



SALEIE Quality System Manual

Version 1

Quality manual: some advices for project efficiency

This manual is a collection of advices aimed at defining the way of working during the whole life of the project, to assure outcome quality. It is intended for task managers in order to assure efficient work before, during, and after meeting knowing that it is well established that the main working force is done during the meetings.

Preparation of the task meetings

- The **task managers** should discuss individually with the **project manager** a list of **concrete** objectives to be addressed during the meeting, which should be linked directly to the overall task objective.
- This list of objectives should be send to all participants and to the managing team before the meeting.
- The following objectives should be included on the agenda for each meeting:
 - define the correlation with the other tasks
 - review what has been achieved to date and summarize the current status of the project
 - consider the dissemination possibilities of the achievements to date
 - define an accurate agenda for the next weeks / months and to the next task or general meeting

During the task meeting

- At the beginning of the task meeting, every task manager has to make sure that all the target of the working groups are:
 - well defined,
 - well understood by all the participants, even by those who were not present at the previous meeting.
- At the end of the task meeting, every task manager has to
 - evaluate the level of achievement of the targets
 - clearly define action for every task member until the next meeting

After the task meetings

- The task manager should provide a report which lists



- the objectives achieved,
- the objectives that were not achieved,
- the actions necessary to fulfil them, with an time scale and a list of people responsible for their achievement.
- The report should also provide
 - a clear current status of the task and how it relates to the overall project
 - details of dissemination possibilities based on achievements to date
 - a list of joint actions to be undertaken with the other tasks
 - details of information required from the other tasks
 - an updated Gantt diagram

Project practices and proformas

All practices and policy documents shall be accessible by all project partners.

- Financial Management – Expense claims
 - Project expenses will be reimbursed according to the Reimbursement policy
 - A project expense claim proforma will be used for all expense claims
 - Expense claims shall be checked in accordance with the SALEIE expense claim form check procedure.
- Financial Management – Partner Bank Details
 - Partners shall provide their bank account details using the project Partner Bank Details proforma
- Financial Management – Partner time recording
 - Partners shall record the time they spend on the project using the Staff Cost Form