PROJECT MANAGEMENT PLAN

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Purpose of the Project Management Plan

- The purpose of the Project Management Plan: to define a common understanding on
  - who will be involved,
  - what will be achieved,
  - what will be delivered,
  - when to deliver, and
  - how to communicate during the project term.
- The intended audience of this document is all project stakeholders including the project team members and EACEA (Education, Audiovisual and Culture Executive Agency).

Organization Structure

Project Management Board

Project Coordinator

Work Package Chair	Work Package Chair	Work Package Chair	Work Package Chair	Work Package Chair
WP members	WP members	WP members	WP members	WP members

Roles and Responsibilities
Project Management Board (PMB)

- Supervising proper implementation of the project;
- Analyzing reports, including reports of an independent external evaluator, communication issues, and internal and external dissemination of the project results;
- Resolving conflicts that may arise among the consortium members, when these conflicts cannot be solved by the lower management bodies;
- Resolving problems and taking corrective actions;
- Approving changes in the consortium agreement and recommending acceptance of changes to coordinator or partners;
- Deciding on withdrawal of partnership.

Roles and Responsibilities
Project Coordinator (PC)

- Being a contact person between the DEMUSIS Project and the EU Commission;
- Monitoring the compliance of the Grant Agreement, assessment and control of any deviation in the progress of the project;
- Monitoring the executions of the project plans;
- Academic coordination: this task will mainly focus on various aspects of the academic activities within the project, including making academic choices in accordance with the project plan, resolving conflicts of interest, putting in place corrective actions whenever required, managing risks by identifying and classifying them, and applying contingency measures;
- Planning management meetings for the project;
- Preparing and submitting mid-term and final project reports;
- Maintaining excellent communication with all project partners.

Roles and Responsibilities
Work Package Chairs

- Being a contact person between the WP and the project coordinator and other WP leaders;
- Establishing work package team composed, if necessary, of representatives from all partners involved in the WP and managing the WP team;
- Participating in the detailed planning, monitoring and reporting of tasks in the WP;
- Managing tasks in individual WP to ensure that outputs, costs and deadlines are met;
- Monitoring and being responsible for academic and technical progress of the tasks in the WP;
- Alerting the coordinator in case of delay or default in the performance of the WP;
- Preparing and submitting WP reports, within periodical reports in 10 reporting periods (Annex I);
- Preparing all the necessary documents for the coordinator for preparations of interim and final project reports;
- Communicating within the WP and with the coordinator on the regular basis;
- Reviewing regularly the WP schedule, comparing baseline schedules to actual work completed;
- Ensuring that the WP Plan is updated and signed-off as needed;
- Tracking budget expenses and making recommendations as needed;

Project Administration

- Daily administrative/financial management of the project, reporting, financial accounting/cost claiming and budgeting;

- Establishment of a budget and schedule-controlling system;

- Collection and storage of data for monitoring and reporting;

- Control of the use of resources and budgetary execution;

- Archiving all project data.

Decision Making

- All main project decisions will be made in PMB regular meetings. Board decisions will be consensual, but if it is necessary, a voting procedure will be applied. Each PMB member will have one vote.

- In urgent cases that need immediate decisions to move the project forward, the coordinator will communicate with all Project Management Board members via email and/or Skype or Viber/ WhatsApp or similar messaging application to reach the decisions. If it is necessary, a voting procedure will be applied online. All decisions will be documented and saved in a project archive.

- For all cases and at all levels that are communicated via email and/ or Viber/ WhatsApp related members have five working days to respond. An absence of a response will be interpreted as support the case.

Day to day Operations (operations management)

- DEMUSIS contains eights work packages (WPs) focusing on five different aspects: preparation, development, quality, dissemination and exploitation, and management.

- The eight WPs can also be classified into three levels: operation (WP1, WP2, WP3, WP 4, WP 5 and WP7), monitoring and control (WP6) and management (WP8). The activities and deliverable for all eight work packages are listed in the following subsections.

WP 3 Staff training and development of teaching resources

- Lead partner: P2, active partners: P1–P6

Receiving inst. Sending inst.	P4	P5	P6
P1	6 teachers, dates/place to be defined	6 teachers, first half of October 2019	3 teachers, second half of October 2019 or the first half of November 2019
P2	3 teachers, dates to be defined	3 teachers, first half of October 2019	3 teachers, second half of October 2019 or the first half of November 2019
P3	3 teachers, dates to be defined	3 teachers, first half of October 2019	3 teachers, second half of October 2019 or the first half of November 2019

Project Work Plan

- The project work plan document serves as the main control mechanism, both by specifying project phases and by decomposing these phases into specific tasks with associated timeframes, resources, dependencies, and deliverables.

- During project implementation, it also serves as a status tool by showing completion progress.

Project Financial Management

- Financial rules for the management of the grant to provide support to the project partners so that they can perform the local financial management in an efficient and successful way and provide all documents necessary for financial monitoring, reporting, and audits.

- It offers the detailed definitions of eligible and ineligible costs, instructions for preparing financial tables, a list of required supporting documents to justify incurred costs, etc. Some definitions and rules are taken in the original forms from the EU Commission Guidelines for the Use of the Grant, in order to avoid any misinterpretation.

Project Internal Communication

- **Channels for Communication**
  - Meetings
  - E-channels
  - Website
  - Documentation

Project Risk Management

- To identify potential threats in the early stage and to prepare corrective actions properly to prevent them from happening or mitigate their impact.

- All WPCs will be asked to identify potential risks to his or her WP and mitigation measures. During the project, the identified risks will be monitored and the mitigation measures will be considered.

Reports

- Periodical report – institutional coordinator
- WP reports, within periodical reports in 10 reporting periods
- Partnership Reports
- Technical Implementation Report
- Final Report

Thank you for your kind attention.