

Work package type and ref.nr	MANAGEMENT	8
Title	Project management	
Related assumptions and risks	<p>Assumptions Communication between partners are on time Meetings between partners are held without postponing Reports are gathered and delivered on time All partners show prominent level of commitment and engagement during the project</p> <p>Risks Financial problems (delay of money transfer) within the project</p>	
Description	<p>Università G.d'Annunzio – Pescara, Italy will be responsible for the project management but it will be assisted by the International Burch University (IBU).The project coordinator – project manager (PM) will be from the Pescara, Italy. PM will carry out top managerial activities related to coordination of project activities based on agreed timeline of activities and budget. The administrative officer will be appointed at the DDA Università G.d'Annunzio – Pescara and will carry out administrative tasks related with the project.</p> <p>As Deputy of PM one member from the International Burch University (IBU Architecture), Sarajevo, Bosnia and Herzegovina, will be chosen. Deputy of PM will be assisting to PM in the managerial activities but specifically in the coordination of the all partner institutions (Bosnia and Herzegovina, Armenia and Belarus). Deputy of PM is selected intentionally from one of participant partner countries (Bosnia and Herzegovina) since</p>	

Deputy has good understanding of economic, political and societal context of partner countries involved in the project and common practices at partner countries regarding to educational system. Deputy will act as mediator between PM, partner and EU countries and will significantly contribute to more efficient and constructive communication between all members in reaching out the project goals.

Each partner will select one representative that will be part of the Steering Committee (SC) that will be coordinated by the Project Manager (PM). PM will be responsible for organization and harmonization works and tasks among partners. The SC will be receiving guidelines and help from the experienced experts with European Profiles.

Financial management will be led by the Università G.d'Annunzio – Pescara and will be presented to all members of the SC on the first coordination meeting, where a contract between all partners regarding all financial issues and rules will be discussed and signed. A rulebook will be printed out where all administrative and financial rules and agreements are sorted clearly so each partner can follow up.

Decisions regarding the project will be voted in the SC meetings, and will be adopted if majority agrees. Financial decisions also will also be voted on meetings.

Quality control and assurance procedure will be established by another team that will be appointed by SC on the first meeting. The team will employ a member of each institution that will be responsible for the Quality Control and assurance procedure. The Quality Control and Assurance Team (QCAT) will have a task to determine and develop the procedure needed for controlling the quality and will develop another rulebook that clearly defines each procedure. The rulebook will be used by External Quality Control and Monitoring Team (EQCMT) that will have the control and monitoring activities.

The first coordination meeting of the SC in M2 will be held in Pescara at Università G.d'Annunzio. Later, the members of the QCAT will be proposed by SC members. The Grant Applicant will choose the person responsible for the administrative tasks. The Administrative officer will be also appointed by the SC members.

Finally, a draft version of the agreement that will be signed between all partners will be established and explained. The agreement will include the proposed WBS and OBS, as well as the Controlling and Monitoring systems and procedures. The list of deliverables and goals, the dynamic plan of works and the communication plan will also be included in the agreement.

On the second meeting of the SC (M2) at IBU the Work Breakdown Structure (WBS) and Organisational Breakdown Structure (OBS) will be established. The Rulebook will be developed and agreed on by the SC. The Quality plan, Sustainability and Dissemination Plan, as well as the Mobility plan will be agreed on and signed by the SC members.

After that, the rest of meetings (app. every 6 month) will be organized in order to review the project progress, analyse potential problems and issues that could threat the project progress. In total SC will have 7 meetings, first coordination meeting in M2, then in M7 (videoconference), M12, M18 (videoconference), M24, M30 (videoconference) and in M35.

Project Manager, with deputy of PM will prepare meetings and their agenda and deliver it timely to all members of the SC, so they can be prepared for the discussions and meeting. In case of the need for urgent meeting due to a problem that cannot wait to be solved, a Skype Meeting can be held. The procedure for such meeting is like that: the representative of the institution that are facing the problem contacts the PM by email or a phone/Skype call, and explains the issue. The PM decides with whether there is a need for such meeting and in case that he approves it, PM will inform all the members of SC about the time and date for the Skype Meeting.

	<p>WP leaders are responsible for all issues related to the WP, such as: deliverables' preparation, dynamic plan for each WP, risk management plan for each WP, problems solving, and implementing the conclusions agreed on the SC meetings.</p> <p>The reports related to the quality control system and auditing will be reviewed twice per year on the Meeting of the QCAT. Each partner institution will send the half-year report to their representative in the QCAT. All problems and issues that needs solution will be discussed, analysed and resolved.</p>		
Tasks	<p>MNGT 8.1 Overall project management and administration MNGT 8.2 Project coordination meetings MNGT 8.3 Periodical and final reports prepared</p>		
Estimated Start Date (dd-mm-yyyy)	01-11-2020	Estimated End Date (dd-mm-yyyy)	01-09-2023
Lead Organisation	University G. D'Annunzio - Chieti-Pescara, Italy		
Participating Organisation	All institutions		
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 partner.</i>	<p>Total Costs (EUR): 178,530.00</p> <p>1. Staff Costs: 123, 735.00</p> <p>2. Travel Costs: 21,055.00 EUR Travels are organized in order to hold the Project Coordination Meetings. From total 7 planned meetings 3 are video conferencing meetings and 4 of them are planned to be held at the following universities:</p> <p>1st Meeting in M2 at the Università G.d'Annunzio, Pescara, Italy 2nd meeting in M7 – video conferencing 3rd meeting in M12 at the University of Malaga, Spain 4th meeting in M18 – video conferencing</p> <p>5th meeting in M24 at the International Burch University (IBU Architecture), Sarajevo, BiH 6th meeting in M30 – video conferencing</p> <p>7th meeting in M36 at the LEIPZIG UNIVERSITY OF APPLIED SCIENCES – HTWK Leipzig, Germany</p> <p>3. Costs of Stay: 33,240.00 EUR</p> <p>5. Subcontracting Costs: 500.00 EUR Bank charges</p>		