

## PROJECT MANAGEMENT PLAN

### Project management plan consists of following parts:

- A General document dealing with project management issues
- B Procedure notes (PRN) issued from time to time to guide this project management processes
- C Section dealing with the contract and the accounting issues
- D Project dissemination strategy (provided by the project Application)
- E Project quality management plan (provided by the project Application) containing
  - Internal evaluation forms and compliance notices for WP producing products (see PRN 1, 2)
  - Internal evaluation forms for WP producing services to project (see PRN 4,5)
  - External evaluation forms (provided by the external evaluator)
  - External evaluation compliance notices provided by the external evaluator
- F Project program (revision 20.7.2006)
- G Project administrative and financial handbook for promoters and contractors version 2006 (provided by the NA of Leonardo da Vinci NA and by P1 at 1<sup>st</sup> meeting CD)

### Agreement to the Project management plan

- **PART A**  
P1 will circulate draft of the plan section A by 15.12.2006 and partners will comment until 22.12.2006. Then the document is amended reflecting the comments where practicable and is posted on the project web.
- **PART B**  
P1 from time to time may issue a clarifying procedure note. This note is either
  - requested at partner meeting (draft out within 14 days, 1 week for consultation)
  - requested by the WP leader, who sends a proposed draft of it to project coordinator. Coordinator will either issues a new procedure note or will explain to WP leader why this will not to be done. Time to react on a proposed draft is 7 days.
- **PART C**  
P1 will circulate draft of the plan section C by 15.12.2006 and partners will comment until 22.12.2006. Then the document is amended reflecting the comments where practicable and is posted on the project web.
- **PART D**  
Project dissemination strategy has been provided by project Application and therefore is considered to be already approved by all partners.
- **PART E**  
Project quality management plan has been provided by project Application and therefore is considered to be already approved by all partners.

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WP leaders providing products and WP leaders providing services to project may choose to use the PRN forms from part B. Products WP leaders may adapt these forms to suite their product and circulate them to all partners who are to provide feedback on it within 7 days.

- **PART F**

Project programme has been provided by the Application and its amendments are minor. Partners are therefore assumed to agree with the project program.

- **PART G**

This is a programme document which was accepted by all partners by signing the contract.

### **Publicising the Project management plan**

- Individual parts of the Project management plan will be posted on the project web once their drafts are agreed.
- All new procedure notes will be posted on web once their drafts are agreed.
- All forms and other common documents will be posted on web.
- Web access to these documents will be possible for partners and the Program project officer only, external evaluators will not have access to the private part of the web as well as an access to the whole project management plan.

## PROJECT MANAGEMENT PLAN

### PART A

#### General document dealing with project day to day management issues

##### **A.1 Partnership Meetings**

- A.1.1 All meetings will be conducted in English
- A.1.2 Partners need to attend partnership meetings or to send a suitably informed substitute, who has the skills to contribute and to act.
- A.1.3 WP leaders have to attend the project meeting that is closest to the commencement of work on their WP and at that point they have to present how they will carry out, coordinate and manage the portion of work for which they are responsible for.
- A.1.4 Programme project officer is to be invited to all scheduled project meetings (4) and will receive minutes from all these meetings.
- A.1.5 Minutes will be issued to partners for commenting max. 14 days after the meeting. Partners have 7 days to comment, if they do not comment, it is assumed that they have agreed with the text.
- A.1.6 Hosting partner cooperation on organization and management of meetings
  - i) The partner will make a meeting venue and basic hospitality available,
  - ii) The partner will forward a map indicating where the meeting is taking place to the project coordinator,
  - iii) The partner will provide the project coordinator with an advice of how and where lunch can be arranged for meeting participants,
  - iv) The partner will provide the coordinator with information and contact onto a suitable hotel accommodation for other partners to book into (min 14 days before the meeting).

##### **A2 WP leaders responsibilities (producing products – WP 3, WP 4, WP 6, WP 7, WP 8)**

WP leaders are to take management responsibility for the work described in their WP and in PC related to their WP. They are

- responsible for deliverance of programme,
- responsible that the work comply to their WP and relevant PC card description,
- responsible for securing sufficient cooperation from participating WP partners,
- to decide how work within their WP is organized from beginning of their WP to its completion,
- responsible for structuring and supervising the work content for cooperating partners,
- responsible for coordination of work of all other partners cooperating on the same WP,
- responsible to the project for the product quality deliverance within their WP and have project tools to help them demanding quality from partners,
- to instigate where new tools should be created and issue them through the procedure notes.

WP leaders are also expressly responsible for production and completion of

- WP quarterly evaluation report (see PRN1), describing progress of the work on their WP (from commencement to WP completion),
- self evaluation sheets for the internal evaluation that are in line with the quality indicators contained in their WP and with the section E Project quality management plan (see PRN 2),

- product internal evaluation form (PRN 6),
- appointment and cooperation with the external evaluator,
- final version of the product.

### **A3 WP leaders responsibilities (producing services –WP 1, WP 2, WP 5)**

WP leaders are to take management responsibility for the work described in their WP and in PC related to their WP. They are

- responsible for deliverance of services on program described in their WP and PC,
- responsible for day to day management and coordination of serviced issues,
- responsible for securing participating WP partners sufficient cooperation,
- to decide on how work within their WP is organized from beginning of their WP to its completion,
- responsible for servicing specific needs of partners that relate to their WP,
- responsible for coordination of work of all other partners cooperating on the same WP,
- responsible to the project for the product quality deliverance within their WP and have to this extend project tools to help them demanding quality from partners,
- to instigate where new tools should be created and issue them through the procedure notes.

WP leaders are also expressly responsible for production and completion of

- WP quarterly evaluation report (PRN 4),
- self evaluation sheets for the internal evaluation that are in line with the quality indicators contained in their WP and with the section E Project quality management plan (PRN 5),
- final version of various WP related reports.

### **A 4 Project coordinator responsibility**

Project coordinator will be responsible for:

- delivering services described in the WP1. It includes
  - Keeping project records related to work:
    - all product producing WP are to send the coordinator a copy of final product,
    - all services producing WP are to send the coordinator a copy/prove of fulfilment of each itemised part of services described in their WP,
  - Organizing the regular project meetings and inviting partners to them min. 14 days ahead.
  - Issuing agenda for meeting and compiling draft minutes of such meetings within 14 days of it taking place.
  - Notifying partners that the quarterly progress report is due.
  - Compiling the quarterly progress reports (PRN3) received from partners and within 14 days issuing a draft quarterly progress report for partners commenting (7 days) and producing final quarterly progress report within 7 day from the end of commenting period.
  - Monitoring internal evaluation and keeping records.
  - Monitoring external evaluation and keeping records.
  - Compiling and producing the interim and final reports until its acceptance.

## **A 5 Responsibility of partners to this project**

- Partners are to keep records of their activities (work and financial) so that they are in line with this Project management plan.
- Partners shall forward records described in the Part A 4 to the Coordinator together with the records describer in part C.
- Partners are to carry out their work in a professional and competent manner, adhering of the meeting and content of the WPs and PCs they cooperate on.
- Partners are to adhere to instructions received from the WP leaders.
- Partners shall comply with the programme.
- Partners will attend project meetings.
- Partners shall comply to all the evaluation and monitoring evaluation process as described in this Project management plan.
- Partners shall be bound by an arbitrator's decision in respect of the quality of work.
- Partners will accept all reasonable recommendation of the programme project officer.

## **A 6 Communication within the project**

- A.6.1 Communication of all issues between partners is to be copied to coordinator with exception of those issues relating directly to product work or to partners financial matters.
- A.6.2 As a general rule the minutes or reports of various events will be issued within 14 days and there will be 7 days period for partners to comment. If partners do not comment, their agreement will be assumed.
- A.6.3 Partners organizing any events requiring travelling of other partners are to issue all the venue instruction min. 14 days before the event, these instructions should also include contacts and addresses for possible partners accommodation in a place where the event takes place.

## **A 7 Disputes other than quality of work**

Disputes that are not concerning quality of work are first to be raised in writing with the coordinator, who will try to mediate. Failing any mediation P1 would arbitrate on the dispute.

## **A 8 Arbitration**

A.8.1 Arbitration refers to item A 7 and E 2c.

A.8.2 Arbitration concerning issues of quality:

- Dispute occurred concerning the quality of work after the partner has failed to deliver required quality and or the WP leader has refused the second time the work reasons of quality or other specified reasons (see items E 2b and E 2c).
- WP leader within 3 days of such an event applies in writing (enclosing all the evaluation information and together with the element of the disputed work) to the arbitrating partner for a decision. Arbitrating partner may ask a third party inside or outside the project who possesses the relevant experience to rule on the work quality. Arbitrating partner will issue his ruling within 14 days of receiving the Arbitration notice.
- Should the arbitrating partner rule that the work quality is not acceptable, then the WP leader may decide to allocate this work to another partner.

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- Failing partner then reimburses this partner for his element of work. When moving the work it may cause the rates to be varied so substantially that it may mean an amendment of the main contract, and then the WP leader will in writing to ask the coordinator to assist him in instigating the required change of contract.
- Should arbitration involve the arbitrating partner in a conflict of interest, then the coordinator and the WP leader/s will seek an alternative arbitrator from outside of the project.

## **A 9 Legal precedence**

The legal precedence of documents relating to this project is in this order

- 1) Administrative and financial handbook for promoters and contractors.
- 2) The main contract agreement.
- 3) The agreement between the P1 and other partners.
- 4) The Project management plan (where the documents 1-3 are mentioned or contained in this plan then their original priority applies).

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### PART B

#### Procedure notes (PRN) list

Part B contains drafts of first 7 PRNs for partners to comment on and for the WP leaders to prepare their product specific versions, where applicable. The PRN 7 is a very useful tool for P1.

Not all the evaluation and administrative procedure are so far covered by the PRNs. The coordinator from time to time may issue a clarifying procedure note. This note is either:

- requested at a partners meeting (draft out within 14 days, 1 week for consultation),
- requested by the WP leader, who sends a proposed draft of it to the project coordinator. Coordinator will either issue a new procedure note or will explain the WP leader why this will not be done. Time to react on a proposed draft is 7 days.

Apart to these notes, there are evaluation procedures specific to individual products. For example, internal and external evaluation forms for the seminars and teaching seminars. WP leaders are to produce an indicative evaluation form for this purpose. Final versions are to be produced and collected by partners who are actually doing the work. Such evaluation forms shall be forwarded to WP leader who will analyse the evaluation returns and send a copy of the analyses to the coordinator. At the end of the WP time all the evaluating reports are to be banded and one copy sent to the coordinator.

ALL NOTES ARE DRAFTS, UNTIL THE COMMENTING PROCESS IS FINISHED.

PRN 1 WP Quarterly Evaluation report (products)

PRN 2 Work (products) Self evaluation sheet

PRN 3 Project Quarterly report

PRN 4 WP Quarterly Evaluation report (services)

PRN 5 Work (services) Self evaluation sheet

PRN 6 Product internal evaluation form

PRN 7 Financial expenditure report

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### PART C

#### Section dealing with the contract and the accounting issues

#### C 1 Contracts

##### C1.1 Agreement No. 2006-CZ/06/B/F/PP-168007

between the National Agency in Prague and VŠB-TU Ostrava was acknowledged on 25<sup>th</sup> September 2006.

- 1) The project has duration of 24 months. The period of eligibility of the costs starts on 1.10.2006 and ends on 30.9.2008.
- 2) The Article I.3, part I.3.1 of the Agreement confirms the estimated total costs of the project at **427 602 EUR**.
- 3) In the part I.3.2 the maximum amount of the Community grant was stated at **320 701,50 EUR** as an equivalent of 75 % of the total estimated eligible costs.
- 4) The **maximum** contribution to **personnel costs was set at 193 392,50 EUR**.

The first payment to the project from the Community grant was realized on 4<sup>th</sup> October 2006.

As regards pilot projects under procedure B (as to the Guide quotation), contractors must sign bilateral contracts with all their partners and send them to the National Agency or the Commission according to the applicable procedure within three months of the contract's coming into effect. For the partnership it will also be essential to conclude a written agreement on the aspects concerning intellectual property and copyright related to the results, especially with regard to the transfer, dissemination and possible commercialisation of the results.

##### C1.2 Bilateral contracts

Bilateral contracts proposals between partners and the contractor (VŠB-TU Ostrava) were sent to all partners for comments and amendments.

After signing the bilateral contract by the partner, the first payment from the budget is to be put into effect.

The first payment will be realized up to the amount mentioned in the Article 7 of the Contract (40% of the partner's allocated grant contribution), depending also on partners' progress chart.

The second payment (30%) will be sent to the partner's bank account after approval of Interim report by the National Agency.

The last payment will be realized after acceptance of Final report by the National Agency.

A copy of each bilateral contract is to be sent to the National Agency in Prague.

Deadline of the contractualisation process is **15 January 2007**, when the copies of the signed bilateral contracts will be delivered to the Agency.



### **C1.3 Copyright issues:**

Project results are the industrial and intellectual property of the contractor, although the Commission retains the right to make free use of products for demonstration and dissemination purposes. An intellectual property agreement between the promoter and partners is compulsory in case of commercialisation. Since 2003 Commission has the right to hand over a copy of projects results to the third parties interested in testing or further development (excluding any commercial use of these results) provided the contractor has no opposition to that.

### **C1.4 Marketing of products:**

The Commission must be informed in case of marketing the project product(s). In case of commercialisation, a marketing plan and an intellectual property agreement between partners have to be sent to the Commission.

Any income generated through commercialisation during the project's life must be declared in the final report.

## **C 2 Accounting issues**

1) All accounting issues will be provided in accordance with the Financial and Administrative handbook.

2) All partners will complete and pass all necessary Excel forms required by the project and Administrative handbook to P1.

Required financial tables consist of following parts:

G1 Total project costs – filled by P1

G2 Breakdown of income costs – filled by P1

G3 Staff costs

G4 Travel and subsistence expenses

G5 ICT expenses (table a, b and c)

G6 Production costs

G7 Other costs

G8 Sub-contracting costs

3) All partners' duty is to deliver filled financial issue reports to P1 every 6 months, towards **31.3.2007, 30.9.2007, 31.3.2008 and 30.9.2008.**

### **C2.1 Instructions for the process:**

1. All partners are asked to collect copies of all receipts and filled tables. If you forward them to meetings or seminars, it will make things easier for all participants.

2. Table G4-Travel and Subsistence expenses: Subsistence costs=costs evident from receipts and rules valid in your institution. Subsistence costs may not however exceed the maximum daily rate for the country being visited as detailed within Maximum Daily Subsistence Rate. When using a plane – a boarding card is necessary.

3. Before filling the ICT tables, please read the Administrative book carefully.

4. If you are a VAT payer, it is necessary to fill in the prices without VAT – see the section III 3.4. of the Administrative handbook. The filled VAT form is to be sent to P1 till **31.12.2006.**

5. Exchange rates: extract from Administrative handbook section III 3.5. – please report this exchange rate to P1.

*For Interim Reports and for Final Reports relating to 12 and 18 month projects*

“For all costs incurred, whatever the source of the funds used (i.e. Community funding, own funds, local/regional/national funds), the Contractor must use the **exchange rate applied by the bank to convert the first pre-financing payment** into national currency.”

*For Final Reports relating to 24, 30 and 36 month projects*

“For all costs incurred **during the second project period**, whatever the source of the funds used (i.e. Community funding, own funds, local/regional/national funds), the Contractor or Partners must use **the exchange rate applied by the bank to convert the second pre-financing payment** into national currency.

For Contractors or Partners unable to use this conversion method (e.g. in countries where the Euro conversion rate fluctuates significantly), then the Contractor or Partner must state what exchange rate or rates have been used, and must further explain why (in certain cases, the National Agency or the Executive Agency may request evidence or justification of the exchange rates applied).”

Please, send all the tables in EUR using this exchange rate.

6. Labour costs have come out of the documents where a sum paid within Leonardo project can clearly be seen, incl. sums paid by the employer – medical and social insurance; preferably **certified accounting documentation**.

Section III 2.2. (Administrative Handbook) quotation:

“Staff costs must be calculated on the basis of the actual daily salary of the individual employee multiplied by the number of days worked on the project, for which Contractors must be prepared to provide evidence relating to how the daily rates for staff were calculated (e.g. via copies of payslips or official / certified accounting documentation) in addition to copies of related documentation i.e. contracts & Curriculum Vitae relating to those working for the project.

Only in clearly exceptional circumstances (for which the validation of the European Commission (proc. B) or the Executive Agency (proc. C) is required), can Contractors introduce changes to the budget heading for Staff Costs as a maximum level of community contribution will have been fixed during contractualisation and therefore cannot be changed during the course of the project.

In the final report a final statement of costs must be presented. The maximum Community contribution towards Staff Costs (or the declared amount for Staff Costs, whichever is lowest) will only be paid in full where the project achieves its contractually agreed aims”

7. In case of any unclarity, please send an e-mail to [marcela.zahnasova@vsb.cz](mailto:marcela.zahnasova@vsb.cz).