

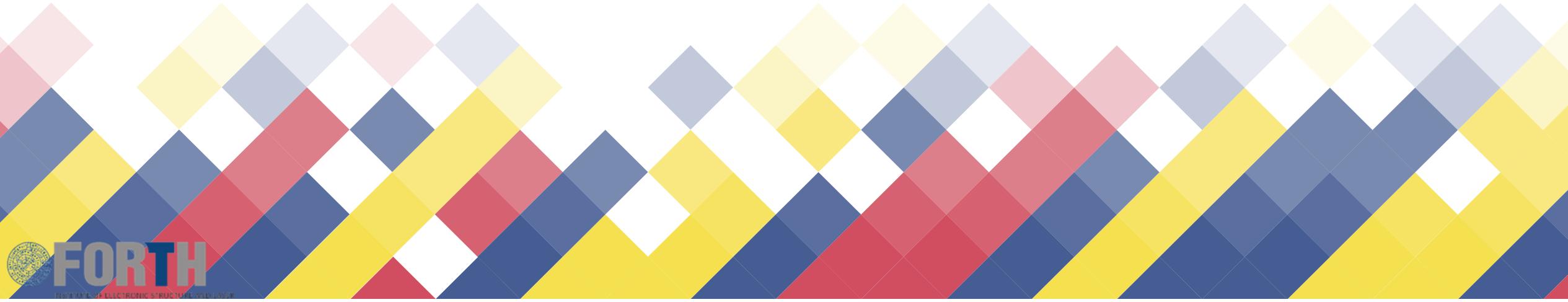


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# Sharing good practices for EU project management

## Project management practices at FORTH, Greece



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# ORGANISATIONAL STRUCTURE

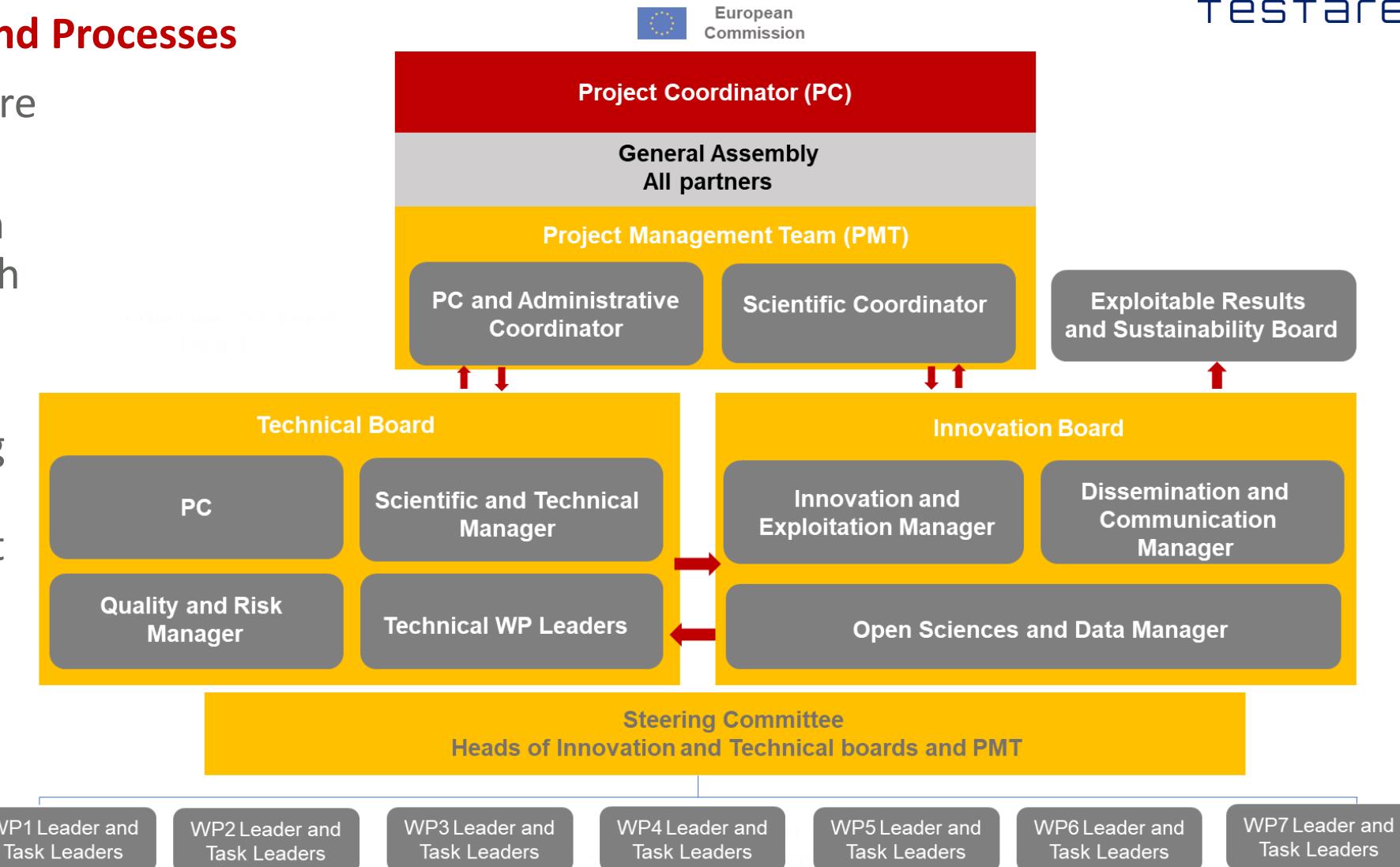


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## ✓ Decision-Making Roles and Processes

Efficient governance structure to ensure:

- Effective project direction and management; smooth implementation e.g. for a large consortium.
- Commitment to delivering within: defined scope, quality, schedule, and cost constraints.
- Project Execution: Managed by the Project Management Team (PMT) and supported by the Technical Board and Innovation Board.



- ✓ To establish effective technical plans and monitor identified objectives.
- ✓ To conduct regular meetings with Work Package Leaders (WPLs) and Technical Board to ensure alignment and progress.
- Overseeing the project's technical achievements.
- Ensuring successful attainment of technical objectives.
- Communicating with the project coordinator on objectives, targets, plans, progress, challenges, suggestions, and recommendations.
- Increasing project visibility at international conferences and forums.
- Coordinating with Work Package Leaders (WPLs) and their technical teams.
- Assisting in technical decision-making on issues related to developed materials, technologies, and components.

- ✓ **High Priority on Innovation/Exploitation:** Innovation and exploitation are top priorities in a EU funded Project

- Boost innovation capacity and outputs in Intellectual Property (IP); commercial products and services; new ventures; licensed technologies; increase overall innovation competence within the project.
- Enhance and implement IP and innovation management policies, while ensuring strong alignment with the priorities of EU stakeholders and EU strategic goals.

## Expected Outcomes:

- Improved innovation capacity and central visibility of innovation output; enhanced skills in innovation management across teams.
- Stronger connections between the project and external market opportunities.

## Innovation Exploitation Manager

- Leads the Innovation Board and represents innovation perspectives within the Project Management Team (PMT).
- As a member of the PMT formulates recommendations on the project's evolution based on innovation potential.
- Define go-to-market strategies; anticipate market impact of the technology; promote business development and scaling-up strategies; attract investment opportunities; manage IPR.

## Consortium Agreement (CA):

- PMT will prepare the CA before project start.
- All partners must sign the CA.
- The PMT will address any issues that arise during or after the project's completion.
- The project is supported by the CA that provide a framework for:
  - ✓ defining party responsibilities; ensuring confidentiality through non-disclosure agreements; establishing financial provisions and access rights; managing Intellectual Property Rights.

## Progress Monitoring:

- PMT will maintain continuous communication with Work Package Leaders (WPLs).
- Regular monitoring of project progress to ensure alignment with the work plan.

## Corrective Actions:

- If deviations from the work plan occur, the PMT will initiate corrective actions in collaboration with the responsible WPLs.

# PROGRESS REPORTING AND QUALITY ASSURANCE

- **Timely Reporting:** PMT is responsible for on-time reporting; Quality Manager ensures quality of deliverables and compliance with project standards.
- **Annual Progress Reports:** PMT prepares yearly reports per EC guidelines.
- **Final Report:** A comprehensive report will be submitted at project's end.
- **Report Content:** All reports include cost statements and person-months for each period.
  - ✓ **Scientific Coordinator** reports to General Assembly every 12 months.
  - ✓ **The Technical and Innovation Boards** submit reports to the PMT every 3 months. Both the Technical and the Innovation Board meet separately on a quarterly basis.
  - ✓ **Innovation Board meeting:** To be held one week prior to the Technical Board Meeting, with updates provided to the Technical Board.
- **Financial Tracking:** Cost statements from partners will be compared with planned payments.
- **Additional Reports:** Extra progress reports may be sent to the EC if needed.
- **WP Reporting:** WPLs prepare reports on WP progress, deliverables, milestones, and adherence to the work plan.
- **Final Review:** PMT reviews, edits, and finalizes reports, addressing any discrepancies and ensuring overall coherence.

# COMMUNICATION FLOW AND MEETING STRUCTURE

- **Monthly Meetings:** PMT and WPLs hold monthly video/teleconferences.
- **Management Tools:** Use of business management apps and mailing lists, to ensure reliable project execution and performance monitoring.
- **Kick-Off Meeting:** An intensive Kick-off meeting fosters team comfort and sets the stage for effective collaboration.
- **General Assembly meetings:** Should be held in person, every six months.
- **Established Partnerships:** Many partners have prior experience working together, supporting a strong project start.
- **Set Up a Cloud Server:** Establish a secure cloud server for efficient file sharing.
- **Centralized Access:** Enable easy access to folders, presentations, and meeting minutes.
- **Post-Meeting Resources:** Store and organize materials from Work Package (WP) meetings for ongoing collaboration.



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# Thank you

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