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Project Management Infrastructure Report

University of Balearic Islands

ITG4AU CONSORTIUM



AMENDMENT HISTORY

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1. Introduction

1.1. Purpose

Project Management Infrastructure (PMI) is an organization's commitment to ensuring that process improvement projects follow a standard methodology and that project leaders are held accountable for results. A standard methodology reduces the complexity of project planning, scheduling, and resource allocation, and contributes to the successful completion of the project on time and within budget¹. Thus, in order to do a positive impact on this project performance, the Project Management Infrastructure, including version control is set up in this report and communicated to all partners.

1.2. Scope

The directives presented in this document must be followed by each member of the partnership, thus avoiding possible instabilities or losses in the documents and possible non agreed changes.

The techniques, tools and directives given in this Project Management Infrastructure Report will be applied in all the documents produced for this project, including not only the final deliverables given to the EACEA, but also all the intermediate versions or partial documents that each member of the partnership could produce.

2. Management

The work of the consortium will be underpinned by an effective Project Management and a clear Quality Management Plan supported by both internal evaluation (Steering Committee, see below) and external evaluation (subcontracting of an external evaluator), with the objective to ensure that any difficulties that can emerge could be identified and duly addressed in order not to compromise the project development.

The project documents will be developed and modified following the guidelines stated in this document. Changes must be applied following the structure defined in this document; taking into account the matters exposed, such as file extension, file name and version number for each document file. In addition to this, all the individuals involved in the project must be aware of the guidelines established here.

2.1. Partnership

The structure of the partnership will be defined as follows:

¹ Zhang, W., Hill, A.V., Schroeder, R.G. et al. *Project management infrastructure: The key to operational performance improvement*. Operations Management Research, September, 2008.



- Project Coordinator (P1): interface between the EU and the Consortium as well as the supervisor of the overall progress and scientific and technical progress of the project. (The project coordinator is the University of Balearic Islands (UIB) identified as P1 in the Grant Agreement of the project).
- Project Manager (P1): managing the Consortium activity with respect to administrative, financial, legal and contractual aspects; ensuring effective implementation of the project.
- Steering Committee (one representative for each partner, chaired by the Project coordinator. The project manager participates as Secretary without right to vote): responsible for monitoring the consistency and coherence of the project, supervises the quality of all the tasks performed during the project according to the Quality Plan.
- Internal team formation of each partner: internal teams inside partner and programme countries that are established.

After the kick-off meeting, a list of participants in this project will be created which will contain, for each partner, the individuals who participate in this project and their e-mails. This list has to be updated in the whole life cycle of the project.

Work packages and their ownership have already been defined. A **Project Management Plan** with a more detailed Gantt chart and a **Quality Management Plan** are two of the first deliverables (for more detail, please access both of them). Monthly meetings by teleconference and videoconference and visits will be scheduled to follow up on activities and progress. Constant e-mail communication is already well established.

2.2.Documentation

The Project Manager will be the responsible for the document modification and storage control during all the project period. The Project Manager will not only be in charge of ensuring the correctness in the version numbers, following the format specified in this document, but also will be the one in charge of managing the storage, communication and dissemination, if that is the case, of them.

Each document must follow the format used in this report, respecting size and font. Even so, the Project Manager will provide a template for each deliverable. The cover has to contain the title of the project, the project number and both the logo of the project and the logo of the European Erasmus+ Programme. Then, the title of the document is written and the place where is done or the institution as a subtitle.

Each page, except from cover, must contain the following items:

- Header section: with Erasmus+ Programme logo, project logo, project title, project number, title of the document and version, as shown in this report.
- Footer section: number of page and the Erasmus+ disclaimer.



For each document, after the cover, an amendment history is depicted. It should contain in a table: the version number, the revision number, date, the author's name and a reason of modification. The amendment history is followed by the index and then the content of the document. Sections of each document will depend on the purpose of each document.

Each document belongs to a deliverable so it has to be named as the deliverable including the version number at the end. The name contains the work package number, the deliverable number, the name of the deliverable and the version number, as follows:

1-5ProjectInfrastructure-v-1.pdf

Control versions

Project Manager will store all documents, including all intermediate versions until final version. Final versions will be shared through repository to all partners and uploaded to project webpage (see next section).

Repository

Project Manager will create a shared repository in Dropbox in order to upload all necessary documentation to perform the project. All materials can be accessed freely by the consortium members. The shared folder will contain:

- Agreements: a scanned copy of each partnership agreement duly stamped and signed.
- Application Project: documentation related to the project, main form and budget and also everything related with Erasmus+ official documentation, indications, suggestions and guidelines.
- Deliverables: each deliverable, as the project goes on, will be stored here in order to maintain a work discipline.
- Papers: European partners will share papers related to the project in order to better understand the concepts and help to perform some deliverables that may need them.
- Pictures: all the photography taken in each meeting as a support for the communication and dissemination purposes (web page, social networks, etc.).
- Training materials: the material taught in each initial training will be shared with all partners and those who attend the trainings.

Project Manager will create new sections depending on the needs of the project. Besides, a weekly backup will be performed and stored using Google Drive service, including all versions of all documents.

Translation

Translation of the learning material to other languages different to English may be done by partners who are involved in producing them hence high quality and cost effectiveness.



2.3. Communications

There are two communication ways identified in this project: external and dissemination, and internal with the partnership. Each has its own features and methods depicted below.

External communications and dissemination

- Fourth work package of the project is in charge of dissemination and exploitation. The aim is multiple; firstly, disseminate project results to the European and other partner countries and among students. On second term, there is a need for sustainability and this will be gained by means of a plan defined in this package. For those reasons among others, an Education Platform Web will be created. The web material produced for dissemination will be developed for the European partners. The dissemination brochures will also be produced in house to reduce costs with no loss to quality. The web portal section that supports the training material will collect case studies resources as a support for learning programme. The web portal will also offer support for entrepreneurship within industry for postgraduate students. The intention for the platform functions is to support the activity beyond project life and to disseminate results further afield. A Dissemination & Exploitation Plan will be performed and will include all these details.
- A project web site will be created by the Project Coordinator (<http://itg4au.uib.eu/>). The project web site will be linked to existing regional web sites to provide easy access to the information about project progress and activities carried out in the project. It should include:
 - Principal section: will contain the partners (description, role and responsibilities), information of contact and locations and a news section. This last section will be updated each time the consortium performs an activity thus showing the progress of the project.
 - Project section: depicting the mission, characteristics, aims and objectives, methodology and expected impact of the project.
 - Documents section: containing the training materials and the deliverables.
- Social networks: Accounts of *Facebook*, *Twitter* and *Linkedin* will be created and regularly updated with information related to the project.

Internal communications

In a decentralized teamwork with only a few face-to-face occasions, most of the process planning and – when relevant – problem solving happens via online communications tools:

- Online control meetings: planned periodically, a minute will be performed and published in the project web site.
- Face to face control meeting: as defined in the plan.



- Documents and publications: all project documents will be available in the project web site and the shared folder. Public deliverables will be also available in the Dissemination section of the external web portal.
- Reporting: a project progress tracking plan, weekly updated during the project, will assure the correct development of the activities and the fulfillment of roles and responsibilities inside the consortium. Progress and final reports will be sent to the Agency.
- Emails: as mentioned above, a list of participants in this project will be created in the Kick-Off Meeting thus the communication via email will be well established.

Ownership

The material developed by partners within the scope of the project will be available for the partnership as a means within the common goals set in the project proposal. This material might be quoted for free and referred to extensively within the range of collective product. Collective products in tangible form, as the authorized result of the project work may be disseminated and translated into the respective partner's mother tongue for free as long as they are not marketed for profit. Where a partner has the intention to use the collective products for commercial purposes permission has to be obtained from each copyright holder.

2.4. Acquisitions

Project Coordinator is in charge of ensuring the correct acquisition of equipment. The conditions are really strict and must be followed without exception. It is mandatory to get an official invoice (bill) from the provider that is paid (preferably in Euros). Besides, a proof of payment and inventory in each organization must be showed. Furthermore, each equipment should have the Erasmus+ stickers on it.

2.5. Quality control and Monitoring

WP3 is devoted to quality management (QM). All materials will be reviewed using defined criteria. At each milestone, the team will review the completeness of the materials. Peer reviews will also be conducted in order to ensure independent audit of project results. Also, involve objective senior party peer reviews (managers who are not directly involved in the project) to perform peer reviews hired for the project. Regular audits will be performed and, when necessary non-compliance and corrective actions will be taken. Audits reports will be created.

For more detailed information, please access the Quality Management Plan Report.



3. Conclusion

The Work Programme of the project is divided according to best practices of consortium members gained from other successful EU projects aimed to develop similar products. The structure of the Work Packages (WP) is directly linked to project goals, which positively affects the project management and quality of cooperation in consortium. Each of them has its own activities and reports, most of them related to this Project Management Infrastructure.

The purpose of the Quality Management Plan is to describe how quality will be managed throughout the lifecycle of the project, thus the aim is to ensure the high quality of deliverables along with the quality of the process itself.