

Erasmus + Project No 585716-EPP-1-2017-1-AT-EPPKA2-CBHE-JP

Boosting the telecommunications engineer profile to meet modern society and industry needs - BENEFIT

Workpackage:	
Deliverable Title:	
Deliverable Authors:	
WP Leader:	

Step	
1. The responsible WP leader nominates one reviewer who has not been involved in the production of the deliverable at least 30 days before delivery date.	Reviewer: Click or tap here to enter text. Date assigned: Click or tap to enter a date.
2. The deliverable is sent to the WP leader at least 20 days before the expected delivery date.	Date received: Click or tap to enter a date.
3. The WP leader forwards the deliverable draft to the reviewer for peer review.	Date forwarded: Click or tap to enter a date.
4. The reviewer verifies whether the deliverable satisfies the requirements and objectives as defined in the project proposal, identifies the potential issues and suggests improvements to the authors in 7 days after reception.	Date reviewed: Click or tap to enter a date.
5. The authors respond to the review comments to WP leader.	Date responded: Click or tap to enter a date.
6. After successful review completion, the WP leader forwards the deliverable draft to QB for evaluation.	Date forwarded: Click or tap to enter a date.

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Step	
7. A single designated member of QB performs a formal evaluation of deliverable using a Confluence evaluation form ¹ (a template is attached).	QB evaluator: Click or tap here to enter text. Date evaluated: Click or tap to enter a date.
8. After positive evaluation result, the WP leader publishes deliverable on Confluence portal and requests the acknowledgement by each project partner ² .	Date published: Click or tap to enter a date.
9. Partners' representatives acknowledge the acceptance and publication of the deliverables using a form on Confluence .	Date acknowledged: Click or tap to enter a date.
10.WP leader gives final approval of Deliverable.	Date approved: Click or tap to enter a date.

¹ The QB approval ensures the compliance of finalized deliverable with project proposal. It is expected that a thoroughly prepared deliverable passes the compliance verification stage.

² The acknowledgement ensures all partners (through a designated person) formally express awareness of the deliverable content including its implications to project participants. The acknowledgement is not a review. It is assumed that the project partners took appropriate roles in the authoring stage of the deliverable. A negative vote on acknowledgement must be supported in writing and should only act in case of a serious misalignment of deliverable implications for a specific partner with project proposal and/or with previously acknowledged BENEFIT documents and actions. A prompt response is required (silence is approval).