

Work Package 7

Work Package 7: [Project management]

Duration: M1 – M36 **Lead Beneficiary:** TUM

Objectives

- Highly effective operational and strategic management of the project; delivery of high-quality outcomes

Activities and division of work (WP description)

Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T7.1	Project day-to-day, financial and overall management	The aim of the WP 7 is to ensure proper and robust management of the project to support all partners, and to support the implementation of all activities in proper conditions (finance, time and human capacities, communication and documentation). Responsible for Project financial management, preparation the Project Progress Reports and communication with the EACEA, as	TUM ALL BEN	COO BEN	

		well as operational management will be TUM (Project Coordinator) The management structure will be simple but effective. Day-to-day Project administration will be carried out by all the project partners. The report on day-to-day administration of the Project will be produced by each partner and accumulated in one by the project coordinator.			
T7.2	Purchase of equipment for Armenian and Moldavian HEIs	Involved MD and AM HEIs will be equipped with necessary equipment for effective implementation of the project	TUM ALL BEN	COO BEN	
T7.3	Organization of coordination meetings and reporting	Project Coordinator (PC) will manage all operational aspects (administrative, financial and legal aspects of project, transfer of best practices regarding these issues from the Programme and Partner countries, manage decision-making processes inside consortium of project), including interface with EC (negotiation, reporting). Moreover, WP leaders will be responsible for monitoring of the overall progress of the WP and its activities. For saving financial resources and promoting green practices (less mobility) the coordination meetings will coincide with the capacity building trainings and consecutive workshops and meetings, as well as will be conducted online where it will be possible.	TUM ALL BEN	COO BEN	
T7.4	Organization of project intermediate and final Fact-finding	Intermediate and final financial audit for factual findings will provide a good background for assessment and further advancement. Project Coordinator will develop the financial and content part of the Intermediate Report. TUM is responsible for submission to the EACEA the intermediate Report: when 70% of the 1st prefinancing will be disbursed and no later than half way through the Project start.	TUM ALL BEN	COO BEN	
T7.5	Elaboration of project progress and final reports	TUM is responsible for submission to the EACEA Project Final Report. The Project Coordinator will develop the financial and narrative part of the Reports based on the reports provided by each partner institution.	TUM ALL BEN	COO BEN	

Milestones and deliverables (outputs/outcomes)

Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description	Due Date (month number)	Means of Verification
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MS10	Project intermediate report	7	TUM	The Project Coordinator will develop the financial and content part of the Intermediate Report.		M18	Electronic, English
MS11	Project final report	7	TUM	TUM is responsible for submission to the EACEA Project Final Report. The Project Coordinator will develop the financial and narrative part of the Reports based on the reports provided by each partner institution		M36	Electronic, English
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D7.1	Reports to EACEA	7	TUM	[R — Document, report]	[PU — Public]	M18, M36	Electronic, English