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| **Proposal** | **Execution** | **Closing** |
| * Communication with all relevant stakeholders | | | |
| * General mitigation and prevention of risks | | | |
| * Coordination of meetings, alignment etc. | | | |
|  | | | |
| * Information contact point | * Communication to subsidy project officer (e.g. change requests)​ | * Financial project   closing (internal/external)​ |
| * Research support in   Proposal creation and review | * Coordination for time   registration | * Organization of final meeting |
| * Vitalization of models/figures | * Monitoring financial   and substantive progress |  |
| * Drafting project budget, incl. possible investments | * Monitoring lead time |  |
| * Planning project timelines and scope | * Organization of governance structure (e.g. annual meetings / user committees / advisory boards) |  |
| Portfolio management (e.g. staff deployment) | * Administrative support (e.g. enter project members, publications) |  |
| * Collect required   signatures internal  and external  documents​ (and coordination of these documents) e.g. Letters of commitment & consortium agreements | * Coordinate reporting |  |
| * Organization mock interviews |  |  |

This list is including, but not-exhaustive