

FIELDS – Blueprint 612664 – 1/1/20-31/12/23

WP8 – Management

<UNITO>

Contact of the presenter, email of the presenter

Kick-off meeting

3-4 February 2020

University of Turin, Italy



WP8 Project Management (UNITO), M1-M48

- Tasks & Deliverables

- **MAIN GOAL: to commit all partner to make high quality materials, reach the targets and the indicators. Focus on content and impact!**
- **T8.1 Decision making and internal communication (M1-M48 [UNITO, All])**
 - *D8.1: Consortium Agreement (M1) – need to be done soon*
 - *D8.2: Intranet CMS (M3) available at <http://erasmus-fields.eu/management>*
- **T8.2 Administrative and financial management (M1-M48) [UNITO, All]**
 - Each Task leader is responsible of the preparation of the associated deliverables of its task.
- **T8.3 Progress monitoring and risk management (M1-M48) [UNITO, All]**
 - *D8.3 progress reports/minute meetings (M1, M13, M25, M37, M46)*

UNITO role

- 1) chair the Steering Committee and High Steering Committee
- 2) be in charge of the redistribution of the subvention between partners and prepare necessary contractual and management documents and tools to ensure its successful utilization
- 3) monitor the technical and financial progress of the project to ensure a good relevance according to the proposal
- 4) apply the risk plan management

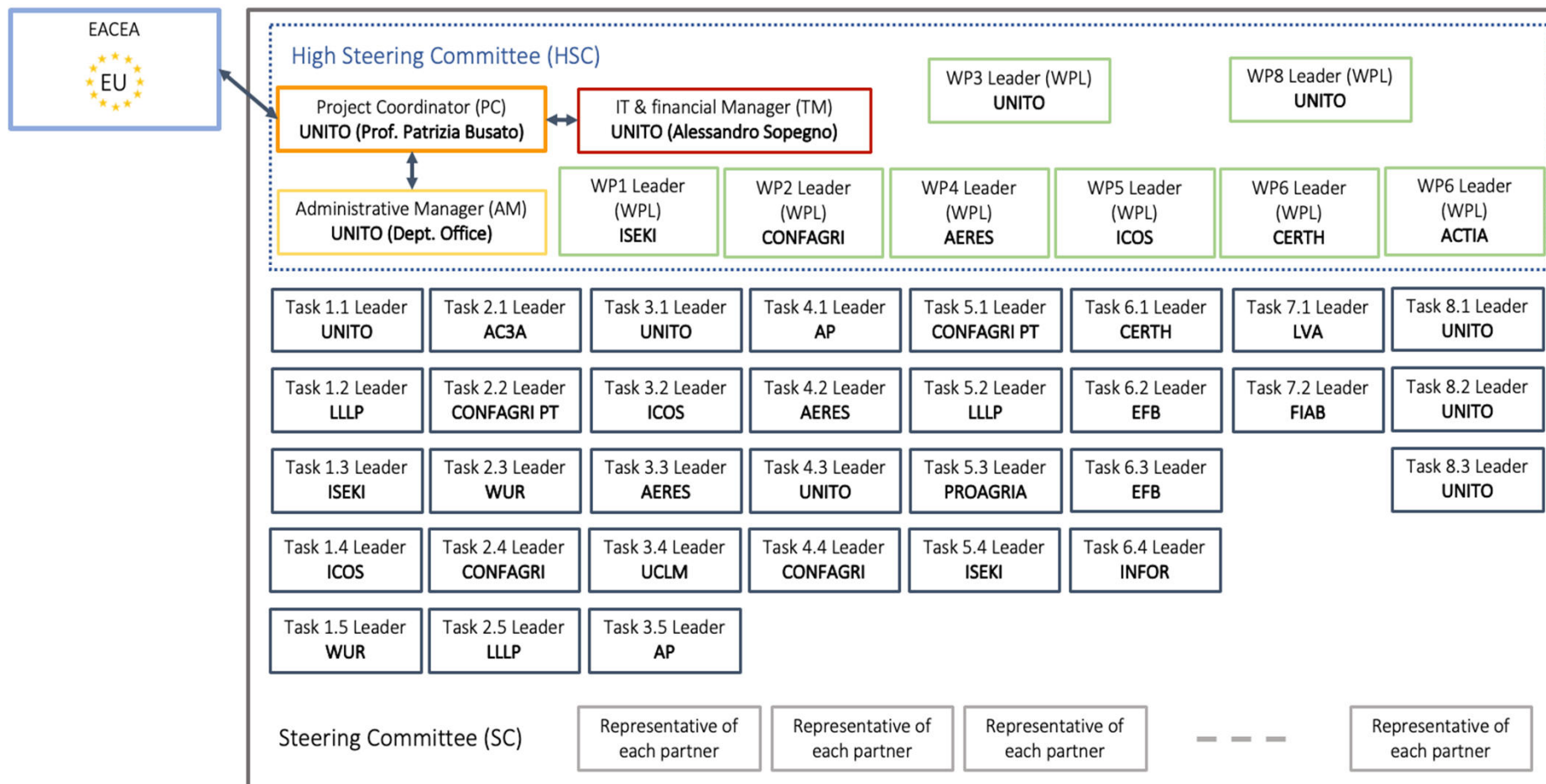
- 5) UNITO will draft templates to be used for reports, presentation
- 6) UNITO will run the management portal – we need single user registration on the portal
- 7) UNITO will check financial before 2nd and final payment

T8.1 Decision making and internal communication

Duration: M1-M48

Leader: UNITO

Steering Committee and High Steering Committee



Alessandro Sopegno will help, Francesca Sanna will be the main Project Manager

Contact persons from partners

- Single, main contact person per partner
- Single, administrative contact person per partner
- Each task leader should provide a single contact, responsible for the task implementation
- Legal representative for Consortium Agreement for each partner
- Name of the people involved and their role (Manager, teacher, technician, administrative)- possibly keep the same role during the project – tell us names and roles

T8.1 Decision making and internal communication

(M1-M48 [UNITO, All])

Steering committee – meet in M1, M13, M25, M37, M46 and for final conference M48, Brussels (one representative x partner) – name of the partner to be included in the Consortium Agreement

- Decision regarding quality plan
- High Steering committee – meet in M6, M18, M31, M38 (only WP leaders, partners are welcome) – could modify the work program is needed- act as Quality Committee
- HAB – High advisory board – M13 and M46
- Virtual meetings – every 2 months + specific virtual meetings x single WP monitoring - Agenda sent 3 days before the meeting

T8.2 Administrative and financial management

Duration: M1-M48

Leader: UNITO

T8.2 Administrative and financial management

- UNITO will request information in order to prepare periodic reports
- Fulfill what request from EACEA
- Provide day/partner per WP in the management portal
- Check and store documentation (payslips, etc.) for each partner before providing the 2° and final payment
- Each task leader is responsible of the preparation of associated deliverables to its task → **we need for each task one responsible person – check with Francesca about it**

T8.3 Progress monitoring and risk management

Duration: M1-M48

Leader: UNITO

T8.3 Progress monitoring and risk management

- Meeting and virtual meetings will be carried to check performance against indicators.
- The partner responsible of dissemination monitoring (FIAB) will present at the meetings the results of the dissemination campaign)
- Each WP Leader will monitor each partner involved in their WP in term of performance and will ask the responsible partner to take actions to solve the issue.
- Each partner could monitor its activity / deliverables in the intranet accessible at: <http://www.erasmus-fields.eu/management/>
- risk management related tasks will be a part of the agenda of every Project meeting (both HSC and SC) in order to engage the consortium with potential risks and take corrective actions as soon as possible.

Risk management

- It is time of the partners to express their concerns – on tomorrow, 4/2 we will have some time to discuss the issues here.
- So think about your main concerns by tomorrow 4/2 at noon

Q&A

<at the end of the WP>