ALLEGATO 2

MANAGEMENT TOOL

The project management will be a continuous process controlled by the ***Monitoring Team*** (the coordinator and the project manager) and the ***Management Board***.

The ***"EcoStack Management Tool"*** is a set of procedures for monitoring the execution of work needed to achieve the planned deliverables and milestones on due time.

The in-depth check of (a) the performed work, (b) the remedial actions, if needed, and (c) the planning of future work is done on a 6 month basis by the ***Management Board***.

In particular, the Work Package (WP) leaders have to prepare a report, which have to include the following items:

a) A table summarizing the planned activities (ACTION PLAN), relative indicators and deadlines

b) A text describing the work done and of any deviation occurred

c) The ACTION PLAN for the next 6 month period

The format of this WP report is hereafter reported:

a) The **ACTION PLAN** table reporting the activities planned for the last 6 month period

	A	B	C	D	E	F
1	Delivery Plan; Work Package __					
2	Task No	Lead	Deliverable/Milestone	Output	Due Dat	Status
3						
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6						
7						
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b) The **REPORT** (2 page maximum) has to describes the following:

I. progress to date against the deliverables/milestones

II. what has been achieved

III. highlight any problems/difficulties and how these are being addressed

IV. what expected result has not been achieved

c) The **ACTION PLAN** table reporting the activities planned for the next 6 month period

	A	B	C	D	E	F
1	Delivery Plan; Work Package __					
2	Task No	Lead	Deliverable/Milestone	Output	Due Dat	Status
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Each WP report will have to be prepared by WP leaders and task leaders, and sent at least 1 week before the ***Management Board Meeting*** to the ***Monitoring Team***, for an adequate integration at project level and circulation within the ***Management Board***, through the *Alfresco Platform*.

The final document and the action plan will be used as a basis for discussion during the ***Management Board Meeting***, where the planning for the next 6 month period will be finalized and subsequently shared with all partners, using the *Alfresco Platform*.

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