

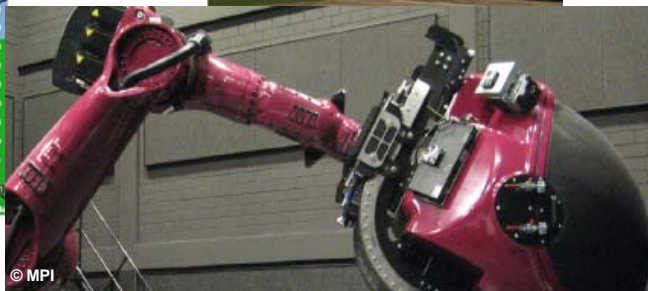
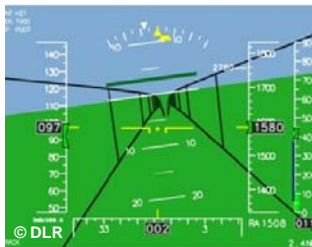
Erfahrungen im Projektmanagement (Folien in Englisch)

Regionaltreffen Süd der Max-Planck-Gesellschaft
München, 17. April 2012

Patrice Wegener



mycOpter



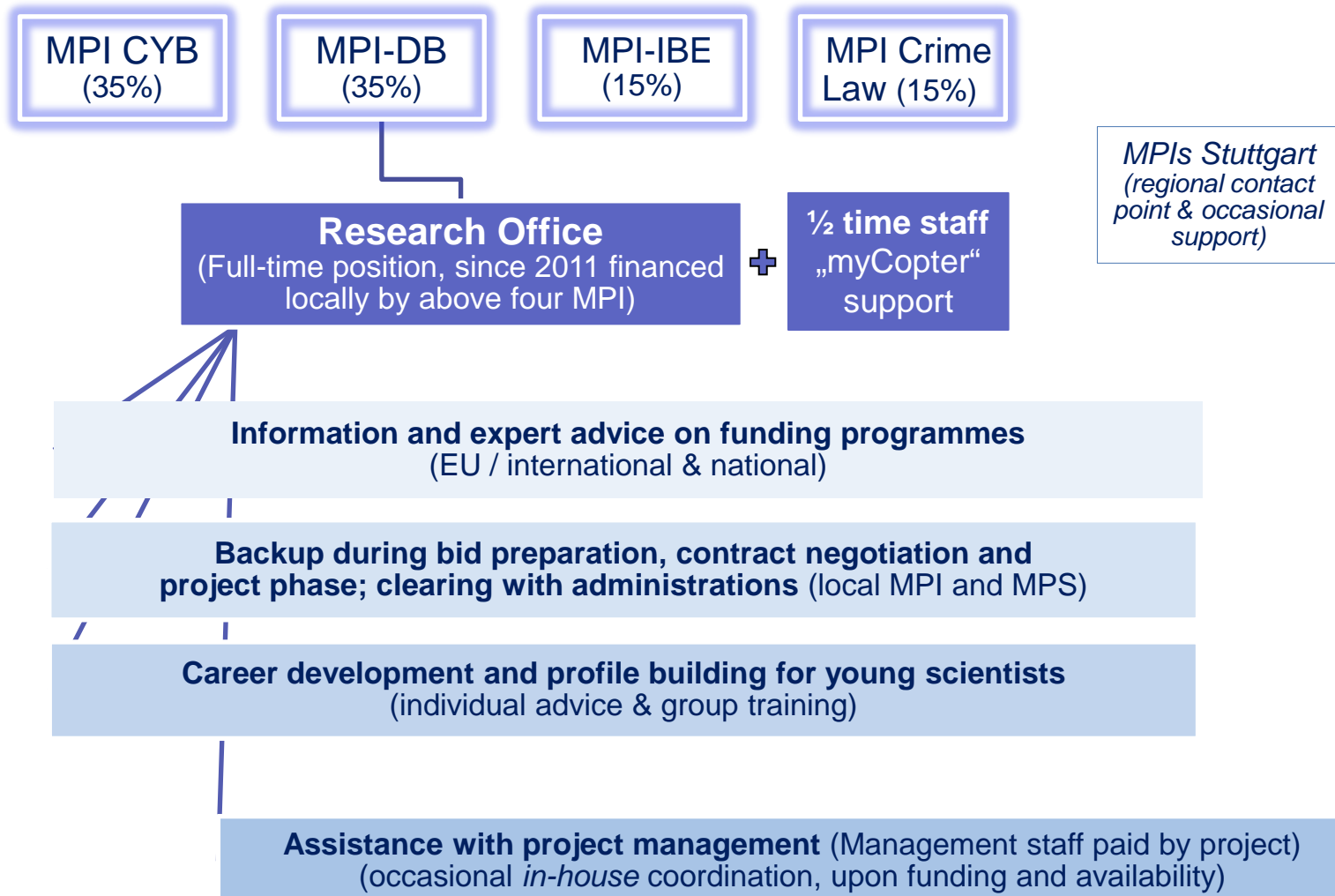
Overview

1. The Max-Planck EU Regional Office Baden-Württemberg
2. Introducing the EU FP7 project „myCopter“
3. Managing the collaborative project „myCopter“

1. The Max-Planck EU Regional Office Baden-Württemberg



- since 1.12.2007 hosted by MPI Campus Tübingen -



The mission statement

Furthering participation from Max Planck scientists in Third Party funded research and related activities:

- ▶ information and expert advice on **EU and national funding opportunities, programmes and policies**
- ▶ comprehensive assistance with **bid preparations**
- ▶ backup during **contract negotiation** and **project management**
- ▶ help with **cost calculation**
- ▶ information about **trans-national researcher mobility** as well as ERC starting and ERC advanced grants
- ▶ advice on **strategy** or **profile building** (individual or group)
- ▶ individual advice and group training for **young scientists**
- ▶ **... in-house project management support** (trial phase)

My motivation for doing „management support“

‘Pros’:

- ▶ “Göttinger Modell”: project management as an **opportunity to expand scope of work** and to hire staff (“trial phase”) → EU Office hired ½ time MGT support staff!
- ▶ Not first management experience: desire to be **more actively involved in science** (as opposed to exclusively administrative work agenda)
- ▶ Project management experience **profitable for consulting work** (all project phases)
 - better understanding of involved people/competences and work processes
 - more comprehensive grasping of legal and financial room for manoeuvre
- ▶ **Personal interest** in research subject both an opportunity and an advantage

‘Cons’:

- ▶ No familiarity with research subject or field a risk? (Hire a specialist?)
- ▶ Should a consultant be a manager? (compatibility issue, time issue)

http://eu.tuebingen.mpg.de

Max Planck EU Regional Office

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You are here: Homepage

Navigation

- EU research funding at a glance
- Application and Open Calls
- Young Scientists
- Women in Science
- Helpful documents (internal)



Welcome

to the homepage of Max Planck EU Regional Office Baden-Württemberg.

The office's mission is to promote the participation of Max Planck scientists in European Union and national funded research and related activities. More particularly, it provides:

- information and expert advice on **EU and national funding opportunities, programmes and policies**
- comprehensive assistance with **bid preparations**
- backup during the **contract negotiation and project management stage**
- help with **cost calculation**
- information about **trans-national researcher mobility** as well as **ERC starting and advanced grants**
- advice on **strategy or profile building** (individual or group)
- specialised advice for **young scientists**

News

2012-04-12
Info day on Marie Curie Fellowships
Tübingen University offers in collaboration with KoWi Bonn/Brussels an information session about...
» read more

2012-04-03
Horizon 2020: Public Hearing at the...
High-ranking experts presented their positions and opinions concerning the programme
» read more

2012-03-29
Fifth Annual Report of the thematic...
Consistent and consolidated advice to the European Commission
» read more

2012-03-29
5 Years ERC
Celebration of the fifth anniversary in 2012
» read more

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How are Synergy Grants evaluated?
Guide for Peer Reviewers now published
» read more

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2. Introducing the EU FP7 project „myCopter“

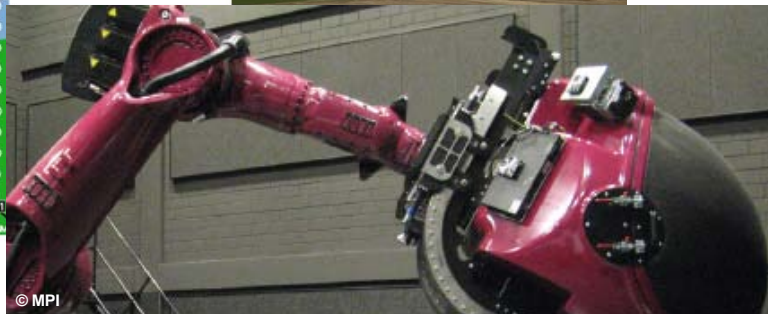
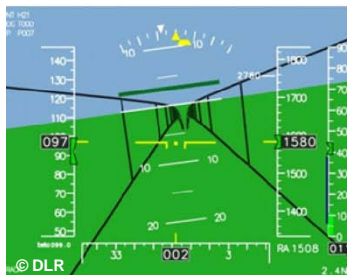


*Enabling Technologies
for Personal Air Vehicles*

myCopter



Duration: 4 years



*Coord.: Heinrich Bühlhoff
MPI Biological Cybernetics*

EU project „myCopter“: 1. The human aircraft interface

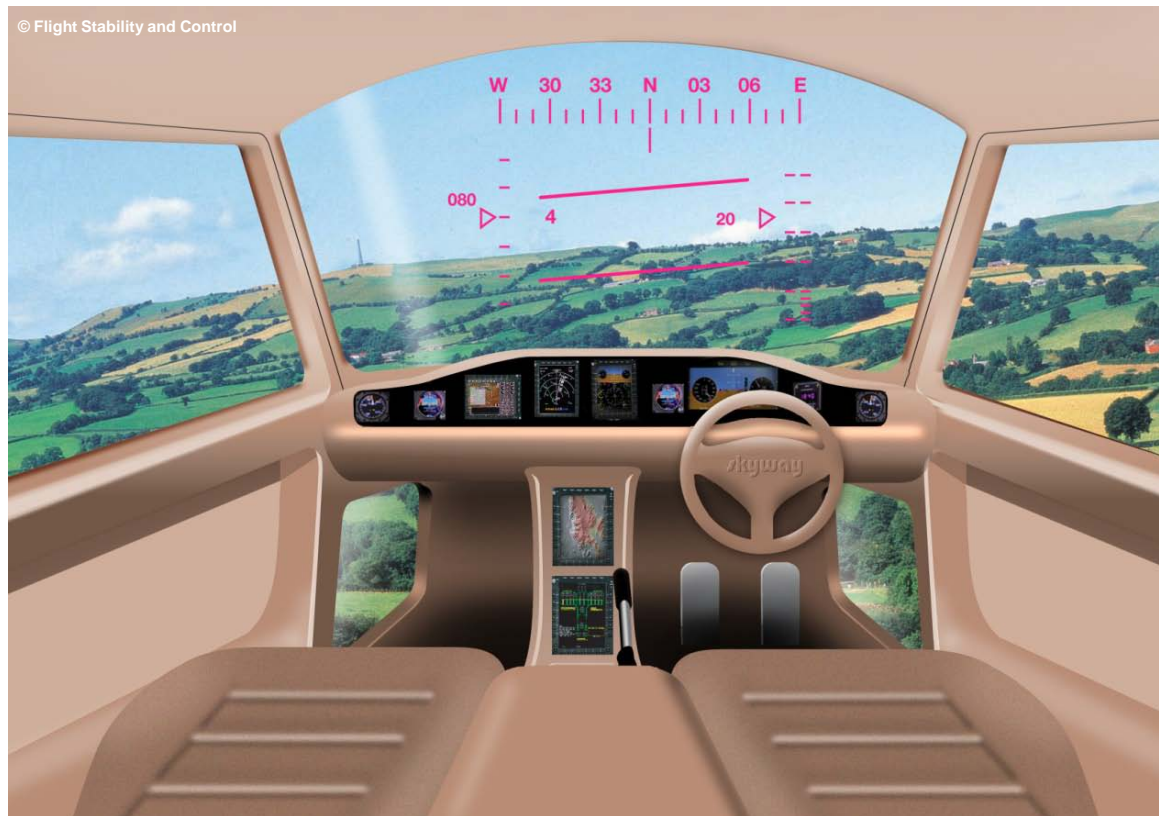


Figure 1: **Interaction of humans** with **Personal Air Vehicles** should be as intuitive as possible, and could be similar to current cars (© Flight Stability and Control)

EU project „myCopter“: 2. The automation and control challenge

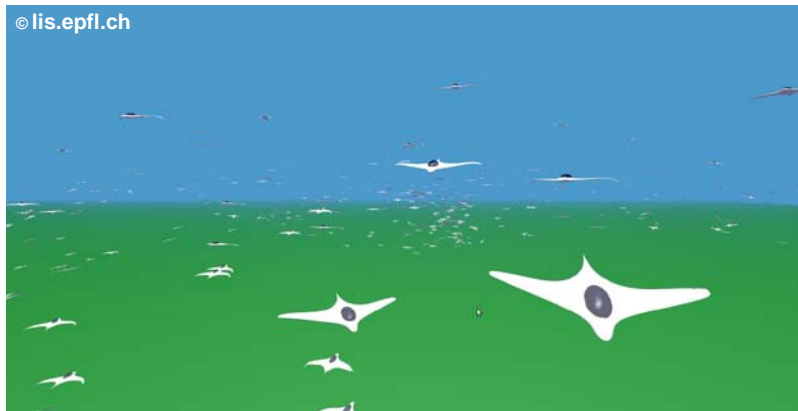


Figure 2: **Automation technologies** for flocking behaviour of **Personal Air Vehicles** will be essential for dealing with large amounts of traffic (© lis.epfl.ch)

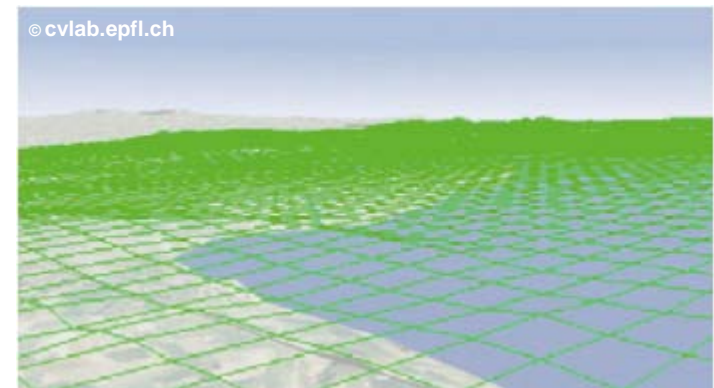


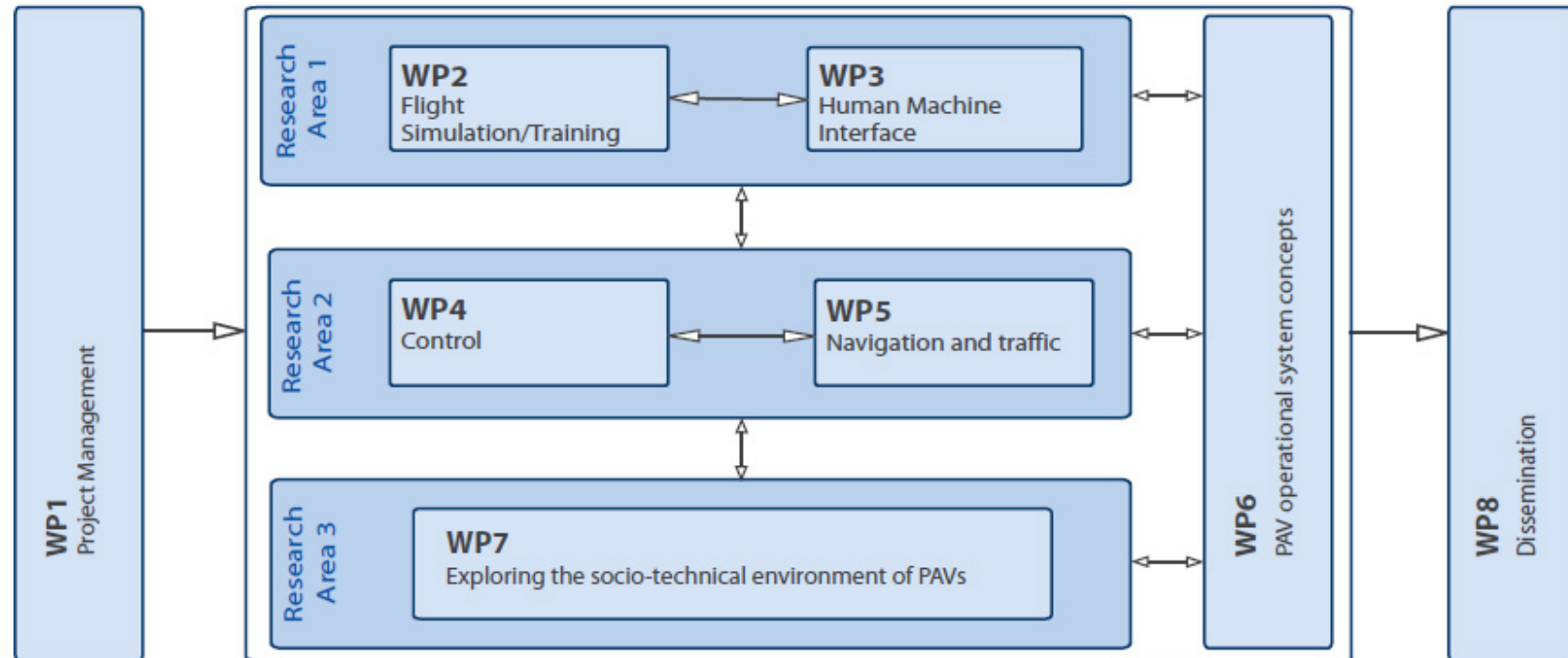
Figure 3: **Automation technologies** for terrain detection by computer vision algorithms (© cvlab.epfl.ch)

EU project „myCopter“: 3. The socio-technological impact



Figure 4: Personal Air Vehicles will have a large impact on society, raising questions about user expectations and interactions with new aerial transportation systems (© KIT)

EU project „myCopter“: Project work structure



PERT chart: showing interaction between WPs.

EU project „myCopter“: The consortium

myCopter

<http://www.mycopter.eu>

Project funded by the European Union
under the 7th Framework Programme



**Max-Planck-Institut
für biologische Kybernetik**

<http://www.kyb.mpg.de>

Project co-ordination and management, development of novel human-machine interfaces for steering and navigation of PAVs.



The University of Liverpool

<http://www.flightlab.liv.ac.uk>

Modelling PAV concepts and development an efficient paradigm to train people for flying PAVs.



**École Polytechnique Fédérale
de Lausanne**

<http://www.epfl.ch>

Development of control strategies for mid-air collision avoidance, formation flying, automation algorithms for determining a landing spot, and automatic take-off and landing.



**Eidgenössische Technische
Hochschule Zürich**

<http://www.asl.ethz.ch>

Development of control strategies for automatic take-off, navigation and landing of PAVs.



Karlsruher Institut für Technologie

<http://www.its.fzk.de>

Investigation of the socio-technological context, the infrastructural environment, the potential impact on society and social expectations towards PAVs via reflexive analysis.



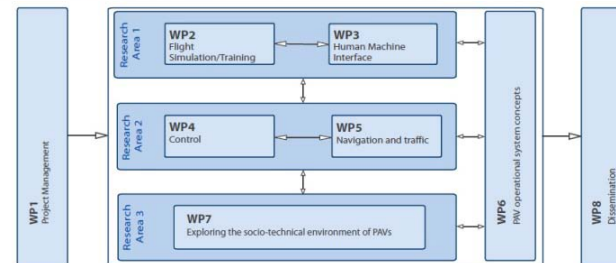
Deutsches Zentrum für Luft- und Raumfahrt

<http://www.dlr.de/flugsystemtechnik>

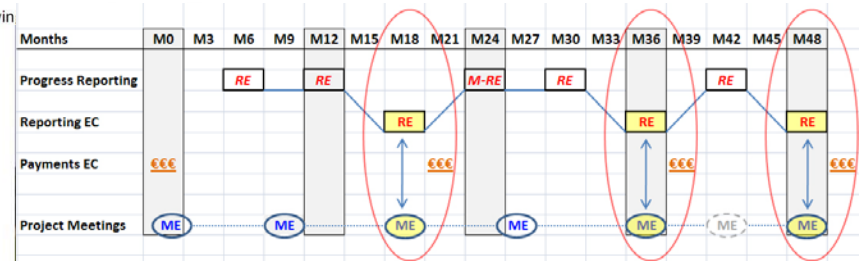
Evaluation of newly developed technologies using the Flying Helicopter Simulator, and support of the development of dynamic models and Highway-in-the-Sky displays.



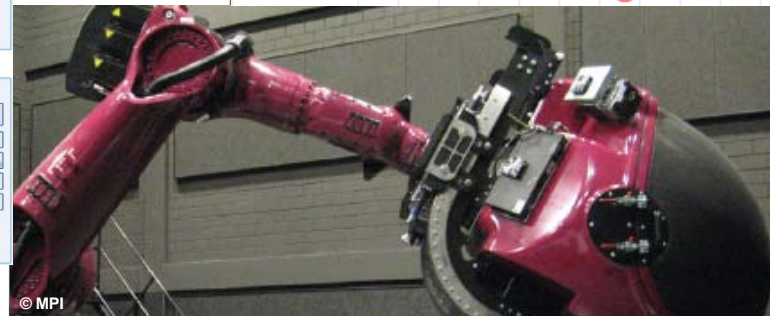
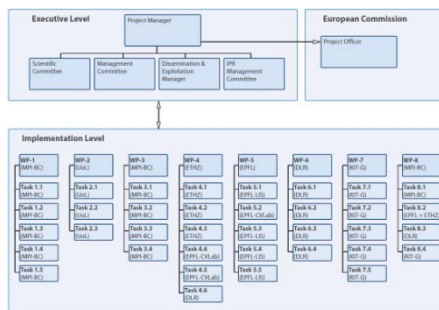
3. Managing the collaborative project „myCopter“



PERT chart: showing



myCopter

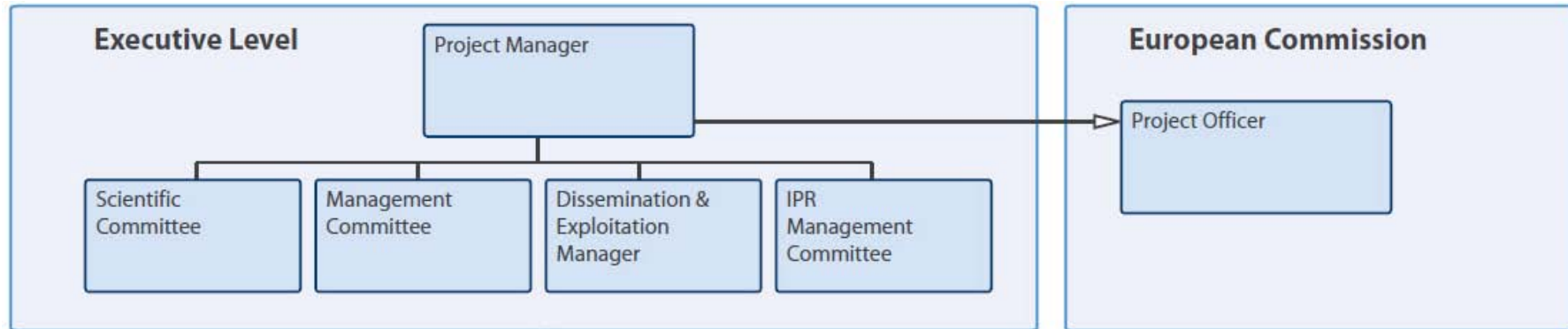


EU project „myCopter“: Contract negotiations

Duration: Mar - Jul 2010 (~4 months)

- ▶ Basis: Evaluation summary report, negotiation mandate, EU project officer
- ▶ NEF / Participant Portal: administrative/financial data, deliverables, roles
- ▶ Annex 1 - Description of Work (NEF and Part B)
- ▶ Consortium agreement negotiation (DESCA based)
- ▶ Early and continuous involvement of MPI-Cyb admin (finances, personnel), advance payment
- ▶ Kick-off meeting in Jan 2011 in Tübingen

EU project „myCopter“: Project management (I)



WP1 Objectives

To set up and apply the procedures necessary to

- coordinate and periodically monitor the progress of the project
- ensure the achievement of its scientific aims

- ▶ Overall implementation of the project's **timescale** and related **project meetings, reporting, dissemination activities**, project procedures and bodies, and **communication** at consortium level
- ▶ Overall monitoring of legal/**contractual framework** and **financial administration** (incl. distribution of the budget)

EU project „myCopter“: Project management (II)

► 1.1: Overall project coordination (M1-48)

- Kick-off and project meetings, final international workshop and related dissemination activities of WP8 (M1, 9, 18, 27, 36, 42, 48)
- Overall coordination of project procedures and bodies: Scientific committee, Management committee/IPR, Dissemination manager, Work package Leaders (M1-48)

► 1.2: Project communication (M1-3; M1-48)

- Setting up of a project website and mailing lists, organisation of video conferences between partners (M1-3)
- Communication of the Project coordinator with the appropriate offices of the EC (M1-48)

EU project „myCopter“: Project management (III)

▶ **1.3: Preparation of the Mid-Term Assessment Review (M22–24)**

- Conducting a Mid-Term Assessment in order to monitor the progress of the project and the realisation of the objectives

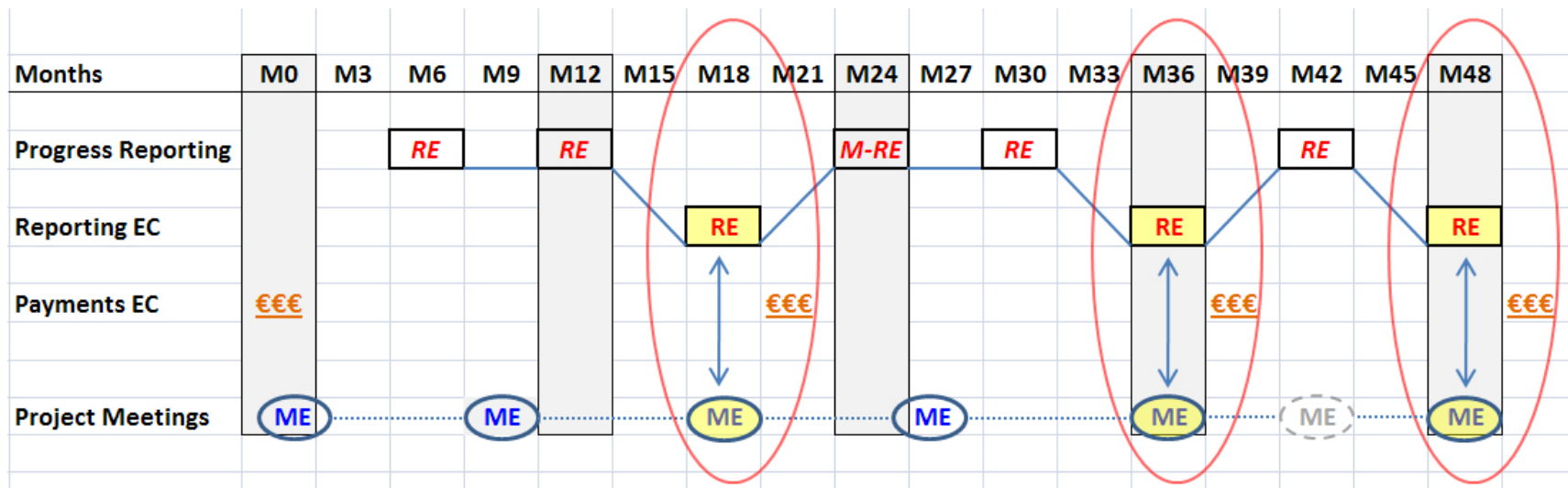
▶ **1.4: Project reporting (M6, 12, 18, 24, 30, 36, 42, 48)**

- Assisting with preparation of periodic reports (scientific, financial)
- Assisting with preparation of final reports and White paper, “Into the Box, solutions for the future of air transport” (M48)

▶ **1.5: Financial and legal management (M1-48)**

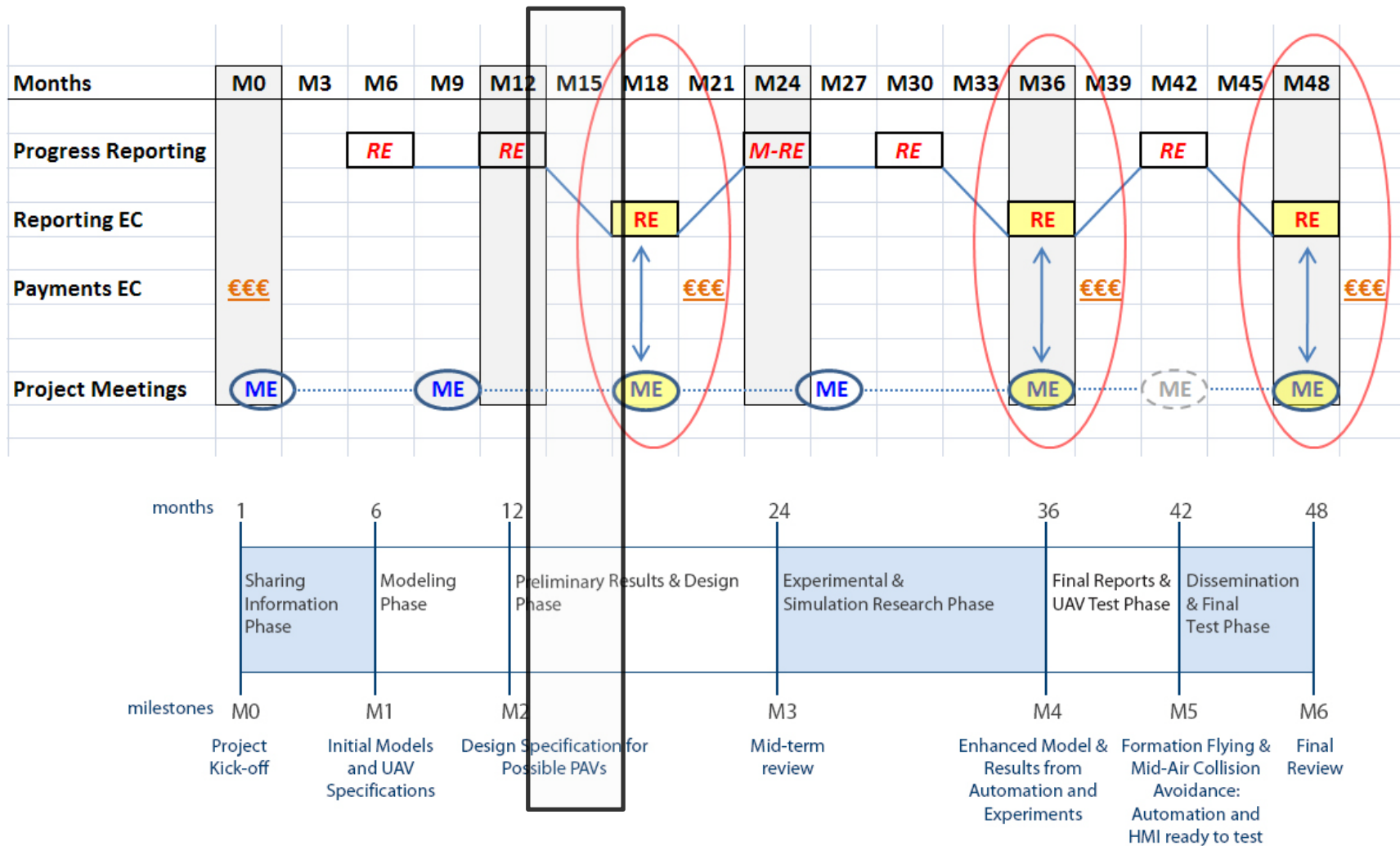
- General financial administration (budget distribution, cost statements and continuous budget control, audits)
- Legal management (GA, Consortium agreement, IPR issues)

EU project „myCopter“: Project management (IV)



Del. No.	Deliverable name	WP No.	Nat. ²	Diss. level ³	Estimated PM	Delivery date ⁴
D1.1	Project meetings	1	O	RE	8	M1, 9, 18, 27, 36, 42, 48
D1.2	Project webpage	1	R	PU	4	M3
D1.3	Mid-Term Assessment Review	1	R	RE	2	M24
D1.4	Biannual project management and financial reports	1	R	RE	10	M6, 12, 18, 24, 30, 36, 42, 48
D1.5	Project Handbook / Guidelines on best practice	1	R	RE	1	M3
D1.6	Final international workshop	1	O	PU	4	M48

EU project „myCopter“: Project management (V)



EU project „myCopter“: Project management (VI)

CONSORTIUM level: MGT (WP1) tasks for months 1-12

- ▶ Distribution of EC **advance payment** to partners (M1)
- ▶ **Amendment to GA** - Annex 1, if applicable (M1-3)
- ▶ Setting up **project website** and **mailing lists** (M1-3)
- ▶ Providing for **internal periodic reporting templates** (*handbook*, M3)
- ▶ Implementing **internal peer reviewing** / quality control (M6)
- ▶ **Internal project reporting** (M6, M12)
- ▶ Co-organising 1st periodic project meeting (M7-9)

EU project „myCopter“: Project management (VII)

1.3.6 Summary of staff effort

Participant no./ short names	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	Total person months
1 - MPI-BC	Not public								
2 - UoL									
3 - EPFL									
4 - ETHZ									
5 - KIT									
6 - DLR									
Total									

EU project „myCopter“: Finances (I)

Project Number ¹	266470	Project Acronym ²	myCopter
-----------------------------	--------	------------------------------	----------

One Form per Project

Participant number in this project ¹¹	Participant short name	Fund. % ¹²	Ind. costs ¹³	Estimated eligible costs (whole duration of the project)					Total receipts	Requested EU contribution
				RTD / Innovation (A)	Demonstration (B)	Management (C)	Other (D)	Total A+B+C+D		
1	MPI-BC	75.0	Not public							
2	UoL	75.0								
3	EPFL	75.0								
4	ETH Zurich	75.0								
5	KIT	75.0								
6	DLR	75.0								
Total										

Note that the budget mentioned in this table is the total budget requested by the Beneficiary and associated Third Parties.

EU project „myCopter“: Finances (II)

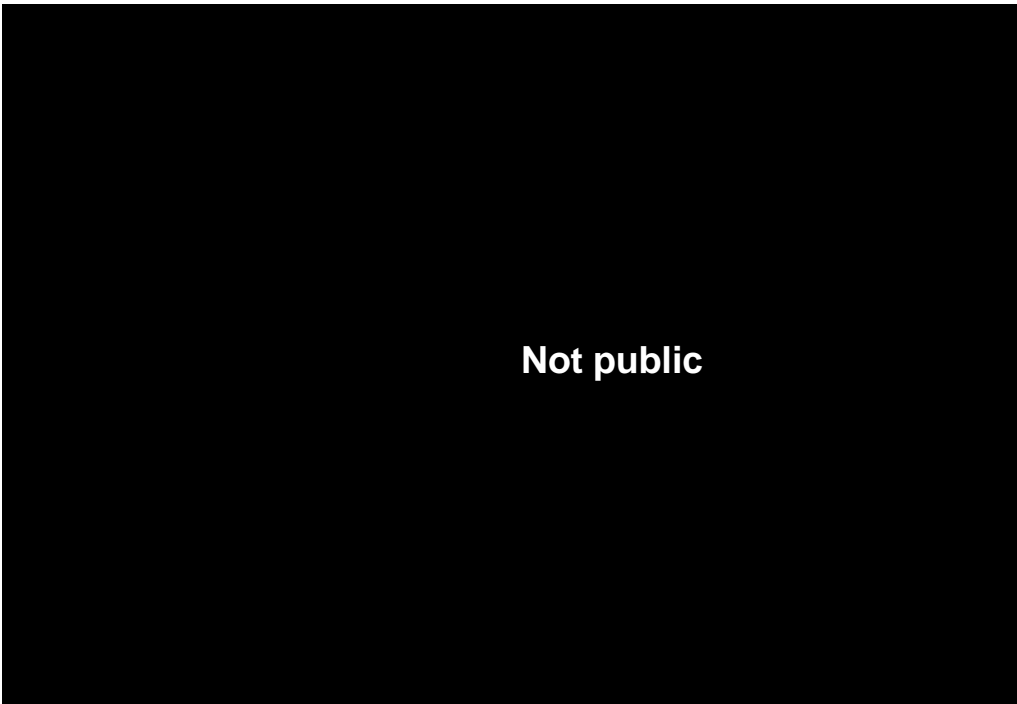
Table 2.1: myCopter major costs other than personnel (in Euro)

Part. No.	Participant Short Name	Travel	Consumables	Equipment	Dissemination	Total
1	Not public					
2						
3						
4						
5						
6						

- Principle of cost flexibility (regulated by objectives of myCopter scientific work programme and cost eligibility criteria)
("Elasticity" issue - never ending discussion with scientists, administrations, EU)

EU project „myCopter“: Finances (III)

Distribution pre-financing

	Total Budget	% of Total	First Payment
MPI-BC			
UoL			
EPFL (2 groups)			
ETH Zurich			
KIT			
DLR			
Prefinancing sum			

Not public

EU project „myCopter“: Internal Reporting (I)

WP 1 - Completed Deliverables (months 1 - 6, **WP 1 - 8**), via Particip. Portal

Del. no.	Deliverable name	WP	Lead	Delivery date from Annex I	Planned date	Delivered Yes/No	Actual / Forecast delivery date	Comments
D1.1	Project Meetings	1	MPI-BC	M1	2011 Jan	Yes	20-21 Jan; 19 May 2011	Not public
D1.2	Project webpage	1	MPI-BC	M3	2011 Mar	Yes	31 Mar 2011	
D1.5	Project Handbook (Compilation of templates)	1	MPI-BC	M3	2011 Mar	Yes	31 Aug 2011	
D2.1	Initial vehicle models	2	UoL	M6	2011 Jun	Yes	19 Aug 2011	
D4.1, D4.2	Helicopter platform requirements definition and concept selection	4	ETHZ	M6	2011 Jun	Yes	20 Jul 2011	
D8.1	Promotion of project on internet and in print	8	MPI-BC	M6, M45	2011 Jun	Yes	30 Jun 2011	

EU project „myCopter“: Internal Reporting (II)

WP 1 - Completed Milestones (months 1 - 6, **WP 1 - 8**)

Mile stone	Milestone name	WP	Delivery date from Annex I	Planned date	Achieved Yes/No	Actual / Forecast date	Comments
M0	Project Kick-off	1-7	M1	2011 Jan	Yes	20-21 Jan 2011	Not public
M1	Initial Models and UAV specifications	2, 4	M6	2011 Jun	WP2: Yes WP4: Yes	20 Jul 2011 19 Aug 2011	

EU project „myCopter“: Internal Reporting (III)

WP 1 - Overview Person months (months 1 - 6, all partners)

PROGRESS OF WORK - Planned (48 months) versus actual man months (months 1 - 6)

Activity type	MPI-BC		UoL		EPFL		ETHZ		KIT		DLR					
	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual				
Not public													RTD/Innovation			
													WP2: Flight Simulation/Training			
													WP3: Human Machine Interface for controlling a PAV			
													WP4: Control and navigation of a single PAV			
													WP5: Navigation in air and interaction with other traf			
													WP6: PAV operational system concepts			
													WP7: Exploring the socio-techn. environment of PAV			
													Subtotal			
													Management			
													WP1: Project Management			
													Subtotal			
													Others			
													WP8: Dissemination activities			
													Subtotal			
													Man months total (all beneficiaries)			
													Percentage			

EU project „myCopter“: Internal Reporting (IV)

WP 1 - Overview Budget spending (months 1 - 6, all partners)

2. Progress budget spending (M1-M6)				
Beneficiary n°	Organisation Short Name	Budget: (A)+(B)+(C)+(D) - Planned total costs 4 years -	Budget - spent after 6 months -	Budget - spent after 6 months - (percentage)
1	MPI-BC	Not public		
2	UoL			
3	EPFL			
4	ETHZ			
5	KIT			
6	DLR			
TOTAL				

EU project „myCopter“: Internal Reporting (V)

WP 1 - Management during next 6-12 months

- ▶ Continuous financial and legal management, communication support
- ▶ Preparation of the 2nd six-months **internal project reporting** (M12)
Templates for (a) scientific reporting , (b) financial reporting , and (c) deliverable reporting. **Deadline: 16 Jan 2012**
- ▶ Setting up of a **periodic reporting template** for 1st official EU reporting based on electronic Participant portal format (M16-18)
-> available then on myCopter Website/Project Handbook (compilation of templates)
- ▶ Continuous submission of **Deliverable reporting** on EC electronic Participant Portal (M12-18)
- ▶ Co-organising **2nd periodic meeting**

EU project „myCopter“: Conclusions

- ▶ Project manager as **interface** and **problem solver** between scientists (local + consortium), administrators (local + headquarters, consortium), lawyers, ... and the funding agency
- ▶ **Early involvement** of local administrators (since application phase)
- ▶ The project and budget “**flexibility issue**” between scientists and administrators
- ▶ **Reporting rigour** (6-months intervals) an advantage for the science
- ▶ **Project meeting finances** a challenge
- ▶ Official EU reporting and audit certification not (yet) an issue at this project stage

Annex: Reporting templates

Scientific internal reporting template (I)



Enabling Technologies for
Personal Aerial Transportation Systems

2nd INTERNAL REPORT

- SCIENTIFIC ACTIVITIES -

This reporting covers the 6-months-period of work from 1 Jul until 31 Dec 2011, so please report for expenses during these 6 months only.

Submission deadline: 16 Jan 2012

+			
Name of Partner institution			
Partner number	n/a		
Personnel hired on the project (please list below)			
Full Name	Gender	Position	E-Mail

Annex: Reporting templates

Scientific internal reporting template (II)

A. Project Objectives, Work Progress and Achievements

Your individual report will be, together with the reports of the other partners, the basis for the 6-months reports of the Coordinator, which will eventually be used to draft the official 18-months scientific report for the EC. Please write in a summarizing way in order to ease the process of aggregating the information.

Please provide a **brief** overview (max. 1 page) of

- The project objectives for this period (as found in 1.3.4 of Annex I)
- A summary of progress towards the objectives, including details for the tasks laid out in Annex I (highlight clearly significant results)
- If applicable, please explain the reasons for deviations from Annex I, including for failing to achieve objectives or to keep the schedule, and the impact on available resources and planning
- If applicable, propose corrective actions
- Specify any other problems, changes or suggestions regarding this period

Annex: Reporting templates

Scientific internal reporting template (III)

D. Dissemination

- Publications - please list any scientific and non scientific publication which has arisen as a result of a Work package (complete reference)

Publication reference	WP number	WP task

- Presentation of the myCopter project in scientific and other conferences or meetings (international or local), invitation as speaker or lecturer, awards, etc.

Title of conference, award	Date	City and Country	Type of presentation (talk or poster)	Title of the presentation

- Interviews and other media coverage (if not yet reported to Frank Nieuwenhuizen)

Type (Interview, press release etc.)	Date	Publication reference (incl. name of press or audiovisual media, web link etc.)	Related to WP & task

NB: Dissemination activities also available as type-in tool in project section of Participant Portal

Annex: Reporting templates

Scientific internal reporting template (IV)

E. Update on Person months

- Please give an **update** of the number of person-months your staff has been working on the myCopter project **between 1 Jul and 31 Dec 2011** (only staff being paid out of the project)

As an example, if you are paying one post doc out of the myCopter grant and he/she has started to work on the project on 1 Jul 2011, working full time, 50% on WP 2 and 50% on WP 4, you will be reporting 3 person-months for WP2 and 3 person-months for WP4.

Work package 1 (lead: MPI-BC)

Work package number	1	Start date or starting event:					M1
Work package title	Management						
Activity Type ¹	MGT						
Participant number	1	2	3	4	5	6	
Participant short name	MPI-BC	UoL	EPFL	ETHZ	KIT	DLR	
Planned PM per participant	24	1	1	1	1	1	
Actual PM (1 Jul - 31 Dec 2011)							

Work package 2 (lead: UoL)

Work package number	2	Start date or starting event:					M1
Work package title	Flight Simulation/Training						
Activity Type	RTD						
Participant number	1	2	3	4	5	6	
Participant short name	MPI-BC	UoL	EPFL	ETHZ	KIT	DLR	
Planned PM per participant	4	30	2	2	0	4	
Actual PM (1 Jul - 31 Dec 2011)							

Annex: Reporting templates

Finances & Management internal reporting template (I)

2nd INTERNAL REPORT | - Finances & Management -

This reporting covers the 6-months-period of work from 1 Jul until 31 Dec 2011, so please report for expenses during these 6 months only.

Submission deadline: 16 Jan 2012

A. Explanation of the use of resources

Please provide an explanation of personnel costs and any other major costs, such as the purchase of important equipment, travel costs, large consumable items etc. Specify to which work packages these costs are related.

There is no standard definition of "major cost items". Beneficiaries may specify these, according to the relative importance of the item compared to the total budget of the beneficiary, or as regards the individual value of the item.

The major cost items should be listed in the following table (please delete below examples in red):

Annex: Reporting templates

Finances & Management internal reporting template (II)

Name of Partner institution: <insert here>

TABLE 3.1 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR COST ITEMS FOR BENEFICIARY 1 FOR THE PERIOD			
Work Package	Item description	Amount	Explanations (if applicable, please specify the nature of the cost item and the link to the required work)
	Personnel costs	75,000.00 €	Example: Salaries of 1 postdoctoral researcher and 1 lab technician for 6 months each (please delete)
	Subcontracting		
	Major cost item 1: Example: Consumables	10,260.00 €	Example: FLIGHTLAB licences to tune the simulators to the specifics of the envisioned PAV (please delete)
	Major cost item 2: Example: Travel costs	2,500.00 €	Example: Attendance of the myCopter project meeting in Liverpool, 18-19 Oct 2011 (please delete)
	Major cost item 3:		
	Remaining direct costs		
TOTAL DIRECT COSTS AS CLAIMED ON FORM C			
INDIRECT COSTS			
REQUESTED EC CONTRIBUTION			

Annex: Reporting templates

Finances & Management internal reporting template (III)

B. Audit Certificates (not applicable in 2nd internal reporting period)

List of Certificates which are due for this period, in accordance with Article II.4.4 of the Grant Agreement

Name of Partner institution	short name of Partner institution	Certificate on the financial statements provided? yes / no	Any useful comment, in particular if a certificate is not provided (e.g. "expenditure threshold not reached")
n/a	n/a	n/a	n/a

If applicable, a copy of each duly signed certificate on the financial statements (Form C) should be included in this section, according to the table above (signed originals to be sent in parallel by post).

C. Financial Statement (Form C)

Please submit a separate financial statement based on the information given in Form C - Annex VI. Use the Excel file which is provided to each partner institution in the reporting package.

You should **not** use the EC's electronic Participant portal as this reporting is internal only.

Signatures are not required for internal reporting.

Annex: Reporting templates

Deliverable template (I)

Deliverable <D_{x,x}>
<Deliverable title>

Contractual delivery date:
<Month/Year>

Actual delivery date:
<Month/Year>

Partner responsible for the Deliverable: <name>

Author(s):
<Name(s)>

Dissemination level ¹		
PU	Public	
PP	Restricted to other programme participants (including the Commission Services)	
RE	Restricted to a group specified by the consortium (including the Commission Services)	
CO	Confidential, only for members of the consortium (including the Commission Services)	

Annex: Reporting templates

Deliverable template (II)

Revision Table

Version	Date	Modified Page/Section	Author	Comments
1.0				

Executive Summary

(10-15 lines)

Detailed Description (incl. Table of Contents, if applicable)

Please provide a concise overview of

- The work package's objectives for this period
- A summary of progress towards the objectives and details of this deliverable
- If applicable, please explain the reasons for deviations from Annex I, including for failing to achieve objectives or to keep the schedule, and the impact on available resources and planning
- If applicable, propose corrective actions
- Specify any other problems, changes or suggestions regarding this period

Thank you for your attention!



MAX-PLANCK-GESELLSCHAFT

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c/o MPI Biological Cybernetics
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72076 Tübingen

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