|  |  |  |
| --- | --- | --- |
| **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