WP1 - Finance and planning

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Work Package 1 - Log time and expenses **[2]**

Aim: To provide overall co-ordination of the project, ensure that work

package outcomes are delivered to budget and ensure effective and

efficient overall financial management.
Staffing Days and Budget

Partner	Management	Research	Technical	Admin	Euros
UK	35	0	2	22	14785
ES	2	0	0	5	1305
RO	2	0	0	5	605
CZ	2	0	0	5	663
BG	2	0	0	5	343

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Travel and Subsistence in Euros

Partner	Travel	Subsistence	Total
UK	1600	5280	6880
ES	0	0	0
RO	0	0	0
CZ	0	0	0
BG	0	0	0

External consultants 24,190 Euros, external pedagogical evaluation and technical support.

Targets and key outcomes

Phase 1

- Web based management systems in place (Results 1-13)
- Project Board in place (Results 1-13)
- Bank accounts and financial systems in place (Results 1-13)
- Interim report on outcomes plus actions required (Result 7)
- Current account summary (Result 7)

Deadline 31st March 2010

Phase 2

- Act on recommendations from interim report approved by Project Board (Results 1-13)
- Report on financial control and audit including independent monitoring reports to ensure

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good value for money (Result 7)
- Ensure budget cash flow is accurate for the year end (Results 1-13)
- End of phase management report with recommendations for improvements (Result 7)

Deadline 30th September 2010

Phase 3

- As for phase 2 plus
- Close scrutiny to ensure project deliverables are on target particularly the support for sustaining centres post-funding. ((Results 1-13)
- Report to Project Board on any areas for concern with recommendations for action. (Results 1-13)

Deadline 31st March 2011

Phase 4

- As for phase 3 plus
- Compile information for final report and final accounts and produce reports. (Result 8)
- Confirmation of accuracy by external independent consultants (Result 8)
- All planned results achieved (1-13)

Deadline 30th September 2011

General description from the application

Co-ordination of the Work Packages and supporting partners in achieving their goals using PRINCE 2 management principles covering 4 phases each lasting 6 months. Phase 1 - Start up meeting of partners, establish Project Board and Project Office with appropriate communication channels and software management systems (ticketing, VOIP, apps sharing etc). Set up financial systems and expectations of partners, gathering information, providing support and remedial training to partners where necessary, start compiling documentary evidence from business, user and specialist perspectives. Provide end of phase interim report including financial summary with recommendations for action to Project Board. Phase 2 Act on recommendations from interim report approved by Project Board. Financial control and audit including independent monitoring to ensure good value for money. Continue to provide general professional support related to the innovation being transferred. Provide tech support as required. Continue to gather information and present interim report to the Project Board. Ensure budget cash flow is accurate for the year end. Phase 3 As for phase 2. Ensure project deliverables are on target particularly the support for sustaining centres post-funding. Report to Project Board Phase 4 As for Phase 3. Compile information for final report and final accounts.

Methods and pedagogy

The method will be primarily related to PRINCE 2 principles. The sub-tasks involved in this procedure are:
Project Assurance, Project Support and Controlling Change.
Project Assurance provides three views of assurance, business, user and specialist. Each view reflects the interests of three Project Board members. Assurance is about checking that the project remains viable in terms of costs and benefits (business assurance), checking that the users' requirements are being met (user assurance), and that the project is delivering a suitable technical solution (specialist assurance).
Project Support includes administrative work, ensuring the technical infrastructure is reliable, keeping everyone informed, arranging meetings, keeping plans up-to-date, chasing things up, keeping files, acting on identified risks and issues. The Project Support Office overseen by the Project

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Board will help WP Managers with this work

Budget comments

All partners have 2 managment days and 5 admin days to cover general Project Board meetings and correspondence. UK has days and time to make partner visits where necessary and to set up and maintain communication systems.

Associated Deliverables

Project outcomes to budget and schedule (Results 1-13)

Links to financial details underpinning the summaries on web pages

Original Spreadsheet with budget details and WP schedules [3]

Source URL: https://theingots.org/community/WP1Budget

Links
[1] https://theingots.org/community/node/9240#comment-623
[2] http://theingots.org/community/Log_costs
[3] http://spreadsheets.google.com/ccc?key=0AtgK7Uqp_o3odHpLTmRsb0J5ejl3N1NPczNtMGlVeFE&hl=en_GB

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