



## Deliverable D1.2 – Report

# Project Management and Quality Plan

Grant Agreement number: **692335**  
Project acronym: **ELEVaTE**  
Project title: **Achievement of Excellence in Electron Processes for Future Technologies**  
Call: **H2020-TWINN-2015**  
Type of action: **CSA**  
Project start: **1<sup>st</sup> of January 2016 (duration 36 months)**



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## Deliverable D1.2 – Project Management and Quality Plan

Report on formation of a Handbook describing the project management and quality assurance procedures in project ELEVATE.

WP number	Lead beneficiary	Type	Dissemination level	Due date
WP 1 – Project management	Comenius University	Report	Public	2

### 1. Summary

Project ELEVATE is aimed at advancement of the excellence of the Electron and Plasma Physics Laboratory (EPPL) in the Faculty of Mathematics, Physics and Informatics.

The main goal is to provide the EPPL with the opportunity to learn from partners to create a centre of excellence. ELEVATE will allow EPPL to twin with the Molecular Physics Group at the Open University (OU) in United Kingdom and Nano-Bio-Group at the Institute for Ion Physics and Applied Physics at the University of Innsbruck (UI). Both partners are leading internationally recognized scientific institutions and will provide their experience in EPPL's less developed skills such as international dissemination experience, IPR issues, industry cooperation and leadership management practice in international projects.

The secondary effect of project ELEVATE is application of newly gained knowledge and experience in Comenius University environment. This Handbook for Project Management and Quality Plan is one of the means of fulfilling the project's aspirations.



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## 2. Objectives, achievements, project management

Project ELEvATE is EPPL's first leadership project and there are only few teams in Slovakia, which became coordinators of international projects in general. The usual role is as a partner/beneficiary. Therefore whole management and coordination of project activities are perceived as part of training and improvement of the EPPL's team skills-set. More than theoretical knowledge is practical experience, which is the main topic to be captured in the Handbook – Project Management and Quality Plan.

### **Deliverable 1.2 project objective:**

**Provide definition of quality procedures for the management of the project, detail production of deliverables, preparation of reviews by describing the project management and quality assurance procedures.**

In order to ensure a proper learning process, the Handbook shall gather newly gained experience and thus cover management process issues and solutions given during the whole existence of the project. Handbook requires continuous updates.

The Lead beneficiary has decided to create this Handbook as an online source for the managerial and quality experience. The final version will be available for general public in month 36, otherwise partial information will be shared on the project website.

Handbook will be part of the project's web-page, which is currently under construction.

The main theoretical source for managerial practice is drawn from the Aid Delivery Methods - Project Cycle Management Guidelines formulated by European Commission ([https://ec.europa.eu/europeaid/sites/devco/files/methodology-aid-delivery-methods-project-cycle-management-200403\\_en\\_2.pdf](https://ec.europa.eu/europeaid/sites/devco/files/methodology-aid-delivery-methods-project-cycle-management-200403_en_2.pdf)). Different tools will be applied according to the project needs. Project beneficiaries will share their own tools and experience based on the situation at hand. It is believed this approach will have more exploitable implications on the project than just theoretical suggestions given by literature.



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### 3. Work progress

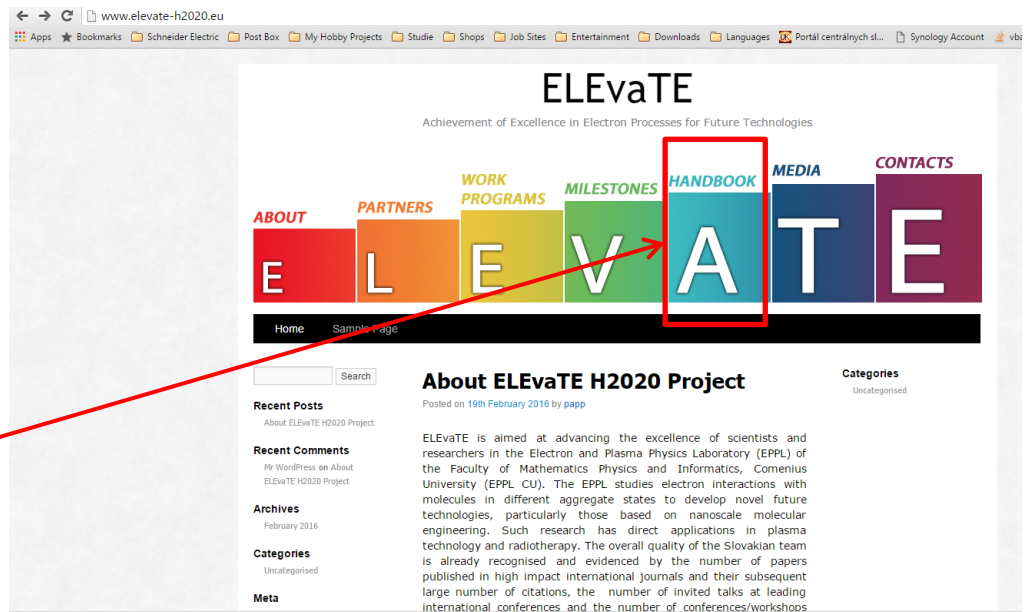
#### **Deliverable 1.2 meeting:**

EPPL members have arranged a group meeting on January 28<sup>th</sup>, 2016.

#### **Participants:**

Viera Krištúfková;  
Juraj Országh;  
Peter Papp.

Topic of the meeting was further specification of the deliverable and realization. Group has agreed on online form of the Handbook.



Group has identified problematic areas, which shall serve as the main topics in the Handbook:

- Project management administration;
- Managing the budget;
- Reports and annual project updates coordination, preparation of reviews;
- Coordination of deliverables;
- Organizing meetings;
- Risk management plan;
- Quality assurance procedures.

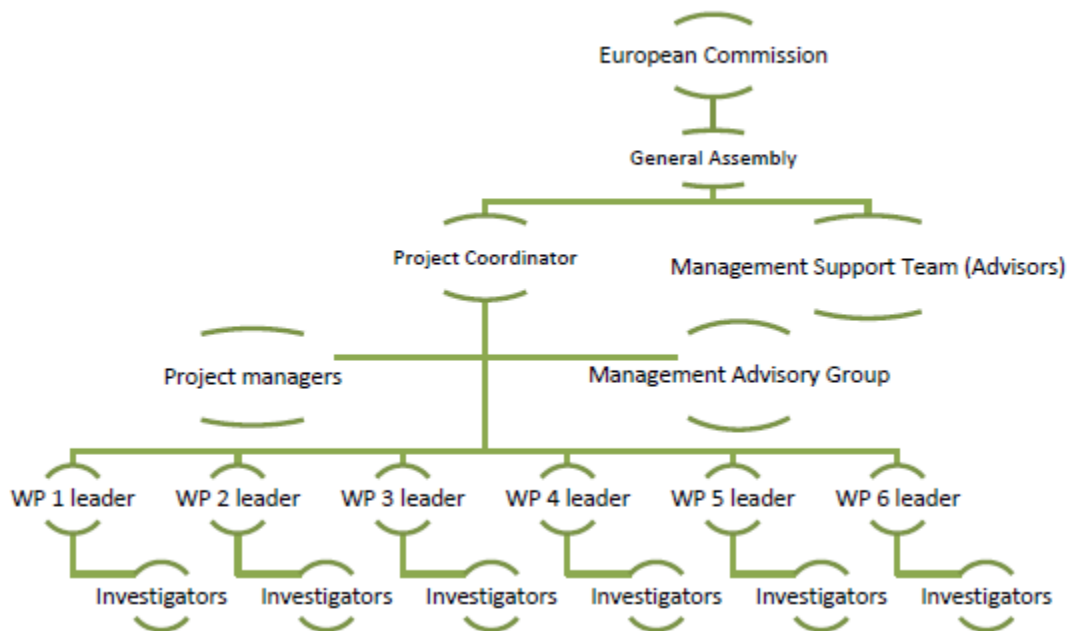


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# E L E V A T E

## **Project management and administration:**

The consortium members have agreed on presented management and administration model during the Kick-off meeting. Project's Consortium Agreement is stating a Governance structure of the project. Main responsibilities are described in Section 6, but as the Kick-off meeting has shown, managing and reporting structure needed further adjustments. Partners have suggested adding a special Management Advisory Group, because of the project's practice sharing nature. Participants of the Kick-off meeting will be members of this group and will provide advice to the Project Managers (EPPL representatives) especially in matter of management.



This managerial and reporting model will be under close observation and findings will become part of the Handbook to be shared.



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## **Handbook timetable:**

The Handbook will be revised by the Management Advisory Group once per year, in order to secure the quality of the content. Project managers will update or add relevant data after significant events such as main events, general assembly organization, preparation of main reports etc... By the month 36 each of the Handbook's topics should contain material suitable for further managerial and planning activities of other international project coordinators in Slovakia.

The Handbook will be revised by the Project manager every half year and will be reported in:

- 2<sup>nd</sup> Quarterly Management and Progress Report; (D 1.4, M6)
- 4<sup>th</sup> Quarterly Management and Progress Report; (D 1.6, M12)
- 6<sup>th</sup> Quarterly Management and Progress Report; (D 1.8, M18)
- 8<sup>th</sup> Quarterly Management and Progress Report; (D 1.10, M24)
- 10<sup>th</sup> Quarterly Management and Progress Report; (D 1.12, M30)
- 12<sup>th</sup> Quarterly Management and Progress Report; (D 1.14, M36)

## **4. Comments**

Process of cooperation with project partners brings up new managerial challenges, which have not been faced before due to the minimum experience with project leadership roles. This is also reason why Deliverable 1.2 is very specific and required further development and specification. In order to make full use of the project opportunities and closer partnerships with leading institutions the EPPL wants to add experience dimension to the Deliverable.

Following table is providing a short description to explain deviations from initial plan and provides corrective actions and description of the expected impact regarding:

- the work progress of this task (including DEL/MIL deviation/postponing)
- other tasks (within the same WP or outside the WP, if applicable)
- budget or person-months (PM) consumption.



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# E L E V A T E

WP	Description of problem / deviation	Suggested / undertaken corrective action	Impact on other tasks, budget/PM plan or work plan
D 1.2	The early Due Date of the deliverable in month 2 causes technical difficulties to reach a full potential of the deliverable. There have been no significant activities, except the Kick-off meeting, which would provide opportunities for the EPPL to improve their experience and creation of their own best practices pool. (Captured in the Handbook).	<p>No corrective actions regarding the personnel resources spending are necessary.</p> <p>Suggesting continuous development of the Handbook over the project existence period. (36 months)</p> <p>Handbook development will be captured in the Management and Progress Reports. (Nr. 2, 4, 6, 8, 10 and nr.12 quarterly reports)</p>	none



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