

# Project Management Plan

## Deliverable 6.1

Work package: **WP6**

Dissemination level: **PU**

Lead partner: **ITHACA**

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Due date: **30/04/2026**

Submission date: **15/05/2026**



The OVERWATCH project has received funding from the Horizon Europe call “HORIZON-EUSPA-2021”, topic HORIZON-EUSPA-2021-SPACE-02-52, under agreement No. 101082320

Deliverable	Project Management Plan
Deliverable No.	D6.1
Work Package	6
Dissemination Level	PU
Nature <sup>1</sup>	R
Author(s)	Dequal L. (ITHACA)
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Date	30/05/2023
Status	second issue
Version	4.0
Reviewed by (if applicable)	

Deliverable abstract	The Project Management Plan defines how the OVERWATCH project will be managed, executed and controlled.
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<sup>1</sup> Nature of the deliverable: **R** = Report, **P** = Prototype, **D** = Demonstrator, **O** = Other

## Table of Content

Document revision history .....	4
List of authors, contributors and reviewers .....	4
Abbreviations .....	5
1. Introduction .....	6
1.1. Purpose of the Project Management Plan .....	6
1.2. Scope .....	6
1.3. Preparation and updates .....	6
1.4. Referred Documents .....	6
2. OVERWATCH Project Description .....	7
2.1. Project Objectives .....	7
2.2. Consortium .....	7
2.3. Work Breakdown Structure .....	8
2.3.1. Timing of the WPs and their components .....	8
2.3.2. Deliverables .....	11
2.3.3. Milestones .....	12
2.4. Budget .....	12
3. Project Management Processes .....	15
3.1. Management tools .....	15
3.1.1. ICT tools: Microsoft Teams (OVERWATCH Project) .....	15
3.1.2. Tools for actions monitoring .....	16
3.1.3. Tool for effort monitoring .....	17
3.2. Project meetings .....	17
3.2.1. Monthly overall coordination meetings .....	18
3.2.2. WP periodic meetings .....	18
3.2.3. Quarterly Progress meetings .....	18
3.3. Reporting .....	18
3.3.1. Quarterly Progress Reporting to the EUSPA .....	19
3.4. Document repository .....	19
3.4.1. Background Technical Documentation .....	19
3.4.2. Deliverables .....	20
3.4.3. Other Documents .....	20

## Tables

Table 1 – OVERWATCH Consortium .....	7
Table 2 – List of extended WPs.....	8
Table 3 – List of deliverables .....	12
Table 4 – List of milestones .....	12
Table 5 – OVERWATCH budget revised as per Amendment (Annex 2) .....	14
Table 6 – Meetings frequencies (as of 30/04/2026).....	17

## Figures

Figure 1: Pert chart.....	9
Figure 2: OVERWATCH Gantt chart showing the extension applied to task T2.2, T2.3, T4.2, T4.3, T4.4 and whole WP5 and WP6 (from M36 to M42).....	10
Figure 3: OVERWATCH Action Log – WP2 (Illustrative only).....	16
Figure 4: OVERWATCH Effort monitoring (illustrative only) .....	17

## Document revision history

Version	Date	Modification reason	Modified by
1	13/04/2023	First issue	Luciana Dequal, Vanina Fissore
2	28/04/2023	Integration of revisions, final version	Luciana Dequal, Vanina Fissore
3	30/05/2023	Revision according to reviewers' comments	Luciana Dequal, Vanina Fissore
4	30/04/2026	Second issue	Luciana Dequal, Vanina Fissore

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4	Nelson Matos	Reviewer versions 1-3	ISQ

## Abbreviations

AFM	Admin and Financial Manager
CDM	Communication and Dissemination Manager
D	Deliverable
DM	Data Manager
DoA	Description of the Action
DR	Deliverable Responsible
ESM	Privacy, Ethics and Security Manager
EUPr	EU Portal referent
GA	Grant Agreement
PMP	Project Management Plan
PO	Project Officer (EUSPA)
PC	Project Coordinator
PM	Project Manager
PMs	Person Months
QPR	Quarterly Progress Report
REVRs	Reviewers
RfC	Request for Change
SM	Stakeholder Manager
TM	Technical Coordinator
WP	Work Package

# 1. Introduction

## 1.1. Purpose of the Project Management Plan

The present document is the second issue of *D6.1 Project Management Plan* provided at M6. The purpose of this document is to provide updates related to the management, execution and control of the project.

## 1.2. Scope

This document applies to all activities aimed to achieve the overall goal of the OVERWATCH project, by setting a common framework for the different project activities to operate efficiently, including all coordination and management actions, as well as communication and dissemination activities and other activities and strategies to maximize the impact of the project.

The intended audience of this PMP are all internal project stakeholders including all members of the project team.

This document has been updated considering all processes/actions occurred until the closure of the project, flowing into the present issue n.2.

## 1.3. Preparation and updates

This PMP has been prepared and updated by the PC and the AFM based on the GA and the activities performed during the project. The PC and the AFM ensured adherence of all project activities to the processes and procedures promoted by the PMP and executed the efficient implementation of this plan and monitor and control its overall performance.

The PMP has been reviewed and updated by the PC and the AFM throughout OVERWATCH's life cycle. Revisions to the PMP have been submitted to the Project Team.

## 1.4. Referred Documents

Due to the partner beneficiary termination of ROBOTTO, the Consortium requested an amendment of the GA on 20 February 2025 and asked for 6 months of extension of the project to be able to complete the foreseen activities, achieve the results and meet all deliverables and milestones.

This PMP, therefore, refers to the amended version of the GA (v1.0) that served as an input to update the present issue n.2 of the PMP.

Document Title	Version	Date
<b>AMENDMENT No AMD-101082320-6 Project: 101082320 - OVERWATCH</b>	1.0	13/05/2025

## 2. OVERWATCH Project Description

### 2.1. Project Objectives

OVERWATCH aimed to develop an intuitive and decentralised crisis management system to support disaster response across different phases of an emergency. Leveraging EGNSS and Copernicus services, the project integrated EO and drone data through advanced AI techniques to provide accurate and actionable information. The system included a backend platform for data management and an AR-based interface offering an immersive overview of the crisis scenario. The solution was validated through demonstrations in two different countries.

### 2.2. Consortium

The Consortium of the OVERWATCH project was originally composed by 10 partners from 5 European countries, until M21 (20 February 2025) when beneficiary nr 5 ROBOTTO asked to terminate its participation in the project. Five Industrial/SMEs, 4 Research & Technology Organisations and 1 Public Organisation are represented, having together the necessary capabilities to accomplish the established project goals.

1	ITH	ITHACA S.R.L.
1.1	LINKS	FONDAZIONE LINKS - LEADING INNOVATION & KNOWLEDGE FOR SOCIETY
2	ISQ	INSTITUTO DE SOLDADURA E QUALIDADE
3	CBK	CENTRUM BADAN KOSMICZNYCH POLSKIEJ AKADEMII NAUK
4	ENG	ENGINEERING - INGEGNERIA INFORMATICA SPA
5	ROBOTTO (until M21)	ROBOTTO CO APS
6	INESCTEC	INESC TEC - INSTITUTO DE ENGENHARIA DE SISTEMAS E COMPUTADORES, TECNOLOGIA E CIENCIA
7	HOLO	HOLO-INDUSTRIE 4.0 SOFTWARE GMBH
8	CINAMIL	EXERCITO PORTUGUES
9	ALPHA	ALPHA CONSULTANTS S.R.L.

Table 1 – OVERWATCH Consortium

## 2.3. Work Breakdown Structure

The six Work Packages that group the activities were maintained over the whole project lifetime. After the Amendment, the Work Packages listed below were extended to allow the partners to complete the foreseen activities, achieve the results and meet all deliverables and milestones:

WP Nr	WP name	WP leader	Start Month	Original End Month	Extended End Month
2	In-field technologies empowered by EGNSS and AI	LINKS	6	28	38
4	System integration, validation and fine-tuning	ISQ	7	36	42
5	Dissemination, communication & exploitation	ALPHA	1	36	42
6	Project management	ITH	1	36	42

Table 2 – List of extended WPs

For WP1 and WP3 original end date remain valid (i.e. respectively, M7 and M29).

### 2.3.1. Timing of the WPs and their components

The six Work Packages maintained the initial structure along the whole project lifetime, with the only exception, as above reported, for some Tasks, of additional months of extension depending on the time required to reach the goal of the specific activity. No changes were made in terms of content of WP nor type of activities.

Consequently, for each WP, the original aim remains valid, as follow:

WP1 Human-centered design: definition and detailing of end-user needs along with suitable use cases and mapping of all technical and functional requirements for the involved technologies, which entails the strong collaboration between technical partners and domain experts;

WP2 In-field technologies empowered by EGNSS and AI and WP3 Geospatial AR Decision Support System: development of the several modules, technologies and additional services and their integration;

WP4 System integration, validation and fine-tuning: in-field testing, demonstration and qualification activities to test the system;

WP5 Dissemination, communication & exploitation: dissemination, communication and project results exploitation activities;

WP6 Project Management, coordination of the partners and activities, administrative and financial aspects of the project.

With specific regard to timing, the following are the Tasks for which extension was necessary and consequently applied:

- (WP2) *Task 2.2 – Accurate and secure drone mapping using advanced EGNSS signals and services; Task 2.3 - Drone design, assembly, and testing.* Extension applied: +10 months: from M28 to M38.
- (WP4) *T4.2 - Iterative system integration and fine-tuning; T4.4 - Field demonstration & feedback workshops;* Extension applied: +6 months (from M36 to M42); *T4.3 - End-user training;* Extension applied: + 8 months (from M31 to M39)

- (WP5) All tasks: *T5.1 - Dissemination and communication, Task T5.2 – Market assessment and business plan, Task T5.3 – International cooperation and synergies, Task T5.4 - Exploitation of project results*; Extension applied: +6 months (from M36 to M42);
- (WP6) All tasks: *T6.1 - Project management; T6.2 - Data and IPR management; T6.3 - Security, privacy and ethics*; Extension applied: +6 months (from M36 to M42).

Figure 1 shows the project Pert chart without any modification respect to the original one, explaining the interconnections between WPs, while the updated project Gantt chart is provided in Figure 2, depicting the timing, and extensions - when applicable - of the different WPs.

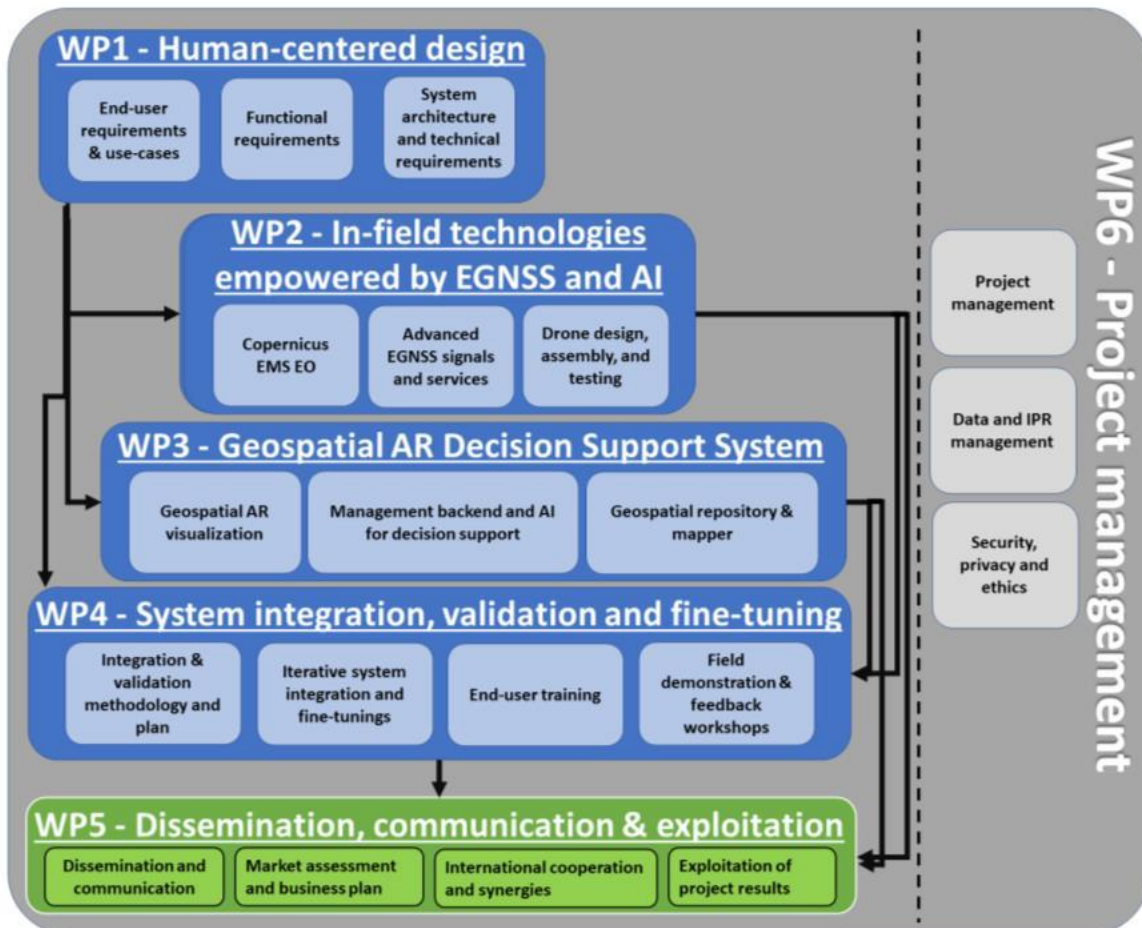


Figure 1: Pert chart



## 2.3.2.Deliverables

After GA amendment, the number of deliverables produced in the project raised from the original number of 32 to 34, to also include two additional Quarterly Progress Reports, QPR 13 and QPR 14, to cover the additional 6 months of project extension. Table 3 reports the 34 deliverables with updated due time: in red colour, deliverables for which extension was necessary, while in black colour deliverables for which no extension was required.

<b>Del. No</b>	<b>Deliverable Name</b>	<b>Lead Beneficiary</b>	<b>Diss. Level</b>	<b>Due Date</b>
<b>D1.1</b>	End-users requirements	CINAMIL	PU	31 Mar 2023
<b>D1.2</b>	Functional/Technical requirements & System architecture	ENG	PU	31 May 2023
<b>D2.1</b>	Report on AI algorithms exploiting Copernicus EMS EO data and in-field acquisitions	CBK	SEN	28 Feb 2025
<b>D2.2</b>	Report on drone mapping supported by EGNSS services	LINKS	SEN	31 Dec 2025
<b>D2.3</b>	Drone development report	INESCTEC	SEN	31 Dec 2025
<b>D2.4</b>	Report on fallback communication system	INESCTEC	PU	28 Feb 2025
<b>D3.1</b>	AR Geospatial holographic map	HOLO	SEN	31 Mar 2025
<b>D3.2</b>	Management system and AI decision support	ENG	SEN	31 Mar 2025
<b>D3.3</b>	Geospatial repository & mapper	ENG	SEN	31 Mar 2025
<b>D4.1</b>	Integration & validation methodology and plan	ISQ	PU	31 Jul 2023
<b>D4.2</b>	Report on integration and fine-tuning	ENG	PU	31 Oct 2025
<b>D4.3</b>	Report on system demonstration, feedback workshops and training activities	CINAMIL	PU	30 Apr 2026
<b>D5.1</b>	Dissemination and Communication Plan	ALPHA	PU	30 Apr 2023
<b>D5.2</b>	Report on Dissemination and Communication activities	ALPHA	PU	30 Apr 2024
<b>D5.3</b>	Market assessment and Business plan	ALPHA	SEN	30 Apr 2024
<b>D5.4</b>	Synergies & collaboration report	CBK	PU	30 Apr 2026
<b>D5.5</b>	Exploitation plan and first exploitation activities	ITH	SEN	30 Apr 2026
<b>D6.1</b>	Project Management Plan and execution	ITH	PU	30 Apr 2023
<b>D6.2</b>	Data management plan	ITH	PU	30 Apr 2023
<b>D6.3</b>	Privacy, ethics and security report	ALPHA	PU	31 Oct 2023

<b>D6.4</b>	Quarterly Report 1	ITH	SEN	31 Jan 2023
<b>D6.5</b>	Quarterly Report 2	ITH	SEN	30 Apr 2023
<b>D6.6</b>	Quarterly Report 3	ITH	SEN	31 Jul 2023
<b>D6.7</b>	Quarterly Report 4	ITH	SEN	31 Oct 2023
<b>D6.8</b>	Quarterly Report 5	ITH	SEN	31 Jan 2024
<b>D6.9</b>	Quarterly Report 6	ITH	SEN	30 Apr 2024
<b>D6.10</b>	Quarterly Report 7	ITH	SEN	31 Jul 2024
<b>D6.11</b>	Quarterly Report 8	ITH	SEN	31 Oct 2024
<b>D6.12</b>	Quarterly Report 9	ITH	SEN	31 Jan 2025
<b>D6.13</b>	Quarterly Report 10	ITH	SEN	30 Apr 2025
<b>D6.14</b>	Quarterly Report 11	ITH	SEN	31 Jul 2025
<b>D6.15</b>	Quarterly Report 12	ITH	SEN	31 Oct 2025
<b>D6.16</b>	Quarterly Report 13	ITH	SEN	31 Jan 2026
<b>D6.17</b>	Quarterly Report 14	ITH	SEN	30 Apr 2026

Table 3 – List of deliverables

### 2.3.3. Milestones

The following Milestones list, used to monitor the progresses of the OVERWATCH project, has been updated accordingly to the amended GA thus including the project extension. Milestones for which extension was necessary are reported in red colour.

ML #	Resp.	Title / Description	Target date
1	ITH	Kick-off meeting	30/11/23
2	ALPHA	DMP and D&C plan available	30/04/23
3	CBK	User and system requirements definition	31/03/23
4	ISQ	Architecture and technical requirements defined, first draft for integration plan	30/09/23
5	ITH	Mid-Term Review + Implementation Review (MTR)	30/04/24
6	ENG	OVERWATCH system ready for public demonstrations	31/12/25
7	CINAMIL	Demonstrations and User Feedback Workshop	30/04/26
8	ITH	Final project meeting	30/04/26

Table 4 – List of milestones

## 2.4. Budget

The following table presents the overall budget of the OVERWATCH project, aggregated by Partner and by cost category.

As regards subcontracting activities, here follows a brief explanation of the costs foreseen:

LINKS: € 10.000 for image labelling – a labelling campaign to fine-tune the supervised machine learning algorithms that will be trained for flood and fire mapping

ALPHA: € 34.000 for dissemination & communication

Corporate design € 6.000

Website € 10.000

printed and digital materials €10.000

videos € 8.000

<b>N o</b>	<b>Beneficiar y</b>	<b>Personnel costs/€</b>	<b>Subcontractin g costs/€</b>	<b>Purchase costs - Travel and subsistence /€</b>	<b>Purchase costs - Equipment/€</b>	<b>Purchase costs - Other goods, works and services/€</b>	<b>Indirect costs/€</b>	<b>Total eligible costs</b>	<b>Maximum EU contributio n to eligible costs</b>
1	ITH	250.000,00	-	11.000,00	-	9.500,00	67.625,00	338.125,00	236.687,50
2	LINKS	310.100,00	10.000,00	11.000,00	-	22.000,00	85.775,00	438.875,00	438.875,00
3	ISQ	187.050,00	-	13.000,00	-	12.000,00	53.012,50	265.062,50	265.062,50
4	CBK	177.750,00	-	20.500,00	3.600,00	18.500,00	55.087,50	275.437,50	275.437,50
5	ENG	373.500,00	-	11.000,00	-	-	96.125,00	480.625,00	336.437,50
6	ROBOTTO	225.030,45	-	2.547,10	1.205,38	-	57.195,73	285.978,66	200.185,06
7	INESCTEC	231.951,95	-	17.000,00	-	79.000,00	81.987,99	409.939,94	409.939,94
8	HOLO	303.125,00	-	11.000,00	20.000,00	-	83.531,25	417.656,25	292.359,38
9	CINAMIL	188.000,00	-	20.500,00	-	-	52.125,00	260.625,00	260.625,00
10	ALPHA	285.600,00	34.000,00	11.000,00	-	-	74.150,00	404.750,00	283.325,00
	<b>TOTALS</b>	<b>2.510.117,00</b>	<b>44.000,00</b>	<b>128.547,10</b>	<b>24.805,38</b>	<b>141.000,00</b>	<b>706614,9 7</b>	<b>3.577.074,85</b>	<b>2.998.934,38</b>

Table 5 – OVERWATCH budget revised as per Amendment (Annex 2)

## 3. Project Management Processes

The originally identified management processes for reporting project's progress, exchanging pertinent information, and quality assurance, have been adopted through the whole project lifecycle.

### 3.1. Management tools

The adopted management tools can be grouped in:

- ICT tools
- Tools for actions monitoring
- Tools for effort monitoring

#### 3.1.1. ICT tools: Microsoft Teams (OVERWATCH Project)

The OVERWATCH Microsoft Team that was created and shared with all the partners at the very beginning of the project was used for the entire project lifetime; it guaranteed safe and proper documentation organization and exchange.

The Team was organized in the following channels, available to the involved partners:

1. General
2. WP1
3. WP2
4. WP3
5. WP4
6. WP5
7. WP6

Microsoft Teams (Project OVERWATCH) served as the Consortium's primary document store and collaboration hub. Electronic documents have been stored, searched for, tracked, and reported using this web-based collaborative platform (connected with Microsoft Office). The Consortium also made use of Microsoft Teams' other essential features, including calling, video and online meetings, screen sharing, file sharing, and instant messaging. It has been heavily utilized specifically for remote meetings and videoconferences, as an alternative to physical meetings. The only people who could access it are Consortium members.

All the key documents and data pertinent to the OVERWATCH project have been included in these tools, which the PC has generated. More specifically, they include at least:

- Contact information for the Consortium, along with roles from the WP to Task levels and for any pertinent activity or issue (e.g., communication or ethics and security). It is the duty of each partner to update this information;
- A "General" channel and a channel for each WP where all partners can access the pertinent documents. Moreover, for each channel the following features were made initially available:
  - a file repository ("Shared") which contains all the documentation that needs to be shared among the partners (i.e. recordings and minutes of the meetings, draft documents, presentations, templates, deliverables...). Updates to linked folders (such as the upload of pertinent files) will be handled by WP and Task Leaders; within each single file repository, subfolders have been created for single Tasks and one unique folder for deliverables. Moreover, the relative WP leader had the right to add any other folder retained important to simplify the collection and exchange of material.
  - a dedicated calendar ("Calendar"), which keeps track of the meetings, deadlines and relevant events;

- a dedicated chat (“Post”) for quick messaging.
- Communication channel (WP5) where important materials for this activity are gathered. The key person in charge of this channel is the Communication and Dissemination Manager. It includes:
  - Project logo(s) and visual identity,
  - Communication pack, including for example brochures, infographics or videos,
  - Monitoring tools for communication and dissemination activities,
  - Press releases,
  - Templates for project documents (especially for deliverables).

As far as technical data (Earth Observation data, drones images, etc...) are concerned, in addition to Microsoft Teams (Project OVERWATCH), the Consortium adopted a dedicated tool, the open data repository Zenodo, for the storage and sharing of heavy data among partners.

### 3.1.2. Tools for actions monitoring

At the beginning of the project, the PC created an excel file named "OVERWATCH Action Log", that was aimed at reporting and tracking all major actions, open points, future steps, relevant comment, etc... arisen during project meetings. This tool was thought to ensure accurate project progress monitoring and deadline observance, through continuous updating of the tasks by task and WP leaders. Although its adoption was strongly encouraged by the PC rather than made mandatory, the decision to adopt it was left to each WP leader. Generally, the tool was mainly used in the first months of project, when the pathway of activities needed to be clearly traced and many confrontations among partners were necessary, as well as many action items. Once the activities had started and each partner had gained a clear understanding of their role and responsibilities within the project, the tool tended to be used less frequently and, in some cases, was no longer regularly updated. This suggests that the tool was perceived as particularly useful during the initial coordination and alignment phase, while its relevance decreased once the operational workflows had been consolidated. An updated example (extract) for WP2 is provided here below.

Action Log OVERWATCH - WP2 Last status update: 12/05/2026						Status	#
						Open	0
						In Progress	7
						Done	51
						Cancelled	0
						<b>Sum</b>	<b>58</b>

No.	Task	Action Log description	Responsible	Support	Deadline	Status
32	T2.4	Wireless communication issues with access point models	INESCTEC	INESCTEC	04/30/24	Done
34	T2.4	Prepare material for the MTR	INESCTEC	CINAMIL	05/01/24	Done
33	T2.4	Record video in the pilot site	INESCTEC	CINAMIL	30/07/24	Done
35	T2.1	Talk with CBK about flood mapping	LINKS, CBK	CBK	07/10/24	Done
36	T.2.2	Check with ROB for the drone delivery	ROB	LINKS	07/10/24	Done
37	T2.4	Difficulties to find hardware for Wifi6, ests to be run in end of july	INESCTEC	INESCTEC	07/31/24	Done
38	T2.4	Issues with payload for the switch	INESCTEC	INESCTEC	25/10/24	Done
39	ALL	Integration process for services	ALL	ENG	25/10/24	Done
40	T2.2	Perform GNSS tests in Denmark, possibly	LINKS,ROB	ROB	25/10/24	Done
41	T2.1	bilateral meeting with CBK to discuss flood updates	LINKS, CBK	CBK	30/11/24	Done
42	T2.2	Consider asking INESC for navigation testing	LINKS	INESCTEC	12/31/24	Done
43	T2.1	Evaluate Polish videos for AI purposes	CBK	LINKS,ROB	11/30/24	Done
44	T2.4	Final integration, fixing	INESCTEC	INESCTEC	01/31/25	Done
45	T2.1	Deliverable D1	CBK	LINKS	01/31/25	Done
46	T2.2	Deliverable D2	LINKS	ROB,INESC	31/01/25	Done
47	T2.3	Deliverable D2	ROB	LINKS	01/31/25	Done
48	T2.4	Deliverable D2.4	INESCTEC	INESCTEC	31/01/25	Done
49	T2.4	(Nice to have) record some RGB and thermal images in wildfire-hit areas	INESCTEC	INESCTEC	31/05/25	Done
50	T2.2	OSNMA receiver to be shipped by late june	LINKS	INESCTEC	30/06/25	Done
51	T2.3	Customize DJI drone for mapping	INESCTEC	INESCTEC	30/06/25	Done
52	T2.3	Provisioning of the ground station	INESCTEC	LINKS	15/06/25	Done
53	T2.2	Implement service that runs ODM and uploads data	LINKS	INESCTEC	30/06/25	In Progress
54	T2.2	Bilateral meeting with ENG to discuss the orthophotos	LINKS	ENG	15/07/25	In Progress
55	T2.3	Issues with testing before september	INESCTEC	CINAMIL	31/08/25	In Progress
56	T2.2	uBlox HAS/OSNMA receiver to be tested	LINKS	INESCTEC	31/08/25	In Progress
57	T2.3	Send example 3D payload to holo for visualization	LINKS	HOLO	31/07/25	In Progress
58	T2.2	Provide orthorectification tool to INESC	LINKS	INESCTEC	31/07/25	In Progress

Figure 3: OVERWATCH Action Log – WP2 (Illustrative only)



### 3.2.1. Monthly overall coordination meetings

To facilitate the overall coordination of the project and make sure all partners were fully updated on the project activities, monthly plenary meetings were scheduled for the first period of project every second Friday of the month on the Microsoft Teams platform. In these meetings all WP leaders were invited to report to all partners about the activities performed in their WP, the risks encountered and their remedy actions, and the next steps.

### 3.2.2. WP periodic meetings

Periodic online meetings occurred for active WPs, with periodic frequency according to the specific needs.

WP leaders chaired the meetings and facilitated discussion among all partners involved in the WP on open issues and next steps. To document the taken decisions, WP leaders could use the recording tool or the automatic transcription tool, stored in the Teams channels.

### 3.2.3. Quarterly Progress meetings

Every three months, a Progress Meeting was scheduled with the PO, the project REVRs and the PC. In these meetings, the PC was asked to report on the project status, on the activities performed in the relative quarter, on the risks foreseen and on the future steps. Following the meeting, a Quarterly Progress Report was uploaded by the EUPr onto the portal as deliverable (see point 3.3.1.).

The preparation and execution of the Quarterly Progress Meetings with the PO followed a defined procedure here described for the entire project lifetime.

#### Procedure 1: Quarterly Progress Meetings with the PO

Responsible	Timeframe	Action
<b>PO</b>	- 1 month	Confirmation of the meeting date.
<b>PC</b>	- 3 weeks	Ask OVERWATCH WP Leaders for contributions to the meeting presentation regarding the status of each Work Package by sending the latest QPR.
<b>PC</b>	- 1 week	Send QPR draft to PO and REVRs.
<b>PC, PO and REVRs</b>	0	Quarterly Progress Meetings with PO and REVRs.
<b>PC</b>	+ 2 days	Send QPR draft with PO and REVRs' comments to all partners for review.
<b>All partners</b>	+ 1 week	Send comments and suggestions on the QPR draft to the PC.
<b>PC</b>	+ 10 days	Upload the final version of the QPR on the portal as deliverable.

## 3.3. Reporting

Every OVERWATCH beneficiary, including every consortium member, must adhere to a number of reporting guidelines. These techniques offered a useful means to evaluate the project's progress, yet the implementation of more sophisticated internal monitoring procedures is required to guarantee the early identification of any deviation from the project plan and the application of the required corrective measures.

### 3.3.1. Quarterly Progress Reporting to the EUSPA

Every three months, a Quarterly Progress Report was provided to EUSPA and the Reviewers in order to inform them on the progress of the activities. The QPR consists of an excel file which includes the following information:

- Cover sheet: general information on the project (title, duration, partner list, ...)
- Objectives: description of project objectives as defined in the Description of Action
- Meetings: list of meetings that took place and the ones that are planned, with indication of location, dates and involved participants
- Project KPIs: data related to results of the project following the predefined KPIs types
- Deliverables: list of the deliverables and their status
- Quarters: summary of activities performed in the last quarter, their main open issues, risks and mitigating actions, and the next steps/opportunities

The QPR is uploaded in pdf format by the EUPr onto the portal as deliverable every three months. The preparation and delivery of the QPR followed the following defined procedure:

#### Procedure 2: Quarterly Progress Reporting to the PO

Responsible	Timeframe	Action
<b>PC</b>	- 1 month (to end of quarter)	Ask all OVERWATCH consortium partners for contributions to the quarterly report, regarding activities performed, spent PMs, Deliverables, Milestones and Risks.
<b>All OVERWATCH consortium members</b>	- 3 weeks	Send contributions to the QPR, regarding spent PMs, Deliverables, Milestones and Risks to the PC.
<b>PC</b>	- 2 weeks	Review all contributions from the OVERWATCH consortium members and submit the draft report to the PO and REVs.
<b>PC, PO and REVs</b>	- 10 days	Quarterly Progress Meeting
<b>PC</b>	- 1 week	Send QPR draft with PO and REVs' comments to all partners for review.
<b>All partners</b>	- 2 days	Send comments and suggestions on the QPR draft to the PC.
<b>PC</b>	0	Upload the final version of the QPR n the portal as deliverable.

### 3.4. Document repository

The repository of all the documentation necessary to the development of the project is the OVERWATCH Microsoft Teams. A back-up of all documentation is stored on the physical servers at the PC premises.

During the project life cycle, several technical documents have been exchanged among the consortium members, including background technical documentation and project Deliverables.

#### 3.4.1. Background Technical Documentation

Technical Background Information is all the information that is of critical relevance for the activities described in the OVERWATCH DoA to achieve the results established therein and in the GA. This information must be shared within the project consortium in due time. The exchange of background technical documentation is made on the OVERWATCH Microsoft Teams in the relevant channel.

### 3.4.2. Deliverables

The OVERWATCH project foresees a rich list of Deliverables, defined in the GA and presented in section 2.3.2, representing the most relevant project’s technical results.

The Deliverables are results to be submitted to and evaluated by the EC, and a review process must occur before any Deliverable is accepted for submission to the portal.

The exchange of Deliverable documents or reports, in any stage of development, from draft to final version, is made on the OVERWATCH Microsoft Teams file repositories.

The Deliverable preparation, revision and submission procedure is described below:

#### Procedure 3: Deliverable submission

Responsible	Timeframe	Action
<b>Phase 1 – Deliverable preparation</b>		
<b>DR</b>	In due time	Discuss the contents of the Deliverable with the respective OVERWATCH WP Leader and Task Leaders. Ensure that all technical objectives and requisites of the document are in accordance with the established in the GA.
<b>DR</b>	In due time	Prepare a draft version of the Deliverable document and assign contributions to all involved partners; share the draft with the partners.
<b>All involved partners</b>	In due time	Provide contributions to the draft document to the DR
<b>Phase 2 – Internal Review</b>		
<b>DR</b>	- 4 weeks	Send the final draft to the identified internal reviewer(s).
<b>Internal reviewer(s)</b>	- 3 weeks	Review the Deliverable and provide comments and suggestions to the DR for improvement.
<b>DR</b>	- 2 weeks	Send the final draft to the PC.
<b>PC</b>	- 1 week	Verify the quality of the Deliverable, in terms of form and structure and, in accordance with the established in the GA
<b>Phase 3 – Submission to the portal</b>		
<b>EUPr</b>	0	Upload the final version of the Deliverable document to the portal.
<b>Phase 4 –Acceptance or request for changes</b>		
<b>PO and REVs</b>	+3 weeks	Accept the Deliverable through the portal or request for further changes
<b>EUPr</b>	+3 weeks	Inform the DR of the outcome of the Deliverable review and: i) Confirm acceptance or ii) Forward the request for changes from the PO to the DR In the latter case, perform Phase 1 to 4 once again

### 3.4.3. Other Documents

Any technical information or documents that are not considered as background technical documentation or Deliverables, nor are considered as critical information, can be exchanged directly between the OVERWATCH partners without keeping track in the OVERWATCH Microsoft Team.