

# Project Management Team



**in cross-border cooperation projects funded  
by the European Union**

Project Management Tips  
October, 2016

## Partnership Agreement

*„The Lead Beneficiary is responsible for setting up the joint project team at the beginning of the Project implementation period, which shall supervise the proper implementation of the Project and perform other tasks in order to fulfil obligation stated in the Subsidy Contract“*

## Delegation of members

- Each project partner delegate member/s of their staff in joint Project management team
- Project management team can be supported by external experts

## Project Steering Groups

- Large partnerships often set up Project Steering Groups (PSG) in order to monitor and the project efficiently.
- The PSG usually consists of work package leaders and/or country coordinators and the project manager and financial manager.
- Other partners can be involved according to the subjects discussed (for example experts in one specific area as part of a work package).

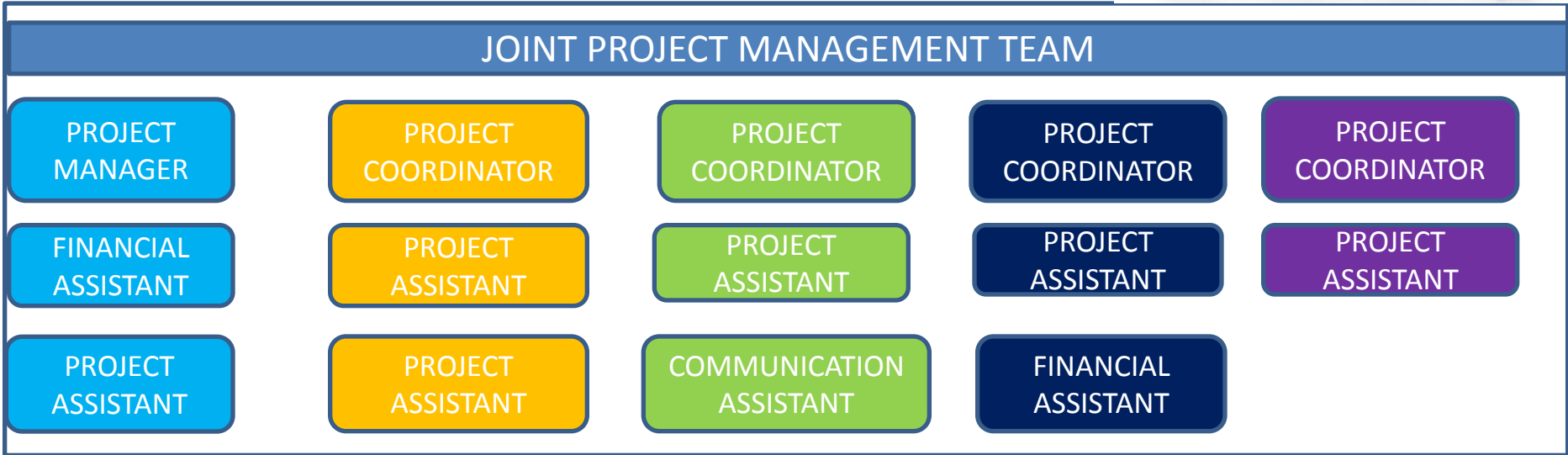
*Important*



- The most dynamic and complex aspect in project management is the **human one**.
- The performance of the project management team **determines the results of the project** to a major extent.
- Success of the project depends on organized project team and effective monitoring of project progress and related expenditures.
- The project management team has to establish an **efficient management system, be flexible** to current needs and changed situations, as the project is rarely implemented exactly according to the initial plan.
- The project management team should **aim to deliver quality results and outputs** described in the application and those agreed within the partnership.



Example of Joint Project Management Team



## PROJECT MANAGEMENT TEAM MEMBERS – indicative tasks distribution

### PROJECT COORDINATOR/MANAGER - Nominated by Lead Partner/Beneficiary

- Coordination of implementation of the entire Project.
- Overview entire financial management.
- Collecting the information from the Project Partners, cross-checking the verified activities with the progress of the project and submitting the project reports to the JS.
- Harmonizing the project changes with the JS and MA and other project partners.
- Continuously monitor overall project progress.
- Conduct team reviews (review progress and plan for the next activities).
- Communicate (ensure that the project achievements are communicated) and is the main contact between the project partnership and programme management bodies.

### PROJECT ASSISTANT

Administrative tasks - assist project management team (PMT) in overall coordination and organization of implementation of the project activities and work packages.

Technical tasks - responsible for implementation of activities/work packages where specific technical support and expertise is required.

FINANCIAL ASSISTANT – assist PMT in financial management, accounting and administration.

COMMUNICATION ASSISTANT -assist PMT in communication activities, visibility of project achievements and dissemination of results.





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