

**Work package WP1 – Project Administration & Management**

Work Package Number	WP1	Lead Beneficiary	1 - ViA
Work Package Name	Project Administration & Management		
Start Month	1	End Month	24

Objectives
<ul style="list-style-type: none"><li>▪ The idea is to ensure that all requirements are met to carry forward the project, and conclude on time in terms of budget, human resources and other resources. Accordingly, a group of dedicated members with significant experience will lead the teams by having a clear plan, allocation of roles and responsibilities and resources, while keeping the things on track and learning from the experiences.</li><li>▪ By achieving these step-by-step objectives as mentioned below, the project administration and management work package, led by ViA, can effectively ensure the success of the overall project within budget and resource constraints, contributing to sustainable growth, employability, and the broader goals outlined in the proposal.</li><li>▪ Develop a detailed work plan by outlining tasks, timelines, and milestones for each phase of the project, monitor and maintain the same throughout the project life cycle to ensure alignment with project goals.</li><li>▪ Coordinate and communicate work packages' activities to ensure each team reaches specific goals and fulfils responsibilities among different work package teams.</li><li>▪ Organize kick-off and plenary meetings for every three months and involve contributions from all partners to review progress and address challenges, to set the project in motion.</li><li>▪ Promote activities and exchange of information among members that encourages fostering a collaborative environment to maximize the impact of shared knowledge and experiences.</li><li>▪ On time addressing and solving the conflicts among partners institutions / universities in the project carrying stage. Create and implement a robust monitoring and evaluation framework to assess progress against defined objectives.</li><li>▪ Develop a comprehensive risk management plan that identifies potential risks, estimates their impacts, and creates response plans to mitigate them throughout the project.</li><li>▪ Manage administrative and financial aspects of the project, ensuring compliance with regulations and guidelines.</li><li>▪ Ensure that the plan outlines strategies for maximizing the impact and sustainability of project outcomes.</li></ul>

Description
<p>There will be five tasks implemented during the project implementation period within Work package 1 "Project Administration &amp; Management":</p> <p>T1.1 Project management and documentation - Overseeing the project's organizational, scheduling, and budgetary aspects to ensure its successful completion. Systematic creation, organization, and maintenance of comprehensive project documentation to ensure transparency and effective knowledge sharing among stakeholders. Utilizing MS teams as a centralized platform, it will facilitate real-time access to project plans, reports, technical documents, and communication materials. This documentation will serve as a vital resource for monitoring progress, facilitating decision-making, and ensuring alignment with project goals and compliance requirements.</p> <p>T1.2 Project financial administration - Allocation of resources and coordination of financial reporting and audits. Overseeing and managing budget, ensuring all financial activities and transactions align with the project's objectives and compliance requirements. Monitoring expenditures, handling invoicing and reporting, and ensuring cost-effectiveness and efficient allocation of resources across all work packages and project partners to achieve the project goals within the set budgetary constraints.</p> <p>T1.3 Data management &amp; Communication - Efficient management of project data and the establishment of effective communication channels among consortium members. Using MSteam, this task will ensure seamless collaboration, data sharing, and communication within the project, supporting the consortium's decision-making mechanisms and enhancing project implementation. Regular updates, shared folders with documents, and collaborative tools within MS Teams will create a shared workspace and transparent project management.</p> <p>T1.4 Evaluation, review and Quality Control - Systematic evaluation of project progress against established</p>

benchmarks and objectives. Regular review sessions will be done to assess the quality of outputs, adherence to timelines, and the effectiveness of methodologies applied. Continued improvement will ensure adherence to standards throughout the project lifecycle, facilitating adjustments as necessary to align with project goals.

T1.5 Risk Management - Analysing the likelihood and potential impact of risks, developing the strategies to mitigate them. Monitoring and reassessment of risks will ensure that the project remains on track and can adapt to unforeseen challenges.

Co-lead: National Institute of Tourism and Hotel Management