



From Grant Agreement to Task & Allocation Table

IAPP No: 21345		Changehabitats 2		Task + Allocations + Control							
06.06.2011 Please do not move the date cell !!											
Title	No	Details	Where in Documents	Earliest start	Latest finish	participate / deliver	Duration	Date fixed by consortium	Calendar Week	First call/Reminder date by PMO	Status
Process	WP4-1	Flights and data collection (interval 1)	Annex I, DoW, page 15 top half + calculated	01.04.2011	31.08.2011	AAAA		Mo 31.08.2011	35. CW		0
Deliverable	WP4	Report on aerial data	Annex I, DoW, page 15 top half + calculated	01.04.2011	01.12.2011	AAAA		Do 01.12.2011	48. CW		0
Process	WP3	Assessment of data quality		01.02.2011	31.03.2011	VILLE		Do 31.03.2011	13. CW		50
Deliverable	WP3	List of Research Habitats	Annex I, DoW, page 13, top page	01.02.2011	31.03.2011	TU-AAA + ADALBERT-2		Do 31.03.2011	13. CW		50
Event	WP3	Int'l Conference on Nature conservation	Annex I, DoW, page 13 top half	01.02.2011	end open	TU-AAA	3 days	March 2013?			0
Deliverable	WP2	Report on Questionnaires	calculated from above	30.09.2011	30.11.2012	ADALBERT-1		Aug-Oct 2011			50
Process	WP2	Data Quality Definitions Matrix	calculated from above	01.05.2011	30.11.2012	VILLE		Summer 2011 ??			0
Process	WP2	Data Formats and compatibilities	Annex I, DoW, page 9 middle until bottom	01.05.2011	30.11.2012	AODEG		Summer 2011 ??			0
Deliverable	WP2	Report on Data Quality		30.09.2011	30.11.2012	VILLE					0
Deliverable	WP1	Financial transaction environment	Annex I, DoW, page 9 middle until bottom	01.01.2011	31.01.2011	TU-AAA + ADALBERT-1		Mo 31.01.2011	5. CW		100
Deliverable	WP1	Contracts	Annex I, DoW, page 9 middle until bottom	01.01.2011	31.01.2011	TU-AAA		Mo 31.01.2011	5. CW		100
Deliverable	WP1	Project Rules	Annex I, DoW, page 9 middle until bottom	01.01.2011	31.01.2011	TU-AAA + ADALBERT-1		Mo 31.01.2011	5. CW		50
Deliverable	WP1	Management Templates	Annex I, DoW, page 9 middle until bottom	01.01.2011	31.01.2011	TU-AAA + ADALBERT-1		Mo 31.01.2011	5. CW		50
Deliverable	WP1	Web based server ready for use	Annex I, DoW, page 9 middle until bottom	01.02.2011	31.05.2011	ERGONOM		Di 31.05.2011	22. CW		50
Midterm Review	Review	Midterm Review	Annex I, DoW, Page 7, bottom table /	01.07.2012	31.10.2012	?? + all in Würzburg	2 days	to be agreed on with PO "well in advance"		01.04.2012 - PO	0
Report	R6	Distribution Report	Guidance Notes on Project Reporting (CG 2010), Section 6.5 (p. 11)		30 days after final payment	TU-AAA					0
Report	R2b	Final Report to EC	Guidance Notes on Project Reporting (CG 2010), Section 6.2 (p. 10)	01.02.2015	28.02.2015	TU-AAA + all		Sa 28.02.2015	9. CW	01.12.2014 / 02.01.2015	0
Report	R5a	Periodic Report 2 (P2)	Guidance Notes on Project Reporting (CG 2010), Section 6.2 (p. 9)	01.01.2015	28.02.2015	TU-AAA + all		Sa 28.02.2015	9. CW	01.12.2014 / 01.2015 -> Financial Statement Form C3 + Certificates	0
Report	R4	Progress Report 3	Guidance Notes on Project Reporting (CG 2010), Section 6.1 (p. 9)	01.01.2014	31.01.2014	TU-AAA + all		Fr 31.01.2014	5. CW	01.11.2013 / 01.12.2013	0

Task and Allocation Table

The Task & Allocation Table is the core project management tool and provides all information on work steps, deadlines, responsible partners and staff exchange.

It translates all EU contractual texts (Grant Agreement, Annexes, Grant Preparation Forms, Financial and Reporting General Guidelines) into a table which is easily transformed into Gantt Charts, Responsibility Matrixes, Deadlines and warnings.

Of specific strength is the derivation and logical concatenation of "Earliest (physically) possible Start" and "Latest (physically) possible Finish" from a holistic interpretation of all project specific and juridicial EU documents. From that more strong tools of Performance Management are derived automatically:

- Critical Path Method
- Null-Hundred-Method
- Milestone-Trend-Analysis
- Date Warnings
- Exchange-of-Staff-Performance
- Cash-Flow Plans can also be attached to the table

The Task & Allocation Table is the core table and follows the project during the entire life cycle.

Task & Allocation Table, Gantt Exchange Diagram, and Cash-Flow Diagram, all derived from the official documents, represent the strongest tools for managing CHANGEHABITATS 2.