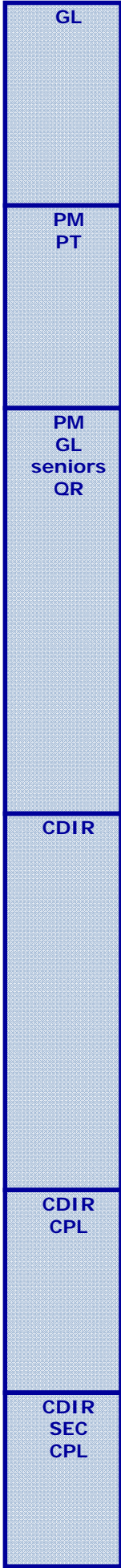


Actors



Start
From Project Management Synthesis / Proposal Process

Who are the clients?

- For internal projects, the client is represented by the GL. The CDIR approval is mentioned and dated on the project monitoring form. It is to be considered as an internal contract.
- For external project, the clients are the organisations that sign the contract. They can be national or international granting organisations, others private or public institutions, or a mixture of them. At this stage, it is not possible to rework the proposal. It has been accepted or rejected.

Administrative launch of the project

- Appointment of a PM by GL:
 - the choice is made according to interest of seniors, competences related to the project and schedules
 - the designation of PM is valid only for the Proposal process
- Naming the project
- Setting up an account OIS and OES
- Recording it with names of GL & PM in CQMS

Definition of the proposal

Documentation & templates:

- proposal template
- quality plan template
- proposal
- quality plan

Internal project:

- Analysis & assembly of various ideas
 - Project description for CDIR
- External project** according to the management specifications of the client:
- Call analysis
 - Preparation of the quality plan* (Ref. F4E QP)
 - Answering
- In any case, refer to comments of Initiating Process*

Internal review (GL, seniors & QRO) according to client management specifications

The internal review is a process handling the following phases:

- presentation of the project by the PM to GL, seniors of the research group, QRO and, if necessary, to involved persons and responsables of the technical services
- review of the scientific aspects
- review of the technical aspects
- review of the budget plan (resources, costs, schedule)
- review of the quality plan

Comments?

yes

no

Reviewing by CDIR

Reviewing of:

- the scientific and technological interest with regard to the research strategy of the CRPP
- the budget plan (resources, costs, schedule)
- the integration of the project in the global time planning of the CRPP

Comments?

yes

no

CDIR validation?

no

Stop

Return to Project Management Synthesis / Closing Process

CDIR validation → taking in account the project up to the end of the contract, in:

- CRPP general planning
- CRPP general budget
- HR and technical resources reservation
- Validate the proposal: date and signature of CDIR

Sending to client by CDIR

Documentation & templates:

- proposal to validate
- validated proposal

Administrative procedure involving the secretariat and the CQMS:

- introducing HR & budget reservations
- introducing time reservation in general planning

Stop

Return to Project Management Synthesis / Contract Process

Glossary

- ADP, Acceptance Data Package (documentation linked with the deliverable)
- CDIR, CRPP Direction
- CQMS, CRPP Quality Management System
- GL, Group Leader
- CPL, CRPP-Planner
- PM, Project Manager
- PMP, Project Management Plan

PT, Project team

- QR, Quality Representative for the project
- SEC, secretary
- TR, Technical Representative
- WBS, Work Breakdown Structure
- Approval, validation by client
- Review, internal critical presentation to peers & GL
- Validation, internal validation by hierarchy

Rel.	Date	Designation	Author	Checked
0.0.4	11.09.08	Change according to WG-PROM3	Léonard	
0.0.3	27.08.08	New design according to WG-PROM2	Léonard	
0.0.2	29.04.08	Add a Watch out stage	Léonard	
0.0.1	7.03.08	Second design	Léonard	
0.0.0	01.10.07	First design	Léonard	

PROPOSAL PROCESS