



Activity 1 Project management, communication and dissemination

Coordinator: Sistemi Territoriali SpA
Duration: 46 months

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The project

The project is articulated in 6 activities, in turn divided into sub-activities:

1. PROJECT MANAGEMENT, COMMUNICATION AND DISSEMINATION

- 1.1- Project management
- 1.2- Communication and dissemination

2. TECHNICAL STUDY AND DESIGN

- 2.1- Inception report
- 2.2- Functional requirements
- 2.3- Detailed system design
- 2.4- RIS prototype detailed design
- 2.5- Development of the software prototype

3. ORGANIZATION, LEGAL INNOVATION, FEASIBILITY PLAN

- 3.1- The organizational feasibility
- 3.2- The legal framework innovation
- 3.3- The feasibility plan

4. RIS SHIP SIMULATOR DEVELOPMENT

- 4.1- Data collection and management
- 4.2- Software development and hardware acquisition
- 4.3- Testing, management procedures and training modules

5. PILOT IMPLEMENTATION

- 5.1- Equipment acquisition and installation

6. SYSTEM INTEGRATION AND VALIDATION

- 6.1- Acceptance tests
- 6.2- System validation

The timing of the project

	Jan. 2010	Feb. 2010	Mar. 2010	Apr. 2010	May. 2010	Jun. 2010	Jul. 2010	Aug. 2010	Sept. 2010	Oct. 2010	Nov. 2010	Dec. 2010	Jan. 2011	Feb. 2011	Mar. 2011	Apr. 2011	May. 2011	Jun. 2011	Jul. 2011	Aug. 2011	Sept. 2011	Oct. 2011	Nov. 2011	Dec. 2011	Jan. 2012	Feb. 2012	Mar. 2012	Apr. 2012	May. 2012	Jun. 2012	Jul. 2012	Aug. 2012	Sept. 2012	Oct. 2012	Nov. 2012	Dec. 2012	Jan. 2013	Feb. 2013	Mar. 2013	Apr. 2013	May. 2013	Jun. 2013	Jul. 2013	Aug. 2013	Sept. 2013	Oct. 2013	Nov. 2013	Dec. 2013			
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Sub-activities and General Objectives

Two dedicated sub-activities will be set up for the whole duration of the project:

Sub Act.1.1 Project Management

- The administrative/financial management of the project

Sub Act.1.2 Communication and Dissemination

- Its dissemination strategy.

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Budget: € 645.000,00



KICK-OFF MEETING

Venice, September 20,2011



Sub Act 1.1 Project management

The sub-activity includes:

- **Project management and coordination;**
- Kick-off event **organization and implementation;**
- **Administration of the financial resources** of the project and **timely execution** of all payments to partners, in line with the project budget and contractual obligations;
- Continuous **monitoring and evaluation** of the progress of the planned activities of the project, work plan and tasks;

Project management structure (1)

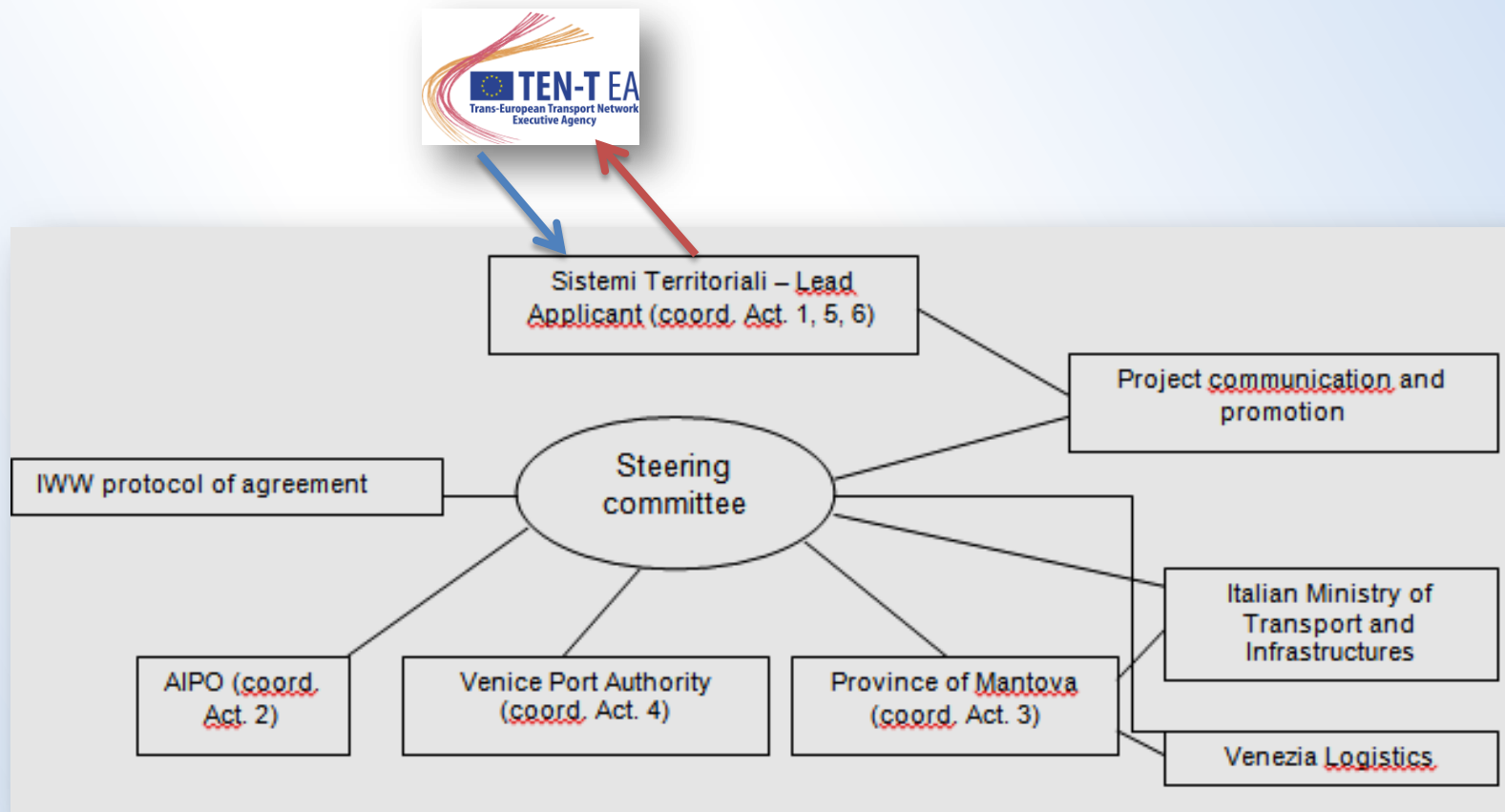
Sistemi Territoriali spa is in charge of project management and coordination in terms of administrative, financial and technical activities. Each activity will be coordinated by a partner who is responsible for the proper implementation of the activity.

General Assembly:	it meets at least once a year and is responsible for the overall management and coordination of the project
Steering committee:	it will support the project coordinator in its activities. It will ensure the coordination of the activities and sub-activities to ensure the project consistency , proper work flow according to the project GANTT
Technical committee:	its members include the activity coordinators and is responsible for the overall technical management of the project . It meets at least twice a year.

Other management bodies include:

- **Financial and administrative assistants**
- **Quality assessment responsible**
- **Project coordinator**

Project management structure (2)



Financial and technical monitoring

Periodic reports will help measuring the progress of the project on a regular basis. Activity reports have two major purposes:

-Internal purpose: to help the project coordinator and activity coordinators monitor the work of each participant

-External purpose: to inform the EC about the progress of the whole project and single activities

The reports are divided in:

-COST REPORTS

-ANNUAL REPORTS

Sub Act 1.2 Communication and dissemination

The communication and the dissemination activities will be articulated in the following measures:

- Set up and publishing of a **web site**;
- Local stakeholder **communication strategy**;
- **Transnational cross fertilization** with similar projects and stakeholders in the EU;
- Effective **communication interfaces** and dissemination channels, with events, publications, participation to seminars and events at local, national and EU level;
- **Non media dissemination material** (leaflets) describing the project objectives, pilot activities and expected outcomes in a concise manner;

Communication within the partnership

Several means of communications will be used to ensure the integration of the efforts, synchronization of works and the flow of information between the partners: face to face meetings, videoconferences, mailing lists, etc.

The project coordinator is responsible for the project-wide communication and provides the partnership with the necessary communication media.

Studies for the Development of the RIS Operability along the Northern Italy Waterway System

Thank you
for your attention