

D1.1 Project Management Guidebook

Executive Summary

This deliverable sets out the management guidelines to be followed by the IN-PREP consortium throughout the course of the IN-PREP Action. Such management guidelines specify roles and responsibilities of management entities within IN-PREP (Project Coordinator, Technical Manager, Quality Manager, Innovation Manager, Ethics/Legal/Security Manager, End Users Manager and Risk and Mitigation Planning Manager) but most importantly the entirety of procedures that are governing the Action, for which the Consortium should be aware and comply with. The focus lies on monitoring the Action's progress across the project and quality, technical and innovation, user, ethics, legal and security domains and implement if and where needed corrective actions.

Thereafter, as explained in this document, the progress of the project will be evaluated at all above domains through various monitoring means, such as the monthly teleconferences that involve representatives from all Work Packages and Management activities, the face-to-face meetings (plenary, technical, dissemination, etc.), the quarterly internal reporting and ultimately the annual reporting towards the EC. When needed, actions will be taken for addressing any identified issues or for mitigating any risks. In the direction of facilitating the internal communication within the consortium, as explained in this report, mailing lists have been created and an online collaborative tool (secure file exchange and project monitoring) has been deployed.

Moreover, partners should always adhere to the guidelines related to the reporting to the EC (both technical and financial) and to the IN-PREP dissemination procedures. Apart from the high level management procedures with which all partners should comply, the technical partners should abide by the technical instructions given by the Technical Manager and which are outlined in this guidebook.

With respect to deliverables production and workshops, interviews, exercises and demos organisation reference should be made to the quality manual described in this document in order to ensure compliance with the quality processes set by the Quality Manager.

Furthermore, in pursuance of innovation take up and capture of promising new concepts, a separate chapter has been formed for presenting issues related to Innovation Management (i.e. presentation of the innovation template and description of the procedures for financing micro-projects). Finally, consortium members should comply with the ethics and legal requirements illustrated in this deliverable. Thereafter issues pertinent to data security and protection and research involving human subjects should always be taken into account when collecting and processing data from research participants (consortium members, command and control personnel, fire-fighters, etc.) through surveys, workshops, exercises, demonstrations and interviews.