

## WP 6. Project Management and dissemination of project results

<b>Work package No.:</b> WP 6	<b>Starting month:</b> 0													
<b>Work package title:</b> Project Management														
<b>Activity Type<sup>29</sup>:</b> Management activities														
	<b>Leader</b>	<b>Other partners with major involvement</b>												
<b>Partner No.:</b>	ITW	SPF	ARS	TNO	SP	ENEA	ESIF	INETI	NCSR	CSTB	INTA	AEE	UNI O	BYG
<b>Person-months per partner:</b>	3.5*	0.3	0.2	0.3	0.3	0.3	3.5**	0.3	0.3	0.3	0.3	0.2	0.3	0.3

\* additional external support equivalent to 5.2 person month by Harald Drück

\*\* additional external support equivalent to 2.1 person month by Jan-Erik Nielsen

### WP 6: Objectives

Management and Co-ordination of the whole project in order to achieve the contractual obligations and expected results.

Dissemination of results achieved within the project.

### WP 6: Description of work

The project manager is responsible for the process of the project as foreseen. The project co-ordinator performs the following tasks:

- Technical and administrative co-ordination of the project
- Survey of the work within the work packages
- Establishment and running of an information system (homepage)
- Establishing and chairing the steering committee consisting of the work package leaders
- Organisation of project meetings
- Preparation of the interim and final reports on the basis of the input of the project participants
- Dissemination of project results
- Administration of the financial part of the project and contact to EU administration
- Planning of further activities.

### WP 6: Deliverables

- WP6.D1: Consortium Agreement
- WP6.D2: Project presentation
- WP6.D3: Project website (www.estif.org)
- WP6.D3: Final plan for using and disseminating knowledge
- WP6.D4: Two workshops will be arranged for the industry, most probably at the Renewable Energy House in Brussels
- WP6.D5: Printed or electronic special publications focused on specific results achieved within the project
- WP6.D6: Interim report
- WP6.D7: Presentation(s) at European Solar Thermal Energy Conference estec2005

<sup>29</sup> For Coordination Actions each work package must relate to one (and only one) of the following three possible Activity Types: Coordination activities, Training activities, Management activities.

- WP6.D8: Special seminars focused on possible specific results achieved by the project
- WP6.D9: Management reports
- WP6.D10: Final plan for using and disseminating knowledge
- WP6.D11: Final report

**WP 6: Milestones<sup>30</sup> and expected results**

- WP6.M1: Kick-off meeting (month 2)
- WP6.M2: Project meetings (month 11, 20, 30)

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<sup>30</sup> Milestones are points where major results have successfully been achieved as the basis for the next phase of work, or which serve as control points at which decisions are needed; for example concerning which of several technologies will be adopted as the basis for the next phase of the project.