An Integrated Solution for Sustainable Care for Multimorbid Elderly Patients with Dementia

CAREPATH

WP1: Project Management

D1.3: Quality Assurance Plan

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Executive Summary

The purpose of this document is to present the Quality Assurance Plan (QAP) for the CAREPATH project, and is designed to facilitate cooperation in the CAREPATH project by defining rules and standards for day-to-day activities. The intention is for all project partners to have a common understanding and reference to the methods and procedures, with particular emphasis on the contractual obligations towards the European Commission.

It includes an overview of the project and workplan along with the organization of the management team which ensures that the proposed work is delivered on time and at a high level of quality.

The Quality Assurance Plan summarises the project organisation and management structure, as was initially presented in the Description of Action, Grant Agreement [1] and Consortium Agreement, and provides guidelines that if used with discipline, will reduce project overhead, alleviate project management for all beneficiaries and increase the efficiency and quality of the work.

The quality control procedures that have been put in place for meetings and communication in the project are outlined next. The development of deliverables and outputs are described, including the steps in planning, preparing and reviewing. Finally, the document details the quality control procedures for project management, including reporting principles and content for regular progress reporting.

One important aspect that this QAP will need to address, is the risks that can be encountered in the CAREPATH system. Therefore, risk identification, risk management, and mitigation (contingency) plans are also presented in this document, based on their identification and evaluation at the proposal stage. Indeed, the CAREPATH project deals with a large number of scientific and technical risks that are related to the technologies relevant to the project. A number of the risks are related to external factors like technology roadmaps and economic and market developments that determine the cyclic character of technology innovations and introductions. Other risks are related to internal research results that may not be sufficient for use by subsequent project tasks Potential additional risks that will be identified during the project will be added, along with the measures proposed and/or implemented to correct them.

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