



AI Integrated Framework For Intelligent Geospatial Handling And Robust Operation In MultiGIS Applications (AI4MultiGIS)

Topic: Multidimensional Geographic Information Systems (MultiGIS)



AI4MultiGIS

Deliverable D.1.1 Project and Risk Management and Quality Plan Handbook

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Responsible Partner	ARU
Authors	Shareeful Islam(ARU)
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Deliverable Factsheet

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Executive Summary

The present document intends to serve as a guide to the processes, procedures, mechanisms and tools to be utilized during the implementation of the Ai4MultiGIS project for the smooth and successful execution of the tasks and the achievement of the results and project objectives. It aims at complementing the individual GA for each partner with their own funding agency.

The project management structures and identified roles are presented and briefly described, while the appointed persons to the roles are also named. Internal communication tools and procedures such as project meetings, a joint repository, mailing lists, internal reporting etc. are set, in order to allow efficient communication between the partners for the Ai4MultiGIS implementation and management.

Document control aspects aiming to ensure quality control of the Ai4MultiGIS project regarding the documentation requirements, templates and naming conventions and versioning are also proposed and specified. A specific quality procedure shall be followed at the preparation time of all the deliverables. Each document will undergo an internal review process, where designated team members will evaluate the content for accuracy, completeness, and adherence to established quality standards before submission or publication.

The Ai4MultiGIS project team will use & update this document as necessary, in order to maintain a common understanding of the procedures and rules to be followed for the day-to-day project management and execution.

Document History

Version	Date	Author(s)	Comments
0.1	12/01/2025	Shareeful Islam	ToC added
0.2	20/01/2025	Shareeful Islam	Text related to project management activities is added in different sections
0.3	23/01/2025	Shareeful Islam	Risk management approach is added
0.4	06/02/2025	Maryam Imani	Review and added comments
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0.6	23/02/2025	Andrei Ancuta	Review and added comments
0.7	24/02/2025	Helga Hochbauer	Review and added comments
1.0	31/03/2025	Shareeful Islam	Final version

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Acronyms and Abbreviations

CA	Consortium Agreement
EC	European Commission
EU	European Union
GA	Grant Agreement
GAs	General Assembly
PC	Project Coordinator
ToC	Table of Contents
WP	Work Package
WPL	Work Package Leader

1. Introduction

This deliverable has been developed to provide a structured framework for managing the CHIST-ERA project, which is funded under the topic - **AI Integrated Framework for Intelligent Geospatial Handling and Robust Operation in MultiGIS Applications (Ai4MultiGIS)**. Its primary objective is to define unified procedures, tools, and a management framework to ensure effective progress throughout the project's implementation.

The deliverable details the operational mechanisms, roles, and responsibilities within the CHIST-ERA consortium, enabling efficient execution and mitigation of potential risks. It serves as a complementary guide to the contractual agreement, including its Annexes and the CHIST-ERA Consortium Agreement(CA) with any guideline from the local funding agencies , i.e., UK's UK Research and Innovation (UKRI), Romania's Executive Agency for Higher Education, Research, Development and Innovation Funding (UEFISCDI), French's National Research Agency (ANR),and Finland's Research Council of Finland (AKA) while being non-binding. In instances where discrepancies arise between this document and the provisions of the GA, the latter will take precedence.

2. Project Management Structure and Roles

The project management structure of Ai4MultiGIS is depicted in the following graph and a brief description of each role is provided below.

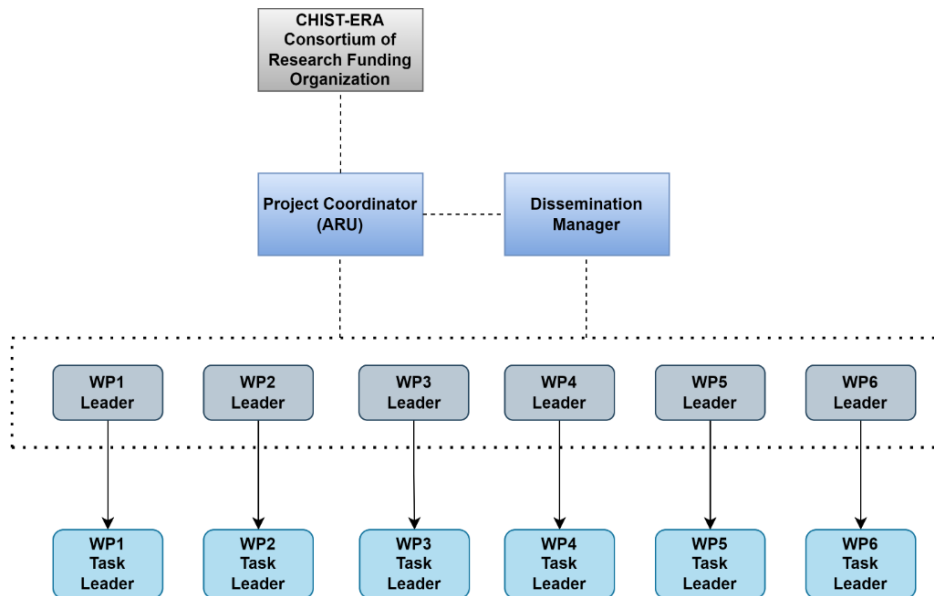


Figure 2: Ai4MultiGIS Management Structure

2.1 Project Coordinator

The overall management, communication, and coordination of the Ai4MultiGIS project fall under the responsibility of the Project Coordinator, who represents the coordinating organization. As the central figure for project oversight, the PC reports to the CHIST-ERA Funding Agency and acts as the primary point of contact for all interactions with the CHIST-ERA Commission or Agency. This includes managing the submission of deliverables and addressing matters concerning the Ai4MultiGIS consortium.

Additionally, the Project Coordinator is tasked with overseeing and resolving any ethical issues that may emerge during the project.

2.2 Data Controller

The Data Controller will hold overall responsibility for ensuring the ethical management of the project. Within the context of the Ai4MultiGIS project, the Data Controller determines the purposes and methods for processing any personal data. Additionally, each WP incorporates quality control, assessment, and review processes, with ethical considerations playing a key role in evaluations.

CHIST-ERA is committed to full compliance with GDPR requirements and the data protection regulations of participating Member States, particularly as health data is classified as a special category of personal data with stringent processing regulations.

The following principles will be adhered to:

- Data will be processed in line with the rights of the data subject and applicable laws.
- Data will only be used for the purposes for which it was originally collected, accessible solely by consortium members authorized for the relevant tasks and deleted after use to mitigate risks of future disclosure.
- Data will be securely stored and immediately erased if it is no longer required.
- Data will be regularly updated to ensure accuracy.
- Data obtained from monitoring individuals will be anonymized to ensure only essential information is stored.
- When test data includes personally identifiable information, appropriate privacy-enhancing technologies will secure storage and transmission between partners.
- Anonymization techniques, such as information-splitting methods, will be applied wherever feasible.

2.3 Work Package and Task leaders

Work Package Leaders (WPL) will oversee the efficient execution of activities within their respective WP, treating each as a self-contained unit. A single individual from the organization designated as the Leader in the Ai4MultiGIS Description of the Action will be appointed as the WPL. Key responsibilities of a WPL include coordinating Task Leaders, reviewing and evaluating WP outcomes, collaborating with other WPLs to ensure the seamless progression of the project's phases, and reporting WP progress to the Project Coordinator.

Task Leaders are accountable for carrying out the specific tasks they manage, as outlined in the GA and Description of the Action (DoA). Each partner has assigned an individual to take responsibility for the Work Packages or tasks they are leading. Any changes in leadership must be communicated to the Project Coordinator in writing.

Table 1: List of WP Leaders

WP No.	WP Title	Lead Partner	WP Leader
WP1	Project Management	ARU	Shareeful Islam
WP2	The AI4MultiGIS Baseline	ARU	Shareeful Islam
WP3	Novel Customisable, and Trustworthy Data Generation and Management	LIUPAA	Akram Hakiri
WP4	Integrated Data Handling and Modular Tools for Spatiotemporal Analysis	LUT	Najmul Islam
WP5	Pilot Case Study Development and AI4MultiGIS Evaluation	UVT	Marc Frincu
WP6	AI4MultiGIS Outreach: Dissemination, Communication and Exploitation	ARU	Shareeful Islam

2.4 Dissemination Manager

The Dissemination Manager will be responsible for coordinating all project dissemination activities and maximising the impact of Ai4MultiGIS. They will also Liaison with relevant EU communities, partners institutions, and other relevant projects.

3. Internal Communication Tools and Procedures

3.1 Consortium Agreement

A Consortium Agreement (CA) has been established and signed by all Ai4MultiGIS beneficiaries, that details all the rules and procedures, the rights and obligations including, but not limited to, their liability and supplementing the provisions of the local funding agency Grant Agreement concerning Access Rights.

3.2 Project Meetings & Minutes

The Ai4MultiGIS consortium will hold online meetings based on the CHIST-ERA policy guideline. A kick-off meeting will be scheduled based on agreed time with partners at Anglia Ruskin University (ARU) Cambridge campus, East Road, CB1 1PT, UK. The duration of the kick-off meeting will generally be one and a half working days and it will be scheduled in accordance with the procedure described in the GA and agreement with all partners.

The partners of the Ai4MultiGIS consortium will also attend the Project Seminar workshop organized by the CHIST-ERA, one such workshop is already scheduled April 8-9, 2025, where partners of Ai4MultiGIS will attend.

There will be bi-weekly meetings on alternative Wednesdays agreed by the partners through Microsoft teams (*1-hour max duration*).

Technical/WP meetings will occur based on the project needs and those will be initiated by the coordinator and/or WPLs. Minutes will be kept for all meetings and stored in the shared folder by the chairperson.

3.3 Collaboration Tools

The coordinator will provide the collaboration tool that will be used for the management and implementation of Ai4MultiGIS. The tool that has been selected and set up is based on the cloud-hosted Microsoft SharePoint and teams' platform. The platform supports all the necessary features for team communication and collaboration, such as file repository, chat, organization in teams and channels,



online collaborative document editing, teleconference.

The information hosted in the repository includes, among others:

- General project information
 - Contractual documents, scheduling, etc.
 - Calendar/Meetings and Minutes
 - Action Item List
 - Risk Register List
 - Deliverables (finalised and under preparation)

Access to the Ai4MultiGIS virtual organization on Teams is strictly limited to consortium members. Each partner is responsible for maintaining the confidentiality of their login credentials. By default, all information stored within the collaborative platform is treated as “Confidential” unless explicitly designated as public. In particular, the nominated members from the consortium partners are given access right to the shared folder and each time they are logged in to the folder, need to use the access

code. This certainly ensures that only authenticated users are able to access the shared folder. For regular project bi-weekly meeting, the consortium has selected Microsoft Teams as the preferred tool.

3.4 Risk Management

Risks may be identified at any stage of the project by any participant or even an external party. Once identified, they will be communicated to the relevant (WPL), who will then escalate them to the PC . The PC will record the risk in the Risk Register File and collaborate closely with the involved partners to assess its probability and impact, as well as to define appropriate mitigation and contingency measures. The following steps are to be taken when a risk is identified:

- The identified risk is communicated to the Work Package Leader (WPL) and escalated to the Project Coordinator (PC) with detailed information.
- The PC records the risk in the Risk Register File and categorizes it by type, probability, and impact.
- The PC and relevant partners assess the risk to determine its likelihood and potential impact on the project.
- Mitigation measures are planned to reduce the risk's probability or impact, and contingency plans are defined for potential materialization.
- Responsibilities for implementing these measures are assigned, and timelines are established.
- The risk is monitored regularly, and updates are communicated to stakeholders to ensure effective management.

The Risk Register is managed and regularly updated by the PC throughout the project's duration. All partners are encouraged to review the Risk Register File during project implementation. A preliminary list of potential risks, included in the Ai4MultiGIS proposal, will serve as the foundation for the Risk Register. The risk register will contain the following information for each identified risk:

- Risk ID
- Date raised
- Description
- Relevant WP
- Risk owner (=responsible partner)
- Probability (Low/Medium/High)
- Impact (Low/Medium/High)
- Mitigation and Contingency (Response) Actions

- Status (mitigating/materialised/inactive)

AI4MultiGIS Risk Register										
Risk ID	Date Raised	Description	Category	Relevant WP	Impact	Likelihood	Risk Exposure	Response	Risk Owner	Status
R1										
R2										
R3										
R4										
R5										
R6										
R7										
R8										
R9										
R10										
R11										

Figure 2: Risk Register Template

3.5 Mailing Lists

The project operates a general, project-wide distribution mailing list, which is maintained and managed by the coordinator. Additionally, a record of individual email addresses is maintained to facilitate direct communication among partners when needed.

Partners who wish to add or remove individuals from the mailing list are requested to contact the coordinator for assistance.

3.6 Project Website

A public project website will be developed and continuously maintained throughout the project duration by ARU. The web site address will make available soon. The website will contain an overview of the project, the goals and objectives, and results/publications as they are generated etc. If require depending on the local funding agency needs, project website can also include specific information about the local funding agency.

3.7 Internal Progress Reporting

Internal Activity Reports must be prepared by all beneficiaries and provided to the project coordinator **every six (6) months**, to allow timely monitoring and proactive actions if/when necessary. In case a local funding agency requires any internal progress report, then the specific partner shall be responsible for developing such report with the help from other partners of the AI4MultiGIS consortium.

An Internal Activity Report shall contain:

- Technical Information about the WP progress as provided by the respective WP and Task leaders

- Resource Utilization for the concerned period for every partner (PMs per WP, costs)
- Publications and Dissemination activities performed by the Dissemination Manager and all Partners.

The Project Coordinator will initiate the process at the end of each 6-month period.

4. Quality Assurance

4.1 Document Templates

Templates for the project documents have been developed and are provided as annexes to the current deliverable, as well as to the common project repository, for:

- Project Documents/Deliverables (.doc files)
- Project Presentations (.ppt files)

4.2 Document Naming

As an established practice, the name(s) of the Ai4MultiGIS produced documents will contain:

- the project acronym
- the deliverable number and title
- the version number
- the partner acronym, in case of contribution version

in the format:

Ai4MultiGIS_DX.Y_DeliverableTitle_v.A.B.docx

e.g.

Ai4MultiGIS_D1.1_Project Management Handbook_v.0.1.docx / for final versions, and

Ai4MultiGIS_D1.1_Project Management Handbook_v.0.1_SPH.docx / for partner contributions/revisions.

Regarding the version numbering, the following method¹ will be used:

Draft Versions

- a. The first draft of a document will be Version 0.1.
- b. Subsequent drafts will have an increase of "0.1" in the version number (e.g., 0.2, 0.3, 0.4, ...)

Final Versions

a. The first final version of a document will be assigned Version 1.0 upon completion of the internal review process.

b. However, subsequent final documents, if require depending on any amendment, will have an increase of “1.0” in the version number 2.0,3.0, accordingly.

All AI4MULTIGIS documents will be produced in the English Language.

4.3 Implementation and Review of Deliverables

The following steps as presented in Figure 3 are to be taken for the preparation of each deliverable.

- Each deliverable is assigned to a “lead participant” (editor). The editor is responsible for producing the document.
- Each deliverable will be reviewed by WP leader and by the Technical Manager

The process to be followed for the elaboration includes the following steps:

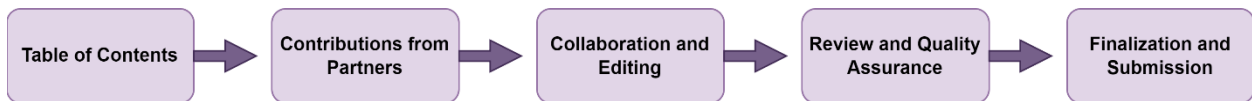


Figure 3: Steps of Deliverable Review

The common schedule to be followed is summarized below through Table 3 and 4:

Table 2: Deliverable Implementation Step

Deliverable Implementation Step	Due Date
ToC ready with indicated contributions:	
Contributions due	
Complete integrated draft	
Revision by a) WPL and b) TM	
Final document	

The checklist that follows has been developed to facilitate the reviewing process of the deliverables to be elaborated within Ai4MultiGIS and serves as a quality guide.



Table 3: Quality Requirements

Requirements related to the quality of the Ai4MultiGIS Deliverables	Check
Is the filename of the document following the designated structure?	
Does the document follow the template and include all standard elements (cover, table of contents, table of acronyms, list of authors, executive summary, conclusion)?	
Is English the language used throughout the document?	
Has the document been checked for grammar and spelling mistakes?	
Are all references to sections and figures/tables dynamic and not hard-coded? Are all cross-references in the document updated and valid?	
Is the numbering of sections, figures and tables consistent?	
Are all figures readable?	
Is the distribution level of the deliverable indicated and accurate?	
Have the deliverable and potential annexes been placed in the project repository?	
If the deliverable includes any source code or data, then it should be open access to the open-source repository with consent from all partners without any objections and if require consider code licensing such as creative commons.	
Is the deliverable relevant to the goal and objectives as set out in the DoA?	
Does the deliverable meet the specs and requirements agreed among the partners involved?	
Does the deliverable justify the resources budgeted and occurred?	

5.1 Project Presentations (.ppt files)

CHIST-ERA 2023


**AI Integrated Framework For Intelligent Geospatial Handling And
Robust Operation In MultiGIS Applications (Ai4MultiGIS)**

Topic: Multidimensional Geographic Information Systems (MultiGIS)

Name:

WP:

Partner

Date:

1