



DELIVERABLE 1.1

Unity- Project Management Plan

Revision 1

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Lead Beneficiary of this deliverable: West Yorkshire Police

Dissemination Level: PU

Project Title: Unity

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Executive summary

Introduction

The Unity Project Management plan is developed in line with the Annex 1 Description of Work (DoW) and serves to confirm the projects goals and objectives. Project Management will be carried out by the coordinator party, Office of the Police & Crime Commissioner for West Yorkshire (WYP) and will follow Prince2 principles

Structure

In order to cope with the complexity and diversity of the project activities, the solution designed is based on the presence of the following lines of management:

- Project Management (Project Coordination – Leanne Vickers, OPCC)
- Financial Management (FM - Sophie Abbott, OPCC)
- Socio-Economic & Exploitation Management (SEM - Laurence Marzell, Serco)
- Scientific & Technical Management (STM - Marcos Sacristan, Treelogic)
- Dissemination & Standardisation Management (DSM - Holger Nitsch, FHVR)
- Security, Ethics and Confidentiality Management (SECM - by David Waddington, SHU)

Collectively, they will share the project responsibility and will act under the structure of the Project Management Board (PMB), the ultimate authority within the project, chaired by the Project Coordinator / Project Manager (PC & PM).

In addition to those managers grouped under the PMB, the project has identified a lead partner for each work package. The **Work Package Leaders** (WPL) are responsible for the efficient supervision and control of the respective work packages. WPLs will also monitor the Work Packages progress with respect to project schedules, organising work package meetings as required and reporting progress and anomalies to the PMB. The WPL's facilitate the production of deliverables and reports ensuring effective and successful executing of Work Packages.

Management Bodies

The highest-level authority of the project will be the **Project Management Board** (PMB), formally empowered to take binding decisions. Decisions in the PMB will be taken at the majority, with the PM having a casting vote.

The Project Management Board will be in charge of implementing the strategy from the **General Assembly** (GA), this what is composed of representatives from all partners of the consortium. Upon recommendation of PMB the GA takes the final decision on: A) the overall-policy of the consortium, B) modifications or extensions of the consortium agreement, and C) modifications or extensions of the objectives of the project. In case of conflict between the PMB and the Scientific & Technical Steering Committee, the GA takes the final decision. The PM will keep the GA informed about the progress and the achievements.

The PMB is also responsible for the management of the International Advisory Board (IAB). The IAB has a wide range of world-class experience in the domains related to Unity. The purpose of the IAB is to provide the project with expert advice on all matters including technical issues, dissemination opportunities; potential links with end users, industry, SME's and with additional research projects etc. throughout the world.

The **Scientific & Technical Steering Committee (STSC)** will define the strategic technical activities of the project. More specifically, the STSC will be responsible for corroborating the progress and work of the research and technological partners, maintaining overall integration of work packages and providing the strategic technical direction. The STSC will also advise the PMB and report to the GA on all scientific and technical issues. The Committee will assist and monitor the business model and contribute towards the Unity exploitation plan, suggesting and evaluating project produced dissemination and training actions. The STSC will be coordinated by the STM, who will report decisions taken to the PMB for final approval.

The **Security / Ethics and Confidentiality Committee (SECC)** will be chaired by the Security & Confidentiality Manager (SCM). The SECC will be composed of the law enforcement agencies involved in the project. Its main role will be to confirm that the project activities and procedures will be fully compliant with the need of data confidentiality in respect of security related issues, including compliancy with privacy and legal issues. The project SECC will report directly to the PMB.

Planning, Reporting & Decision Making

The reporting to the EC will follow the rules and guides of the EC GA. With reference to all the deliverables to be produced by the consortium, the PM will be in charge of ensuring that the deliverables submitted to the EC will be structured, harmonized and organised.

Mandatory decision rules are necessary for the success of Unity. The main instrument for achieving project internal consensus will be the meetings of the PMB (every six months). During the PMB, reports, requests and suggestions arising from the different lines of management will be discussed including any scientific and technical issues, as reported by the STM.

Conflict resolution will be discussed at the PMB, as detailed above. At these meetings, any foreseeable conflicts between the consortium partners will be discussed and resolved, before they have any impact on the project itself. In addition, each partner will also have the opportunity to discuss any project specific concerns they may have.

Monitoring & Quality Management

Quality Control (QC) is a mandatory requirement for Unity. It ensures that a complete quality process has been developed in order to achieve project results. A review of all activities will be performed periodically to guarantee the minimisation of project deviation in comparison to criteria such as budget, quality, and schedule. Any detected deviation, due to unexpected technical risks, consortium disagreements, working problems, budgetary difficulties, will immediately lead to specific decisions, in order to adopt the necessary changes in the project work plan. The Project will be supported by internal quality processes without additional cost to the budget.