

EIT RawMaterials

Project Management Guidance

November 2019

All KAVA 7 proposals must include a 'Project Management' Work Package that outlines the actions, timelines and responsibilities of the various partners and of any external entities (e.g., Advisory Board). These should be clearly described for each year of the project, together with their respective deliverables/outputs.

The project should be managed by a Project Manager with relevant expertise in managing complex projects that involve partners from different countries and different sides of the knowledge triangle. S/he should have a high degree of familiarity with the specific type of project (e.g., university curriculum for a Master Education project; commercialization for an Upscaling project). In most cases, the Project Manager will also be the Project Coordinator, however the two roles are different:

Project Coordinator: *has overall responsibility for the project; is the first point of contact between EIT RawMaterials and the consortium; is responsible for entering and updating data and information in SeedBook and BlueBook on behalf of the consortium, for submitting the proposal in SeedBook and for coordinating the smooth transition into BlueBook (response to feedback, change requests, project reviews, etc.). The Project Coordinator is also responsible for 1) defining the mechanisms for the generation of the financial backflow to the KIC and 2) the clear identification of the total amount and the entity/ies that will provide this backflow.*

Project Manager: *coordinates and facilitates the activities of the various partners and makes sure that the project progresses according to plan; provides coordination among the different work packages; is the main single contact point for the leaders of all the work packages and their respective institutions.*

*In simpler terms, **the Project Coordinator is the contact point between the consortium and EIT RawMaterials** and is accountable for reporting to EIT RawMaterials. In contrast, **the Project Manager is the coordinator and contact point between the various activities within the consortium** and reports to the Project Coordinator.*

While it is conceivable that the Project Coordinator may change over the course of the project due to administrative reasons within the Lead Partner's organization, it is expected that the Project Manager be the same person over the duration of the project. It is also expected that s/he commit to the project with a 15% FTE, to be monitored with timesheets (timesheet approved internally + declaration of honour) during project reporting. A one-page CV of the Project Manager, outlining her/his past experience in this or similar role, must be included in the proposal (as a pdf file in the 'Drawings and schemes' link in SeedBook). The role and experience of the Project Manager will be an important factor for the evaluation of the 'Consortium' criterion in the 'Quality Criteria' proposal evaluation grid.