WP1 – PROJECT MANAGEMENT

OBJECTIVES AND SHORT TERM PLAN PROPOSAL

Enrico Ferrera

Role, Affiliation
AGENDA

• The Brain-IoT Management Structure
• Overview
  – Objectives
  – Participants and Effort
  – Deliverables and Milestones
  – Timeline
• Activities
  – T1.1 - Overall Management and Coordination
  – T1.2 - Project Reporting
  – T1.3 - Knowledge Management
  – T1.4 - Quality Control and Quality Management
• Six months plan proposal
  – Upcoming deliverables
THE BRAIN-IOT MANAGEMENT STRUCTURE
WORK BREAKDOWN STRUCTURE (WBS)

WP1 - Project Management

WP2 – Requirements and Architecture Engineering

WP3 – IoT Framework for Smart Dynamic Behaviour

WP4 – Decentralization of IoT Platforms and Services

WP5 – End-to-end Security, Privacy and Trust Enablers

WP6 – Test, Demonstration and Evaluation
  - Service Robotics
  - Critical Infrastructure Management

WP7 – Dissemination, Replication and Exploitation
# DETAILED GANTT CHART

Full-size version available on OwnCloud ([here](#)).

## DETAILED GANTT CHART

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INITIATION</strong></td>
<td>- Project Kick-off</td>
</tr>
<tr>
<td><strong>DISCOVERY</strong></td>
<td>- Market Research</td>
</tr>
<tr>
<td><strong>DEVELOPMENT</strong></td>
<td>- Software Development</td>
</tr>
<tr>
<td><strong>TESTING</strong></td>
<td>- Quality Assurance</td>
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<tr>
<td><strong>DEPLOYMENT</strong></td>
<td>- Deployment and Maintenance</td>
</tr>
</tbody>
</table>

## GANTT Chart Details

**Timeline and Milestones**

- **Project Start**: January 17, 2018
- **Project End**: December 31, 2018

**Key Milestones**

- **Milestone A**: Project Planning
- **Milestone B**: System Design
- **Milestone C**: Implementation
- **Milestone D**: Testing and Deployment

**Project Responsibilities**

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible Team</th>
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<tbody>
<tr>
<td>A1</td>
<td>Development Team</td>
</tr>
<tr>
<td>A2</td>
<td>Testing Team</td>
</tr>
<tr>
<td>A3</td>
<td>Management Team</td>
</tr>
</tbody>
</table>

**Project Budget**

- Total Project Budget: $1,000,000
- Budget Allocations: Development: $600,000, Testing: $200,000, Management: $200,000

**Project Timeline**

- **Month 1**: Planning and Design
- **Month 2**: Development
- **Month 3**: Integration Testing
- **Month 4**: System Testing
- **Month 5**: Deployment and Deployment Testing

**Project Resources**

- **Team**: 10 Developers, 2 Testers, 1 Project Manager
- **Equipment**: 10 PC workstations, 2 servers

**Risk Management**

- **Risk Identification**: Market Changes, Technical Issues, Budget Overruns
- **Risk Mitigation**: Regular Monitoring, Contingency Planning, Budget Reallocation

**Conclusion**

The project is on track to meet all set milestones and deliverables. Regular review sessions will be held to ensure project progress and address any deviations from the planned timeline.
Coordination of the project will be the responsibility of the **Project Manager** under the authority of the Project **General Assembly (GA)**. All key decisions must be approved by the project **General Assembly**, including one executive member from each partner.

**Technical Manager** will ensure that results are aligned with the project vision and the overall technical objectives. **Innovation Manager** governs the innovation management process, adjusting objectives and requirements to maximize exploitation potentials.

**WP Leaders** are in charge of coordinating activities in their WP, engaging **Task Leaders**, working with the **Project Manager** and the **Technical Manager**. **Quality Manager** governs the quality procedures for the whole project.
# MAIN PROJECT MANAGEMENT ROLES

<table>
<thead>
<tr>
<th>Role</th>
<th>Appointed Person</th>
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<tbody>
<tr>
<td>Project General Assembly</td>
<td>To be Defined</td>
</tr>
<tr>
<td>Project Coordinator and Chair of the General Assembly</td>
<td>Enrico Ferrera (ISMB)</td>
</tr>
<tr>
<td>Administrative and Financial Manager</td>
<td>Laura Pantano (ISMB)</td>
</tr>
<tr>
<td>Technical Manager</td>
<td>Saddek Bensalem (UGA)</td>
</tr>
<tr>
<td>Quality Manager</td>
<td>Pablo Vázquez Muñiz (IM)</td>
</tr>
<tr>
<td>Innovation Manager</td>
<td>Bertrand Copigneaux (IDATE)</td>
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<tr>
<td>Dissemination Manager</td>
<td>Philippe Krief (ECLIPSE)</td>
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<tr>
<td>International Collaboration Manager</td>
<td>Levent Gürgen (CEA)</td>
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</table>
OPERATIVE COORDINATION ROLES

• **WP Leader:** Responsible for technical coordination of activities within the Work Package, monitoring and reporting of WP activities, in collaboration with Task Leaders, also organizing telcos when needed

• **Task Leader:** Responsible for coordinating and planning Task activities

• **Deliverable Leader:** Responsible for coordinating the *editorial preparation* of a specific deliverable, leading the collection of contributions from involved partners and ensuring high **quality, relevance and consistency** of the content

• **Milestone Leader:** Responsible for the achievement of a specific milestone and for notifying possible risks and issues to the involved WP leader and the project coordinator. She/he is in charge of presenting milestones for approval to the Project General Assembly (GA)
## WORK PACKAGE LEADERS

<table>
<thead>
<tr>
<th>WP</th>
<th>LEADER</th>
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<tbody>
<tr>
<td>WP1 - Project Management</td>
<td>ISMB</td>
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<tr>
<td>WP2 - Requirements and Architecture Engineering</td>
<td>UGA</td>
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<tr>
<td>WP3 - IoT Framework for smart dynamic behavior</td>
<td>ISMB</td>
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<tr>
<td>WP4 - Decentralization of IoT platforms and services</td>
<td>PAREMUS</td>
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<tr>
<td>WP5 - End-to-end Security, Privacy and Trust Enablers</td>
<td>AIRBUS</td>
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<tr>
<td>WP6 - Test, Demonstration and Evaluation</td>
<td>ROB</td>
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<tr>
<td>WP7 - Dissemination, Replication and Exploitation</td>
<td>IDATE</td>
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OVERVIEW

OBJECTIVES, PARTICIPANTS, EFFORT AND TIMELINE
OFFICIAL REFERENCES

- **Official References** regulating any coordination/management aspects are:
  - **WP1** description and *section 2.2* [within the DoA, as part of the Grant Agreement (GA)]
  - **Consortium Agreement** (CA)


- Additional information will available in:
  - **Deliverable D1.1** – Project Handbook, Quality & Risk Management Plan (Due at M1 – January 1st 2018)
  - **Brain-IoT Project Wiki**
WP1 OBJECTIVES

- Deploying all the necessary **coordination functions and processes**;
- Ensure the delivery of the project **on time and on budget**;
- Coordinate the **technological and scientific orientation of the project**;
- Effectively deal with all **risks and issues** as they arise;
- Coordinate all **knowledge management and IPR-related aspects** of the project;
- Ensure **high quality of the work** and of the delivered documents and prototypes.
## PARTICIPANTS AND EFFORT

<table>
<thead>
<tr>
<th>ISMB</th>
<th>CEA</th>
<th>UGA</th>
<th>PAREMUS</th>
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### T1.1 - Overall Management and Coordination (M1 – M36)

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<tr>
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### T1.2 - Project Reporting (M1 – M36)

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### T1.3 - Knowledge Management (M3 – M36)

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### T1.4 - Quality Control and Quality Management (M1 – M36)

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## DELIVERABLES AND MILESTONES

<table>
<thead>
<tr>
<th>ID</th>
<th>Deliverable</th>
<th>Type</th>
<th>Deadline</th>
<th>Leader</th>
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<tbody>
<tr>
<td>D1.1</td>
<td>Project Handbook, Quality &amp; Risk Management Plan</td>
<td>R</td>
<td>M1</td>
<td>IM</td>
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<td>D1.2</td>
<td>Plan for Managing Knowledge and Intellectual Property</td>
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<td>M9</td>
<td>IDATE</td>
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<td>First Periodic Activity, Management and Financial Reports</td>
<td>R</td>
<td>M18</td>
<td>ISMB</td>
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<td>D1.4</td>
<td>Second Periodic Activity, Management and Financial Reports</td>
<td>R</td>
<td>M36</td>
<td>ISMB</td>
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<td>D1.5</td>
<td>Final Project Report on Activity, Management and Financial Outcome</td>
<td>R</td>
<td>M36</td>
<td>ISMB</td>
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### MILESTONES

<table>
<thead>
<tr>
<th>ID</th>
<th>Milestone</th>
<th>Means of verification</th>
<th>Other related WPs</th>
<th>Deadline</th>
<th>Leader</th>
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<tbody>
<tr>
<td>MS8</td>
<td>Selection of software components to be released as open source</td>
<td>Initial selection of open-source components approved by the General Assembly</td>
<td>WP7</td>
<td>M24</td>
<td>ECLIPSE</td>
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<tr>
<td>MS11</td>
<td>Release of selected software components as open source</td>
<td>Release of Open-source components authorized by the General Assembly</td>
<td>WP7</td>
<td>M33</td>
<td>ECLIPSE</td>
</tr>
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TIMELINE

T1.1 - Overall Management and Coordination
T1.2 - Project Reporting
T1.3 - Knowledge Management
T1.4 - Quality Control and Quality Management

D1.1 - Project Handbook, Quality & Risk Management Plan
D1.2 - Plan for Managing Knowledge and Intellectual Property
ACTIVITIES

TASKS, ACTIVITY DESCRIPTION AND EXPECTED OUTCOMES
**TASK 1.1 - OVERALL MANAGEMENT AND COORDINATION**

- **Task Goals**
  - project management and coordination, deploying all the functions, roles, resources and responsibilities

- **Activities**
  - Coordination and organization of management bodies
  - Day-to-day operational project management, including coordination of Work Package leaders
  - Technical Management, performed in close cooperation with the overall project coordination and innovation management
  - Risk Management

- **Expected Outcomes**
  - Dedicated sections in deliverables D1.1, D1.3, D1.4 and D1.5
TASK 1.2 – PROJECT REPORTING

• Task Goals
  – Preparation and production of the formal project reporting deliverables, including the yearly progress reports and the final project report

• Activities
  – Preparation and aggregation of Quarterly Management Reports (QMRs)
  – Analysis of aggregated QMR information to monitor deviation and quickly act on project issues

• Expected Outcomes
  – 12 Partners QMRs + 7 WP QMRs Reports generated by partners and WP leaders at the end of each quarter
  – Dedicated sections in deliverables D1.1, D1.3, D1.4 and D1.5
REGARDING DELIVERABLES....

**Report Deliverables** document all the key results generated by involved tasks. They should provide *sufficient information* for project reviewers to verify that project objectives for the contributing tasks have been met. Whereas possible, they should be *light-weight* and should focus on *original results* rather than reporting existing state-of-the-art results.

**Prototype Deliverables** provide a short description of the developed prototype, along with light-weight technical documentation providing instructions on how to use it. Prototype Deliverables are in general *demonstrated at review meetings* and possibly in external communication actions (e.g. videos, papers, etc.) In case of software deliverable they are normally associated to a folder in the common project software repository.
• Task Goals
  – Ensure that relevant project information (technical, process or other) is made available by the generator of knowledge (e.g. via a process) and those who need this knowledge or information to carry on expected RTD activities
  – Ensure that IPRs are properly handled and patents are filed where and when necessary, and the required legal advice for handling this, will be provided within this task. If required there will also be advice provided on how to best exploit IPRs and patents.

• Expected Outcomes
  – D1.2 “Plan for Managing Knowledge and Intellectual Property”
  – Updates in dedicated sections in deliverables D1.3, D1.4 and D1.5
TASK 1.4 - QUALITY CONTROL AND QUALITY MANAGEMENT

• Task Goals
  – Quality management and quality control of the project

• Activities
  – Preparation and Implementation of the project Quality Management plan
  – Overseeing internal review process for deliverable reports, hardware and software prototypes

• Expected Outcomes
  – Results documented in D1.1 (due at M1)
  – Updates in dedicated sections in deliverables D1.3, D1.4 and D1.5
BRAIN-IOT REPORTING AND PROCESSES

• In order to ease collaboration, the most critical **recurring activities** have been formalized in written documents.

• We have documented procedures for:
  – **Deliverable Preparation** and **Submission**
  – **Milestones Approval**
  – **Internal Project Reporting** (QMR work-flow)

• They will be available on the Brain-IoT project wiki
  – They will included in deliverable D1.1 (due at M1)
TECHNICAL AND FINANCIAL REPORTING

The project is organized in 2 reporting periods due to the Commission:

- P1 from month 1 to month 18 (Interim Report)
- P2 from month 19 to month 36 (Final Report)
TECHNICAL AND FINANCIAL REPORTING

Periodic Report to the Commission

When? within 60 days after the end of each reporting period

What? very detailed information related to the costs and activities carried out during the period

How? submitted online via the Participant Portal by the Coordinator

NOTE: This report should include the differences between work expected to be carried out in accordance with Annex I and that actually carried out
TECHNICAL AND FINANCIAL REPORTING

Project **Periodic Report** includes:

1. **Technical report (in 2 parts)**
   - **Part A** structured tables from the grant management system:
     - cover page
     - publishable summary
     - web-based tables covering issues related to the project implementation (e.g. work packages, deliverables, milestones, etc.)
     - answers to the questionnaire about the economic and social impact, especially as measured against the Horizon 2020 key performance indicators and monitoring requirements.
   - **Part B** the free text, core part of the report that you must **upload to the grant management tool as a single PDF document** with:
     - explanations of the work carried out by all beneficiaries and linked third parties during the reporting period
     - an overview of the progress towards the project objectives, justifying the differences between work expected under Annex I and work actually performed, if any.
Project **Periodic Report** includes:

2. **Financial report**

Consists of structured forms from the grant management system, including:

- individual **financial statements** (Annex 4 to the GA) for each beneficiary (and third parties)
- explanation of the **use of resources** and the information on **subcontracting** and **in-kind contributions** provided by third parties, from each beneficiary for the reporting period concerned
- periodic **summary** financial statement including the **request for interim payment**
Financial statement

- All beneficiaries must fill in their own financial statement, electronically sign it and submit it to the coordinator.
  - Users who can **fill in** the statement: Participant Contacts, Project Financial Signatories, Task Managers
  - Users who can **electronically sign & submit** the statement: Project Financial Signatory (PFSIGN) only.
  - Make sure you have **assigned an FSIGN user role to your project** in your organisation.

- The coordinator submit all beneficiaries financial statements to the EC together with the Technical report.
INTERNAL REPORTING PROCESS (IN EACH QUARTER)

\[ Q_{\text{start}} = \text{the first working day of the quarter} \]
\[ Q_{\text{end}} = \text{the last working day of the quarter} \]

**Step 01**
The Coordinator makes QMR templates available on BSCW.

**Step 02**
Each partner fills all performed activities and issues in its QMR.

**Step 03**
Each partner finalizes its QMR with status of DVBs/MSs and estimated effort and shares its QMR with the consortium.

**Step 04**
Each WP Leader aggregates information from all partner involved in its WP and shortly summarizes the main agreed plans in the WP QMR.

\* Important note: At M18 and M36, the deadline is anticipated by 15 days to allow preparation of D1.3 and D1.4.
QMR INFORMATION

**Partners QMR**
- Deviations from current plans and associated on-going mitigation actions
- Summary of work done by each partner in each quarter and associated (estimated) effort
- Status (%) of each deliverable and milestone under partner’s responsibility
- (estimated) effort summary and comments

**WPs QMR**
- Deviations from current WP plans and associated on-going mitigation actions
- Summary of main WP achievements in current quarter
- Aggregation of all work done by all involved partners and estimated efforts (from partners’ QMR)
- Summary of main plans agreed for future work by work package partners (horizon: 3-6 months)
- (estimated) WP effort summary and comments
QMR RECOMMENDATIONS

• Please report issues and status of activities in **concise** and **descriptive** fashion, linking to produced deliverables (or drafts), wiki pages or other documents where results are documented.

• Please report any issues that may hamper the achievement of expected outcomes in **transparent** and **timely** fashion.
  - *No need to hide issues within the consortium: QMR data will remain internal until M18*
QMR RECOMMENDATIONS

• @WP Leaders: please make sure that WP plans are concrete and properly shared with all involved team members
  – Effectiveness check: a good plan clearly states all of the following things: who is doing what, by when and where results will be reported and who will use the results later on the project
  – Don’t be afraid in raising issues if the role/contributions of a partner (or even yours!) in a specific task is not fully clear

• Don’t forget to log internal communications and external dissemination activities in the project wiki!
  – Internal meetings
  – External meetings
COLLABORATION TOOLS

- **Mailing Lists** (ISMB): for all general and WP-related communications
  - Administrative <brain-iot-administrative@ml.ismb.it> / Project General Assembly <brain-iot-ga@ml.ismb.it>
  - General brain-iot-general@ml.ismb.it
  - WP2 <brain-iot-wp2@ml.ismb.it> / WP3 <brain-iot-wp3@ml.ismb.it>
  - WP4 <brain-iot-wp4@ml.ismb.it> / WP5 <brain-iot-wp5@ml.ismb.it>
  - WP6 <brain-iot-wp6@ml.ismb.it> / WP7 <brain-iot-wp7@ml.ismb.it>
  - The contact brain-iot-support@ismb.it is available to add/remove/manage WP memberships

- **OwnCloud** (ISMB): document exchange and safe-keeping
  https://repository-pert.polito.it/index.php/apps/files/?dir=/2018-EU-BRAIN-IoT-Partners-Repository&fileid=2559

- **GoToMeeting** (ISMB): on-line plenary telco meetings / ad-hoc telcos

- **GIT repositories** (ISMB): for collaborative work on source code

- **Project Wiki** (ISMB)
  https://wiki.repository-pert.ismb.it/xwiki-enterprise-web-7.4.5/wiki/brainiot/view/Main/
RISK MANAGEMENT

• The project risk management log will be maintained on the project wiki:
  – [LINK to the project wiki]

• It can be updated at any time by any Partner (and above all, WP Leaders) as soon as any risk potentially hampering optimal project results arises.

• The Risk Table is re-evaluated (and eventually updated) at the end of each project quarter based on QMR information:
  • by the Project Coordinator (for general risks related to budgetary, effort or collaboration issues)
  • by the Technical Manager (focused on risks related to technical issues or piloting) and
  • by the Innovation Manager (focused on risks related to exploitation/impact of results).
INTERNAL COMMUNICATION

- **Physical Meetings** (3-4 every year): normally two days, possibly extended with technical workshops (e.g. for integration, joint development) at partner’s premises.

- **Plenary ConfCalls** *(when?)*: short status updates by each WP Leader to keep all project participants informed on on-going activities, key issues, risks, etc.
  - 17-18 Jan 2017 (@physical KoM)
  - First ConfCall: x February 2018

- **WP-related calls**: to be organized ad-hoc depending on tasks needs

- **Weekly Developers stand-up** (to be defined started after M1/M2): short, agile weekly meeting for developers

- **1:1 contacts via skype/phone**: always, when needed

- All **relevant internal meetings MUST** be logged by the meeting chair in the Brain-IoT wiki, so they can be recorded in management reports
  - [LINK to wiki]
  - Concise, effective **meeting minutes** should **ALWAYS** be drafted by the meeting chair to allow non-participating members to stay informed, especially about the main conclusions of the meeting!
EXTERNAL COMMUNICATIONS

• The Project Coordinator is the only point of contact with the Funding Agency, and remains available at all times to enquire the Project Officer for any reason on behalf of the partners.

• All external contacts (e.g. dissemination opportunities) related to the project must be discussed in advance with the Project Coordinator so that all partners can be properly informed and opportunities can be maximized.

• All external meetings are logged by each partner in the wiki, Brain-IoT wiki so they can be reported in management reports
SIX MONTHS PLAN PROPOSAL

SHORT TERM PLANNING
Finalize and deliver D1.1 - Project Handbook, Quality & Risk Management Plan *(Task T1.1, T1.5 - IM –January 2018)*

Make sure that responsible reference persons are identified for all leading roles (*all Partners)*

Support partners in making sure that all internal project collaborations processes are fine-tuned, well understood and applied effectively *(Task T1.1/T1.2, ISMB, all Partners)*

Start all internal reporting processes *(Task T1.2, all Partners)*
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