

# NA1 - Administrative and Technical Management

Type of activity: MGT Work package number: WP1

Start month 1 End month 36

Lead beneficiary: CERN

Work Package Leader: Alberto Di Meglio (Project Director)

## Objectives

- Lead the EMI project through a successful execution of its objectives, ensuring consistency of the overall resources used and the work performed and control the progress of the work so that the results of the project adhere to the grant agreement.
- Resolve any project internal conflicts and build accountability into the project's work.
- Report on project progress to the EC.
- Make the project vision and mission known in European and International events, projects and initiatives
- Agree and enforce IPR and licensing policies
- Agree and monitor SLAs with EGI, PRACE and other DCIs and user communities
- Establish an overall technical vision for the project and ensure the engagement of all technical members to the fulfilment of this vision

## Description of work and role of partners

NA1.1 Overall administrative coordination (Task leader: CERN, all partners representatives participate with unfunded effort) This task deals with the organisation of the kick-off meeting, regular coordination (management/technical) meetings (typically one every quarter), review preparation meetings, project reviews/audits, conference calls, etc. It also deals with the establishment and provision of internal collaborative tools, like mailing lists, effort and budget tracking tools, shared calendars, etc.

NA1.2 - Preparation of quarterly, yearly and final progress reports (Task leader: CERN, contributions from all partners) This task coordinates the preparation of interim (quarterly) and periodic (yearly) progress reports covering the status of project major achievements, Work Package progress (including any deviations and corrective actions taken), use and dissemination of project results, monitoring of milestones, ongoing tasks and resource consumption.

NA1.3 - Preparation of cost statements and interim payments transfers (Task leader: CERN) This task deals with the cost statement preparation and the transferring of pre-financing to beneficiaries as per EC grant agreement and Project consortium agreement guidelines.

NA1.4 Management of the project deliverables QA process (Task leader: CERN) This task will ensure that all produced project deliverables and reports comply with pre-agreed quality criteria, project templates and guidelines. All partners are required to contribute to this task in the form of expert reviewers for the deliverables and milestones during the internal review process.

NA1.5 - Establishment and maintenance of service level agreement relationships (Task leader: CERN) This task deals with the preparation of any third-party agreements, SLAs, Memorandums of Understanding (MoUs), preparation and signing of Non-Disclosure Agreements (NDAs) as necessary and any further amendments, etc.

NA1.6 - IPR and licensing policies management (Task leader: CERN) This task deals with the definition and monitoring of IPR policies and their application by the project members and by third-party users

NA1.7 Definition of the project technical management plan (Task leader: LU, task leader deputy: JUELICH) This task deals with the definition of the high-level objectives of the project, collecting the input from the different partners and middleware consortia and monitoring its effective implementation during the project in terms of priorities, cost and effort allocation. This task is essentially performed by the EMI Technical Director with the assistance of the Deputy TD and the Project Technical Board. As part of this task a Technical Management Plan has to be produced at the beginning of the project and periodically revised and updated. The process by which input is collected, requirements are defined and analysed and results are communicated to the major DCI infrastructures has to be described and full engagement has to be obtained by all project members.

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