

MANAGEMENT TOOLS

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DELIVERABLE

Project Acronym: **SDI4Apps**
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Project Full Title: **Uptake of Open Geographic Information Through Innovative Services Based on Linked Data**

D1.1 MANAGEMENT TOOLS

Revision no. 04

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Dissemination Level		
P	Public	
C	Confidential, only for members of the consortium and the Commission Services	X

REVISION HISTORY

Revision	Date	Author	Organisation	Description
01	23/06/2014	Tomas Mildorf	UWB	Initial draft
02	26/06/2014	Melinda Kuthy	TALOS	Internal revision - minor changes
03	27/06/2014	John O'Flaherty	MAC	Risks added
04	30/06/2014	Tomas Mildorf	UWB	Final version

Statement of originality:

This deliverable contains original unpublished work except where clearly indicated otherwise. Acknowledgement of previously published material and of the work of others has been made through appropriate citation, quotation or both.

Disclaimer:

Views expressed in this document are those of the individuals, partners or the consortium and do not represent the opinion of the Community.

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LIST OF ACRONYMS

API	application programming interface
EU	European Union
GI	geographic Information
GEOSS	Global Earth Observation System of Systems
INSPIRE	Infrastructure for Spatial Information in the European Community
RTD	research and technology development
SME	small and medium-sized enterprises
WP	work package

EXECUTIVE SUMMARY

SDI4Apps aims to bridge the gap between the top-down managed world of INSPIRE, Copernicus and GEOSS and the bottom-up mobile world of voluntary initiatives and thousands of micro SME and individuals developing applications based on GI, by adapting and integrating experience from previous projects and initiatives to build a cloud based framework with open API for data integration, easy access and provision for further reuse. The solution will be validated through six pilot applications focused on easy access to data, tourism, sensor networks, land use mapping, education and ecosystem services evaluation.

This document contains the internal arrangements for project management including communication, reporting, document sharing, work package and task management, quality assurance and risk management procedures.

1 THE SDI4APPS CONSORTIUM

The project consists of 18 participants from 8 European countries including the Czech Republic, Italy, Norway, Latvia, Ireland, Slovakia, Greece and Cyprus. The project coordinator is the University of West Bohemia in Pilsen, Czech Republic.

Table 1 lists all the partners, their short name and countries of origin.

No.	Partner	Short name	Country
1	University of West Bohemia in Pilsen	UWB	Czech Republic
2	Hyperborea S.r.l	HYPER	Italy
3	Asplan Viak Internet AS	AVINET	Norway
4	Czech Centre for Science and Society	CCSS	Czech Republic
5	Zemgale Planning Region	ZPR	Latvia
6	Masaryk University	MU	Czech Republic
7	The National Microelectronics Applications Centre Ltd	MAC	Ireland
8	Baltic Open Solutions Center	BOSC	Latvia
9	Slovak Environmental Agency	SAZP	Slovakia
10	European Regional Framework for Co-operation	ERFC	Greece
11	e-Pro Group AS	E-PRO	Slovakia
12	Vidzeme Planning Region	VIDZEME	Latvia
13	STEPIM - Strategie Strutturali di Antonio Paterno' & c. sas	STEPIM	Italy
14	Uhlava	UHLAVA	Czech Republic
15	Help service remote sensing s.r.o.	HSRS	Czech Republic
16	Scuola Superiore Sant'Anna	SSSA	Italy
17	Pronatur	PRONATUR	Slovakia
18	RTD Talos Limited	TALOS	Cyprus

Table 1: Project partners

2 MANAGEMENT TOOLS

2.1 Redmine

2.1.1 About

Redmine¹ is an open source project management web application (Figure 1). From the range of features offered by Redmine, SDI4Apps uses mainly the issue tracking system for technical development, the Redmine WIKI for project management, workspaces and document sharing and the Redmine contacts for managing contacts.

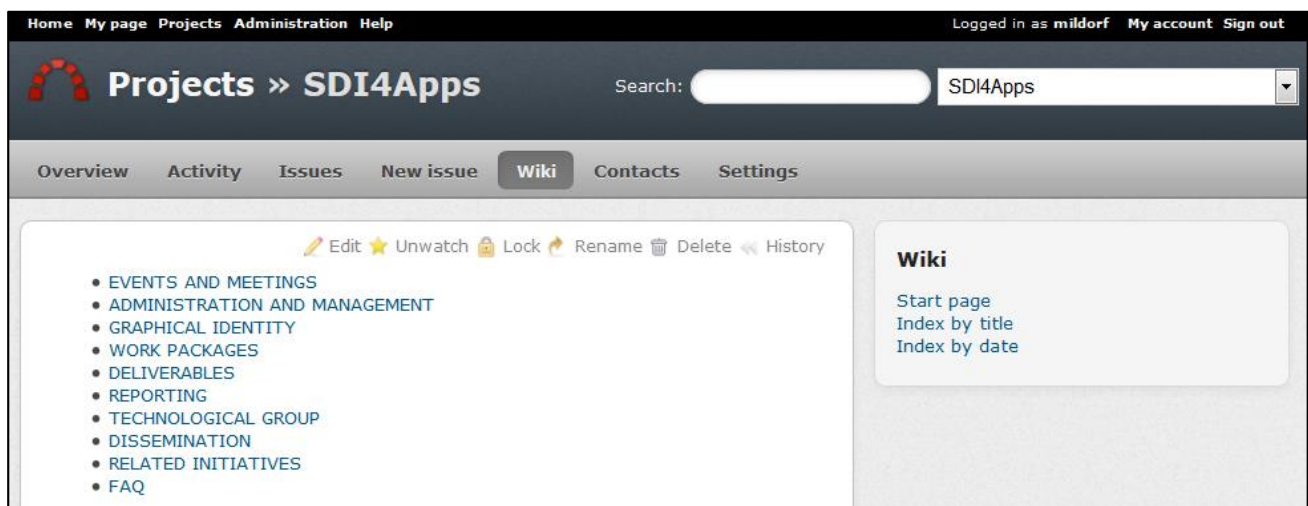


Figure 1 CCSS Redmine screenshot

2.1.2 Accessing the CCSS Redmine

In order to get access to the SDI4Apps project at the CCSS Redmine system, the user first needs to register at <http://redmine.ccss.cz/account/register> (Figure 2).

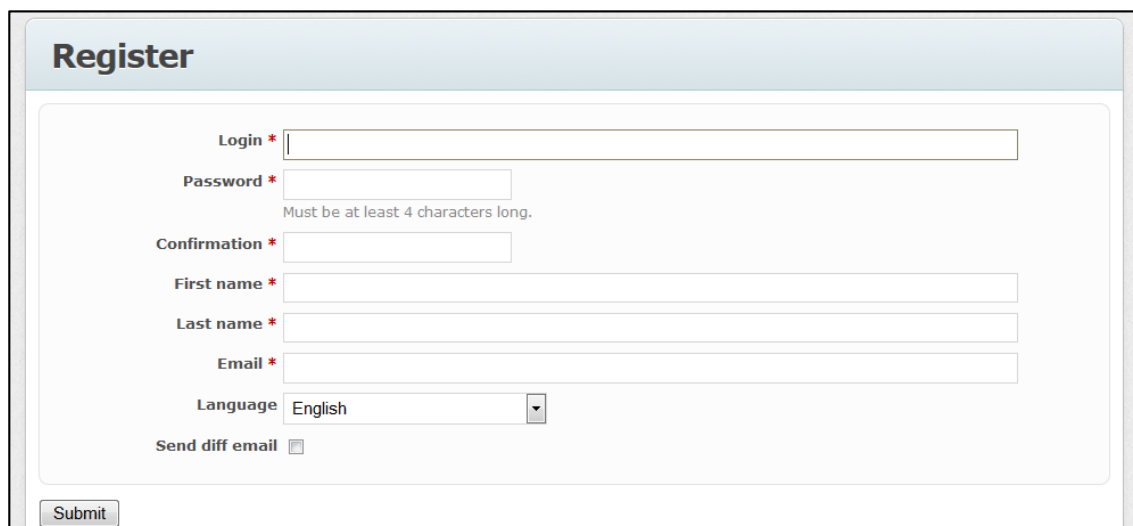


Figure 2 CCSS Redmine registration form

¹ <http://www.redmine.org/>

As soon as the registration form is submitted, the registration will be approved by the project coordinator and permission to access the SDI4Apps project will be granted.

The user then can access the SDI4Apps project at <http://redmine.ccss.cz/projects/sdi4apps/> by entering his login and password.

2.1.3 Lost Password

If a user forgets his/her password to access Redmine, a new password can be generated by entering the email address used for registering the account.

This can be done at http://redmine.ccss.cz/account/lost_password.

2.2 Mailing lists

The mailings list are managed by the Masaryk University in Brno using the free software for managing electronic mail discussions Mailman². The list of existing mailing list is available on the Redmine WIKI at <http://redmine.ccss.cz/projects/sdi4apps/wiki>.

For each mailing list, there is a web interface where users can manage their subscription (subscribe, unsubscribe, change the subscription email address, view all previous discussions, change password and change subscription options). For example the sdi4apps-all@sdi4app.eu mailing list web administration can be found at <https://www.metacentrum.cz/mailman/listinfo/sdi4apps-all>. These links are published on the Redmine WIKI next to each mailing list.

In case a user needs to set up a new mailing list or for any other requests, the mailing list administrator Martin Kuba, makub@ics.muni.cz can be contacted.

² <http://www.list.org/>

3 MANAGEMENT STRUCTURE

In order to secure a smooth execution of the project and bring successfully RTD activities into practice, the organisational structure depicted in Figure 3 is in place.

The **SDI4Apps coordinator (Tomas Mildorf, UWB)** secures daily project management and communication between the project partners and work package and task leaders; acts as a communication point between the consortium and the Commission; carries out the administrative and financial management of the consortium; reports on progress and achievements towards the Commission, stakeholders and general public and controls the timeline for the project execution and triggers any remedy actions.

The **SDI4Apps Project Board** is the main decision-making body composed of the project coordinator and representatives of each partner. The Project Board is responsible for the strategic decisions and the quality of the projects results. It is chaired by the project coordinator and includes one representative from each project partner.

Work package leaders are responsible for the execution of all work package related tasks. For each task within a work package, task leaders are assigned.

An external advisory body of the project is the **Stakeholder Board**. The Stakeholder Board includes up to 5 external experts. The role of the Stakeholder Board is to review the project progress and provide a feedback on the project activities.

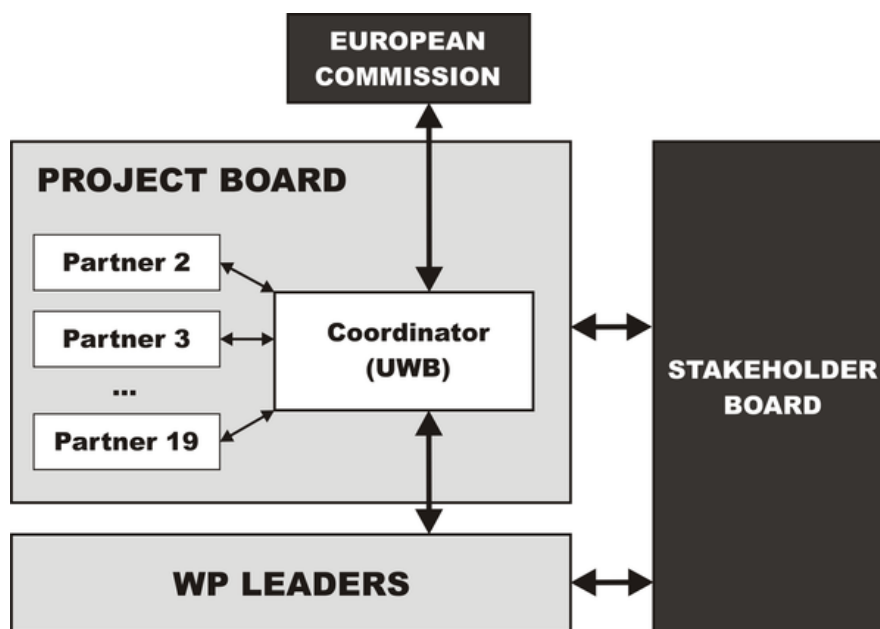


Figure 3 Organisational structure

Project Board members and work package and task leaders are listed in Annex I and II of this document. These lists are matter of change. Therefore, the up-to-date lists are kept on the Redmine WIKI at:

http://redmine.ccss.cz/projects/sdi4apps/wiki/ADMINISTRATION_AND_MANAGEMENT#PROJECT-BOARD

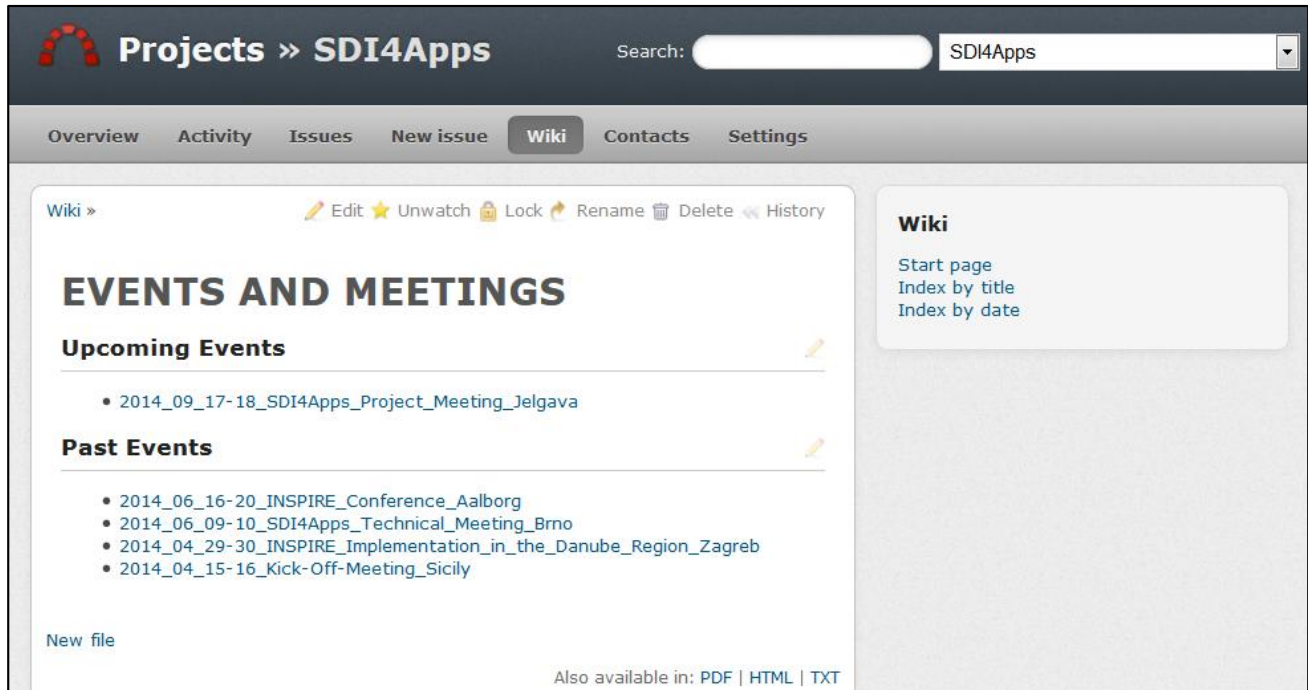
http://redmine.ccss.cz/projects/sdi4apps/wiki/ADMINISTRATION_AND_MANAGEMENT#WP-TASK-LEADERS

The Stakeholder Board members will be selected at the second project meeting in September 2014 in Jelgava. The candidates should be sent to the project coordinator including a short CV. The list of selected members will be then available at:

http://redmine.ccss.cz/projects/sdi4apps/wiki/ADMINISTRATION_AND_MANAGEMENT#STAKEHOLDER-BOARD

4 EVENTS AND MEETINGS

All upcoming and past events and project meetings where SDI4Apps is participating should be listed and well documented on the WIKI at http://redmine.ccss.cz/projects/sdi4apps/wiki/EVENTS_AND_MEETINGS.



The screenshot shows the SDI4Apps Wiki page for 'EVENTS AND MEETINGS'. The page is part of a Redmine project and includes a navigation bar with tabs for Overview, Activity, Issues, New issue, Wiki (selected), Contacts, and Settings. The main content area is divided into two sections: 'Upcoming Events' and 'Past Events'. The 'Upcoming Events' section lists one event: '2014_09_17-18_SDI4Apps_Project_Meeting_Jelgava'. The 'Past Events' section lists four events: '2014_06_16-20_INSPIRE_Conference_Aalborg', '2014_06_09-10_SDI4Apps_Technical_Meeting_Brno', '2014_04_29-30_INSPIRE_Implementation_in_the_Danube_Region_Zagreb', and '2014_04_15-16_Kick-Off-Meeting_Sicily'. A 'New file' link is visible at the bottom left, and a note at the bottom right states 'Also available in: PDF | HTML | TXT'. A sidebar on the right contains a 'Wiki' section with links for 'Start page', 'Index by title', and 'Index by date'.

Figure 4 Events and meetings

Each project meeting should be announced well in advance and details on the meeting should be provided. The details should include at least the venue, information on logistics and accommodation, contact of the organiser, agenda, list of participants and minutes.

Other events should report on the main presentation activities and provide minutes from the event.

5 GRAPHICAL IDENTITY

The SDI4Apps graphical identity is a visual representation of the project. Clear, consistent use of the graphical identity reinforces SDI4Apps' reputation throughout the world.

The graphical identity includes the project logo (Figure 5), deliverable template and presentation template. All these images and documents in various formats including texts that should be accompanying any publications efforts can be accessed at:

http://redmine.ccss.cz/projects/sdi4apps/wiki/GRAPHICAL_IDENTITY



Figure 5 SDI4Apps logo

6 INTERNAL REPORTING

6.1 Dissemination and Publication Activities

Project partners are obliged to regularly report any dissemination and publication activity using the instructions provided at <http://redmine.ccsc.cz/projects/sdi4apps/wiki/DISSEMINATION>. Apart from the metadata record about the activity, any dissemination materials such as posters or leaflets should be uploaded to Redmine (see Section 2.1).

6.2 Spent Personal Effort

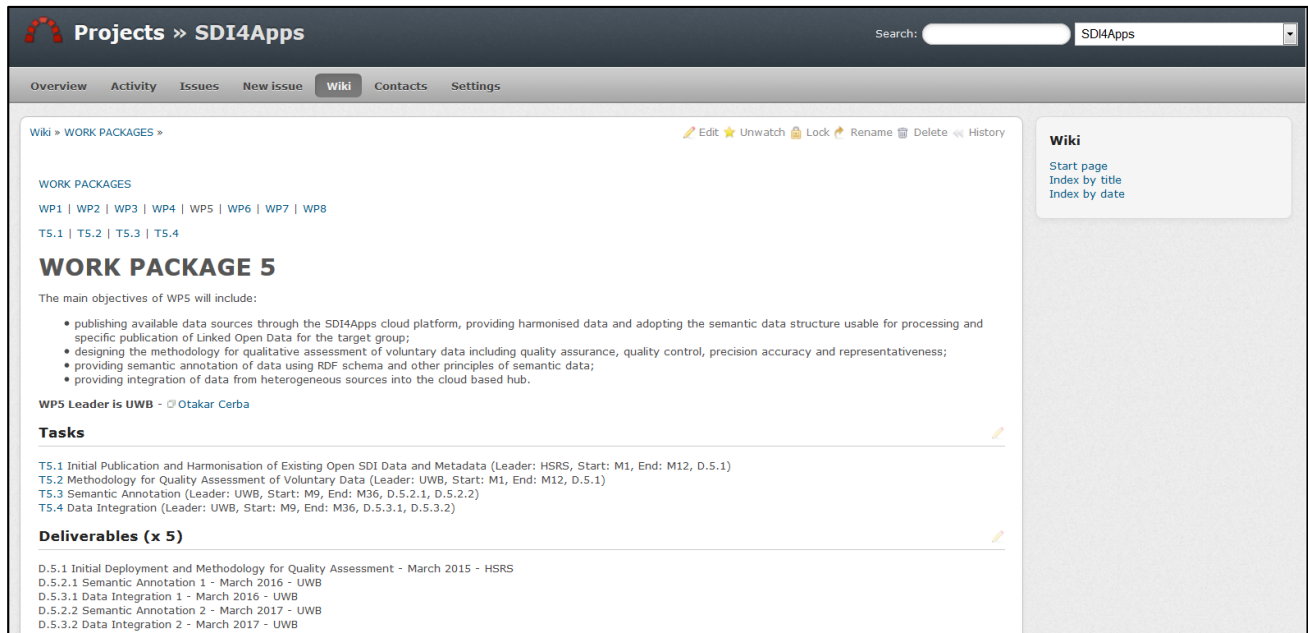
Every 6 months partners will be asked to report the spent personal effort. This will be monitored by the project coordinator and any excessive use of personal effort will be solved on a case by case basis.

The reporting of the spent personal effort will be done using the Redmine WIKI:

<http://redmine.ccsc.cz/projects/sdi4apps/wiki/REPORTING>

7 WORKSPACES

For each task and work package, there is a dedicated web page on the CCSS Redmine WIKI. These pages serve as a workspaces (see Figure 6 for an example) for tasks or work packages. The pages include the main objectives of the tasks and work packages, their lead persons, duration and lists of deliverables.



Projects » SDI4Apps Search: SDI4Apps

Overview Activity Issues New issue **Wiki** Contacts Settings

Wiki » WORK PACKAGES > [Edit](#) [Unwatch](#) [Lock](#) [Rename](#) [Delete](#) [History](#)

WORK PACKAGES

WP1 | WP2 | WP3 | WP4 | WP5 | WP6 | WP7 | WP8

TS.1 | TS.2 | TS.3 | TS.4

WORK PACKAGE 5

The main objectives of WPS will include:

- publishing available data sources through the SDI4Apps cloud platform, providing harmonised data and adopting the semantic data structure usable for processing and specific publication of Linked Open Data for the target group;
- designing the methodology for qualitative assessment of voluntary data including quality assurance, quality control, precision accuracy and representativeness;
- providing semantic annotation of data using RDF schema and other principles of semantic data;
- providing integration of data from heterogeneous sources into the cloud based hub.

WPS Leader is UWB - [Otokar Cerba](#)

Tasks

TS.1 Initial Publication and Harmonisation of Existing Open SDI Data and Metadata (Leader: HSRS, Start: M1, End: M12, D.5.1)
 TS.2 Methodology for Quality Assessment of Voluntary Data (Leader: UWB, Start: M1, End: M12, D.5.1)
 TS.3 Semantic Annotation (Leader: UWB, Start: M9, End: M36, D.5.2.1, D.5.2.2)
 TS.4 Data Integration (Leader: UWB, Start: M9, End: M36, D.5.3.1, D.5.3.2)

Deliverables (x 5)

D.5.1 Initial Deployment and Methodology for Quality Assessment - March 2015 - HSRS
 D.5.2.1 Semantic Annotation 1 - March 2016 - UWB
 D.5.3.1 Data Integration 1 - March 2016 - UWB
 D.5.2.2 Semantic Annotation 2 - March 2017 - UWB
 D.5.3.2 Data Integration 2 - March 2017 - UWB

Wiki
[Start page](#)
[Index by title](#)
[Index by date](#)

Figure 6 WP5 workspaces

Users involved in the task or work package execution can share documents (e.g. draft deliverables), methodologies and steps to accomplish the work plan using these workspaces.

8 RISK MANAGEMENT

Work package and task leaders are responsible for monitoring and reporting of risks in their respective WPs and tasks and to implement appropriate mitigation strategies throughout the course of the project. The management of the risk will be done by the project coordination. The aim of this exercise is to minimise and prevent any problems with the project execution.

The initial set of identified risks is included in Annex III of this document. The table includes the risk description, risk exposure, affected work package and proposed mitigation strategy. The risk exposure is derived from a matrix based on the effect/impact coupled with the probability of the risk.

- Effect/impact: The effect/impact of a defined risk on the project: uncontrollable, critical, marginal, and negligible;
- Probability: the chance that a particular effect/impact will occur: high, medium and low.

Table 2 shows the risk exposure matrix.

RISK EXPOSURE		Probability		
		High	Medium	Low
Effect/impact	Uncontrollable	HIGH	HIGH	MEDIUM
	Critical	HIGH	MEDIUM	MEDIUM
	Marginal	MEDIUM	MEDIUM	LOW
	Negligible	MEDIUM	LOW	LOW

Table 2: Exposure matrix

9 QUALITY ASSURANCE

The quality of the work and project outputs will be monitored throughout the course of the project by work package leaders and the project coordinator.

The project milestones outlined in Table 3 play an important role in delivering results in time. Reaching these milestones in time will secure the timely delivery of the related project results.

Milestone No.	Milestone name	WP No.	Delivery date	Comment
MS1	BASIC COMPONENTS	WP3	Month 9, December 2014	Release of basic components
MS2	DEPLOYMENT	WP5	Month 12, March 2015	Platform and data available for internal development of the application
MS3	PILOT	WP3	Month 18, September 2015	First pilot release for internal testing, platform open for external developers
MS4	FIRST RELEASE	WP3	Month 24, March 2016	Release of platform Y2
MS5	FINAL RELEASE	WP3	Month 30, September 2016	Final release of platform
MS6	OPERATION	WP8	Month 36, March 2017	Moving SDI4Apps to fully operational based on the business model

Table 3: Project milestones

Equally important role will play the Stakeholder Board which will provide valuable feedback on the overall direction of the project from an external point of view.

In addition to these measures, for each deliverable two reviewers will be assigned by the project coordinator (Figure 7, <http://redmine.ccss.cz/projects/sdi4apps/wiki/DELIVERABLES>). The reviewers will review the documents at least 10 days before the submission to the Commission and either approve the document for submission or reject the document and provide comments on what needs to be changed. The main author of the deliverable needs to take appropriate actions based on reviewers' comments. The submission of the deliverable to the Commission will be done only after the approval by the reviewers.

Projects » SDI4Apps

Overview Activity Issues New issue Wiki Contacts Settings

Wiki » ✎ Edit ★ Unwatch 🔒 Lock 🔒 Rename 🗑 Delete ⏪ History

DELIVERABLES

- PU - public
- RE - restricted
- R - report
- O - other

Deliverable template is at GRAPHICAL_IDENTITY

No.	Title (link to PDF)	Delivery Date	Lead	Nature	Dissemination Level	Word Document	Reviewer 1	Reviewer 2
D.8.1	Project Fact Sheet	April 2014	VPR	O	PU	d8.1_project-fact-sheet_v04.docx	-	-
D.8.2	Website and Integration With Social Network Sites	April 2014	TALOS	O	PU	d8.2_website_and_social_networks_v04.docx	-	-
D1.1	Management Tools	June 2014	UWB	O	PP		Melinda Kuthy [TALOS]	Alberto Di Minin [SSSA]
D.3.1	Architecture Concept	July 2014	MU	R	PU		Branislav Kršák [E-PRO]	John O'Flaherty [MAC]
D.2.2	Social Validation Methodology	September 2014	MAC	R	PU		Martin Tuchyna [SAZP]	Laila Gercāne [VIDZEME]
D.3.5	Technical Test Methodology	October 2014 >>> postponed till November 2014	HYPER	R	PU		Karel Charvat [HSRS]	Martin Kuba [MU]
D.3.2.1	Enablers Deployment - First Release	October 2014 >>> postponed till December 2014	MU	P	PU		Alfredo Iembo [HYPER]	Karel Janecka [UWB]
D.8.3	Definition of Promotion Campaign	December 2014	VPR	R	PU		Tomas Mildorf [UWB]	Norma Zanetti [HYPER]

Figure 7 Assignment of reviewers to deliverables

10 CONCLUSION

This deliverable includes the main aspects of the project management and quality assurance. In case of any problems and specific questions, partners should contact the project coordinator (mildorf@centrum.cz). Frequently asked questions will be listed on the WIKI at <http://redmine.ccss.cz/projects/sdi4apps/wiki/FAQ>.

ANNEX 1 PROJECT BOARD MEMBERS

No.	Partner	Project Board member
1	University of West Bohemia in Pilsen	Tomas Mildorf
2	Hyperborea S.r.l	Norma Zanetti
3	Asplan Viak Internet AS	Tor Gunnar Øverli
4	Czech Centre for Science and Society	Josef Fryml
5	Zemgale Planning Region	Inga Berzina
6	Masaryk University	Luděk Matyska
7	The National Microelectronics Applications Centre Ltd	John O'Flaherty
8	Baltic Open Solutions Center	Premysl Vohnout
9	Slovak Environmental Agency	Martin Tuchyňa
10	European Regional Framework for Co-operation	Nikolaos Petropoulos
11	e-Pro Group AS	Branislav Kršák
12	Vidzeme Planning Region	Laila Gercāne
13	STEPIM - Strategie Strutturali di Antonio Paterno' & c. sas	Nino Paternò
14	Uhlava	Pavel Vondracek
15	Help service remote sensing s.r.o.	Karel Charvat
16	Scuola Superiore Sant'Anna	Alberto Di Minin
17	Pronatur	Zuzana Okániková
18	RTD Talos Limited	Melinda Kuthy

ANNEX 1 WORK PACKAGE AND TASK LEADERS

Work package/task		Lead partner	WP/Task Leader
WP1 Coordination and Management		UWB	Tomas Mildorf
	T1.1 Administrative and Financial Management	UWB	Tomas Mildorf
	T1.2 Quality Assurance and Risk Management	UWB	Tomas Mildorf
WP2 Community Building and Social Validation		VPR	Kristaps Ročāns
	T2.1 Stakeholder Management	SSSA	Alberto Di Minin
	T2.2 Social Validation Methodology	MAC	John O'Flaherty
	T2.3 Internal Validation	ZPR	Aigars Ievins, Inga Berzina
	T2.4 External Validation	UWB	Tomas Mildorf
WP3 Basic Cloud Functionality Deployment		MU	Luděk Matyska
	T3.1 Architecture Concept of General Enablers	MU	Martin Kuba
	T3.2 Basic Cloud Enablers Deployment	MU	Martin Kuba
	T3.3 Specific Enablers for SDI Domain	HSRS	Karel Charvat
	T3.4 Enablers for Mobility and Sensors	BOSC	Raitis Berzins
	T3.5 Open API Design and Development for Data Access	HYPHER	Alfredo Iembo
	T3.6 System Update and Maintenance	HSRS	Karel Charvat
	T3.7 Technical Testing of Cloud Components	HYPHER	Alfredo Iembo
WP4 Extended Functionality		AVINET	Tor Gunnar Øverli
	T4.1 INSPIRE Based Data Harmonisation Tools	CCSS	Josef Fryml
	T4.2 Semantic Tools for Linked Open Data Harmonisation	HYPHER	Alfredo Iembo
	T4.3 Multilingual Support	CCSS	Aleš Tamchyna
	T4.4 Advanced Visualisations API	AVINET	Jan Roger Andersen
	T4.5 Mobile Clients API	AVINET	Håvard Sataøen
	T4.6 Analytical and Modelling Tools API	CCSS	Jan Bojko
	T4.7 Extended Functionality Test	HYPHER	Alfredo Iembo

WP5 Data Publication, Harmonisation and Semantic Annotation		UWB	Otakar Cerba
	T5.1 Initial Publication and Harmonisation of Existing Open SDI Data and Metadata	HSRS	Stepan Kafka
	T5.2 Methodology for Quality Assessment of Voluntary Data	UWB	Tomas Mildorf
	T5.3 Semantic Annotation	UWB	Otakar Cerba
	T5.4 Data Integration	UWB	Otakar Cerba
WP6 Internal Pilot Applications		ZPR	Inga Berzina
	T6.1 Easy Data Access	MAC	John O'Flaherty
	T6.2 Open Smart Tourist Data	UWB	Otakar Cerba
	T6.3 Open Sensor Network	BOSC	Maris Alberts
	T6.4 Open Land Use Map Through VGI	VPR	Kristaps Rocans
	T6.5 Open INSPIRE4Youth	CCSS	Irena Koskova
	T6.6 Ecosystem Services Evaluation	PRONATUR	Zuzana Okániková
WP7 Support for External Developers		CCSS	Josef Fryml
	T7.1 Developers Blog	CCSS	Jan Bojko
	T7.2 Initial Developers' Workshops	SAZP	Martin Tuchyňa
	T7.3 Sprint Code I	ZPR	Inga Berzina
	T7.4 Sprint Code II	ERFC	George Soulos
	T7.5 Developers Contest Organisation	E-PRO	Radoslav Delina
WP8 Dissemination and Business Planning		MAC	John O'Flaherty
	T8.1 Definition of Promotion Campaign	VPR	Kristaps Rocans
	T8.2 Social Network Sites	TALOS	Melinda Kuthy
	T8.3 Promotion Campaign Implementation	CCSS	Josef Fryml
	T8.4 Final Conference with Pilot Showcases and Contest Results	STEPIM	Nino Paternò
	T8.5 IPR Issues Management	MAC	John O'Flaherty
	T8.6 Business Modelling	E-PRO	Branislav Kršák

ANNEX III IDENTIFIED RISKS

No.	Risk description	Exposure	WP	Mitigation Strategy
1	Lack of cooperation within the consortium - partners are not cooperating in collaborative manner in order to achieve the project objectives.	LOW	WP1	Identify weak points in collaboration and find their cause. On the basis of this analysis further steps will be set by the project coordinator and the Project Board.
2	Weak project management - project management is identified as weak by the Project Board and the continuation with such management would harm the project's objectives.	LOW	WP1	The Project Board should outline remedy actions and in case of no success, another project coordinator will be assigned.
3	Some partners lack the knowledge and expertise to successfully accomplish the project activities.	LOW	all WPs	Weak points should be identified and recommendations for further actions should be given by the Project Board.
4	A work package will not achieve its objectives.	HIGH	all WPs	Depending on the extent of the problem, remedy actions should be taken by the Project Board.
5	The outcomes do not reflect the real needs and priorities of the stakeholders.	MEDIUM	all WPs	User driven approach should be prioritised and quality assurance through the Stakeholder Board put in place.
6	The project objectives are too complex to realise.	LOW	all WPs	The project objectives are broken down into work packages and tasks. To stick to the work plan should minimise this risk.
7	The social validation methodology is not appropriate and acceptable to be used by all Partners.	MEDIUM	WP2	This is being addressed in T2.2 by developing a coherent methodology early in the project, and then repeatedly circulating it to all Partners for their inputs to iteratively improve it to match their requirements.
8	Implementation of the "Easy Data Access" pilot may require more effort and resources than planned, or the SD4Apps services may be inadequate to support the pilot's requirements.	HIGH	WP6	T6.1 which is implementing and will run the Easy Data Access pilot, is keeping in close contact with and building on the basic and extended functionalities being developed in WP3 and WP4, and the data work of WP5.
9	User involvement and participation in the "Easy Data Access" pilot may not be adequate to validate the EDI4Apps services,	MEDIUM	WP6	T6.1 has already met and discussed the pilot's users and other stakeholders to define scenarios that will be directly useful to them and provide value-added services that they actually need.

10	Ongoing project dissemination, results and analysis may indicate that a sustainable SDI4Apps service and business model is unlikely.	HIGH	WP8	A core aim of WP8 is addressing sustainability, so this will allow intense discussions to be undertaken amongst the partners to come up with a viable and sustainable model.
11	Ongoing dissemination may take more effort and resources than planned.	LOW	WP8	This is being addressed by (a) Continuous on-line liaison between the Partners on their use of resources, (b) shared dissemination opportunities with other related projects, and (c) previous relevant experience of the Partners, will ensure that this does not occur.
12	Insufficient collaboration with other relevant projects.	LOW	WP8	SDI4Apps is very actively collaborating with related EU projects such as SmartOpenData, OpenTransportNet, FOODIE and others.
13	Project may not be able to agree the basis for an IPR agreement among project partners for the long-term management of the SDI4Apps system and service.	MEDIUM	WP8	T8.5 is focused on IPR Management Issues to identify them and ensure that they are resolved. Depending on the extent of a problem, remedy actions can be taken by the Project Board.