



ERASMUS+ PROJECT

Re@WBC

Enhancement of HE research potential
contributing to further growth of the WB region



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Annex B to QC Manual - Word document template

**Erasmus + Project No 561586-EPP-1-2015-1-RS-EPPKA2-CBHE-JP
Enhancement of HE Research Potential Contributing to Further Growth of the WB Region
Re@WBC**

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Abstract	Report on the software platform for project management
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The UNI Re@WBC has team developed an internet software platform to improve project management. Beside the website as a public place available to all interested parties who would like to get information about the project, the management platform is a useful internet tool available to the Consortium for on-line management. The purpose of the platform is to allow better communication between different project partners and to secure a more efficient management of the project activities. All project documents are uploaded to the platform and made selectively available to project management bodies provided with passwords. The UNI team has access to all parts of the platform. Electronic versions, either in Word, PDF or Excel formats, of all supporting documents are stored there for safekeeping and inspection. At the kick-off meeting the UNI team explained to all the partners how to use the project management platform and gave a presentation with a short instruction manual which was distributed to all partners and uploaded to the project website.

The first several meetings also included a section devoted to the use of the platform so that all the partners could get used to working with it and have all their questions concerning it answered. This eliminated the all minor problems the partners were having and cleared things up considerably in general as for the use of the platform.

All the partners now regularly use the Re@WBC software management and all documents from the project website can be found there as well whereas the platform also contains attendance lists of all seminars, meetings and trainings held so far. Also, the platform has a special section for financial transactions of the project that can only be accessed to by the contact persons and where all the documents related to finances are uploaded for the coordinator to monitor them. In addition to regular email correspondence the partners also receive emails via the platform containing various information and announcements concerning project activities so they can have insight into them as well as the progress made by each of the partners.

Access to the platform is also granted to the officer Mrs Belen Encisco as well as the Erasmus office representatives which facilitates their monitoring of the project activities and the overall progress.

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