



D1.1 Project Management Handbook, Quality Assurance and Risk Management (Report)

Lead Beneficiary: Performance Technologies S.A.

Dissemination Level: Confidential, only for members of the consortium (including the Commission Services)

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Executive Summary

For an innovative European-funded project such as TRACY, it is essential to be guided and coordinated using a well-defined Project Management Plan. Therefore, the TRACY Consortium has safeguarded this endeavour elaborating the Project Management Handbook, which covers all the major procedural aspects of the action in order to deliver value with high-quality results.

All the partners play a substantial role in the project and their involvement is grounded on their knowledge, experience and expertise. Therefore, most deliverables require the contribution from multiple partners. The Work Packages have been organized in such a way and accompanied by the relevant milestones, tasks, and deliverables as to ensure effective and efficient development and implementation of the action.

The management structure with clear responsibilities for 1) the Project Steering Committee, 2) Project Coordinator, 3) Scientific and Technical Manager, 4) Work Package Leaders, 5) Task Leaders, Data and Ethics Manager, Ethical Advisory Board and External Advisory Board, allows a clear-cut division of tasks and responsibilities.

The Consortium uses Office 365 and Microsoft Teams as its online workspace, serving as a collaboration and communication tool, ensuring that all the project documentation is accessible to partners, that the communication channels are available and that the project calendar is regularly updated.

Due to the particular nature of the project several tasks and deliverables of the project need to be treated confidential, only for members of the consortium (including the Commission Services).

The work progress of TRACY partners is regularly monitored and coordinated. The TRACY partners shall regularly report on their progress and results via multiple management tools ranging from regular weekly calls, through project meetings, to Continuous, Periodic and Financial Reporting completed using the online Participant Portal. All partners shall also regularly report on their planned and completed dissemination activities via an online spreadsheet available in the WP6 folder of the TRACY Workspace.

The grant payment in TRACY project is split in two parts (pre-finance, and payment of the balance after the end of the project), where 50% of the partners budget is paid to the partners as the pre-finance.

The Project Management Handbook provides an overview of the key administration and legal requirements which needs to be followed by all partners to comply with the EC rules on DIGITAL EUROPE Programme projects. The costs categories (personnel, subcontracting, and other direct costs) are defined together with their eligibility criteria, multiple practical examples, the time

tracking necessity, and the obligation to submit the Certificate on financial statements at the end of the project for some of the partners.

The risk management is based on the continuous risk management approach. The risk assessment will be performed within "Scientific Quality and Assurance Plan", which is comprehended on this Deliverable and will cover the foreseen and any potential unforeseen risks.

The TRACY Project Management Handbook is a pragmatic document, which should serve the whole Consortium in efficient and effective work of this action.