

Deliverable D1.1

Project Handbook

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Document information

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Summary

For efficient collaboration among the RobustSENSE project partners, this deliverable D1.1 Project Handbook details practical procedures to be followed and establishes rules for cooperation and communication between all beneficiaries. Its aim is to serve as reference document for all project related organisational aspects and management processes.

For the project RobustSENSE the Grant Agreement (GA), the Consortium Agreement (CA) and the Description of Work (DoW) are the legally binding sources and provide the framework for project organisation, responsibilities, and rights of the project beneficiaries. The Project Handbook does not intend to repeat these contents but to complement the above documents. It contains detailed descriptions of the internal organization and communications, roles and responsibilities within the project, and of the external management. Also topics like management of quality, risks and changes are considered.

During project execution, experiences will be gained by implementing the procedures. Thus new - internal and external - requirements may occur. Therefore, the Project Handbook will be updated, if necessary.