Launching a new project

Project life cycle at IDT
Start-up meeting
Responsibilities
Communication
Project life cycle at IDT

Gate 1: Application approved by head of research/school/vice-chancellor

Gate 2: Application granted by funding agency

Gate 3: Agreement signed between MDH and funding agency

Gate 4: Mid-term report to funding agency

Gate 5: Final report to the funding agency

Gate 6: Close out of project

Initiation

Planning

Implementation

Closeout

Call opens

Agreement

Start-up meeting

Kick-off

Kick-out

Economic follow-up and reporting
Before a project can be created in the financial system and cover costs, a start-up meeting is mandatory. At this meeting all administrative routines regarding the new project will be agreed upon, such as project budget, participants in the project, time reporting etc. The following representatives have to attend the meeting (depending on type of project); Central Economy Department (EU projects), Financial Officer, Head of Division/Department, Director of Research, Project leader and a representative from RECO. To make changes after the project has started, a change meeting needs to be held with the above mentioned representatives.

Things to do before the start-up meeting (Project Leader)

- Registration (mandatory by law) of all official documents (i.e. the Grant Agreement and equivalent). At IDT you need to send the documents to the Registrar for registration.
- The resource agreement should be discussed with Head of Division/Department an agreed upon and/or informed about any recruitment.
- Registration of Project in the IDT database
Start-up meeting agenda (depending on project type)

1. Opening of the meeting and correction of agenda (RECO)
2. Short description about the project (Project Leader)
   - Definition of project roles
   - Content
   - Expected outcome
   - Partners
   - Deliverables expected from MDH
   - Structure of MDH effort in WP
3. Administrative details (Financial officer)
   - Implementation form (Appendix 2 Administrative data)
4. Payments, invoices and other transactions, agreed co-funding
5. Participants in the project: (Project Leader)
   - Resource Agreement (Appendix 1)
6. Budget
   - Budget in relation to WP:s (EU projects)
   - Travel in different WP:s (EU projects)
   - Economic follow up
7. Time reporting (EU projects) (EKA)
   - Who, when, where, what, how
8. Scheduling of Kick-off and other project meetings (Project Leader)
9. Registration of Project in the IDT database
10. Change meeting
11. Other questions and conclusion
Project Leader responsibilities

- Inform research leader, line manager (head of department), RECO, financial officer and information officer about project launch
- Registration of documents and agreement in the archive (diariet)
- Establish project group and roles
- Negotiate resource allocation with line managers (heads of department)
- Prepare for the start-up meeting
- Add project in IDT database
- Organise kick-off with project group and other relevant staff
- Involve project participants in project
- Follow up on budget and progress (continuously)
- Report to funding agency (continuously)
- Communication regarding the project internally and externally
- Closing of project; internally IDT & final report to funding agency
# Support for Project Leaders

<table>
<thead>
<tr>
<th>Activity</th>
<th>Support function at IDT</th>
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<tbody>
<tr>
<td>Archiving (diariet)</td>
<td>Research administrator</td>
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<tr>
<td>Budget &amp; economic follow-up</td>
<td>Financial officer</td>
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<tr>
<td>Communication</td>
<td>Information officer</td>
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<tr>
<td>Strategy and coaching</td>
<td>Research leader/RECO</td>
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<tr>
<td>Project management</td>
<td>RECO</td>
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<tr>
<td>Staffing</td>
<td>Head of department, Personnel administrator</td>
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# Communication activities at project launch

<table>
<thead>
<tr>
<th>Activity</th>
<th>Responsible</th>
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<tbody>
<tr>
<td>Invite to Start-up meeting</td>
<td>RECO</td>
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<tr>
<td>Add project in IDT research data base and assign staff in the data base</td>
<td>Project Leader</td>
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<tr>
<td>Set-up of common project working place; ex. svn, drop-box, wiki</td>
<td>Project Leader</td>
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<tr>
<td>Contact with IDT information officer</td>
<td>Project Leader</td>
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<tr>
<td>Press release</td>
<td>Information officer</td>
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<tr>
<td>Short news on web</td>
<td>Information officer</td>
</tr>
<tr>
<td>Create project web page</td>
<td>Project Leader</td>
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<tr>
<td>Kick-off</td>
<td>Project Leader</td>
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Possible additional communication activities

- Communication plan
- Email-lists internal/external (helpdesk supports)
- Project "logo"
- Roll-ups
- Posters
- Flyers
- Press releases and articles
- Newsletter
- Activities like workshops, seminars etc.
- ...

IDT information officer supports graphical productions