

COST Targeted Network TN1302 BESTPRAC

Experiences in project management

Project start

- Kick-off-Meeting
- Special task for the coordinator...
- create templates for...
 - time-sheets
 - financial reporting
 - deliverables
 - progress reports
 - presentations

Documentation

- Personnel

- timesheets
- employment contracts

- Travelling

- project reference!
- invoices should be comprehensible
- meaningful explanations for the travel expenses

Documentation

- Equipment and material
 - project reference!
 - purchase expensive equipment at the beginning of the project because of depreciation
- Other
 - project reference!
 - explanation at the invoice
 - be aware of tendering process

Documentation

- Subcontracting

- has to be mentioned in the DoW (except „minor subcontracts“ but to be integrated after)
- tender-process (compare min. 3 offers)

Highly sensitive topic!!

Our Monitoring

- Half-yearly update of:
 - progress report > scientific progress
 - financial report > integrated in a tool to better monitor costs already claimed even by the partners

>>Cumulative, until the official report to the commission is due.

CFS

- Certificate on financial statements (Audit)
- from 325k EUR EC contribution
- find an auditor through a tendering-process
- 3-4 weeks for preparation
- 1 week to get the CFS
- date for the audit should be 1 month after the end of the period
- in H2020 the audit is always at the end of the project
- mainly cost documentation methods are evaluated

Role of the coordinator

Has to...

- ...monitor the progress of the project
- ...provide support to the partners
- ...represent the voice of the commission
- ...represent the voice of the consortium
- ...first check the financial statements of the partners
- ...manage troubles
- ...be democratic
- ...take decisions
- ...always follow the rules

Amendments

- Only the coordinator communicates with commission
- Formal letter
- Communication with PO before
- !!takes time!!
- No report submission while open amendment!
- After approval integration in participant portal

Our lessons learned

- So much depends on the coordinator/partners
- Close communication to PO leads to success
- Know the guidelines
- Always try to argue
- But don't be outrageous
- Plan enough time for tasks
- Keep calm!