WP10 - Project and data management

D10.1: Collaborative platform and management handbook - Public Summary:

The Management Handbook is a guideline for the execution of the NEMOSHIP project following the work and expected results described in Grant Agreement No. 101096324. This handbook provides a short and comprehensive description to all project partners of the management procedures, administrative aspects of the project, quality assurance procedures, the risk management approach, the progress monitoring procedures and any issue concerning confidentiality. The philosophy is to manage the project mainly by realistic objectives and milestones with a focus on communication, cooperation and shared responsibility with partners and in particular the WP leaders.

Partners are requested to provide frequent feedback on their progress and any potential problems. The handbook defines the relevant documents and decision-making procedures to be followed by the partners. Therefore, this deliverable specifies the main guidelines for the execution, monitoring and control of the project. Five main topics are addressed:

1) Project governance structure,

2) Project Management Plan,

3) Project progress evaluation,

4) Reporting procedure,

5) Communication provisions.

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