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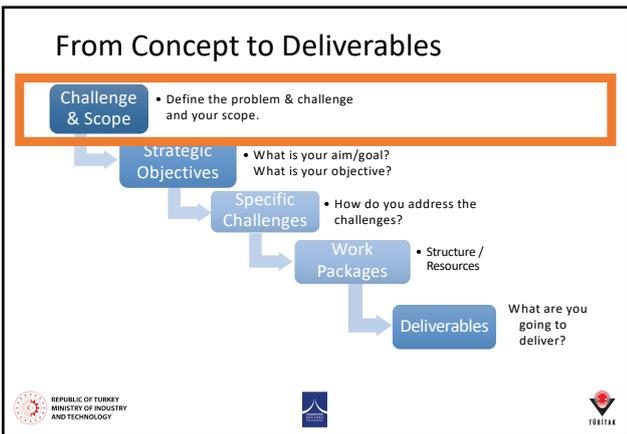
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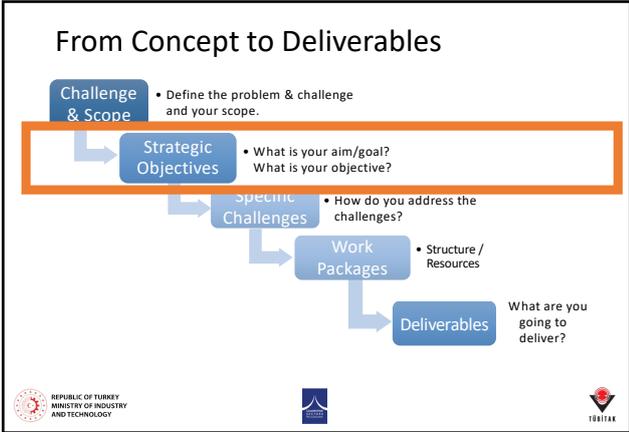
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Aim vs. Objective

- **Aim:** what you hope to achieve
 - Long term
 - Strategic, generic outcome
 - Not easily quantifiable
- **Objective:** actions to achieve the aim
 - Short Term
 - Quantifiable, Measurable, tangible
 - SMART approach

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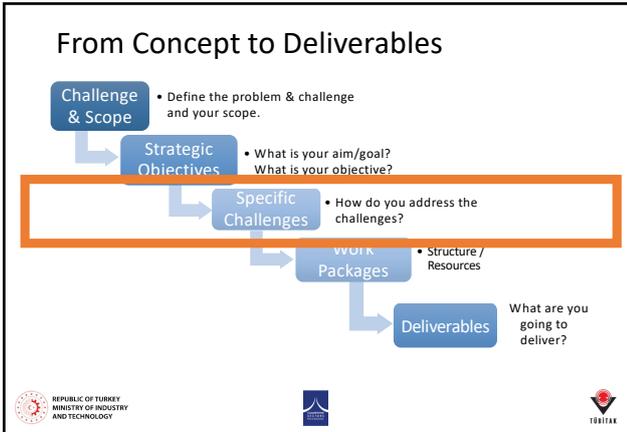
Be "SMART"

- **SPECIFIC:** What, how, who, for whom?
- **MEASURABLE:** how do we count it? (quantifiable)
- **ACHIEVABLE:** be realistic. Can you do it?
- **RELEVANT:** does it make sense?
- **TIME BOUND:** when? Is time enough?

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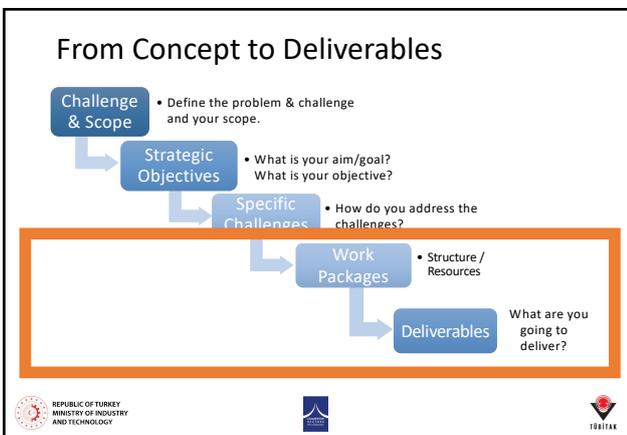
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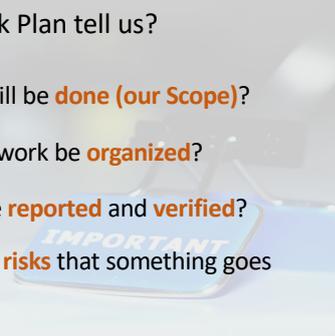
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What does a Work Plan tell us?

- What work will be **done (our Scope)**?
- How will the work be **organized**?
- How will it be **reported and verified**?
- What are the **risks** that something goes wrong?



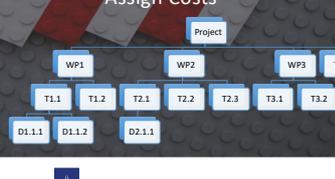
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What is WBS: Work Breakdown Structure

- A hierarchical decomposition of a project's tasks with deliverables.
- It breaks the job down into smaller parts
- Easily manageable
- Scheduled
- Allocate Resources
- Assign Costs



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What tools to use?

- Simple Hierarchical List
- Gantt Chart
- Pert Chart
- Critical Path
- Resource Allocation Tables

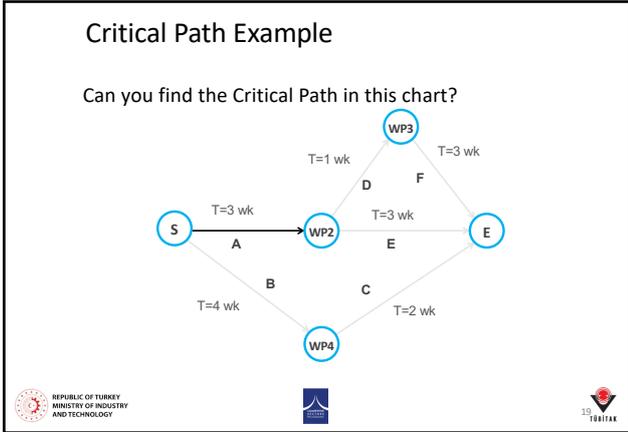
Try the simplest. Focus on the project not the tools.



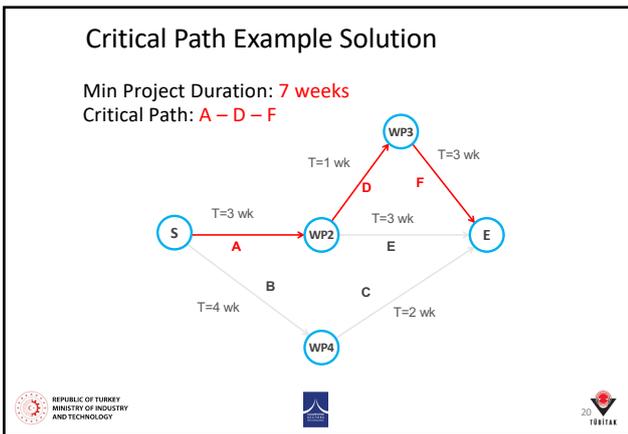
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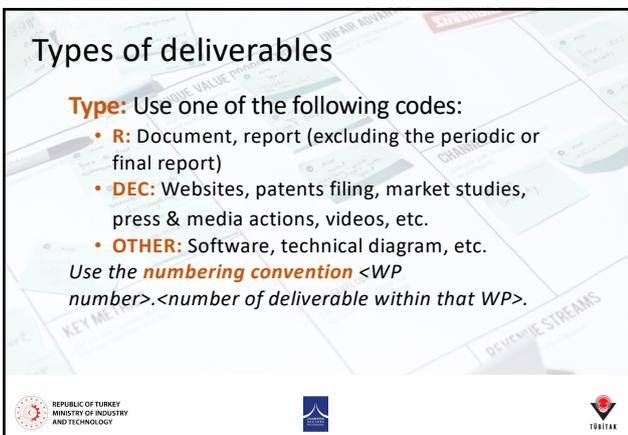
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Dissemination Level

- Dissemination level, use one of the following codes:
 - PU** = Public, fully open, e.g. web
 - CO** = Confidential, restricted under conditions set out in Model Grant Agreement
 - CI** = Classified, information as referred to in Commission Decision 2001/844/EC.
- Delivery date: Measured **in months** from the project start date (month 1)

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List of work packages

Work package No	Work Package Title	Lead Participant No	Lead Participant Short Name	Person-Months	Start Month	End month
WP1	WP1 title e.g. Project Management	xx e.g. 1		e.g. 2.00	e.g. M01	e.g. M12
WP2	WP2 title					
WP3	WP3 title					
WP4	WP4 title					
WP5	WP5 title					
WPXX	WPXX title					
	Total months			XX		

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WP Description

WP number	X							Start Date	MX
WP title	...								
Participant number	1	2	3	4	5	6	7		
Short name of participant									
PMs per participant									
Objectives	WPX includes ... Amongst the objectives of WPX are: <ul style="list-style-type: none"> • ... • ... 								
Tasks	Task X.X. ... (Lead: ...) Task X.X. ... (Lead: ...) ...								
Deliverables	DX.X - ... [MX, MX, MX, Report]. ... DX.X - ...								

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Deliverables List

Del. No.	Deliverable name	WP No.	Lead participant	Type	Dissemination level	Delivery date
1						
2						
3						
4						

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Milestones. Do we need them?

- **Control points** that help to chart progress.
- **completion of a key deliverable**
so next phase can begin
- **intermediary points**,
in case of problems -> corrective measures
- **critical decision point**
e.g. the consortium must decide which of several technologies to adopt for further development.

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Wrap it up: point to remember

Teamwork: Together it is more beautiful.

- Start from **high level structure** of WP
- **Time** different WPs and **components** (Gantt chart)
- **Use Tables**. Map objectives, challenges, deliverables.
- Be detailed **don't overdo it.**
- **Use Visuals** (Pert, Dependencies charts)
- Assign resources to WPs in line with targets
- **Use Milestones** so progress can be monitored.

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A Project Management Toolkit

Many tools exist to help you:

- Trello (<https://trello.com>)
- ClickUp (<https://www.clickup.com/>)
- Asana (<https://asana.com>)
- Airtable (<https://airtable.com>)

Even more to consider:

- <https://www.proofhub.com/articles/top-project-management-tools-list>
- <https://blog.canterra.com/free-open-source-project-management-software>



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A Project Management Toolkit

My personal toolkit

- Dropbox Paper (<https://paper.dropbox.com>)
- Airtable (<https://airtable.com>)
- Slack (<https://slack.com/>)

And of course EXCEL!

Check our templates in our helpdesk:
<https://en2020.zendesk.com/hc/en-us/articles/360016246950-IM-3-Project-Management-in-2020>



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Teşekkür ederim!

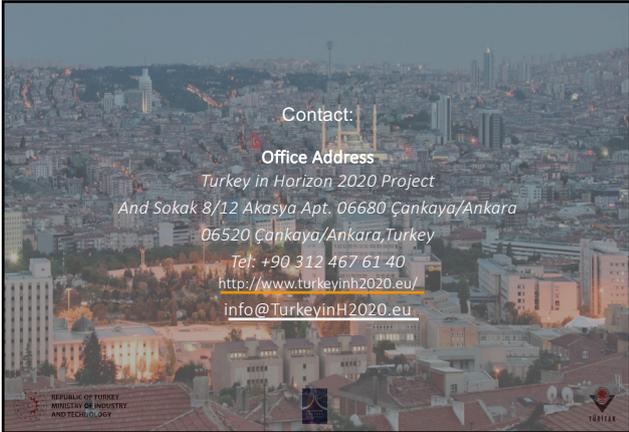
Thank you!



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