D1.2   Project management plan

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Date of delivery: Month 2
Partners involved (leader in bold): **AICOS**, Definition12, Raffeiner, MUW, Pryv, UNL-NMS-CHRC
Authors: Francisco Nunes (FhP)

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[1] L = Legal agreement, O = Other, P = Plan, PR = Prototype, R = Report, U = User scenario

[2] PU = Public, PP = Restricted to other programme participants (including the Commission Services), RE = Restricted to a group specified by the consortium (including the Commission Services), CO = Confidential, only for members of the consortium (including the Commission Services)

Partner list

Nr.	Partner name	Short name	Org. type	Country
1	Associação Fraunhofer Portugal Research	AICOS	Research	Portugal
2	Definition 12 AG	Definition12	SME	Switzerland
3	Mag. Andreas Raffeiner	Raffeiner	SME	Austria
4	Medizinische Universität Wien	MUW	University	Austria
5	Pryv SA	Pryv	SME	Switzerland
6	Universidade NOVA de Lisboa	UNL-NMS-CHRC	User	Portugal

Revision history

Rev.	Date	Partner	Description	Name
1	03.05.2021	FhP	First draft	Francisco Nunes
2	17.05.2021	FhP	Revisions based on partners' feedback	Francisco Nunes

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Glossary

GA: General assembly
KPI: Key performance indicators
WP: Work package

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1. Introduction

This document describes the project management structures and procedures to be followed within the COTIDIANA project. Together with D.1.5 "Project quality and risk plan", this document will guide project partners in the effective execution of the project. During the course of the project, this document will be updated as needed.

1.1. The partnership

COTIDIANA is funded by the AAL joint program (call 2020). The consortium is composed of 6 partners:

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1.2. Project goals

COTIDIANA will develop a mobile solution to support clinical care and drug trials of older adults with rheumatic conditions. Patients will use the smartphone in ambulatory conditions to report their experiences, symptoms/signs, and quality of life. Drawing on the smartphone's built-in sensors and logs, we will be able to objectively track digital endpoints focused on hand dexterity (as an indicator for function or disease activity), gait and physical activity (as an indicator for mobility, fatigue and pain), and sociability patterns (as an indicator of mental health and wellbeing).

COTIDIANA will develop a system that holistically characterizes the health state of older adults with rheumatic conditions. When used in clinical practice, the system will improve the clinical care of these patients, as it will provide clinicians with more accurate information on the state of their patients as they leave the clinic. Drug trials will also be improved as the system will provide richer datapoints for making decisions.

We should reach commercialization 6-9 months after project end, i.e., January 2024.

2. Project management structure

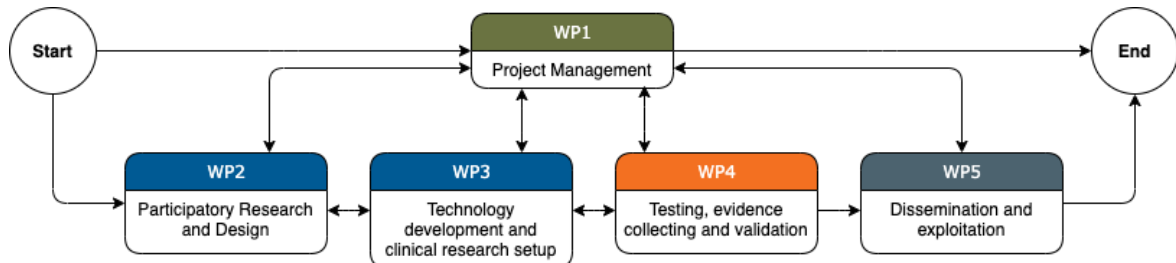The Project is organized in five work packages as depicted in Figure 1.

Figure 1 Work package organization.

To increase communication and support project management, COTIDIANA includes a sparce management structure with distributed responsibilities, as depicted in Figure 2.

Figure 2 Project management structure.

2.1. Key management roles

Members of the team play specific roles to assist project activities and project management, including:

- Project Coordinator – Francisco Nunes (AICOS)

- Technical Board leader – Beat Gersbach (Definition12)

- Ethics and Data Privacy Board leader – Evelina Georgieva (Pryv)

- Business and Commercialisation Board leader – Brigitte Raffeiner (RAFFEINER)

- External Advisory Board leader – Tariq Andersen

- Steering Committee: chaired by the Project Coordinator and consisting of one representative per partner. The Steering Committee provides strategic feedback to the Coordinator and steers the project according to the goals agreed upon.

- General Assembly (GA) – brings together the Steering Committee, i.e. one representative of each partner, chaired by the Project Coordinator. The General Assembly is the high level management body of the COTIDIANA project. It is the highest authority in the project, standing above the mentioned boards.

- WP leaders and Task leaders - The Coordinator, WP Leaders and Task Leaders compose the operational management structure. Task Leaders are responsible for Deliverables from their tasks.

2.1.1. Technical Board

- Led by Beat Gersbach (Definition12)

- Arni Gudmundsson (Definition12)

- Emanuel Huber (RAFFEINER)

- Francisco Nunes (AICOS)

- Joana Silva (AICOS)

- Pierre-Mikael Legris (Pryv)

- Ricardo Graça (AICOS)

2.1.2. Ethics and Data Privacy Board

- Led by Evelina Georgieva (Pryv)

- Catarina Silva (UNL-NMS-CHRC)

- Francisco Nunes (AICOS)

- Pierre-Mikael Legris (Pryv)

- Sarah Bischof (RAFFEINER)

- Yuki Seidler (MUW)

2.1.3. Business and Commercialisation Board

- Led by Brigitte Raffeiner (RAFFEINER)

- Andreas Schimanski (Definition12)

- Beat Gersbach (Definition12)

2.1.4. External Advisory Board

- Led by Tariq Andersen (University of Copenhagen)

- Jakob Bardram (Technical University of Denmark)

- Alan Bourke (NOVARTIS)

2.1.5. Work Package leaders

- WP1: Project management – Francisco Nunes (AICOS)

- WP2: Participatory research and design – Francisco Nunes (AICOS)

- WP3: Technology development and clinical research setup – Beat Gersbach (Definition12)

- WP4: Testing, evidence collection, and validation – Tanja Stamm (MUW)

- WP5: Dissemination and exploitation – Brigitte Raffeiner (RAFFEINER)

2.2. Responsibilities

Each partner will act to provide the Project Coordinator and the Work Package leaders with the information, documents, and input, to enable the commitment of projects' objectives within budget, timing, and with the agreed upon quality.

Each partner has the responsibility to:
- Promptly notify all the partners in the same Work Package and the Project Coordinator about any significant problem or delay in performance;

- Inform all partners in the same Work Package and the Project Coordinator of relevant communications it receives from third parties in relation to the Work Package and/or the Project;

- Verify the accuracy of any information or materials it supplies and promptly correct any error therein of which it is notified. The recipient Party shall be entirely responsible for the use to which it puts such information and materials.

2.3. Conflict resolution

Conflicts will be first mediated and mitigated by Task Leaders and WP Leaders, consulting with the Coordinator if necessary. If no solution is reached the conflict will be brought to the Steering Committee, which will try to reach a unanimous decision, as in any other situation. In case a unanimous decision is not reached, the committee shall deliberate and decide in a binding manner if 2/3 of members are present (quorum), and a decision vote shall be accepted if 2/3 (majority) of voting members agree. In case of conflict, the Coordinator will have the casting vote. The Coordinator will be granted with mandate for the day-to-day executive decision-making, to ensure smooth and efficient project execution.
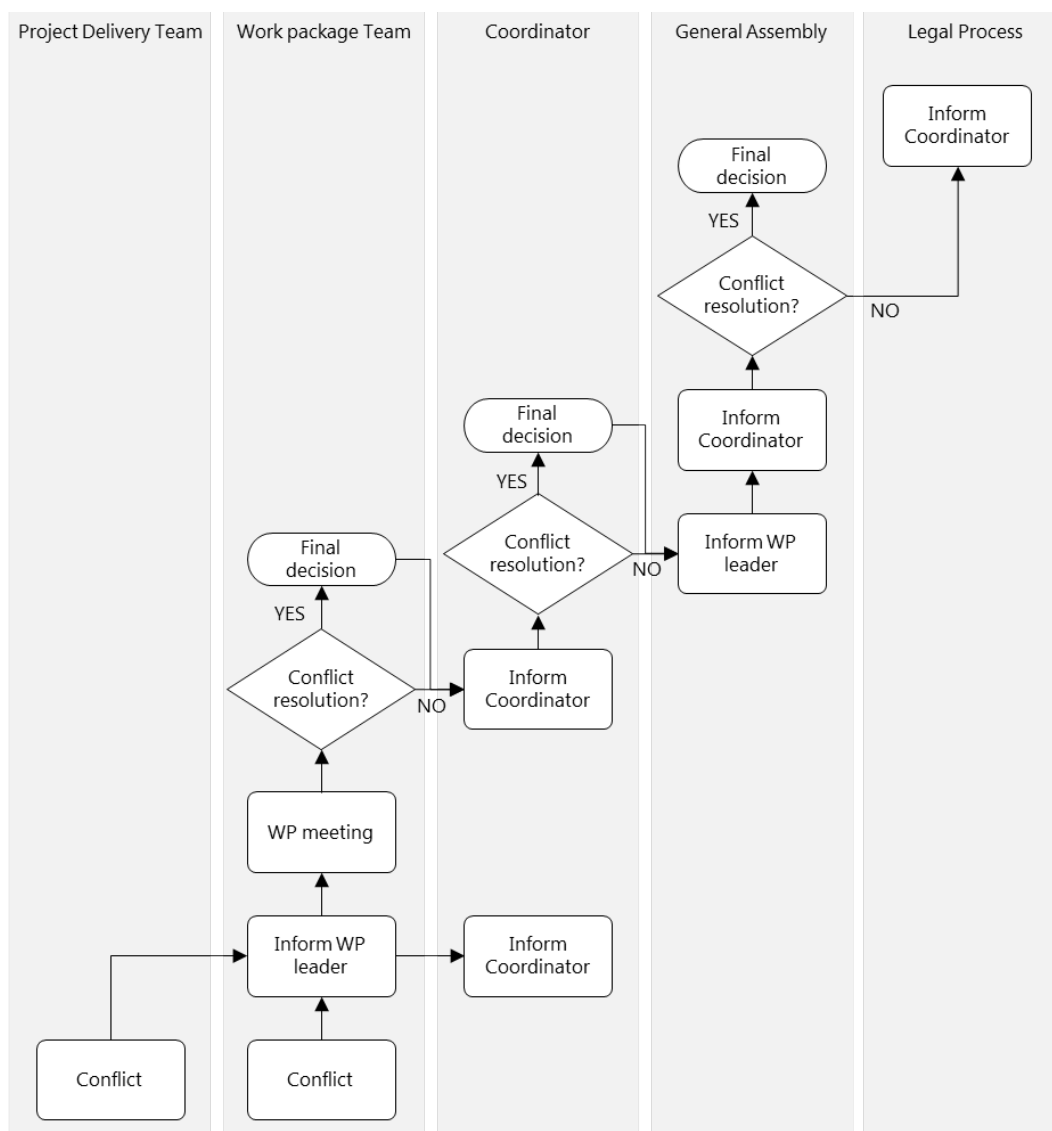

Figure 3 COTIDIANA conflict resolution process.

3. Project monitoring

3.1. Project meetings

To ensure proper execution and coordination among partners, COTIDIANA project will have bimonthly meetings. These meetings will take half an hour and serve for making a status update on project activities, discuss pending issues, and enlist the activities for the following two weeks. Issues that take longer to discuss as well as meetings from internal boards will be taken in specifically scheduled meetings, which shall invite only the involved project members.

Every six months, the General Assembly will meet for assessing the results of the project and plan for the following 6 months. During these meetings, WP leaders will provide a report about their WP status and progress. Each partner will inform the General Assembly about project events, press releases, publications, patents, demonstrations, etc. Moreover, each partner will provide information about national funding aspects.