

Project Management Guidebook

D7.1

31/12/2021



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HISTORY OF CHANGES

| Version | Date | Changes |
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| 0.1 | 12/11/2021 | Table of Contents |
| 0.2 | 22/11/2021 | First draft |
| 0.3 | 06/12/2021 | Internal review |
| 0.4 | 14/12/2021 | Internal reviewers' comments addressed |
| 0.5 | 24/12/2021 | Second version |
| 1.0 | 31/12/2021 | Final version |

PROJECT PARTNERS

| Partner No. | Logo | Partner | Short name | Country |
|-------------|------|---|---------------------|--------------------|
| 1 | | INSTITUTE OF COMMUNICATION AND COMPUTER SYSTEMS | ICCS | Greece |
| 2 | | TOTALFORSVARETS FORSKNING SINSTITUT | FOI | Sweden |
| 3 | | LEONARDO – SOCIETA PER AZIONI | LDO | Italy |
| 4 | | C4CONTROLS LTD [TERMINATED] | C4C [TERMINATED] | UK [TERMINATED] |
| 5 | | INTRASOFT INTERNATIONAL SA | INTRA | Luxembourg |
| 6 | | INOV INSTITUTO DE ENGENHARIA DE SISTEMAS E COMPUTADORES, INOVACAO | INOV | Portugal |
| 7 | | EXUS SOFTWARE MONOPROSOPI ETAIRIA PERIORISMENIS EVTHINIS | EXUS | Greece |
| 8 | | UNIVERSITAT POLITECNICA DE VALENCIA | UPV | Spain |
| 9 | | ETHNIKO KENTRO EREVNAS KAI TECHNOLOGIKIS ANAPTYXIS | CERTH | Greece |
| 10 | | DEVERYWARE | DW | France |
| 11 | | PARTICLE SUMMARY | PARTICLE | Portugal |
| 12 | | TREE TECHNOLOGY SA | TREE | Spain |
| 13 | | EUROPAISCHE GESENLLSCHAFT FUR TRAUMA -UND AKUTCHIRURGIE - ESTES | ESTES | Austria |
| 14 | | INTERNATIONAL MR MID ASSOCIATION | MR MID | Sweden |
| 15 | | UNIVERSITA DEGLI STUDI DEL PIEMONTE ORIENTALE AMEDEO AVOGADRO | UPO | Italy |
| 16 | | ASSISTANCE PUBLIQUE HOPITAUX DE PARIS | APHP-SAMU | France |
| 17 | | UNIVERSITA CATTOLICA DEL SACRO CUORE | UCSC | Italy |
| 18 | | MINISTERO DELL' INTERNO | MININT | Italy |
| 19 | | AZIENDA SANITARIA LOCALE N 2 SAVONESE | ASL2 | Italy |
| 20 | | MAGEN DAVID ADOM IN ISRAEL | MDA | Israel |
| 21 | | CARR COMMUNICATIONS LIMITED | CCL | Ireland |

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|----|---|---|---------|---------|
| 22 |  | ASSOCIAZIONE CITTADINANZATTIVA ONLUS | CA | Italy |
| 23 |  | INTERDISCIPLINARY CENTER (IDC) HERZLIYA | IDC | Israel |
| 24 |  | ASTRIAL GmbH | ASTRIAL | Germany |

LIST OF ABBREVIATIONS

| Abbreviation | Definition |
|-----------------------|--|
| API | Application Programming Interface |
| BMC | Business Model Canvas |
| CI/CD | Continuous Integration/Continuous Delivery |
| COTS | Component Off The Shelf |
| CP | Civil Protection |
| DoA | Description of Action |
| DM | Dissemination Manager |
| EAB | Ethical Advisory Board |
| EB | Executive project Board |
| EC | European Commission |
| ECA | European Court of Auditors |
| EIM | Exploitation and Innovation Manager |
| EPSM | Ethical, Privacy and Security Manager |
| EU | European Union |
| EUPC | End User Partners Coordinator |
| GDPR | General Data Protection Regulation |
| HTTPS | Hypertext Transfer Protocol Secure |
| IEA | Independent Ethics Advisor |
| IM | Integration Manager |
| IP | Intellectual Property |
| IPR | Intellectual Property Rights |
| IT | Information Technology |
| KPI | Key Performance Indicator |
| LSHM | Legal, Societal and Humanitarian aspects Manager |
| M | Month |
| MCI | Mass Casualty Incident |
| NIGHTINGALE CA | NIGHTINGALE Consortium Agreement |
| NIGHTINGALE GA | NIGHTINGALE Grant Agreement |
| OLAF | European Anti-Fraud Office |

| | |
|----------------|---|
| PC | Project Coordinator |
| PM | Person Months |
| QM | Quality Manager |
| REA | Research Executive Agency |
| RM | Risk and mitigation planning Manager |
| RP | Reporting Period |
| R&I | Research and Innovation |
| SAB | Security Advisory Board |
| SME | Small and Medium Enterprise |
| SSH | Secure Shell |
| TIM | Technical and Integration Management team |
| TLS | Transport Layer Security |
| TM | Technical Manager |
| ToC | Table of Contents |
| TTX | Table-Top Exercise |
| UAB | User Advisory Board |
| UABC | UAB Coordinator |
| UAV | Unmanned Aerial Vehicle |
| VAT | Value-Added Tax |
| WP | Work Package |
| WPL | Work Package Leader |

Executive Summary

This deliverable sets out the management principles and guidelines to be followed by the NIGHTINGALE consortium throughout the course of the Action and across its various activities. It addresses the definition of roles and responsibilities of management entities within the project, and outlines management procedures that the entire consortium shall be aware of and comply with. The principles and guidelines are designed to efficiently monitor work progress throughout the project lifetime, to ensure high quality in all activities and outcomes, and full compliance with the contractual obligations towards the European Commission, as established in the NIGHTINGALE Grant Agreement and the NIGHTINGALE Consortium Agreement.

The deliverable describes in detail the periodic reporting procedures to be followed, the organisation of project-internal communication and collaboration, as well as basic principles and guidelines in relation to technical, integration, and risk management; dissemination and communication; exploitation and innovation; quality assurance; user partners and User Advisory Board management; ethics, privacy, and security aspects management; social and legal aspects management.