



# “Project and Financial Management Issues / Implementation Process Overview”

## 1st Technical Meeting

Prato, Italy  
05/07/2017

Host organization: Prato Textile Museum  
Presentation by EURATEX

# First Semester Tasks

# First Part of the Project Overview

Project activity*	1/12/2016	2017												
	MONTHS	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13
<b>A.1 Project Management &amp; Implementation</b>														
<b>A1.1 Overall Project Management and Coordination</b>														
<b>A7.1 Dissemination Plan</b>														
<b>A7.2 Website</b>														
<b>A7.3 e-Newsletters</b>														
<b>A7.4 Media Press Releases</b>														
<b>A7.5 Creation and prints of promotional material (leaflets, banners etc)</b>														
<b>A8.1 Exploitation Plan</b>														
<b>O1/A2 Quality Management Plan - GNOSI NGO</b>														
<b>O5/A4 Catalogue and Digitisation of Prato Museum Exhibits and Collection</b>														
<b>O6/A4 Curricula Identification Framework</b>														
<b>M1 Project Meetings - Kick Off Meeting</b>														
<b>M2 Project Meetings - Second Technical Meeting</b>														
<b>M3 Project Meetings - Third Technical Meeting</b>														

ok

ok

EURATEX in cooperation with the Prato Textile Museum will prepare the first E- Newsletter

Every partner can publish project related press releases anytime

ok

ok

To be done (till 12/2017)

To be done (till 02/2018)

ok

ok

To be discussed

## Analysis /Quality Plan

- Continue follow up of our Work Plan
- The project management, development of the intellectual outputs and dissemination will be continuously evaluated
- Use of the Templates which are included as Annexes
- Feedback shall be recorded for the External Evaluator

## Project and Financial Management

- The Interim Report shall be sent till 01/09/2017
- Prepare and send the Excel Cost Claiming Files for IOs and Other Costs' Categories till mid July the latest
- Please send support documents to the lead partner
- Please send any supported document and/or text that you consider useful for the project (dissemination activities etc)



# Project and Financial Management

- Don't forget the 20% rule of funds allocation among cost categories.
- Send as soon as possible and in any case till mid July the request of any budget modification

# Costs claim form

ART-CHERIE\_Sup\_PM\_cost\_claim\_form\_EURATEX\_BE [Compatibility Mode] - Excel

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Budget Category	Name of Beneficiary	Objectives	Action	Description of item	Invoice details (Number and Date)	Amount in € per unit	Nbr units	Total	Total €
Project Management	EURATEX	Overall Project Management	Overall Project Management	the daily communication and management, reporting to the Lead Partner, draft of one Newsletter in month October. Specifically, sub costs claimed under the project management cost category	-	500,00	8,00	4.000,00	9.150,00
flat rate 250			Organisation of the Kick Off Meeting in Brussels	Rent of the Conference Room included coffee breaks	Invoice no..		1,00	0,00	
				Offer of Lunch	Invoice no..		1,00	0,00	
			Quality Plan	Development of the Quality Management Plan of the ART-CHERIE Project and all the relevant templates			1,00	0,00	
			Dissemination Plan	Development of the Dissemination and Communication Plan for the ART-CHERIE Project	INVOICES		1,00	0,00	
			Dissemination Material	Development and communication of a Press Release and a Newsletter for the project			1,00	0,00	
Transnational Project Meetings / Travel Costs	EURATEX: PRATO	Transnational Project Meetings	2nd Technical Meeting in Prato	Participation of the staff members of EURATEX, Francesco Marchi and Ana Manuelito to the 2nd Technical Meeting of the project in Prato (03-05/07/2017)	Boarding Passes, List of Participants	575,00	2,00	1.150,00	
Exceptional Costs	EURATEX	Website	Development of the Website	Development of the project's website according to the workplan in each partner's language	Invoice no..	4.000,00	1,00	4.000,00	

HOW TO FILL IN ID form Costs Calculation and Claiming

Ready

# Timesheet template

ART-CHERIE\_Sup\_PM\_timesheet\_template\_EURATEX\_BE - Excel

Ana Manuelito

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Cost Category	Deliverable/Result/ Intellectual Output	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Intellectual Outputs	Catalogue and Digitisation of Museo Prato Exhibits and Collection- Digital Database	WE	WE	X	X	X	X	X	WE	WE	X	X	X	X	X	WE	WE						PH	WE	WE					WE	WE	
	ADMINISTRATIVE					10																										
																<b>TOTAL NUMBER OF DAYS</b>											<b>10</b>					

\* codes in case of absence:

Weekend	WE
Sick leave	SL

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Ready 80%



Questions?

## 3<sup>rd</sup> Technical Meeting

- The 3<sup>rd</sup> Technical Meeting will take place in Athens – Greece and will be organized by the Hellenic Fashion Industry Association
- The meeting will take place in December 2017
- This meeting will be crucial as the IO5 will be ready to be presented and the work for IO6 will have begun

Thank you!