

D7.2 Project Handbook

777450 - PARADIGM

Patients Active in Research and Dialogues for an Improved Generation of Medicines

WP7 – Project Coordination and Management

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Publishable Summary

The present document aims at providing an overview of the management and administrative procedures and principles that will promote an efficient execution of the PARADIGM project and contribute to the production of high quality project results.

The main objective of the Handbook is to make available to the project Participants a quick reference ‘manual’ that describes, in an understandable way, the management structure, tasks, responsibilities and procedures on all levels of project execution. The general principles in the Handbook are building on the Grant Agreement, the Description of Action and in the Consortium Agreement provisions, but it also draws from best practice, IMI2 rules and guidance and accepted project management standards.

This document specifically covers the following areas:

- a. Administrative project management processes that ensure accurate financial reporting and justification of the work carried out.
- b. General project management processes that enable coordination of the project activities resulting in high quality Deliverables.
- c. An internal communication strategy that supports clear and effective communication between the Participants and that allows for early escalation and timely resolution of management and technical issues.
- d. An overview of the methods and procedures undertaken by the Consortium in order to identify, analyse, assess and monitor risks affecting the project or its results, and the development and monitoring of associated mitigation and contingency plans.

Please note that this Handbook is circulated as a guidance document only. It should not be relied upon for making any legal assessments, for which Participants should always refer to the Grant Agreement (including its annexes) and the Consortium Agreement.