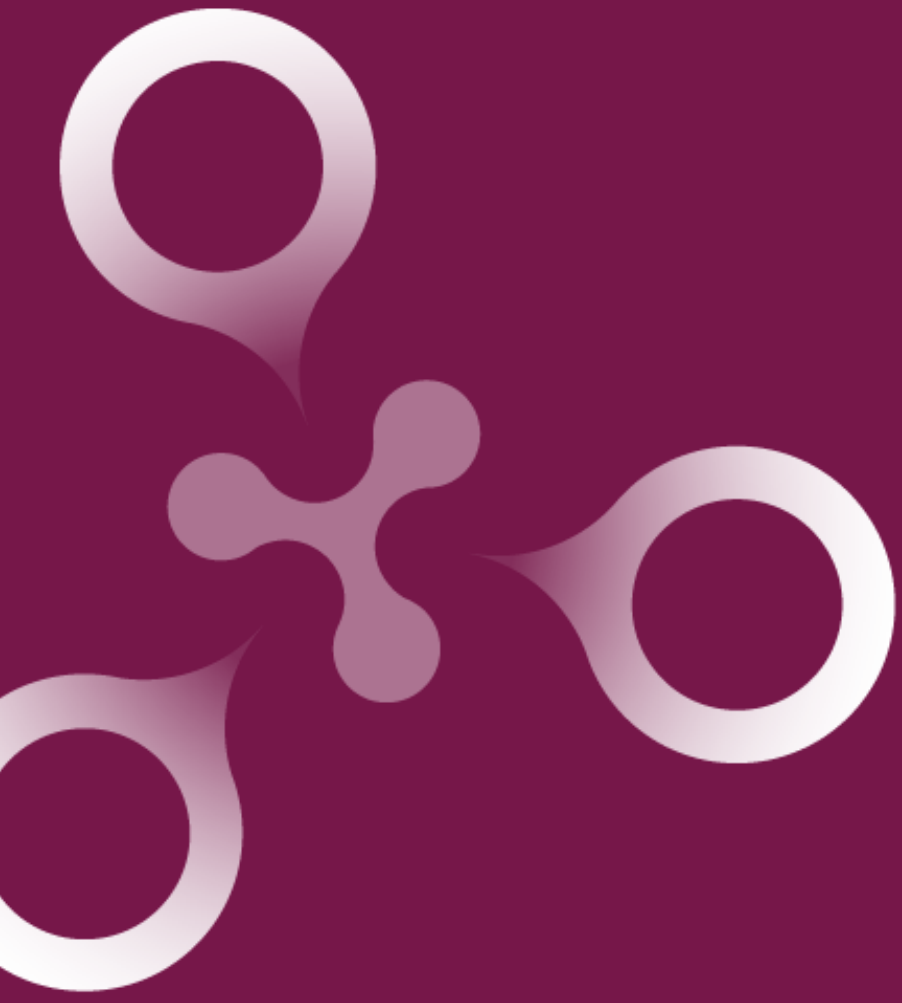
# Project Management Plan



Project Number: 527943-LLP-1-2012-1-PT-GRUNDTVIG-GMP

Lifelong Learning

## Partners:

**Project Coordinator:**

**INOVAMAIS - Serviços de Consultadoria em Inovação Tecnológica**

**www.inovamais.eu**

**University of Plymouth - Faculty of Science and Technology**

**www.plymouth.ac.uk**

**Associación Parkinson de Madrid**

**www.parkinsonmadrid.org**

**bit media e-learning solution GmbH & Co KG**

**www.bitmedia.cc**

**Ana Aslan International Foundation**

**www.brainaging.org**

**Samvil ehf. Fjarkennsla.com**

**www.fjarkennsla.com**

**Slosna Bolnisnica Brezice**

**www.sb-brezice.si**

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# Summary

The Project Management Plan provides an overview of the LiveWell project, its expected results and timeline. It aims to be used as a guide to all partners highlighting the details on partners' roles and responsibilities' and the work package details.

This document has 3 mains sections as follows:

Section 1 of the document contains the presentation of the project aims and objectives, the expected results and most relevant milestones and the expected results to be achieved. It includes also the detailed description of the methodology and associated work plan as well as the project complete timeline.

Section 2 provides an insight to partners' main tasks and responsible personnel and team involved within the LiveWell project.

Section 3 presents the detailed specifications on each work package of the project by informing on the main aims and objectives, activities to be performed, deliverables and partners contributions.

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# 1. LiveWell Project

## 1.1. Project aims and objectives

The LiveWell project, starting in October 2012, is a 2 years duration initiative co-founded by the European Commission through the Lifelong Learning program – Grundtvig subprogram.

**The goal of the LivWell project** is to implement a comprehensive and holistic approach for both Caregivers and Health Professionals to cope positively with Parkinson patients. More specifically, the project aims to develop an innovative Web-based Training and Social Community System which targets three groups and offers learning contents and information packages, and supports tools to monitor, diagnose and improve Parkinson patients' condition and social learning:

- **Parkinson patients**, enabling them to self-manage their condition, reducing the burden on their Caregivers and promoting their well-being and inclusion, through the Social Communities;
- **Caregivers** (families, friends and colleagues) of the Parkinson patients enabling them to reduce their burden, as well as to have access to more information, training and a greater support community, through Social Communities;
- **Health and Medical Professionals** enabling them to remotely and continuously monitor the patient´s participation in the training activities and interactions (through chats and videoconferences), therefore helping to improve the Patient´s therapy and effective rehabilitation.

The **general LiveWell objectives** can be summarized as follows:

- To improve the well-being of an ageing population, by tackling the rising number of people suffering from diseases associated with old age, like Parkinson;
- To promote the active participation of older people in community life, including the promotion of their physical activity and educational opportunities;
- To provide measures to promote mental health and well-being among older people receiving care (medical and/or social);
- To contribute to the improvement of the access to adult learning, especially for disadvantaged citizens, focusing on guidance services, raising awareness for their condition and informal learning;
- To use ICT and Social Community to widen access to adult learning, through the development of alternative learning approaches to integrate disadvantaged citizens into society.

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The **Specific Objectives** to be achieved by the project accomplishment are the following:

- To develop an application that combines flexibility multi-functionality and interactivity that can be a communication vehicle – web-based system;
- To create a set of adaptative and audiovisual training contents with interactive exercises and information packages;
- To connect Parkinson patients, Caregivers and Health and Medical Professionals through Social Communities;
- To test the web-based system by actually simulating with more than 100 patients with stage one to four of Parkinson's disease, 60 involved Caregivers and more than 10 Health Professionals at consortium level.

The web-based system to be developed will be the most visible and important result of the project. Among its features, two main areas are of relevance:

- **Training with E-learning contents**: The system will offer both Parkinson patients and Caregivers interactive training contents, exercises and information packages about Parkinson Disease and how to deal with patients and contribute to their active ageing.
- **Social Community**: It will present a learning and discussion platform tailored for Parkinson patients, Caregivers and Health and Medical professionals. It will allow interaction between patients having respect for the privacy issues, which are so important. Moreover, through this social Community, Caregivers and Health Professionals will also be able to participate and interact, by providing tips about health care, exchange ideas and concerns, or simply, share their experiences in the treatment process of a Parkinson patient.

LiveWell target groups and beneficiaries' are presented at the table below:

***Table 1: LiveWell target groups and benefeciaries***

| Target Groups | Beneficiaries |
|---|---|
| Parkinson patients | Parkinson associations |
| Caregivers (families, friends and colleagues) | Policy makers |
| Health and Medical Professionals | Hospitals, medics, and other health-related organisations |

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## 1.2. Partners presentation in brief

The LiveWell consortium consists of 6 partners from 6 European countries that collectively represent a balanced mix of skills and expertise: Development and Integration of ICT, Research and Development, Health and Medical knowledge, Marketing and Management and Training Competencies. This consortium shares the following key-success factors:

- Valuable Communities of relevant contacts;
- Successful previous experience related to the field of European projects;
- Well-combined variety of institutions;
- Skills and competences for the delivery of results.

The "LiveWell" partnership is best suited to participate in this European project due to the complementary skills, expertise and competences within this project´s team. It is important to highlight:

- **INOVA+:** Portuguese Consultancy Company with a wide experience in both project management and training projects and that will offer their 14 years experience in the management, training contents development and assessment, dissemination, and technological research and development areas. INOVA+ has the purpose of gathering the most relevant innovation and development actors in Portugal and within the European Union in order to develop common projects of international dimension in the fields of health, science, technology and innovation. In the field of health it can be highlighted the Co-Living Project – ICT based Virtual Collaborative Social Living Community for Elderly – and the AgeingWell - Community for the Market Uptake of ICT for Ageing Well.
- **University of Plymouth (UoP)**: Has a long tradition and extensive experience in e-Health and Social Research, Health Informatics, Geoinformatics, Consumer Health/Patient Informatics, Online Social Communitying Technologies, and Second Life and 3-D Virtual Worlds, in the context of social and health care. Research at the Institute of Health Services Research forms the main focus of neuroscience and clinical trials activity. The PCMD, in partnership with the local NHS hospitals (Plymouth and Devon NHS Trusts), has all the modern clinical specialities including Neurosurgery, Neurology, Neurophysiology and Psychiatry. State-of-the-art facilities include clinical imaging facilities and an MR centre, memory clinics and old age psychiatry service with a multidisciplinary team which provides comprehensive community-based mental health services for Neurodegenerative Diseases (including PD) and take referrals from primary care.
- **bitmedia**: With more than 15 years of experience, 60 employees and an international market presence, bitmedia is one of the leading e-Learning providers in all of Europe. As a full-service solutions provider for e-Learning, bit media has an extensive and comprehensive product and service portfolio – in particular with the advantages of an integrated offer of learning management systems through to modern authoring tools and high quality learning contents in standard and customised versions. With the new business field Software as

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Service and the specialization in the area of school administration and administration applications for public institutions, bit media proves once again that it keeps pace with the times by providing the most modern and customised IT solutions.

- **Parkinson Association of Madrid (APM)**: a Nonprofit Organization that has been working in the care of people with Parkinson since 1994. Is the biggest Parkinson Association in Spain and is currently developing new technologies as a way to facilitate the daily life of patients and their families. APM is working on a Community with other associations integrated into the national federation and, through this participates in the European Parkinson Disease Association. Their valuable knowledge on Parkinson treatment needs will be very useful during the whole project and they will be responsible for the development of the Training contents and for the LiveWell Pilot Test.
- **Ana Aslan International Foundation (AAIF)**: is a nonprofit Excellence Research, Higher/secondary Education as well as a high-profile medical services organisation with special expertise in Aging Education, Research and 3PM (Predictive, Preventive and Personalized Medicine) based on Brain Aging, Ambient Assisting Living and Predictive, Personalized Early Interventions in Aging. AAIF's mission is to integrate scientific progress into the original, holistic concept of predictive, preventive and personalized medicine in order to give patients, medical and scientific community the instruments to make brain aging medicine the longevity medicine. Their expertise and know-how will be crucial for the elaboration of medical research and methodologies related to the project's developed platform; the end-users requirement and preferences definition; platform testing; implementation of projects' activities related to the clinical practice, medical care and medical education; project and study results dissemination.
- **Samvil ehf. Fjarkennsla.com (Samvil)**: is an educational enterprise specialized in offering online and face to face courses for adults learners. Their focus is on integrating the principles, values, and practices of sustainable development into all aspects of education and learning in order to encourage changes in behaviour that will create a more sustainable future in terms of environmental integrity, economic viability, and a just society for present and future generations. Their expertise is the development of online and blended learning courses using ICT and open source software. The courses and projects are designed in close cooperation with adult learners, enterprises and organisations.
- **Splošna bolnišnica Brežice (SB Brežice):** is the general hospital of Brezice providing health care services at the secondary level in Posavje and Obsotelje area, taking care of more than 70.000 inhabitants. it has indirect influence and responsibility to realize objectives set in the field of health promotion and promotion of healthy living in the region. Management of the hospital is well aware of complete responsibility toward health-care service users, employees, other health-care service providers, associations of patients and disabled person as well as toward local communities.

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# 1.3. LiveWell methodology and associated work plan

## 1.3.1. Overall strategy and work plan

The LiveWell Project is designed to last for 24 months and the foreseen work plan will be structured in 7 work packages (WP), as follows:

***Table 2: LiveWell Work Packages***

| WP n° | Name | Lead Partner |
|---|---|---|
| 1 | Project Management | Inova+ |
| 2 | Needs Analyses and Specific Training System Requirements | Samvil |
| 3 | LiveWell Training Contents | UoP |
| 4 | Analysis, design and development of the web-based Training and Social Communitying System | bitmedia |
| 5 | LiveWell Pilot Testing | APM |
| 6 | Quality Assurance | AAIF |
| 7 | Broad Dissemination and Exploitation | Inova+ |

In order to ensure a high level of research and innovation, the consortium will complement focused steps of work with end users and stakeholders to explore different possibilities and to think out of the box, by actively looking for new design solutions for well defined problems. The analysis step (WP2) will be decisive to identify the needs and the constraints and to proceed to the definition of the requirements for designing the interactive and innovative web-based system with services that support all the main stakeholders in the treatment of Parkinson disease, namely patients, caregivers and medical and health professionals (WP4) and that promote/support learning and provide informational resources (WP3). As soon as the web-based system is operational, there is the need to implement LiveWell Pilot Testing (WP5) in which will be involved more than 100 patients with stage two or three Parkinson's disease, 60 involved Caregivers and more than 10 Health Professionals at consortium level. The Quality Assurance (WP6) is crucial to ensure the quality of project results and achieve expected impact and dissemination and exploitation (WP7) of the project will be prepared and implemented during the life time of the project duration. The graphical presentation of the structure of the work plan is presented below.

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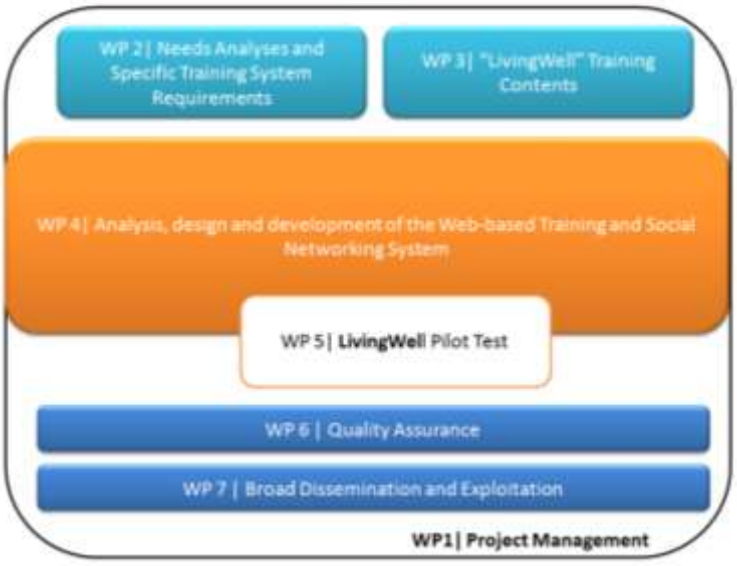


*Figure 1: LiveWell project structure*

### 1.3.2. Gantt chart

Below you can find the LiveWell gantt chart with the expected duration of all the WP and the expected deliverance date of all the project deliverables. This Gantt chart already includes some of the changes purposed at the kickoff meeting as the ones related to the duration of WP5 – LiveWell Pilot Testing, which will involve the target groups early in the process of designing the platform and multimedia solutions in a co-design approach.

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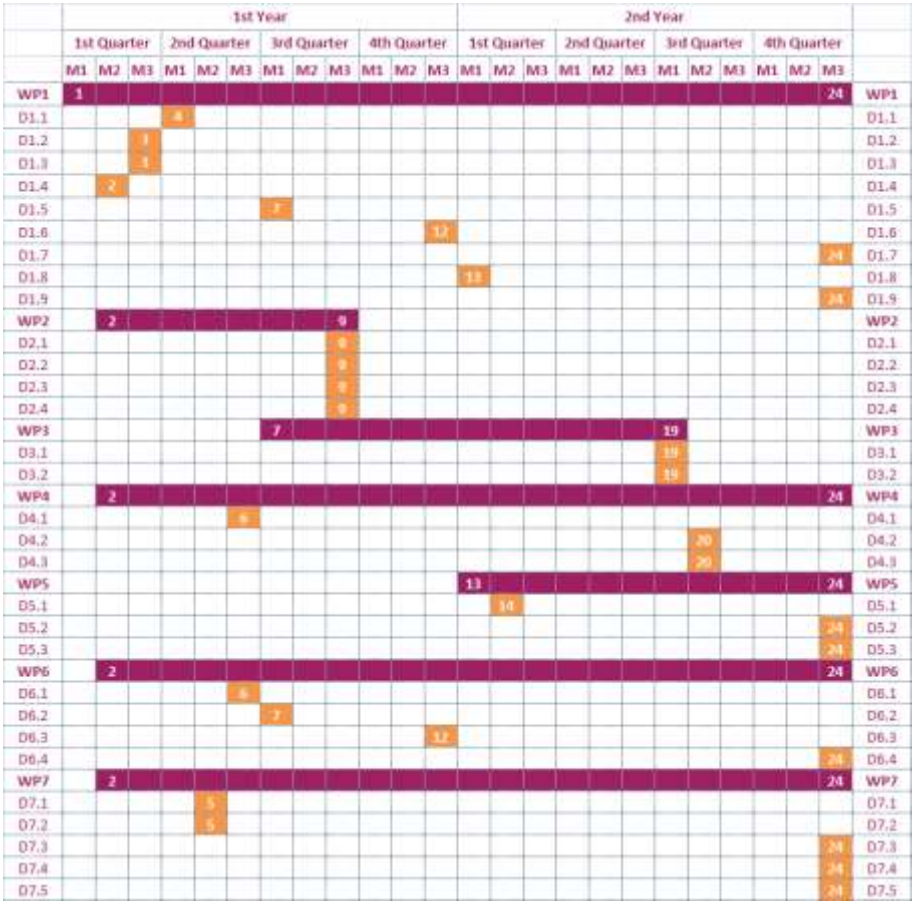


***Figure 2: LiveWell Gantt Chart***

### 1.3.3. Detailed description broken down into work packages

Table 3 provides an overview of the work distribution foreseen for the LiveWell project broken down into WPs. Details on the distribution of the person-month per partner per each WP are provided in section 3 of the document.

***Table 3: LiveWell Work Packages list***

| WP No | WP title | Type of activity[1] | Lead participant short name | Person-months[2] | Start month | End month |
|---|---|---|---|---|---|---|
| 1 | Project Management | MGT | INOVA+ | 161 | 1 | 24 |
| 2 | Needs Analyses and Specific Training System Requirements | IMP | Samvil | 152 | 2 | 9 |
| 3 | LiveWell Training Contents | IMP | UoP | 156 | 7 | 19 |
| 4 | Analysis, design and development of the web-based Training and Social Communitying System | IMP | bitmedia | 125 | 2 | 24 |
| 5 | LiveWell Pilot Testing | IMP | APM | 81 | 13 | 24 |

1 MGT – Management; IMP – Implementation; QUA – Quality Assurance; DIS – Dissemination; EXP – Exploitation of results

2 The total number of person-months allocated to each work package.

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| WP No | WP title | Type of activity[1] | Lead participant short name | Person-months[2] | Start month | End month |
|---|---|---|---|---|---|---|
| 6 | Quality Assurance | QUA | AAIF | 104 | 2 | 24 |
| 7 | Broad Dissemination and Exploitation | DIS/EXP | INOVA+ | 145 | 2 | 24 |
| | | | | 924 | | |

### 1.3.4. Deliverables and milestones lists

Table 4 provides an overview of the deliverables list previewed for the LiveWell project, including its nature, dissemination level and delivery date:

***Table 4: LiveWell Deliverables list***

| Del. no. | Deliverable name | WP no. | Nature[3] | Dissemination level[4] | Delivery date[5] |
|---|---|---|---|---|---|
| D1.1 | Project Management Plan | 1 | R | CO | M4 |
| D1.2 | Financial Management Plan | 1 | R | CO | M3 |
| D1.3 | Internal Documentation Templates | 1 | O | CO | M3 |
| D1.4 | Kick-off Meeting | 1 | E | CO | M2 |
| D1.5 | Project meeting 1 | 1 | E | CO | M7 |
| D1.6 | Project meeting 2 | 1 | E | CO | M12 |
| D1.7 | Closing Conference of the Project and Final Meeting | 1 | E | CO | M24 |
| D1.8 | Interim Report | 1 | R | PU | M13 |
| D1.9 | Final Report | 1 | R | PU | M24 |
| D2.1 | Report on the training needs of Parkinson patients and Caregivers | 2 | R | CO | M9 |
| D2.2 | Focus Groups | 2 | E | CO | M9 |
| D2.3 | Interviews with the Health Professionals | 2 | E | CO | M9 |
| D2.4 | Testing Sessions of Demo Version | 2 | R | CO | M9 |
| D3.1 | LiveWell Interactive Training Contents | 3 | R / SP | PU | M19 |
| D3.2 | Training System user manual | 3 | R | PU | M19 |
| D4.1 | Interactive Website of the project | 4 | SP | PU | M6 |
| D4.2 | Implementation of the e-learning contents in the LiveWell web-based system | 4 | SP | PU | M20 |
| D4.3 | Implementation of the Social Community Component | 4 | SP | PU | M20 |
| D5.1 | Pilot Test Scenario Guide | 5 | R | CO | M14 |
| D5.2 | Analysis of the Pilot Test | 5 | R | CO | M24 |
| D5.3 | White paper on curricula for promoting healthy living and wellbeing for Parkinson disease patients through ICT-based training | 5 | R | PU | M24 |

3 R-Report; SP-Service/product; DP-Demonstrator/Prototype; E-Event; O-Other
4 PU-Public; RE-Restricted to other programme participants (including Commission services and project reviewers); CO–Confidential (including Commission services, EACEA and project reviewers)
[5] Measured in months from the project start date (month 1)

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| Del. no. | Deliverable name | WP no. | Nature[3] | Dissemination level[4] | Delivery date[5] |
|---|---|---|---|---|---|
| D6.1 | Quality Management Plan | 6 | R | CO | M6 |
| D6.2 | Monitoring Committee Meeting 1 | 6 | E | CO | M7 |
| D6.3 | Monitoring Committee Meeting 2 | 6 | E | CO | M12 |
| D6.4 | External report about the Quality of the Project | 6 | R | CO | M24 |
| D7.1 | Dissemination Plan | 7 | R | CO | M5 |
| D7.2 | Dissemination Materials | 7 | O | PU | M5 |
| D7.3 | Electronic Newsletters | 7 | O | PU | M;24 |
| D7.4 | Dissemination Activities | 7 | O | PU | M24 |
| F7.5 | Exploitation Plan | 7 | R | CO | M24 |

The following milestones were established to measure the progress of the project methodology:

***Table 5: LiveWell Milestones list and measurable indicators***

| Milestone | Date | Results from | Measurable indicator |
|---|---|---|---|
| Specific Need Analyses and Interviews with defined target groups | M9 | • Overview of ICT Usage and Social Community for Senior Citizens;<br>• Analyses of the specific training needs for all target groups: Parkinson Patients and Caregivers; | • 6 Focus Group are delivered by the partnership;<br>• 30/50 Face-to-Face interviews with Health Professionals at consortium level are performed;<br>• At least 2 Testing sessions of the Demo Version are implemented;<br>• A report about the training needs for all target groups is ready for the development of the contents. |
| LiveWell Training Contents for all target groups | M19 | • Development of the training contents for the target groups: Parkinson Patients and Caregivers. | • 10 modules for the Web-based System are complete for both Parkinson Patients and Caregivers;<br>• The contents of the 10 modules are transformed into HTML5 technology and ready to be uploaded into web-system. |
| Analysis, Design and development of the Web-based System | M24 | • Development of an interactive and innovative web-based system with services to support all of the main stakeholders in the treatment of Parkinson disease | • Web-based system is operational and presents:<br>1. Adaptative learning contents and interactive exercises for Parkinson patients;<br>2. Information packages for Caregivers;<br>3. Social Communitying feature for Parkinson Patients, Caregivers and Health Professionals. |
| LiveWell Pilot Testing | M24 | • Testing and validation of the complete system and its content with Pilot. | • The feedback collected from more than 100 patients with stage one to four of Parkinson's disease, 60 involved Caregivers and more than 10 Doctors at consortium level that tested and verified if the contents are suitable and if the system is fully functional and ready for deployment. |
| Quality Assessment | M24 | • To ensure that work is completed with a minimum amount of errors the first time around.<br>• To catch any remaining errors as early as possible. | • Quality Management Plan is ready;<br>• Monitoring Minutes from meetings. |

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| Milestone | Date | Results from | Measurable indicator |
|---|---|---|---|
| Dissemination and Exploitation | M24 | • A good strategy, complete with measurable, realistic objectives, that adheres to a timetable and provides a complete budget will maximise the use of project results by target groups. It will also ensure that all project partners know what their roles and responsibilities are when it comes to those all-important 'valorisation' activities. | • Dissemination plan is ready;<br>• At least 5.000 people from each country are aware of the LiveWell Project;<br>• Implementation of at least 2 national events per country;<br>• Attendance in all planned dissemination events;<br>• Exploitation plan is ready. |

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# 2. Main tasks for each partner

## 2.1. INOVA+ main tasks

INOVA+ will have several roles in the project. As the promoter, it will be in charge of overall project management (WP1), and also of the closely related Quality and Evaluation task (WP6), as well as the project dissemination (WP5). In addition INOVA+ will also be directly involved in all the other packages. The main tasks are described as follows:

***Table 5: INOVA+ main tasks***

| WP1 | Wp2 | Wp3 | WP4 | WP5 | WP6 | Wp7 |
|---|---|---|---|---|---|---|
| • WP coordination<br>• Supervising other WP<br>• Overall project management including financial and administrative aspects<br>• Coordination of partners involvement and communication<br>• Monitor project achievements and outcomes<br>• Elaboration of Project Handbook<br>• Elaboration of Financial management plan<br>• Elaboration of internal templates<br>• Organizing kickoff meeting<br>• Participating at 3 other meetings<br>• Participating at the final seminar<br>• Elaboration of Interim and Final Reports<br>• Participation in the meetings organized by the EA | • Contribute to the WP results<br>• Contribute to the elaboration of the methodological guidelines for the needs analysis<br>• Conduct data collection at national level: research, 1 focus group, face-to-face interviews<br>• Contribute to the report on the training needs | • Contribute to the WP results<br>• Support the development of training contents, interactive exercises, informative packages and motivational case studies<br>• Support the development of the training system user manual | • Contribute to the WP results<br>• Assist the development of the project website section<br>• Assist the development of the social community section<br>• Assist the implementation of the learning contents in the web based tool | • Contribute to the WP results<br>• Assists the development of the pilot test methodological guidelines<br>• Assists the implementation of the pilot test, elaboration of report and white paper | • Contribute to the WP results<br>• Support the monitoring committee and participate in 2 meetings<br>• Assures the overall quality of the project results and deliverables | • WP coordination<br>• Elaboration of the dissemination plan<br>• Elaboration of dissemination materials<br>• Elaborate 6 newsletters<br>• Conduct dissemination activities at national level by involving targets groups and stakeholders according to the dissemination plan<br>• Organization of 2 national dissemination events<br>• Support the organization of the final conference in Madrid<br>• Elaboration of the exploitation plan |

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### 2.1.1. INOVA+ responsible personnel and team

The following key staff will be involved in the project:

*Table 6: INOVA+ responsible personnel and team*

| | Project Manager | Researcher/trainer | Technical | Administrative | Financial Manager |
|---|---|---|---|---|---|
| Name | Pedro Costa | Joana Soares | Marta Pinto | Ricardo Rodrigues | Pedro Castro |
| Email | pedro.costa@inovamais.pt | joana.soares@inovamais.pt | marta.pinto@inovamais.pt | ricardo.rodrigues@inovamais.pt | pedro.castro@inovamais.pt |
| Skype | Costa_pedro9 | joanaf.soares | marta-teixeira-pinto | | |

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## 2.2. University of Plymouth main tasks

UoP will be leader of WP3 – LiveWell Training contents and due to its expertise and know-how, will be actively involved in WP2, WP4 and WP5. In addition the organisation will be involved in the Pilot Testing that will take place at consortium level (WP5), as well as participating in minor roles in other tasks, such as dissemination. The main tasks are described as follows:

***Table 7: UoP main tasks***

| WP1 | Wp2 | Wp3 | WP4 | WP5 | WP6 | Wp7 |
|---|---|---|---|---|---|---|
| • Regular communication with the project coordinator<br>• Organizing 1 meeting<br>• Participating at 3 other meetings<br>• Participating at the final seminar<br>• Managing the project activities and tasks at national level<br>• Contributing to the Interim and Final reports | • Contribute to the WP results<br>• Conduct data collection at national level: research, 1 focus group, face-to-face interviews<br>• Contribute to the report on the training needs | • WP coordination<br>• Develop training contents, interactive exercises, informative packages and motivational case studies<br>• Coordinate the conversion of training contents, interactive exercises and informative packages to elearning<br>• Convert the learning information to a web-based tool<br>• Develop the training system user manual | • Contribute to the WP results<br>• Assist the development of the project website section<br>• Assist the development of the social community section<br>• Assist the implementation of the learning contents in the web based tool | • Contribute to the WP results<br>• Assists the implementation of the pilot test, elaboration of report and white paper | • Contribute to the WP results<br>• Hosting a monitoring committee meeting<br>• Participating in the 2nd committee meeting<br>• Assures the overall quality of the project results and deliverables | • Contribute to the WP results<br>• Support the elaboration of the dissemination plan<br>• Support the definition of newsletter contents<br>• Conduct dissemination activities at national level by involving targets groups and stakeholders according to the dissemination plan<br>• Organization of 2 national dissemination events<br>• Support the organization of the final conference in Madrid<br>• Support the elaboration of the exploitation plan |

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### 2.2.1. University of Plymouth responsible personnel and team

The following key staff will be involved in the project:

*Table 8: UoP+ responsible personnel and team*

| | Project Manager | Researcher/trainer | Technical | Administrative | Financial Manager |
|---|---|---|---|---|---|
| Name | Emmanuel Ifeachor | Maged Kamel Boulos | Camille Carroll | John Martin | Helen Meek |
| Email | eifeachor@plymouth.ac.uk | maged.kamelboulos@plymouth.ac.uk | camille.carroll@pms.ac.uk | J.Martin-2@plymouth.ac.uk | helen.meek@plymouth.ac.uk |
| Skype | | | | | |

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## 2.3. Bitmedia main tasks

Bitmedia will be leader of WP4 – Analysis, design and development of the Web-based Training and Social Community System and due to its expertise and know-how, will be actively involved in WP2, WP4 and WP5. In addition the organisation will be involved in the Pilot Testing that will take place at consortium level (WP5), as well as participating in minor roles in other tasks, such as dissemination. The main tasks are described as follows:

***Table 9: Bitmedia main tasks***

| WP1 | Wp2 | Wp3 | WP4 | WP5 | WP6 | Wp7 |
|---|---|---|---|---|---|---|
| • Regular communication with the project coordinator<br>• Organizing 1 meeting<br>• Participating at 3 other meetings<br>• Participating at the final seminar<br>• Managing the project activities and tasks at national level<br>• Contributing to the Interim and Final reports | • Contribute to the WP results<br>• Conduct data collection at national level: research, 1 focus group, face-to-face interviews<br>• Testing the demo version<br>• Contribute to the report on the training needs | • Contribute to the WP results<br>• Support the development of training contents, interactive exercises, informative packages and motivational case studies<br>• Support the development of the training system user manual | • WP coordination<br>• Design an innovative web based system<br>• Develop the project website section<br>• Develop the social community section<br>• Implement the learning contents in the web based tool | • Contribute to the WP results<br>• Assists the implementation of the pilot test, elaboration of report and white paper | • Contribute to the WP results<br>• Assures the overall quality of the project results and deliverables | • Contribute to the WP results<br>• Support the elaboration of the dissemination plan<br>• Support the definition of newsletter contents<br>• Conduct dissemination activities at national level by involving targets groups and stakeholders according to the dissemination plan<br>• Organization of 2 national dissemination events<br>• Support the organization of the final conference in Madrid<br>• Support the elaboration of the exploitation plan |

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### 2.3.1. Bitmedia responsible personnel and team

The following key staff will be involved in the project:

*Table 10: Bitmedia responsible personnel and team*

| | Project Manager | Researcher/trainer | Technical | Administrative | Financial Manager |
|---|---|---|---|---|---|
| Name | Gerhard Doppler | | | | |
| Email | gerhard.doppler@bitmedia.cc | | | | |
| Skype | gdoppler | | | | |

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# 2.4. Associacíon Parkinson Madrid main tasks

APM will be leader of WP5 – LiveWell Pilot Testing and due to its wide experience in Parkinson treatment and Community of contacts will collaborate in WP2, WP3 and WP7. In addition the organisation will participate in minor roles in other tasks, especially in the Quality Assessment of the project (WP6). The main tasks are described as follows:

***Table 11: APM main tasks***

| WP1 | Wp2 | Wp3 | WP4 | WP5 | WP6 | Wp7 |
|---|---|---|---|---|---|---|
| • Regular communication with the project coordinator<br>• Organizing 1 meeting<br>• Participating at 3 other meetings<br>• Organizing and participating at the final seminar<br>• Managing the project activities and tasks at national level<br>• Contributing to the Interim and Final reports | • Contribute to the WP results<br>• Contribute to the elaboration of the methodological guidelines for the needs analysis<br>• Conduct data collection at national level: research,1 focus group, face-to-face interviews<br>• Contribute to the report on the training needs | • Contribute to the WP results<br>• Support the development of training contents, interactive exercises, informative packages and motivational case studies<br>• Support the development of the training system user manual | • Contribute to the WP results<br>• Assist the development of the project website section<br>• Assist the development of the social community section<br>• Assist the implementation of the learning contents in the web based tool | • WP coordination<br>• Develop the pilot test methodological guidelines<br>• Implementing the pilot test<br>• Elaboration of the report on the pilot test<br>• Elaboration of a white paper on curricula development | • Contribute to the WP results<br>• Support the monitoring committee and participate in 2 meetings<br>• Assures the overall quality of the project results and deliverables | • Contribute to the WP results<br>• Support the elaboration of the dissemination plan<br>• Support the definition of newsletter contents<br>• Conduct dissemination activities at national level by involving targets groups and stakeholders according to the dissemination plan<br>• Organization of 2 national dissemination events<br>• Support the organization of the final conference in Madrid<br>• Support the elaboration of the exploitation plan |

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### 2.4.1. Associacíon Parkinson Madrid responsible personnel and team

The following key staff will be involved in the project:

*Table 12: APM responsible personnel and team*

| | Project Manager | Researcher/trainer | Technical | Administrative | Financial Manager |
|---|---|---|---|---|---|
| Name | Laura Carrasco Marín | Teresa Martínez Juez | | | Laura Carrasco Marín |
| Email | direccion@parkinsonmadrid.org | teresamartinez@parkinsonmadrid.org | | | direccion@parkinsonmadrid.org |
| Skype | | | | | |

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## 2.5. Ana Aslan International Foundation main tasks

AAIF main role in the Living Well Project will be as Leader of WP 6 – Quality and will provide important inputs for the development of the contents targeted at Parkinson patients and Caregivers for the online Training Platform (WP2 and WP3). In addition the organisation will be involved in the Pilot Testing that will take place at consortium level (WP5), as well as participating in minor roles in other tasks, such as dissemination. The main tasks are described as follows:

***Table 13: AAIF main tasks***

| WP1 | Wp2 | Wp3 | WP4 | WP5 | WP6 | Wp7 |
|---|---|---|---|---|---|---|
| • Regular communication with the project coordinator<br>• Participating at all the project meetings<br>• Participating at the final seminar<br>• Managing the project activities and tasks at national level<br>• Contributing to the Interim and Final reports | • Contribute to the WP results<br>• Conduct data collection at national level: research, 1 focus group, face-to-face interviews<br>• Testing the demo version<br>• Contribute to the report on the training needs | • Contribute to the WP results<br>• Support the development of training contents, interactive exercises, informative packages and motivational case studies<br>• Support the development of the training system user manual | • Contribute to the WP results<br>• Assist the development of the project website section<br>• Assist the development of the social community section<br>• Assist the implementation of the learning contents in the web based tool | • Contribute to the WP results<br>• Assists the implementation of the pilot test, elaboration of report and white paper | • WP coordination<br>• Elaborate a quality management plan<br>• Assures the overall quality of the project results and deliverables<br>• Coordinate the monitoring committee and participate in 2 meetings<br>• Identify an external evaluator<br>• Present the external evaluation report | • Contribute to the WP results<br>• Support the elaboration of the dissemination plan<br>• Support the definition of newsletter contents<br>• Conduct dissemination activities at national level by involving targets groups and stakeholders according to the dissemination plan<br>• Organization of 2 national dissemination events<br>• Support the organization of the final conference in Madrid<br>• Support the elaboration of the exploitation plan |

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### 2.5.1. Ana Aslan International Foundation responsible personnel and team

The following key staff will be involved in the project:

*Table 14: AAIF responsible personnel and team*

| | Project Manager | Researcher/trainer | Technical | Administrative | Financial Manager |
|---|---|---|---|---|---|
| Name | Luiza Spiru | Ileana Turcu | Ioana Ioancio | Ligia Manesi | Ramona Marian |
| Email | lsaslan@brainaging.ro | it@brainaging.ro | ioana.ioancio@mail.brainaging.ro | office_greece@brainaging.ro | office@brainaging.ro |
| Skype | luiza_spiru5 | ileanaturcu | ioana.ioancio | ligia.manesi | anaaslan_intl.foundation |

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## 2.6. Samvil ehf. Fjarkennsla.com main tasks

Samvil ehf. Fjarkennsla.com main role in the Living Well Project will be as Leader of Work Package 2 – Needs Analyses and Specific Training System Requirements and will provide important inputs for the development of the contents targeted at Parkinson patients and Caregivers for the online Training Platform (WP3 and WP4). In addition the organisation will be participating in minor roles in other tasks, such as dissemination. The main tasks are described as follows:

***Table 15: Saamvil ehf. Fjarkennsla.com main tasks***

| WP1 | Wp2 | Wp3 | WP4 | WP5 | WP6 | Wp7 |
|---|---|---|---|---|---|---|
| • Regular communication with the project coordinator<br>• Participating at all the project meetings<br>• Participating at the final seminar<br>• Managing the project activities and tasks at national level<br>• Contributing to the Interim and Final reports | • WP coordination<br>• Elaborate methodological guidelines for the needs analysis<br>• Conduct data collection at national level: research, 1 focus group, face-to-face interviews<br>• Testing the demo version<br>• Elaborate the report on the training needs with guidelines for interviews and for focus group implementation | • Contribute to the WP results<br>• Support the development of training contents, interactive exercises, informative packages and motivational case studies<br>• Support the development of the training system user manual | • Contribute to the WP results<br>• Assist the development of the project website section<br>• Assist the development of the social community section<br>• Assist the implementation of the learning contents in the web based tool | • Contribute to the WP results<br>• Assists the implementation of the pilot test, elaboration of report and white paper | • Contribute to the WP results<br>• Assures the overall quality of the project results and deliverables | • Contribute to the WP results<br>• Support the elaboration of the dissemination plan<br>• Support the definition of newsletter contents<br>• Conduct dissemination activities at national level by involving targets groups and stakeholders according to the dissemination plan<br>• Organization of 2 national dissemination events<br>• Support the organization of the final conference in Madrid<br>• Support the elaboration of the exploitation plan |

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### 2.6.1. Samvil ehf. Fjarkennsla.com responsible personnel and team

The following key staff will be involved in the project:

*Table 16: Samvil ehf. Fjarkennsla.com responsible personnel and team*

| | Project Manager | Researcher/trainer | Technical | Administrative | Adminsitrative | Financial Manager |
|---|---|---|---|---|---|---|
| Name | Kristin Helga Gudmundsdottir | Anna Magnea Hreinsdottir | Melkorka Tholl | Vilhjalmur Siggeirsson | Sesselja Gudmunda Vilhjalmsdottir | |
| Email | samvil@simnet.is | Annah@gardabaer.is | melkorkav@gmail.com | vilhjalmur@simnet.is | Sesselja.vilhjalmsdottir@gmail.com | |
| Skype | Samvil1 | | | villsigg | | |

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# 2.7. Splošna bolnišnica Brežice main tasks

Splošna bolnišnica Brežice will provide important inputs for the development of the contents targeted at Parkinson patients and Caregivers for the online Training Platform (WP3 and WP4). In addition the organisation will be participating in minor roles in other tasks, such as dissemination. The main tasks are described as follows:

***Table 17: Splošna bolnišnica Brežice main tasks***

| WP1 | Wp2 | Wp3 | WP4 | WP5 | WP6 | Wp7 |
|---|---|---|---|---|---|---|
| • Regular communication with the project coordinator<br>• Participating at all the project meetings<br>• Participating at the final seminar<br>• Managing the project activities and tasks at national level<br>• Contributing to the Interim and Final reports | • Contribute to the WP results<br>• Conduct data collection at national level: research, 1 focus group, face-to-face interviews<br>• Contribute to the report on the training needs | • Contribute to the WP results<br>• Support the development of training contents, interactive exercises, informative packages and motivational case studies<br>• Support the development of the training system user manual | • Contribute to the WP results<br>• Assist the development of the project website section<br>• Assist the development of the social community section<br>• Assist the implementation of the learning contents in the web based tool | • Contribute to the WP results<br>• Assists the implementation of the pilot test, elaboration of report and white paper | • Contribute to the WP results<br>• Assures the overall quality of the project results and deliverables | • Contribute to the WP results<br>• Support the elaboration of the dissemination plan<br>• Support the definition of newsletter contents<br>• Conduct dissemination activities at national level by involving targets groups and stakeholders according to the dissemination plan<br>• Organization of 2 national dissemination events<br>• Support the organization of the final conference in Madrid<br>• Support the elaboration of the exploitation plan |

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### 2.7.1. Splošna bolnišnica Brežice responsible personnel and team

The following key staff will be involved in the project:

*Table 18:Splošna bolnišnica Brežice responsible personnel and team*

| | Project Manager | Researcher/trainer | Technical | Administrative | Financial Manager |
|---|---|---|---|---|---|
| Name | Marija Kosem | Tanja Cerjak | Kiril Stojanov | | Anica Pavlin |
| Email | marija.kosem@sb-brezice.si | tanja.cerjak@sb-brezice.s | kirilstojanov@yahoo.com | | racunovodstvo@sb-brezice.si |
| Skype | maria.kosem | | | | |

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# 3. Detailed specification of the work packages

## 3.1. WP1 - Project Management

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Title** | WP1 - Project Management | | | | | | |
| **Duration** | 24M | | | | | | |
| **WP Leader** | INOVA+ | | | | | | |
| **Objectives** | • To ensure effective organization, administration and coordination of the project;<br>• Ensure a sound management of the project in all its components;<br>• Elaboration of Interim Report, Final Report and WP Reports. | | | | | | |
| **Aims** | • Effective management of the project warranting a good communication between all the involved organizations in order to meet the project objectives;<br>• Establish adequate mechanisms to coordinate tasks and the cooperating bodies;<br>• Guarantee high quality standards in the delivery of the events;<br>• Project coordination from a technical and administrative-financial point of view. | | | | | | |
| **Description of work** | Coordination tasks will be assumed by INOVA+ that is in charge of the overall coordination of the project activities, ensuring the global consistency and scheduling. It also must be responsible for the overall management it's legal, accounting, administrative and financial aspects and will maintain the contacts with the EACEA services. All partners must be responsible for management of the tasks allocated to them, and take part in general project management by participating in project meetings and leading the work packages assigned to them. Coordination during all the phases must guarantee that all partners have a clear idea of the tasks needed to be done during the project and the effects that they need to produce.<br>During the project life several documents, such as deliverables or reports, will be produced, and these will form the basis under which the work will be judged and disseminated to others. As such it is of the utmost importance that the produced work meets with the highest quality criteria. This way the project manager and WP leaders can prepare plans and actions to counter any weaknesses or deficiencies in the project execution, thus ensuring that all quality standards are met effectively. To ensure the overall quality of the project there will be a Monitoring Committee which main objective is to review the quality of the produced materials, whether being questionnaires, minutes and reports, the communication between partners, the safety of the information and data and the project´s lifetime. The Monitoring Committee will be chaired by the Quality WP leader, AAIF and will have as members the Coordinator of the Project, INOVA+ and two selected Work Package Leaders: APM and UoP. | | | | | | |
| **Deliverables** | D1.1 - Project Management Plan<br>D1.2 - Financial Management Plan<br>D1.3 - Internal Documentation Templates<br>D1.4 – Kick-off Meeting<br>D1.5 – Project meeting 1<br>D1.6 – Project meeting 2<br>D1.7 – Closing Conference of the Project and Final Meeting<br>D1.8 - Interim Report<br>D1.9 – Final Report | | | | | | |
| **Partners Involved** | **Inova+** | UoP | Bitmedia | APM | AAIF | Samvil | SB Brezice |
| **Staff days** | 65 | 16 | 16 | 16 | 16 | 16 | 16 |
| **Subcontracted tasks** | No tasks will be subcontracted in this WP | | | | | | |

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# 3.2. WP2 - Needs Analyses and Specific Training System Requirements

| | |
|---|---|
| **Title** | WP2 - Needs Analyses and Specific Training System Requirements |
| **Duration** | 8M |
| **WP Leader** | Samvil |
| **Objectives** | • To conduct a bibliographic research and field investigation in the current engagement of Parkinson Patients and ICT and Social Community trends as key learning tools that promote Active Ageing;<br>• To interview, collect and analyse data from all the main Parkinson Stakeholders to define the guidelines for the implementation of the Training System;<br>• To understand the needs of the Parkinson Patients with relation to the proposed developed material – the Web-based Training System and Social Community;<br>• To be aware of the requirements of the Caregivers as key-players in the overall well-being improvement of Parkinson Patients. |
| **Aims** | • To identify the training contents and exercises that are more suitable for Parkinson Patients with stage 1 to 4 and that offer the possibility to be adapted to new situations or in the future to different diseases;<br>• To conduct a Focus Group in each partner country with Caregivers and Parkinson patients in order to have an in-depth understanding of the real needs of the Parkinson Patients when considering their engagement with ICT and their participation in Social Communities;<br>• To conduct 30/50 face-to-face interviews with Health Professionals in order to understand the real needs of both Parkinson Patients and the Caregivers. |
| **Description of work** | The purpose of this WP is to analyse the needs of the defined targets and to specify the Training System Requirements. The various target groups of the LiveWell – Parkinson patients, Caregivers, and Health Professionals – have different training and/or information needs, which must be identified as a preliminary step to the development of the Training System. The goal of this WP is thus to clearly define the needs and requirements, setting the methodological framework that will serve as basis for the sub-sequent WPs.<br>The analysis work will be organised per intended audience:<br>• Parkinson Patient´s requirements: Identification of the training needs of Parkinson patients, including which areas the training modules should address, what type of health information is relevant to them, and Social Community preferences.<br>• Caregivers´ requirements: Identification of the information packages, including which type of training would be most useful to them, what type of health information is relevant, and Social Community preferences.<br>• Health Professionals: Collection of information/medical opinions about what should be included in the training contents for the Parkinson patients and Caregivers. Identification of relevant information that is usable for the therapeutic monitoring process of the patients (in terms of social interaction, training of movements, etc.).<br>This identification of needs will be performed according to the following methodology:<br>• Background research: collection of data regarding existing procedures and best practices in the areas of the ICT, Virtual Learning Communities and Parkinson Patients.<br>• 6 Focus Group with Parkinson Patients, Caregivers to understand the training and social interaction needs;<br>• 30/50 Face-to-Face interviews with Health Professionals at consortium level to collect information and opinions about the contents and features of the Training System and Social Community;<br>• Testing sessions of the Demo Version: At least 2 testing sessions of the Demo Version of the Training System and Social Community will be implemented in order to evaluate if the features and contents are adapted to the needs and characteristics of the target groups. The sessions will be implemented in accordance with WP3 and WP4.<br>Some requirements for the Training System are already defined, such as the need to be usable directly by Parkinson patients and Caregivers with minimal or no external support, support for personalisation, and allowing for continuous monitoring and support from Medical and Health Professionals. These general requirements, along with the more specific ones identified for |

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| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | each target group, will allow the creation of a tailored and interactive training system, for all target groups that allows interpersonal interaction through Social Community. | | | | | | |
| **Deliverables** | D2.1 - Report on the training needs of Parkinson Patients and Caregivers<br>D2.2 - Focus Groups<br>D2.3 - Interviews with the Health Professionals<br>D2.4 - Testing Sessions of Demo Version | | | | | | |
| **Partners Involved** | Inova+ | UoP | Bitmedia | APM | AAIF | **Samvil** | SB Brezice |
| **Staff days** | 25 | 19 | 19 | 19 | 19 | 32 | 19 |
| **Subcontracted tasks** | No tasks will be subcontracted in this WP | | | | | | |

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# 3.3. WP3 – LiveWell Training Contents

| | |
|---|---|
| **Title** | Wp3 - LiveWell Training Contents |
| **Duration** | 13M |
| **WP Leader** | UoP |
| **Objectives** | • To generate contents for Parkinson Patients on how to improve their overall well-being;<br>• To develop informational packages for Caregivers on contents about Parkinson Disease and how to deal with patients and contribute to their active ageing;<br>• To coordinate the conversion and implementation of interactive learning contents for the web-based system;<br>• To leverage the power of Social Media and Community for content delivery and the creation of associated online patient and caregivers support groups, particularly on devices such as tablets and larger-screen smartphones. |
| **Aims** | • To design interactive exercises and training contents for Parkinson Patients;<br>• To develop informational packages for Caregivers about Parkinson Disease and "How to…" modules. |
| **Description of work** | UoP is the WP leader of the LiveWell Training Contents and is responsible for the overall management and delivery of the materials in a timely manner. Based on the findings of WP2 regarding Parkinson patients and caregivers, there will be adaptation of the user's needs and specifications to the creation of the content. More specifically, the web-based system will provide specific contents for Parkinson patients and caregivers to meet the identified needs of each target group, including:<br>• Social media and Community desiderata: We will survey the state-of-the-art of Social media and Community for content delivery and the creation of associated online patient and caregivers support groups, particularly on devices such as tablets and larger-screen smartphones. We will also conduct interviews/focus group with a representative small group of Parkinson's disease patients and caregivers to provide recommendations for the use of social media and social Community in LiveWell, ensuring that such tools are usable by the average older person with Parkinson's disease and the average caregiver;<br>• Training modules: set of interactive training modules and exercises grouped by area and aimed at Parkinson patients and caregivers, so as to maintain and improve their condition, as well as learning new skills that will keep them active for longer, and the latter aimed at improving their caring skills;<br>• Health Information: various information packages covering all the areas deemed of interest to the target audiences, such as description of the Parkinson disease, best practices on how to handle this condition, contacts of interest at the local, regional, and European levels, etc.;<br>• Virtual Learning Community: creation of basic communication infrastructure and contacts that will allow Parkinson patients and informal carers to communicate and exchange experiences with others in similar circumstances, including creation and maintenance of a forum, interface with popular social Communities, etc.;<br>• Motivational case-studies: provide information on examples of successful Parkinson training processes and how they give the patients new skills to improve their professional lives;<br>The training modules for Parkinson patients will be specifically designed to provide training for different Parkinson disciplines that will be identified in WP2 that patients could do during their rehabilitation processes. These interactive modules, along with the ones for informal career training and other information content, and will be developed by medical professionals in the area. |
| **Deliverables** | D3.1 - Interactive Training Contents<br>D3.2 - Training System user manual |

| **Partners Involved** | Inova+ | **UoP** | Bitmedia | APM | AAIF | Samvil | SB Brezice |
|---|---|---|---|---|---|---|---|
| **Staff days** | 30 | 46 | 16 | 16 | 16 | 16 | 16 |

| | |
|---|---|
| **Subcontracted tasks** | All partners except UoP will have resources to subcontract translation services of the contents to national language |

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# 3.4. WP4 – Analysis, design and development of the Web-based Training and Social Community System

| | |
|---|---|
| **Title** | WP4 – Analysis, design and development of the Web-based Training and Social Community System |
| **Duration** | 23M |
| **WP Leader** | bitmedia |
| **Objectives** | • To design an interactive and innovative web-based system with services to support all of the main stakeholders in the treatment of Parkinson disease, namely patients, caregivers and medical and health professionals;<br>• Establish a public project website with information about the project, the partnership, the results and other relevant information in the project context;<br>• Develop and lively maintain a social Community component for all main stakeholders in the treatment of Parkinson disease, namely patients, caregivers and medical and health professionals interact;<br>• Implement an internal learning and communication platform which ensures data integrity and role based security, assuring easy and accessible communication. |
| **Aims** | • To develop an innovative web-based system that offers and supports Parkinson Patients, with Adaptative learning contents with interactive exercises;<br>• To build up a Virtual learning Community to Parkinson Patients and Caregivers<br>• To provide caregivers, with information packages and audiovisual contents to improve their knowledge about Parkinson Disease and help patients;<br>• To provide Health and Medical Professionals, with the ability to remotely and continuously monitor the patient´s participation in the training activities and interactions, therefore helping to improve the Patient´s therapy and effective rehabilitation. |
| **Description of work** | This web-based system will work along three main dimensions: 1. serve as the website of the project; 2. offer interactive e-learning content; 3. promote Social Community among all involved stakeholders.<br>All of these three dimensions will not only provide information to the general public about the project, but will also enable that Parkinson Patients, Caregivers and Health Professionals become connected.<br>In detail this Web-based system will offer:<br>1. Website: It will host the project description, presentations of project partners, aims, objectives, results and links to other resources.<br>2. E-learning content: This system will offer both Parkinson Patients and Caregivers interactive training contents, exercises and information packages about Parkinson Disease and how to deal with patients and contribute to their active ageing.<br>3. Social Community: It will present a learning and discussion platform tailored for Parkinson Patients, Caregivers and Health and Medical professionals. This social Community component is one important part of the web-based system, as it will allow interaction between Parkinson Patients having respect for the privacy issues, which are so important. Moreover, through this social Community, specifically created for Parkinson Patients, Caregivers and Health Professionals will also be able to participate and interact, by providing tips about health care, exchange ideas and concerns, or simply, share their experiences in the treatment process of a Parkinson Patient. |
| **Deliverables** | D4.1 - Interactive Website of the project<br>D4.2 - Implementation of the e-learning contents in the web-based system |

| **Partners Involved** | Inova+ | UoP | **Bitmedia** | APM | AAIF | Samvil | SB Brezice |
|---|---|---|---|---|---|---|---|
| **Staff days** | 22 | 13 | 38 | 13 | 13 | 13 | 13 |

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| **Subcontracted tasks** | No tasks will be subcontracted in this work package. |

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# 3.5. WP5 - LiveWell Pilot Test

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| **Title** | WP5 - LiveWell Pilot Test |
| **Duration** | 12M |
| **WP Leader** | APM |
| **Objectives** | • To test the web-based system by actually simulating with more than 100 patients with stage one to four of Parkinson's disease, 60 involved Caregivers and more than 10 Health Professionals at consortium level;<br>• To set the future training planning and possible adjustments to other neurodegenerative diseases. |
| **Aims** | • Testing of the interactive training contents and exercises designed for Parkinson Patients and Caregivers and tuning of results;<br>• Validation of the contents and of the Pilot process by the end-users;<br>• To research on the curricula for promoting healthy living and wellbeing for Parkinson disease patients through ICT-based training. |
| **Description of work** | The WP Leader of the Pilot test will be APM that in close collaboration with AAIF and UoP will command the pilot test of the LiveWell web-based system with Parkinson patients, Caregivers and medical professionals. This Pilot is a very important step of the LiveWell project as it will test the efficiency of the learning contents that have been previously built (see WP3) based on the direct feedback from Parkinson patients and caregivers. These contents are to be adapted to other neurodegenerative diseases in the future.<br>The LiveWell Pilot Test will have three phases:<br>1. Pilot Test Scenario Guide - design of the entire pilot´s methodology to follow including the evaluation tools and quality indicators that will be used, such as user-friendliness, successful rate, productivity, adaptability, among others. This pilot will be essential to test the feasibility of the LiveWell web-based system directly by the future end-users. Once all target-groups are selected, they will first be instructed on how to use the system and will be informed about the feedback process.<br>2. Analysis of the Pilot Test - This analysis is essential to understand if the LiveWell system is fully operational and if it meets the needs of the target groups. Based on the quality indicators that will be included in the Pilot Test Scenario Guide, the partnership will understand if any changes or adaptations are required. This step is very important as in the future the end-users will use the system at their homes, without the help of any technician; therefore the system must be fully operational and must respect the patient´s limitations with ICT. Moreover, as the consortium intends to adapt this system to other neurodegenerative diseases, there must be a deep understanding of the end-users interactivity with the system.<br>3. Delivery of a White paper on curricula for promoting healthy living and wellbeing for Parkinson disease patients through ICT-based training - After the pilot where the consortium understands the type of interactivity that exists between Parkinson patients, caregivers and health professionals within the LiveWell web-based system, a White Paper will be delivered and will provide an in-depth understanding of the real needs of the Parkinson Patients when considering their engagement with ICT for the process of improving their overall well-being in the treatment of the Parkinson Disease. |
| **Deliverables** | D5.1 - Pilot Test Scenario Guide<br>D5.2 - Analysis of the Pilot Test<br>D5.3 - White paper on curricula for promoting healthy living and wellbeing for Parkinson disease patients through ICT-based training |

| **Partners Involved** | Inova+ | UoP | Bitmedia | **APM** | AAIF | Samvil | SB Brezice |
|---|---|---|---|---|---|---|---|
| **Staff days** | 14 | 10 | 10 | 17 | 10 | 10 | 10 |

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| **Subcontracted tasks** | No tasks will be subcontracted in this work package. |

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# 3.6. WP6 – Quality Assurance

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| **Title** | WP6 – Quality Assurance |
| **Duration** | 23M |
| **WP Leader** | AAIF |
| **Objectives** | • To ensure the quality of project results and achieve expected impact. |
| **Aims** | • To analyze the project results to ensure overall quality of work.<br>• To define common formats of documents, uniform rules of their description, revision plans and revision procedures (the basis for all work results across all WP). |
| **Description of work** | This WP will be led by AAIF. The definition of clear guidelines of quality procedures is seen as essential by the LiveWell partnership. In order to achieve a high-quality level, the consortium is deeply committed to provide a consistent system that evaluates all deliverables during several times of the project. In order to achieve this, the LiveWell partnership is willing to:<br>1. Deliver a Quality Management Plan: In order to maintain a high-quality level of work, the WP leader in collaboration with all partners will develop the Quality Management Plan that will include all the necessary documentation, such as deliverables or reports that will be assessed at a constant level. This way the project manager and WP leaders can prepare plans and actions to counter any weaknesses or deficiencies in the project execution, thus ensuring that all quality standards are met effectively.<br>2. Set up a Monitoring Committee: To ensure the overall quality of the project there will be a Monitoring Committee which main objective is to provide guidance and to review the quality of the produced materials, whether being questionnaires, minutes and reports, the communication between partners, the safety of the information and data and the project´s lifetime. The Monitoring Committee will be chaired by the Quality WP leader, Ana Aslan and will have as members the Coordinator of the Project, INOVA+ and two selected Work Package Leaders: APM and UoP.<br>3. Contact an External Expert Evaluation: In order to ensure an impartial quality evaluation of the products, the Coordinator of the Project, INOVA+ will subcontract an external and experienced evaluator that will provide the necessary feedback for all the deliverables. This expert will deliver to the partnership a final report on the Overall Quality of the Project, based on the data collected from partners via questionnaires, monitoring meetings results and discussions and this report will be sent to the Commission. |
| **Deliverables** | D6.1 - Quality Management Plan<br>D6.2 - Monitoring Committee Meeting 1<br>D6.3 - Monitoring Committee Meeting 2<br>D6.4 - External report about the Quality of the Project |

| **Partners Involved** | Inova+ | UoP | Bitmedia | APM | **AAIF** | Samvil | SB Brezice |
|---|---|---|---|---|---|---|---|
| **Staff days** | 14 | 9 | 9 | 9 | 45 | 9 | 9 |

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| **Subcontracted tasks** | Contracting of external expert to independently analyse the quality of the project's work, as per the objective of this WP (partner responsible INOVA+) |

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# 3.7. WP7 – Broad Dissemination and Exploitation

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| **Title** | WP7 - Broad Dissemination and Exploitation |
| **Duration** | 23M |
| **WP Leader** | INOVA+ |
| **Objectives** | • To involve in the project the target group and interested entities at local, national and European level from the beginning to after the project finds its terminus;<br>• To assure that the results produced by the project meet clearly the identified needs, demands and interests of the target group;<br>• To promote the project and its outcomes through the project website and through the elaboration of informative and promotional material (leaflets, CDs, articles, etc.);<br>• To prepare for exploitation of project results. |
| **Aims** | • To define and implement a comprehensive dissemination plan;<br>• To disseminate the project goals and benefits towards the target group and end-users;<br>• To disseminate the project results through Social Communities and several dissemination channels towards the target group and beneficiaries at both the EU & National level;<br>• To prepare the LiveWell project´s endurance;<br>• To facilitate that all results of the project are fully exploited through development of an effective exploitation plan and a business strategy. |
| **Description of work** | The **dissemination** activities are crucial to reach the project goals by inspiring enough interest and attract a large number of stakeholders. The dissemination strategy will be aimed at ensuring that the project results, knowledge and expected outcomes are known to, and recognized by, defined specific target groups – the Parkinson patients, the Caregivers and the Health and Medical Professionals.<br>The most important tool of dissemination will be the web-based system, which is projected on the basis of the principles of transparency, collaboration and effective use of resources. In this web system, all relevant information about the project will be included, and all partners will be easily reachable through their intuitional links; It will be constantly updated with relevant information about the project, such as publication of results, news and programme of activities for both Parkinson Patients, Caregivers and staff-related. All important information about the aims and benefits of the LiveWell project will be displayed in an appealing manner to convince end-users, potential Health and Medical Organisations and relevant stakeholders, to be engaged in and to also promote the activities of the consortium. In addition to this online dissemination process, an offline process will be available through the large interaction in National and European events and seminars that will contribute to create a Community of valuable contacts, therefore creating a multiplying effect of reached public.<br>In order to achieve these, a detailed Dissemination Plan will be created. This Plan will outline the proposed dissemination activities and will provide guidance in the following key areas: what, when, to whom and how to disseminate. The dissemination strategy will progressively increase the dissemination effort as the project results are obtained, in order to assure a wide awareness of the project and favorable conditions to facilitate exploitation after the end of project.<br><br>**Exploitation** will start as soon as the LiveWell Web-based system is available. An exploitation plan will be developed, based on the market analysis and the identification of exploitation opportunities, on fully using project results and achievements; exploitation possibilities will be analyzed and positioning of the LiveWell project results along with a feasible business model defined. One section of the Exploitation plan will deal with the IPR on the results of the project. The development of an Exploitation strategy must be based on the discussion with other partners and taking into consideration those project results/products/deliverables that have a potential for sustainability after the project's life-time. This document must contain any partnership's decisions on the exploitation and commercialization of project results, possible "export" to other sectors and geographical areas, etc.<br>The exploitation plan will include the dissemination effort beyond the project's life, which will take advantage of the dissemination materials already created (i.e. Website, flyers, newsletters and posters). For this reason the Web-based system will be kept up-to-date beyond the end of the project and any dissemination materials will be updated to reflect the |

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| | evolution of the Training System. The LiveWell project will define the products that are likely to exploit, and use this as input to develop a market analysis. The market analysis will incorporate all relevant market key figures and variables will be put together to obtain a clear picture of how further exploitation should be.<br><br>At this stage already some basic principles to be included in the exploitation plan can be summarized:<br>1. Client segments: end-users, market segments (health sector, Parkinson associations, ICT companies) and potential funders (Health National Agencies, the EC);<br>2. Business model: a study on potential costume-made services supporting implementation, maintenance and upgrade of the integrated framework (i.e. customization; localization; integration with other applications; developing additional modules providing access to other support services; change management etc.).<br><br>Exploitation strategy:<br>• Possibility of cooperation between universities or hospitals – each partner will arrange at least 5 meetings with hospitals and universities to present the LiveWell project;<br>• A mixed funding business model of market revenue generation and funding (national and EU);<br>• The business model should find a balance between the ICT and consultancy aspects of the offered services. At the same time, the integrated framework should be attractive also for supplementary commercial services to attract financial resources needed for the business sustainability.<br>• Planning for the commercialization of the web-based training and social Community system or project results/products will be considered as part of the plan taking into account all relevant information on the market objectives (Potential clients, funding chain, value chain, European and International competitors, market barriers, legislation, etc.). |
| **Deliverables** | D7.1 - Dissemination Plan<br>D7.2 – Dissemination Materials<br>D7.3 - Electronic Newsletters<br>D7.4 - Dissemination Activities<br>D7.5 - Exploitation Plan |

| **Partners Involved** | **Inova+** | UoP | Bitmedia | APM | AAIF | Samvil | SB Brezice |
|---|---|---|---|---|---|---|---|
| **Staff days** | 43 | 17 | 17 | 17 | 17 | 17 | 17 |
| **Subcontracted tasks** | Production of Dissemination Materials – All partners | | | | | | |

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# 4. Project events

## 4.1. Partners Meetings

4 project meetings are previewed to be implemented in the framework of LiveWell project: a kick-off meeting, 2 partners meetings and a final meeting. Below is a summary of the 4 meetings, including dates, venues, responsibilities and other issues:

***Table 19: Project meetings***

| No | Meeting | Venue | Date | Duration | Organizer | Responsible for meeting preparation (logistics) | Responsible for meeting minutes |
|---|---|---|---|---|---|---|---|
| 1 | Kick-Off Meeting | Matosinhos | October 2012 | One and half day | INOVA+ | INOVA+ | INOVA+ |
| 2 | 1st partners Meeting | Plymouth | April 2013 | One and half day | UoP | UoP | INOVA+ |
| 3 | 2nd partners Meeting | Graz | September 2013 | One and half day | bitmedia | bitmedia | INOVA+ |
| 4 | Final Meeting | Madrid | September 2014 | One day | APM | APM | INOVA+ |

Concerning meetings preparation (logistics) each partner hosting a meeting will arrange the logistic issues accordingly to its possibilities. Nevertheless, INOVA+ strongly suggests the following:

- the meetings shall take place in a room with capacity for at least 10 members, with a Lap Top or computer with Internet connections and video-projector connection;
- the meeting room shall have a video-projector and Internet connections available for all the meeting participants (wireless or not);
- partner's organizing a meeting shall take care of simple coffee-breaks and to promote a social dinner. By promoting its intent just to book a restaurant for the social dinner;
- partner's organizing a meeting shall provide information on the easiest way to reach the meeting venue, by informing about airport facilities and flights, train/bus facilities if necessary, how to reach the hotel/city center from the airport/train or bus station, etc.;
- partner's organizing a meeting shall inform about available hotels near the meeting venue. When choosing the hotels please bear in mind that partners traveling to your country will have constrains for reimbursement of subsistence costs, accordingly to the daily rates allowed by the EACEA.

All partners are supposed to attend the meetings with at least one representative of the staff members. Considering the need of book flights in advance in order to get

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cheaper prices, the organizing partners shall inform well in advance about the meeting dates.

## 4.2. Other events

Besides partners meetings the following face-to-face events are previewed:

- **Coordinators meetings** organized by EACEA in Brussels – INOVA+ will attend the coordinators meeting organized by the EACEA and previewed to be held during January 2013. Any relevant information/recommendation will be shared with all partners;
- In the 1st Project meeting and at the Final meeting, the Monitoring Committee will gather for one more day to discuss issues related with the quality of the project. This Committee is chaired by AAIF and will be attended by UoP, APM and INOVA+. For these **Monitoring Committee meetings** partners' responsibilities are as follows:

***Table 20: Monitoring Committee meetings***

| No | Meeting | Venue | Date | Duration | Organizer | Responsible for meeting preparation (logistics) | Responsible for meeting minutes |
|---|---|---|---|---|---|---|---|
| 1 | 1st Monitoring Committee meeting | Plymouth | April 2013 | One day | UoP | UoP | AAIF |
| 2 | 2nd Monitoring Committee meeting | Madrid | September 2014 | One day | APM | APM | AAIF |

- By the final month of the project and at the same time of the Final Project meeting, a **conference for dissemination of results** will be organized in Madrid with the participation of all partners and invited guests' representative of the target groups and stakeholders. The goal of the conference is to present the final product and testing results, review project implementation, to disseminate the project results and to review the possibility of further exploitation of results.

***Table 21: Final Conference***

| Venue | Date | Duration | Organizer | Responsible for meeting preparation (logistics) |
|---|---|---|---|---|
| Madrid | September 2014 | One day | APM | APM |

- Each partner will promote **2 national events for dissemination of the project** activities and results. The events are thought for just about between 20 up to 50 participants with 4 hours duration. The events will be informal to encourage people of various backgrounds and disciplines to take part in the discussions. Each partner will decide the best implementation strategy, the target to

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achieve, the venues and other organizational issues accordingly to the possibilities and needs at national level.

Nevertheless INOVA+ that all partners shall bear in mind the following:

i. It can be important to involve local or national associations dealing with Parkinson disease facilitating the contacts with the target groups;
ii. Prepare the events in advance and try to match them with key moments/milestones of the project (e.g.: before the test sessions on order to motivate the target groups for the test events);
iii. It is advisable to promote half-day events in order to have a better acceptance of the target groups;
iv. The 2nd event can be addressed to exploitation purposes than to dissemination and thus promoted at a final stage of the project;
v. If suitable, the national events can be promoted jointly with other organizations/projects that aims the same or similar purposes as we are aiming in the framework of this project.

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# 5. Management principles, disputes and conflicts

The following principles are to be shared from the beginning of the project in order to achieve a successful implementation of the project activities:

- Engagement with the project objectives, understanding and performing the role of each partner in the success of the project;
- Interest and focus in the execution of the project (be it a problem to be solved or an opportunity for improvement);
- Understanding that cooperation under this project is the best mean for achieving each partner's desired results on a knowledge and cost basis;
- Commitment to apply and use the project results for an improvement in their business or research activity, each organization having benefits from the project.

The LiveWell Project Management will be oriented towards an optimal rate result/effort that will not allow any decrease in the quality of results and will maximize the efficient use of human, financial and equipment resources. For a more effective use of resources and considering the time frame of the project (24 months) and the size of consortium, the day-to-day management will be conducted at three levels:

- Level 1 | Coordinator (C): The Coordinator takes overall responsibility for managing the project and administrative support from all partners is available to the Project Coordinator to ensure smooth running, and ease of communication for all partners involved in the project.
- Level 2 | Work Package Leaders (WPL): The WPL is responsible for the coordination of the work of the partners collaborating on that WP, ensuring that deliverables are being produced with the appropriate quality, on time and to budget.
- Level 3 | Monitoring Committee (MC): The MC objective is to review the quality of the produced materials, whether being questionnaires, minutes and reports, the communication between partners, the safety of the information and data and the project´s lifetime.

In case of a dispute between parties, the coordinator with the exception of the disputing party(ies) has to try to settle disputes. The parties involved in the dispute can state their case to the coordinator. The coordinator will make an impartial ruling in the dispute and make a decision by voting. In order to do so a specific committee will be set up if needed with a representative of each partner. This committee will analyse the question in dispute and take decisions by voting. Each member has one vote and a decision can only be made with 2/3 majority.

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Therefore, the procedure for conflict resolution to be used when a conflict arises is described below.

I. Should serious disputes arise; any member of the consortium can initiate a "Red-Flag" procedure by alerting at the lower stage, the WPL about the issue that needs resolution;
II. Any serious disputes that cannot be resolved at the level of the work package will be resolved by the Project Coordinator attempting to consider all sides of the issue (if necessary by requesting advise to outside experts) and seeking to construct a unanimous agreement between contending viewpoints;
III. In the case that the Project Coordinator cannot reach a decision for reasons of conflict of interest, the affair will be handled and resolved by a specific committee to be created to analyse the dispute, allowing a maximum of 21 days from the identification of a conflict to attempt final resolution.

In the case of persistent or exceptional disputes threatening the continuation of the project, the consortium will inform the EC Project Officer, solicit the external advice and call for a larger meeting of the consortium members. All the notes, minutes and decision taken during the conflict resolution process will be transmitted to all work package leaders and the project manager.

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# LiveWell

## PROJECT

Promoting healthy living and well-being for Parkinson patients through social network and training

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