

**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

---

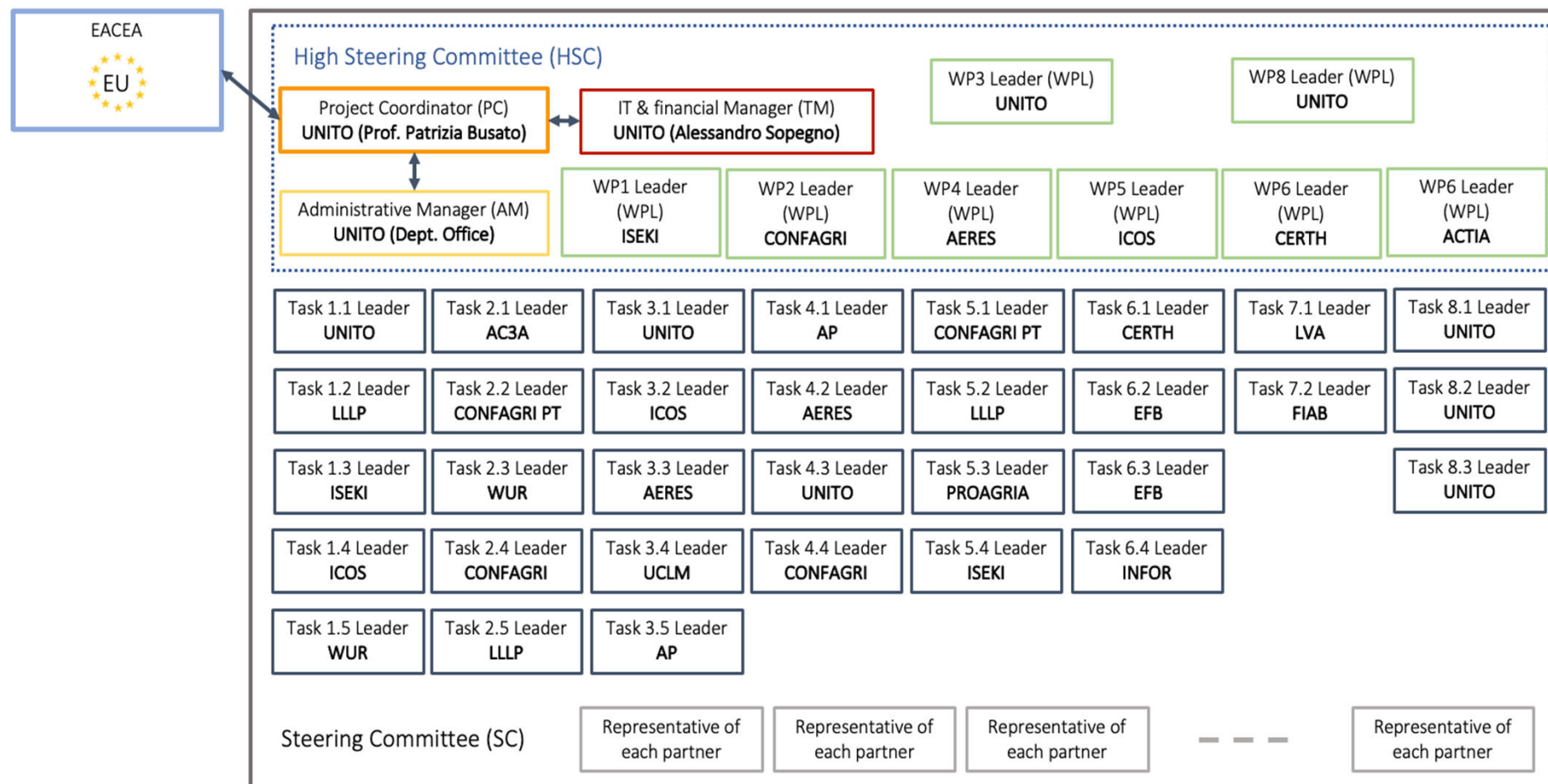
- 1) chair the Steering Committee and High Steering Committee
- 2) be in charge of the redistribution of the subvention between partners and prepare necessary contractual and management documents and tools to ensure its successful utilization
- 3) monitor the technical and financial progress of the project 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 2<sup>nd</sup> 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>