Work Package 1: Project management and coordination

The leader, Gdansk University of Technology (GUT), is responsible for the overall coordination and management of the project. Experienced staff with appropriate skills (IPMA certificate) in strategic, substantive, financial, and communication management ensure the project's effective management, implementation, and control.

Progress, quality and implementation of activities will be carried out as part of the planned tasks in the work package :

- T1.1 Project Management and Progress Reporting.
- T1.2 Financial and Contract Management.
- T1.3 Management of Communication Activities.
- T1.4 Strategic and technical coordination.
- T1.5 Quality Management (Quality Control of project management, Quality control of learning material development, Risk management).

The key element necessary for properly monitoring the progress, quality and implementation of activities will be the division of roles between individuals participating in the project. The assumed structure will include (Annex 2):

- Lead Partner (LP),
- Project Manager (PM),
- Steering Committee (SC),
- Administrative and Financial Manager (AFM),
- Work Package Leaders (WPL) and Task Leaders (TL).

Project Manager (PM) is responsible for:

- implementing an effective overall management and reporting mechanism,
- monitoring the compliance of progress with the task description in terms of work package management,
- creating a framework for communication and facilitating exchanges between partners,
- coordinating the preparation of work reports and periodic, final reports.

Close cooperation between the PM and the Steering Committee (SC) will be a key and effective element in assessing the progress of work quality and the implementation of tasks. The PM will chair the SC and will consist of representatives from each consortium member (Work Package Leaders (WPL)). SC is the main body that monitors the progress of the project and the implementation of tasks, monitors the use of resources of all partners, makes all decisions related to the organisational and technical management of the project and controls the effectiveness, quality and progress of works.

During cyclical SC meetings, PM and WPL meet to check the compliance of the progress of works with the assumed schedule and to assess the quality of prepared materials, reports, organised workshops and pilot trainings. SC will also be responsible for implementing recovery plans in the event of deviation from the schedule of tasks assumed in the project or the occurrence of unforeseen, unplanned situations that may affect the implementation of the project.

SC meetings are planned quarterly and during scheduled workshops and pilot training. If additional meetings are necessary, they will be scheduled online, depending on the needs. Milestones planned

for each of the packages and reports on the implementation of individual measures (planned task results) will be used to assess the quality and implementation of tasks.