																							
45	Suggested timeline																																							

Annex D: [Risk Register](#)

Annex E: [Handbooks and Internal Report Templates by WP](#)

Annex F: [Internal Effort Report Table](#)

Annex G: [WP Task management template](#)

	A	B	C	D	E	F	G	H	I	J	K
4	Del. No.	Deliverable Subtask description or name	Lead	Participants	Status	Review needed from (if applicable)	Start date	Due date	Issue? Risk? Bug? please describe	Output/Work in progress URL:	
5	E.g. D1.1	E.g. UCD methodology and piloting: Description of the UCD methodology. Provides details on:	VUB	E.g. RTVSLO, SATORE, NISV...	in progress		DD/MM/YYYY	03/2023			
6		- Lorem ipsum	VUB	wendy.van.den.broeck@vub.be	in progress		DD/MM/YYYY	03/2023			
7		- Lorem ipsum	VUB	wendy.van.den.broeck@vub.be	done		DD/MM/YYYY	03/2023			
8		- Lorem ipsum	VUB	Arno.Verhofstadt@vub.be	not started		DD/MM/YYYY	MM/YYYY			
9		- Lorem ipsum	VUB	Arno.Verhofstadt@vub.be	not started		DD/MM/YYYY	MM/YYYY			
10		- Lorem ipsum	VUB	Arno.Verhofstadt@vub.be	not started		DD/MM/YYYY	MM/YYYY			
11		- Lorem ipsum	VUB	Arno.Verhofstadt@vub.be	not started		DD/MM/YYYY	MM/YYYY			
12	E.g. D1.2	Immersive News Production and Cultural Experiences: Use Cases and User Requirements: A living document	APP	E.g. RTVSLO, SATORE, NISV,	not started		DD/MM/YYYY				
13		Use Case 1 dedicated co-creation session 1	APP		issue		DD/MM/YYYY	MM/YYYY			
14		Use Case 1 dedicated co-creation session 2	APP		not started		DD/MM/YYYY	MM/YYYY			
15		Use Case 2 dedicated co-creation session 1	APP		not started		DD/MM/YYYY	MM/YYYY			
16		Use Case 2 dedicated co-creation session 2	APP		not started		DD/MM/YYYY	MM/YYYY			
17			APP		not started		DD/MM/YYYY	MM/YYYY			
18			APP		not started		DD/MM/YYYY	MM/YYYY			
19			APP		not started		DD/MM/YYYY	MM/YYYY			
20			APP		not started		DD/MM/YYYY	08/2023			
21			APP		not started		DD/MM/YYYY				
22			APP		not started		DD/MM/YYYY				
23			APP		not started		DD/MM/YYYY				
24			APP		not started		DD/MM/YYYY				
25			APP		not started		DD/MM/YYYY				



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Annex H: Action from a committee meeting board example

TRANSMIXR project master sheet

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Dependencies

Meeting date	Due date	Priority	Action	Dependencies	Owner	Status	notes
15/02/2022		highest	Ratification of the members of different committees and boards		@all	done	
15/02/2022	24/02/2023	highest	All WPLs to send a monthly newsletter to all about their progress		agnieszka.kapuscinska@ait.ie	in-progress	We want to ensure that partners who are not WPLs are involved in the development
15/02/2022	24/02/2023	highest	Quality Assurance procedures for pilots and technology outputs Next F2F meeting		agnieszka.kapuscinska@ait.ie	in-progress	part of D7.1 report. Agnieszka to tag Wendy, Pablo, Johan, Marie?
15/02/2022		highest	Are partners using Slack or do we need a mailing list - niall follow up - how do people reach partners directly - Lyndon used the master excel for this.		Niall Murray	not started	Niall to chat to Wendy
15/02/2022		high	XR collab: Establish collaboration with othper XR projects		Niall Murray	in-progress	Niall has already initiated discussion. First meeting is scheduled
15/02/2022		high	XR collab: Cross over presentation of what each project is working on		Niall Murray	in-progress	
15/02/2022		high	XR collab: Make a list of who know whom, where do we have common links and make these people point of contact		agnieszka.kapuscinska@ait.ie	in-progress	follow up on what that is
15/02/2022		high	XR collab: Joint dissemination action		asero@ebu.ch	in-progress	at a later stage
15/02/2022		high	Niall to follow up with PO regarding scientific publications		Niall Murray	not started	
15/02/2022		high	Create a plan of scientific publications.		Niall Murray	not started	
15/02/2022		high	Use cases for the pilots - can we have some standardised material to show. E.g a storyboard.		mtiel@beeldengeluid.nl	not started	find a person to create storyboards in unified style for dissemination purposes
15/02/2022		medium	Can we present some early results at MMSP?		aljosa.smolic@hslu.ch	done	Academic papers- difficult to define a plan. We will be reactive. Concentrate more on
15/02/2022		medium	How do we support partners who organise events as a group to help them make it a success?		@TUS	in-progress	High-level plan of where we want to be present. Share with everybody
15/02/2022		medium	Transmixr on IMX?		Lyndon Nixon@modul.ac.at	done	Lyndon is organising a workshop. Too early for a stand
22/02/2023		highest	Spring School- Niall to call PO about it		Niall Murray	not started	

Annex J: [Document Template](#)

Annex K: [Quality Assurance Report Template](#)

Annex L: [Data Management Plan](#)

