

Work package number	1	Start Date or Starting Event	M1 (end: M48)
Work package title	Project Management		
Participant number	1		
Short name of participant	ILL		
Person/months per participant:	48		

Objectives

- Manage the project in a fair and transparent manner, ensuring that the project deliverables are met in an integrated and timely fashion within the agreed budget
- Manage the proper implementation of Work Plan, achievement of objectives, deliverables and milestones & facilitation of results dissemination
- Enable coherence between work packages and ensure effective communication
- Monitoring and ensuring on-time delivery of scientific and financial reports & effective communication with the Commission

Description of work

Efficient and effective management is critical to the success of any project. To this end an appropriate management structure, which is effective, fair and transparent, has been designed. The FILL2030 management structure will ensure that the WPs fully capitalize on the existing expertise within ILL and its network of Associate and Scientific Members as well as other representatives of potential user communities. ILL will fulfil all tasks as required by the EC and will act as the primary contact point for the EC. The Coordinator is supported by a Project Manager and financial and legal specialists used to running EU funded projects. The tasks of the Project Coordinator are described in more detail in section 3.2.

Task 1.1: Financial and administrative project management

This task concerns the management of scientific progress and financial, administrative and legal obligations of the project (incl. reporting). The coordinator will monitor scientific task implementation across the project and take – if necessary – mitigating actions to keep the project in line with timing and budget.

Task 1.2: Scientific progress monitoring of WPs and quality management

The coordinator will ensure that the project runs smoothly and follows the agreed timelines for achievement of deliverables, milestones and reporting. The coordinator will be the primary contact point for the EC Project Officer and stream-line all information from and to the MB and the PMT. The coordinator is also responsible for the timely identification of risks to the project deliverables (see also “Project Risk table 3.2B”) and initiate mitigation actions.

Task 1.3: Organization of project meetings

A kick-off meeting will be held at the start of the project to confirm all tasks, responsibilities and timings. This will ensure that the project gets off to a good start.