



**Cultural Heritage
Through Time**



Project Deliverable

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1	Sara Gonizzi Barsanti	Document body	March 1, 2017
2	Gariele Guidi	Final version	March 25, 2017
3			
4			



Management Structure

The project will be managed by a project Management Committee. The **Management Committee (MC)** is made up of a Project Leader and all participating Principal Investigators. It meets for the kick-off meeting at the beginning of the project and in correspondence of the project milestones, establishing and maintaining overall coordination and efficient communication between partners, monitor the progress of all research activities, control and manage all technical, administrative and financial tasks, resolve any arising conflicts. The MC has the overall responsibility of the strategic management as well as on all the administrative, contractual and financial issues related to the project. It is the ultimate project authority for the Project.

The various institutions involved in the project are hereafter indicated as **Project Parties (PP) or units**. The CHT2 PPs are Politecnico di Milano, Italy (**POLIMI**), Newcastle University, UK (**NCL**), University of Salamanca, Spain (**USAL**) and the Stanislaw Staszic Scientific Association, Poland (**SSSA**).

The **Project Leader (PL)** is a senior researcher with a solid experience of managing collaborative research projects. He is the contact point for the HERITAGE PLUS Handling Agency throughout the application process and is responsible for communication with the other partners in the Project. The Project Leader must provide the JPI/Heritage Plus management and the monitoring team with an annual report on the progress of the project, integrating the efforts of all consortium members. The PL of CHT2 is **Gabriele Guidi** (POLIMI).

The **Principal Investigators (PIs)** are responsible for leading research activities at their own institutions. Other researchers (senior researchers, post-doctoral researchers, PhD students) can be part of the PIs' project teams. The PIs of CHT2 are respectively: **Jon Mills** (NCL), **Diego Gonzalez-Aguilera** (USAL), **Beata Hejmanowska** (SSSA) and **Gabriele Guidi** (POLIMI).

Management actions

The project activities will follow what is described in the **Description of Work (DOW)** document, and will be managed according to the following criteria:

The **PL** shall:

- a) draw up the periodic and final reports, mid-term review report and additional action plans;
- b) transmit to the PP relevant information on the progress of the project;
- c) inform all the PPs about the JPI/Heritage Plus management and monitoring team communications on the project;
- d) make available (via e-mail, fax or post) all reports, statements, and other correspondence sent to the JPI/Heritage Plus management and monitoring team in the scope of this project.

The other **PIs** shall:

- a) inform as soon as possible the PL of any event which could be able to substantially affect the Project, including any change in the person in charge of following the various activities connected with the project development, any change of control, addresses, telephone, e-mail, and other relevant circumstance concerning the implementation of the Project;
- b) promptly supply to the PL all such information or documents as he is entitled to require;
- c) observe the financial rules set out by JPI-CH;
- d) inform all other PPs about any change in persons, addresses, telephone and fax numbers and other relevant means of communication as soon as possible.



Agenda

All the partners agree in producing official documents regarding the different WPs and deliverable related to the progress of the project.

The PL has to write the periodic, mid-terms and final reports and all the action plans requested, inform all the partners about the reports and the progress of the project along with the management and the monitoring of the team communications. All the deliverables, reports, statements, correspondences and communications have to be sent to all the partners in order to make them aware of the progress of the project. Such documents have to be delivered also to the JPI-CH monitoring team, when requested.

The PIs will be in charge of monitoring the progress of the tasks, being in direct communication with the PL, informing him about any problem or delay that will may affect the project, as well as any change in the team. The PIs has to deliver all the documents and reports the PL needs, as scheduled in the DOW and to follow the financial rules requested by the local financing agencies supporting JPI-CH.

The management of the project is accomplished by the Management Committee, that will decide about any implementation of the work related to the goals defined in the project.

The project is divided in five **Work Packages (WPs)**:

- WP1 "Management"
- WP2 "Methodology definition"
- WP3 "Data collection"
- WP4 "4D model publication"
- WP5 "dissemination".

The timing of those activities is specified in the DOW document and will possibly by updated by unanimous decisions of the Management Committee.

Each partner will be in charge of one WP, in particular:

- POLIMI leader of WP1 and WP3;
- USAL leader of WP2;
- SSSA leader of WP4;
- NCL leader of WP5.

The PI of each unit has the duty to follow the progress of the work, to update the PL and to deliver the results to the other units. This is fundamental since each WP is connected to the following one and so the progress or the delay of a WP can influence the others.

The MC met at the kick-off meeting at the beginning of the project and defined the following periodical meeting in conjunction with the milestones and conferences in which all the PIs will participate.

During the kick-off meeting, the MC decided the overall coordination pipeline and the efficient control on the progress of the research activities of the project.

According to the decisions of the MC, the communication from the project to the external world will be managed following simple rules such as:

- a common template for conference presentations with the CHT2 and the Heritage Plus logos
- the use of a standard template for the Project Deliverables represented by reports or other textual documents;
- the compilation of minutes for each meeting of the MC using the same template.

In addition, as required by the Heritage Plus coordination, each annual communication toward them will be managed using the pre-defined JPI-CH templates for reports and excel files.