

# Management structures and procedures

Alice Carpentier

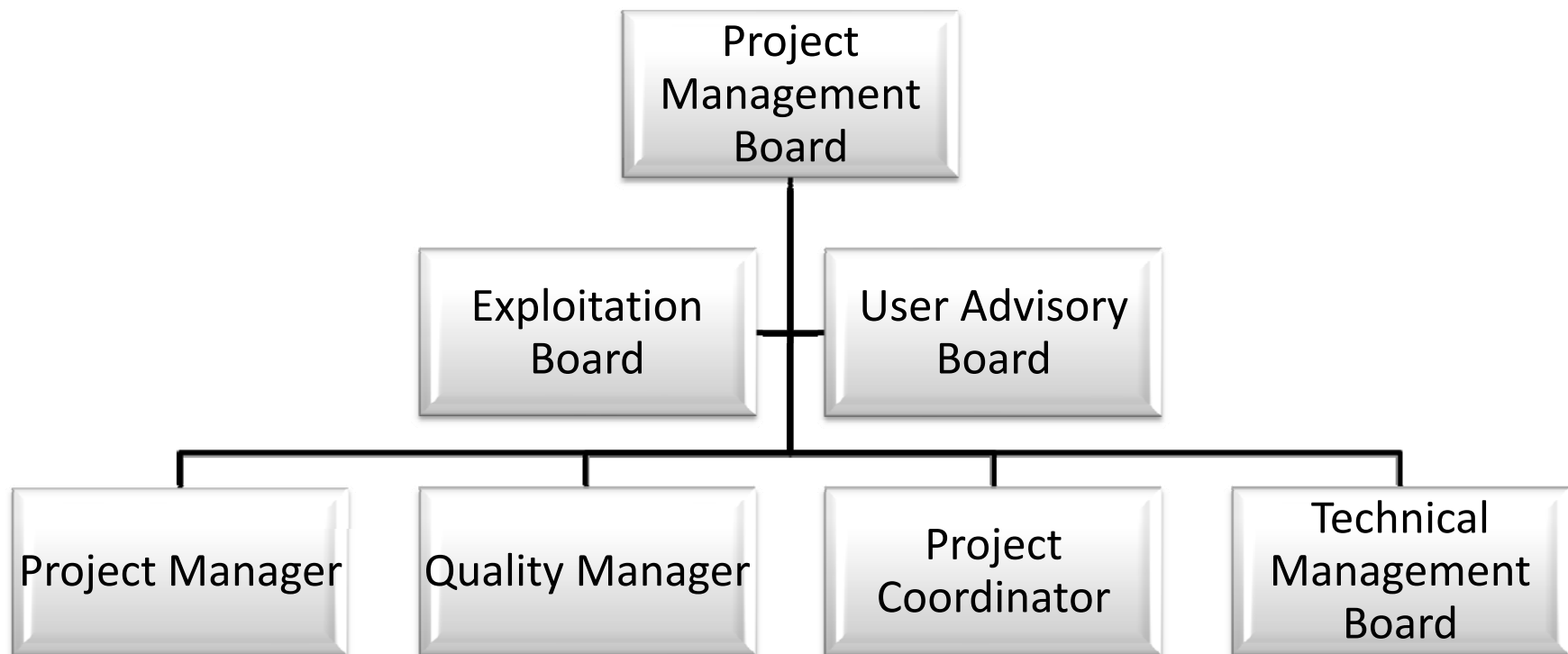
STI Innsbruck

Kick-off, 07-08 April 09





# Constitution of PMB/GA





# Constitution of PMB/GA

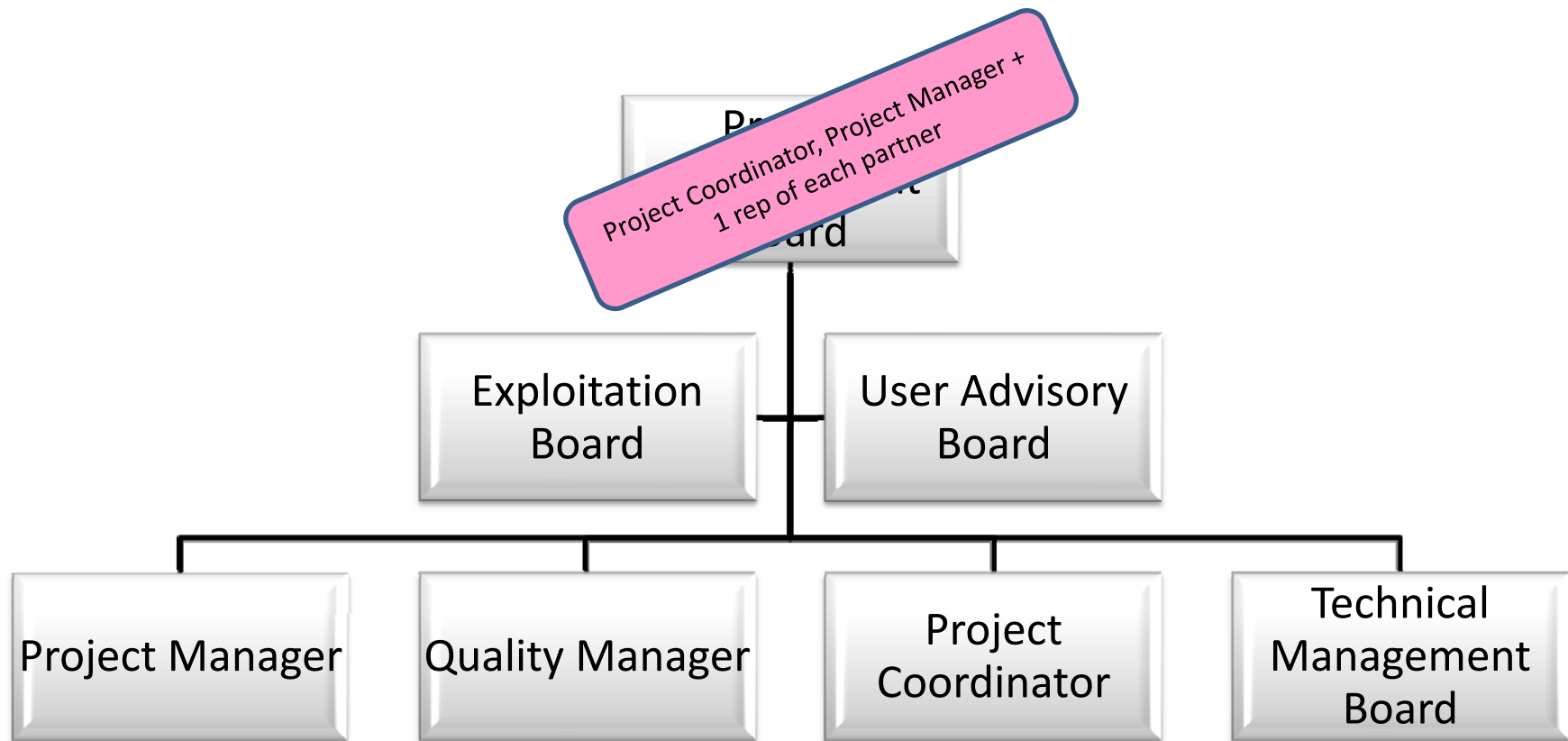
## Tasks PMB/GA

- **Formal decision body of the consortium,**
- Responsible for the overall management of the project,
- Ensure that the progress is maintained according to the project plan,
- Review and approve the financial status,
- Review and approve the regular project risk assessment,
- Develop and follow up the Quality Assurance Plan,
- Review the overall technical programme,
- Review the project technical results,
- Provide strategic guidance for the project management.



# Constitution of PMB/GA

Members





# Constitution of PMB/GA

## Members

- Project Coordinator: Elena Simperl, UIBK,
- Project Manager; Alice Carpentier, UIBK,
- One rep of each partner (and proxy):
  - Katharina Siorpaes, UIBK,
  - IlyaZaihrayeu, Roberta Cuel, UNITN,
  - Markus Rhode, Fahri Yetim, USI,
  - Borislav Popov, Philip Alexiev, ONTO,
  - Michal Zaremba, seekda,
  - Carl Goodman, Monica Lawrence, PGP,
  - German Toro Del Valle, TID.



# Board constitution

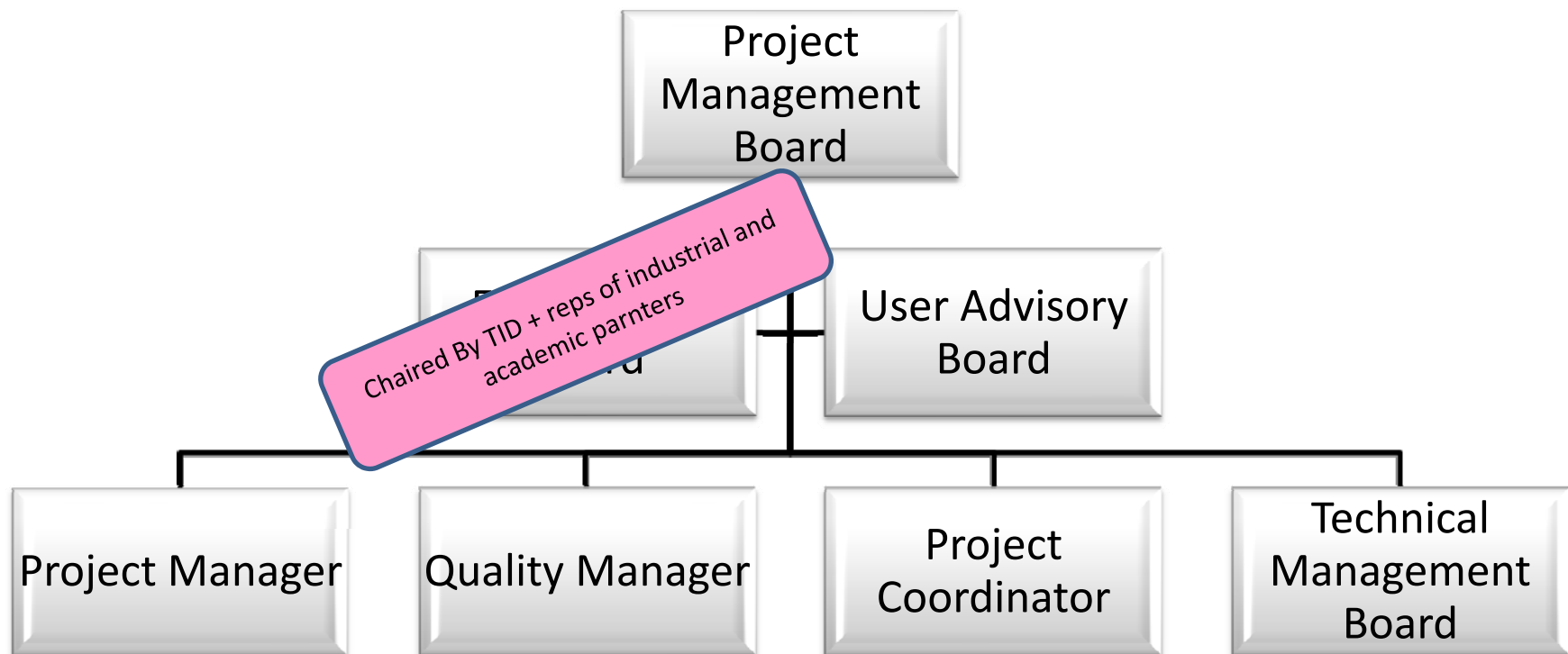
## Exploitation Board Tasks

- Responsible for ensuring that the project work is **properly exploited** through case studies, industrial dissemination, showcases and demonstration activities,
- Will oversee the **production of the market analysis reports** to ensure that the market is fully addressed by the combination of the partners,
- Will ensure that the project is kept aware of **current market trends and developments** which might have an impact on the project.



# Board constitution

Exploitation Board  
Members





# Board constitution

Exploitation Board  
Members

- **Chair: German Toro Del Valle, TID.**
- Reps of industrial and academic partners (and proxy):
  - Katharina Siorpaes, UIBK,
  - Roberta Cuel, UNITN,
  - Markus Rhode, USI,
  - Borislav Popov, ONTO,
  - Michal Zaremba, seekda,
  - Carl Goodman, PGP.



# Board constitution

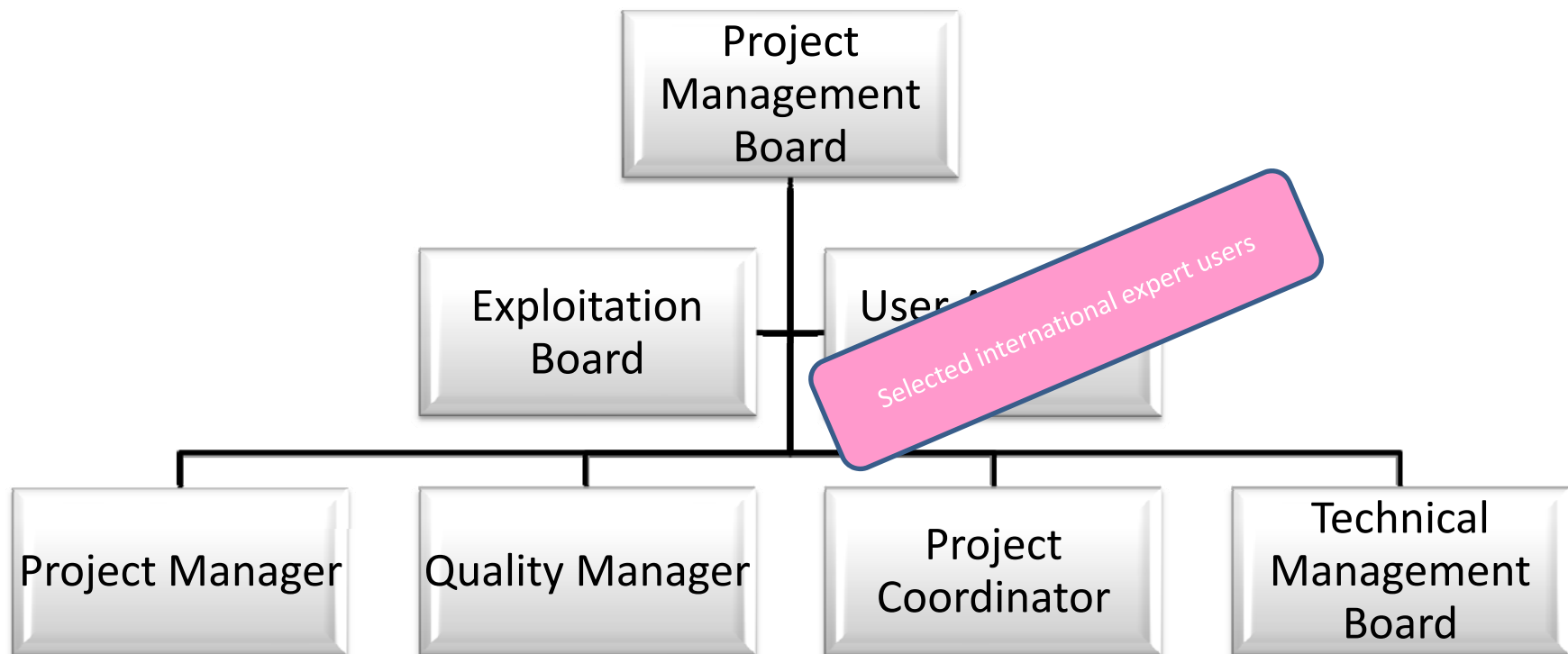
## User Advisory Board Tasks

- Potential user group members will be **interviewed** and their opinions and needs will influence the requirements collected in the early phases of the project.
- The user group is invited to **comment on the results**, and **provide feedback** for improvements on both the presented methodologies and tools and areas for future work.
- The user group will remain **active throughout the life of the project and beyond**.



# Board constitution

User Advisory Board  
Members





# Board constitution

## User Advisory Board Members

- Potential members of the user advisory board are representatives of
  - Fraunhofer Society, Institute for Applied Information Technology (FhG-FIT), Sankt Augustin, Germany,
  - International Institute for Socio-Informatics (IISI), Bonn, Germany,
  - Intelligent Software Components S.A. iSOCO, Spain
  - ATOS Origin, Spain,
  - British Telecom (BT), UK,
  - Accenture, France
  - University of Karlsruhe (KIT), Germany.
- Further members might be recruited from the case study organizations involved in the project.



# Board constitution

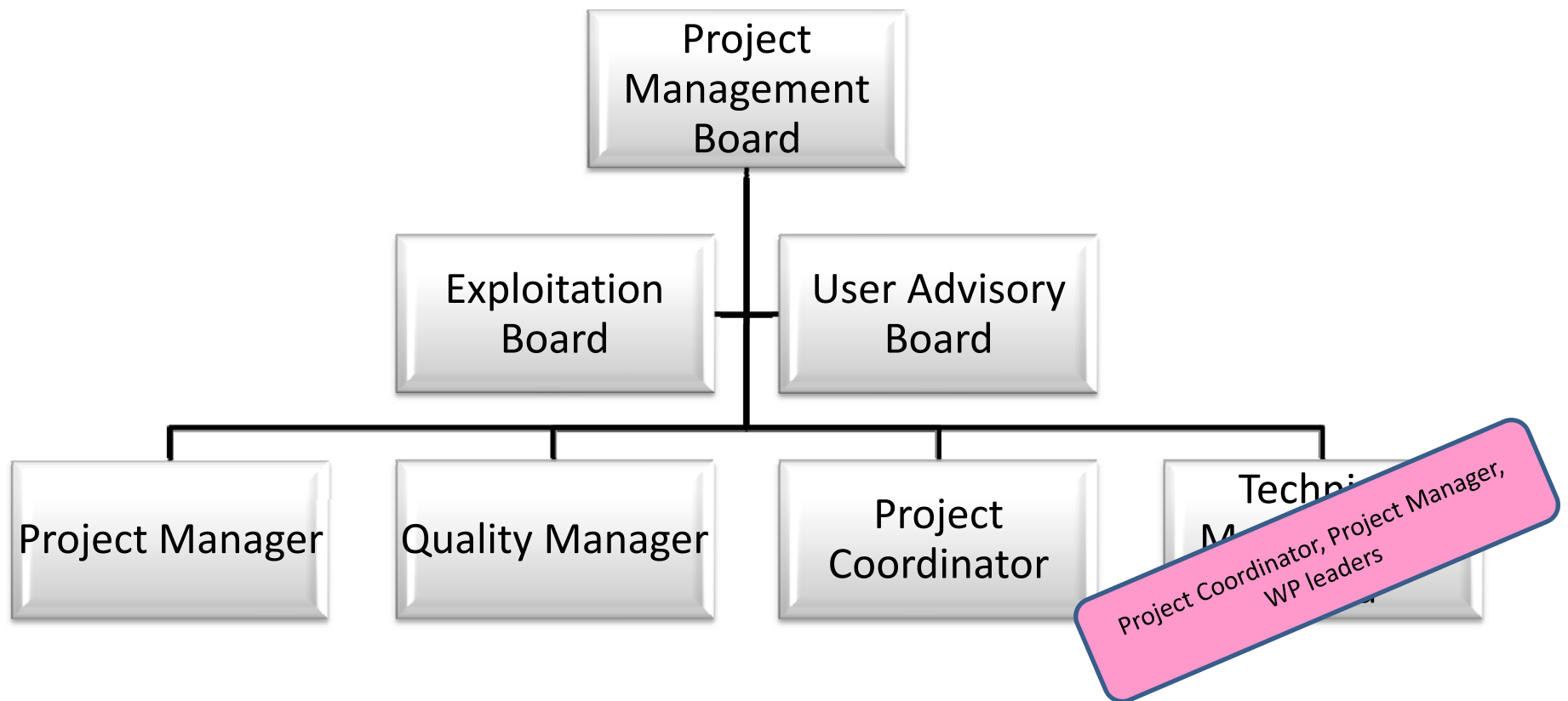
## Technical Management Board Tasks

- Will be the **central forum for monitoring the technical progress of the project** and revise the project planning as the results become available.
- The tasks of the TMB include:
  - **Reviewing the work plan** and the overall project progress,
  - **Deciding on technical roadmaps** for the project,
  - Ensuring that the project has an **effective and achievable exploitation strategy**,
  - Proposing **changes in work sharing, budget and participants** to the PMB,
  - Coordinating the **integration of the activities** according to the work plan,
  - Ensuring **technical consistency and maximizing synergy** between work packages,
  - Ensuring that all **work meets functional requirements**,
  - Implementation and continuous improvement of adequate project support systems like **quality assurance and risk management**,
  - Implementation and maintenance of the necessary **infrastructure for intra-project communication**.



# Board constitution

Technical Management Board  
Members





# Board constitution

## Technical Management Board Members

- Project Coordinator: Elena Simperl, UIBK,
- Project Manager: Alice Carpentier, UIBK,
- WP leaders (and proxy):
  - WP1: Katharina Siorpaes,
  - WP2: Ilya Zaihrayeu, chair,
  - WP3: Borislav Popov,
  - WP4: Katharina Siorpaes,
  - WP5: German Toro Del Valle,
  - WP6: Michal Zaremba
  - WP7: Carl Goodman,
  - WP8: German Toro Del Valle,
  - WP9: Alice Carpentier.



# Board constitution

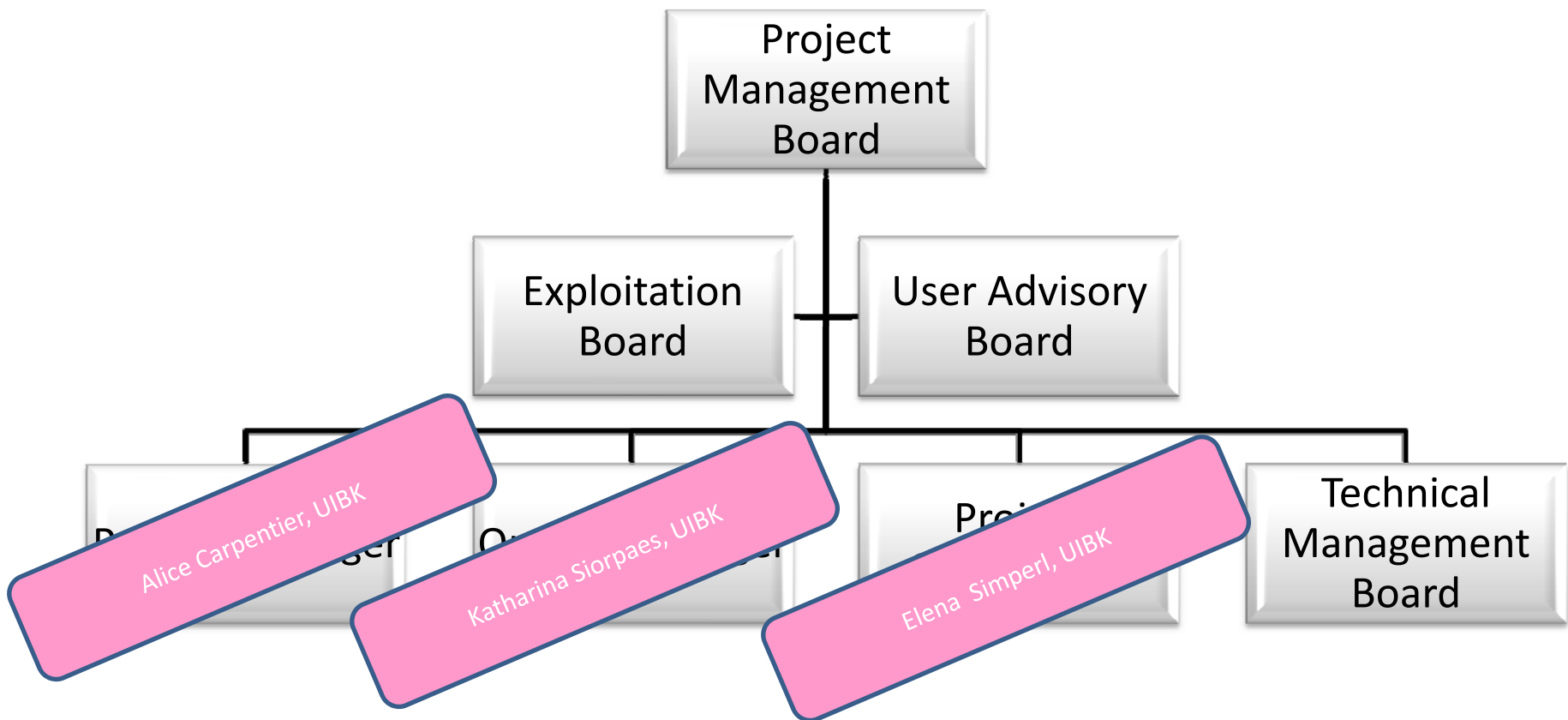
Managers  
Tasks

- **Project Coordinator**
  - Has the overall responsibility for intermediation between the consortium and the European Commission, as well as for the financial and contractual obligations defined in the Grant Agreement.
- **Project Manager**
  - Is in charge of the operational management and administration of the project.
- **Quality Manager**
  - Ensures the appropriate implementation of the Quality Assurance Plan, coordinates the quality assurance process and is responsible for the final check of all deliverables in the project.



# Board constitution

Managers





# Quality Assurance

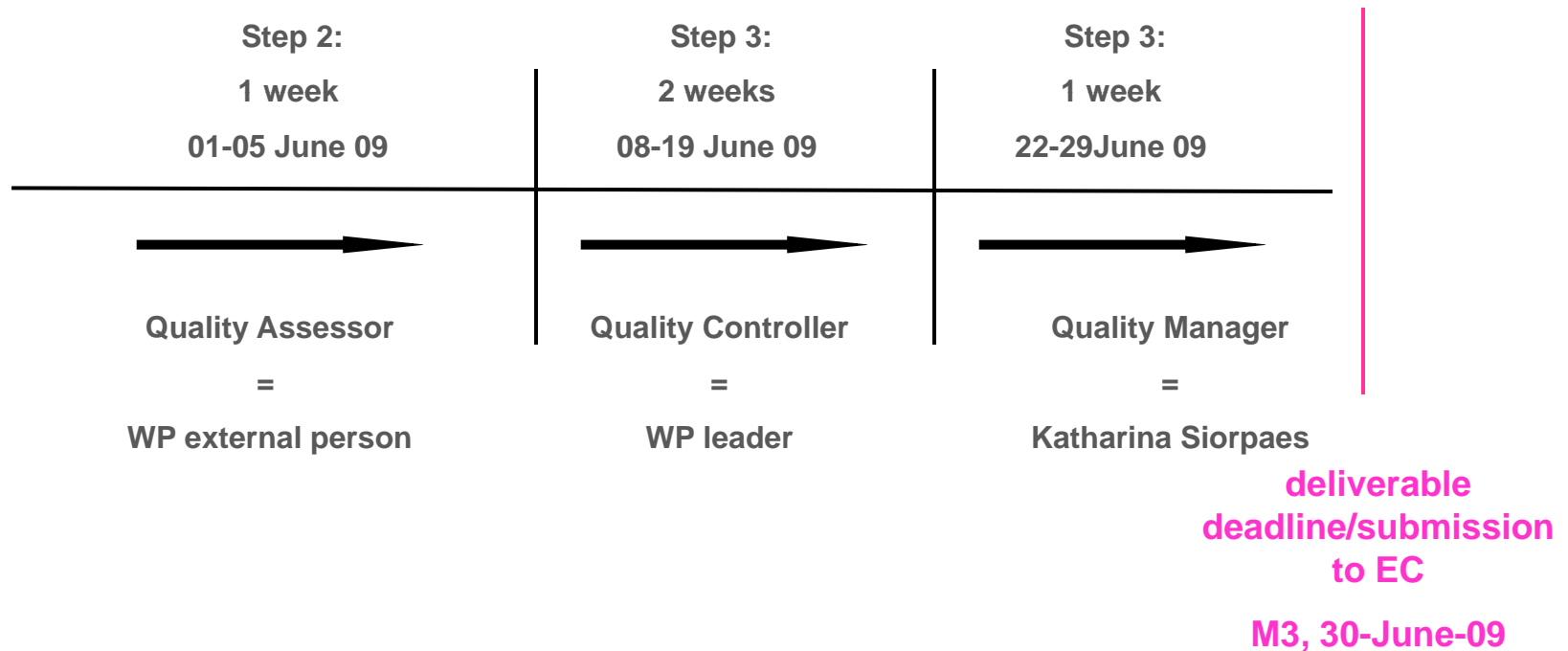
- No grace period for submission of deliverables: due date = submission date,
- To implement effective quality assurance the Quality Assurance Process (QAP) needs to start 4 weeks before due date.
- The following templates are available in the wiki: deliverable template, review template.
- We will implement a 3-step QAP:
  - (1) check by Quality Assessor = WP external reviewer,
  - (2) check by Quality Controller = WP leader,
  - (3) check by Quality Manager= ...



# Quality Assurance

Schedule

**Any delay must be reported ASAP to the Project Manager who will handle the situation accordingly.**





# Report creation

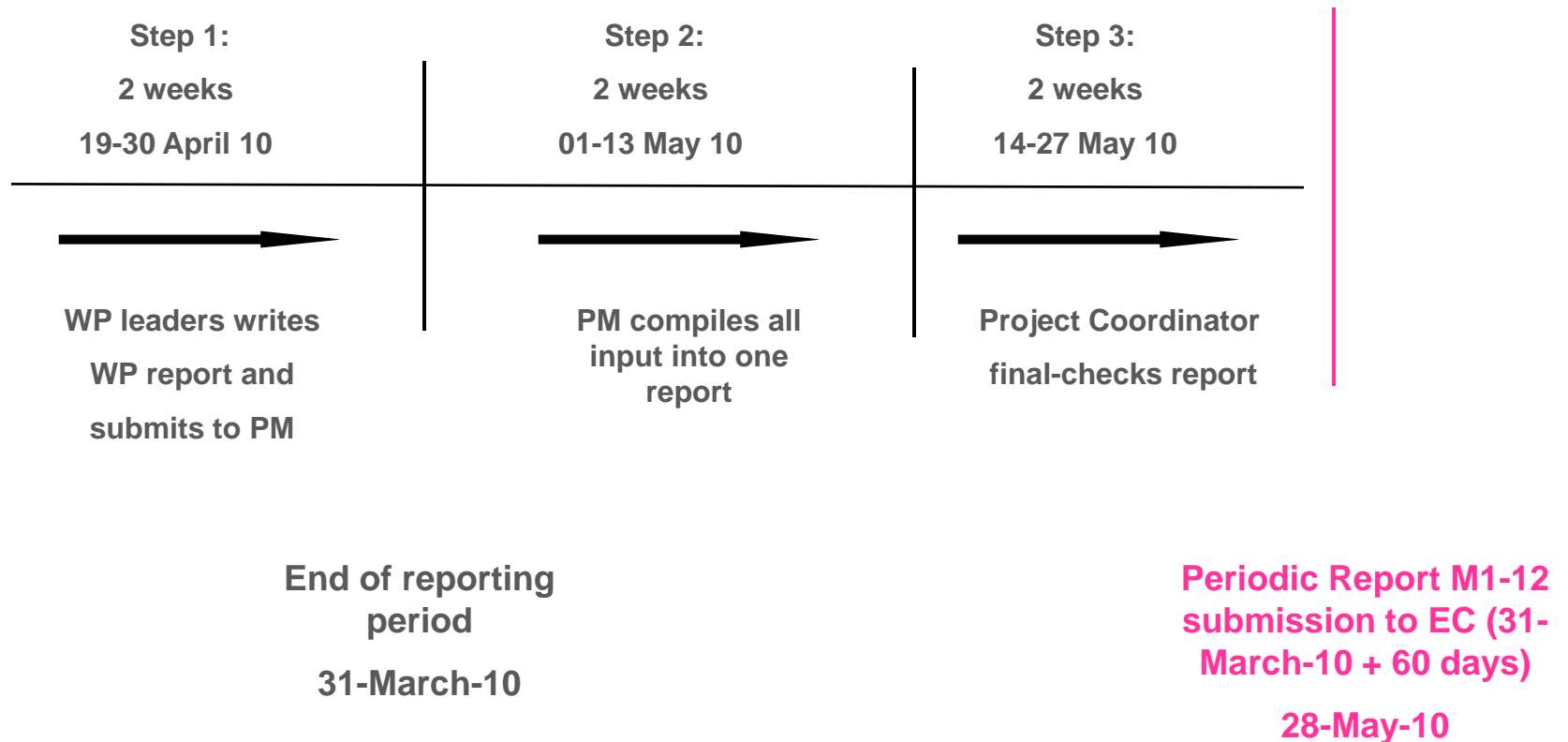
- Grace period for submission of periodic reports: 60 days.
- We will implement a 3-step report creation procedure:
  - (1) WP leaders collect input regarding work done and effort spending in the WP during the reporting period from WP partners and submit WP report to Project Manager,
  - (2) Project Manager compiles all input into one report,
  - (3) Project Coordinator final-checks report before it is submitted to the PO.



# Report creation

Schedule

**Any delay must be reported ASAP to the Project Manager who will handle the situation accordingly.**





# Project communication

- Website <http://www.insemtives.eu/>
- Wiki [http://insemtives-wiki.sti2.at/index.php/Main\\_Page](http://insemtives-wiki.sti2.at/index.php/Main_Page)
- Mailing lists, hosted by UIBK
  - **All list:** everybody can be subscribed, used for project-wide general info.
  - **PMB list:** all members of the PMB and their proxies must be subscribed, used for project-wide consortium management info.
  - **TMB list:** all members of the TMB and their proxies must be subscribed, used for project-wide technical management info.
  - **ExB list:** all members of the ExB and their proxies must be subscribed.
  - **WP lists:** all WP members must be subscribed, used for WP internal communication.