



AutoMated Vessels and Supply Chain Optimisation for Sustainable Short SEa Shipping

D.1.7: MOSES Project Administrative and Financial Management Plan Rev1

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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

Abbreviation / acronym	Description
PQM	Project Quality Manual
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 updates the project's management procedures that apply to MOSES both from the administrative and financial perspective, as were described in Deliverable D1.1 MOSES Project Administrative and Financial Management Plan. 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 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.

This revised document takes into account the experience from the project's implementation up to M18 and includes the following additions (compared to D1.1):

- Detailed description of the Project Advisory Board, which was officially formed on M12.
- Content and how progress meetings are conducted.
- Problems related to the ongoing COVID-19 situation and mitigation measures that were taken.