



OPEN ACCESS CONTENTS ON DESIGN FOR EQUALITY, DIVERSITY AND INCLUSION
FOR HIGHER EDUCATION PROGRAMMES

D 1.1.4. Deliverables Acceptance Plan

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1. Introduction

EDIDesK is the acronym of the Erasmus+ KA220-HED project ‘*Open Access Contents on Design for Equality, Diversity, and Inclusion for Higher Education Programmes*’. It is a three-year cooperation project between seven institutions working in the Higher Education sector.

The Deliverables Acceptance Plan is a document containing detailed information about the quality of expected results, both tangible and intangible, of the EDIDesK project, so that its objectives discussed in the Project Handbook and the Project Management Plan can be fully met. This plan is created to set standards where deliverable acceptance activities are of special importance for the project.

The objectives of this document are:

- To identify the approach and roles and responsibilities related to deliverables acceptance.
- To specify techniques and tools used to support deliverables acceptance management.
- To define and agree on the criteria by which all project deliverables can be accepted.
- To define the Activities (As) related to Deliverables (Ds) acceptance and to plan them throughout the project.
- To support the provisional and final deliverables acceptance.

2. Deliverables Acceptance Objectives

Deliverables acceptance aims to ensure that deliverables will be accepted by the requestor side within an agreed timeframe and resources will be used in the most efficient way.

The main deliverables acceptance objectives are:

- The deliverables acceptance criteria are defined, agreed, and achieved throughout the project.
- Deliverables acceptance related Activities (As) are performed as planned.
- Any non-conformity (or opportunity for quality improvements) is identified and implemented.
- Deliverables (Ds) are accepted by the relevant PCT member or team based on the defined acceptance criteria.

3. Deliverables Acceptance Approach

This project will follow the quality management process as defined in the Project Handbook in order to increase the changes that the project deliverables will meet the acceptance criteria as defined in this plan.

3.1 Steps of Deliverables Acceptance

Deliverables acceptance is comprised of the following steps:

- Define Acceptance Criteria;
- Perform Acceptance Activities;
- Perform Deliverables Acceptance (provisional/final).

Step 1) Define Acceptance Criteria: The purpose of this step is to define the acceptance criteria for each of the project deliverables (i.e.: the requirements that need to be met before deliverables can be accepted). This includes defining the specific metrics (and tolerances) to be evaluated, the

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acceptance activities to be performed and the processes, tools, and techniques on how to implement the acceptance procedure. The acceptance criteria are derived from project objectives, approach, deliverables, quality requirements, and expectations as well as available resources as defined in the Project Handbook and the Project Management Plan.

Step 2, Perform Acceptance Activities: The purpose of this step is to support the verification of deliverables compliance with the acceptance criteria. The deliverables acceptance activities are defined based on the Project Handbook. These activities are then detailed and scheduled in the Project Management Plan. The results of the deliverables acceptance activities (final outcomes approved by the SC, the PM, and the PSC) will be documented in the project website (D 5.2.1.), which will also contain relevant repository links for public access to only those materials that will be released for public access, as per Project Management Plan and the Dissemination, Outreach, and Engagement Plan.

Step 3, Accept or Reject Deliverables (provisional/final): The purpose of this step is to obtain formal approval from the SC for each project deliverable. It comprises the verification if deliverables meet the predefined objectives and set of criteria defined in the Deliverables Acceptance Plan, so that the SC can formally accept them.

Project deliverables are accepted if the acceptance activities (as described in this plan) are successfully performed and within the pre-specified metrics, tolerances, and timeframe.

Deliverables (Ds) may be provisionally accepted in the concerned acceptance domain and even with a limited set of non-critical issues, provided that these are documented, agreed by the SC, and that there is a plan for addressing them (in this case deliverables are provisionally accepted with the condition that the identified issues will be resolved before the beginning of the closing phase). The rejection of deliverables (based on the acceptance metrics and tolerances) will follow the project Issue Management process (see Project Handbook). After the resolution of the issues, deliverables are re-assessed and submitted again for approval to the SC.

3.2 Deliverables Acceptance Roles and Responsibilities

The following RASCI table (Table 1) defines the responsibilities of those involved in deliverables acceptance.

Table 1 – RASCI.

Responsibility Assigned Matrix (RAM / RASCI)	SC	PM	PSC	PCT	PST
Define Acceptance Criteria	R	A	I	I	I
Perform Acceptance Activities	A	S	I	R	S
Accept/Reject Deliverables	R	A	C	A	I

The contact details of each of the above project participants are documented in an Excel file named “EDIDESK Contact Details” and is located in the WP1 folder. However, roles, names of WP leaders and deputy leaders, and participant members (i.e.: PSC, PCT, and PST) are documented in the Project Management Plan.

Project acceptance approach and criteria are made by the PCT and the PSC, and finally approved by the SC. The SC is accountable for deliverables acceptance and for ensuring the availability of outcomes to public access, as per Project Management Plan.

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Nevertheless, the SC and the PM are ultimately answerable for the correct and full completion of the deliverable’s acceptance activities. Moreover, the SC, supported by the PM, is accountable for scheduling the acceptance activities and ensuring that they are performed according to the Project Management Plan.

4. Define Acceptance Criteria and Activities

4.1 Acceptance Criteria

The purpose of this section is to define the criteria and timeframe (this latter deduced by the Project Management Plan) for accepting project deliverables. Leading and deputy leading roles for PCT are discussed in the Project Management Plan. KPIs used to assess criteria and metrics for WP2, WP3, WP4, and WP5 are listed in the Project Management Plan. The acceptance criteria for pertinent Deliverables (Ds) are shown in Table 2.

Table 2 – Deliverables acceptance criteria.

Deliverable	Main Criterion Categories	Criterion	Metric	Accepted by
D 1.1.1.	<input checked="" type="checkbox"/> Comprehensiveness <input type="checkbox"/> Clarity / Engagement <input type="checkbox"/> Accuracy / Credibility <input type="checkbox"/> Strategic Relevance <input type="checkbox"/> Communication	To accept if the document contains a detailed description of Project goals and structure.	The document is well written and detailed in all its parts.	PSC
D 1.1.2.	<input checked="" type="checkbox"/> Comprehensiveness <input type="checkbox"/> Clarity / Engagement <input type="checkbox"/> Accuracy / Credibility <input type="checkbox"/> Strategic Relevance <input type="checkbox"/> Communication	To accept if the document contains a detailed description of PM rules.	The document is well written and detailed in all its parts.	PSC
D 1.1.3.	<input checked="" type="checkbox"/> Comprehensiveness <input type="checkbox"/> Clarity / Engagement <input type="checkbox"/> Accuracy / Credibility <input type="checkbox"/> Strategic Relevance <input type="checkbox"/> Communication	To accept if the document contains a detailed description of mitigation activities.	The document is well written and detailed in all its parts.	PSC
D 1.1.4.	<input checked="" type="checkbox"/> Comprehensiveness <input type="checkbox"/> Clarity / Engagement <input type="checkbox"/> Accuracy / Credibility <input type="checkbox"/> Strategic Relevance <input type="checkbox"/> Communication	To accept if the document contains a detailed description of mitigation activities.	The document is well written and detailed in all its parts.	PSC
D 1.2.1.	<input type="checkbox"/> Comprehensiveness <input checked="" type="checkbox"/> Clarity / Engagement <input type="checkbox"/> Accuracy / Credibility <input checked="" type="checkbox"/> Strategic Relevance <input checked="" type="checkbox"/> Communication	To accept if the meeting was properly organised and carried out.	The event was successfully held (i.e.: attendance, location, etc.).	PSC

D 1.3.1.	<input type="checkbox"/> Comprehensiveness <input checked="" type="checkbox"/> Clarity / Engagement <input type="checkbox"/> Accuracy / Credibility <input checked="" type="checkbox"/> Strategic Relevance <input type="checkbox"/> Communication	To accept if the meeting was properly organised and carried out.	The event was successfully held.	PSC
D 1.4.1.	<input type="checkbox"/> Comprehensiveness <input checked="" type="checkbox"/> Clarity / Engagement <input type="checkbox"/> Accuracy / Credibility <input checked="" type="checkbox"/> Strategic Relevance <input checked="" type="checkbox"/> Communication	To accept if the meeting was properly organised and carried out.	The event was successfully held (i.e.: attendance, location, etc.).	PSC
D 1.5.1.	<input type="checkbox"/> Comprehensiveness <input type="checkbox"/> Clarity / Engagement <input checked="" type="checkbox"/> Accuracy / Credibility <input type="checkbox"/> Strategic Relevance <input type="checkbox"/> Communication	To accept if the report contains a sufficient list of members.	The EAB is capable to support the project activities.	PSC
D 1.6.1.	<input checked="" type="checkbox"/> Comprehensiveness <input type="checkbox"/> Clarity / Engagement <input type="checkbox"/> Accuracy / Credibility <input type="checkbox"/> Strategic Relevance <input type="checkbox"/> Communication	To accept if minutes are detailed and comprehensive.	Minutes produced are clear and well written.	PSC
D 1.7.1.	<input checked="" type="checkbox"/> Comprehensiveness <input type="checkbox"/> Clarity / Engagement <input checked="" type="checkbox"/> Accuracy / Credibility <input checked="" type="checkbox"/> Strategic Relevance <input type="checkbox"/> Communication	To accept if the report contains a detailed description of Project status (M 1-18).	The document is well written and detailed in all its parts.	PSC and PST
D 1.7.2.	<input checked="" type="checkbox"/> Comprehensiveness <input type="checkbox"/> Clarity / Engagement <input checked="" type="checkbox"/> Accuracy / Credibility <input checked="" type="checkbox"/> Strategic Relevance <input type="checkbox"/> Communication	To accept if the report contains a detailed description of the Project results.	The document is well written and detailed in all its parts.	PSC and PST
D 2.1.1.	<input checked="" type="checkbox"/> Comprehensiveness <input type="checkbox"/> Clarity / Engagement <input checked="" type="checkbox"/> Accuracy / Credibility <input type="checkbox"/> Strategic Relevance <input type="checkbox"/> Communication	To accept if the report contains detailed description of activities set A 2.1. and the results meet the KPIs set.	The document is well written and detailed in all its parts. KPIs for A 2.1. are met.	PCT
D 2.2.1.	<input checked="" type="checkbox"/> Comprehensiveness <input type="checkbox"/> Clarity / Engagement <input checked="" type="checkbox"/> Accuracy / Credibility <input type="checkbox"/> Strategic Relevance <input type="checkbox"/> Communication	To accept if the report contains detailed description of activities set A 2.2. and the results meet the KPIs set.	The document is well written and detailed in all its parts. KPIs for A 2.2. are met.	PCT
D 2.3.1.	<input checked="" type="checkbox"/> Comprehensiveness <input type="checkbox"/> Clarity / Engagement <input checked="" type="checkbox"/> Accuracy / Credibility <input type="checkbox"/> Strategic Relevance <input type="checkbox"/> Communication	To accept if the report contains detailed description of activities set A 2.3. and the results meet the KPIs set.	The document is well written and detailed in all its parts. KPIs for A 2.3. are met.	PCT

D 2.4.1.	<input checked="" type="checkbox"/> Comprehensiveness <input type="checkbox"/> Clarity / Engagement <input checked="" type="checkbox"/> Accuracy / Credibility <input checked="" type="checkbox"/> Strategic Relevance <input type="checkbox"/> Communication	To accept if the report contains detailed description of activities set A 2.4. and the results meet the KPIs set.	The document is well written and detailed in all its parts. KPIs for A 2.4. are met.	PCT
D 3.1.1.	<input type="checkbox"/> Comprehensiveness <input type="checkbox"/> Clarity / Engagement <input checked="" type="checkbox"/> Accuracy / Credibility <input checked="" type="checkbox"/> Strategic Relevance <input type="checkbox"/> Communication	To accept if the report contains detailed description of activities set A 3.1. and the results meet the pre-identified goals.	The document is well written and detailed in all its parts.	PCT
D 3.2.1.	<input type="checkbox"/> Comprehensiveness <input checked="" type="checkbox"/> Clarity / Engagement <input type="checkbox"/> Accuracy / Credibility <input checked="" type="checkbox"/> Strategic Relevance <input type="checkbox"/> Communication	To accept if the reports contain detailed description of activities set A 3.2. and the results meet the KPIs set.	The documents are well written and detailed in all its parts. KPIs for A 3.2. are met.	PCT
D 3.2.2.	<input checked="" type="checkbox"/> Comprehensiveness <input type="checkbox"/> Clarity / Engagement <input checked="" type="checkbox"/> Accuracy / Credibility <input type="checkbox"/> Strategic Relevance <input checked="" type="checkbox"/> Communication	To accept if the reports contain detailed description of activities set A 3.2. and the results meet the KPIs set.	The documents are well written and detailed in all its parts. KPIs for A 3.2. are met.	PCT
D 3.3.1.	<input type="checkbox"/> Comprehensiveness <input type="checkbox"/> Clarity / Engagement <input checked="" type="checkbox"/> Accuracy / Credibility <input type="checkbox"/> Strategic Relevance <input type="checkbox"/> Communication	To accept if the report contains detailed description of activities set A 3.3. and the results meet the KPIs set.	The document is well written and detailed in all its parts. KPIs for A 3.3. are met.	PCT
D 3.4.1.	<input type="checkbox"/> Comprehensiveness <input type="checkbox"/> Clarity / Engagement <input type="checkbox"/> Accuracy / Credibility <input checked="" type="checkbox"/> Strategic Relevance <input checked="" type="checkbox"/> Communication	To accept if the reports contain detailed description of activities set A 3.4. and the results meet the KPIs set.	The documents are well written and detailed in all its parts. KPIs for A 3.4. are met.	PCT
D 4.1.1.	<input type="checkbox"/> Comprehensiveness <input type="checkbox"/> Clarity / Engagement <input checked="" type="checkbox"/> Accuracy / Credibility <input type="checkbox"/> Strategic Relevance <input type="checkbox"/> Communication	To accept if the report contains detailed description of activities set A 4.1. and the results meet the pre-identified goals.	The document is well written and detailed in all its parts.	PCT
D 4.2.1.	<input type="checkbox"/> Comprehensiveness <input type="checkbox"/> Clarity / Engagement <input checked="" type="checkbox"/> Accuracy / Credibility <input checked="" type="checkbox"/> Strategic Relevance <input type="checkbox"/> Communication	To accept if the report contains detailed description of activities set A 4.2. and the results meet the pre-identified goals.	The document is well written and detailed in all its parts.	PCT
D 4.3.1.	<input type="checkbox"/> Comprehensiveness <input type="checkbox"/> Clarity / Engagement <input type="checkbox"/> Accuracy / Credibility <input checked="" type="checkbox"/> Strategic Relevance <input type="checkbox"/> Communication	To accept if the report contains detailed description of activities set A 4.3. and the results meet the KPIs set.	The document is well written and detailed in all its parts. KPIs for A 4.3. are met.	PCT

D 4.4.1.	<input type="checkbox"/> Comprehensiveness <input checked="" type="checkbox"/> Clarity / Engagement <input type="checkbox"/> Accuracy / Credibility <input type="checkbox"/> Strategic Relevance <input type="checkbox"/> Communication	To accept if the report contains detailed description of activities set A 4.4. and the results meet the KPIs set.	The document is well written and detailed in all its parts. KPIs for A 4.4. are met.	PCT
D 4.5.1.	<input type="checkbox"/> Comprehensiveness <input type="checkbox"/> Clarity / Engagement <input type="checkbox"/> Accuracy / Credibility <input checked="" type="checkbox"/> Strategic Relevance <input checked="" type="checkbox"/> Communication	To accept if the report contains detailed description of activities set A 4.5. and the results meet the KPIs set.	The document is well written and detailed in all its parts. KPIs for A 4.5. are met.	PCT
D 5.1.1.	<input checked="" type="checkbox"/> Comprehensiveness <input type="checkbox"/> Clarity / Engagement <input type="checkbox"/> Accuracy / Credibility <input type="checkbox"/> Strategic Relevance <input type="checkbox"/> Communication	To accept if the document contains a detailed description of the communication strategy of the Project.	The document is well written and detailed in all its parts.	PCT
D 5.2.1.	<input type="checkbox"/> Comprehensiveness <input checked="" type="checkbox"/> Clarity / Engagement <input type="checkbox"/> Accuracy / Credibility <input checked="" type="checkbox"/> Strategic Relevance <input checked="" type="checkbox"/> Communication	To accept if the website is correctly developed and released, and KPIs are met.	The website was successfully developed and released. KPIs for A 5.3. are met.	PCT
D 5.3.1.	<input type="checkbox"/> Comprehensiveness <input checked="" type="checkbox"/> Clarity / Engagement <input type="checkbox"/> Accuracy / Credibility <input type="checkbox"/> Strategic Relevance <input checked="" type="checkbox"/> Communication	To accept if the promotion activities are correctly designed and implemented, and KPIs are met.	Targeted audience receives the promotion and interact with the communication media. KPIs for A 5.3. are met.	PCT
D 5.4.1.	<input type="checkbox"/> Comprehensiveness <input checked="" type="checkbox"/> Clarity / Engagement <input type="checkbox"/> Accuracy / Credibility <input type="checkbox"/> Strategic Relevance <input checked="" type="checkbox"/> Communication	To accept if the promotion activities are correctly designed and implemented, and KPIs are met.	Targeted audience receives the promotion and interact with the communication media. KPIs for A 5.4. are met.	PCT
D 5.5.1.	<input type="checkbox"/> Comprehensiveness <input checked="" type="checkbox"/> Clarity / Engagement <input type="checkbox"/> Accuracy / Credibility <input type="checkbox"/> Strategic Relevance <input checked="" type="checkbox"/> Communication	To accept if the conference was properly organised and carried out, and KPIs are met.	The event was successfully held (i.e.: attendance, location, etc.). KPIs for A 5.5. are met.	PCT
D 5.6.1.	<input type="checkbox"/> Comprehensiveness <input checked="" type="checkbox"/> Clarity / Engagement <input type="checkbox"/> Accuracy / Credibility <input type="checkbox"/> Strategic Relevance <input checked="" type="checkbox"/> Communication	To accept if the event was properly organised and carried out, and KPIs are met.	The event was successfully held (i.e.: attendance, location, etc.). KPIs for A 5.6. are met.	PCT
D 5.7.1.	<input type="checkbox"/> Comprehensiveness <input checked="" type="checkbox"/> Clarity / Engagement <input type="checkbox"/> Accuracy / Credibility <input type="checkbox"/> Strategic Relevance <input checked="" type="checkbox"/> Communication	To accept if the event was properly organised and carried out, and KPIs are met.	The event was successfully held (i.e.: attendance, location, etc.). KPIs for A 5.6. are met.	PCT

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D 5.8.1.	<input type="checkbox"/> Comprehensiveness <input checked="" type="checkbox"/> Clarity / Engagement <input type="checkbox"/> Accuracy / Credibility <input checked="" type="checkbox"/> Strategic Relevance <input checked="" type="checkbox"/> Communication	To accept if the event was properly organised and carried out, and KPIs are met.	The event was successfully held (i.e.: attendance, location, etc.). KPIs for A 5.8. are met.	PSC
D 5.9.1.	<input type="checkbox"/> Comprehensiveness <input checked="" type="checkbox"/> Clarity / Engagement <input type="checkbox"/> Accuracy / Credibility <input checked="" type="checkbox"/> Strategic Relevance <input type="checkbox"/> Communication	To accept if the book was properly designed and published, and KPIs are met.	The book was produced. KPIs for A 5.9. are met.	PSC

4.2 Acceptance Activities

The purpose of this section is to describe the activities related to deliverables acceptance considering project objectives and approach.

The acceptance activities will be performed by the SC and the PM, agreed by the PCT and/or PSC as per project description documented in the Project Handbook and the Project Management Plan. The deliverables acceptance activities described here are estimated, scheduled, and assigned in the Project Management Plan (see allocated PCT for each WP) along with all project activities. The Project Management Plan also shows an overview for resources allocated to each A. The acceptance activities will include the types of activities described in Table 3.

Table 3 – Acceptance activities.

Activity	Description
A 1.1.	The SC will coordinate the EDIDesK project by doing daily management activities needed to achieve the pre-identified goals: achievement of tangible and intangible deliverables, coordination actions, etc.
A 1.2.	During this meeting, the PSC will present the EDIDesK project to wider audience in an in-person kick-off meeting in Italy. They will also meet to approve the documents needed to run the project and plan the actions for WP2 and WP5.
A 1.3.	During this meeting, the PSC will review the activities performed in M 1-18 of the EDIDesK project and will present the first results to wider audience in an in-person meeting in Italy.
A 1.4.	During this meeting, the PSC will present the results of the EDIDesK project to wider audience in an in-person meeting in Italy.
A 1.5.	The SC and the PM will meet the EAB three times per year to review the quality of project results and to discuss potential refinements to make in place.
A 1.6.	The PSC will regularly meet six times per year to check the progressions of the EDIDesK project, as per Project Management Plan, to review intermediate and final WP's results, as well as to take relevant decisions about risk mitigation.
A 1.7.	The SC and the PM will cooperate produce the Intermediate Report and the Programme-end Report.
A 2.1.	The PCT will map the scenario of EDI teaching within Design and Design-related fields at UG and PG level in the countries of HEIs that participate in this project, and the ones of the Cumulus network.
A 2.2.	The PCT will cooperate to identify a set of methodologies and tools for inclusive teaching in Design and Design-related fields.

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A 2.3.	The PCT will cooperate to interpret both qualitative and quantitative data evidenced in A 2.1. and A.2.2., to define the best practices in terms of design-oriented contents in EDI and teaching methodologies suitable for both studio and blended teaching environments.
A 2.4.	The PCT will cooperate to identify virtuous contents and methodologies for replications into digital teaching and learning environments.
A 3.1.	The PCT will cooperate to use of results produced in WP2 and aims to produce the first teaching framework on Design for EDI.
A 3.2.	The PCT will cooperate to test the teaching framework on different Design areas through five workshops with students and local stakeholders at HEIs that participate in this project.
A 3.3.	The PCT will cooperate to assess the results produced during the five pilot tests to refine and validate the teaching framework on Design for EDI.
A 3.4.	The PCT will cooperate to propose an EU teaching framework on Design for EDI.
A 4.1.	The PCT will cooperate to implementation of the digital learning platform and aims to define the operational environment for content creation and sharing, the service structure, and the guidelines for user experience (UX design).
A 4.2.	The PCT will cooperate to define the procedural rules for content creation and content sharing to be used in the digital learning platform.
A 4.3.	The PCT will technically implement the digital learning platform in all its parts.
A 4.4.	The PCT will cooperate to develop the first set of multi-language themed contents on Design for EDI to be included in the digital learning platform.
A 4.5.	The PCT will cooperate to promote the digital learning platform across HEIs and relevant societal stakeholders working in Design and Design-related fields.
A 5.1.	The PCT will cooperate to produce ‘Dissemination, Outreach and Engagement Plan’ of the EDIDesK project.
A 5.2.	The PCT will create the project website that will be used for sharing the project activities to wider audience and to collect relevant materials for public reading.
A 5.3.	The PCT will cooperate to disseminate the project results into public society and societal stakeholders.
A 5.4.	The PCT will cooperate to disseminate the project results into the HE system.
A 5.5.	The PCT will cooperate to create and run a hybrid conference in Poland (blended attendance). During this event, the PSC will present and promote the results developed in WP2 to wider audience.
A 5.6.	The PCT will cooperate to create and run a hybrid conference in Slovakia (blended attendance). During this event, the PSC will present and promote the results developed in WP3 to wider audience.
A 5.7.	The PCT will cooperate to create and run a workshop with academics in a 2026 conference (location to be decided in late 2025). During this event, the SC will present and promote the results developed in WP2, WP3 and part of WP4 to relevant academic audience.
A 5.8.	The PCT will organize and run an in-person conference in Italy at the end of the project. During this event, the PSC will present the results of the EDIDesK project to wider audience (WP2, WP3, WP4).
A 5.9.	The PCT will cooperate to publish an open access book describing the main results produced during the EDIDesK project.

4.3 Techniques and Tools

The following techniques described in the Table 4 will be used for deliverables acceptance:

- Review of results produced (SC, PM, PSC, PCT).
- Compliance between expected results as described in the Project Management Plan and the results produced at the end of As.

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The following tool will be used for deliverables acceptance:

- Deliverables Acceptance Plan.

Table 4 – Techniques used for deliverables acceptance.

Deliverable	Techniques	Description
D 1.1.1.	<input checked="" type="checkbox"/> Review <input type="checkbox"/> Compliance	The acceptance criteria are defined with the SC. Then, the PSC will validate the plan against the acceptance criteria.
D 1.1.2.	<input checked="" type="checkbox"/> Review <input type="checkbox"/> Compliance	The acceptance criteria are defined with the SC. Then, the PSC will validate the plan against the acceptance criteria.
D 1.1.3.	<input checked="" type="checkbox"/> Review <input type="checkbox"/> Compliance	The acceptance criteria are defined with the SC. Then, the PSC will validate the plan against the acceptance criteria.
D 1.1.4.	<input checked="" type="checkbox"/> Review <input type="checkbox"/> Compliance	The acceptance criteria are defined with the SC. Then, the PSC will validate the plan against the acceptance criteria.
D 1.2.1.	<input type="checkbox"/> Review <input checked="" type="checkbox"/> Compliance	The acceptance criteria are defined with the SC. Then, the PSC will validate the meeting against the acceptance criteria.
D 1.3.1.	<input type="checkbox"/> Review <input checked="" type="checkbox"/> Compliance	The acceptance criteria are defined with the SC. Then, the PSC will validate the meeting against the acceptance criteria.
D 1.4.1.	<input type="checkbox"/> Review <input checked="" type="checkbox"/> Compliance	The acceptance criteria are defined with the SC. Then, the PSC will validate the meeting against the acceptance criteria.
D 1.5.1.	<input checked="" type="checkbox"/> Review <input type="checkbox"/> Compliance	The acceptance criteria are defined with the SC. Then, the PSC will validate the EAB against the acceptance criteria.
D 1.6.1.	<input checked="" type="checkbox"/> Review <input type="checkbox"/> Compliance	The acceptance criteria are defined with the SC. Then, the PSC will validate the minutes against the acceptance criteria.
D 1.7.1.	<input checked="" type="checkbox"/> Review <input type="checkbox"/> Compliance	The acceptance criteria are defined with the SC. Then, the PSC and the PST will validate the report against the acceptance criteria.
D 1.7.2.	<input checked="" type="checkbox"/> Review <input type="checkbox"/> Compliance	The acceptance criteria are defined with the SC. Then, the PSC and the PST will validate the report against the acceptance criteria.
D 2.1.1.	<input type="checkbox"/> Review <input checked="" type="checkbox"/> Compliance	The acceptance criteria are defined with the SC. Then, the PCT will validate the report against the acceptance criteria.
D 2.2.1.	<input type="checkbox"/> Review <input checked="" type="checkbox"/> Compliance	The acceptance criteria are defined with the SC. Then, the PCT will validate the report against the acceptance criteria.
D 2.3.1.	<input type="checkbox"/> Review <input checked="" type="checkbox"/> Compliance	The acceptance criteria are defined with the SC. Then, the PCT will validate the report against the acceptance criteria.
D 2.4.1.	<input type="checkbox"/> Review <input checked="" type="checkbox"/> Compliance	The acceptance criteria are defined with the SC. Then, the PCT will validate the report against the acceptance criteria.
D 3.1.1.	<input type="checkbox"/> Review <input checked="" type="checkbox"/> Compliance	The acceptance criteria are defined with the SC. Then, the PCT will validate the report against the acceptance criteria.
D 3.2.1.	<input type="checkbox"/> Review <input checked="" type="checkbox"/> Compliance	The acceptance criteria are defined with the SC. Then, the PCT will validate the reports against the acceptance criteria.
D 3.2.2.	<input type="checkbox"/> Review <input checked="" type="checkbox"/> Compliance	The acceptance criteria are defined with the SC. Then, the PCT will validate the reports against the acceptance criteria.
D 3.3.1.	<input type="checkbox"/> Review <input checked="" type="checkbox"/> Compliance	The acceptance criteria are defined with the SC. Then, the PCT will validate the report against the acceptance criteria.
D 3.4.1.	<input type="checkbox"/> Review <input checked="" type="checkbox"/> Compliance	The acceptance criteria are defined with the SC. Then, the PCT will validate the reports against the acceptance criteria.

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D 4.1.1.	<input type="checkbox"/> Review <input checked="" type="checkbox"/> Compliance	The acceptance criteria are defined with the SC. Then, the PCT will validate the report against the acceptance criteria.
D 4.2.1.	<input type="checkbox"/> Review <input checked="" type="checkbox"/> Compliance	The acceptance criteria are defined with the SC. Then, the PCT will validate the report against the acceptance criteria.
D 4.3.1.	<input type="checkbox"/> Review <input checked="" type="checkbox"/> Compliance	The acceptance criteria are defined with the SC. Then, the PCT will validate the report and the platform against the acceptance criteria.
D 4.4.1.	<input type="checkbox"/> Review <input checked="" type="checkbox"/> Compliance	The acceptance criteria are defined with the SC. Then, the PCT will validate the report against the acceptance criteria.
D 4.5.1.	<input type="checkbox"/> Review <input checked="" type="checkbox"/> Compliance	The acceptance criteria are defined with the SC. Then, the PCT will validate the report against the acceptance criteria.
D 5.1.1.	<input checked="" type="checkbox"/> Review <input type="checkbox"/> Compliance	The acceptance criteria are defined with the SC. Then, the PCT will validate the report against the acceptance criteria.
D 5.2.1.	<input type="checkbox"/> Review <input checked="" type="checkbox"/> Compliance	The acceptance criteria are defined with the SC. Then, the PCT will validate the website against the acceptance criteria.
D 5.3.1.	<input type="checkbox"/> Review <input checked="" type="checkbox"/> Compliance	The acceptance criteria are defined with the SC. Then, the PCT will validate the promotion activities against the acceptance criteria.
D 5.4.1.	<input type="checkbox"/> Review <input checked="" type="checkbox"/> Compliance	The acceptance criteria are defined with the SC. Then, the PCT will validate the promotion activities against the acceptance criteria.
D 5.5.1.	<input type="checkbox"/> Review <input checked="" type="checkbox"/> Compliance	The acceptance criteria are defined with the SC. Then, the PCT will validate the meeting against the acceptance criteria.
D 5.6.1.	<input type="checkbox"/> Review <input checked="" type="checkbox"/> Compliance	The acceptance criteria are defined with the SC. Then, the PCT will validate the meeting against the acceptance criteria.
D 5.7.1.	<input type="checkbox"/> Review <input checked="" type="checkbox"/> Compliance	The acceptance criteria are defined with the SC. Then, the PSC will validate the meeting against the acceptance criteria.
D 5.8.1.	<input type="checkbox"/> Review <input checked="" type="checkbox"/> Compliance	The acceptance criteria are defined with the SC. Then, the PSC will validate the meeting against the acceptance criteria.
D 5.9.1.	<input type="checkbox"/> Review <input checked="" type="checkbox"/> Compliance	To accept if the book was properly designed and published, and KPIs are met.

5. Perform Acceptance Activities

Considering the acceptance criteria defined for EDIDESK’s deliverables and applying specific techniques it is possible to perform the acceptance activities defined in this plan.

The main goal of this step is to support the verification of deliverables compliance with the acceptance criteria defined. The deliverables acceptance activities are listed in this plan and are defined based on the Project Handbook. These activities are detailed, assigned, and scheduled in the Project Management Plan, which also indicates what activities are assigned to a member of the PCT in terms of leadership and co-leadership, as also to any other relevant project participant.

The results of the deliverables acceptance activities will be documented in the relevant reports.

6. Accept/Reject Deliverables

The purpose of this step is to obtain formal approval for each project deliverable defined in this Plan. It comprises the verification of deliverables to ensure they meet the predefined objectives and set of

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criteria defined in this document. After executing the acceptance activities and based on the results achieved, the SC can formally accept, reject, or provisionally accept them.

Project deliverables are accepted if the acceptance activities (as described in this plan) are successfully performed and that acceptance results fall within the pre-specified metrics, tolerances, and timeframe.

If the acceptance metrics and tolerances are not met, the deliverable is rejected. The rejection of deliverables is considered an issue and will follow the project issue management process (see Project Handbook and the Risk Management Plan). After the resolution of the issue(s), deliverables are re-assessed and submitted again for approval.

6.1 Provisional Acceptance

Deliverables acceptance is a specific procedure that involves the formal acceptance by the client of a set of deliverables, previously agreed. Each deliverable has its own criteria defined and the specific activity to be executed in order to be accepted, supported by a specific process and/or tools and techniques.

Project deliverables may be provisionally accepted by the WP Leader and Deputy Leader (PCT), potentially with a limited set of non-critical issues, provided that these are documented, agreed by the SC, and that there is a plan for addressing them (in this case, deliverables are provisionally accepted with the condition that the identified issues will be resolved before the beginning of the closing phase).

6.2 Deliverables Acceptance Note

The purpose of the Deliverables Acceptance Note is to formalise the acceptance of project deliverables by the SC and/or other relevant stakeholders, within the agreed criteria and timeframe. Table 5 shows verification processes used for deliverables were verified and accepted by.

Table 5 – Verification process.

Deliverable	Criterion	Result (as per Metric)	Verified by	Accepted by
D 1.1.1.	To accept if the document contains a detailed description of Project goals and structure.	The document is well written and detailed in all its parts.	PSC	SC
D 1.1.2.	To accept if the document contains a detailed description of PM rules.	The document is well written and detailed in all its parts.	PSC	SC
D 1.1.3.	To accept if the document contains a detailed description of mitigation activities.	The document is well written and detailed in all its parts.	PSC	SC
D 1.1.4.	To accept if the document contains a detailed description of mitigation activities.	The document is well written and detailed in all its parts.	PSC	SC
D 1.2.1.	To accept if the meeting was properly organised and carried out.	The event was successfully held (i.e.: attendance, location, etc.).	PSC	SC
D 1.3.1.	To accept if the meeting was properly organised and carried out.	The event was successfully held.	PSC	SC

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D 1.4.1.	To accept if the meeting was properly organised and carried out.	The event was successfully held (i.e.: attendance, location, etc.).	PSC	SC
D 1.5.1.	To accept if the report contains a sufficient list of members.	The EAB is capable to support the project activities.	PSC	SC
D 1.6.1.	To accept if minutes are detailed and comprehensive.	Minutes produced are clear and well written.	PSC	SC
D 1.7.1.	To accept if the report contains a detailed description of Project status (M 1-18).	The document is well written and detailed in all its parts.	PSC and PST	SC
D 1.7.2.	To accept if the report contains a detailed description of the Project results.	The document is well written and detailed in all its parts.	PSC and PST	SC
D 2.1.1.	To accept if the report contains detailed description of activities set A 2.1. and the results meet the KPIs set.	The document is well written and detailed in all its parts. KPIs for A 2.1. are met.	PCT	SC
D 2.2.1.	To accept if the report contains detailed description of activities set A 2.2. and the results meet the KPIs set.	The document is well written and detailed in all its parts. KPIs for A 2.2. are met.	PCT	SC
D 2.3.1.	To accept if the report contains detailed description of activities set A 2.3. and the results meet the KPIs set.	The document is well written and detailed in all its parts. KPIs for A 2.3. are met.	PCT	SC
D 2.4.1.	To accept if the report contains detailed description of activities set A 2.4. and the results meet the KPIs set.	The document is well written and detailed in all its parts. KPIs for A 2.4. are met.	PCT	SC
D 3.1.1.	To accept if the report contains detailed description of activities set A 3.1. and the results meet the pre-identified goals.	The document is well written and detailed in all its parts.	PCT	SC
D 3.2.1.	To accept if the reports contain detailed description of activities set A 3.2. and the results meet the KPIs set.	The documents are well written and detailed in all its parts. KPIs for A 3.2. are met.	PCT	SC
D 3.2.2.	To accept if the reports contain detailed description of activities set A 3.2. and the results meet the KPIs set.	The documents are well written and detailed in all its parts. KPIs for A 3.2. are met.	PCT	SC
D 3.3.1.	To accept if the report contains detailed description of activities set A 3.3. and the results meet the KPIs set.	The document is well written and detailed in all its parts. KPIs for A 3.3. are met.	PCT	SC
D 3.4.1.	To accept if the reports contain detailed description of activities set A 3.4. and the results meet the KPIs set.	The documents are well written and detailed in all its parts. KPIs for A 3.4. are met.	PCT	SC
D 4.1.1.	To accept if the report contains detailed description of activities set A 4.1. and the results meet the pre-identified goals.	The document is well written and detailed in all its parts.	PCT	SC
D 4.2.1.	To accept if the report contains detailed description of activities	The document is well written and detailed in all its parts.	PCT	SC

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	set A 4.2. and the results meet the pre-identified goals.			
D 4.3.1.	To accept if the report contains detailed description of activities set A 4.3. and the results meet the KPIs set.	The document is well written and detailed in all its parts. KPIs for A 4.3. are met.	PCT	SC
D 4.4.1.	To accept if the report contains detailed description of activities set A 4.4. and the results meet the KPIs set.	The document is well written and detailed in all its parts. KPIs for A 4.4. are met.	PCT	SC
D 4.5.1.	To accept if the report contains detailed description of activities set A 4.5. and the results meet the KPIs set.	The document is well written and detailed in all its parts. KPIs for A 4.5. are met.	PCT	SC
D 5.1.1.	To accept if the document contains a detailed description of the communication strategy of the Project.	The document is well written and detailed in all its parts.	PCT	SC
D 5.2.1.	To accept if the website is correctly developed and released, and KPIs are met.	The website was successfully developed and released. KPIs for A 5.3. are met.	PCT	SC
D 5.3.1.	To accept if the promotion activities are correctly designed and implemented, and KPIs are met.	Targeted audience receives the promotion and interact with the communication media. KPIs for A 5.3. are met.	PCT	SC
D 5.4.1.	To accept if the promotion activities are correctly designed and implemented, and KPIs are met.	Targeted audience receives the promotion and interact with the communication media. KPIs for A 5.4. are met.	PCT	SC
D 5.5.1.	To accept if the conference was properly organised and carried out, and KPIs are met.	The event was successfully held (i.e.: attendance, location, etc.). KPIs for A 5.5. are met.	PCT	SC
D 5.6.1.	To accept if the event was properly organised and carried out, and KPIs are met.	The event was successfully held (i.e.: attendance, location, etc.). KPIs for A 5.6. are met.	PCT	SC
D 5.7.1.	To accept if the event was properly organised and carried out, and KPIs are met.	The event was successfully held (i.e.: attendance, location, etc.). KPIs for A 5.6. are met.	PCT	SC
D 5.8.1.	To accept if the event was properly organised and carried out, and KPIs are met.	The event was successfully held (i.e.: attendance, location, etc.). KPIs for A 5.8. are met.	PSC	SC
D 5.9.1.	To accept if the book was properly designed and published, and KPIs are met.	The book was produced. KPIs for A 5.9. are met.	PSC	SC

7. Accept/Reject Deliverables

Apart from the acceptance of the specific project deliverables, additional acceptance activities are required to formally accept the project as a whole.

If the project successfully passes all acceptance assessment, then the SC is expected to sign the Final Project Acceptance. This happens during the closing phase of the project (D 1.7.2.).

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Appendix 1: References and Related Documents

ID	Document / Artefact	Source or Link / Location	Type
1	Project Handbook (D 1.1.1.) (<i>this document</i>)	EDIDesK/WP1	Public
2	Project Management Plan (D 1.1.2.)	EDIDesK/WP1	Public
3	Risk Management Plan (D 1.1.3.)	EDIDesK/WP1	Public
4	Deliverables Acceptance Plan (D 1.1.4.)	EDIDesK/WP1	Public
6	Project Management Templates	EDIDesK/WP1	Limited
5	Dissemination, Outreach, and Engagement Plan (D 5.1.1.)	EDIDesK/WP5	Public
7	Communication Templates	EDIDesK/WP5	Limited