

# PROJECT MANAGEMENT PLAN (MP)

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Responsibility: Gresmalt - Coordinating Beneficiary

## 1. INTRODUCTION

Scope of this Project Management Plan (MP) is to provide a single point of reference for the management process that will govern the LIFE: Force of the Future Project (Forture). It defines the Project organization, procedures, roles and responsibilities related to the management activities that will be carried out and describes how the Project will be controlled. It describes management activities intended to ensure that processes and procedures are defined, and their execution is continuously monitored, corrected if necessary and implemented, based on a common standard. The Management Plan has been structured to be used by both the managers of the coordinating beneficiary Gresmalt and the managers of the associated beneficiaries University of Modena (Unimore) and Reggio Emilia and Rey Juan Carlos University (Urcj) for the execution of the actions in which he is responsible or co-responsible.

## 2. PROJECT MANAGEMENT OBJECTIVES

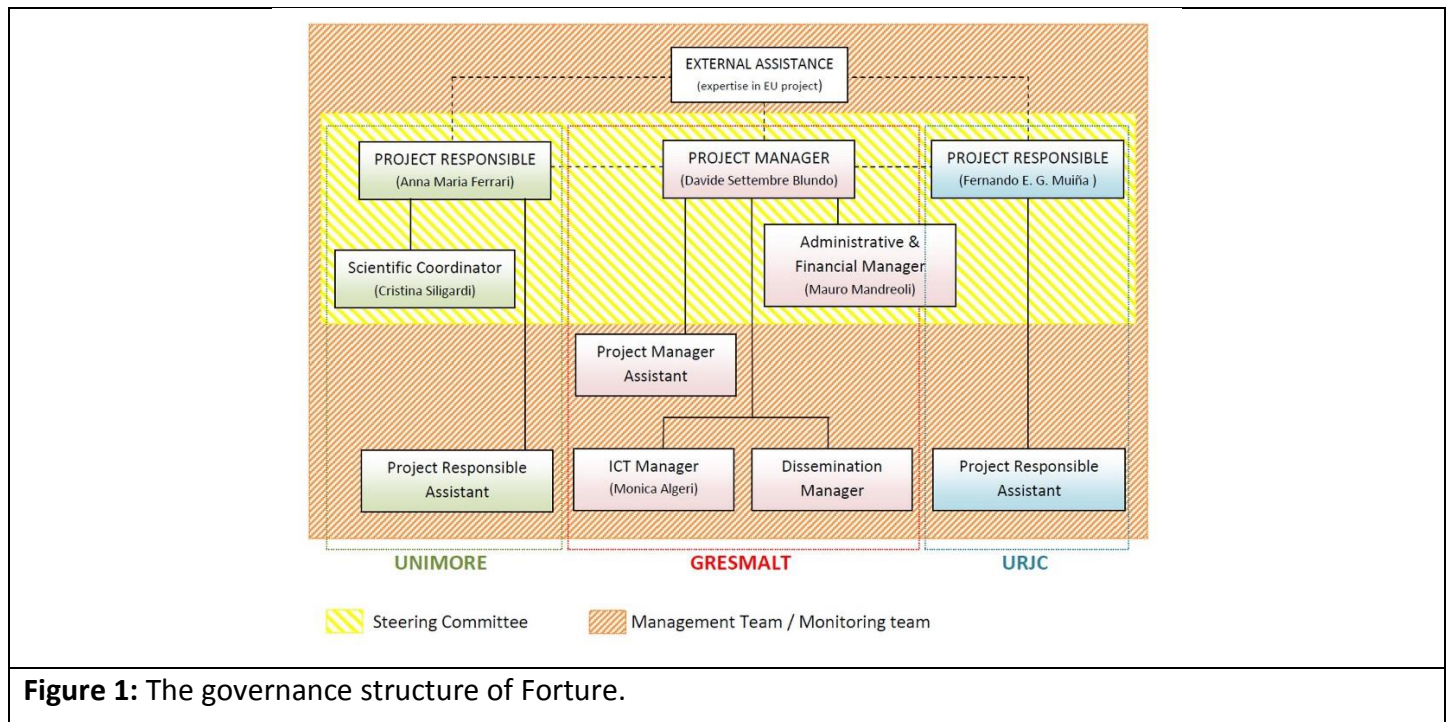
The objective of the PM is to efficiently manage and administer the activities inside and outside the Project Consortium. An adequate management structure is necessary to coordinate work within the actions, financial reporting and to organize communication between the project partners. These are the goals we are pursuing:

- managing the work and information flows between the consortium partners and between the consortium and the outside world;
- give overall project governance and provide for quality management ensuring the timely achievement of the project goals as outlined in the approved proposal;
- governing relations and communication with the European Commission;

- ensure coherence with all legal and EU requirements, rules and regulations and supervise fulfilment of Agreement, including financial and legal management;
- coordinate the work in accordance with the objectives of the Project and to ensure that all activities are conducted and deadlines met the satisfaction of the work plan and the European Commission.

## 3.MANAGEMENT STRUCTURE

The consortium has defined different governance bodies for the governance, control and monitoring of the project.



The **Steering Committee**, entrusted with strategic decision-making tasks regarding the project and the task of identifying the auditor in charge of drafting the audit report at the end of the project, is composed as follows:

- i. Gresmalt: Project Manager (Davide Settembre Blundo) and Administrative & Financial Manager (Mauro Mandreoli);
- ii. Unimore: Project Responsible (Anna Maria Ferrari) and Scientific Coordinator (Cristina Siligardi)
- iii. Urjc: Project Responsible (Fernando Enrique Garcia Muiña).

The **Management Team** shall comprise members of the Steering Committee, an Assistant for each beneficiary supervisor, the Gresmalt ICT Manager (Monica Algeri) and a Dissemination Manager. The various project managers shall be flanked by an external company with more than 20 years of experience in the management of projects at European level, and in particular LIFE projects.

The components of the Management team are selected based on competencies in the sector and managerial expertise, and entrusted with the main tasks outlined hereunder:

**Project Manager:** In charge of coordinating the entire project, in synergy with the Project Responsibles of the other beneficiaries and the external company, of supervising the implemented activities, from a technical and financial viewpoint, while verifying regulatory compliance and proper technical execution in terms of results and timeframes and conducting quality checks on the reports to be submitted to EASME.

**Administrative & Financial Manager:** In charge of assessing project progress from a financial viewpoint, as well as compliance with the LIFE regulation, for each project beneficiary, and of keeping in touch with the administrative managers of the various partners and verify compliance with the project budget.

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**Unimore Project Responsible:** In charge of the part of project pertaining to Unimore: responsible for assigning tasks to the various actors involved and verifying the progress of the project activities pertaining to the partner; he shall also be directly involved in LCA actions (B1 and C1).

**Unimore Scientific Coordinator:** In charge of the part of the project related to the realization of the new products and the necessary characterizations (Action B5) and of coordinating actions implemented in collaboration with Gresmalt (Actions B3 and B4).

**Urcj Project Responsible:** In charge of the part of project pertaining to URJIC and of assigning tasks to the various actors involved and verifying the progress of the project activities pertaining to the same; the Unimore Project responsible shall also be directly involved in SLCA actions (B6 and C1).

**Project Manager Assistants:** One for each beneficiary, shall assist the project responsible of the various partners in performing their own tasks.

**ICT Manager:** In charge of supervising and coordinating the activities relative to the creation of the database for implementing the dynamic LCA of ERP (Action B2).

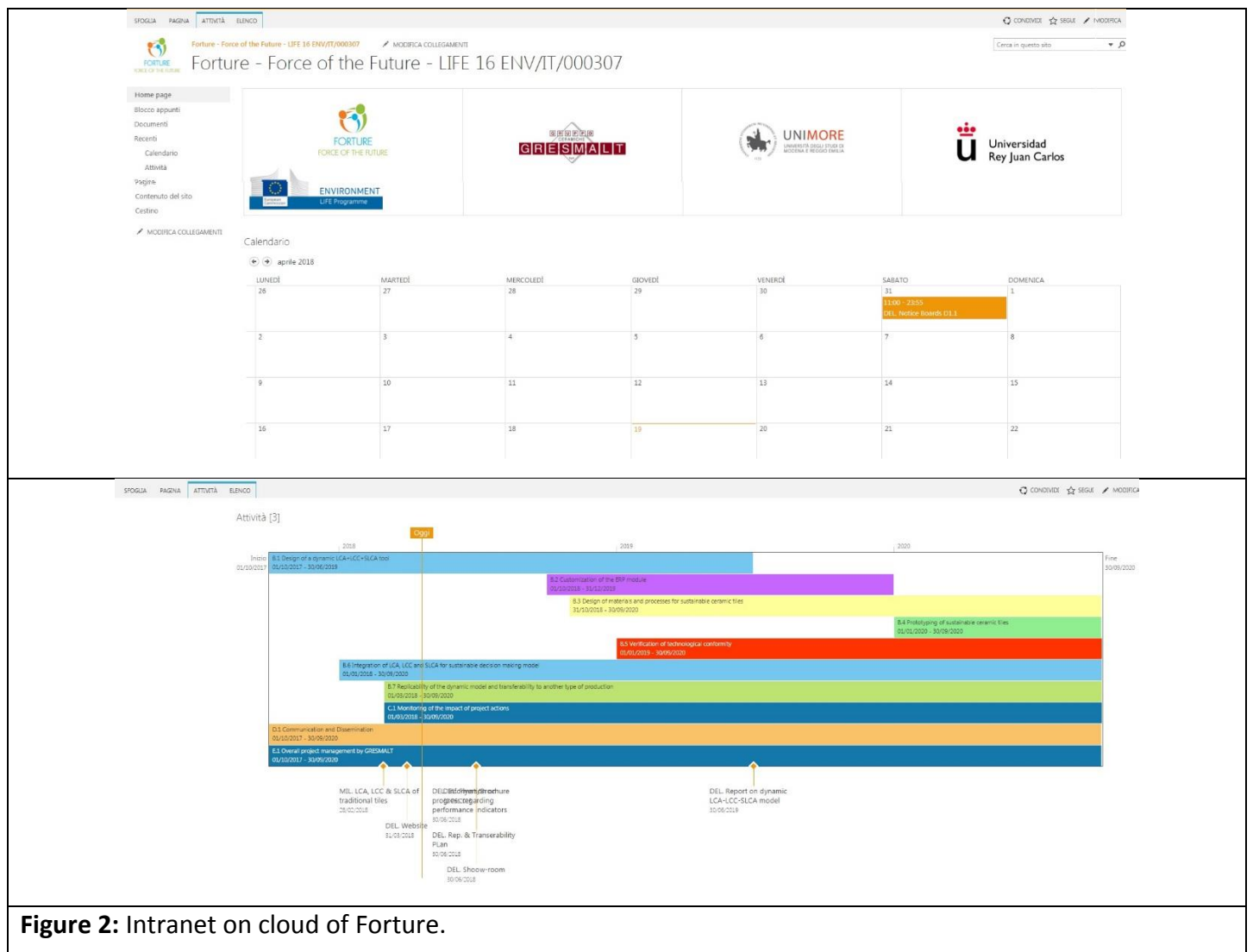
**Dissemination Manager:** In charge of planning, coordinating and directly supervising all communication and dissemination activities (Action D1), also in collaboration with the other partners.

The **Management Team** coincides with the **Monitoring Team**, in charge of assessing proper project progress and compliance with the timeframe/budget. During the meetings, the Management team shall focus on monitoring of the implemented activities performed, assessment of the results achieved and compliance with the estimated timeframe/budget. In case of departure from the above, corrective actions shall be put in place to ensure the project

successful outcome. Management Team meetings are scheduled every three months with the responsables of the various actions, in order to verify the progress of the project.

### 4. ONLINE COLLABORATION PLATFORM

The entire project management will be done on the cloud, thanks to an intranet specially designed using the SharePoin platform of Office365.



**Figure 2:** Intranet on cloud of Forture.

Within the intranet all consortium members will find the resources for carrying out the activities and the folders where to share the results. In addition, thanks to a dynamic Gantt, it is possible to follow the development of the project, while the calendar recalls the deadlines (deliverables and milestones). The Forture on cloud solution is the main tool for work and monitoring of project activities.

## **5. CONFERENCE CALLS AND MEETINGS**

A monthly conference call is organized by the Project Manager (Gresmalt) monthly to check with the project responsables (Unimore and Urjc), the progress of the actions with a particular focus on due deliverables. Three times a year the consortium will hold a plenary meeting in which all members involved in the project meet and discuss ongoing work, achievements so far and next steps to take. In addition, the opportunity will be taken of the participation in congresses, conventions and seminars to organize verification meetings between partners.

## **6. FINANCIAL MANAGEMENT**

The coordinating beneficiary (Gresmalt) administers the EU financial contribution to the project. The CO transfer payments to the associated beneficiaries' bank accounts at the time of reporting on activities and costs, as provided by the agreement between the associated beneficiaries and the coordinating beneficiary.