

CORENEXT

D1.1

Project Management Guidelines

Barkhausen Institut



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Abstract

COREnext is an ambitious project with many partners. To support the work plan, this document outlines a management structure, management bodies, and their responsibilities, as well as the procedures by which bodies interact. Associated knowledge repositories, workflow tracking, and collaboration tools are laid out.

Keywords

management, responsibilities, workflow, tracking, collaboration

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Document Information

Nature of the deliverable*	R
Dissemination level	
PU Public, fully open. e.g., website	✓
CL Classified information as referred to in Commission Decision 2001/844/EC	
SEN Confidential to COREnext project and Commission Services	

* Deliverable types:

R: document, report (excluding periodic and final reports).

DEM: demonstrator, pilot, prototype, plan designs.

DEC: websites, patent filings, press and media actions, videos, etc.

OTHER: software, technical diagrams, etc.

Executive Summary

The document describes the structures and processes put in place by the COREnext consortium to support its technical work programme. It should serve as a guide for onboarding new scientists working in the project. In particular, the reader learns about:

- management bodies and their responsibilities,
- tools for knowledge organisation, task tracking, and collaboration,
- the process for creating deliverables.

Each of these concerns is covered by a dedicated section of this deliverable.

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1 Management Bodies and Responsibilities

The structure and processes within the project have been developed by prior management experience and is agreed upon amongst the partners. The governance structure consists of the three levels Core Team, Management Team, and General Assembly, as well as an associated Advisory Board.

1.1 European Context

The COREnext project is part of the Horizon Europe research and innovation funding programme. COREnext aims to deliver novel European compute capabilities to serve future 6G mobile networks. In spirit, the project goals follow a line of research topics laid out by the preceding COREnext project and interlink with activities in the SNS, KDT, and IPCEI funding umbrellas.

The project interfaces with the European Commission through the assigned **project officer Anna Caterina Carli**.

1.2 Core Team

The Core Team of the project consists of four individual persons:

- **Project Coordinator (PC):** Michael Roitzsch from partner Barkhausen Institut,
- **Technical Manager (TM):** Fredrik Tillman from partner Ericsson AB,
- **Innovation Manager (IM):** Patrick Pype from partner NXP Semiconductors,
- **Data Manager (DM):** Panagiotis Demestichas from partner WINGS ICT Solutions.

Together, these persons oversee all technical work and supervise the submission of project deliverables as well as financial and technical reports. While work-package-specific issues are delegated to the work package leaders, the Core Team monitors the overall project trajectory and focusses on work package interaction. The Core Team fosters collaboration within the project and with other projects. Detailed responsibilities amongst the Core Team persons are listed below.

Responsibility	Core Team Member
Communication with the EC	PC
Organize budget from EC and distribution to partners	PC
Check partner's filed expenses according to regulations	PC
Keep partners updated about critical information	PC
Regular check-in with partners about work progress	TM
Check that the work conducted is in-line with the grant agreement	TM
Advise editor on deliverable structure and detail level	TM
Supervise timeline of deliverables	TM
Supervise proof-reading of deliverables	IM

Supervise research data management	DM
Upload of deliverables to EC	PC
Additional reporting like financial and ethics reporting	PC
Organize project-internal meetings	PC
Organize EC review meetings	PC
Support project audit and financial report	PC
Oversee publicity work and project impact	IM
Oversee standardization activities	IM
Oversee scientific publications and open access	IM

Table 1. Core Team responsibilities

The Core Team interacts with the other management bodies:

- with the Management Team by bi-weekly online meetings,
- with the General Assembly by organizing annual face-to-face meetings with all partners,
- with the Advisory Board by organizing bi-annual update and feedback meetings.

1.3 Management Team

The project's Management Team consists of the Core Team and all work package leaders. This group meets bi-weekly for a one-hour online meeting to report on work package activities, oversee the project status and discuss next steps. The members of the Core Team use this meeting to conduct their project oversight duties, while the work package leaders relay any updates and guidance into their respective work package. Specifically, work package leaders are asked to:

- regularly check-in with the partners within their work package to collect work progress,
- encourage intra-work-package collaboration,
- discuss with deliverable editors and the Technical Manager about deliverable content,
- assist the deliverable editor in structuring the deliverable creation and review process,
- oversee research data management together with the Data Manager,
- collect quarterly written status reports from their work package partners.

Work packages are led by the following partners:

Number	Work Package Name	Leading Partner
WP1	Management and Coordination	BI
WP2	Trustworthiness and Use Cases Requirements	WINGS
WP3	Trustworthy Disaggregated Computing Architecture	BI
WP4	Digital Components	IHP
WP5	Trustworthy Analog Components	NOK
WP6	Lab Validation	IFAG
WP7	Computation-Communication Platform Integration Roadmap	NXP
WP8	Outreach, Exploitation and Collaboration	AUS

Table 2. Overview of work packages and leads

Because the project foresees the need for particularly strong collaboration between the technical work packages on architecture (WP3), digital components (WP4), and analogue components (WP5), two **liaison persons** are appointed:

- Werner Haas from Cyberus Technology GmbH (CYB) will mediate between WP3 and WP4,
- Fredrik Tillman from partner Ericsson AB (EAB) will mediate between WP3 and WP5.

These liaison persons are monitoring technical development in two work packages and identify points, where close interactions or coordination is required.

Work package 7 will generate a **roadmap toward industry adoption** of the research results and is thus lead by the project's Innovation Manager Patrick Pype.

1.4 General Assembly

One person from each partner participates with voting rights in the General Assembly. Meetings of this body happen at least once per year as part of an annual project-wide face-to-face meeting. Other General Assembly sessions can be organized on demand.

The decision-making and voting process of the General Assembly is described in the Consortium Agreement. Decisions are taken regarding the following responsibilities:

- Project-wide decisions on topics, content, or financing,
- Changes to the consortium, person-month, or budget allocation,
- Whole or partial suspension or termination of the project,
- Appointment of members of the Advisory Board.

1.5 Advisory Board

Other than Core Team, Management Team, and General Assembly, the Advisory Board is an external body consisting of representatives from non-partner organisations, whose expertise will guide the project. Discussions are intended on research implications, use cases, performance indicators, standardization, and a wider international and global scope.

The project meets with the Advisory Board bi-annually to give a structured update of the progress to the board and to collect feedback. The board edits and ratifies a short, written annual report with its view on project development and results. Individual work packages or partners are encouraged to consult with members of the Advisory Board more often to exchange ideas regarding specific project topics.

The Advisory Board members can be grouped into four categories:

- **Ethics Advisor:**

Due to the potentially wide-ranging societal impact of the project results on trustworthiness of future 6G infrastructure and the (albeit small-scale) use of artificial intelligence within the project, an ethics advisory is appointed to consult and report on ethics issues.

- **Cybersecurity regulators:**

If project results become part of regulated industries, the view of these regulators in early stages of development can help to shape a common understanding.

- **Industry verticals:**

The project foresees personal robotics as a key use case for future 6G networks and a potential differentiator for European industries from competitors. Representatives from relevant verticals can help to shape the project view on these use cases.

- **System software:**

The project innovates in digital components, but ultimately, use cases are served and value is generated by software. We therefore discuss with system software experts to facilitate a close fit of the project's digital components with state-of-the-art system software trends.

2 Tools

To publish project information and results, organize project-internal knowledge, track progress, and to organize collaboration, the project uses public as well as internal tools.

2.1 Public Channels

The project presents its overall mission on the public website corenext.eu. This site is also the central point for dissemination material. To simplify networking, subscription to a newsletter is available. In addition, the project maintains a presence on [Twitter](#) and [LinkedIn](#) and uses specific topical campaigns to increase exposure.

Scientific publications will be made available as open access via services like Zenodo in compliance with European Commission policy.

2.2 Internal Communication

Partners have access to **mailing lists** for daily communication:

- All project members can be reached through an all-hands list.
- The Core Team uses a dedicated mailing list to organize its responsibilities.
- The Management Team mailing list includes the Core Team plus all work package leaders.
- Partners within one work package have access to dedicated mailing lists.
- Two focussed mailing lists exist to reach all partners' legal and financial contacts.

For online meetings, the project relies on Microsoft Teams. Links to meetings and calendar invites are organized by the Project Coordinator.

2.3 Collaboration Tools

Ubiquitous access to collaboration tools streamlines their usage in daily business. Thus, the project tools are accessible from both the **Microsoft Teams** desktop or mobile apps or from a standard web browser. The project SharePoint site is facilitated by the Project Coordinator and directly links to all tools.

- A central **Microsoft OneNote** notebook stores all infrequently changing information about the project. Partners should be able to get most questions about project organization, meetings, milestones, and deliverables answered from this knowledge repository.
- A central **Microsoft Planner** board tracks progress of ongoing technical and administrative work. It employs a Kanban-inspired arrangement of cards representing individual work items. This task board is the focus point during the bi-weekly meetings of the Management Team, where it is reviewed and updated.
- Collaborative document editing and document archiving is provided by **SharePoint document storage**. A folder structure is provided to separate meeting minutes, work package information, and deliverables.

2.4 Branding and Document Templates

Project partner Australo has created a project logo and corresponding brand guidelines covering issues of logo variants and spacing, colour palette, and typography. To facilitate a unified and professional look of project communication material, templates have been created for PowerPoint presentations and Word deliverables. Accompanying internal communication guidelines ensure a high standard of public material. These templates as well as high resolution logo files are available in the project's document storage.

3 Deliverables

Results of the project are condensed into deliverable documents. The main writing process is based on the provided Microsoft Word template, but specific organizational issues of revision numbering, creation timeline, and quarterly reporting are elaborated here.

3.1 Revision Numbering

Deliverables are marked with revision numbers in the form *v[major].[minor]*.

The major numbers denote iterations of the document ready to be sent to the European Commission, such that v1.0 marks the first revision ready to be sent. Should the commission request modifications to a deliverable, the revision fully addressing those requests is labelled v2.0.

Minor numbers can be used freely to distinguish revisions during the internal writing process. It is suggested that each deliverable starts with revision v0.1.

3.2 Structured Deliverable Process

To ensure a well-plannable process leading to high-quality deliverables, the project partners have agreed upon a structured process for deliverable creation:

Time to Deadline	Completed Task	Responsible Bodies
-12 weeks	Start of the process	WP lead, Editor, TM
-11 weeks	Agreement on structure, story, detail level	TM, WP lead, Editor
-10 weeks	Writing assignments distributed	Editor
	Reviewers appointed	Editor, IM
-8 weeks	Check on writing progress	Editor
-6 weeks	First writing pass complete; first review starts	Editor, IM, TM
-3 weeks	First review complete	Reviewer, Editor
-2 weeks	Review comments addressed; second review starts	Editor, IM, TM
-1 week	Second review complete	Reviewer, Editor
0	Submission to European Commission	PC
+1 week	Public availability on website	IM

Table 3. Deliverable timeline and responsibilities

3.3 Project Reporting

The Project Coordinator together with the other Core Team members are responsible for monitoring project progress and reporting annually to the European Commission. To support these annual reports, all partners are asked to provide written quarterly reports, for which a template is prepared.

This quarterly reporting by every partner includes:

- A summary of technical activities conducted in this quarter, including any risks or issues,
- Financial data and spent person months,
- A list of dissemination activities: publications, presentations, workshops, etc.

The Core Team asks the work package leaders to collect this quarterly report from each of their work package partners. The Project Coordinator receives all reports and uses them to compile the reporting to the European Commission.