

# LOLER PROJECT TASK DESCRIPTIONS

## EXPLANATION OF WORK PACKAGE **1** PROJECT MANAGEMENT

**BRIEF:** This work package aims to ensure that overall coordination of all partners and the work packages is maintained throughout the project lifetime including, financial responsibility and control of budget costs. Critical aspects to this role include problem solving where necessary and on-going communication and advice in support of the partnership.

### MAIN TASKS:

#### **1- Maintain partnership coordination and financial responsibility.**

##### SUB-TASKS:

- Work Package status reports to be sent to partners
- Manage individual tasks, responsibilities and deadlines
- Monitor achievements and collect information

#### **2- Maintain responsibility during pilot tests for partner health & safety and ensure WP timescales are realistic & achieved.**

##### SUB-TASKS:

- Ensure all meetings are planned and organised effectively
- Ensure appropriate measures for assessment of risks is undertaken

#### **3- Ensure communication is ongoing and reports are submitted in accordance with project requirements**

##### SUB-TASKS:

- Submit Project Progress Report: On-going communication maintained through regular (weekly) phone calls/skype calls; e-mails; informal meetings
- Submit Management Plan
- Submit Monthly Reports
- Submit Project Final Report & Financial Documentation

#### **4- Ensure successful completion of the project and implementation of LOLER standards**

##### SUB-TASKS:

- Ensure Certification levels established and linked to an awarding body