

This is an Executive Summary of one of the ZEBRA-LIFE project deliverables.

1. MANAGEMENT HANDBOOK: RISK MANAGEMENT PLAN, DATA MANAGEMENT PLAN

1.1. ABOUT THE PROJECT HANDBOOK

The aim of this Project Handbook is to document the selected global management approach to be applied during the ZEBRA-LIFE project lifetime to achieve its goals including the project, risk and data management plan. Some of these contents are already largely defined in the Grant Agreement (GA) and Consortium Agreement (CA) signed by the ZEBRA-LIFE consortium partners. Nonetheless, this project handbook is built not to repeat but to complement these documents so it can be a common reference to the project partners by summarizing guidelines for a quicker operative consultation.

The first section of the document provides to the reader key data about ZEBRA-LIFE project including an introduction to the consortium, useful contacts and the chosen project and work package structure.

The second section contains the project management plan itself and tackles the different processes to be considered for the good development of the project. It defines the decision process to be followed to avoid potential conflict of interest or disagreements leading to disputes inside the project team members. It also includes the approach considered to underline the different project phases and set the base lines of the management structures, including how the changes are managed and how the deliverables of the project must be created. A dedicated subsection covers everything related to the communication between the consortium members (internally) and the project stakeholders (externally). The project reporting content and schedule are also considered so the work performance can be continuously monitored and communicated, when needed, to the project member and stakeholders. At the end of the second section can be found the procedures to be followed to ensure that the quality of the work is maximized. For that, on the Quality Management section are defined the general rules for assessment of the deliverables to guarantee that these comply with the EU Commission expected quality.

In the third section can be found the risk management plan which underlines the potential risks that the project could encounter to set in advance the most appropriate contingency plan. It includes the definition of the different risk management phases and the consortium responsibilities to make sure that any risk is properly identified, assessed and mitigated in order to minimize the risks that may jeopardize the project.

In the fourth and last section, the handbook also covers how ZEBRA-LIFE will handle sensitive information and properly secure the data to protect as well as public and private information. The first version of the ZEBRA-LIFE Data Management Plan is presented and provides a plan for managing the research data produced and gathered during the Project. The DMP outlines how the data has been and will be generated and collected and describes how it will be handled during and after the end of the project.