

<b>Work package no:</b>	<b>1</b>		
<b>Work package title:</b>	<b>Project Management</b>		
<b>Start Month:</b>	1 <sup>st</sup> month	<b>End Month:</b>	24 <sup>th</sup> month
<b>Package leader:</b>	<b>Ankara Ticaret Odası-ATO (Ankara Chambers of Commerce-ACC)</b>		
<b>Work package aims:</b>			
<ul style="list-style-type: none"> <li>• Liaison with the National Agency and the Commission in the cases of task modifications and emerged needs in the project proposed by the Steering Committee</li> <li>• Providing effective management including all contractual and executive issues of the project</li> <li>• Establishment of convenient and enduring communication structure among partners</li> <li>• Management of project resources, control and review of the financial and technical progress in all work packages, including effective financial issues</li> <li>• Provide quality assurance at all stages of the work programme and introduction of a quality road map</li> <li>• Preparation and submission of interim and final reports to the Commission</li> <li>• Regular monitoring of the project progress and verification of the work programme according to the time schedule</li> </ul>			
<b>Description of outputs:</b>			
<ul style="list-style-type: none"> <li>• Contracts with the partner organizations signed</li> <li>• Steering Committee and PITs established</li> <li>• “Quality Road Map Document” prepared</li> <li>• Financial monitoring of the project and arrangement of financial documentation within the partnership established</li> <li>• Interim and Final reports submitted</li> </ul>			