

## Project Management

Concrete project management tasks that we can take over for you:



### Negotiation

- We negotiate budgets during application phase and in contract negotiations.
- We negotiate regulations in the Consortium Agreement.

### Coordination

- We coordinate administrative activities.
- We take care of the compliance with deadlines and Progress Reviews.
- We stay in touch with other administrative units and with project partners.
- We coordinate the management of the consortium.

### Communication

- We serve as contact point for project partners, coordinator and academic colleagues.
- We are in Touch with EU and National Contact Points.
- We create posts for project websites and other communication channels.

### Reporting

- We write contributions to Periodic Reports (administrative aspects).
- We ensure punctual delivery.
- We coordinate the exchange with project partners.

### Financial Issues

- We calculate the budget(s) (for the whole consortium as well as internally).
- We take care of cost control.

- We distribute the funds and organize financial settlement.
- we provide support in preparing the financial statement and obtaining the audit certificate.
- We create, run and collect timesheets.

### **Contract Management**

- We make sure the form A (accession to the contract) is punctually submitted.
- We correspond with the Legal Department and the Coordinator.

### **Project Meetings and Conferences**

- We organize and/or actively participate in project meetings and conferences.
- We prepare own contributions.

#### Useful Tips

› Work Group Project Management of the BundesArbeitsKreis (BAK) of EU officers at German universities

#### Project Management Tools

- ▶ Currency Converter ECB
- ▶ DFN Scheduler