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Managing ICT projects in FP7 – exchange of best practices

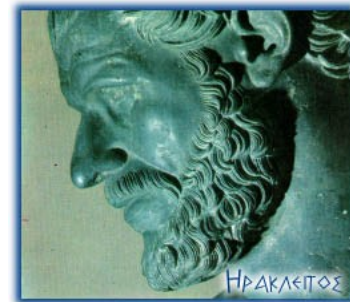
Management and Reporting

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“ΠΑΝΤΑ ΡΕΙ”
(Panta Rei)

*"Everything flows and nothing abides;
everything gives way and nothing stays fixed."*



Heraclitus, 536 to 470 bc



Outline of the presentation

- What's the issue
Objectives and requirements of an effective project management
- What's the structure
Effective project management structures – the example of TA2
- Instead of a conclusion
Three selected good practices



Objectives and requirements

Before the project starts

- Setting up a winning team
- Setting objectives and goals for partners
- Working out a project and budget plan

Collaboration and communication

- Ensuring good teamwork
- Linking together the project components
- Ensuring communication with the European Commission
- Providing appropriate electronic management tools

Quality assurance

- Review of results and deliverables
- Controlling audits and reviews as required by the Commission

**Project
Management
which
supports
all this**

Controlling and reporting

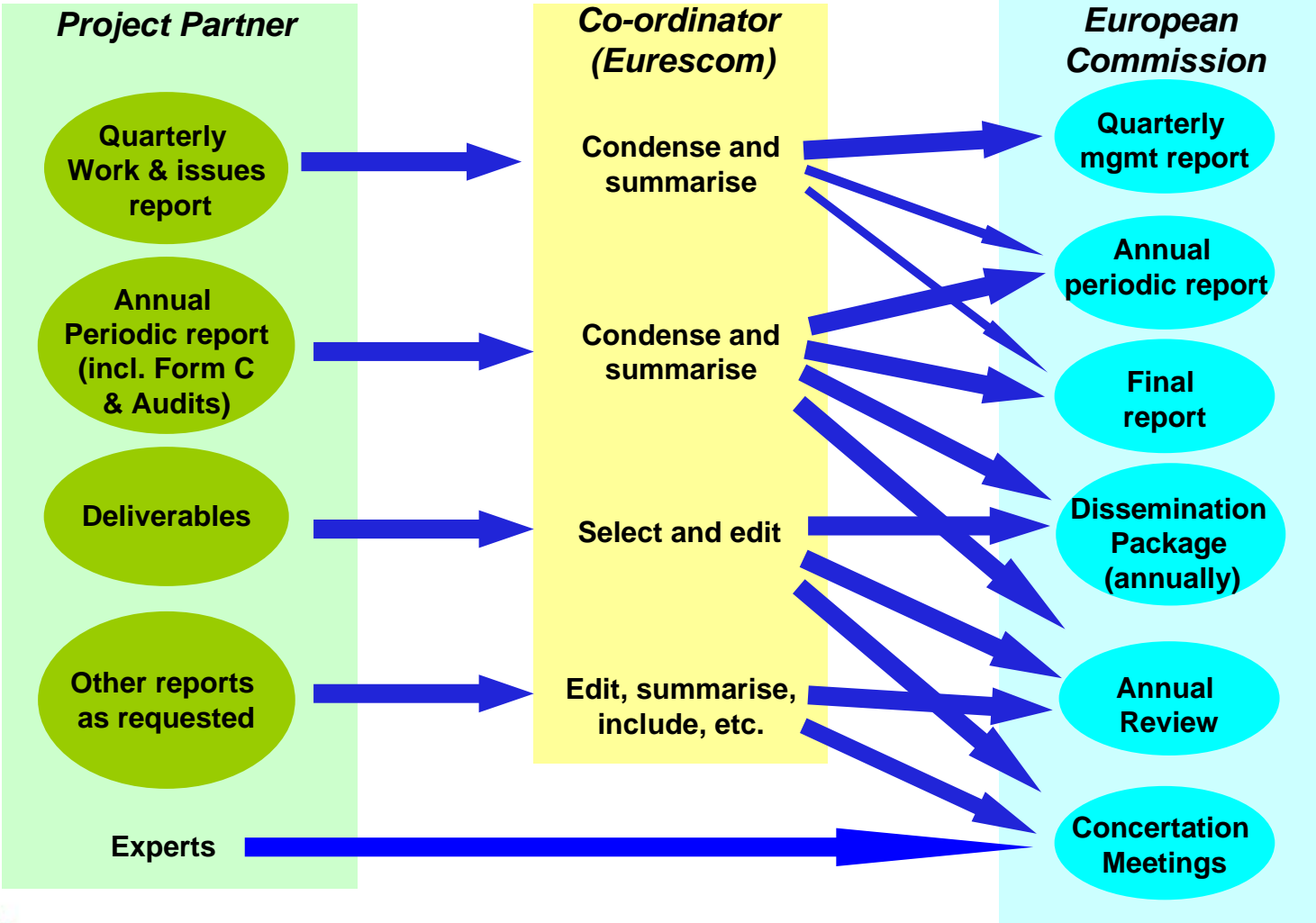
- Overseeing the project strategy and direction
- Resource planning and controlling
- Financial project controlling
- Reporting to the Commission

**Conflict resolution and
risk management**

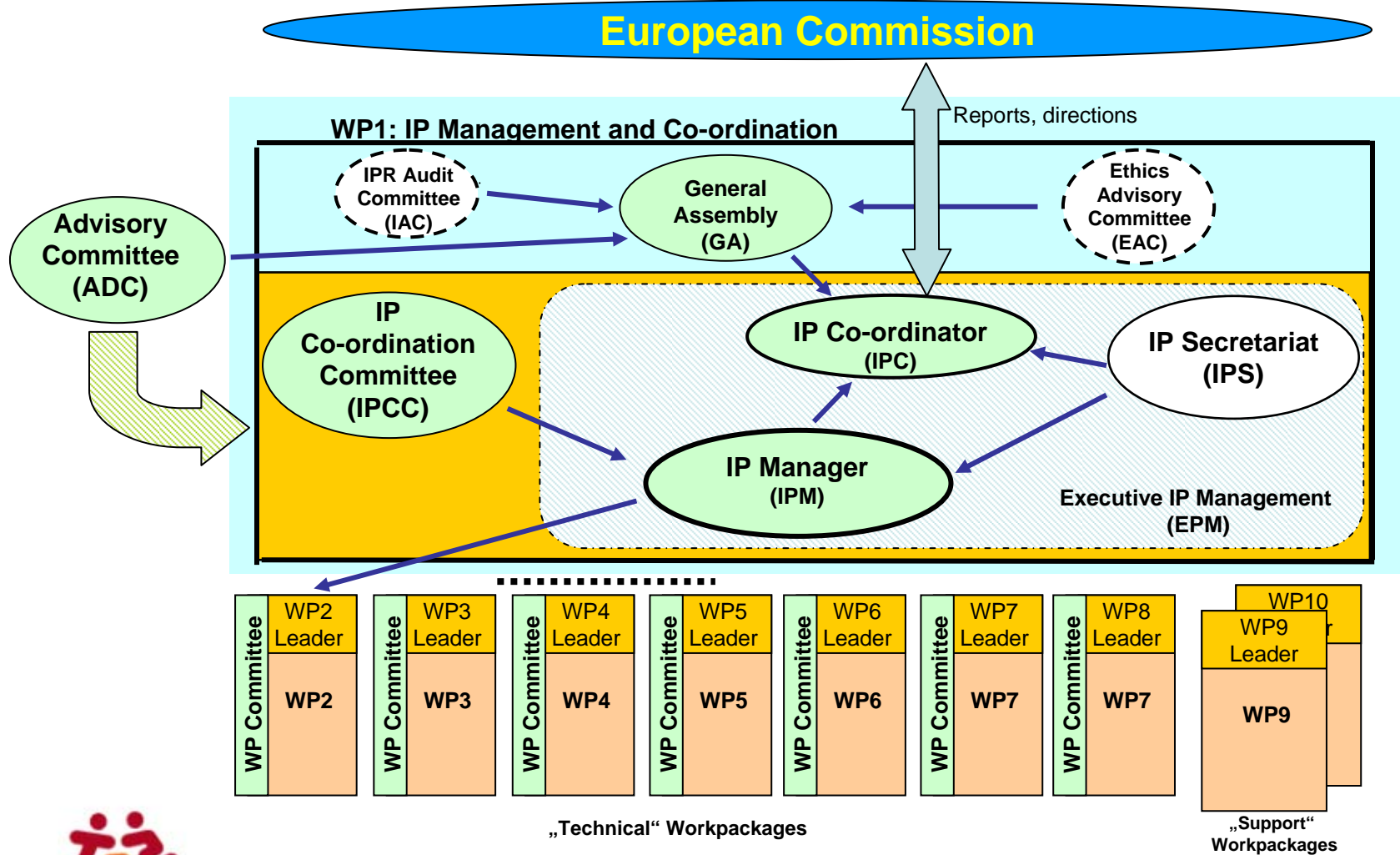
**Knowledge management
including IPR issues**



What the Commission wants

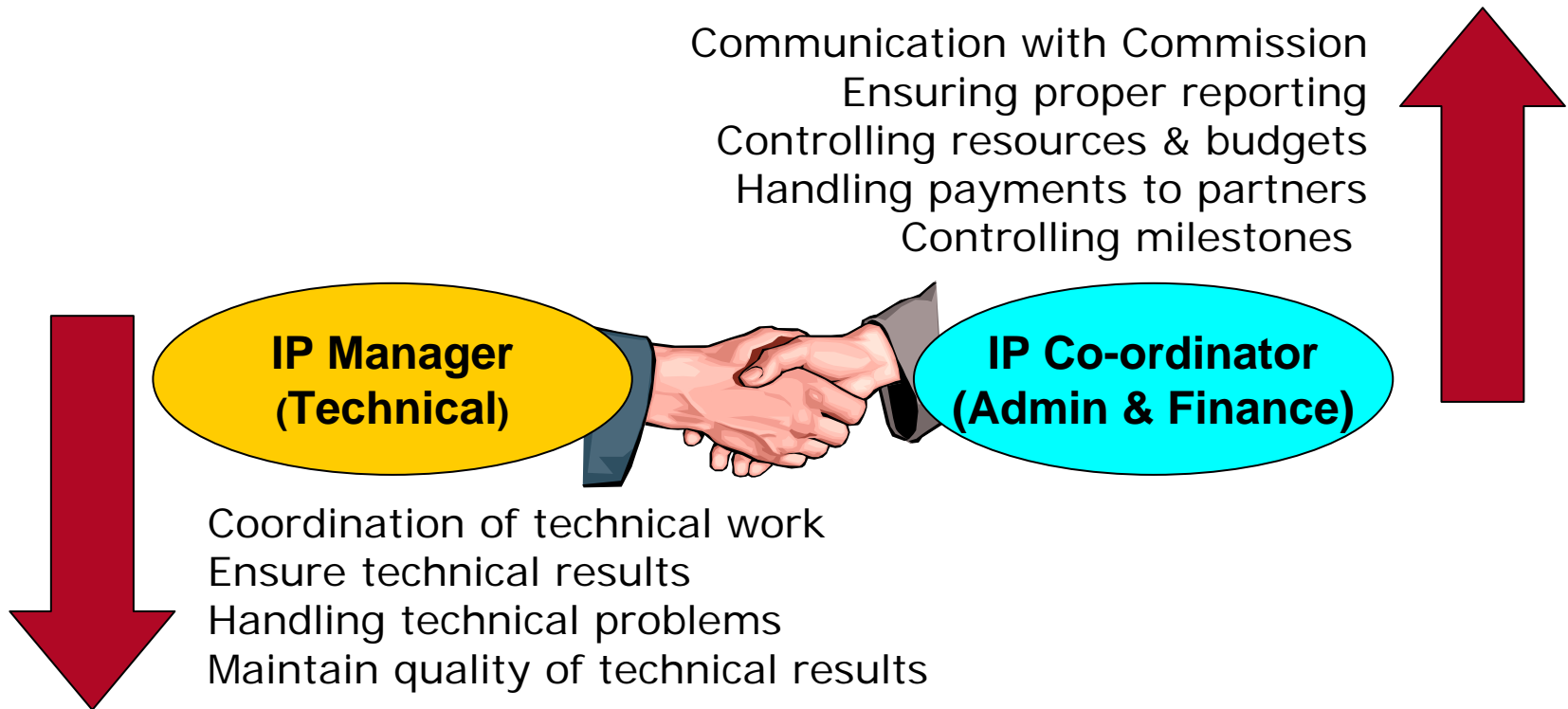


TA2 management as example



Three selected good practices (1)

Split between technical and administrative project management

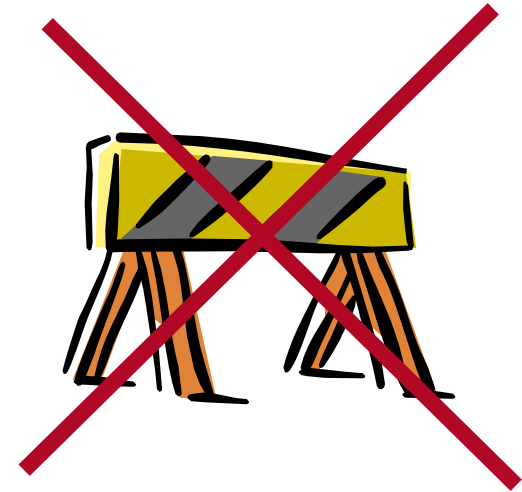


Three selected good practices (2)

Facilitate collaboration in a diverse team

Overcome/avoid

- Cultural and human barriers
- Language barriers
- Cross disciplinary barriers
- Mistrust between potential competitors



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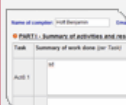
E.g. by means of

- Face-to-face meetings
- Regular audio-conferences
- Introducing appreciation and trust
- Encouraging good team spirit
- No discrimination of opinions
- Discussing any open issues
- Setting a good example

Three selected good practices (3)

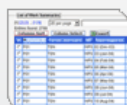
Effective reporting with a proper tool

Your Options are:



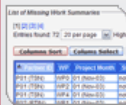
Submit a work summary:

easy reporting of performed project work, resources and expenditures



List Work Summary Reports:

get an overview about reported work summaries with many search and list options



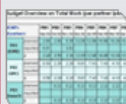
List missing WS Reports:

get a list of not yet reported reports with multiple search and list options



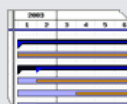
Approve WS Reports:

provides the list of submitted work summary reports for your approval



Project Budget overview:

various budget overviews showing overall planned and reported budget



Project Gantt:

create a gantt chart as project overview

Task	Summary of work done (per Task)	Results / documents produced
T1.1	<ul style="list-style-type: none"> - Maintain Work and Project Reporter for TA2 - Handling third GA audio conference on 9 October 08 - Support preparation and handling of IPCC Meeting on 11-12 September 2008; provide minutes - Input to White Paper; coordination of inputs from other TA2 partners - Lead, coordinate second quarterly reporting and provide Quarterly Report - Final edit and submit due deliverables - Prepare and participate in concertation meeting; prepare FIA meeting 	<ul style="list-style-type: none"> - Work and Project Reporter availa - Third GA audio conference prepar - Pr4prepared, hosted and minuted V September in Heidelberg - White Paper contains five inputs - Second Quarterly Report sent to 2008 - 4 deliverables submitted - Concertation meeting on 15 Octo WG3 - Advisory Committee consists of 6

Budget Overview - Effort Control Sheet (figures in PM) Scope from 1/Feb-08 to 6/Jul-08

All WPs all	WP1			WP2			WP3			WP4			
	planned	reported	delta	planned	reported	delta	planned	reported	delta	planned	reported	delta	
P01	4.75	3.72	1.03										
P02	2.5	1.16	1.34	12	18.13	-6.13		0.03	-0.03		2.7	0	2.7
P03				12.75	5.29	7.46					5.39	1.38	4.01
P04				9	9.5	-0.5					0.52		0.52
P05				6	8	-2					1.04		1.04
P06				6	12.28	-6.28							

Project effort for the reporting period, i.e. May-July 2008 (person-months)

Participants' short name	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	WP9	WP10	Total reported	Total planned
P01	2.07								0.94		3.01	3.00
P02	0.88	8.12				0.61					9.61	14.92
P03		1.80					1.09				2.89	14.07
P04		4.50				3.00	2.00		1.25		10.75	10.05
P05		4.50						0.20	0.40		5.10	10.39
P06		7.29									7.29	3.38
P07		2.98	7.69								10.67	4.65
P08				2.16	1.08				0.30		3.54	7.67
P09		1.44									1.44	1.88
P10		5.50	0.60	0.20					0.10		6.40	4.15
P11		2.00				3.22					5.22	7.17
P12		2.00									2.00	1.88
P13		0.34	0.27				0.11	0.11			0.83	1.61
Total reported	2.95	40.47	8.56	2.36	4.69	5.33	1.40	0.00	2.99	0.00	68.75	
Total planned	3.63	36.00		9.33	11.54	6.86	10.14		7.31			84.82



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Thank you!



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