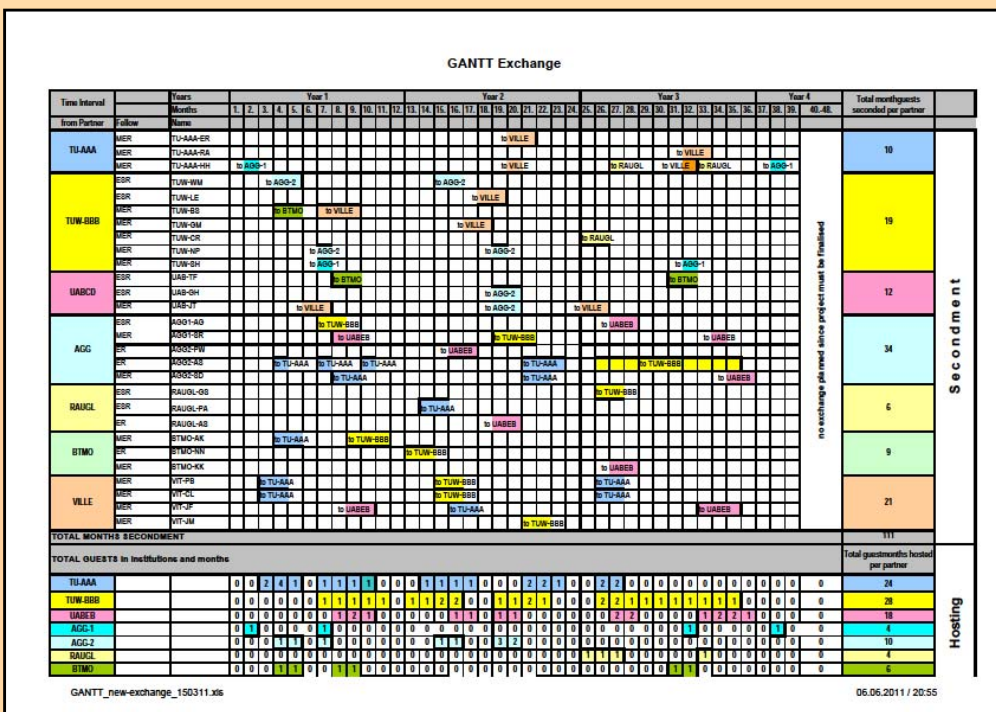# Core Project Management Tools

- 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
- Glossary for Exchange of Staff and Transfer of Knowledge
- List of Rules
- Meeting Minutes
- Contracts
- Time Sheets
- Web-based Communication Server

The Heart of the Project: Gantt Exchange Diagram

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The Classical Gantt Diagram visualises work packages as bars and puts them in temporal or logical order. By Gantt chart techniques, risks of project design, critical paths and future bottle necks can be found, measures can be taken proactively.

The "Gantt Exchange Diagram" interprets the exchange duration patterns as bars of seconded staff from the point of view of host and home organisation alike. Adding the time line enables to calculate bottle necks in the host organisations and to avoid jams or gaps in the overall exchange pattern, thus contributing to a steady project performance. Colours show the institutions and their staff. Totals in hosting and seconding months are directly allocated to the institutions and individual researchers.

From the Gantt Exchange Diagram, financial contributions to the individual researchers can be calculated at one glance, adaptions in exchange pattern can be made very quickly.

Who-is-who-in-the-teams

Team Table PARTNER 1

First name	Last name	Qualifi-cation	email	Tel	Fax	Mobile	SKYPE	Address	Technical Work in Project	Responsible for	FAQ and contact point for
Lilian	AAAAA	Dipl-Geol.. PhD	info@aaaaa.de	49 (0)31 7407 2114	+49 (0)311 7407 2115	+49 (0) 176 783 15694	ratatesk	XYZ	Project management, cost-time comparisons, customers' demands on data requirements	templates, Project coordination communication, cost time-reports	if you have questions on general project communication, EU communication, documents
Alfred	BBBBB	Geologist	info@bbbbb.de	49 (0)31 7407 2114	+49 (0)311 7407 2115			XYZ	cost-time comparisons, customers' demands on data requirements	data requirements	if you have questions on general project communication, EU communication, documents