

WP 9

Project Management

Leader: The Academic College of Tel Aviv Yaffo (IL)

24-26 November 2020

IFI: Innovative Finance Inclusion in Academia and Field
Kick off - Online



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WP9 Goals

- to ensure achievement of the project goals and objectives by implementing the project tasks on time and within budget, to deliver high-quality outputs and outcomes;
- to establish effective project organization and infrastructure, including committees, procedures, tools and techniques;
- to create, maintain and lead a collaborative and open communication environment that will encourage the team to work synergistically towards the project mission.

WP9 Main Tasks

T 9.1 Coordination and communications management

Establish General Assembly (GA), which will be the highest level for decision-making, and an Executive Board (EB), which will be responsible for the execution of the GA decisions

Organize six consortium meetings, every six months

Maintain the project website <https://www.ifi.mta.ac.il/>

Publish periodical newsletter

Communicate with all partners to ensure accurate, transparent and trustworthy information exchange

WP9 Main Tasks

T 9.2 Administrative management and progress reports

Monitor and control the WPs' tasks to ensure completion on time, in budget and delivery of quality outputs

Prepare risk management plan, manage and monitor risks throughout the project lifetime

Define project internal procedures for reporting to be used by the partners

Collect data from partners, prepare and submit intermediate and final reports to the EACEA

WP9 Main Tasks

T 9.3 Financial management and budget control

Collect and review financial reporting documents on a monthly basis from the partners

Report to the GA the financial status, including planned vs. utilized budget, deviations, and forecasting

Work with an external auditor on submission of financial statements to the EACEA

WP9 Project Management Success Factors

Open communication among all partners using a variety of communication channels to establish a collaborative working environment

Supportive and encouraging leadership and management that motivates team members to be proactive and cooperative

Clear definitions of procedures, roles and responsibilities to ensure effective and efficient performance of the project, and systematic work processes that are aligned with the project scope, schedule, and budget plans

WP9 Main Deliverables

- Communication plan
- Consortium meetings and EB virtual meetings [every six months]
- Project website
- Project newsletter
- Project procedures
- Risk management plan
- Tracking and control reports
- Administrative reports, intermediate report, final report
- Financial reports and financial statements