



Innovative Facility for Isotope GENeration with Efficient Ion Accelerator

WP1: Project Management

Dimos Sampsonidis, AUTH

Kick-off meeting

3-4 April 2025

Thessaloniki, Greece



This project has received funding from the European Union's Horizon Europe Framework Programme for Research and Innovation under grant agreement no 101186921.

WP1: Project Management

WP1	1	Lead Beneficiary	AUTH
Work Package Name	Project Management		
Start Month	1	End Month	48
Effort	136	WP Contributors:	All

Objectives

- Ensure the project is effectively managed, resources are coordinated, and objectives are achieved within the allocated time frame and budget.
- Facilitate efficient planning, technical coordination, and the smooth flow of information among participants and work packages, while maintaining communication with the EC.
- Provide both internal and external (to EC) technical and financial reports as required.
- Continuously monitor project progress and ensure the quality of all deliverables.
- Identify and evaluate project risks, develop contingency plans for significant ones, and implement necessary preventive or corrective actions.
- Ensure thorough consideration of all contractual, legal, ethical, and gender equality project issues

- **WP2 (Education, Dissemination, Inclusion, and Diversity):** Ensures coordination, tracks diversity goals, and monitors outreach efforts.
- **WP3 (LINAC Design):** Oversees progress, manages risks, and ensures technical milestones are met.
- **WP4 (Radioisotope Production & Radiopharmaceuticals):** Allocates resources, ensures compliance, and tracks key deliverables.
- **WP5 (Business Plan & Commercialization):** Aligns business strategies with project goals, facilitates stakeholder engagement.
- **WP6 (Mentorship):** Oversees mentorship activities, ensuring skills transfer and tracking outcomes.

	Title	Leader
Tasks:	T1.1 Project coordination & financial management	AUTH
	T1.2 Quality assurance, risks, ethics and IPR management	COSYLAB
	T1.3 Scientific, innovation & technical management	AUTH
	T1.4 Capacity Building	UCY
	T1.5 Data management	SHSO

Del.	Title	Lead Partner	Dissemination Level	Due On
D1.1	Project Management Handbook	AUTH	Sensitive	3
D1.2	Project Quality Provisioning & Risk Management Manual	COSYLAB	Sensitive	4
D1.3	Data Management Plan	SHSO	Sensitive	6

WP1: Tasks ↔ Deliverables

Tasks	Leader	Deliverables	Leader
T1.1 Project coordination & financial management	AUTH	D1.1 Project Management Handbook	AUTH
T1.2 Quality assurance, risks, ethics and IPR management	COSYLAB	D1.2 Project Quality Provisioning & Risk Management Manual	COSYLAB
T1.3 Scientific, innovation & technical management	AUTH		
T1.4 Capacity Building	UCY		
T1.5 Data management	SHSO	D1.3 Data Management Plan	SHSO

No Milestones foreseen for WP1

	Person months	Tasks involved
AUTH	40	T1...T5
RCM	2	
BIOKOSMOS	4	
AMTH	2	
CERTH	8	
GNP	7	
TPOLIS	2	
NCSRD	7	
YFOS	7	
UL	4	
IJS	3	

	Person months	Tasks involved
COSYLAB	8	T2
SIH	1	
IAS	3	
TALOS	5	
UCY	6	T4
PASYKAF	1	
SHSO	13	T5
UNSA	2	
GSI	1	
DKFZ	5	
CERN	5	

T1.1 Project coordination & financial management

(M1-M48) [Leader: AUTH]

- Managing the project comprehensively to ensure both effective execution and overall coordination.
- This involves overseeing inter-partner cooperation, handling financial and administrative matters, interfacing with funding authorities,
- maintaining financial records, allocating partner shares based on agreed consortium rules, and liaising with all partners.

T1.1 Project coordination & financial management

Start Date:	1	Task Leader:	AUTH
End Date:	48	Task Contributors:	All

Del.	Deliverable Title	Lead Partner	Diss. Level	Due On
D1.1	Project Management Handbook	AUTH	Sensitive	3

Mx	Milestone Title	Lead Partner	Mean of verification	Due On

D1.1 – Project Management Handbook

- A comprehensive guide **outlining the governance**, roles, and processes for managing the IFIGENEIA project. It includes methodologies, timelines, and quality assurance protocols to **ensure smooth project execution**. The handbook serves as a reference for all partners to maintain alignment and accountability.
- Due time M3
- Involved institutes: All

Lead Beneficiary: AUTH

T.1.1 Timetable - Resources

	YEAR 1												YEAR 2												YEAR 3												YEAR 4											
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
T1.1 Project coordination & financial management			D1.1																																													

Effort –PMs per partner

AUTH	RCM	BIOKOS MOS	AMTH	CERTH	GNP	TPOLIS	NCSRD	YFOS	UL	IJS	
20	1	1	1	1	1	1	1	1	1	1	
COSYLAB	SIH	IAS	TALOS	UCY	PASYKAF	SHSO	UNSA	GSI	DKFZ	CERN	Total
1	1	2	1	1	1	1	1	1	1	1	42

1. Establish a Project Coordination Framework

- **Development of the governance structure:** Set up decision-making bodies (e.g., Steering Committee, Management Board).
- **Create a communication plan:** Regular meetings (monthly/quarterly), reporting timelines, and shared collaboration platforms.

2. Financial & Administrative Management

- Budget allocation & monitoring, Funding compliance
- Financial reporting

3. Liaison with Funding Authorities

- Maintain compliance: Submit reports (financial & technical) as per funding body requirements.
- Ensure timely communication: Address any queries or requests from funding agencies proactively.
- Audit preparation: Keep detailed records for potential audits or reviews.

4. Monitoring & Reporting

- **Progress tracking:** Use KPIs to assess execution against milestones.
- **Risk management:** Identify and mitigate risks through proactive planning.
- **Final reporting:** Consolidate financial and project reports for project evaluation.



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T1.3 Scientific, innovation & technical management

Dimos Sapsonidis, AUTH

T1.3 Scientific, innovation & technical management

(M1-M48) [Leader: AUTH]

- This task aims to synchronize the scheduled technical endeavours, ensuring they follow a unified, scientific, and innovative approach.
 - a. overseeing and tracking the advancement of technical tasks, fostering continuous flow and feedback among interconnected tasks to yield top-notch outcomes,
 - b. assessing the originality of proposed solutions,
 - c. promptly informing the project coordinator of any notable deviations in technical progress.
 - d. Given the project's reliance on interdisciplinary collaboration, effective knowledge transfer among diverse disciplines and stakeholders is essential for advancing work within the work package.

T1.3 Scientific, innovation & technical management

Start Date:	1	Task Leader:	AUTH
End Date:	48	Task Contributors:	

Del.	Deliverable Title	Lead Partner	Diss. Level	Due On

Mx	Milestone Title	Lead Partner	Mean of verification	Due On

T.1.3 Timetable - Resources

	YEAR 1												YEAR 2												YEAR 3												YEAR 4											
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
T1.3 Scientific, innovation & technical management																																																

Effort –PMs per partner

AUTH	CERTH	NCSR	COSYLAB	TALOS	UCY	DKFZ	CERN	Total
12	3	3	1	1	1	1	1	23

- Regular **bi-monthly technical coordination meetings** will be held under the guidance of the **Project Steering Committee (PSC)**, composed of WP leaders, to monitor progress and address interdependencies.
- A **workflow management system** (e.g., Jira, Trello) will be used to track milestones, deliverables, and cross-task dependencies.
- **Key Performance Indicators (KPIs)** will be established to measure technical advancements.
- A **reporting framework** will require task leaders to provide periodic updates, while a **risk management approach** will help identify deviations early and propose corrective actions.
- **Joint research sessions and brainstorming events** will encourage innovative thinking, while best practices and lessons learned will be documented and shared across the consortium.

- WP3 and WP4