



AutoMated Vessels and Supply Chain Optimisation for Sustainable Short SEa Shipping

D.1.1: MOSES Project Administrative and Financial Management Plan

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List of Acronyms

Abbreviation / acronym	Description
D1.2	Deliverable number 2 belonging to Work Package 1
DM	Dissemination Manager
DoA	Description of Action
EB	Executive Board
EC	European Commission
EDP	Ethics and Data Protection
EM	Exploitation Manager
ERC	Ethical Review Committee
GDPR	General Data Protection Regulation
IM	Innovation Manager
LSEIM	Legal, Ethical and Security Issues Manager
PAB	Project Advisory Board
PC	Project Coordinator
PM	Project Management
PQM	Project Quality Manual

Abbreviation / acronym	Description
QM	Quality Manager
RM	Risk and Mitigation Planning Manager
SME	Small and Medium-sized Enterprise
TC	Technical Coordinator
ToC	Table of Contents
WP	Work Package

Executive Summary

This document describes the project's management procedures that apply to MOSES both from the administrative and financial perspective. The project management plan is a joint responsibility of all project partners until the complete discharge of all obligations under the European Commission (EC) Grant Agreement, in order to guarantee transparency and commitment from all engaged partners and thus facilitate a successful delivery of project results and maximise the impact of MOSES. It assures that the project will meet its entire objectives on time, on budget and with outstanding quality results. The plan presented hereafter consists of planned and systematic processes and steps, schedule per task, responsible partner related subtasks, related deliverables, dependencies, Gantt chart and work breakdown structure, project bodies, communication and reporting. Moreover, it is going to be used to monitor the corrective actions employed to verify that agreed procedures are in place and are being adequately implemented.

The document is structured as follows:

Section 1 is an introductory section that outlines the purpose of the document.

Section 2 presents the overall structure of the project, including the project bodies, the main project roles, and the responsible persons.

Section 3 describes the collaboration among partners, including the decision making and conflict resolution process and the communication among partners.

Section 4 presents the work breakdown, schedule, and time management, including deliverables, milestones and Gantt Chart.