



Developing Early Warning Systems for improved
microalgae **PRO**duction and Anaerobic **DIG**gest**ION**

Grant Agreement Number: 101007006

D7.2 QUALITY ASSURANCE PLAN

PEDRO CERMENO¹, CARMEN G. COMAS¹, ÁLVARO TAMAYO²

¹Consejo Superior de Investigaciones Científicas (CSIC), Spain

²ID-Consortium (IDC), Spain



THIS PROJECT HAS RECEIVED FUNDING FROM THE EUROPEAN UNION'S HORIZON 2020
RESEARCH AND INNOVATION PROGRAMME UNDER GRANT AGREEMENT #101007006

Grant Agreement Number: 101007006

Project acronym: PRODIGIO

Project title: Developing early warning systems for improved microalgae PROduction and anaerobic DIGestIO

Deliverable number:	7.2
Deliverable responsible:	CSIC
Work-package:	7
Editor:	Pedro Cermeno
Dissemination Level	Public (PU)

Author(s) – in alphabetical order		
Name	Organisation	E-mail
Pedro Cermeno	CSIC	pedrocermeno@icm.csic.es
Carmen G. Comas	CSIC	cgcomas@cmima.csic.es
Alvaro Tamayo	IDC	atamayo@idconsortium.es

Document Revision History			
Version	Date	Modifications Introduced	
		Modification Reason	Modified by
V.1	07/03/2021	NEW EDITION	Pedro Cermeno
V.2			
V.3			
V.4			



Table of Contents

EXECUTIVE SUMMARY.....	4
1. PROJECT GOVERNANCE.....	5
1.1. Project Coordinator (PC).....	5
1.2. Project Management Team (PMT).....	6
1.3. Project Executive Board (PEB).....	6
1.4. Work Package Leader (WPL).....	7
2. QUALITY MANAGEMENT PLAN.....	7
2.1. Quality Assurance of Deliverables and Milestones.....	8
2.2. Reports and deliverables.....	8
2.3. Presentations.....	9
2.4. Meeting minutes and Agenda.....	9
2.5. Review procedure.....	10
2.6. Repository.....	10
2.7. Submission Procedure for Deliverables.....	10
3. ANNEXES (PRODIGIO templates).....	11
Annex I. Deliverable template.....	11
Annex II. Presentation template.....	11
Annex III. Meeting agenda template.....	11
Annex IV. Meeting minutes template.....	11



EXECUTIVE SUMMARY

The establishment of a Quality Assurance (QA) Plan is the very first accomplishment of WP7 – Project management. The present document gives a practical guidance to all the partners for checking the progress of the project and assuring the quality of its outputs and results. This document reports on the procedures to be followed for the management of the resources, documentation production, project dissemination activities amongst others.



1. PROJECT GOVERNANCE

The organizational structure of the project has been designed taking into account the complexity and the effort required to encompass management of knowledge, intellectual property, innovation activities, communication coordination and exploitation and sustainability activities. Full description of Project governance is included on D7.1 Project Management Plan.

The management structure of PRODIGIO is based on:

- The Management structure is hierarchical, yet completely subsidiary, thus ensuring a transparent reporting structure where all parties can be involved in and see the results. There will be individual identified at every level to ensure this responsibility. Each level will be empowered to take its own decision within the flexibility identified in the project management procedures which are based on the text of this proposal. Each WP has a specific leader already allocated, who is also responsible for chasing if necessary and for recognizing and resolving potential conflicts between the partners.
- Simplicity, flexibility and transparency are key factors to be considered in the management of the project.
- A clear assignment of resources that will be monitored and redefined if necessary, during the project.
- There is a strong and experienced leadership within each WP by organisations who have strong background with similarly sized and natured projects. The parties in charge of each WP have been selected based on their management expertise in EC projects and technical background, to be able to effectively steer the WP technical progress. Furthermore, previous cooperation between some of the partners in previous EC projects has encouraged this relationship.

1.1. Project Coordinator (PC)

The PC is the legal entity acting as intermediary between the project consortium and the European Commission (EC) in all contractual and administrative aspects related to the project and will be responsible of the following tasks:

- Managing the project, organizing and supervising operations within schedule and budget
- Proposing strategic orientations to Consortium members
- Control of risks and contingency plans during the execution of the project
- Provide overall financial status information and identification of financial issues
- Ensuring fluid communication with the EC, including reports delivery

The PC will be assisted by the Project Officer (PO) in handling contract revisions, costs statements and associated material (e.g. audit certificates), reorganization of budget allocation due to possible re- allocation of tasks and other project activities. The details of the tasks and



responsibilities assigned to the PC are described in the Grant Agreement and the Consortium Agreement (CA).

1.2. Project Management Team (PMT)

The Project Management Team is the overall technical management body of the project and has the power to make short-term decisions on a daily basis.

The PC chairs all meetings of the PMT or, in its absence, the member appointed by the PMT Members present or represented. The consortium members agree to abide by all decisions of the PMT. The PMT shall meet regularly but at least monthly. When necessary and appropriate additional meetings can be held. Members of the PMT should be present or represented at any meeting of the PMT or may appoint a substitute or a proxy to attend and vote. The PMT member should notify about the representative to the PC prior to the meeting.

All the details about the functioning of the PMT and its responsibilities, the rules for voting and other specificities are described and regulated by the terms of the Consortium Agreement (CA).

1.3. Project Executive Board (PEB)

The Executive Board (EB) acts as the supervisory body for the implementation and execution of the project, reporting to and being accountable to the GA. The EB shall consist of the PC and the parties appointed by the GA.

The PC chairs all the meetings of the EB. A summary of the main responsibilities of the EB are listed next. The details of all the responsibilities and the terms that regulate its functioning are established in the Consortium Agreement.

- monitor the effective and efficient implementation of the project
- support the PC in preparing meetings with the EC and in preparing related data and deliverables
- collect information at least every 6 months on the progress of the project, examine that information to assess the compliance of the project with the Document of Action (DoA) and, if necessary, propose modifications of the DoA to the GA
- prepare the meetings, propose decisions and prepare the agenda of the PMT
- be responsible for the proper execution and implementation of the decisions of the GA and seek
- a consensus among the consortium members

The EB shall meet at least quarterly every year and at any time upon written request of any member of the EB, or at the request of the PC.



Members of the EB should be present or represented at any meeting of the EB or may appoint a substitute or a proxy to attend and vote at any meeting. The EB member should notify about the representative to the PC prior to the meeting.

Minutes of EB meetings, once accepted, shall be sent by the PC to the GA members for information.

1.4. Work Package Leader (WPL)

Each work package leader is responsible for the management of his/her work package. They are supported by the leaders of embodied tasks. The following is a list of the responsibilities of a work package leader:

- Coordinate the technical work of the WP
- Plan, coordinate and harmonize deliverable content
- Monitor the progress of the work in the WP
- Report on technical progress to the PC in activity and progress reports
- Organize WP meetings
- Coordinate the WP input/output from/to supporting partners and external parties
- Provide both detailed theoretical knowledge and analysis of the most important technologies
- Maintain communication to the relevant related work package
- Support the PC in the definition and implementation of the Innovation Strategy and Plan.
- Support the IE&C Manager in the definition and implementation of the Communication Strategy and Plan

2. QUALITY MANAGEMENT PLAN

The quality management supporting process focuses on managing the quality of the PRODIGIO deliverables and improving the quality of the PRODIGIO processes. In this respect, the quality assurance will be enforced on 4 levels:

- **Partner level:** each partner organization of the project will be responsible for the quality of the work it contributes to PRODIGIO. Their responsibility will be carried out in accordance with the quality guidelines at their respective organizations.
- **Work package level:** the work package leader will be responsible for the quality of the work done in the specific work package. This responsibility would fall to someone in the organization of the WP leader who is not directly involved in the project.
- **Executive Board:** every deliverable will be revised by the executive board ensuring the quality and uniformity of the documents according to the standards provided to consortium members.



- **Project level:** the coordinator will be responsible for the quality of the deliverables and other reports provided to the European Commission. The coordinator is supported by the other members of the GA, as their specific expertise in the different areas tackled in this project will further ensure high quality of the output.

2.1. Quality Assurance of Deliverables and Milestones

Every work package and task leader shall ensure that all changes in documentation or technical developments is monitored and that any effect of the changes on other areas of the project have been taken into account. All reports will be issued in English. All partners are responsible for the complete and accurate completion of all the requested documents. The use of project templates with pre-defined format is mandatory. Templates will be provided by the coordinator. Every project partner will ensure that every person involved in its own organization in the project PRODIGIO is aware about the quality criteria, procedures and templates.

Moreover, in order to ensure high quality research, an internal reviewing procedure has been defined, nominating reviewers for reports generated at each work package and deliverable. In a nutshell, all the deliverables are required to be submitted a month in advance, with respect to the corresponding deadline, to the project coordinator. Accordingly, assigned reviewer could evaluate the deliverables. The evaluation criteria will be based on the foreseen description of deliverable in the DoA as well as general scientific criteria with regards to methods and results.

2.2. Reports and deliverables

Reports and Deliverables will be produced in Microsoft Word: working drafts and editable working copies will be supplied to partners as Word documents. The Project Coordinator will make a final release version as a PDF file. This PDF version will also be made available to partners and will be regarded as the definitive version of the Report or Deliverable.

Reports and Deliverables should have a consistently styled cover sheet and structure, based on the template contained in this document (Annex I). The cover should contain:

- Title and ID of the project
- Logos of the project and of the H2020 Programme
- Title of the document
- Related Work package(s)
- Related task(s)
- Author(s)
- Dissemination level
- Due submission date
- Actual submission date
- Abstract



All pages should be numbered and the document identification number should be included in the footer. They should also use the page layout (headers) suggested in the same Annex. Furthermore, they should abide to the following rules:

- Have a list of abbreviations used within the deliverable
- Have a table of contents
- Start with an one-page Executive Summary or Abstract
- Include a References section at the end of the document
- Include all technical details and other information in Annexes

The content of each deliverable report depends on the type of provided information. As a general principle, the responsibility for the content of each deliverable report is always with the author(s). Nevertheless, the reports should always meet a set of quality criteria, as described below:

- **Completeness.** Information provided in the deliverable report must be reliable and must correspond with reality. This means that all background information used in the reports should be appropriately supported by references. Foreground information should be supplied in a clear fashion such that misinterpretation will be avoided.
- **Accuracy.** Information used in the deliverable report should be focused on the key issues and be written in a fashion that takes into consideration the scope of the specific research work and its target audience.
- **Relevance.** All information used should be provided to the depth needed for the purpose of the reports, according to the project and programme objectives.
- **Appearance and structure.** Although deliverable reports will be authored by different partners, it is important that reports are prepared with uniform appearance and structure, such that they appear as originating from a single initiative. It is therefore necessary to observe the template provided in the Annex I.
- **Punctuality.** The report should be released on time.

2.3. Presentations

A template for project presentations is provided in the Annex II in order to facilitate their production as well as to guarantee the consistency and quality of images.

2.4. Meeting minutes and Agenda

All participants will be reminded of plenary meeting dates 30 days in advance. The meeting Chair will circulate an agenda not later than two weeks before the meeting. Agenda structure and appearance should be in accordance with template present in Annex III. All necessary working documents will be uploaded in the Intranet at least five working days in advance of the meeting date.



Draft minutes will be circulated to the Partners within ten calendar days of the meeting. The minutes shall be considered as accepted if, within 15 calendar days from sending, no Member has sent an objection in writing to the chairperson with respect to the accuracy of the draft of the minutes. Template of Minutes can be found in Annex IV.

2.5. Review procedure

CSIC has administrative responsibility for the transmission of all deliverables to the European Commission. Deliverables must be in final draft at least two weeks before the deadline, in order to undergo an internal review procedure from all the partners involved in the drafting process. At the same time, the Coordinator designates two persons of the Consortium for formal peer review. These reviewers should not have been involved in the preparation of the said deliverable. The designated partners will write a brief report, which will include a technical / scientific assessment of the information provided in the deliverable (fulfillment of objectives, scientific rigor, quality of results) and an assessment of the clarity with which the information is presented. Reviewers should always provide constructive feedback aimed at improving the quality, clarity, and scope of the deliverable. At least two weeks before the deadline, all feedback provided by the internal peer reviewer and the rest of partners will be forwarded to the author of the deliverable, who will update and complete it.

2.6. Repository

The quality records resulting from the review process are to be maintained by the Consortium and can be made available when necessary. All quality records are to be filed to allow easy retrieval. The records are retained for the time required under the Grant Agreement. An analysis of the records is carried out to indicate unsatisfactory trends so that corrective action can be taken. All records are kept in a suitable environment to minimize damage.

2.7. Submission Procedure for Deliverables

For every deliverable a peer reviewer was appointed. The deliverable or milestone responsible submits a draft of the report to its work package leader; to the peer reviewer and the coordinator at least 28 days before the due time for external submission and thereafter informs continuously the work package leader, the peer reviewer and the coordinator about all revisions. The assigned reviewer should provide comments within maximum 14 calendar days to allow sufficient time for revisions and if needed another review round.

The final version of the deliverable / milestone must be submitted to the coordinator at least 4 days before the due time for external submission to the commission as pictured in the figure 1 below. The use of the templates provided by the coordinator for deliverables, interim summary activity and periodic reports is obligatory.



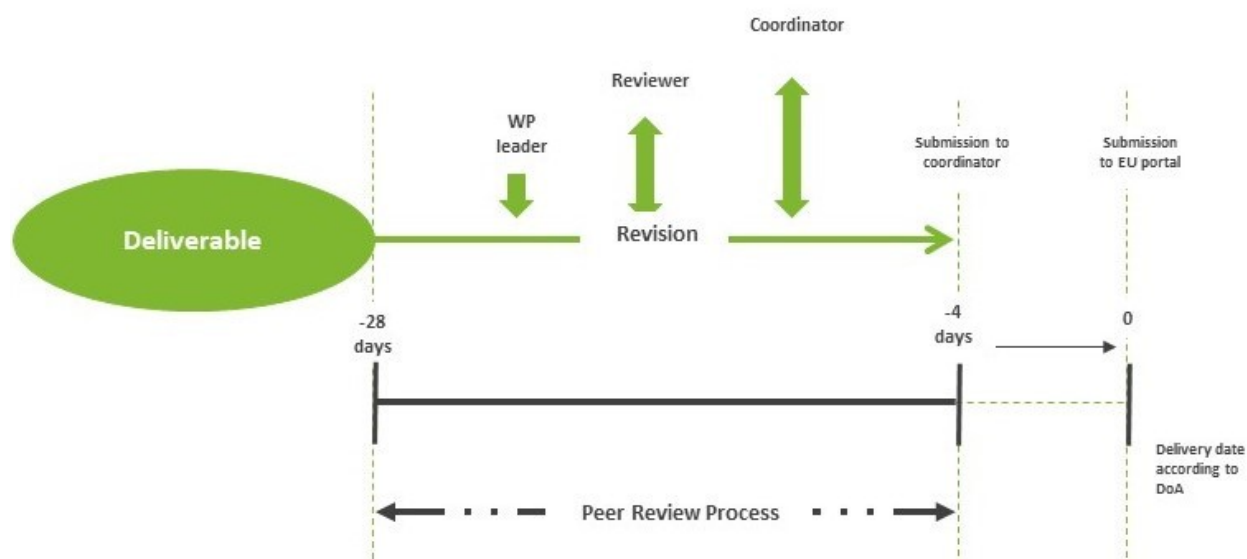


Figure 1 – Internal review process overview

3. ANNEXES (PRODIGIO TEMPLATES)

This section includes the Annexes (PRODIGIO templates) cited in this deliverable. The following annexes are attached (as portable document files) to this document and will be available in editable formats (*.docx, *.odp, *.pptx), including instructions, through the project's document repository and website:

- Annex I. Deliverable template.**
- Annex II. Presentation template.**
- Annex III. Meeting agenda template.**
- Annex IV. Meeting minutes template.**



Developing Early Warning Systems for improved
microalgae **PRO**duction and Anaerobic **DIG**gest**ION**

Grant Agreement Number: 101007006

TITLE OF DELIVERABLE OR REPORT

Author/s
Affiliation/s



****PLEASE, USE CUSTOM STYLES MADE SPECIFICALLY
FOR PRODIGIO****

(delete this sentence in the final version)



THIS PROJECT HAS RECEIVED FUNDING FROM THE EUROPEAN UNION'S HORIZON 2020
RESEARCH AND INNOVATION PROGRAMME UNDER GRANT AGREEMENT #101007006

Grant Agreement Number: 101007006

Project acronym: PRODIGIO

Project title: Developing early warning systems for improved microalgae PROduction and anaerobic DIGestIO

Deliverable number:	
Deliverable responsible:	
Work-package:	
Editor:	
Dissemination Level	

Author(s) - in alphabetical order		
Name	Organisation	E-mail

Document Revision History			
Version	Date	Modifications Introduced	
		Modification Reason	Modified by
V.1		NEW EDITION	
V.2			
V.3			
V.4			



Table of Contents

1. HEADING 1 (PRODIGIO-HEADS1).....	6
1.1. Heading 2 (PRODIGIO-HEADS2) [Open Sans Semibold or Calibri bold 11 pts].....	6
1.2. Heading 2 (PRODIGIO-HEADS2) [Open Sans Semibold or Calibri bold 11 pts].....	6
1.3. Heading 2 (PRODIGIO-HEADS2) [Open Sans Semibold or Calibri bold 11 pts].....	6
2. HEADING 1 (PRODIGIO-HEADS1).....	6
2.1. Heading 2 (PRODIGIO-HEADS2) [Open Sans Semibold or Calibri bold 11 pts].....	6
2.2. Heading 2 (PRODIGIO-HEADS2) [Open Sans Semibold or Calibri bold 11 pts].....	6

ANNEX I - Deliverable template



List of Abbreviations

Abbreviation	Description
AM	Administrative Manager

ANNEX I - Deliverable template



EXECUTIVE SUMMARY

Summary of the main contents of the deliverable

ANNEX I - Deliverable template



1. HEADING 1 (PRODIGIO-HEADS1)

1.1. Heading 2 (PRODIGIO-HEADS2) [Open Sans Semibold or Calibri bold 11 pts]

PRODIGIO-TEXT [Open Sans light or Calibri light 11 pts]

1.1.1. Heading 3 (PRODIGIO-HEADS3) [Open Sans Semibold or Calibri bold 11 pts]

PRODIGIO-TEXT [Open Sans light or Calibri light 11 pts]

Example: The PMT will be in charge of developing the PMP and keeping it up-to-date. The Coordinator is responsible for approving the PMP before its submission to the European Commission

1.1.2. Heading 3 (PRODIGIO-HEADS3) [Open Sans Semibold or Calibri bold 11 pts]

The PMT will be in charge of developing the PMP and keeping it up-to-date. The Coordinator is responsible for approving the PMP before its submission to the European Commission.

1.2. Heading 2 (PRODIGIO-HEADS2) [Open Sans Semibold or Calibri bold 11 pts]

The PMT will be in charge of developing the PMP and keeping it up-to-date. The Coordinator is responsible for approving the PMP before its submission to the European Commission.

1.2.1. Heading 3 (PRODIGIO-HEADS3) [Open Sans Semibold or Calibri bold 11 pts]

1.2.2. xxxx

1.2.3. xxx

1.2.4. xx

1.3. Heading 2 (PRODIGIO-HEADS2) [Open Sans Semibold or Calibri bold 11 pts]

2. HEADING 1 (PRODIGIO-HEADS1)

2.1. Heading 2 (PRODIGIO-HEADS2) [Open Sans Semibold or Calibri bold 11 pts]

The PMT will be in charge of developing the PMP and keeping it up-to-date. The Coordinator is responsible for approving the PMP before its submission to the European Commission.

2.2. Heading 2 (PRODIGIO-HEADS2) [Open Sans Semibold or Calibri bold 11 pts]

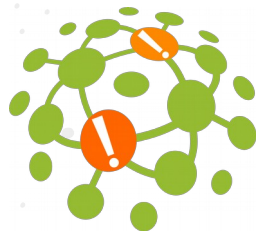
- LIST 1 Text
- LIST 2 Text



Table template

ANNEX I - Deliverable template





PRODIGIO PROJECT

Developing Early Warning Systems for improved
microalgae **PRO**duction and Anaerobic **DIG**est**ION**

ANNEX II
Presentation template





CONTENTS OF THIS TEMPLATE

Here's what you'll find in this template:

- A slide structure based on a project proposal, which you can easily adapt to your needs.
- A **resources** slide, where you'll find links to all the elements used in the template.
- **Instructions for use** and final slides with:
 - The **fonts and colors** used in the template.

You can delete this slide when you're done editing the presentation.





TABLE OF CONTENTS

01 **Project**
Here you could
describe the topic
of the section

02 **Major Needs**
Here you could
describe the topic
of the section

03 **Project Goals**
Here you could
describe the topic
of the section

04 **Microalgae**
Here you could
describe the topic
of the section

05 **Biogas**
Here you could
describe the topic
of the section

06 **Sustainability**
Here you could
describe the topic
of the section





01

NAME OF YOUR SECTION

You could enter a subtitle
here if you need it





ABOUT PRODIGIO

PRODIGIO aims to develop a system failure prediction technology that increases the performance of microalgae biomass production and anaerobic digestion systems





THIS IS A TABLE

	Energy	Saving	Users
Microalgae	0,06	0,38	0,38
Anaerobes	0,11	0,53	0,38
Biogas	95,2	9,4	1,16





33,4 billion tonnes

Global energy-related CO₂ emissions in 2019

45 billion tonnes

Global phytoplankton annual net C fixation

1,36 exajoules

Production of biogas worldwide in 2018





Colours

Standard RGB HEX# codes



Fonts

Ubuntu or Liberation Sans



Meeting Agenda

Project Acronym: Prodigio

Project full Name: Developing Early Warning Systems for improved microalgae PROduction and Anaerobic DIGgestION

Grant Agreement No. 101007006

Date:

Time:

Place:

Agenda:

Table of Contents

Summary of the meeting.....	1
1. Open Sans (or Calibri) 16 pts.....	1
2. Section B.....	1
3. Section C.....	1
4. Section D.....	2
5. Conclusions and action plan.....	2

Summary of the meeting

1. Open Sans (or Calibri) 16 pts

[Open Sans light (or Calibri light) 11 pts.] "Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur?"

2. Section B

[Open Sans light (or Calibri light) 11 pts.] "Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur?"

3. Section C

[Open Sans light (or Calibri light) 11 pts.] "Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur?"



4. Section D

[Open Sans light (or Calibri light) 11 pts.] "Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur?"

5. Conclusions and action planning

[Open Sans light (or Calibri light) 11 pts.]

Tarea	Responsible	Fecha limite



Meeting minutes

Project Acronym: Prodigio

Project full Name: Developing Early Warning Systems for improved microalgae PROduction and Anaerobic DIGgestION

Grant Agreement No. 101007006

Date:

Time:

Place:

Agenda:

Table of Contents

Summary of the meeting.....	1
1. Open Sans (or Calibri) 16 pts.....	1
2. Section B.....	1
3. Section C.....	1
4. Section D.....	2
5. Conclusions and action plan.....	2

Summary of the meeting

1. Open Sans (or Calibri) 16 pts

[Open Sans light (or Calibri light) 11 pts.] "Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur?"

2. Section B

[Open Sans light (or Calibri light) 11 pts.] "Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur?"

3. Section C

[Open Sans light (or Calibri light) 11 pts.] "Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur?"



4. Section D

[Open Sans light (or Calibri light) 11 pts.] "Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur?"

5. Conclusions and action planning

[Open Sans light (or Calibri light) 11 pts.]

Tarea	Responsible	Fecha limite

