SuProM

Sustainable project
management
in Balkan HEIs

D1.1 Project management guide

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1. Introduction

This Project Management Guide is designed to support all partners involved in the SuProM project in the effective and efficient administration, procedural coordination, and financial management of the project. It provides a practical and strategic framework to guide implementation, ensure compliance with agreed standards, and support the achievement of the project's goals.

The guide aims to:
- Facilitate the coordination and collaboration among project partners;
- Ensure the timely and high-quality delivery of project results;
- Provide clear procedures for monitoring, evaluation, and reporting;
- Promote transparency, accountability, and adherence to ethical and professional standards.

This document outlines:
- The management and coordination structure of the SuProM project, including the roles and responsibilities of the coordinator, project manager, management board, WP leaders, and partners;
- A detailed project workplan and implementation strategy;
- Guidelines for internal consortium communication, including email protocols, file sharing tools, and partner meetings;
- Quality control mechanisms, including internal review procedures and conflict resolution strategies;
- A risk management plan with identified risks and proposed mitigation measures;
- Ethical considerations, particularly related to data protection, confidentiality, and responsible collaboration;
- Procedures for periodic monitoring, reporting, and financial oversight, ensuring cost-effectiveness and compliance with the budget.

This Project Management Guide serves as a living document, supporting a shared understanding among partners and providing a clear operational framework throughout the lifecycle of the SuProM project. It will be updated as necessary to reflect any changes in the project's structure, procedures, or external conditions.

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