



**Sustainable, Usable and Visible Digital Cultural Heritage:  
Twinning for Excellence (DIGHT-Net)**

# **Management and Quality Plan**

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**Duration:** 1 October 2024–30 September 2027 (36 months)

**Lead Institution:** Tallinn University

**Partners:** University of Bologna, University of Amsterdam, University of Turku

## 1. Introduction

The Management and Quality Plan (MQP) outlines the framework for project administration, quality assurance, financial oversight and risk management, ensuring that DIGHT-Net meets its objectives, timelines and budgetary constraints. It sets forth protocols for internal and external communication, outlines roles and responsibilities, and details mechanisms for quality control and risk mitigation.

## 2. Project Management Structure

**Steering Committee:** Oversees project strategies, finances, and resource allocation, comprising representatives from each partner institution.

**Project Coordinator:** Responsible for daily project management, including financial reporting and communications with the European Commission.

**Work Package Leaders (WPLs):** Each WPL oversees the execution and reporting of specific work packages.

**Academic Advisory Board (AAB):** Provides guidance on scientific outputs, quality assurance and risk assessment. Involves senior researchers and experts in digital cultural heritage and related fields.

## 3. Financial Management Plan

**Objective:** To ensure transparent and accurate financial monitoring, with early detection of any variances from the planned budget, to prevent both overspending and underspending.

**Key Procedures:**

1. **Responsibility of the Partners:** To ensure project implementation in adherence to all relevant regulations, each project partner commits to complying with the stipulations outlined in the grant and consortium agreement, funding regulations, and the organization's internal policies. It is the responsibility of each partner to comply with the cost eligibility rules.
2. **Budget Tracking:** Annual review of expenditure against allocated budgets.
3. **Reporting Cycle:** Annual financial reports submitted by each partner to the Project Coordinator.
4. **Approval of Expenses:** All expenses must be approved and documented.

## **4. Quality Control Plan**

Objective: To establish processes ensuring the high quality of all outputs, emphasizing individual responsibility and peer review to maintain scientific rigor.

Key Procedures:

1. Output Review: Each deliverable will be reviewed by two senior researchers or field experts.
2. Feedback Mechanism: Feedback from the Academic Advisory Board will be integrated into all critical project outputs to ensure quality alignment.
3. Documentation Standards: All outputs must adhere to established formatting and documentation guidelines to facilitate consistency and reproducibility.
4. Periodic Assessments: Biannual assessments of ongoing work by WPLs, with a focus on scientific integrity and methodological rigor.

## **5. Risk Mitigation Plan**

Objective: To identify, assess, and mitigate potential risks that may hinder project progress, ensuring timely intervention and adaptation of strategies as necessary.

Key Risk Management Procedures:

1. Initial Risk Assessment: A risk assessment table based on the proposal's preliminary risks, refined to include additional identified risks.
2. Risk Monitoring Process: Each risk is assigned to a responsible individual who will monitor it continuously.
3. Mitigation Measures: A predefined set of actions for each identified risk, ensuring that preventive measures are in place (e.g., delays in deliverable submission due to data accessibility issues will be mitigated by establishing early data access agreements and backup data sources, along with regular progress updates).
4. New Risk Identification Process: Any newly identified risk is discussed at the biannual project meeting. The Steering Committee will determine mitigation strategies and update the risk table accordingly.

## **6. Communication Management**

Objective: To ensure effective internal and external communication, facilitating smooth collaboration and information sharing across project partners.

### 1. Internal Communication:

- Platforms: Email, Zoom, and a project-specific Slack workspace for real-time collaboration.
- Meetings: biannual Steering Committee meetings, biannual WPL meetings, and annual Academic Advisory Board meetings.

### 2. External Communication:

- Dissemination Strategy: Regular updates on the project website and social media outlets, academic conferences, and open-access publications to ensure stakeholder engagement.
- Stakeholder Reports: Annual updates shared with stakeholders, summarizing project progress and key findings.

## **7. Work Planning and Reporting**

The project is divided between 6 work packages with a clear timeline and resource allocation for each. WP6 (Project management) and WP5 (Communication, Dissemination, Exploitation) function as underlying WPs to secure the successful implementation of the project, including internal and external communication and disseminating and exploiting the outputs to achieve the outcomes and impacts. Through WP6, the coordinator also ensures good quality results, open science, data and IPR management, and gender balance. WP1–WP4 are interrelated for conducting the main activities (establishing the Hub, training and networking activities) and achieving the key outputs and outcomes.

The Work Package Leaders are responsible for ensuring that milestones and deliverables align with the project's schedule, and the Project Coordinator will consolidate biannual reports for the Steering Committee and the European Commission.