

CREATE A EFFICIENT QUALITY PLAN ALREADY AT THE PROPOSAL STAGE

This will make the actual management of a project much easier:

PLANNING THE WORK:

- Define all the work Packages of the projects:
This allows for manageable work modules.
- Define the deliverables of the project:
Attach to the bases of the deliverables format style, structure for all.
Define who is going to be in charge of each deliverable
Define how many deliverables will be per each work package
- Create a calendar with starting and ending dates of each activity done in the project
- Define a schedule for the deliverables
- Defined Ownership of project results and IPR

MANAGING THE WORK:

- Create and define an effective Organizational Management Structure
 - See enclosed document
- Create an effective and harmonious working partnership
- Draft the reports
- Submit the reports to the EC in time
- Create a good and effective Risk management plan:
Including, Risk identification, Risk Analysis, Risk response actions and Risk monitoring and control

MEASURING THE WORK:

- Measure the achievements of the project:
This can be done in checking the achievements against the work plan and envisaged results

DAY-TO-DAY PROJECT MANAGEMENT:

Rule 1:

Communicate: It is essential that all partners have the impression that “somebody cares” and leads the group. Communication is the “glue” between partners’ activities!

Rule 2:

Face-to-face contact: Organise the kick-off meeting in a way professional and pleasurable at the same time. The first meeting is crucial to create trust among the partners.

Rule 3:

Clear messages: Make sure that all understand the objectives of the project and that they know their respective roles. Different cultural and educational backgrounds (common in EU projects) lead to different perceptions of issues. Respect them but find a common understanding!

Rule 4:

Motivation with results focus: The result matters, not the good will. If there is a stand-still or problem, the project manager is the one to “grease the wheels”.

Rule 5:

Take decisions: Sometimes, clear decisions are needed. An “overdemocratic” project management leads to chaos.

For a more detailed review, have a look at the training module :
http://www.pro-ideal.eu/sites/default/files/5_Practical_steps.pdf