



EMDESK

Project and Work Management Solutions.

FOCUS ON RESEARCH. DRIVE INNOVATION.





LIVE WEBINAR

EXPERT SESSION

Efficient remote management of EU funded projects

MAR 31, 2020 14:00 - 15:00 (+30 MIN Q&A)



TODAY'S SPEAKER

Stefan DETSCHEW

CTO @ EMDESK

- Connect on [LinkedIn](#)
- Follow us on Twitter [@emdeskpm](#)
- Email: detschew@emdesk.com



TODAY'S SPEAKER

Gabriella LOVÁSZ

Managing Director @ Europa Media

- Connect on [LinkedIn](#)
- Follow on Twitter [@gabocsek](#)
- Email: gabriella.lovasz@europamedia.org





LIVE WEBINAR

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A decorative graphic on the right side of the slide consisting of several overlapping diamonds in various colors: orange, blue, dark blue, green, light blue, purple, and teal. One diamond in the center is white with a thin grey outline.

COVID-19 Information:

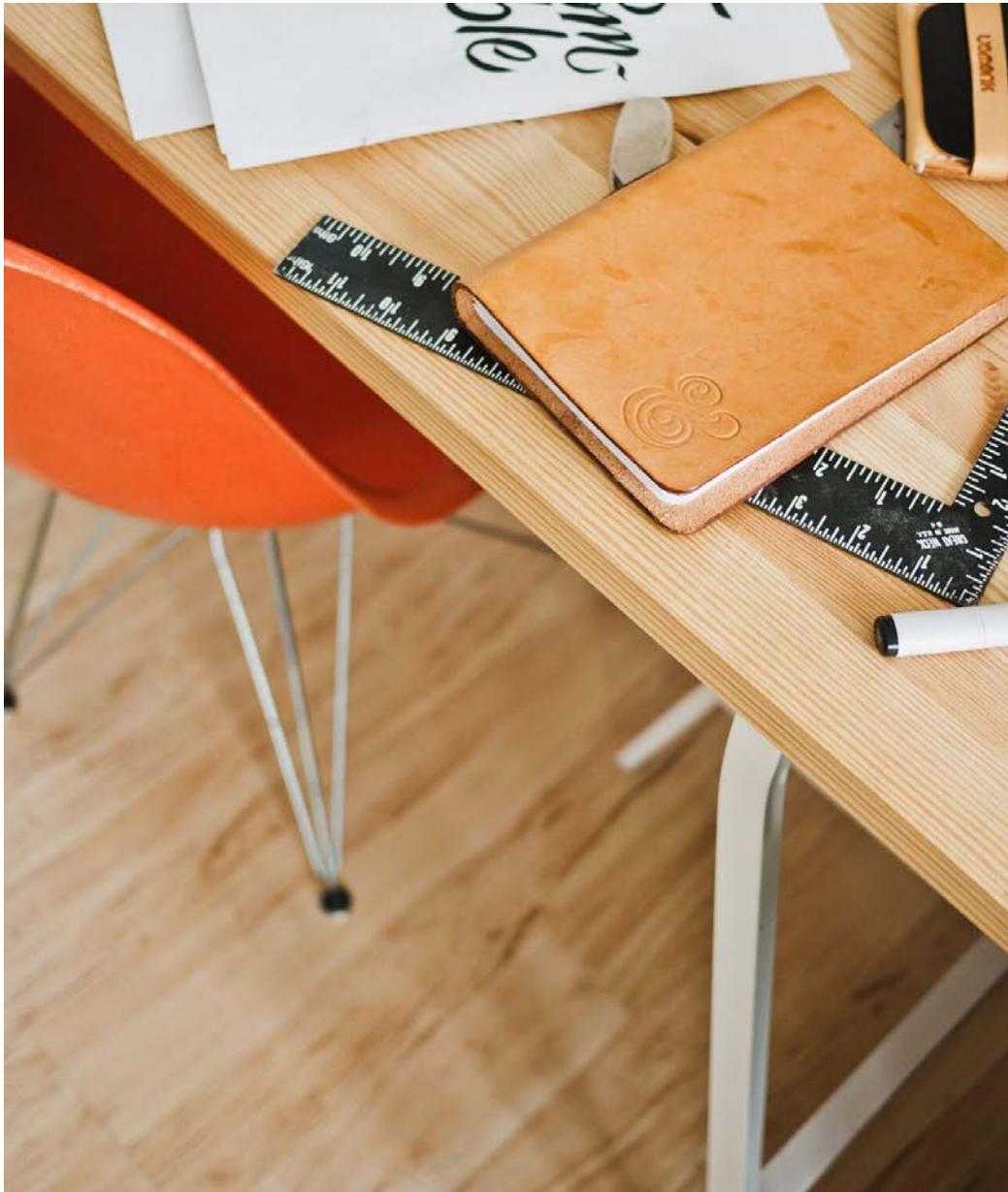
We want to do our part to help project managers and their team to continue collaborating efficiently during the COVID-19 crisis with 60 days free period of use and reduced prices by 30%.

In this special Expert Session on the occasion of the current Covid19 crisis we will give valuable hands on tips for efficient remote project management in a H2020 project.

This webinar is presented by EMDESK in cooperation with Europa Media Trainings.

Today's topics:

- How can you continue to manage the project efficiently and stay on schedule despite home office and difficult conditions?
- How to store data and communicate securely?
- Which measures simplify the communication with the consortium?
- Which tools are available and which online training options make sense now?
- How to schedule your time at home and change the "office mindset" of your partners?



Before we start...

- If you have any questions, please write them in the chat.
- In the Q&A session, we will answer your questions. If not, drop us an email!

**Your
partner
in EU
funding!**



What we do

- Develop and manage research and innovation projects under the EU programmes since 2000.
- Design and deliver practice-driven training programmes since 2004.

400+ projects



IN NUMBERS



- In-house experts, researchers and trainers: 30+
- Proposals directly involved in: 400+
- Projects implemented under FP5/6/7 and H2020: 60+
- Training courses delivered: 300+
- Webinars and e-learning courses held: 50+
- In-house courses held at European organisations: 200+



EU projects are managed remotely

Internal team for a project

- Closer contact
- Social interactions
- Task distribution based on expertise

Collaboration with many other people from different countries

- Working culture is different
- Organisational rules are different
- Collaboration is a must
- Need for accessing the knowledge/capacities of others

Individual work

- Your own way for managing tasks and time



The Rise of the Remote Worker in the Digital Age



Remote work

The digital age is driving major transformation in the workplace. These forces are altering nearly every aspect of business, and both employers and their workforces are redefining how and where work gets done. Today, high-performing organizations operate more like empowered networks than traditional corporate hierarchies. And through all this change a new class of employee has emerged: the remote worker.

Online Management Checklist



Must-haves

- Stable Internet
- Full functioning laptop
- Headset
- Access to server
- Security

Protect your data

- GDPR is not the same in the EU and in the US
- Control access rights (editing or view only)
- Know WHO has access to documents
- Sharing sensitive data online is not a safe option
- Beware of Dropbox, Google docs, e-mail, etc. (*with the link everyone can edit...*)
- Being at home, does not mean that your internet documents are safe.
- Know where you store the most updated documents!



DATA SECURITY & PRIVACY



Now it is all about communication.

Your projects contain personal, critical and even classified data that is core to project success and EU research.

- Make sure your EU-funded projects are secure enough to keep your funding and avoid penalties.
- Stay compliant with data protection rules (GDPR) and new security standards for EU-funded projects.
- Risk: Team members' preferred online method of communication are private insecure channels.

Choose the right tools and implement communication and software use policy (avoid cloud providers outside of EU and non-certified e.g. Google or Skype do not meet security and privacy requirements).



After the evaluation by the project management team of the Fraunhofer EU-Network and the Fraunhofer SIT (Institute for Secure Information Technology) EMDESK clearly convinced us, also because of its usability. It also fulfils the strict data-protection standards of the Fraunhofer Gesellschaft.

Maximilian Steiert
EU Project Officer, Headquarter of
the Fraunhofer-Gesellschaft

Your data is safe with EMDESK

Enterprise class security, access controls, and action logs that provide peace of mind.

- Security and confidentiality are our highest priority.
- Enterprise-grade security Enterprise class security measures in place with strong technical, logical, and legal precautions to protect your data from loss or unauthorized access.
- We make sure your data is safe and secure by providing multiple layers of protection as well as controls that enable you to meet your security needs.



DEVELOPED AND HOSTED IN GERMANY



INFRASTRUCTURE SECURITY



DATA SEGREGATION & CONFIDENTIALITY



USER AUTHENTICATION



PRECISE ACCESS CONTROL



DATA REDUNDANCY, BACKUP AND RECOVERY



PRIVACY AND GDPR COMPLIANT



AVAILABILITY AND RELIABILITY (99,9% UPTIME)



24/7 SYSTEM MONITORING



SOFTWARE DEVELOPMENT SECURITY



ACTION TRACEABILITY



BUSINESS CONTINUITY

Online Management

Remote team collaboration and team leading

Project Managers

Have eyes on everything

You will need:

- tools that will support your team collaborating easier
 - Task monitoring/reporting
 - Deadline monitoring
 - Joint online work
- have access to all data needed and stay on track



You will still have to **monitor**, **track** and **report** the project's progress.

Project Managers

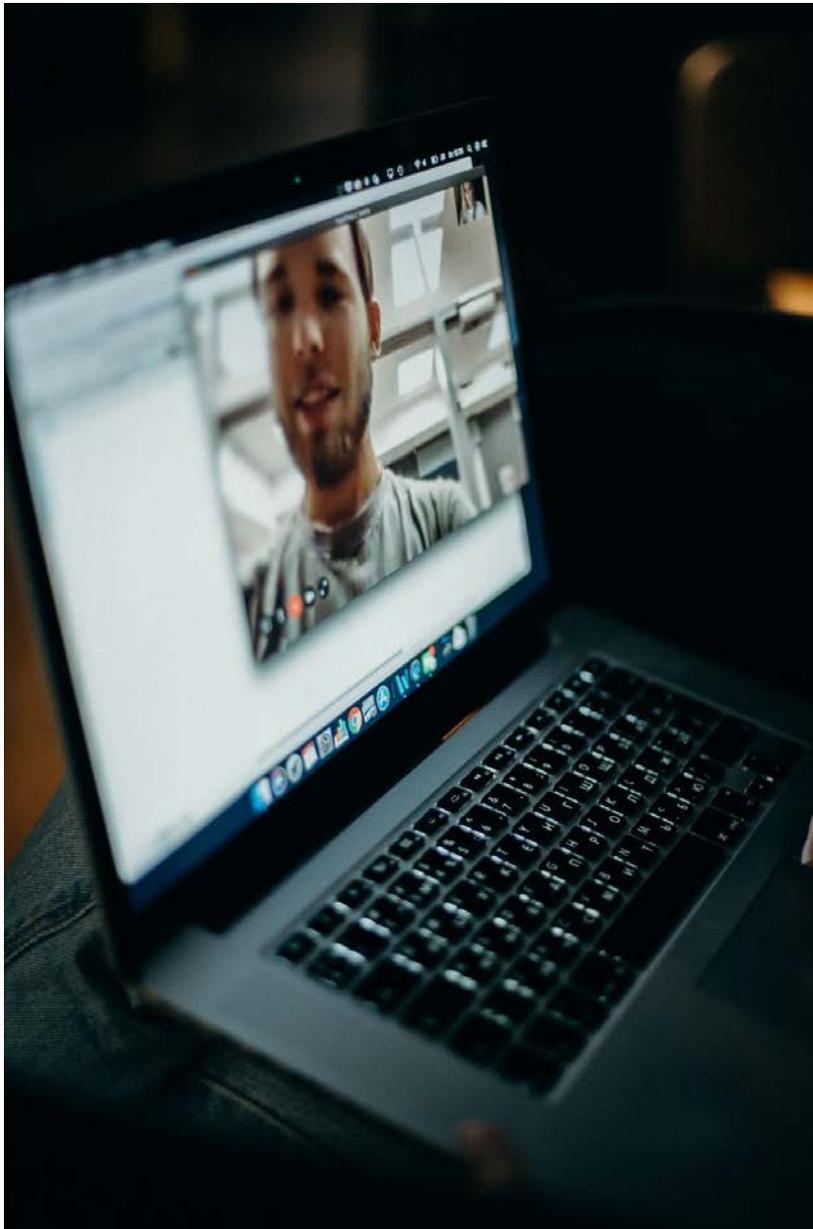
Have eyes on everything

Example - Quarterly task monitoring						
Partner/WPs	Responsible partner	Responsible person				
Work Package 1 Management and coordination			M3	M6	M9	M12
Task 1.1 Monitoring implementation	Coordinator	Jane Smith	Project toolbox ready D1.1 submitted: 10%	Internal reporting complete: 20%	Internal reporting complete: 30%	Yearly monitoring done 35%
Task 1.2 Financial, admin and technical coord	Coordinator	Paul White	System set up, guides available, first reports ok 10%	Internal WP meetings organised, second reports received 15%	Financial data incomplete, chek at the progress meeting 20%	Progress meeting Ok 33%
Task 1.3 Quality assurance	Coordinator	Paul White	Quality process ok; Deliverables reviewed: 5%	Quality process ok; Deliverables reviewed: 10%	Quality process ok; Deliverables reviewed: 15%	Quality process ok; Deliverables reviewed: 30%
Task 1.4 IPR Management	Coordinator	Paul White		IPR plan available, D1.2 submitted 15%		IPR discussed at the progress meeting 33%
Task 1.5 Gender strategy	Coordinator	Jane Smith	gender action plan done D1.3 submitted: 50%			GAP check done: 60%

Project Managers

Have eyes on everything

Work Package 2			30/03-10/04	13/04-24/04	two more weeks
Task 2.1	Partner 3	John Edwards	Task started, data collection ongoing 80%	D2.1 submitted for review	
Task 2.1	Partner 4	Lucy Great	Data analysis started	Data enough check	Delayed task as data not enough
Task 2.1	Partner 3	Tim knight	Task started, data collection ongoing 80%	D2.1 language check	Analysis completed
Task 2.1	Partner 1	Joe Coordinate	Data analysis started	Supporting Lucy	Task ended: Delayed results and less data analysed than expected - impact on task 2.2



Video Conferences

To avoid long e-mail threads

You need

- Bi-weekly calls with the coordinator where most partners are present
- Weekly calls with the running WPs that have deadlines soon
- Minutes need to be well-done
- To-dos sent to all after the call



Clarity is key

Avoid misunderstandings

- Make sure to keep communicating clear processes for each team member.
- It may now make sense to redistribute responsibilities or introduce new roles, e.g. moderators and note takers in online meetings.
- If you have software experts in your team, take advantage of this. They can now assist all colleagues to install necessary tools and help with any questions.

Risk management

Consider the potential risks

- Remote working - social distancing
- Distractions in every-day work
- Psychological fear from the pandemic, fear for loved ones
- Delays in tasks - affecting other tasks
- Delivery of certain tasks is impossible

Try to ease the mind of your colleagues:

- Regular calls
- To-do lists - Pressure
- Keep regular contact with the project officer
- Share news from the EC on force majeure

Analyse the risks, ask for feedback

This corona situation affects the PROJECT activities in the near future. We cannot perform all the work as planned. For instance, face-to-face interviews are not recommended at the moment. Thus, each WP and each partner need to go through the work you are supposed to perform and:
identify what the corona-related limitations mean, what you can do and what you cannot do
evaluate how the changes affect your work, your WPs work, and work of those who are waiting for your results
identify alternative ways to perform your work, and how these changes would affect the content as well as the timeline

Please provide your analyses to your WP leaders by Wednesday 18 Mar.
WP leaders are asked to provide their risk management plans by Friday 20 Mar.

And please let us know, if you have any questions related to this situation.

Related to the Review and Periodic reporting, I come back to you later today.

Hoping you and your loved ones are healthy and safe,



Risk ID:	Name/identifier for the Risk
Description:	Describe the risk, the issue it is linked to
Type of risk:	Technical, Management, Political, etc.
Impact:	High, Low, Medium
Probability:	of the Risk occurring in percentage terms.
Proximity:	when will this Risk happen.
Cost if risk occurs:	Some Risks may carry a known cost if they occur. For example new hardware may be need to support software testing. This hardware may have a cost already known.
Delay if risk occurs:	And you may already have time delay known if a Risk occurs in days. For example. Results may be delayed by 2 months if John goes on holiday.
Counter measures:	<p>What will you do about the Risk? At this point there are only a set number of responses to a Risk these are:</p> <p>Prevention: You terminate the by doing things differently. For example John Smith going on holiday, cancel his holiday!</p> <p>Reduction: You reduce the impact of the Risk.</p> <p>Transference: You transfer the risk to another party.</p> <p>Acceptance: Sometimes you just have to accept the Risk and if it happens then there is little you can do about it.</p> <p>Contingency: These are pre planned actions that start when the Risk manifests.</p>
Risk owner:	The idea of having a Risk owner is that sometimes the person that is best placed to monitor the Risk isn't the coordinator.
Date raised	
Date of last Update	
Current status	Open/Closed
Actions	Pending/Closed



Quality

- A rigorous review process
- With clear quality criteria
- Quality review reports



Time management

Set clear goals

- Ensure to set deadlines in advance.
- Set weekly goals.
- That's more important now than daily working hours.
- Check milestones and deliverables and come up with a detailed schedule for everyone to make sure to stay on track

In summary - Weekly structure

How to stay organised

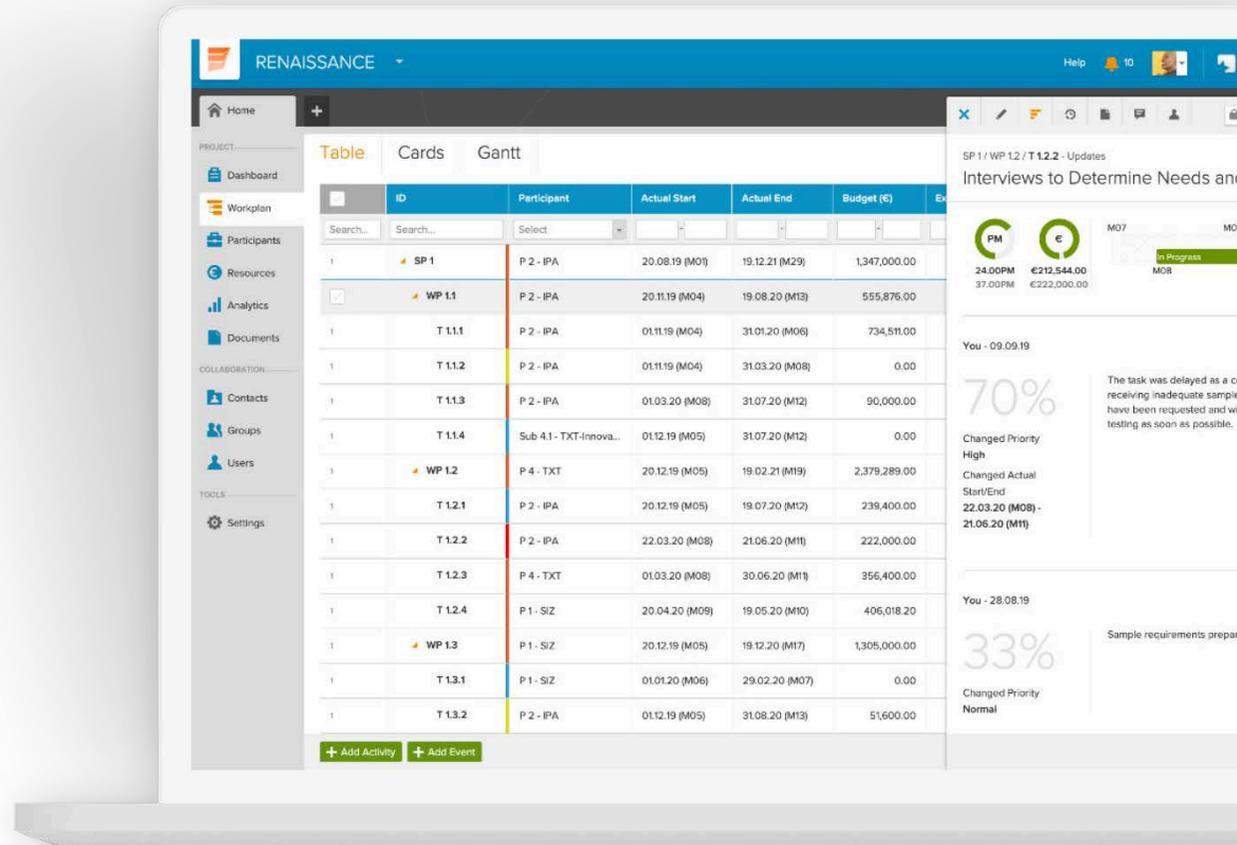
- Call to update on **project news** & **off topic news** too
 - Team leaders should have fixed **1-1 meetings** for updates with the team they manage
 - **Video conferences** with tools like Zoom, Teams etc.
 - Consider the **personal situation** of your team (i.e. kids are at home now...), flexibility is now more important than ever
 - And more than anything, **trust your team!**
-

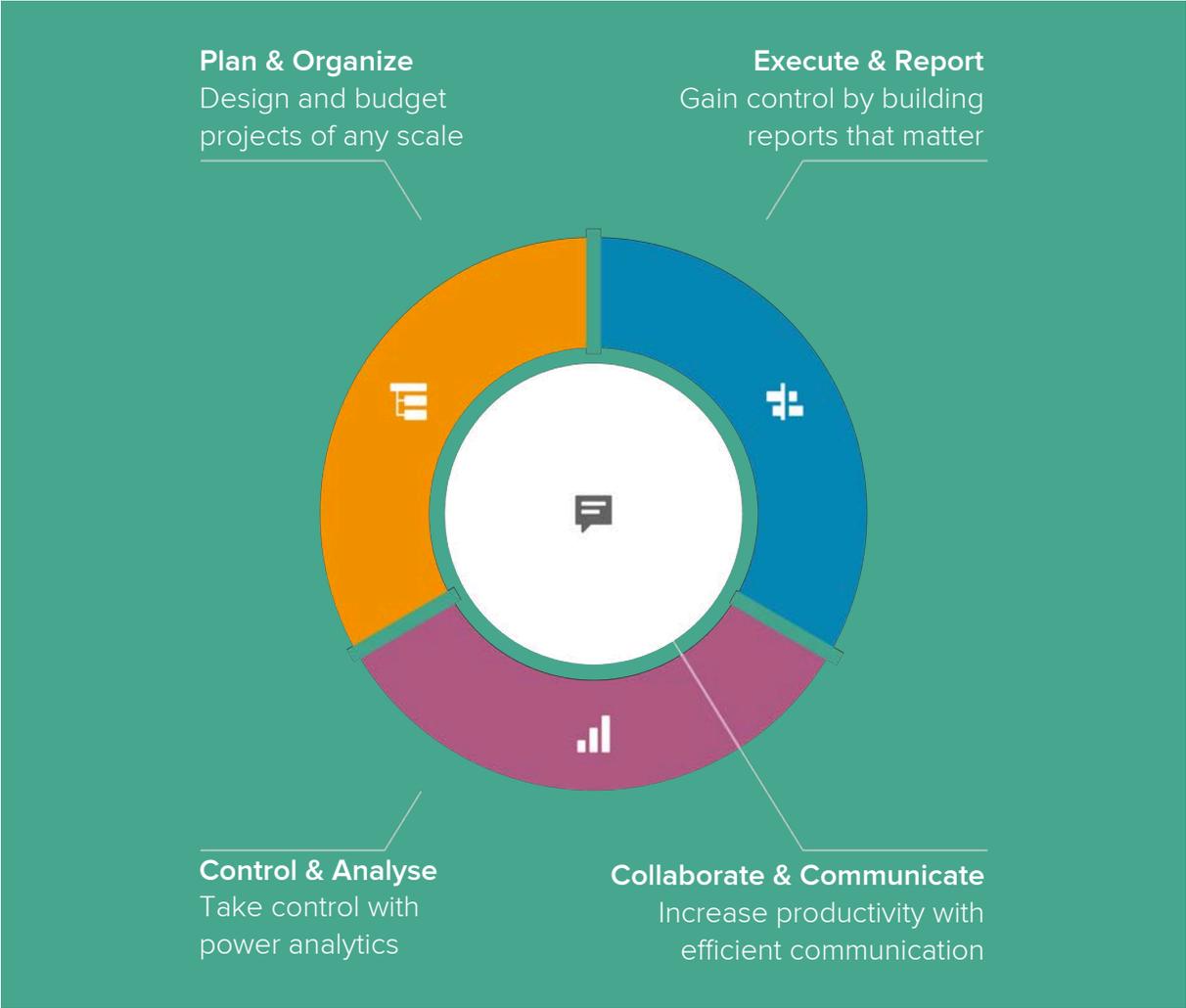
**ONLINE PROJECT & WORK
COLLABORATION**

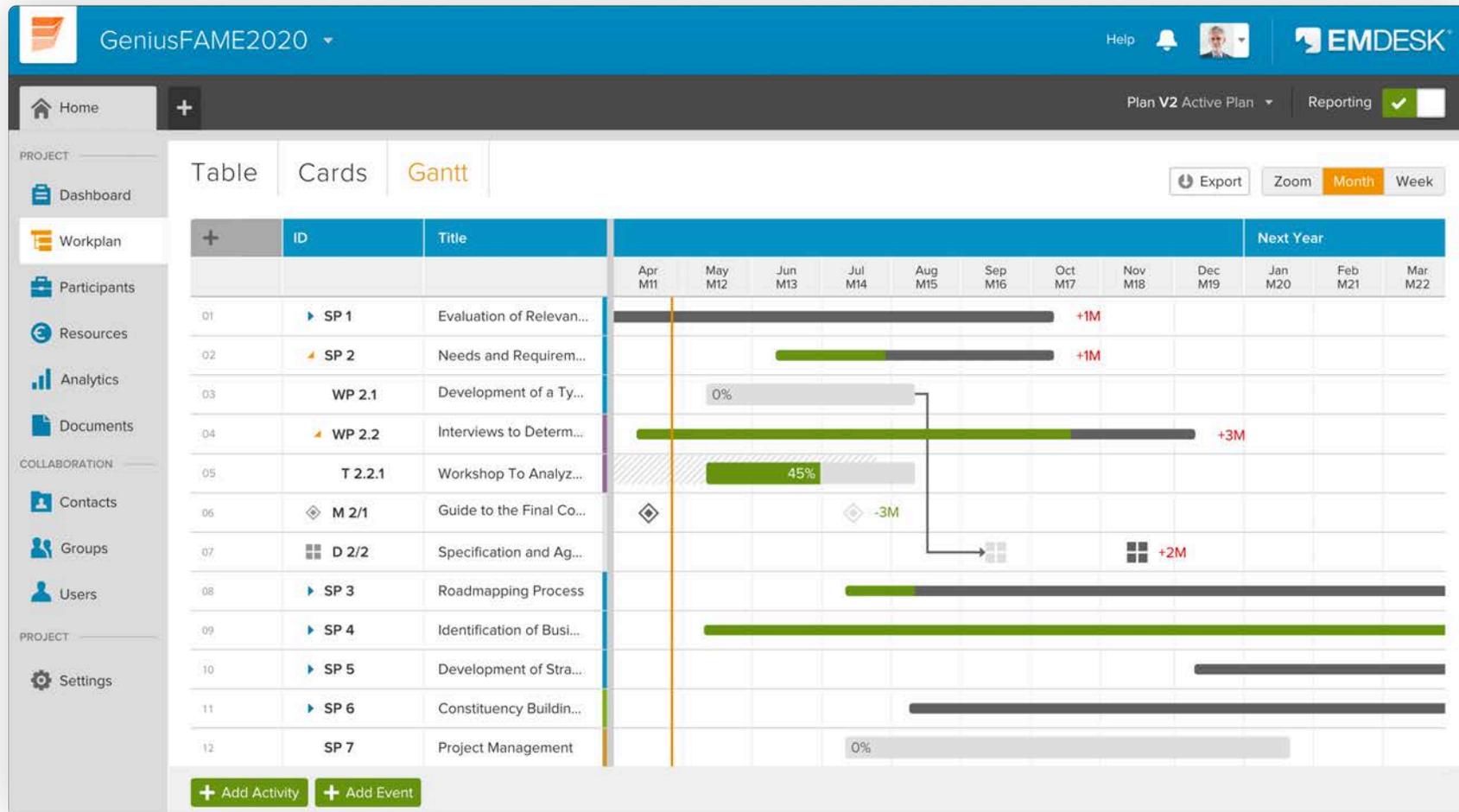


EMDESK is a project and work management solution for research and innovation projects.

It helps large teams across organizations to organize and collaborate in co-funded projects while keeping maximum control







The screenshot displays the EMDESK software interface. The top window, titled "Analysis of Socio-economic Developments", shows project details for "SP 2 / WP 2.2 / T 2.2.4 - Updates". It includes two circular progress indicators: one for "PM" (14.03 PM / 8.00 PM) and one for "€" (€220.34 / €78,000.34). A horizontal bar chart shows progress from M01 to M09, with a green bar indicating 45% completion and the text "In Progress".

A comment by "Miranda Petersson - 2 hours ago" is visible. Below it, a smaller window titled "SP 3 / Resource #8 - Edit" is open, showing a cost of "4,500.00" and a rate of "0.87". A dropdown menu is open, listing options: "PM", "Person Month at 5,173.00€/PM", "Person Day at 259.00€/PD", and "Person Hour at 33.00€/PH".

The bottom window shows a form for editing resource details, with fields for "Activity" (SP 3 - Roadmap), "Participant" (P4 - TXT), "Cost Category" (Personnel Costs), "Costs Rate" (Scientific coordinator (5,173.00€/PM)), and "Description" (Consumables for manufacturing and construction).

1 / WP 1.3 - Comments

entification of Key Enabling Technologies

Luana Davide - 2 Minutes ago

The research method you choose is sufficient, [Olivier Bois](#). You do a good job discussing pollination, sample size and sampling method and providing arguments from our previous studies. The graphs were very beneficial for me to understand the data you are analyzing.

Marc Vernadeau - 10 Minutes ago

You do a adequate reference to the biotechnical backg for your research, although further discussion about [Luana Davide](#)'s findings from the perspective of recent Rutaceae studies will strengthen this section. Your hypotheses a research questions are derived and sustained by Luana findings and are pertinent to your study.

[Proposal-Summary Details](#)

I have added an updated

Shared Documents

Attach Files @ Mention

Ctrl+Return to submit **Comment**

Olivier Bois - 2 Hours ago [Edit](#) [X](#)

I have added an updated compilation of my research on Citrus × sinensis to this comment. Please review [Luana Davide](#) and [Marc Vernadeau](#).

Proposal-Summary-Draft Details

Marc Vernadeau - 10 Minutes ago

You do a adequate reference to the biotechnical background for your research, although further discussion about [Luana Davide](#)'s findings from the perspective of recent Rutaceae studies will strengthen this section. Your hypotheses and research questions are derived and sustained by Luana's findings and are pertinent to your study.

[Proposal-Summary Details](#)

Luana Davide - 2 Minutes ago

The research method you choose is sufficient, [Olivier Bois](#). You do a good job discussing pollination, sample size and sampling method and providing arguments from our previous studies. The graphs were very beneficial for me to understand the data you are analyzing.



What's next

- 12. January Activity T 5.1.4 starts
- 14. January Event M 1/1 is due
- 22. January Activity T 2.1.5 ends
- 03. February Report Interim Report
- 10. February Activity SP 7 starts

What's happened

- Activity WP 1.2 Modified New File
- Activity T 1.3.4 Modified 3 New Comments
- Activity T 2.1.5 New Comment 4 New Files
- Resource #23 New Comment
- Activity Task 2.1 Created

Notifications

- Just now - **Activity T 1.1.4**
Modified 3 New Comments New Status Post
 - 4 Minutes ago - **Activity WP 2.1**
Modified New File
 - 12 Minutes ago - **Activity T 4.2.1**
Created
 - 32 Minutes ago - **Resource #123** at **Activity T 1.2.1**
Modified
 - 1 Hour ago 10:34 - **Activity T 2.1.5**
New Comment 4 New Files 2 New Status Posts
- Show All Mark all as read

Time	Activity	Details
Today	Just now	You - in Activity Task 1.4 Leader changed from Tescan to IBM
	4 Minutes ago	You - in ActivityEntry 56% - 19.01.18 at Activity Task 2.1 Plan Start changed from M03 to M06
	12 Minutes ago	Peter Tosh - in Activity Task 2.1 Plan Start changed from M01 to M03 Activity Type changed from RTD to OTHER Leader changed from IBM to Tescan
	32 Minutes ago	Peter Tosh - in Resource #123 at Activity Task 2.1 Title changed from Deliver input to Deliver input for 'CORE' tool realization CAD
	1 Hour ago 10:34	Ritchy - in Activity Task 1.4 Leader changed from Tescan to IBM
	4 Hours ago 13:34	You - in Participant P1-IBM Activity deleted
	5 Hours ago 14:34	Peter Tosh - in Activity Task 1.4 Plan Start changed from M01 to M03 Activity Type changed from RTD to OTHER Leader changed from IBM to Tescan
	5 Hours ago 14:54	Peter Tosh - in Resource #123 at Activity Task 2.1 Activity created
This Week	Yesterday 14:12	You - in Activity Task 1.4 Leader changed from Tescan to IBM
	Yesterday 09:12	You - in ActivityEntry 56% - 19.01.18 at Activity Task 2.1 Plan Start changed from M03 to M06

Access and group management

Users / Groups		Access Rights			
		Activities	Participants	Documents	Resources
	Robert Ebersbach CEO - TXT-Innovation				
	Ivanna Najera Toro Design Lead - CMF				
	Workpackage Leader Group wplead@list.geniusfame.com	Manage All	Manage All	Edit All	Read All
	Researchers France Group	Custom Define	Off	Edit All	Read All
	Brandon Howe Development - ECS				
	Harry Waters Head of Research - ECS	Manage All	Custom	Manage All	Manage A
	annett.thalberg@siz.com	Manage All			Read All
	Denise Holmes Account Manager - ECS	Custom Define			Edit All
	Elio Trentini Research - TXT	User deactivated			

Group - Members		Researchers France	
		Send	Receive
01	 Mathilde Dostie Research - TXT-SME - m.dostie@totalxt-construction.fr	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
02	 Fabien Rosiers Head of Research - TXT-SME - f.rosiers@totalxt-construction.fr	<input type="checkbox"/>	<input type="checkbox"/>
03	 Arnou Bourgoiin Research - TXT-Innovation - a.bourgoiin@totalxt-innovation.fr	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
04	 Delphine Brisebois Research - TXT-SME - d.brisebois@totalxt-construction.fr	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
05	 p.picard@totalxt-innovation.fr	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Export Add Member

Member	Send	Receive
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Request Access

Join Group

Add Member

The screenshot displays the EMDESK file sharing interface. At the top, there are navigation tabs: All, Favorites, Recent, Attached, and Trash. A search bar and view options (grid, list) are also present. The breadcrumb path is Start > Global Files > SIZ Documents. Below this, there are three folder icons: a yellow one with a star, a grey one with a checkmark, and a purple one with a speech bubble. The main content area shows a grid of files and folders:

- New Folder (grey folder icon)
- Application V1 (PDF icon)
- Application V2 (DOCX icon)
- Documentation-2 (microarray image)
- Documentation-3 (hand holding pipette)
- Funding Overview (PPTX icon)
- Overview Datable (XLSX icon)

A detailed view of a folder named 'Transcripts' is overlaid on the left. It shows the following information:

- Name:** Transcripts
- Location:** SIZ Documents
- Created:** You - Jun 11, 2020 15:29
- Modified:** You - Aug 07, 2020 10:04
- Direct Link:** geniusfame2020.emdesk.eu/files/5454 Copy Link
- Tags:** Phase 1, Key feature, Add Tags
- Color:** Blue, Green, Yellow, Purple, Grey

Self - Management
Organise home office



Personal Time management

How to manipulate time & avoid stress

- Track your time (Harvest at company level)
- Set time limits
- Explore new techniques: [Pomodoro](#),
 - See links for more: <https://clockify.me/time-management-techniques>
 - [Helpscout](#)
- To-do lists are cool!
- Plan ahead



Advantages of home office

“For me, the home office allows better concentration with scientific tasks. Especially, when writing reports or scientific papers, the quiet home office creates a better environment for the best results. It also allows flexibility to organize my day according to my work needs. For example, when collaborating with international partners, sometimes you need to organize meetings outside the normal office hours. When working from home, I can split my workday accordingly and return to the home office in the evening for a call with a partner in a different time zone.”

Learn from others:

<https://en.smartinnovationnorway.com/news/how-to-work-effectively-from-home-tips-and-pointers/>



Must-haves

- Quiet space
- Transform daily routine with online tools
- Choose a time management approach
- Have free time
- Stay in contact with colleagues
 - Have a joint coffee break or online lunch together

Online Management
How can we help?



VISIT

europamediatrainingsite.com

for more

Things you wished you knew about Horizon 2020



info@europamediatraining.com



Q&A SESSION

PLEASE USE THE Q&A PANEL TO SUBMIT YOUR QUESTIONS.



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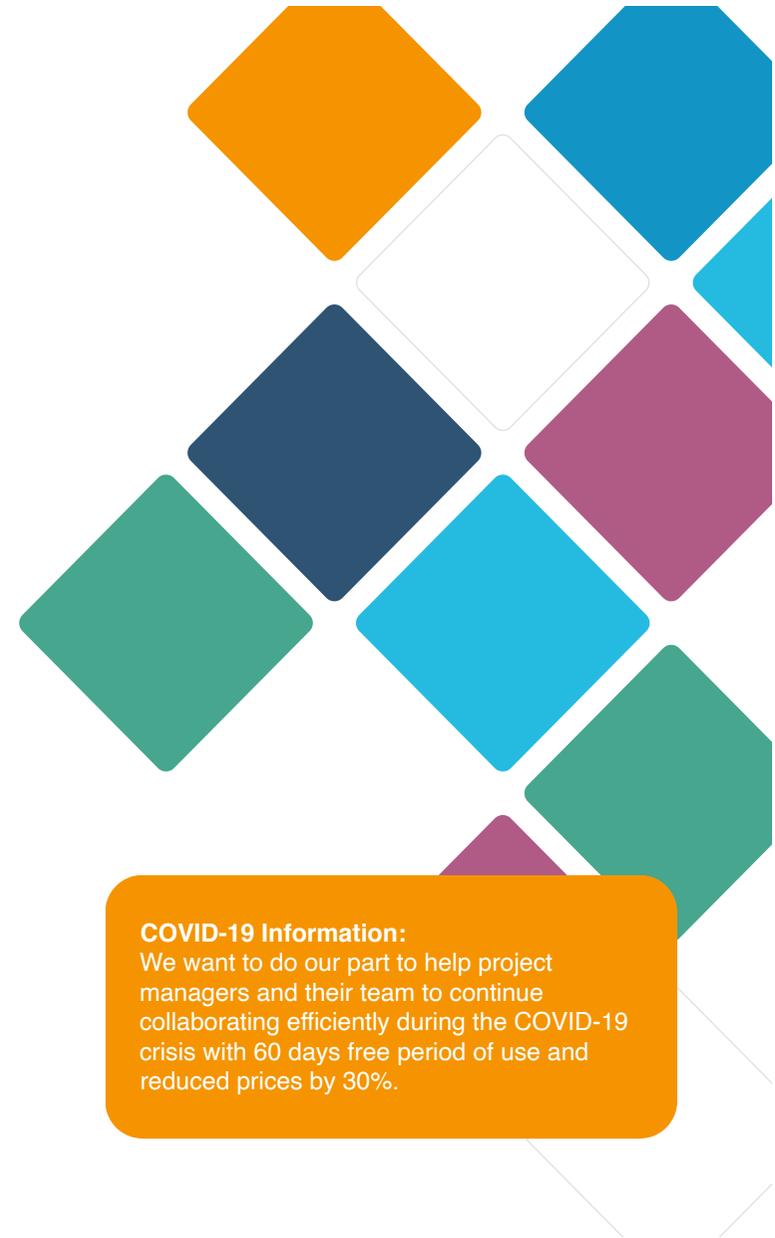
THANKS FOR YOUR ATTENTION

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EMDESK - From planning, controlling, reporting, and collaboration. One stop solution you need to work more efficiently with others in real-time.

- Leading project and work management solution for H2020 projects
- Our customer reports an increase in efficiency of more than 30%
- Trusted by 20.000+ users in 3.000+ projects worldwide since 2008
- From small to billion Euro projects involving 150 partners

