

Management Workpackage 6: Planning Document

Statement of Purpose

The ultimate goal of the management workpackage is to ensure that milestones and goals are being reached on time, in budget, and with high quality; that communication between participants is clear; and that project reach all its deliverables in line with EACEA project/financial guidelines. Towards this ends, it is the management's responsibility to set agendas, deadlines, and regular meetings/communication with all partners and among all workpackages. In addition, it is management's role to maintain communication with the Project Officer and the National Erasmus+ Office to ensure the project is meeting expectations and that all necessary changes are communicated and approved.

Strategy

- 1) Ensure project goals, strategies, and activities are clear to all partners,
- 2) Ensure all contracts are signed and followed.
- 3) Set agenda, timeline, and milestones for national/international meetings.
- 4) Maintain constant communication with WP leads and each institution regarding progress of expected deliverables as set in LFM .
- 5) Ensure workpackages are on time with reaching deliverables of high quality. When changes are necessary, communicating this within the consortium and with the project officer.
- 6) Subcontract external evaluator and auditor to ensure project is in line with proposed plan in budget and in high quality
- 7) Maintain regular management meetings for updates, changes, and conflict resolution.

Milestones/timeline

WP#	Milestone	Timeline
6.1 Development of Project Management Tools	<ul style="list-style-type: none"> - develop plan for communication and management -make sure all WP have workplans in place -work with WP4 and WP5 leaders to draft quality, dissemination and exploitation plan. 	<ul style="list-style-type: none"> -review of all aspects of proposal and make sure accounted for in the management plan. -regular review of all WP workplans to ensure each is on track. -communication with partners and all relevant stakeholders to make sure management is functioning properly -survey on management and areas of improvement every 6 months. -management meetings at each international consortium meeting.
6.2 Organisation of national and international project management meetings	<ul style="list-style-type: none"> -set agenda for meetings -organize itinerary 	<ul style="list-style-type: none"> -communication with all workpacakge leads and institutions to ensure all items necessary to discuss are on the itinerary.

<p>6.3 Financial and administrative follow up and reporting to EACEA</p>	<p>-financial reporting of the partner institutions every 6 months. -all documentation uploaded onto the website -constant communication with partners to ensure compliance with reporting.</p>	<p>-Guidelines for the use of the grant, financial management of the grant communicated to partners to raise the quality of the project implementation. -Partner agreement lists actions and procedure for successful project implementation.</p>

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