

WP 1

Project Management

Introduction

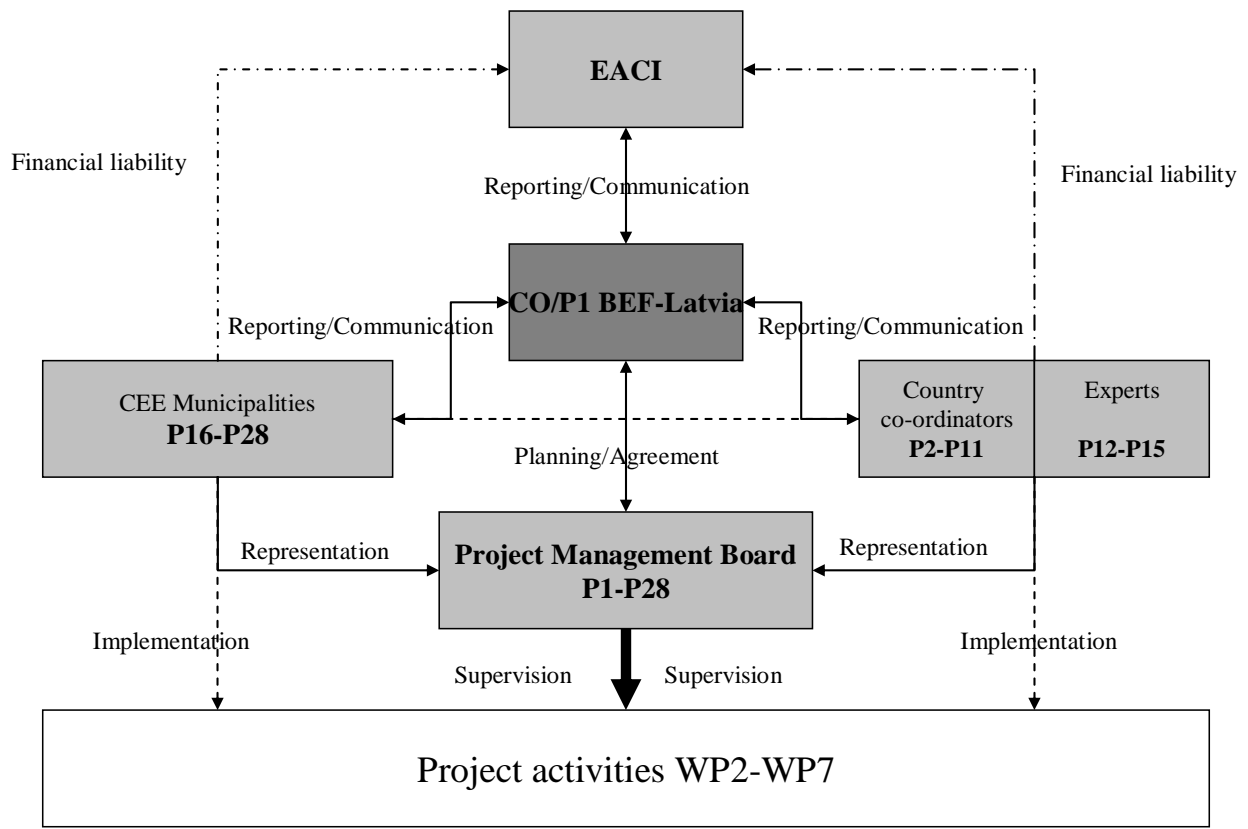
Leader: BEF-Latvia (CO/P1)

WP1 organization

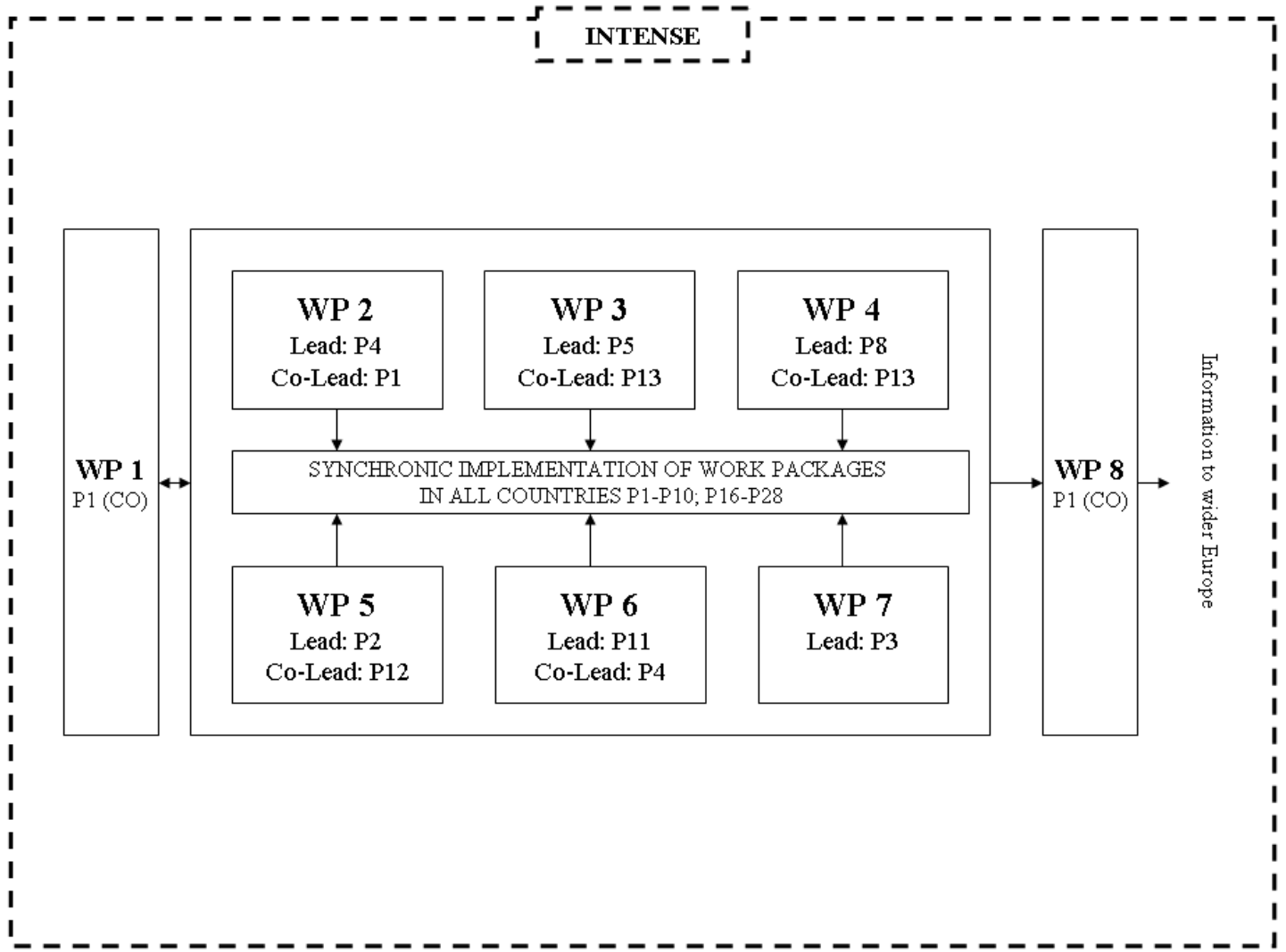
Three different levels:

- Bilateral between CO and each partner for reporting and financial management
- Cross country by work packages
- National level among country tandems – municipality and the multiplier organization

Project administration scheme



Work package leadership scheme



WP1 main activities & deliverables

1. Project administration, accounting and reporting
2. Project partners coordination by meetings, Intranet and direct communication
3. Project evaluation and progress monitoring
4. Project management coaching

Deliverables:

- 1 Interim, 2 Progress, 1 Final Report
- D1.1: Reports and evaluation sheets from partners on capacity raised by the training elements
- D1.2: Intranet tool at project web site for communication, file storage and joined documents