Управление на проекти
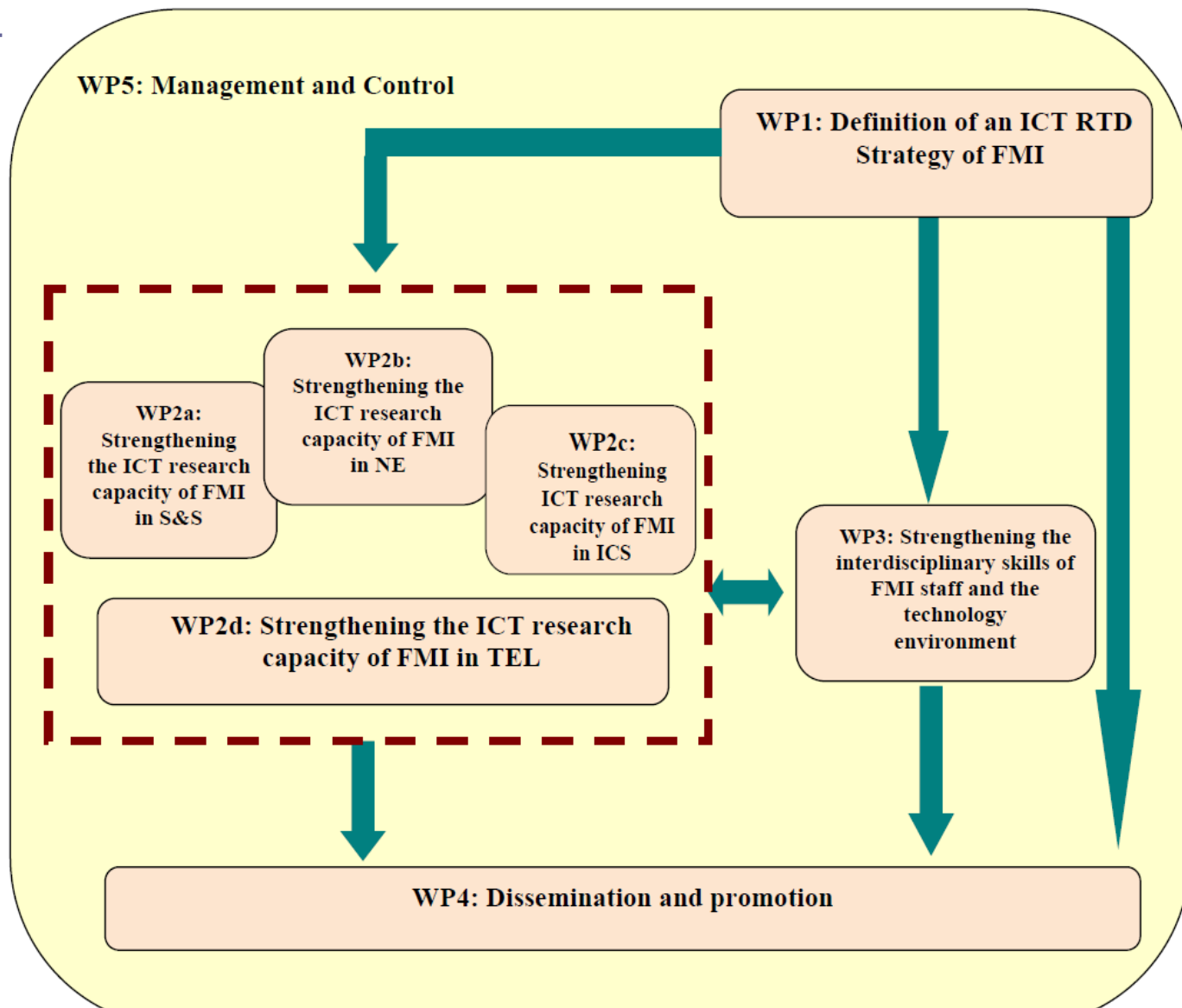
доц. Елисавета Гурова

Основни теми

- Управленска структура

- Управленски процеси

- Примери

Управление в SISTER – работни пакети

WP5: Management and Control

WP1: Definition of an ICT RTD Strategy of FMI

WP2a: Strengthening the ICT research capacity of FMI in S&S

WP2b: Strengthening the ICT research capacity of FMI in NE

WP2c: Strengthening ICT research capacity of FMI in ICS

WP2d: Strengthening the ICT research capacity of FMI in TEL

WP3: Strengthening the interdisciplinary skills of FMI staff and the technology environment

WP4: Dissemination and promotion

Управление в SISTER – структура
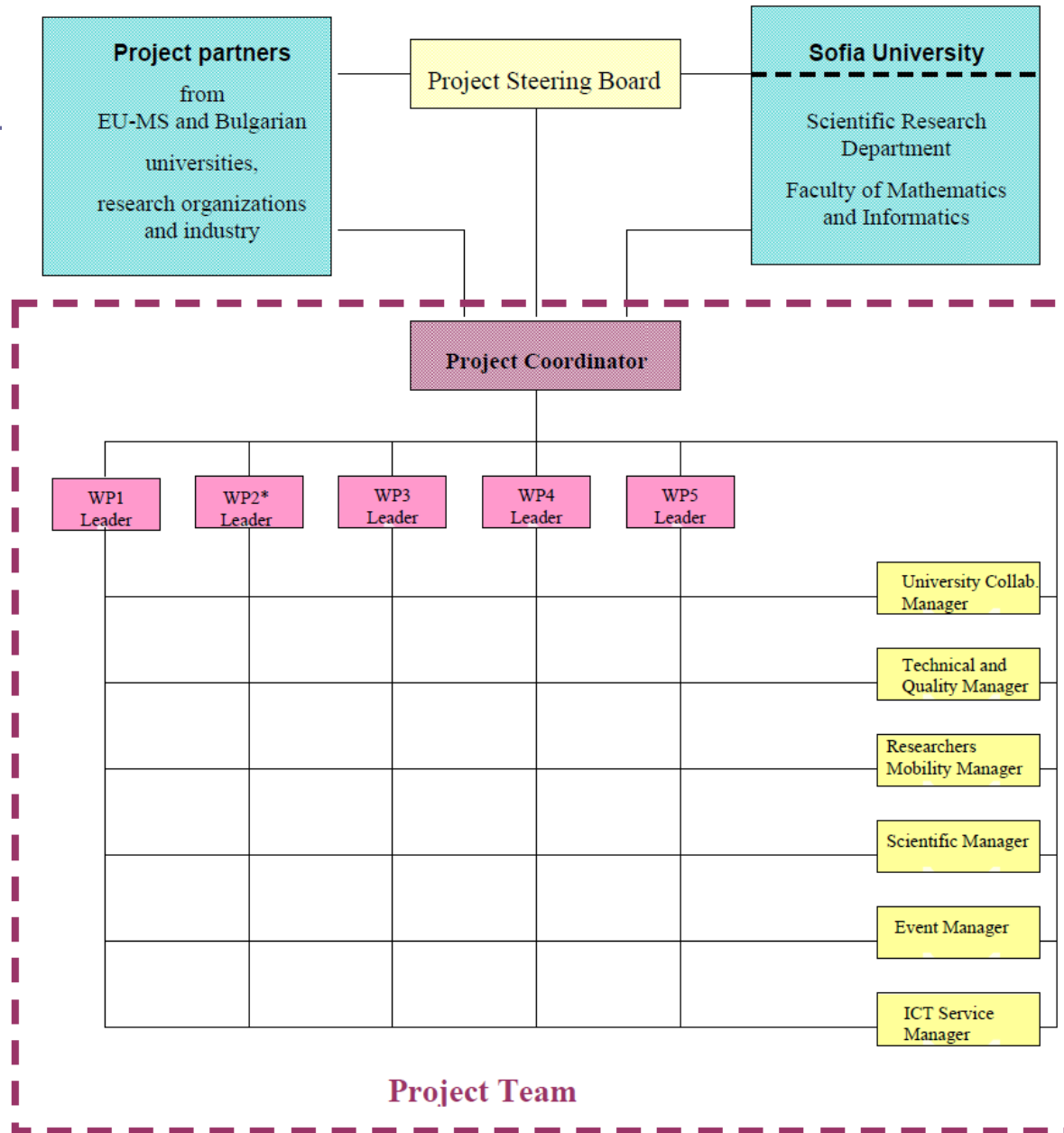
Управление в SISTER - процеси

All important management procedures will be formalised in the SISTER Project Statute-Book.

Co-ordination. The Project Coordinator will keep all parties fully informed of progress to maximise the synergy of co-operation. Information flow will be enhanced by the use of electronic mail and the services of the Web based project management platform where all deliverables, reports, minutes and other working documents of the Network will be stored and thus available to all of its members. A project Web portal will be established as well.

Planning and reporting. Administrative planning and reporting is the responsibility of the Project Coordinator. The administrative monitoring and reporting of the implementation of the project budget is the responsibility of the Project Coordinator and will be reported to the EC via the Progress Reports.
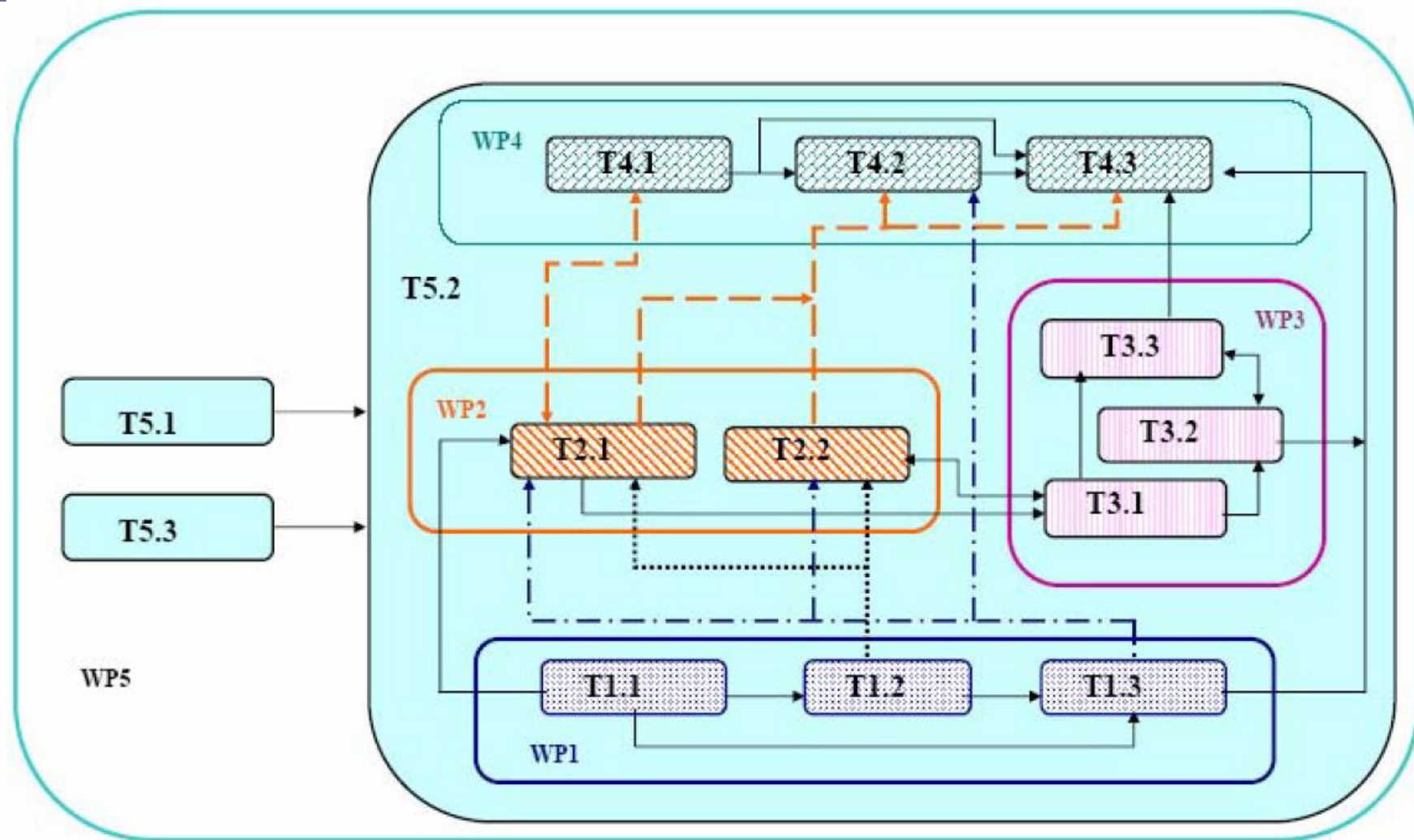
Technical planning and reporting is the responsibility of the Project Coordinator, who will be supported by the Work package Leaders and Project Officers. This shall be reported to the EC via the Progress Reports, which will contain indicators of what is done according to the Work plan, what has to be done, changes, and a more detailed plan for the next period.

Deliverables Handling. The responsibility for the production of the deliverables is of each Work package Leader and the respective Project Officers. The Project Coordinator approves the final deliverable. The Project Coordinator will submit the deliverable to the EC.
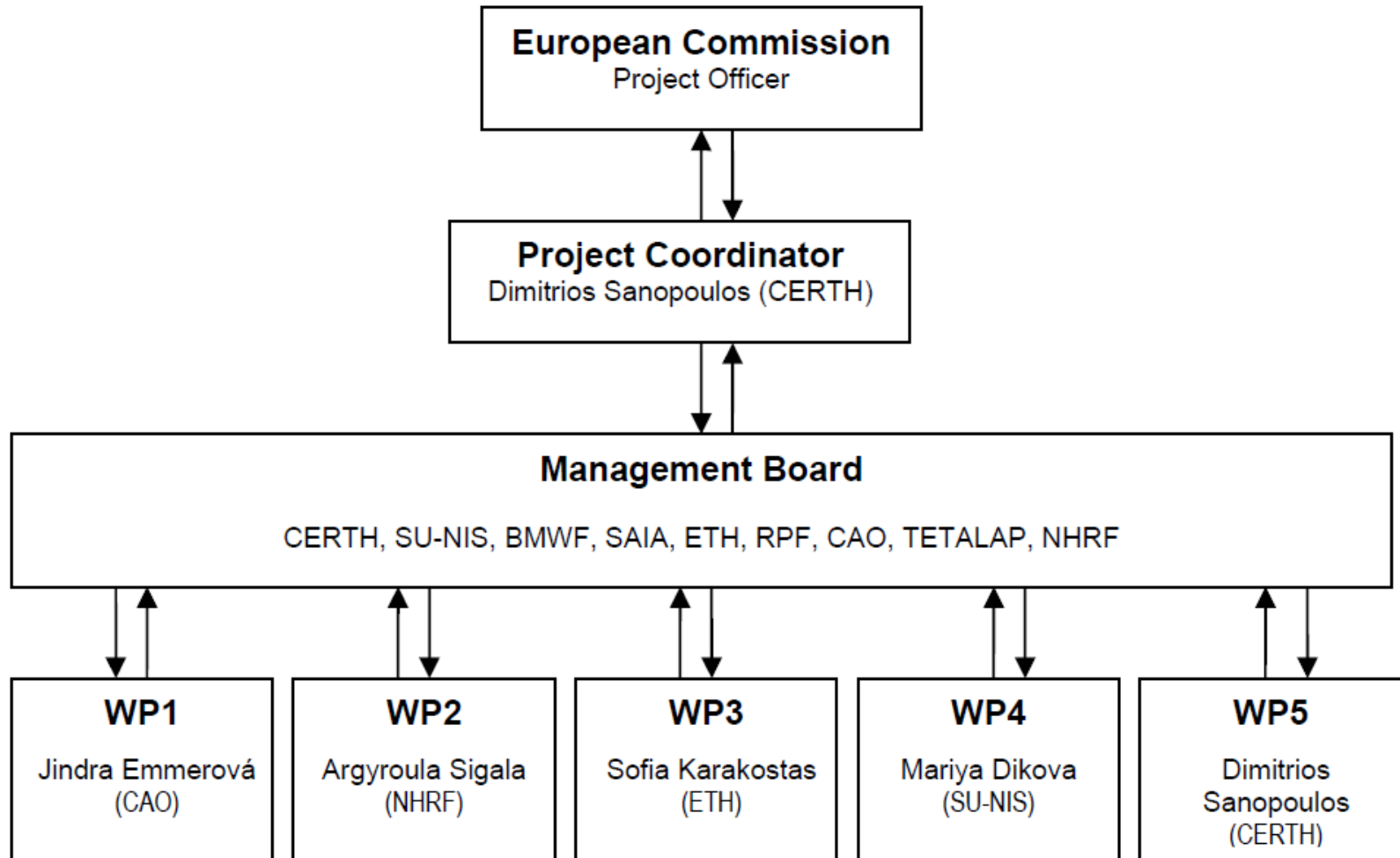
Conflict resolution. In the case of any conflict, maximum effort will be spent to resolve the situation with informal discussion to find a solution. In an extreme case of no agreements, the project manager will organize a conflict resolution meeting within 30 days following the reception of a written request transmitted by any SISTER participant.

Управление в SISTER – Gantt chart

№	Tasks by Work Packages	Y1				Y2				Y3			
WP1	Task 1.1. Identification of FMI research competences, technology trends and ICT research needs												
	Task 1.2. Developing and validation of ICT RTDI strategy for FMI												
	Task 1.3. Developing an action plan for FMI future research and training activities												
WP2a	Task 2a.1. Determining joint research agenda in SE												
	Task 2a.2. Establishing S&S research infrastructure												
	Task 2a.3. Intensifying research potential												
	Task 2a.4. Advancing education in S&S												
WP2b	Task 2b.1. Determining joint research agenda in NE												
	Task 2b.2. Raising the scientific competences of FMI researchers												
	Task 2b.3. Development of technology for e-business												
WP2c	Task 2c.1. Determining joint research agenda in ICS												
	Task 2c.2. Raising the scientific competences of FMI researchers												
	Task 2c.3. Development of prototypes of intelligent tools supporting generation and maintaining of e-books :												
	Task2c.4 Creation of digital libraries												
	Task2c.5 Development of prototype of Adaptive intelligent e-Learning System												
WP2d	Task 2d.1. Determining joint research agenda in TEL												
	Task 2d.2. Raising the scientific competences of FMI researchers												
	Task 2d.3. Enhanced networking of European universities in TEL												
WP3	Task 3.1. Enhancing the entrepreneurship, innovation and technology transfer capacity												
	Task 3.2. Focus on research networking with industry												
	Task 3.3. Improving the research and technology environment at FMI												
WP4	Task 4.1. Organizing scientific events related to ICT research												
	Task 4.2. Development of FMI research and training data bases												
	Task 4.3. Publication of research results and knowledge												
WP5	Task 5.1. Network management structure procedures establishing												
	Task 5.2. Day-to-day management and control												
	Task 5.3. Technical and Management Meetings												
	Task 5.4. Regular reporting to the Commission												

Управление в E*CARE – работни пакети

Управление в E*CARE – структура

Управление в E*CARE – Gantt chart

1.3.2 Timing of the work packages and their components (Gantt chart)

	Tasks by work packages	M3	M6	M9	M12	M15	M18	M21	M24	M27	M30	M33	M36
WP1	Task 1.1. Desk research and draft questionnaires												
	T1.2. Preparatory workshop		W1										
	Task 1.3. Survey implementation and analysis												
WP2	Task 2.1. Preparing National reports on trends and problems												
	Task 2.2. Preparation of Best practices guide												
WP3	Task 3.1 Collaborative Learning experiences						W2						
	Task 3.2. Priorities, policies and implications												
	Task 3.3. Looking back and moving forwards												
WP4	Task 4.1. National seminars										S		
	Task 4.2. Final Conference												C
	Task 4.3. Dissemination and publication of materials												
WP5	Task 5.1. Establishment of network management structure procedures												
	Task 5.2. Day-to-day management and control												
	Task 5.3. Technical and management meetings		W1		MB1		MB2		MB3		MB4		MB5

Legend:

Wx = workshop | MBx = Management Board Meeting | S = seminar | C = conference

Управление в УНИТе – структура
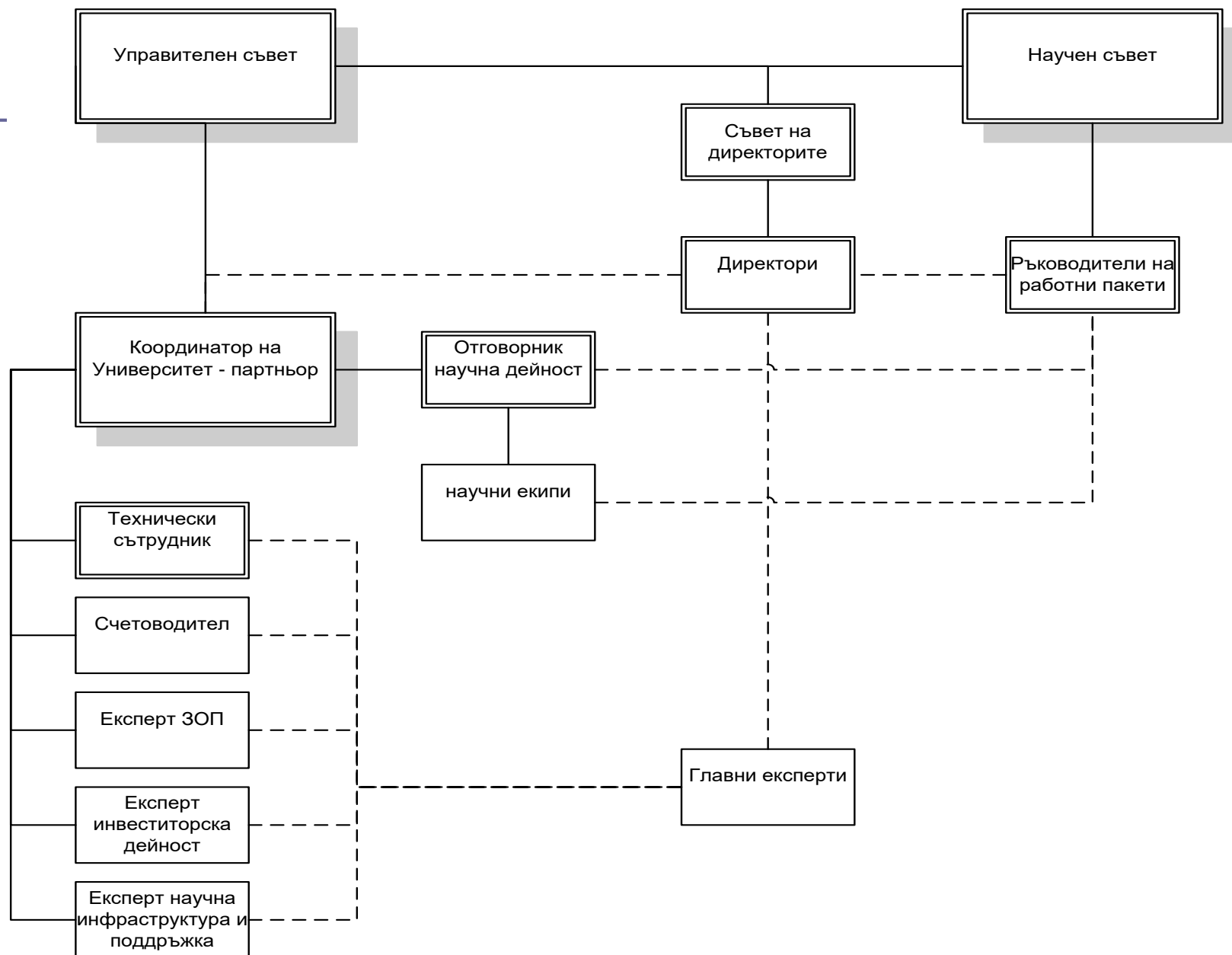
Планиране в проекта УНИТе

- План за изпълнение на проекта - основен документ за координация, изпълнение и контрол на извършваните дейности
- Основен принцип при планирането: проектът да се изпълнява съгласно Административния договор, както е описан в:
    - Проектната обосновка
    - Формуляра за кандидатстване
- Компоненти на плановете за работа :
    - цели и задачи за изпълнение на съответната дейност
    - основни резултати, които трябва да се постигнат
    - индикатори за успешно изпълнение
    - срокове и отговорници за поставените задачи
    - необходими ресурси (човешки, материални и финансови)
    - методи за контрол на изпълнението.

Управление в УНИТе – отчетност
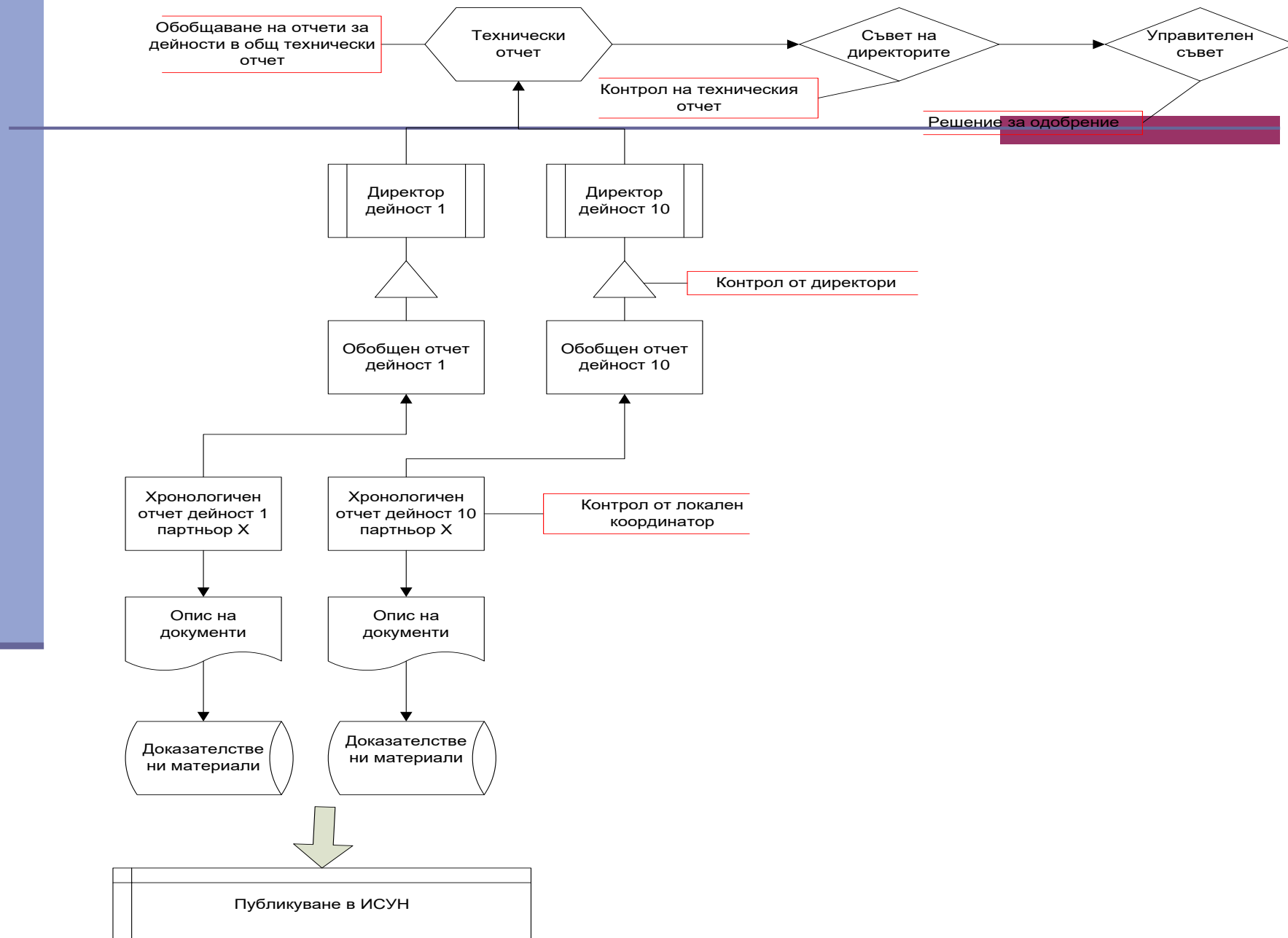
Въпроси?

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