

WP4

MANAGEMENT

Description and envisaged results

This work package is led by P1, the coordinator (Vienna Board of Education), but all partners will have the responsibility for managing their own teams.

The ultimate objective of this work package is the management of resources in such a way that the project is completed within the defined scope, time and cost constraints. Sub objectives include coordination of project activities, administration, monitoring of project progress, timing, milestones, deliverables, and scientific quality. This work package guarantees efficient cooperation and communication on two levels: within the project team and with the EACEA.

The work package starts by drafting partnership agreements in which the roles and responsibilities of each partner will be outlined. The partnership agreements will be supported by a thorough management plan in which the specific deliverables, milestones, internal processes like decision making, dispute resolution and communication strategies are regulated. It will also include strong guidance on financial management and financial reporting.

Furthermore, a comprehensive communication plan will be drafted since communication will be a crucial part within the project. The internal communication plan will define how critical information will be delivered throughout the project, by whom, and at what frequency. It will ensure successful communication throughout the project about alignment and re-alignment on goals and milestones to guarantee transparency into the project's status and good relationships between all members at any time of the project. The project coordinator will draft the plan which will be jointly agreed by all partners at the kick-off meeting. All these regulations will contribute to ensuring that the project is managed efficiently and adheres to the financial and administrative rules of EACEA.

The management plan will be supported by the quality plan (WP5), the dissemination strategy (WP7) and by detailed Action Plans for Project Monitoring (WP4), which define the deliverables, outputs and milestones of the project. These structures will ensure effective monitoring of the project and for applying intervention strategies whenever necessary.

A Gantt Chart will be used to plan and monitor progress.

Formal communication will take place face to face through physical meetings of the whole Consortium, the Quality Committee and the Management Groups at four times during the project. Additionally, informal communication will take place regularly and whenever needed via Skype, email and phone. All minutes of formal meetings will be recorded and sent to all members.

The Quality Committee is responsible for the strategic direction of the project, setting policy and procedures and monitoring of progress. The daily organisation and management of the project will be organized by the National Management in each country and by the Central Management Group at consortium level.

	<p>Regarding correct and efficient financial management, all partners will be informed at the kick-off meeting, during which all forms, tools and procedures required for successful financial management will be shown and explained.</p> <p>Partners will send financial reports to the coordinator on a six monthly basis.</p> <p>The expected results are that all deliverables will be ready on time and meet requirements for highest scientific standards. Furthermore, all meetings will be recorded and positive working relationships will be established. The financial management will be organized in accordance with the regulations resulting in a positive audit report as well as positive interim and final report assessments.</p>	
List of activities/tasks	<p>The WP will entail the following activities/tasks:</p> <ul style="list-style-type: none"> – Drafting Partnership Agreements, – Developing Management Plan, – Developing Internal Communication Plan, – Developing Detailed Action Plans for Project Monitoring, – Drafting templates for reporting – Overall project management/coordination with WP leaders, – Design of corporate identity – Organizing, chairing and recording minutes of physical SB and MG meetings, – Financial coordination and handling reimbursement forms, – Commissioning of an external audit, – Communication with EACEA 	
Estimated Start Date (01-2021)	Estimated End Date (12-2023)	Duration in months: 36
Country of activity	Austria, Germany, Norway, Portugal, Sweden	
Lead Partner	Board of Education for Vienna	
Contributing partners	Austria, Germany, Norway, Portugal, Sweden	
OUTPUTS		
1. Partnership Agreements		
Type	Internal document	
Description	The document on partnership agreements will define the roles and responsibilities of each consortium member. The agreements will be supported by a thorough management plan (output 2)	

Due date	January 2021
Language(s)	English
Media that will be used (publication on paper, online, other -specify)	Printed document to be signed by all partners
2. Detailed Action Plans for Project Monitoring	
Type	Internal document
Description	The detailed action plans define the deliverables, outputs and milestones of the project in order to ensure effective project monitoring.
Due date	January 2021
Language(s)	English
Media that will be used (publication on online, paper, other -specify)	Online documents for internal use
3. Consortium Meetings	
Type	Conference
Description	The whole consortium will meet physically four times during the project. After the consortium meeting the quality committee and the management group will meet.
Due date	<p>These meetings will take place four times (including the kick-off meeting and 2 months before the final conference).</p> <p><u>The physical meetings will take place:</u></p> <p>February 2021: Kick-off meeting in Vienna, Austria</p> <p>November 2021: Consortium, SB and MG meeting in Vienna, Austria</p> <p>June 2022: Consortium, SB and MG meeting in Vienna, Austria</p> <p>October 2023: Consortium, SB and MG meeting right before the final conference, Vienna, Austria</p>
Language(s)	English
Media that will be used (publication on online, paper, other -specify)	Report on the minutes taken through the meetings Participation list
4. Interim Report	



Type	Report
Description	The interim report comprises a summary of progress of the project and its milestones, highlighting the most important issues.
Due date	June 2022
Language(s)	English
Media that will be used (publication on online, paper, other -specify)	Online publication to be sent to EACEA
5. Final Report	
Type	Report
Description	This document comprises a summary of progress of the project, highlighting the most important issues. A brief description of the project processes is included. Also recommendations for the further tasks.
Due date	December 2023
Language(s)	English
Media that will be used (publication on online, paper, other -specify)	Online publication to be sent to EACEA
6. External Audit	
Type	Audit Report
Description	Since the overall projects' budget
Due date	February 2024(?)
Language(s)	German
Media that will be used (publication on online, paper, other -specify)	Publication on paper