# Deliverable D1.2 Summary – November 2017

This document presents the quality objectives and indicators that are used in NEWTON project, the management and communication strategies, the software and platform testing principles, the risk management, security issues and Intellectual Property management. The document is organised as follows: Section 1 presents the overall project description and the involved partners together with project objectives and the purpose of the quality assurance plan. Section 2 is elaborating the control procedures of quality assurance plan. Section 3 manages the terminology that is used in this document.  Section 4 defines and presents the quality objective indicators that are classified in six categories depending on: general contract, delivery of learning content using NEWTON technologies to end-users, development and testing of the NEWTON platform, evaluation of the training platform prototype and the training program, setup of the educational pilot installations and successful dissemination and exploitation. The project management strategy and structure are presented in Section 5, where the roles and responsibilities in NEWTON project are clearly highlighted. Section 6 is elaborating the communication strategy with naming conventions, project meetings and the repositories of deliverables and software modules. The strategies of reporting the NEWTON's project progress to the European Commission are discussed in Section 7. Section 8 elaborates the stages that are involved in software and platform testing such as: consortium internal review, acceptance process and acceptance testing. Different levels of escalation mechanisms are exposed in Section 9 in order to manage the potential difficulties that may appear during the project timeline.  Section 10 is addressing the formal approach for managing NEWTON project risks, including the following aspects: work plan update, risk and contingency plan, data management plan and regular progress reports. Then, the necessary procedures, steps and recommendations to support implementation of the project in a secure environment are presented in Section 11. In this section are discussed also the ways how some partners restrict the access to some parts of the project, and the aspects of information classification and confidentiality.  Section 12 deals with different problems which, if left unresolved, will have a negative impact on the whole project. The procedures of change management are exposed in Section 13. Finally, Section 14 presents the strategies of Intellectual Property management that are used in NEWTON project.