

**EVEREST****Information Society
Technologies****EVEREST IST-2002-001858****D02*****Project Management Guidelines*****Contractual Date of Delivery to the CEC: 31-1-2004****Actual Date of Delivery to the CEC: 31-1-2004****Author(s): Fernando Casadevall (UPC)****Participant(s): UPC, KCL, PTIN, TI, TID, TEL****Work-package: WP1****Est. person months: 0.5****Security: PU****Nature: Report****Version: 0.1****Total number of pages: 40****Abstract:**

This deliverable provides a description of the management structure of the EVEREST project and the templates for all documents that will be produced by the consortium.

Keyword list: Project Management, Consortium and technical management, Project Organization, Management processes, Co-ordination with the outside world, Conflict resolution

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DOCUMENT HISTORY

Date	Version	Status	Comments
8.1.2004	001	Int	ToC and first draft version
26.1.2004	002	Int	Final version for approval
31.1.2004	001	Apr	Approved final version

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EXECUTIVE SUMMARY

This document sets out the specific management guidelines for the IST project EVEREST. The document gives the management structure as well as the different roles and procedures within the EVEREST consortium. The project management guidelines are mainly referring to the following areas. The first area is the Management Organization, which identifies the different co-ordination roles in the project. Consortium and technical management is the second area, which is a description of the key persons of the consortium together with their specific responsibilities for carrying out both the administrative as well as the technical co-ordination. The management processes are mainly those related to reporting and monitoring throughout the project's lifetime. Co-ordination with the outside world and Conflict resolution are parts of the project management that ensure the quality of work and the efficient co-operation among the partners within the consortium.

Finally, a set of templates for all the documents that will be produced by the consortium are annexed. The basic purpose of the annexed templates is to ensure that the documents exchanged within the project are unified in form, structure and ensure the project's quality objectives.