

### 1.3.3. WT3 Work package descriptions

<b>Work package number</b> <sup>9</sup>	WP1	<b>Lead beneficiary</b> <sup>10</sup>	1 - KU Leuven
<b>Work package title</b>	Project Management		
<b>Start month</b>	1	<b>End month</b>	48

#### Objectives

Effective project management, including high quality implementation and on time completion in accordance with the budget, is a central element of successful research. The following objectives will be actively pursued by WP1:

1. Establish a communication infrastructure which enables the partners to communicate efficiently and to stay connected for the run-time of the project (Task 1.1)
2. Make IMMERSE achieve its objectives and to deliver on time: financial and technical reports and high quality milestones and deliverables (Tasks 1.3, 1.4).
3. Ensure the consortium abides the regulations and contractual obligations according to the Grant Agreement, its annexes and the Consortium Agreement (Task 1.2).
4. Look after the project's finances and to report them properly to the European Commission (Task 1.4).
5. Preserve the rights of the partners regarding intellectual property and to act as a mediator in case of disputes (Task 1.2).
6. Provide effective communication channels in order to inform the wider public on relevant project strategies and outcomes (Task 1.5).

#### Description of work and role of partners

##### **WP1 - Project Management** [Months: 1-48]

##### **KU Leuven**

The responsibility for project management in IMMERSE lies with the coordinator (KU Leuven). A project management office (PMO) will be set in place; headed by the lead of WP1 (Prof. Inez Myin-Germeys), the Project Manager (Dr. Martine van Nierop), with support from an administrative assistant.

The Project Manager will act as the central point of communication for all non-scientific support to the researchers of the consortium. The coordinator (KU Leuven) will be responsible for all tasks described in WP1 and represents the consortium in relation to the Commission. Tasks include (but are not limited to) monitoring of correct implementation of the action, act as intermediary between beneficiaries and the Commission, timely submission of deliverables and complete reports to the Commission, processing of any financial tasks, and coordination of wider communication to the public.

##### Task 1.1. Project communication (KU Leuven)

- The Project Management Office (PMO) will handle all daily correspondence and will be the first contact point for the partners. It will thus act as a helpdesk for everyone with the clear aim to facilitate the work for the scientist and technicians, and to support them in achieving their aims.
- The PMO will organise regular online conferences among the WP leads and the consortium members in order to coordinate the work, to follow-up on open tasks and to discuss scientific/technical matters.
- A professional project website as well as social media channels will be created by the PMO which represent the consortium and the project online.
- Supporting the coordinator in fulfilling her tasks in relation to the EC, the PMO will prepare any communication to the EC and discuss details (e.g. amendments) prior to submission.
- The PMO will organise all General Assembly and Steering Committee meetings (see chapter 3.2 for details).

##### Task 1.2. Contract management (KU Leuven)

- In order to support the coordinator in compliance by beneficiaries with their obligation under the grant agreement, the PMO will monitor the partners' performance.
- In addition to the rules set out in the Grant Agreement, the PMO will make sure that rules agreed in the Consortium Agreement will be followed. It will thus oversee the compliance with the decision-making rules and involvement of the Scientific & Ethical Advisory Board (see chapter 3.2). In addition, the PMO will monitor the compliance of all beneficiaries to the IP rules and act as the first mediator in IP disputes.
- Amendments to the Grant Agreement and/or the Description of Work will be prepared and requested if changes to the technical content or any administrative issues require doing so.

Task 1.3. Coordination, monitoring and reporting (KU Leuven)

- The PMO will keep an overview on deadlines and progress. Whenever necessary, it will remind the partners of their tasks and corresponding due dates.
- The PMO will support the coordinator in her duty to submit Periodic Reports to the EC.
- Planning and organizing general assembly and steering committee meetings, together with the partners. Meeting minutes, including decisions and actions, will be made and follow-up will be monitored.

Task 1.4. Financial management, project accounting and related formalities (KU Leuven)

- The coordinator will receive the initial pre-financing and the later payments from the Commission and will transfer the relevant shares to the partners without unjustified delay. The PMO will provide support and consultancy to the partners with regard to issuing their financial statement.
- Whenever required, the PMO will prepare cost-budget-comparisons for the General Assembly and will prepare decisions on potential budget shifts by making the relevant calculations.

Task 1.5. Quality control (KU Leuven)

The PMO and coordinator are responsible for the overall quality of the results. An overview of the activities of the consortium will be presented to the Scientific & Ethics Advisory Board as well as the Patient Advisory Board once a year for review and guidance. The coordinator and the WP leads will monitor the publication activities of the partners to safeguard timely distribution of knowledge.

Participation per Partner

Partner number and short name	WP1 effort
1 - KU Leuven	35.00
<b>Total</b>	35.00

List of deliverables

Deliverable Number <sup>14</sup>	Deliverable Title	Lead beneficiary	Type <sup>15</sup>	Dissemination level <sup>16</sup>	Due Date (in months) <sup>17</sup>
D1.1	IMMERSE website internal part online	1 - KU Leuven	Demonstrator	Confidential, only for members of the consortium (including the Commission Services)	2
D1.2	IMMERSE public website and social media channels online	1 - KU Leuven	Websites, patents filling, etc.	Public	6
D1.3	General Assembly meeting year 1	1 - KU Leuven	Report	Confidential, only for members of the consortium (including the Commission Services)	13
D1.4	General Assembly meeting year 2	1 - KU Leuven	Report	Confidential, only for members of the consortium (including the Commission Services)	25
D1.5	General Assembly meeting year 3	1 - KU Leuven	Report	Confidential, only for members of the	37

**List of deliverables**

<b>Deliverable Number<sup>14</sup></b>	<b>Deliverable Title</b>	<b>Lead beneficiary</b>	<b>Type<sup>15</sup></b>	<b>Dissemination level<sup>16</sup></b>	<b>Due Date (in months)<sup>17</sup></b>
				consortium (including the Commission Services)	
D1.6	General Assembly meeting year 4	1 - KU Leuven	Report	Confidential, only for members of the consortium (including the Commission Services)	48

**Description of deliverables**

D1.1: IMMERSE website internal part online (M2)  
D1.2: IMMERSE public website and social media channels online (M6)  
D1.3: General Assembly meeting year 1 (M13)  
D1.4: General Assembly meeting year 2 (M25)  
D1.5: General Assembly meeting year 3 (M37)  
D1.6: General Assembly meeting year 4 (M48)

D1.1 : IMMERSE website internal part online [2]  
In order to establish a communication infrastructure which enables the partners to communicate efficiently and to stay connected for the run-time of the project, the PMO will set up an internal website with access granted to all consortium members, as a means of communicating all project documents, deadlines of deliverables, meetings (registration forms, minutes, agenda) and contact details of all members.

D1.2 : IMMERSE public website and social media channels online [6]  
In order to provide effective communication channels in order to inform the wider public on relevant project strategies and outcomes, a professional project website as well as social media channels will be created by the PMO which represent the consortium and the project online.

D1.3 : General Assembly meeting year 1 [13]  
The General Assembly will meet at least once a year. This will be organised by the Project Management Office, and a report of the meeting will be provided one month after the meeting (including participants list and minutes of the meeting).

D1.4 : General Assembly meeting year 2 [25]  
The General Assembly will meet at least once a year. This will be organised by the Project Management Office, and a report of the meeting will be provided one month after the meeting (including participants list and minutes of the meeting).

D1.5 : General Assembly meeting year 3 [37]  
The General Assembly will meet at least once a year. This will be organised by the Project Management Office, and a report of the meeting will be provided one month after the meeting (including participants list and minutes of the meeting).

D1.6 : General Assembly meeting year 4 [48]  
The General Assembly will meet at least once a year. This will be organised by the Project Management Office, and a report of the meeting will be provided one month after the meeting (including participants list and minutes of the meeting).

**Schedule of relevant Milestones**

<b>Milestone number<sup>18</sup></b>	<b>Milestone title</b>	<b>Lead beneficiary</b>	<b>Due Date (in months)</b>	<b>Means of verification</b>
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