



Interreg



EUROPEAN UNION

Latvija-Lietuva

European Regional Development Fund

**Project management, schedule,
budget, communication**





Management

Supervision

Steering committee

Project management

Project manager

Project management team

Project assistants

Financial managers

PR specialists

Procurements

IT experts

Work groups of experts

Social sector

Financial sector

Health sector

Tourism

...



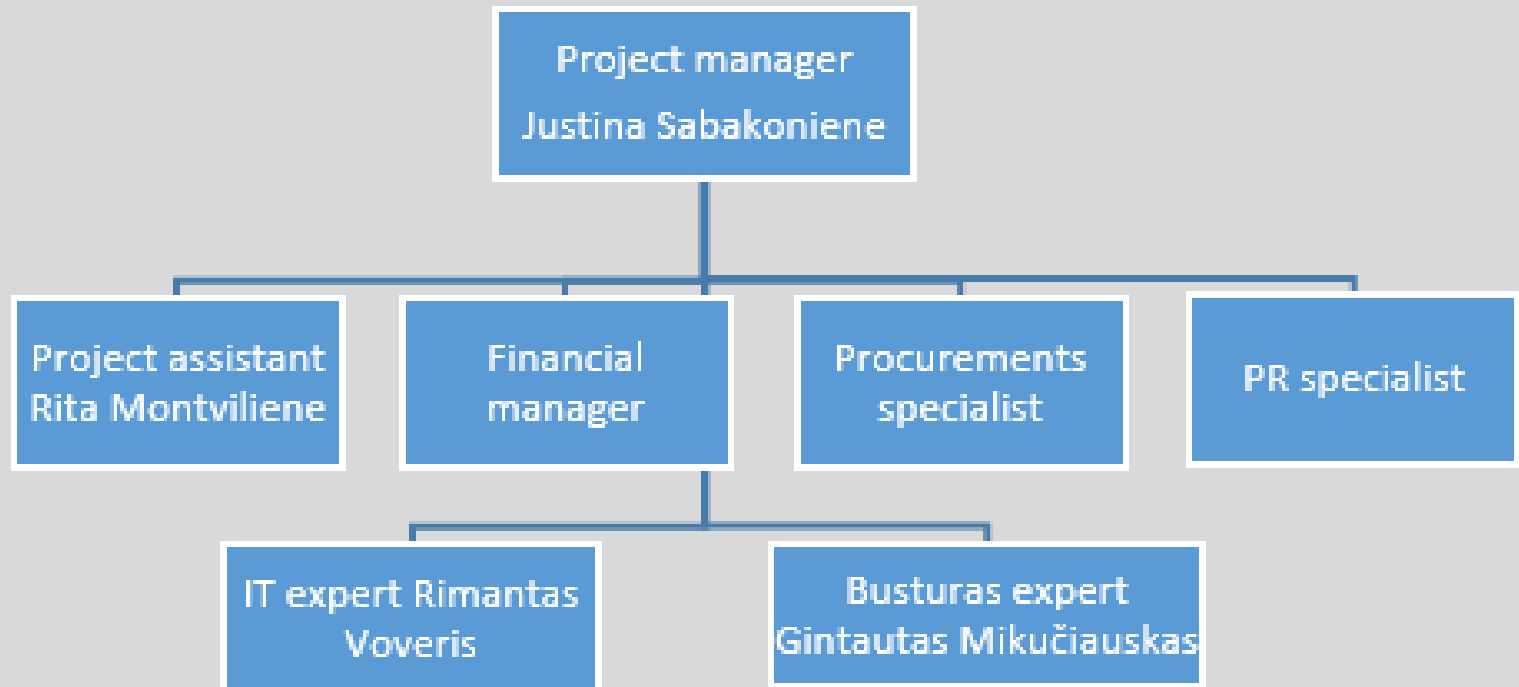
Project team Jelgava

Representative of
municipality
Ineta Vintere





Project team Siauliai





Management: activities

1. Establishment of project management bodies and procedures for project implementation (June 2017)
2. Kick-off meeting (June 2017)
3. Project monitoring and coordination
4. Project reporting
5. Project meetings and communication
 - meetings at least once per 3 months
6. Participation in program events
 - Training by FC planned in summer

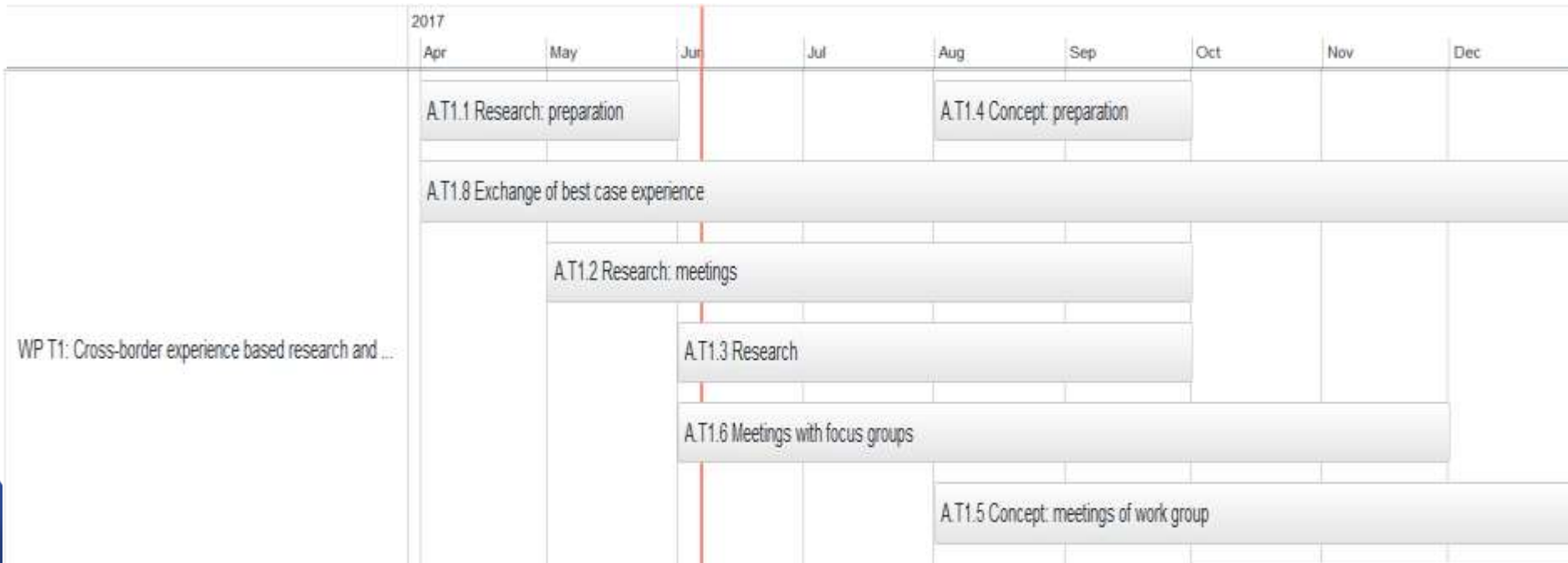


Time schedule: management, communication

	2017											2018										
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
WP M: Project Management (Management)	A.M.1 Establis																					
	A.M.2 Kick-off																					
	A.M.3 Project monitoring and coordination																					
	A.M.4 Project reporting																					
	A.M.5 Project meetings and communication																					
	A.M.6 Participation in program events																					
WP C: Communication (Communication)	A.C.1 Start-up activiti											A.C.4 Publication(s)										
	A.C.2 Digital activities																					
	A.C.3 Public Event(s)																					
												A.C.5 Promoti										

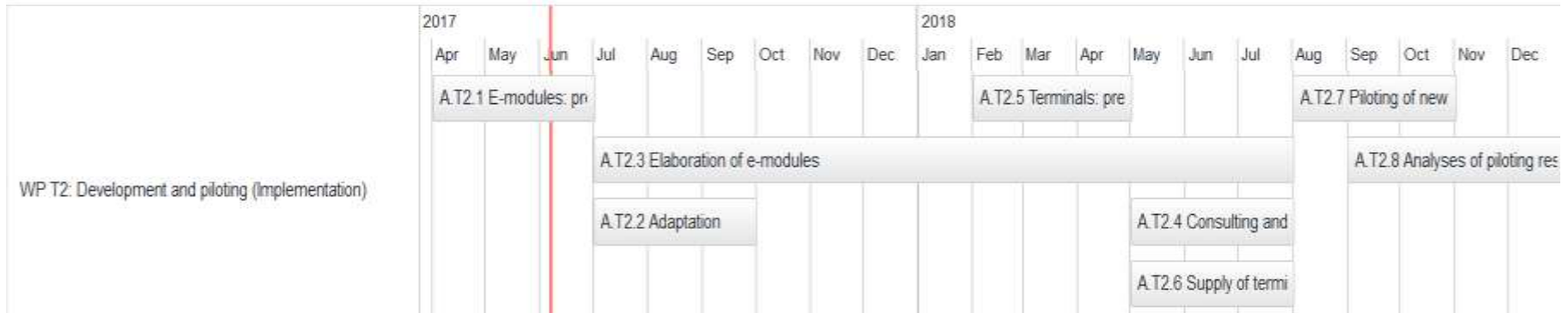


Time schedule: concept, research





Time schedule: e-modules, piloting





Project budget

Wp	Staff costs	Office and administration	Travel and accomodation	External expertise and services	Equipm ent	Total Budget
Wp M	17 980	2 697	1 330	30 200	0	52 207
Wp T1	0	0	1 170	48 635	0	49 805
Wp T2	0	0	145	443 685	20 788	464 618
Wp C	0	0	290	17 310	0	17 600
Total	17 980	2 697	2 935	539 830	20 788	584 230

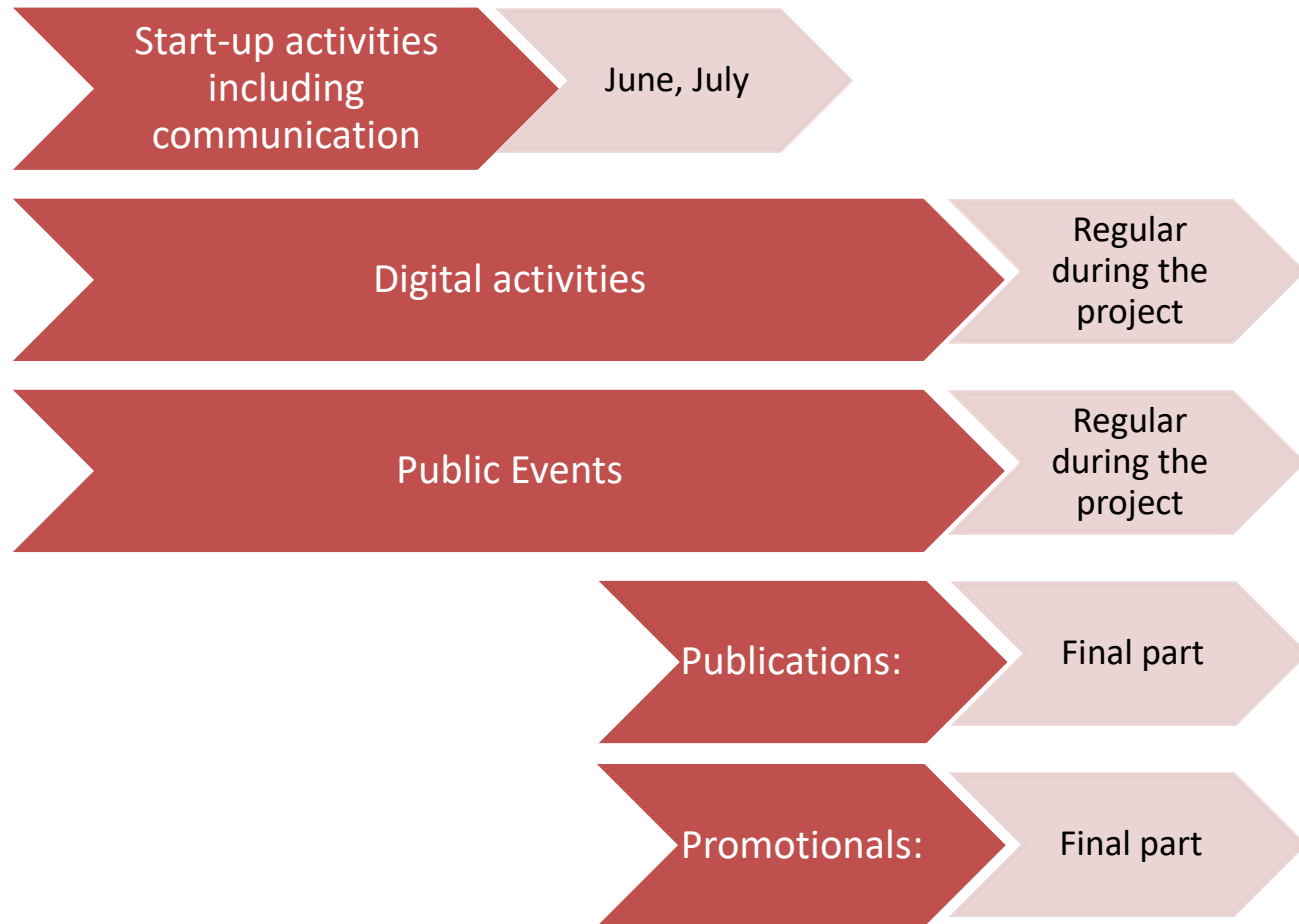


Project budget

Wp	Period 1	Period 2	Period 3	Period 4	Total Budget
Wp M	14 617	14 635	14 439	8 516	52 207
Wp T1	37 486	12 319	0	0	49 805
Wp T2	105 470	188 040	166 681	4 427	464 618
Wp C	6 000	0	9 500	2 100	17 600
Total	163 573	214 994	190 620	15 044	584 230
%	28%	37%	33%	3%	100%



Communication: activities





Reports

Report	Report Start	Report End
Period 1	03.04.2017 - 02.10.2017	
Period 2	03.10.2017 - 02.04.2018	
Period 3	03.04.2018 - 02.10.2018	
Period 4	03.10.2018 - 02.12.2018	



Discussion

- Contracting auditors?
- Contracting PR service supporters
- Next project team meeting in Siauliai – July / August?