

Work package type and ref.nr	MANAGEMENT	5
Title	Project Management	
Related assumptions and risks	<p>Assumptions:</p> <ul style="list-style-type: none"> • The consortium consists of experienced team members with high level of expertise in project management and implementation • Infrastructure for effective communication available and sustainable for the participants • Collaborative approach from participants to provide the information requested • A sufficient number of interested and qualified staff for NTCs and programs development • Motivation and willingness of employers to participate • Common understanding and commitment among partner members <p>Risks:</p> <p>There will be expected and unexpected risks is conducting the project. The risks will be mitigated by making a risk analysis at the beginning of the project and regularly following it up by assessing the risks' existence and appearances and grading their value and meaning for the project throughout the project.</p> <ul style="list-style-type: none"> • Insufficient data and time to prepare documents thoroughly. Risk is mitigated with careful planning and well-timed management of the project processes and deliverables. • Competing priorities and unforeseen events and contextual risks hinder the timely implementation of activities. Risk is mitigated with careful planning, well-timed and customer related management of the project processes and deliverables. • The participants and external stakeholders have a poor vision of the potential and opportunities of European policy and practice. Risk is mitigated by the involvement of major players in the project activities – employers' associations and authorities from regional and national ministries from the outset of the project. • Financial risks: problems in financial transactions as well as currency risk. This risk is external. Project partners and specially manager is good to be aware of this. 	
Description	<p>Work Package Aims</p> <p>This WP aims to facilitate and support the effective collaboration between all consortium partners to ensure that the project's work programme is implemented effectively and efficiently. Activities will include project planning, budgeting, coordination, implementation, monitoring, control of the planned activities and reporting to EC as indicated by the specific Programme rules.</p> <p>Methodology Description</p>	

	<p>The project management mechanism consists of the 4 following organs:</p> <p>Project Coordinator (PC): The project coordinator LIEPU (P1) with a cross functional team of 5 people (project manager, financial manager, legal advisor, technician, administrative officer) will be responsible for coordinating all project activities while providing administrative, financial and technical support to the consortium partners.</p> <p>Steering Committee (SC): A Steering Committee (SC) with one top representative from each partner will be the highest decision-making organ responsible for overseeing and assessing the project progress and quality results.</p> <p>Technical Committee (TC): The Technical Committee (TC) with one top representative from each partner is responsible for the technical completion of all activities and deliverables according to the detailed work plan. The TC will work closely with each Work Package Leader – for the development of a detailed activity work plan while they will have the overall responsibility of ensuring the effective execution of all activities at partner level.</p> <p>In coordination with each WP leader the tasks of the TC will include:</p> <ul style="list-style-type: none"> • Collaborating for the implementation of the technical work programme • Reviewing technical reports/papers etc. • Presenting progress on technical matters • Evaluating the need for standards • Reporting regarding project progress to the SC. <p>Work Package Leaders (WPLs): To ensure the maximum responsibility and ownership of the project activities and results, the project activities will be executed under the expert leadership of each Work Package Leader (s) with 2 co-leaders from other countries (universities) in consultation with the TC -- while the remaining partners will participate according to the role and expertise in the project. The coordination of WP activities will be the responsibility of LIEPU (P1)</p> <p><u>Transnational Meetings & Technical Workshops:</u></p> <p>The transnational project meetings & workshops will serve the following:</p> <ul style="list-style-type: none"> • To ensure the effective collaboration of the project participants at all levels (administrative, technical, etc.); • To provide a platform for the technical exchange and understanding of the European Social policy and practice between the partners; • To establish a strong transnational network between HE and other institutions, regional and national ministries of education for future development and dissemination; • To provide a platform for Steering Committee meetings.
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Tasks	<p>Description of Core Tasks:</p> <p>(1) Development of on-line project management space using free software (Dropbox, Slack, Skype). (M2);</p> <p>(2) Development of Project Management System (PMS): comprehensive Project Management System (PMS) which will consist of a project management administration and financial guide, templates and standardized procedures. (M2);</p> <p>(3) Coordinating seven (8) Transnational Project Meetings to be hosted by eight different partners. (M2-M36);</p> <p>(4) Progress reports per work package. On-going project coordination & monitoring: coordinating and monitoring the overall project progress and implementation in order to ensure that all project outcomes are produced according to the approved work plan and budget (M8-M36);</p> <p>(5) Reporting to EC (Interim & Final Report). (M18, M36).</p> <p>Responsibility: LIEPU (P1).</p>		
Estimated Start Date (dd-mm-yyyy)	M1	Estimated End Date (dd-mm-yyyy)	M36
Lead Organisation	LIEPU (P1); Co-leaders P4 (TvSU) and YSULS (P8)		
Participating Organisation	<p>P1 (LIEPU): Responsible for all activities as WP leader</p> <p>P2 (KU): Role in all activities</p> <p>P3 (PH-Linz): Role in all activities</p> <p>P4 (TvSU): Responsible for all activities in Russia as WP co-leader</p> <p>P5 (DSTU): Role in all activities</p> <p>P6 (OSU): Role in all activities</p> <p>P7 (ATI): Role in all activities</p> <p>P8 (YSULS): Responsible for all activities in Armenia as WP co-leader</p> <p>P9 (GSU): Role in all activities</p> <p>P10 (NUACA): Role in all activities</p>		
Costs <i>Please explain the necessary costs for this WP: What travels are necessary? If equipment is requested, explain why it is required. If subcontracting is necessary, explain why the task cannot be performed by the</i>			

<i>partner.</i>	
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