



MORPHEUS

Abstract of the Project Management Plan (D1.1)

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ABSTRACT	This document is the abstract of the D1.1. It is available on the MORPHEUS public website
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Aim

The D1.1 (Project Management Plan) contains the description of:

- The quality process (methods, tools, guidelines) regarding the management of the MORPHEUS project and especially: the quality plan used for the production of documents, the exchange of information, the approval of deliverables and the performance of the reviews.
- The tools and methods used for the reporting and monitoring of the project and in particular the methodology for application of risk management and use of risk register

1.1. Content

It is composed of:

- One core part (***management guidelines***) giving common information on the quality process and the monitoring of the project. This part includes the following guidelines:

1. Quality process

This section defines the quality rules and processes to ensure a successful management of the project.

- a Decision making
- b Communications
- c Meetings
- d Document management
- e Production of deliverables
- f Contractual management and updating
- g Financial management
- h Guidelines for official EC reviews and reporting

2. Project's reporting and monitoring

This section presents the different ways/tools to gather information on the project progress. Those tools will be used as "snapshots" of the project's evolution. The monitoring of the project will consist in a regular analysis of this information so as to take decisions consequently.

- a Internal reporting
- b Project global internal reviews
- c A set of indicators
- d A specific tool for the Risk management

The guidelines dedicated to "Contractual management and updating" and "Financial management" will be completed according to the needs (i.e. during the 2nd semester of year 1) so as to set up the method for the annual administrative and financial reporting. Other guidelines can be added according to the needs and to the project's progress (example: "Dissemination guidelines").



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The D1.1 (Project Management Plan) is available on the MORPHEUS collaborative platform.

- The lists and aims of the **templates** available
- A set of **practical information sheets** providing specific and detailed information to different aspects of the project management.

1.2. Use and update of the document

The Project Management Plan is upgradeable and will be updated regularly: additional practical information sheets will be added according to the progress and the needs of the project (e.g. sheet “process for gathering information for the annual reports”).

The Project Management Plan can be downloaded from the MORPHEUS collaborative platform.

1.3. Contractual force of the document

The terms and provisions of the EC contracts -and its annexes- and the MORPHEUS Consortium Agreement will prevail in the event of any inconsistency with the recommendations and guidelines defined in the Project Management Plan.

