

ExQuMe

Project management Plan

ABSTRACT


The ExQuMe Project Management Plan defines the structures and procedures ensuring coordinated, efficient, and compliant delivery of all project activities in line with Erasmus+ standards.

Deliverable Fact Sheet

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Contributing Partners	<i>Turun Yliopisto, Panepistimio Patron, Sveuciliste U Zagrebu, Ecole Superieure Des Technologies Industrielles Avancees, The Press Project Idiotiki Kefalaouchiki Etaireia</i>
Approved by	<i>Reviewed by all Partners</i>
Abstract	This document provides the strategic and operational framework for implementing the ExQuMe project. It outlines the roles and responsibilities of the coordinator, Work Package Leaders, and consortium partners, detailing internal communication procedures, decision-making structures, and reporting lines.
Keywords List	Project Management Plan, Consortium Coordination, Financial Management, Cooperation Partnerships

Consortium

	Name	Acronym	Country
1	TURUN YLIOPISTO	UTU	Finland
2	UCLAN CYPRUS LIMITED	UCLAN	Cyprus
3	PANEPISTIMIO PATRON	UPAT	Greece
4	SVEUCILISTE U ZAGREBU	UNIZG	Croatia
5	ECOLE SUPERIEURE DES TECHNOLOGIES	ESTIA	France
6	INDUSTRIELLES AVANCEES THE PRESS PROJECT IDIOTIKI KEFALAIOUCHIKI ETAIREIA	TPP	Greece

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Abbreviations

ECHE	Erasmus Charter for Higher Education
GDPR	General Data Protection Regulation
PC	Project coordinator
PMP	Project management Plan
PP	Project Partner
SC	Steering Committee
WBL	Work Package Leader

Document Version History

Version	Date	Author	Description of Change	Approved by
01		Athanasios Christopoulos	Draft	

1 Executive Summary

The ExQuMe Project Management Plan (PMP) defines the governance, coordination, financial management, and quality assurance framework guiding the effective implementation of the ExQuMe – Exploring Quantum Mechanics through Immersive Learning project, co-funded by the European Union under the Erasmus+ Programme (Key Action 2 – Cooperation Partnerships).

The document establishes the organisational structure, roles, and procedures that ensure transparent, efficient, and compliant management throughout the project's 30-month implementation period. It outlines the responsibilities of the coordinator (University of Turku), Work Package Leaders, and Partner Institutions, detailing communication channels, decision-making processes, and internal reporting mechanisms. The PMP also provides the basis for risk mitigation, performance monitoring, and adherence to Erasmus+ Grant Agreement provisions.

Financial management within ExQuMe is based on the lump-sum funding model, ensuring cost efficiency, accountability, and equitable resource allocation among partners. Dedicated units address budget control, documentation requirements, and payment procedures in line with Erasmus+ financial rules. The plan further includes guidelines on data protection and confidentiality, publicity and visibility obligations, and intellectual property rights, ensuring compliance with the EU Financial Regulation, GDPR, and the Erasmus Charter for Higher Education (ECHE).

As a living document, the Project Management Plan serves as the operational reference for all partners, supporting coordinated delivery, transparent communication, and continuous quality improvement. It ensures that ExQuMe's objectives—advancing innovative, inclusive, and digitally enhanced quantum mechanics education—are achieved with full accountability to the standards and expectations of the European Union and the Erasmus+ Programme.

2 Project Management Plan

The ExQuMe Project Management Plan (PMP) is the main planning document and describes how major aspects of the project are managed, monitored and controlled. It is intended to provide guidance and direction for specific management, planning, and control activities such as schedule, cost, risk, communication, quality, etc. The focus of this document is to describe the approaches being taken in the project to manage the various activities, share and store documents, communicate among consortium members, control the quality of project deliverables, identify and mitigate risks associated with the project.

It outlines the goals and objectives and organizational structure; defines the responsibilities and roles of project partners (PP), identifying interactions among them and specifies the general procedures and management tools that are implemented to ensure effective project management and successful project completion.

The PMP is a living document and should be updated and revised continuously throughout the project. Revisions to the PMP will include periodic updates to the plan, especially related to project budget schedule, and risks. The Project Coordinator (PC) will be responsible for the maintenance of and subsequent revisions to the PMP that is designed to:

- clearly define roles, responsibilities, processes and activities
- increase probability that projects will complete on-time, within budget, and with high degree of quality

- ensure the understanding of agreements between consortium members
- help project teams identify and plan for how project activities will be managed (budget, quality, schedule, etc.)

The intended audience of the ExQuMe PMP consists of members of the consortium and the Project Coordinator. The project is employing a standard project management approach based on documented timelines, regular communications, active follow up, and formal quality control and risk mitigation processes. To support its project management approach, the project uses a cloud shared; revision history enabled and always synced folders and a set of transnational meetings and dedicated conference calls.

The combination of these solutions provides the team with facilities for sharing and managing of documents, managing work tasks, tracking progress against task deliverables, scheduling meetings and discussions, and generally ensuring that the distributed project team can pro-actively collaborate to meet project requirements.

To ensure that regular progress reports are produced on time by Work Package (WP) leaders UTU created procedures and templates. These procedures have been finalized to assure that actual resource consumption is tracked against plan, that any deviations from the plan are quickly surfaced and appropriate risk mitigation actions taken. To facilitate on-going reporting activities and project teamwork, email lists have been created and conference calling facilities established. In addition, a project website been developed to provide not only internal communications capabilities for the project's team, but to support the team's dissemination and exploitation activities. Finally, formal quality control and risk management processes have been established so that project deliverables meet the operational criteria so that any deviations from plan are properly addressed. The main documents to be used as reference point in the process of project management and evaluation are:

- The Grant Agreement with all its Annexes
- The Partnership Agreements and its Annexes
- Project Activity Timeline (Gantt chart)