

# Training on Horizon 2020

for Mediterranean NCPs, research managers and researchers



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**Spring**

Marrakesh, 11-13 June 2014

# Project Management and Implementation

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## Presentation Plan

- Project Handbook
- Meetings
- Communication
  - Internal communication
  - External communication
- Work Plan
  - Work Packages and Tasks
- Project Budget
- Reporting
  - Periodic Report
  - Final report

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## Project Handbook

- ▶ Writing of a project handbook
  - Addresses
  - Documents (numbers, standards...)
  - Programme (type, version)
  - Templates for reports
  - Roles of participants
  - Contract
  - Project structure, project plan,  
list of deliverables
  - Consortium agreement
  - Quality procedure

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## Project **Kick-Off** meeting

- ▶ Administrative questions
- ▶ Introducing of all partners
- ▶ Introduction in the planned process
- ▶ Preparation consortium agreement
- ▶ Exact clarification of tasks and rolls

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## Consortium meetings

- ▶ Defining the **Location** and the **Timing**
- ▶ Preparing and disseminating the **Agenda**
- ▶ Prepare the **attendance** list and **Sign** it
- ▶ Reviewing the **executed tasks** of the Project
- ▶ Establishing a **To-Do-List** for the **upcoming period** and **events** of the Project
- ▶ Set **dates** for the **next meetings**
- ▶ Draft of **Minutes** and **distribution to partners**

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## Communication

- ▶ Internal meetings :
  - ▶ Meeting of project partners
  - ▶ Technical means :
    - ▶ Email lists
    - ▶ Web-based project management
    - ▶ Telephone- and Video conference
- ▶ Commission
  - ▶ Coordinator and Project executive, PO
  - ▶ PO's often overburdened, little time, frequent business trips
  - ▶ Conferences, workshops, expert groups

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## External Communication

- Interest groups
  - Experts in the field of work
  - Other projects (concertation meetings)
  - User organisations
  - Specialist - and Interest associations
  - Administrations (Ministries, federal state, etc.)
- Project marketing
  - Webpage
  - CORDIS
  - Conferences
  - Publications

## Project Structure

- Each project has a Work plan split into tasks, grouped under a Work Package
  - Each task, each work package, each sub-project has a leader and involve several actors of several organisations and countries contributing to the goal
  - Some work packages are mandatory (eg management, exploitation, assessment, dissemination)
  - Other work packages are specific of the project
- Each Work Package has its own objectives and results (which is known by deliverables)



## Project Work Plan

- ▶ Each task has a responsible and a budget
- ▶ Each participant has a role and a budget
- ▶ Graphic presentations facilitating the role and the time management :
  - ▶ Grant chart summarising timing (dates, duration, responsible) of every tasks on the same table
  - ▶ PERT (Programme Evaluation and Review Technique) chart showing logical interconnect between tasks and providing many management data (such as critical path)
- ▶ **Work plan** should
  - ▶ have milestones with « measurable » result
  - ▶ propose alternative approach for risky tasks
  - ▶ include project review

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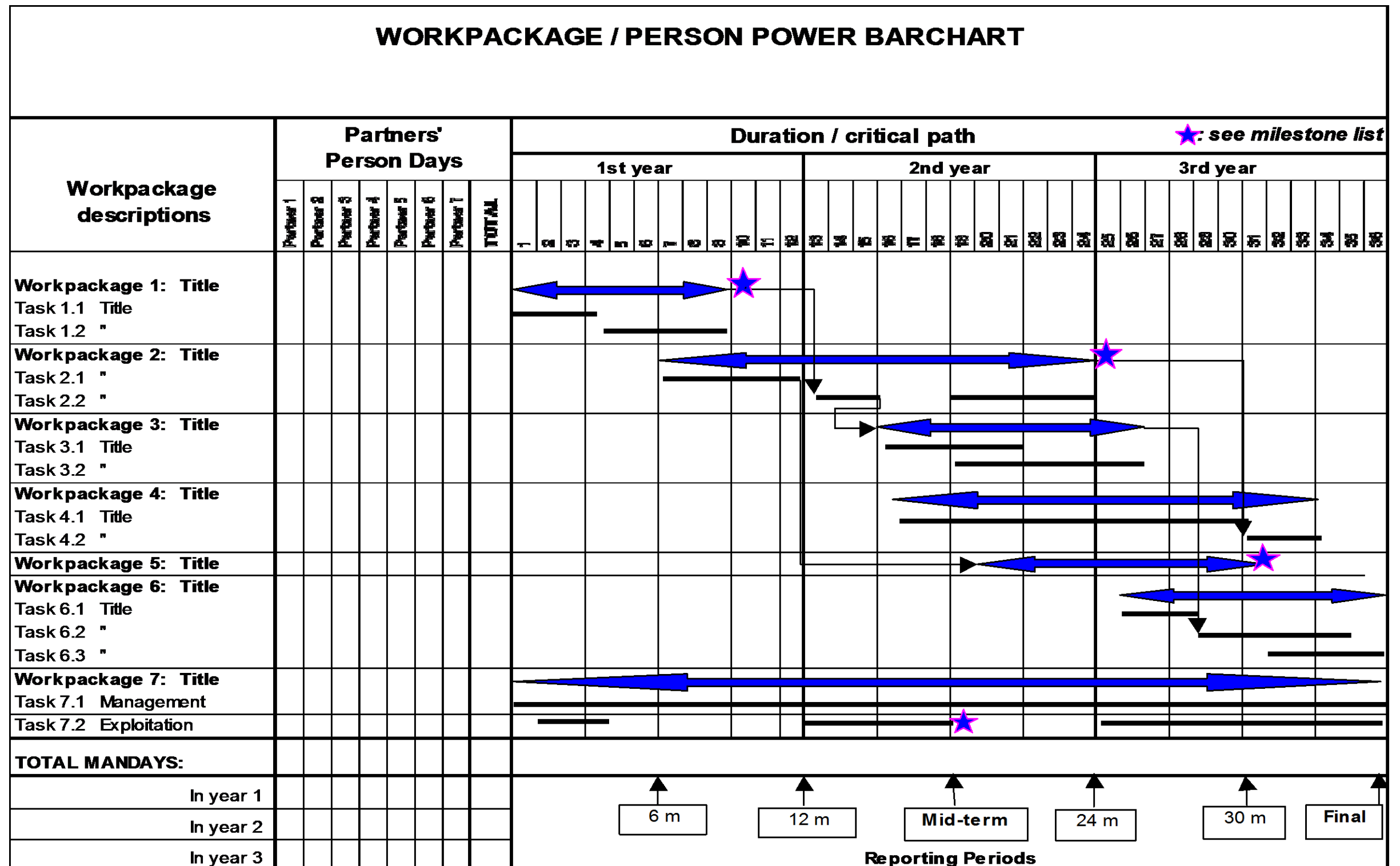
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## WORKPACKAGE / PERSON POWER BARCHART



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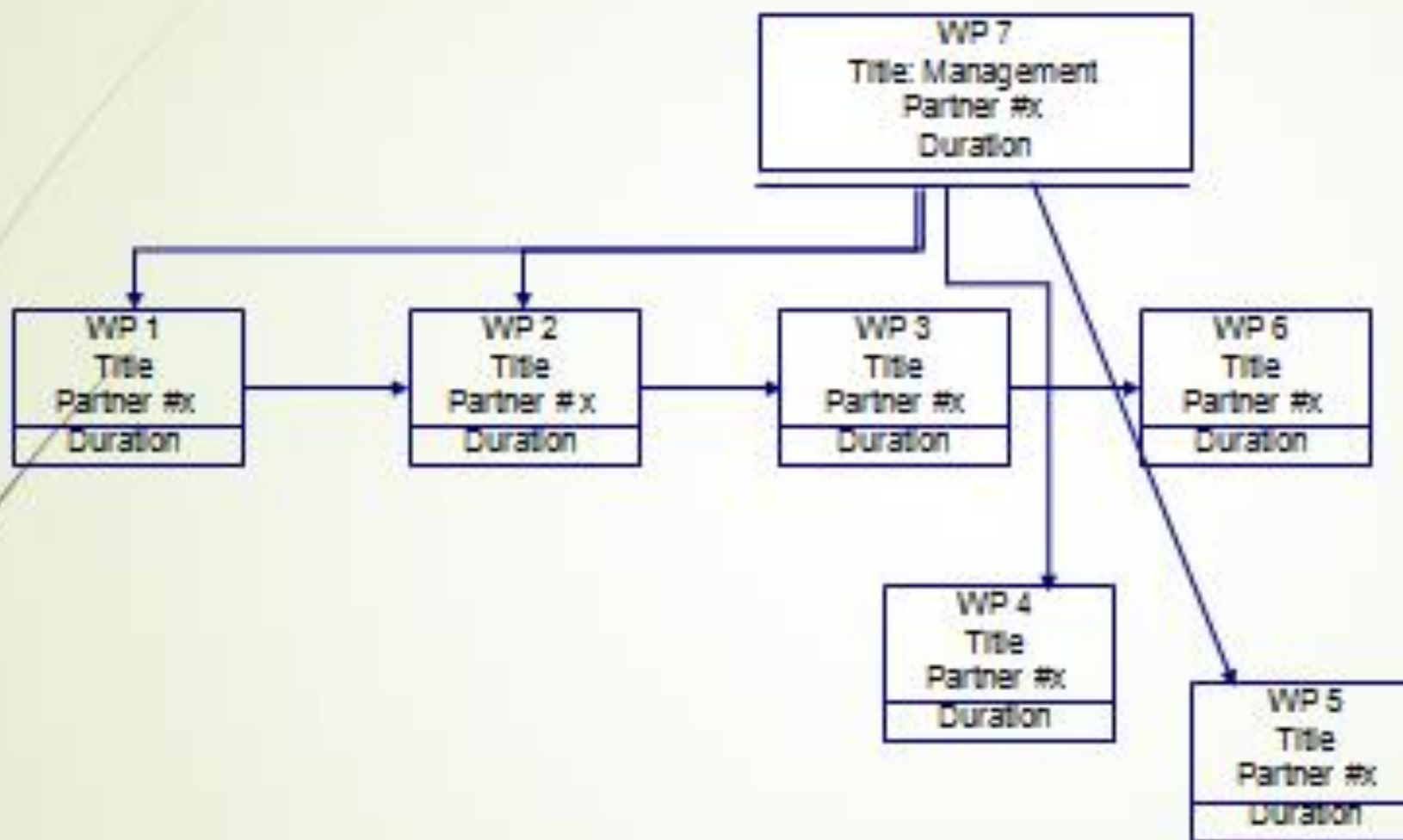
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## PERT Chart



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## Project Budget

- ▶ Define **total amount** per **participant**, per **Category** of expenses and per **year**
  - ▶ **Eligible** Costs
  - ▶ **Personnel** Costs
  - ▶ **Direct and indirect** Costs
- ▶ **Cover** only expenses from **contract signature** and **contributing to the project**
- ▶ Advance and periodic **costs reporting and payments**

## Reporting

### ■ Deliverables

- Respect the timetable
- To be done by partners and approved by coordinator
- Defining the actual products of the project
- Should also make sence for the project

### ■ Cost statements

- Regularly
- Without CS no payment
- Exact and checkable!

### ■ Periodic Report

- To be submitted 30 days before the due date by Partners to Coordinator
- Narrative summary of the project's achieved goals
- Upcoming events and achievements of the project
- Justification of the Use of the Ressources
- Financial Statement (Form C + summary financial report)

## Reporting

### ► Final Report

#### ► Publishable summary report

► Results

► Conclusions

► Socio-economic impact

#### ► Covering wider societal implications

► Questionnaire

► Plan to involve other actors and to spread awerness

► Plan for the Use and Dessemination of foreground

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