#### planning 2.png

**Figure 6:** CityFly Gantt chart

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Work package number** | WP1 | | **Start Date or Starting Event** | | M1 | | | |
| **Work package title** | Project Management & Coordination | | | | | | | |
| **Participant number** | **1** | 2 | 3 | 4 | 5 | 6 | 7 | |
| **Short name of participant** | **UHasselt** | ABEONA | KUL | UTBM | UNIZG-FER | ZFOT | FTN | |
| **Person/months per participant:** | **26** | 4 | 2 | 2 | 2 | 2 | 2 | |
| **Participant number** | 8 | 9 | 10 | 11 | 12 | 13 | 14 | |
| **Short name of participant** | ULD | TN-WPS | VELOCITY | UoS | BGU | TAU | IPN | |
| **Person/months per participant:** | 2 | 2 | 2 | 5 | 2 | 2 | 1 | |
| **Participant number** | 15 | 16 | 17 |  |  |  |  | |
| **Short name of participant** | CRSA | CERTH-HIT | UCD |  |  |  |  | |
| **Person/months per participant:** | 1 | 1,5 | 2 |  |  |  |  | |
| **Objectives**   * To ensure project execution on time and on budget and the achievement of the scientific, technical and societal project goals. * To provide a state-of-the-art project management satisfying the needs of the financing institutions, the partners, the auditors, as well as the public and policy-makers. * To provide the deliverables and the reports to the Commission according to guidelines. * Adequate project communications by means of a collaboration platform and regular (physical) meetings.   **WP Leader: UHasselt. Supported by all WP leaders. All partners have to respond to management issues and therefore have some resources in this WP.** | | | | | | | |  |
| **Description of work**  The aim of WP1 is to coordinate all project activities, ensuring that all partners are working towards a common goal.  **T1.1 Project coordination.**  To coordinate and administratively manage the project as a whole, task 1.1 encompasses the following activities:  • Set up the project constituency and project bodies  • Communication with the European Commission  • Contract management (including Consortium Agreement)  • Project meetings, meetings of Management and Advisory Board and contacts  • Technical and financial reporting (progress reports, deliverables, submission of claims)  • Organisation and management of the periodic review and other meetings  • Overall coordination of all WPs  • Day-to-day management of activities and contact to partners  • Interface among technical partners  • Control of technical work and reports  • Organiser and chairman of technical meetings / minutes  (lead by UHasselt)  **T1.2 Quality control, monitoring & evaluation.** Quality control, progress monitoring and the evaluation of planned impacts will be the main objectives of this task, thus taking necessary managerial steps to assure that the project proceeds according to the project plan whilst successfully delivering the objectives and goals declared. Every WP leader will be responsible for timely reporting to the Project Coordinator, for timely provision of deliverables as well as for co-ordination between partners involved in his/her WP. Quality control and monitoring works from the master project plan and quality control mechanisms defined in Section 3.2.4 and in reference to the expected impacts regarding the aim and objectives set out by the project. The project evaluation and impact assessment checks whether or to  what degree the project has been successful regarding the aim and objectives set out by the project. The task moreover assesses the impacts that arise from individual measures as proposed and from combined sets of measures. This concerns impact for both science and practice. (UHasselt, All)  **T1.3 Security and Confidentiality management.** The setup of a security and confidentiality policy, and the management of the security and confidentiality issues related to the usage of data & technologies necessary for the deployment of UAVs in our pilot cities. (UHasselt, All)  **T1.4 Financial management.** Task 1.4 will include a concerted set of activities for a successful and robust financial management of the project which included:  • Maintain accurate records of costs, financial and human resources of the project; maintain accurate consolidated records of costs, resources and time-scales;  • Ensure that EC contractual rules concerning expenditures and reporting are respected and reports to the EC are prepared on time following the contractual reporting periods;  • Support partners in the financial management and reporting of their part of the project budget;  • Distribute interim payments received by the Commission services.  (lead by UHasselt)  **T1.5 Project Links to other Projects.** In this task, the links to the other projects in the field of the MG1.4 call will be highlighted. The relationships between CityFly and other EU and national projects will also be determined. (lead UHasselt, supported by UTBM) | | | | | | | |  |
| **Deliverables**  **D1.1. Project plan.** State of the art initial project plan, reconciled, agreed on and signed off by all project partners. (T1.1; M3)  **D1.2 Project reports, progress reporting, status reports.** This deliverable includes the reporting and planning documents necessary for a state-of-the-art project management. (T1.2; M36)  **D1.3 Project collaboration platform.** The collaboration platform is the daily working basis for the project partners. It enables effective and accurate exchange of information and collaborative working as well as an in-time documentation of the results. (T1.1, T1.2; M3)  **D1.4 Periodic management reports regarding finance and administration.** A highly professional reporting will be established, to provide our financing institution and our project partners and the public with an appropriate transparency of our financial behaviour and our administration of the project. (T1.4; M36)  **D1.5 Project presentations.** The general public has a right to a high degree of transparency, especially in the context of such a sensitive topic. Therefore we intend to publish the project (status) presentations we prepare for our project and steering meetings. (T1.2; M36)  **D1.6 Protocols of the project meetings and steering meetings.** These protocols are part of any professional project management and will be available for the commission and reviewers. Core aspects should be published in a summarized form on the project website, such ensuring a high level of transparency and thereby encouraging interested third parties to interact with the project. (T1.1; M35) | | | | | | | | |