

TripCom FP6-027324

WP10 Management of the Consortium

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Objectives

- ensure that the project remains **on course**,
- that it is effectively and correctly managed **financially**,
- that its **progress and status** are efficiently and effectively monitored,
- that the required **reporting** is prepared and delivered in a timely manner,
- that all **quality assurance** aspects of the project are fully and correctly addressed,
- and that the **infrastructure** supporting the web-based facilities to be used for dissemination and central intra-project communication and cooperation are hosted properly



WP 10

Deliverables and team



Del. no.	Deliverable name	WP no.	Lead participant	Estim. person-months	Nature	Dissemination level	Delivery date
D10.1	TripCom Detailed Work Plan	10	NUIG	2	R	CO	M6
D10.2	Periodic Progress Reports to the Commission and Documentation	10	LFUI	15	R	CO, PU	M12/24/36
D10.3	Work Plan update	10	TUW	2	R	CO	M24
D10.4	Continuous quality assurance and self assessment plan	10	TID	7	R	CO	M36
D10.5	Continuous risk management plan	10	LFUI	6	R	CO	M36

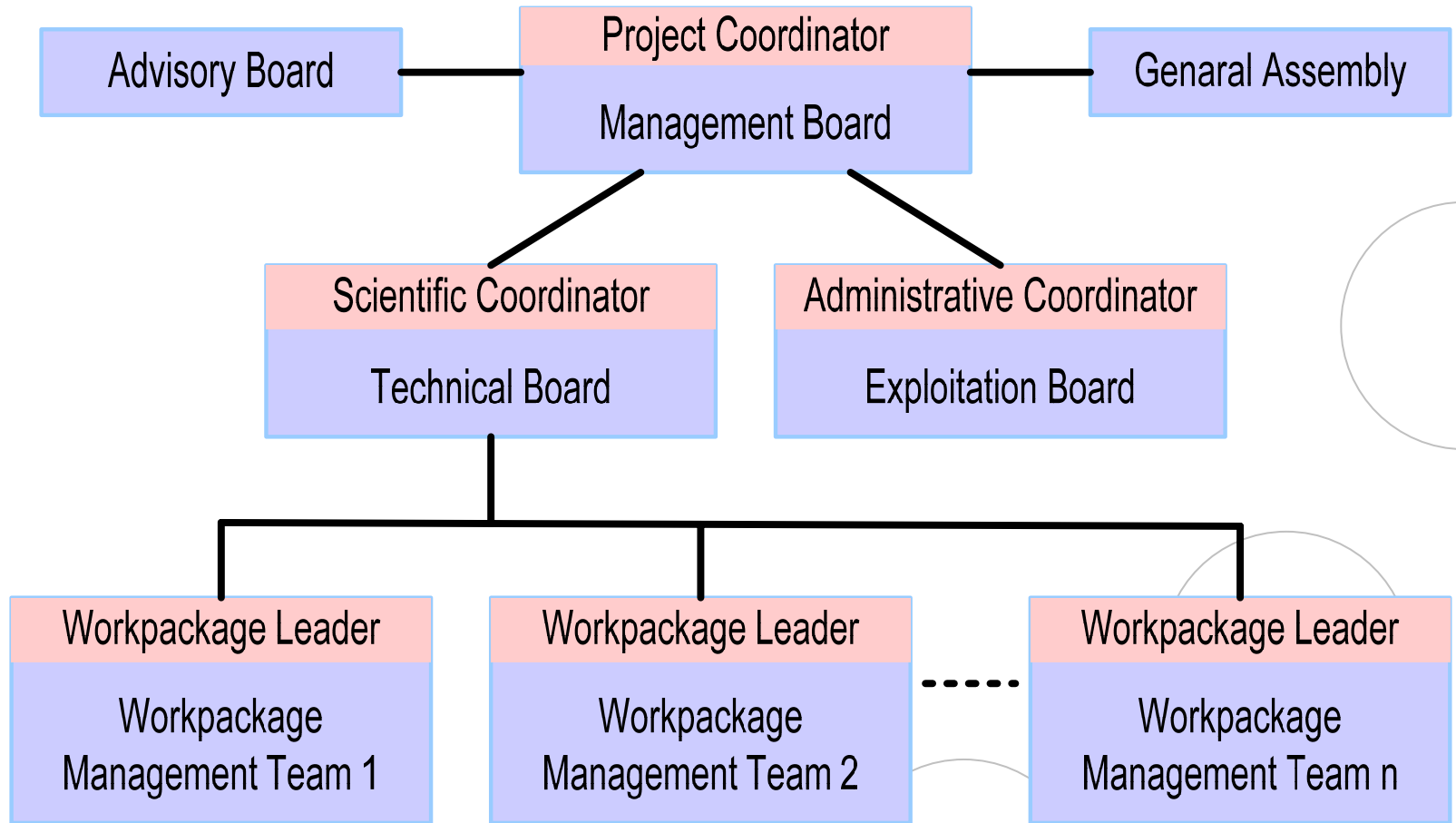
Team

Lyndon Nixon FUB
 Douglas Foxvog NUIG
 Vassil Momtchev ONTO
 Hans Mortisch TUW

David de Francisco TID
 Davide Cerri CEFRIEL
 Thorsten Scheibler USTUTT
 Alice Carpentier LFUI



How to reach the goals? The structure



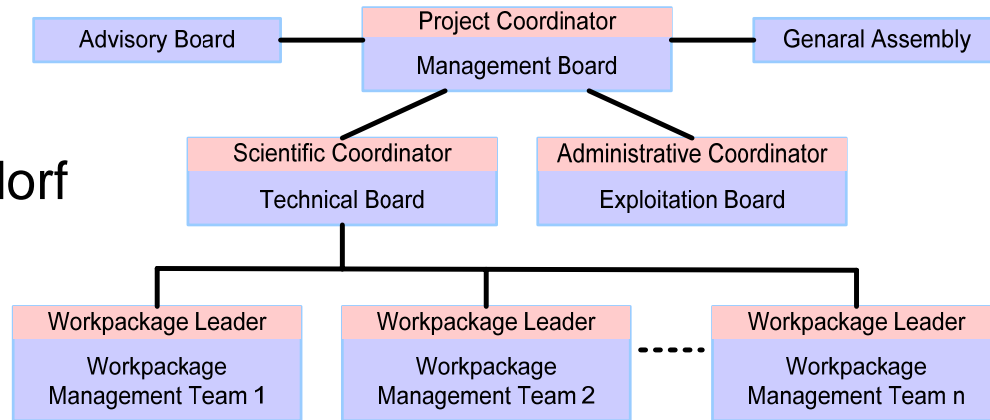


How to reach the goals? The people

Univ.-Prof. Dr.
Dieter Fensel
LFUI

Prof. Dr.
Robert Tolksdorf
FU Berlin

Alice
Carpentier
LFUI



WP1 Vassil Momchev
ONTO

WP2 Lyndon Nixon FUB

WP3 Lyndon Nixon FUB

WP4 Daniel Wutke
USTUTT

WP5 Davide Cerri CEFRIEL

WP6 Hans Moritsch TUW

WP7 Douglas Foxvog
NUIG

WP8a David de Francisco
TID

WP8b Dario Cerizza
CEFRIEL

WP9 Daniel Martin
USTUTT

WP10 Alice Carpentier
LFUI

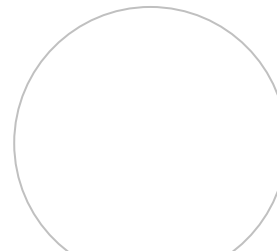
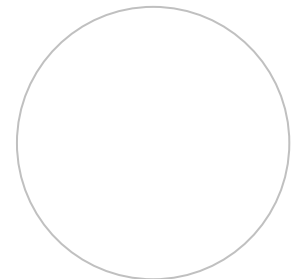
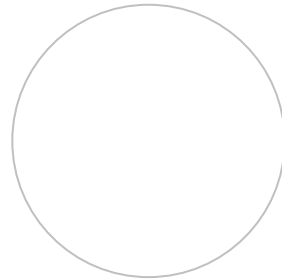


- **Project Management Board**
 - highest-level authority
 - administrative and executive management
 - consists of proj.coord., scientific coord., admin. coord. + a rep of every partner
- **Technical Management Board**
 - technical coordination; day-by-day execution
 - consists scientific coord. + all WP leaders
- **Exploitation Board**
 - demonstration/exploitation activities
 - consists of admin. coord. + rep of each party
- **Advisory Board**
- **General Assembly**



How to monitor progress and status? Communication

- **Mailing lists**
 - internal WP mailing lists; used for internal research issues
 - project-wide PMB mailing list; used for all administrative and project-wide issues
- **Telecons**
 - PMB/TMB/WPs telecons
- **Website**
 - used for external and internal documentation





How to monitor progress and status? Meetings

Frequency	Type	Purpose	Participants	Venue
1	Kick-off	<ol style="list-style-type: none"> To launch the project Refine plans and arrangements for initial implementation phase 	Consortium members, PO	Vienna
up to 4 per year	Progress meetings	<ol style="list-style-type: none"> To review progress To discuss problems and deviations 	Coordinator and PO	up to 2 in Luxembourg; up to 2 elsewhere (In connection with Consortium meetings)
1 per year	Review meeting	<ol style="list-style-type: none"> To evaluate results to assess quality, impact, effectiveness of project 	Coordinator, WP leaders, PO	Luxembourg or suitable project site
1 per year	Concertation meeting	<ol style="list-style-type: none"> Dissemination Demonstration 	Rep of project	To be announced by EC



How to report to the EC? Reporting

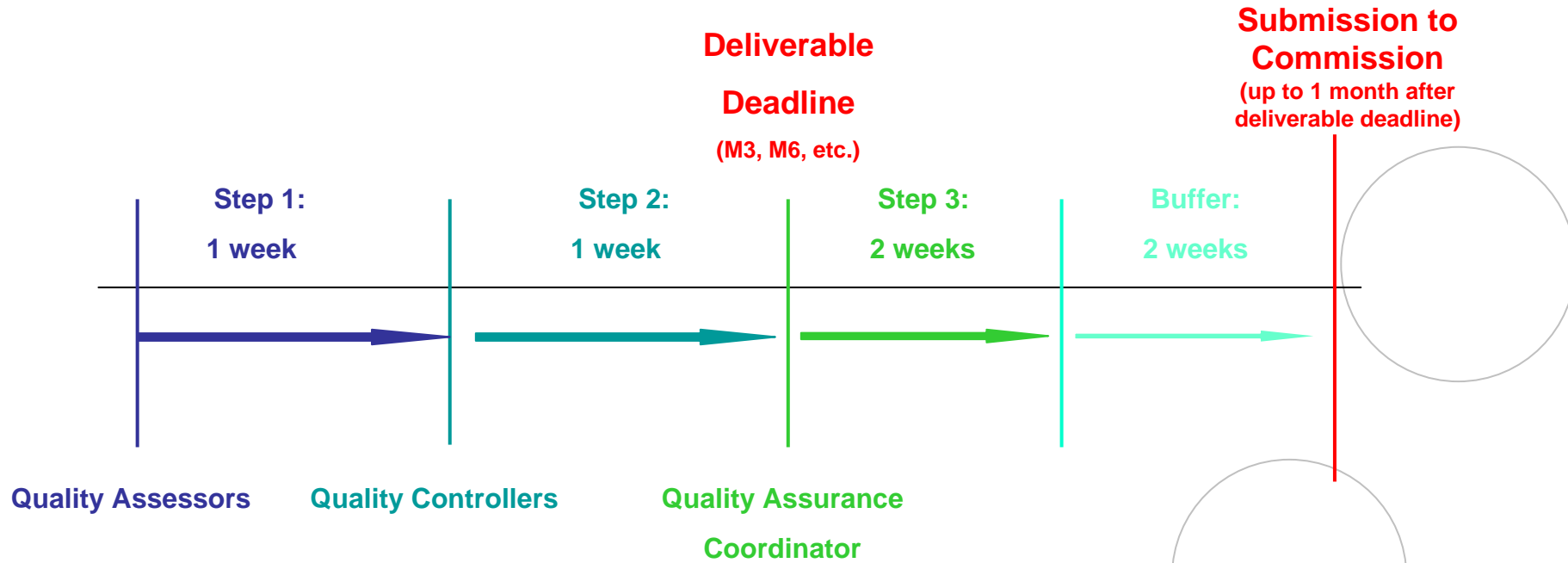


- Fact Sheet M1
- Website M3
- Project PPT M3
- 2-monthly Management Report M2,4,8,10
- Activity Report M6,18,30
- Periodic Activity Report M12, 24,36
- Project Showcase M36



How to provide quality assurance? Schedule

Any delay must be reported ASAP to the Administrative Coordinator who will handle the situation accordingly.





How to provide quality assurance? Self Assessment and Risk Management I



Proper reporting in WP 10 helps us to minimize risks!

Risk	Probability	Impact	Contingency Strategy
Staffing & Recruitment Problems	Medium	Low	WP 10 reporting helps us to monitor proper load balancing and distribution among partners, monitor effort spending → depends on your proper reporting!
Key staff illness during critical project phase	Medium	Medium	WP 10 reporting helps us to monitor proper load balancing and distribution among partners → depends on your proper reporting!
Time for development is underestimated	Medium	Low	Project checkpoints will monitor, detect problems early and take corrective action. WP10 supports this by timely monitoring tasks and achievements → depends on your proper reporting!



How to provide quality assurance?

Self Assessment and Risk Management II



Risk	Probability	Impact	Contingency Strategy
Research or software components fail or deliver limited functionality	Low	Medium	The multidisciplinary nature of the project offers a degree of independence from the success of any one technological approach → to be monitored by WP6 → depends on your proper reviewing and documentation in deliverables!
Technology changes require redesign	Medium	Medium	Technology watch is a key project activity. The Technical Management Board will monitor external developments and use them to replan if necessary → to be monitored by WP6 → depends on your proper reviewing and documentation in deliverables!
Tools cannot be integrated	Low	Medium	Integration work package set up with specific responsibility in this area. → to be monitored by WP6 → depends on your proper reviewing and documentation in deliverables!
Application of TripCom technology is not accepted by users and customers	Low	High	Key efforts are being set up to define a user and customer driven exploitation and deployment strategy. These activities will be informed by ongoing market and technology watch initiatives. → to be monitored by WP9
Changes in market conditions	Low	High	WP9 (dissemination, standardization & exploitation) will provide early awareness of any significant changes in market conditions and enable any necessary re-planning of the project. → to be monitored by WP9



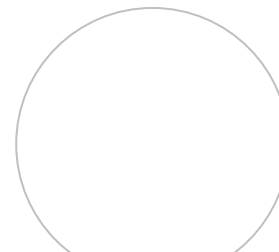
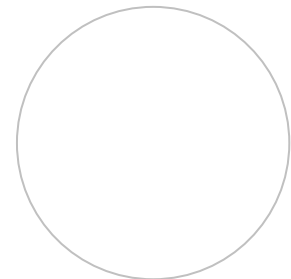
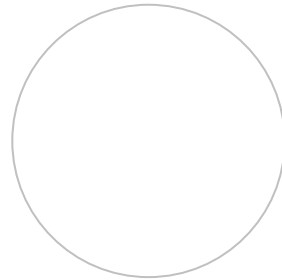
Contacts Project Management



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Thank you for your attention!