PROJECT MANAGEMENT HANDBOOK

Project Acronym:	BIOSINT
Project full title:	Strengthening capacities and digital competences in biomedical education through internationalization at home
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Funding Scheme:	ERASMUS+
Coordinator:	University of Kragujevac (UniKg)
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Project duration:	36 months

Abstract	The Project Management Handbook (PMH) document the selected approach for implementing the project goals. The quality principles are the main foundation of the documents. It also highlights the key controlling processes to be used, the project policies and rules, and the overall management approach. PMH integrates Quality Management Plan, Communication Management Plan, Risk Management Plan and Conflict Resolution Strategy.

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v.02	01/11/2023	Review of document	Uni Kg (Milan Zaric)
v.02	06/03/2024	Approval of document	Executive Board

DISCLAIMER

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ABBREVIATIONS

D	Deliverable
EACEA	Education, Audio-visual and Culture Executive Agency
EU	European Union
HEI	Higher Education Institution
LFM	Logical Framework Matrix
NEO	National Erasmus Office
BIOSINT	Strengthening capacities and digital competences in biomedical education through internationalization at home
QAPT	Quality Assurance Project Team
PCB	Project Consortium board
IaH	Internalization at Home
WP	Work package

EXECUTIVE SUMMARY

The Project Management Handbook (PMH) is deliverable within WP1 of the BIOSINT project ("Strengthening capacities and digital competences in biomedical education through internationalization at home"). The Project Handbook becomes the basis for managing the project throughout its lifecycle and is an important point of reference for all project members and stakeholders. The Project Handbook is kept up to date throughout the life of the project.

The project task T1.4 "Development of project management and quality strategies" define the goal to develop the quality control plan, including project processes, policies and the management quality manual as well as metrics for BIOSINT according to the practices and experiences of the successful projects. On the other hand, the task T1.9 "Financial and administrative management" includes overall management of the project activities in order to assure a smooth running of the project at each partner institution.

Together with other document strategies and plans, the PMH contributes to the project MS3 milestone, "Adopted project management strategies by PCB".

PMH is strategic document vital for succesfull coordination and management of all partners of BIOSINT. This document includes the following BIOSINT documents, that already approved by Project Consortium Board):

- QUALITY MANAGEMENT PLAN

- COMMUNICATION MANAGEMENT PLAN

- RISK MANAGEMENT PLAN

- CONFLICT RESOLUTION STRATEGY