

101005177 — COVID-RED

COVID-RED

**WP7 – Project management,
coordination, and
sustainability**

D7.3 Detailed project plans plus tracking tools, to be maintained throughout the life of the project

| | |
|---------------------------|--------|
| Lead contributor | 1 UMCU |
| Other contributors | |

Document History

| Version | Date | Description |
|----------------|-------------|--|
| V1.0 | 11 Nov 2020 | Report containing the developed tracking tools |

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Dashboard template for work package updates

A dashboard template has been developed. Every month, each work package updates their dashboard. The updated dashboards are shared with the entire consortium so that everyone is on the same page. The dashboards are also presented during the monthly Managing Board meetings and serve as a base document to start discussions.

Figure 1. WP Dashboard template

COVID-RED

WP Dashboard - template

Overall Status: On track ✔ ✔ ✘

| Issues / Questions / Decisions requiring MB input | |
|--|---|
| <ul style="list-style-type: none"> [List main questions/key messages for MB here] | |
| Achievements (Since last MB) | Ongoing work / Planned activities in next 2 months |
| <ul style="list-style-type: none"> [What are the main successes/what is the main progress made since the last meeting?] | <ul style="list-style-type: none"> [What are the key activities in the next two months?] |
| WP Risks and Mitigation Strategies | |
| Risks: <ol style="list-style-type: none"> [Risks that are currently relevant] | |
| Mitigation Strategies: <ol style="list-style-type: none"> [Mitigation strategies and status for risks listed above] | |

| WP Deliverables (active) | Start Date | Progress | End Date |
|--------------------------|----------------|---|----------------|
| DX.A | [Month] [Year] | [completed (green) /delayed (orange) /critical issue (red)] | [Month] [Year] |
| DX.B | [Month] [Year] | ... | [Month] [Year] |
| DX.C | [Month] [Year] | ... | [Month] [Year] |
| DX.D | [Month] [Year] | ... | [Month] [Year] |
| DX.E | [Month] [Year] | ... | [Month] [Year] |
| DX.F | [Month] [Year] | ... | [Month] [Year] |
| DX.G | [Month] [Year] | ... | [Month] [Year] |
| DX.H | [Month] [Year] | ... | [Month] [Year] |

| WP Milestones (active) | Start Date | Progress | End Date |
|------------------------|----------------|---|----------------|
| MX.A | [Month] [Year] | [completed (green) /delayed (orange) /critical issue (red)] | [Month] [Year] |
| MX.B | [Month] [Year] | ... | [Month] [Year] |
| MX.C | [Month] [Year] | ... | [Month] [Year] |

Deliverable tracking tool

The project management team has developed a deliverable tracking tool in Excel. Using this tool, one can quickly see what the status of the different deliverable is. Which ones have been handed in and which ones are overdue?

The deliverables are sorted based on their due date. When the due date has passed, this turns red. When the deliverable has been handed in via the EU portal tool, it turns green. The project management team regularly asks for updates, which are kept in this file as well. The input given via the dashboard described before also feeds into the deliverable tracking tool.

Figure 2. Snapshot from deliverable tracking tool

| | Name | WP Lead | Type | Dissemination | Reviewed by MB? | Delivery Date (Month) | Delivery Date | Status |
|----|--------------|---------|-------|---------------|-----------------|-----------------------|---------------|---|
| 1 | D7.1 | 7 UMCU | R | PU | Yes | 1 | Jul-20 | Draft ready, being finalised by PMO. Need to add the |
| 2 | D7.11 | 7 UMCU | R | PU | Yes | 1 | Jul-20 | This deliverable will be part of project management handbook (D7.1) |
| 3 | D7.12 | 7 UMCU | R | CO | Yes | 1 | Jul-20 | Expect to send out for signature on Wed 11-11 |
| 4 | D7.2 | 7 UMCU | OTHER | PU | No | 1 | Jul-20 | Project contact list is ready. Need to add stakeholders – no input received from consortium yet. Rick will look into it |
| 5 | D1.2 | 1 Ava | OTHER | CO | No | 2 | Aug-20 | Revised draft in final internal review; WP1 will send it to PMO on November 20. |
| 6 | D5.1 | 5 Roche | ORDP | PU | No | 2 | Aug-20 | Handed in to IMI (19-10-2020) |
| 7 | D7.10 | 7 UMCU | R | PU | No | 2 | Aug-20 | Handed in to IMI (21-10-2020) |
| 8 | D7.3 | 7 UMCU | R | PU | Yes | 2 | Aug-20 | Ready to hand in the Gantt chart and Deliverable file and dashboard for management board meetings |
| 9 | D2.1 | 2 UMCU | R | PU | Yes | 3 | Sep-20 | In progress - delayed. |
| 10 | D3.2 | 3 UMCU | R | PU | Yes | 3 | Sep-20 | PMO needs to follow up with WP3 |

Gantt chart for deliverables

To quickly see how different deliverables are related to each other, the project management team has developed a Gantt chart. This chart not only shows the duration of each deliverable but also indicates which deliverable feeds into which. This is a useful tool when you want to check how the delay of one deliverable potentially influences the others.

Figure 3. Snapshot from Gantt chart (1/2)

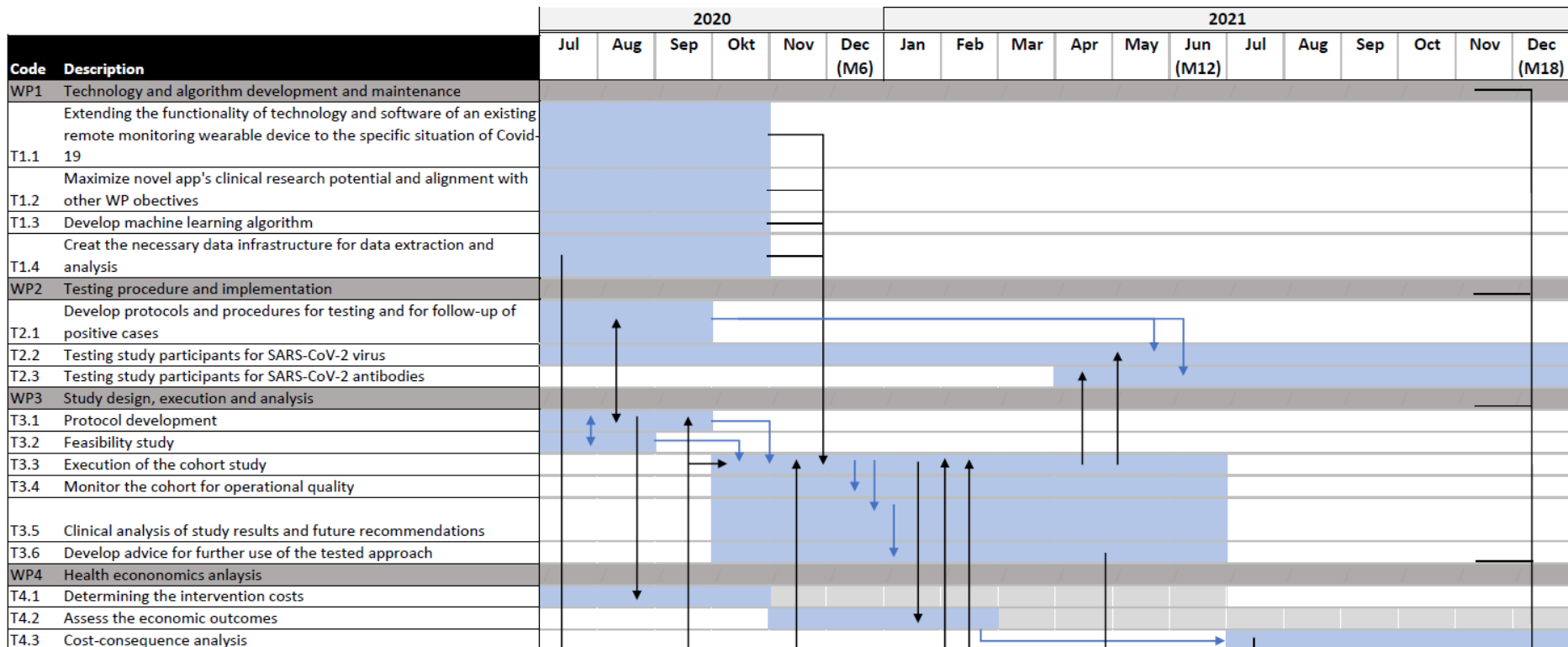


Figure 4. Snapshot from Gantt chart (2/2)

