

WP6 - Project management

Work package number	6	Start Date or Starting Event		1
Work package title	Project management			
Participant number	1	2	3	4
Short name of participant	UPB	UNIMIB	FOKUS	UNESCO-IHE
Person/months per participant:	5	2	1	1,7

Objectives

WP 6 is dedicated to overall co-ordination and management of the project, with the goal of ensuring overall project coherency, provide efficient management and decision making procedures, identify any problems encountered in achieving the stated project goals and put structures in place to take timely and appropriate corrective action, and finally, make a synthesis of the project results and findings. Goals will include:

- Ensuring effective coordination & collaboration among partners and monitoring progress
- Managing project implementation risks & putting necessary contingency plans in place
- Ensuring the fulfilment of overall project goals, within available time & budget constraints
- Ensuring overall quality assurance and the timely delivery of project deliverables
- Maintaining accurate records of cost and effort reports
- Maintaining regular and clear lines of communication with the Commission Services
- Ensuring effective coordination & collaboration between departments within the faculty, as well as with partnering institutions and monitoring progress
- Definition and supervision of project schedule, execution of the Action Plan and the achievement of the project goals on time and within budget
- Internal content management system for documents storing and flow, activity planning and reporting

Description of work (where appropriate, broken down into tasks), lead partner and role of participants

T 6.1: Monitoring project activities and financial management (M1-M36)

The Project Coordinator will prepare an overall plan of all activities during the project life, as well as detailed planes for each activity. These will be discussed and approved by the partners.

The Project Coordinator will oversee the general progress of the project and will ensure that the actual deliverables are appropriate for submission to the Commission Services.

A quality plan will be put in place early in the project to ensure a standardized approach to ensuring quality deliverables, through a process of internal review and revision by the responsible department(s) where necessary, prior to submission to the Commission Services.

Internal project reviews will take place at M12, M24, M36.

The Project Coordinator will be responsible for overall coordination of contacts and information exchanges between its team and the Partner Institutions, particularly in relation to coordinating staff exchanges, collaboration in relation to event organization, liaison in relation to managing new contacts to extend the network in the different focus thematic areas.

The Project Coordinator will be responsible for the overall financial management. EC and national regulations will be followed by each of the partners. Each partner will involve the required administrative units within their organizations. External audit will be organized by partners, according to specific requirements in the partners' countries and according to H2020 requirements.

T 6.2: Project Communication (M1-M36)

An important issue for achieving the aimed results is a proper communication system within the project teams, between the partners and with all the concerned national and European authorities. The communication

channels, methods and rules will be decided during the first consortium meeting.

Regular meetings will take place at the consortium level, with the project managers representing the partners, during the project duration, to ensure the operative management of the project activities. In order to have a effective use of resources, the consortium meetings will be organized together with specific project activities. At the 1st Meeting (Kick - off Meeting), the detailed project planning and work allocation will be concluded. In all meetings the project's progress (financial & physical) will be assessed. Following each meeting a short report (meeting minutes) will be sent by the Coordinator to all participating project managers. Project meetings will also be organized in advance of project review meetings with the EC.

Face to face meetings will be complemented by regular e-mail correspondence, and bi-monthly written reports submitted by each department on work carried out and resources used. Every two months, each partner will provide the Coordinator with a consolidated short report to summarize progress and costs incurred in the previous reporting period. These inputs will be used to create the Periodic Progress Report and Final Progress Report submitted to the EC.

T6.3 Liaison with Commission Services (M1-M36)

The Project Coordinator will be responsible for contact and information exchanges with the Commission Services, particularly in relation to preparing and submitting the Progress Reports and following up on information requests. The Coordinator will liaise with the Commission Services as required to keep them informed of project progress. The first reporting period to the EC will be of 24 months and the final report at month 36.

T6.4 Develop the project site (M1-M36)

A project web site will be implemented, to present the project, including links from the Home Pages of EU strategic partners involved, as well as a bidirectional connection with the "Knowledge lake".

The project site:

- will present all related information to this project (objectives, participants, activities, events, etc).
- will present the progress of the project activities;
- and will contain links to similar projects, disseminate projects concepts and outcomes.

The project site will be constantly updated and maintained, to reflect the current status of the activities and results

Deliverables (brief description and month of delivery)

D 6.1 Overall activity plan for the entire project,

D 6.2 Project reports as requested by the Commission

D 6.3 Project web site