

How many Project Management tools do we really need?

ChangeHabitats 2:- Network for Habitat Modelling and Monitoring by Airborne-supported Field work – an innovative and effective process in implementation of the Habitat Directive. – January 1st 2011 – December 31st 2014

Objectives: ChangeHabitats 2 is the intersectoral and international network between industry and academia in the field of environmental monitoring. It will develop operable, time and cost effective procedures, and (software) solutions for monitoring habitats using innovative airborne data acquisition techniques. Two **complementary data acquisition methods**, currently becoming established in the market, are used: airborne laser scanning and airborne hyperspectral imagery. Both methods will be evaluated for potential manual and automatic derivation of habitat parameters – an unsolved problem so far.

Minimum Management Tools required at Project start:

- Gantt Exchange Diagram, Table- Who-is-Who-in-the-Teams, Task & Allocation Table with Excel warning and controlling devices
- Milestone-Trend-Analysis (MTA), Cash Flow Plan allocated from Grant Agreement and EU Documents, List of Rules,
- Meeting Minutes, Contracts, Time Sheets, Web-based Communication Server

Actual use of the templates experience after two years:

Tools	MS programme	Objective	Who uses it?	How often used ?
Who-is-who-table	Excel	updated addresses for quick findings	everybody	occasionally
Gantt exchange table	Excel	design, monitor and optimise fellow exchange	PMO and partners	regularly by PMO, occasionally in consortium meetings for strategic planning
Time Sheets	Excel	monitor work dedication	everybody	regularly (while seconded and recruited)
All-Exchange-Overview	Excel	compile all details of fellow exchange and continually check of performance	PMO, partners contribute, check their own TOKs	regularly by PMO, occasionally by partners before review events, in order to complete deliveries
Keywords for the staff exchange (TOK)	Excel	ensuring efficient Transfer of knowledge from the beginning	PMO, partners contribute, check their own TOKs	occasionally, before review events, in order to optimise the staff exchange and the TOK
Milestone Trend Analysis Monitor	Excel	monitor Project progress and finding bottlenecks early and react proactively	PMO	regularly (quarterly)
Cash flow analysis	Excel	find bottle necks in payments early	CEOs of organisations	quarterly
Contribution seconded fellow	Word	monitor TOK	PMO, partners contribute, check their own TOKs	occasionally, before reporting events
Secondment Report Template	Word	streamline and make easy to accomplish important delivery	everybody	after each secondment
Minutes templates	Word	documentation of decisions	PMO and partners	after each meeting
SVN Server	-	smooth communication	everybody	regularly

