



Fostering Internationalization at Montenegrin HEIs through Efficient Strategic Planning – IESP

Title of Work package	WP 7: Project management
Activity no.	MNGT 7.3: Day-to-day management of project activities
Title of outcome	Report on day-to-day management of project activities
Activity date	November 2020
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Daily management activities have been carried out efficiently with regard to communication, administration and fulfilment of tasks.

Apart from the preparation of a two-day kick-off meeting, which was held on 15th and 16th of January 2020 in Podgorica, the first major task was to prepare partnership agreements. The project coordinator (PC) had prepared and presented a draft version at the kick-off meeting and then signed the agreement with each partner in March 2020.

An e-mail account (iesp@ucg.ac.me) has been created and used by authorized PC's staff for communication related to the project.

Day-to-day management has been maintained through communication on the level of consortium, work packages and activities/tasks. Realisation of daily administrative tasks has been managed and assured by the PC and its project administrative team. In frequent communication with partners the PC provided explanations, instructions and templates as needed.

In order to facilitate daily management and communication, the PC prepared a Project Handbook, approved by all partners:

<http://www.iesp.ucg.ac.me/uploaded/files/IESP%20Project%20Handbook%282%29.pdf>





The handbook provided the information and instructions about the use of the grant funds, the participants' roles and obligations, procedures to be followed, which forms to use and how to fill them in, how to keep records, etc.

Besides, the PC created a web platform accessible only to the partners, for submission and exchange of documentation, where each partner reviewed and uploaded the documents in its own section (with folders for templates, reports, documentation related to staff costs, travel and costs of stay, purchase of equipment, subcontracting, etc).

Apart from sending the supporting documents, after the first 6 months in accordance with the partnership agreements the partners sent a semi-annual technical progress report and a financial report which showed all incurred expenses. They will send annual technical and financial reports which will cover the period until the end of the first project year. The partners have sent also the other type of reports/information, such as on realisation of different events, or related to appearance in media.

PC has promptly presented to all partners the information exchanged in communication with EACEA and with National Erasmus+ Office, which reported (after conducting an on-line monitoring visit in April 2020, followed by visit in situ in June) its satisfaction with project management, communication at the local level and joint efforts off the partners towards achieving the project goals.

Day-to-day management was being well adapted to difficulties in realization of project caused by the Covid-19 lockdown, considering that several activities had to be postponed, re-scheduled and/or conducted in different way than initially foreseen, i.e. that trainings and study visits had to be organized online.

