Deliverable D1.1 Project management plans – publishable summary

1. Purpose of the project management plan

The objective of this deliverable is to develop project management and quality assurance plans which describe the plan for project management and collaboration and coordination tools of the project. It will be created as a support to the consortium with the main goal to facilitate the collaboration between partners and ensure that IMI requirements are respected. The plan will include a project design and charters with clear accountabilities and interdependencies between the tasks.

Non-scientific project management of the PIONEER project is performed by a collaboration of EAU and ttopstart. This document details the project management plans for PIONEER, including Reporting, Progress management, Communication and Risk management. Using this plan, the scientific management can focus on the scientific progress of the project, while the project management ensures that the project runs according to plan and fully in line with the EC grant agreement.

Target audience
The target audience for this document is mainly the project's partners, to have a clear but concise reference on the project's management aspects. Also, this document will serve European Commission officials to do an early assessment of the project's management methodology.

Living document
This document is a living document and will be updated and edited if needed.

Plans are based on PRINCE2® methodology
These project management plans are based on the 7 principles of the PRINCE2® (projects in controlled environment) methodology:
1. Continued business justification
2. Learn from experience
3. Defined roles and responsibility
4. Manage by stages
5. Manage by exception
6. Focus on product
7. Tailor the project management to suit

Deliverable D1.2 Collaborative website (intranet) – publishable summary

PIONEER consist of 32 beneficiaries, across 9 countries. This requires a functional, transparent internal communication tool. For this we have chosen to use SharePoint, which is an industry leading platform from Microsoft. Each consortium member has given access to this SharePoint, and is able to add and edit documents related to the WP and subgroups this person is involved in. PIONEER's SharePoint contains different functionalities such as:

1) Document sharing,
2) Group calendar,
3) List of Deliverables,
4) List of Milestones,
5) GANTT chart of tasks.