

Management of the projects in Horizon 2020

Małgorzata Snarska-Świderska

Plan of the presentation

- Definition and scope of the project management
- Project management structure
- Management and decision-making procedure
- Tools for time management

Definition and scope of the project management

Definition and scope:

Definition of the Project Management



The application of knowledge, skills, tools and techniques to project activities in order to meet the project objectives

Scope of the Project Management



Keeping records, Amendments, Report & Payment Requests, Deliverables, Dissemination & Exploitation, Communication, Check, audits, review & investigations.

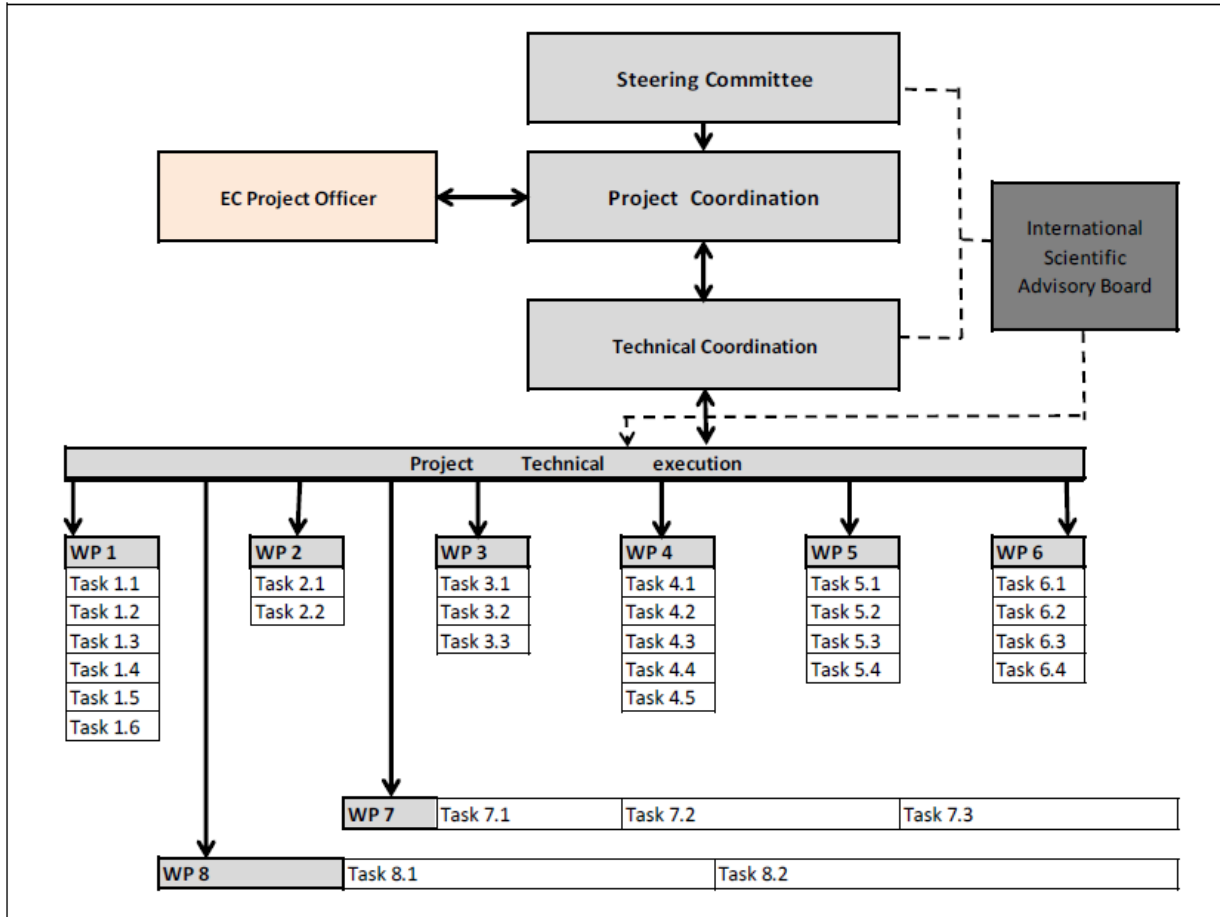


Objectives of PM


- Ensuring the correct execution of the project's work plan including its adaptation to necessities that may occur during the project;
- Assuring the overall coordination of all activities among the project partners;
- Leading project steering with the objective to implement the project in a smooth and consolidated way, involving the partnership and also external stakeholders;
- Enabling timely reporting to the European Commission and the administrative and financial management of the project.

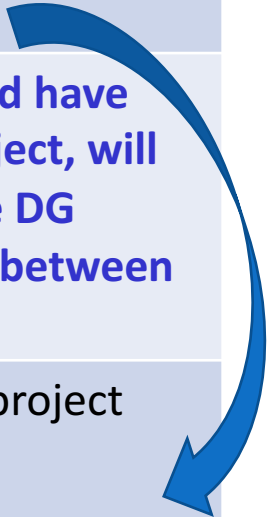
Project Management Structure

Example of Project Management Structure



Project Management Bodies & Responsibilities

Project Management Bodies	Responsibilities
1. Project Management Team:	
Coordinator 	Represent the coordinating entity and have contractual responsibility of the project, will be focal point for all contact with the DG Research and act as an intermediary between the EC and Consortium
Scientific Coordinator, Project Manager, Finance Officer, Secretary	Work plan maintenance, monitoring project progress, submitting progress report, deliverables and financial statement, transferring payments to participants, maintenance of the GA and CA (amendments), financial administration of the project, internal communication and coordination.



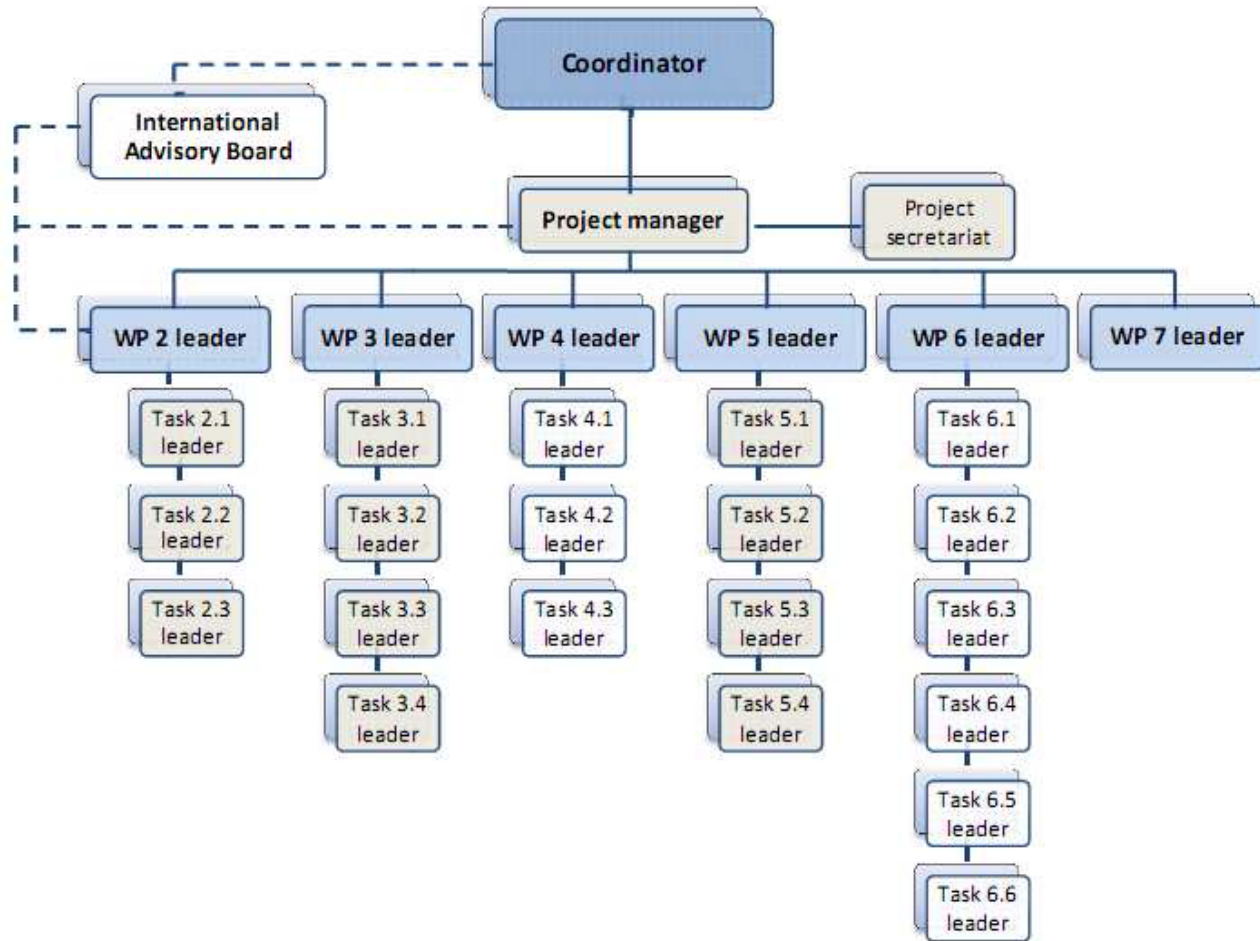
Project Management Bodies & Responsibilities

Project Management Bodies	Responsibilities
2. Steering Committee:	
<p>Consist of representatives of each project partners or limited no of partners.</p> <p>Chaired by Coordinator, usually comprises all WP leaders and other important representatives</p>	<p>S.C. as an ultimate decision-making body in the project, will be responsible for the overall strategic and technical management, monitor and coordinate effective implementation of the project, will assist the coordinator in conflict resolution in case that major decision require an open discussion and/or agreed solution.</p>
WP Leaders	<p>Will be responsible for the day-to-day management of all tasks within the particular Work Package: appointment with task leaders, planning of action plans in the WP with all activities and related costs, submission all information required by PC and/or PSC; Including preparation of all reports on the basis of information preparing by Task Leader.</p>

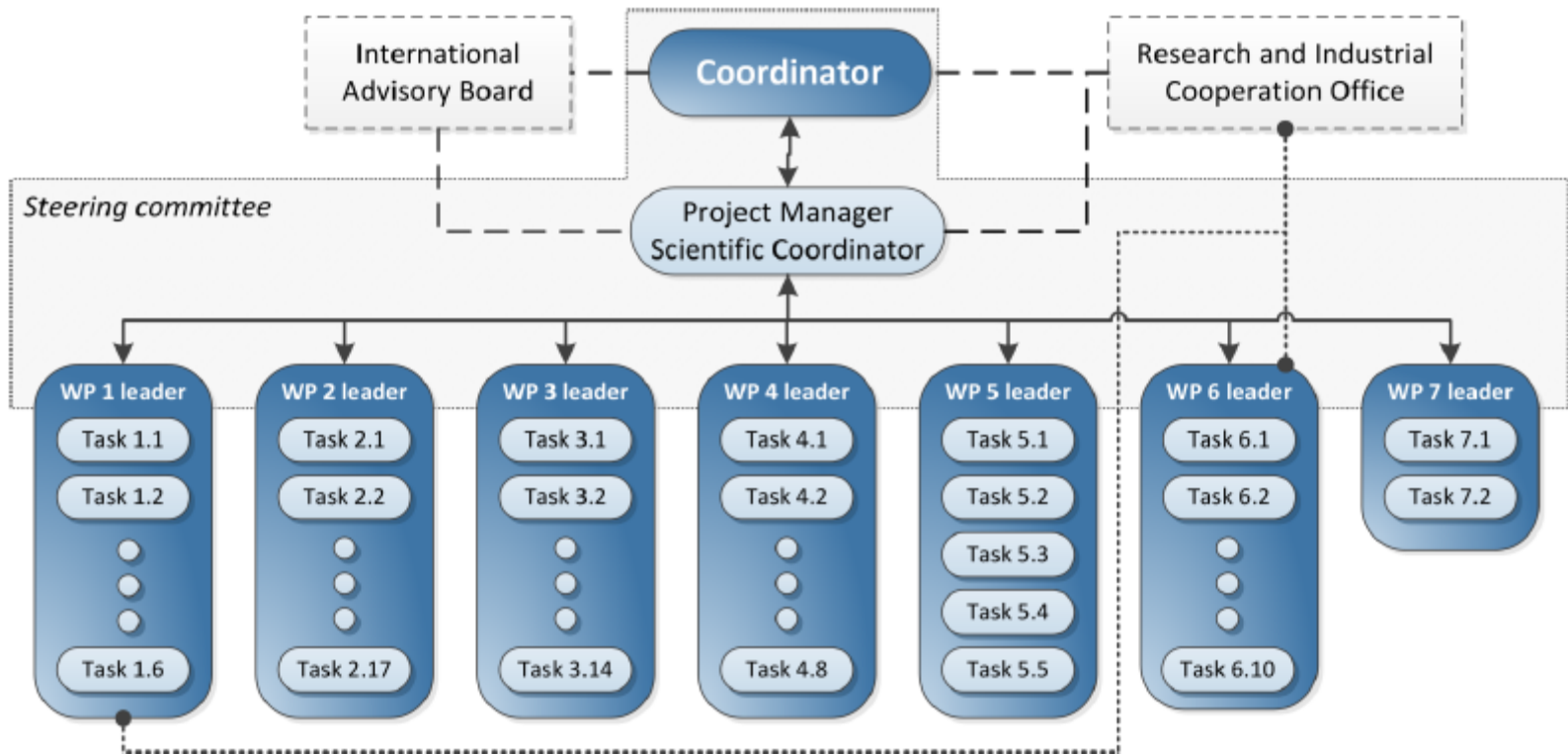
Project Management Bodies & Responsibilities

Project Management Bodies	Responsibilities
3. International Scientific Advisory Board:	
The ISAB usually consist of 7 – 25 internationally reputable experts representing research sector.	<p>ISAB will be responsible for provide recommendations on the project implementation and the long term strategy development.</p> <p>ISAB is a discussion platform to consult scientific and other aspects of the project, as well as a powerful dissemination channel.</p> <p>Propose changes to the direction of the project for maximising the exploitation and benefits of the project.</p>

Example of Management Structure



Example of Management Structure



Management and decision – making procedure

Management and decision-making procedure

Management and decision-making role and procedure should be clearly defined for all partners in a Project Manual.

The Project Manual should be established at the very beginning of the project by the Project Management Team (provide a set of practical guidelines for the project execution);

The Manual will establish:

- Reporting procedures,
- Templates for project documentation;
- Meetings schedules,
- Roles and responsibilities of partners
- Arrangements for ensuring effective communication amongst consortium

Level, decision-making bodies & roles

Level of Management	Decision-making body	Role
Strategic Management	Steering Committee (Coordinator, Scientific Coordinator)	Strategic orientation, management with all project activities, Communication with the EC (Coordinator only), Project progress monitoring
Operational Management	Project Management Team (Coordinator, Scientific Coordinator)	Day to day monitoring of progress, risk management/ administrative and financial management
WP Management	WP Leaders and Deputies	Leadership, coordination, monitoring, risk management and delivery of partner activity in their respective WPs. Effective cooperation of their WP with other WPLs and management bodies.
Knowledge management (IPR and knowledge transfer)	Scientific Coordinator or established Specific body (e.g. Science Innovation Committee)	Management of intellectual property rights, ethical issues and knowledge transfer

Tools for Time Management

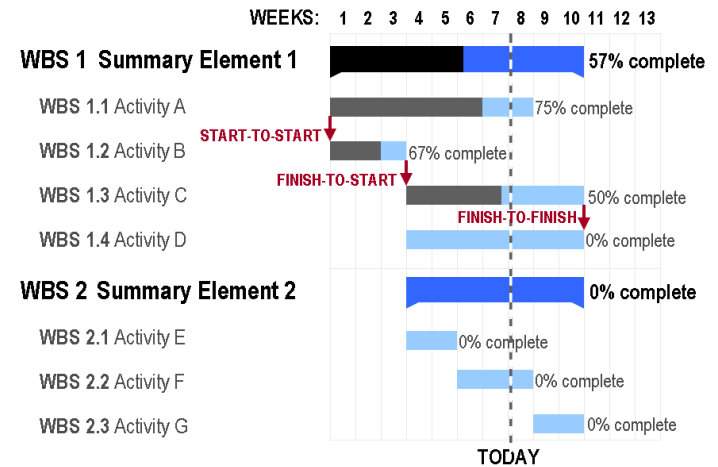
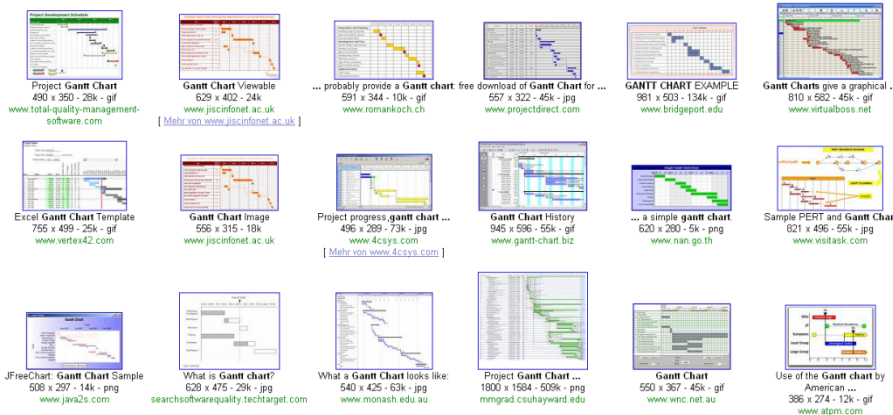
Time management within the project !!!

- To ensure that the tasks start and finish according to the project work plan and that the project deliverables are submitted to EC in due time.
- **All the projects activities needs to be carefully planned already in the proposal stage!**

Gantt's Chart

„A Gantt chart is a horizontal bar chart developed as a production control tool in 1917 by Henry L. Gantt, an American engineer and social scientist.“

- graphical illustration of a schedule
- helps to plan, coordinate, and track specific tasks in a project
- Horizontal axis: time broken down into days or months
- Vertical axis: tasks
- Doesn't clearly show task dependencies

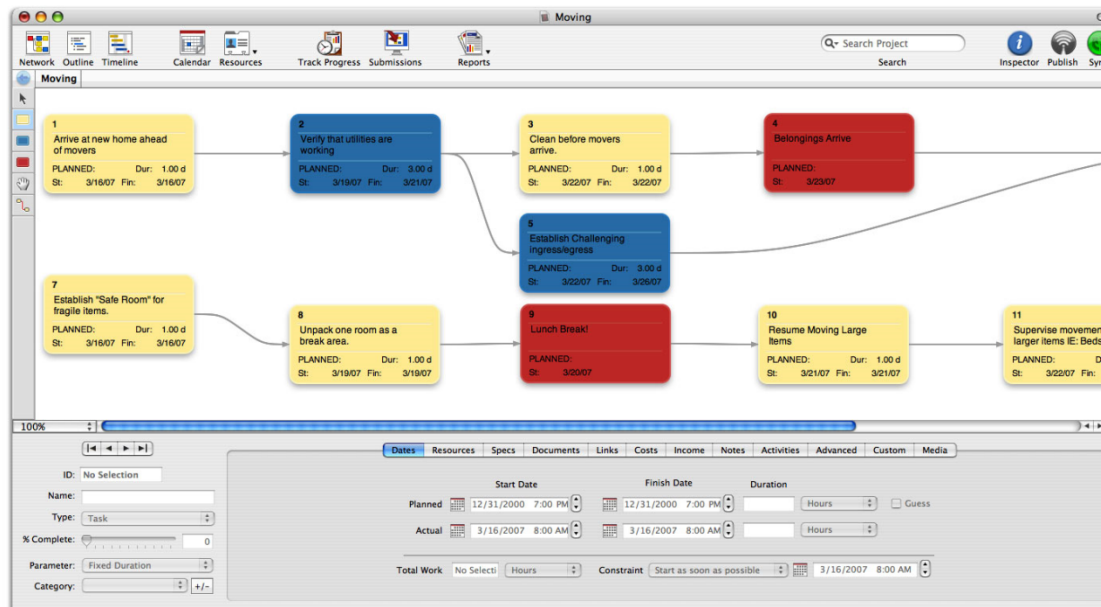


Pert Chart

PERT stands for *Program Evaluation Review Technique*, a methodology developed by the U.S. Navy in the 1950s to manage the Polaris submarine missile programme.

Very useful tool used to:

- schedule, organize, and coordinate tasks within a project
- illustration of dependencies between tasks & Work Packages



Contact:

Office Address

Turkey in Horizon 2020 Project
No:6/2 Mustafa Kemal Mah. 2119. Sok.
06520 Çankaya/Ankara, Turkey
Tel: +90 312 219 69 80
<http://www.turkeyinh2020.eu/>

Aleksander Bakowski
a.bakowski@idi.ie

Thies Wittig
t.wittig@idi.ie

Odysseas Spyroglou
o.spyroglou@idi.ie

Philip Sowden
p.sowden@idi.ie

Credits / Disclaimer

© “Turkey in Horizon 2020”

The information and advice contained in this presentation are the sole responsibility of the project team and can in no way be taken to reflect the views of the European Union. The team of "Turkey in Horizon 2020" project is not responsible for the consequences of errors or omissions herein enclosed. Re-use of information contained in this presentation for non-commercial purposes is authorised and free of charge, provided the source is acknowledged. Our project team is not responsible for any impact or adverse effects on third parties connected with the use or re-use made of the information contained in this presentation.