



Nature Meets Innovation for Climate Resilience

D8.1. Project Management handbook



Funded by
the European Union

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or CINEA. Neither the European Union nor CINEA can be held responsible for them.

1. Introduction

The D8.1 Project Management Handbook (PMH) outlines the internal procedures for communication, monitoring progress, managing risks, and maintaining the project quality plan for the Med-IREN project. This is a dynamic document that encompasses the agreed-upon procedures which are not specifically detailed in the contract documents: Grant Agreement (GA):

- *Annex I of the GA (Description of Action, DoA)*
- *Consortium Agreement (CA)*

The order of precedence of contractual documents from highest to lowest is:

- GA
- *DoA (including changes to it that are approved by the EC Project Officer)*
- CA
- *Decisions of the General Assembly (including endorsed versions of this document)*
- *Decisions of the Management Committee*

Updates to the current version of D8.1 (M6) will become binding for the partners once endorsed by the General Assembly. This document represents a dynamic process that is subject to change and updates based on feedback from partners and lessons learned. Therefore, the document will be subject to revision, with the changes being tracked at the beginning of the document.

This Project Management Handbook has been developed to ensure project quality management and control, guide the management of project-related documentation, monitor and control the quality of project deliverables (both internal and external) through a peer review process, synthesize internal procedures for decision-making, and oversee the approval of milestones. This document will outline the procedures and internal structure to be established within the project, enabling the effective delivery of high-quality outputs both internally and externally. During project implementation, the PMH will be updated as required.

This document serves as a guide for the Project Coordinator and Project Manager to ensure that quality reviews of project outputs take place at suitable intervals. Additionally, it acts as a reference for all project partners to clarify their responsibilities and promote the production of high-quality deliverables outcomes.