



# Group work- project assignment

## Introduction:

- Exercises in groups of about six
- Please read your exercise instruction carefully
- Use the guidance on the programme templates for the assignment form and task report as basis
- Ask JS/MA colleagues for support if needed

## Background information:

The project AlpSpace was approved recently. The University of Salzburg is acting as Lead Partner of a project partnership comprised by twelve partners from three Member States and Switzerland. Hans Berger, employed full-time (i.e. 40 hours/week = 8 hours/working day) by the University since July 1<sup>st</sup> 2004 (the employment contract was concluded on June 23<sup>rd</sup> 2004), will be responsible for the overall management of the project and shall be assigned to the project from November 1<sup>st</sup> 2016 onwards. In addition to the project AlpSpace Hans is currently working on the project DanTube (funded by the programme HORIZON 2020).

*Additional information: The University of Salzburg is located in Austria. The relevant national law foresees 25 days of vacation for Hans per year, in addition there are 13 national bank holidays.*

Hans will perform the following tasks related to the project management (WP M) from November 1<sup>st</sup> 2016 until October 31<sup>st</sup> 2019 with a total of 2.375 estimated project related working hours:

- overall project coordination including regular exchange with programme bodies, PM team and PP: 1440 hours (40 hours per month for 36 months)
- chairing the project steering group (preparation, participation and follow-up of approx. 10 meetings): 400 hours



- project start activities (i.e. LP seminar, organization of kick-off meeting, finalization of planning): 120 hours
- controlling tasks (15 hours every three months): 180 hours
- reporting tasks (25 hours per regular report): 150 hours
- project closure and final report: 85 hours

In addition Hans will be involved in the implementation of WP T1 (that lasts from February 1<sup>st</sup> 2017 to September 30<sup>th</sup> 2017) with a total of 190 estimated project related working hours:

- regular exchange with work group, participation to meetings (approx. three work group meetings): 75 hours
- evaluation of existing tools, exchange with regional target groups and stakeholders: 60 hours
- input from regional perspective to joint action plan: 55 hours

### Exercise ONE:

There are different ways to set up the assignment. We would like to ask you for following two different approaches:

- a) please set up one single assignment including both: the activities related to WP M and WP T1
- b) please set up two different assignments – one for WP M and one for WP T1

For both a) and b) please proceed as follows:

- 1) Please calculate first the extent(s) of assignment (on the basis of the project related working hours and the normal working hours).
- 2) Please fill in the assignment form(s) by considering the information outlined above and the calculated extent(s) of assignments.

### Exercise TWO:

On the basis of the assignment a) (including both: the activities related to WP M and WP T1) please fill in a six monthly task report for the first reporting period (November 1<sup>st</sup> 2016 to June 30<sup>th</sup> 2017).

Please consider that Hans was working on both WP. As regards WP M he was mainly dealing with overall project management and project start activities such as:



- finalisation of project planning and AF on basis of PC recommendations
- regular contact with PP (by phone and e-mail), set up of project management team including definition of roles and responsibilities
- preparation and chairing of the first, second and third SG meeting (24.11.2016, 16.01.2017 and 25.4.2017)
- organization and implementation kick-off event 16./17.01.2017 (Salzburg, 46 participants)
- definition of controlling process, two controlling cycles implemented (Nov-Dec 2016 and January-March 2017)
- contracting FLC, first exchange with FLC

As regards WP T1 Hans was mainly involved as follows:

- participation to first work group meeting (15.03.2017)
- evaluation of existing tools (AlpTest, SpaceLab) and drafting of evaluation report
- organization of and participation to target group meeting in Mittersill, 04.04.2017 (24 participants)
- counterchecking of 1st draft joint action plan

Hans estimates that about 75% of his working time dedicated to the project from November 2016 to June 2017 was related to WP M and 25% to WP T1.

### **Exercise THREE:**

From November 1<sup>st</sup> 2016 to June 30<sup>th</sup> 2017 Hans earned a gross salary in the total amount of EUR 35.466. In addition, the University paid employer's contributions in the amount of EUR 10.624 for that period. The total staff costs therefore amount to EUR 46.090.

Please calculate the project related eligible staff costs for Hans for the first reporting period (November 1<sup>st</sup> 2016 to June 30<sup>th</sup> 2017) on the basis of the task report drafted for exercise two.

Please consider that the staff costs shall be reported in the eMS on WP level.