



**MOVING**



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**Deliverable 6.1: Project Management, Quality Assessment and  
Financial Plan**

(confidential document – only a summary is publicly available)

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Work Package 6: Project Management

**TraininG towards a society of data-saVvy inforMation  
prOfessionals to enable open leadership INnovation**

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## Executive Summary

The present document intends to be a guideline for all partners of the MOVING project. Its goal is to make explicit the project management organization, as it appears in the Description of Action (DoA) and the Consortium Agreement (CA), and the procedures for monitoring the progress of the work in MOVING and for ensuring the production of high-quality deliverables and results.

In Section 2 this guide deals with all practical aspects of the management of the project, namely: the implemented project organization, the names of the responsible partners for the different work packages and the different management bodies. It presents the basic management policies that apply to all participants, and introduces the templates for various project documents. It also introduces the wiki platform that has been set-up for the project to support partner collaboration and the exchange of information.

In Section 3 this document introduces the rules and procedures for achieving deliverables and results of high quality.

Finally, in Section 4 this document introduces the progress reporting and financial plan data, procedures and materials.