





on the example of the project "Urban energy generator - the source of Konin's success"



## **Contents**

1. Procedures	4
2. Project management	
3. How to appoint a project implementation team	6
4. Rewarding the project implementation team	8
5. Documents regarding the remuneration of the project implementation team	g
6. How should the project implementation team work - contract	14
7. Tools for project management	15

## The team developing the document

### Katarzyna Rejniak

Project manager "Urban energy generator - the source of Konin's success"

City Hall in Konin
Development and Investment Department
tel. 63 240 11 51
katarzyna.rejniak@konin.um.gov.pl

### Anna Żabińska – Pioterek

City Advisor from the Association of Polish Cities

### Mirosław Jeżyk

Coordinator for promotional activities

The document is available in an editable version at www.konin.pl

#### Dear readers,

Project management is not an easy task, it requires many years of experience in project implementation, appropriate qualifications, competences and skills from the coordinator/project manager.

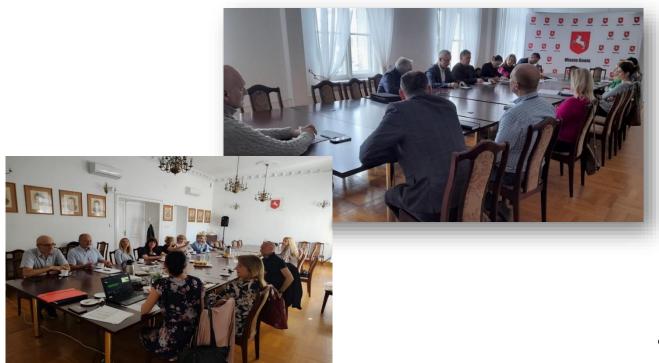
There are many methods and tools for project management. Publicly available literature presents us with many solutions and theories related to project implementation and management.

That is why we would like to present you a practical document entitled: "Templates of documents for project management based on the example of the project "Urban energy generator - the source of Konin's success". This is a document that contains implemented solutions, documents and tools used on a daily basis in project management in Konin.

In the document below you will find:

- The procedure for obtaining extra-budgetary funds and appointing teams for project implementation in the City of Konin in 2021-2030, in which one of the processes is project management.
- Step by step how to manage projects.
- How to appoint a project implementation team.
- Rewarding the project implementation team.
- Documents regarding the remuneration of the project implementation team.
- How the project implementation team should work contract.
- Tools for project management.

We hope that you have found the project management process and document templates described and tools will be good practice that you use in your everyday project management.



The basic assumption of the "Procedure for obtaining extra-budgetary funds and appointing teams for project implementation in the City of Konin" in force in the City of Konin in the years 2021-2030" is proper organization, precise division of tasks, as well as responsibility for the preparation and implementation of projects.

Good results are achieved by developing formalized procedures for key operations, such as planning budget funds, updating plans, updating information on available extrabudgetary funds, preparing applications for funding, implementing and project settlement. Despite the large amount of work required to prepare the procedures, it is a profitable investment - in the long run, such activities can be improved and shorten the implementation time of key processes.

Efficient procedures also help minimize the number of errors made and contribute to improving interdepartmental communication. In order to maximize the chances of obtaining funding, great attention should be paid to the proper organization of work in order to avoid basic mistakes in the acquisition process and project implementation.

### Developed procedures for obtaining extra-budgetary funds from:

- obtaining information about funding opportunities,
- preparing an application for project funding and its submissions,
- signed funding agreements,
- establishing a team for project implementation along with the division of competences and obligations in this regard,
- project implementation, including control and audit, until its completion, are aimed at effective acquisition of extra-budgetary funds by the City of Konin, organizational units of the city, cultural institutions and municipal companies.

# The purpose of the procedure is to standardize the rules related to:

- a) obtaining information about available sources of financing,
- b) preparation and implementation of projects financed or co-financed from extrabudgetary funds,
- c) appointing teams for project implementation along with the division of competences and obligations in this regard,
- d) project monitoring.

In December 2020, the "Procedure for obtaining extra-budgetary funds" was adopted and appointing teams for the implementation of projects in the City of Konin in the years 2021-2030", which was updated on March 1, 2023 with Management No. 44/2023 of the Mayor of Konin<sup>1</sup>.

<sup>&</sup>lt;sup>1</sup> The document is avaible on the website of the Public Information Bulletin of the Municipal Office In Konin.

# 2. Project management

**Project management** is a set of activities performed to achieve the set main and intermediate goals within a specified period of time. It includes, among others, planning, scheduling, implementation (ongoing monitoring), control and settlement of tasks contributing to the implementation of the project objectives.

# In practice, project management is:

- a process that allows you to achieve the goal specified in the project,
- work of the entire project implementation team,
- specific work rules,
- IT tools,
- continuous improvement.

### Step by step how to manage a project for a project manager/coordinator:

- 1) Reading the funding application, funding agreement and other documents related to the project by the project team,
- 2) Establishing a team for project implementation,
- 3) Organization of the first meeting of the project team:
  - Presentation of the project objective, activities, result and product indicators, schedule and project implementation period.
  - Getting to know the team and discussing who is responsible for what.
  - Contact list for the entire team (phone, email).
  - Working together on the principles of cooperation contract.
  - Joint discussion of the provisions of the co-financing agreement and other documents, e.g. guidelines for the selection of contractors (internal regulations, competitiveness database, Public Procurement Law).
  - Providing sample documents (logos, promotion, marking template, binder description, invoice description, etc.
- 4) Determine the risks associated with project implementation,
- 5) Ongoing project control by using tools (monthly reports, expenditure of funds, level of implementation of activities, etc.),
- 6) Project summary.



It is also worth inviting the president/mayor/complainant to meetings of the project implementation team, as this is an element of strategic management.

# 3. How to appoint a project implementation team

In accordance with the adopted procedure for obtaining extra-budgetary funds and appointing teams for project implementation in the City of Konin in the years 2021-2030, point 3.2. appointing a project implementation team is one of the key stages of project implementation.

In order to properly manage the project and its implementation, the Mayor of Konin, at the request of the Manager or Deputy Manager of the Development and Investment Department, appoints a project implementation team by order. In the case of projects implemented by organizational units/cultural institutions, the Director of this unit appoints a management team for project implementation.

The project implementation team is appointed for the duration of its implementation, i.e. from the moment of signing the contract to the settlement of the project. The project implementation team cooperates with other institutions to ensure proper implementation of the project.

The project coordinator/manager determines the scope of responsibilities for all persons designated to implement the project, appointed by order of the Mayor of Konin or the Director of the organizational unit of the City of Konin/cultural institution.

# The project implementation team is responsible, among others, for: behind:

- project implementation in line with schedule and budget,
- appropriate and consistent with the funding agreement and applicable regulations on the use of the allocated funds,
- carrying out expenses in accordance with public procurement procedures,
- correct project settlement,
- promotion and information about project financing.

Any changes in the project implementation team require an amendment to the ordinance of the Mayor of Konin or the Director of the organizational unit of the City of Konin/cultural institution.

## Take advantage of this



### Order example:

The ordinance ic available on the website of the Public Information Bulletin of the Municipal Office in Konin. Click here.

### Ordinance template:

Based on Article. 30 section 1 of the Act of March 8, 1990 on local government municipal (Journal of Laws of 2021, item 1372) and § 4 of Annex No. 1 to the Ordinance No. 175/2020 of the Mayor of Konin of December 30, 2020 regarding the adoption of the procedure for obtaining extra-budgetary funds and appointing teams for project implementation in the City of Konin in the years 2021-2030, the following is ordered: § 1.

In connection with obtaining financial resources to co-finance the project entitled "Urban energy generator - a source of Konin's success" implemented under the "Local Development" Program financed by the EEA Financial Mechanism, the Norwegian Financial Mechanism 2014-2021 and the state budget, I am appointing a team for the implementation of the project, hereinafter referred to as the "team", composed of:

- 1. ....., Project Manager
- 2. ..... Financial and settlement specialist
- 3. ...... Public procurement services

§ 2.

- 1. The scope of activities of the "team" includes:
- a) carrying out all necessary tasks related to the implementation, settlement, control and evaluation of the project,
- b) providing recommendations and informing employees involved in the project implementation
- about the decisions and arrangements made,
- c) cooperation and correspondence with the Program Operator/Managing Authority.
- 2. The division of tasks and competences for members of the "team" specified in § 1 points 1 6 is presented on the job card.
- 3. The tasks and competences of the project implementers are regulated in a separate letter.
- 4. Managers of organizational units of the Office and organizational units and municipal companies whose scope of activities is related to the implementation of the project, and who are not members of the Team, are obliged to carry out the tasks resulting from the decision of the Project Coordinator and to provide all assistance and support in the implementation of the project.
- 5. In special cases, the Development Council may participate in meetings of the project implementation team as an advisory and opinion-giving body, established by Order No. 19/2020 of the Mayor of Konin of February 10, 2020, as amended by Order No. § 3.

The project manager, depending on the needs arising from the implementation of the project and depending on the stage of project implementation, may request a change in the composition of the "team", including expanding its composition. § 4.

I entrust the supervision of the implementation of the Ordinance to the Deputy Mayor of Konin for Economic Affairs.

§ 5.

The ordinance enters into force on October 1, 2021 and remains in force until all necessary activities related to the implementation and settlement of the project are completed.

# 4. Rewarding the project implementation team

In accordance with the Guidelines on the eligibility of expenditure for 2021-2027 - available at www.funduszeeuropee.gov.pl

A project staff salary supplement may be eligible if:

- a) was specified in the work regulations or remuneration regulations (if these regulations were prepared) at least six months before submitting the application for project co-financing, unless the possibility of granting an allowance is provided for in generally applicable legal acts.
- b) potentially covers all employees, and the rules for granting it are the same in the case of project staff and other beneficiary employees,
- c) is eligible only during the period of the person's involvement in the project,
- d) its amount depends on the scope of additional duties and results from the approved application for project financing.

If an allowance is granted in connection with the implementation of the beneficiary's projects, this allowance is settled in proportion to the involvement in a given project.

The following provisions apply in the remuneration regulations of the Municipal Office in Konin:

III. ADDITIONAL COMPONENTS OF REMUNERATION

§ 6.

- 1. Due to a periodic increase in official duties or entrusting additional tasks, an employee may be granted a special allowance for a specified period.
- 2. The special allowance is paid within the available funds for remuneration as a percentage of the total basic remuneration and the allowance functional employee.
- 3. In the case of the implementation of EU projects, it is possible to grant a quota special allowance based on separate regulations included in the projects.

# 5. Documents regarding the remuneration of the project implementation team

### a) Sample letter for granting a special allowance

N	11	r.	F	7	r	$\epsilon$	),	S	İ	C	1	Э	ľ	7	t							

Regarding the implementation of the project "Urban energy generator - the source of Konin's success" financed by the Norwegian Financial Mechanism 2014-2021 and the state budget.

In connection with the establishment of a team for the implementation of the project "Urban energy generator - a source of success for Konin" (Order No. 149/2021 of the Mayor of Konin of September 23, 2021) and in accordance with the provisions of the detailed description of the project, I am asking for special allowances for the following members of the team for . project implementation:

# Project manager/coordinator:

First name and last name: .....

Form of employment: special allowance/40 hours. month Employment period: from January 1, 2022 to March 31, 2023

Remuneration amount: up to ...... gross/gross, financing from funds

project (EU - 85% and BP - 15%)

#### **Duties:**

- supervision over the proper implementation of the work of members of the project implementation team,
- constant contact with the Program Operator regarding project implementation,
- organizing meetings of the project implementation team
- supervision over the development of documentation related to the implementation of the project in accordance with the guidelines and the co-financing agreement,
- · cooperation with coordinators of individual projects,
- preparation and submission of factual reports on project implementation,
- cooperation with a financial and settlement specialist in the coordination of all financial activities,
- substantive approval of invoices in accordance with accounting guidelines and policy,
- preparing documents for tender procedures in accordance with the Guidelines/PZP and conducting and participating in tender procedures,
- preparing payment schedules in accordance with the need for funds,
- monitoring the implementation of indicators and project verification.
- preparing and making changes to the detailed project description,
- preparing changes to WPF and the project budget
- obligatory participation in the audit, substantive and financial checks of the project.

### Finance and settlement specialist

First name and last name: .....

Form of employment: special allowance/30 hours. month Employment period: from January 1, 2022 to March 31, 2023

**Remuneration amount:** up to ......gross/gross, financing from funds

project (EU – 85% and BP – 15%)

#### **Duties:**

- cooperation with the project implementation team, including participation in meetings,
- development of accounting policy for the project in accordance with the Guidelines for the Technical Assistance Operational Program
- supervision over requests for changes to the budget of the City of Konin regarding the project and the Multiannual Financial Forecast,
- preparation of payment applications and reports,
- cooperation with the statutory auditor
- controlling the compliance of expenses with the detailed project budget and contract for funding and other legal acts,
- preparing scans of documents confirming expenditure incurred to attach to periodic, annual and final reports
- performing other tasks related to the project indicated by the project manager,
- application of the provisions of the co-financing agreement and guidelines

## Development specialist ......

First name and last name: .....

Form of employment: special allowance/20 hours. month

Employment period: from January 1, 2022 to February 28, 2023

Amount of remuneration: up to ...... gross/gross, financing from funds

project (EU - 85% and BP - 15%)

#### **Duties:**

- cooperation with the project implementation team, including participation in meetings,
- implementation of the project in accordance with the charter and the updated budget,
- cooperation with the contractor of the project, including supervision of its proper implementation,
- controlling the subsidy funds spent on the project,
- preparing a description of material progress for periodic and annual reports and final,
- preparing documents for tender proceedings in accordance with the Guidelines/PZP and conducting and participating in tender proceedings,
- controlling the compliance of expenses with the detailed project budget and contract for funding and other legal acts,
- describing invoices in terms of content in accordance with the project requirements and their approval in accordance with the accounting policy,
- preparing and introducing changes to the budget and WPF,
- application of the provisions of the co-financing agreement and guidelines.

### b) Engagement template for a member of the project implementation team

You	
Settlement specialist	
Faculty	

- 1. gross rate per hour of work in the project PLN ......
- 2. maximum number of hours per month 40 hours.\*
- 3. tasks carried out in the months for which the allowance is due:
  - a. year 2021: X, XI, XII;
  - b. year 2022: I, II, III, IV, V, VI, VII, VIII, IX, X, XI, XII;
  - c. year 2023: I, II, III, IV, V, VI, VII, VIII, IX, X, XI, XII;
  - d. year 2024: I, II, III, IV.

The allowance will be paid from the Project budget, after completing the activities for the 3 months mentioned in points, after presenting time sheets approved by the Project Manager, in accordance with the Regulations on the implementation of the Norwegian Financial Mechanism for 2014-2021.

I agre	ee							
(date	and	emp	lovee	's si	gna	ture	)	

# c) Workplace card template

# Workplace card

				of Konin's succes	ss" financed by the e budget
First name and last	name		Beneficiary	name	
Position/Nature of v	vork				
Position –					
Name and number					
the "Local Develop 23, 2021	ment" Progr	am Order	No. 149/20		mplemented as part of of Konin of September
The employee's du		in particu	lar:		
order and discipline	the law, time occupationa e,	al health a	and safety re	egulations and prir	nciples regarding work
3. compliance with 4. taking the initiati					on,
5. constant improve					
6. informing the su			nt resolution	of the issue	
and difficulties enc		<b>).</b>			
r osition =					
Specific provisions	:				
Norwegian Finan - supervision over r I Multiannual Finan - preparation of pa	ccounting po cial Mechan equests for c cial Forecas yment applic	licy for the ism 2014- hanges in t, ations and	e project in a 2021 the budget o	ccordance with the	ion in meetings, e Guidelines regarding n in the scope of project
- cooperation with a In case of absence			d activities a	re performed by th	he person indicated as
a replacement, who	o, after comp	leting the	work time ca	rd and approved b	by the Project Manager, be under the project.
The remuneration of Mechanism 2014-2 Estimated working	2021 and the	state buo	lget.		e Norwegian Financial
Estimated working	ume to carry	out subs	lantive tasks	in the project. 40	mours per monur.
Scope of responsib					
Responsible for p compliance with leg					performance of tasks,
Contact:	<u>, , , , , , , , , , , , , , , , , , , </u>				
Phone number			e-mail		
He/she took no	ote and	Prep	ared by:	Approved by	/: Project Manager
application (date an	nd signature)			,,	

# d) Working time card

It is a proper of the month of the project of the p			hly time sh		
Sect title: Generator of urban energy a source of success of Konin 204/2019/RL me: 304/2019/RL me: 315/31/RL me: 3		(report	of activities ca	med out)	
Sect title: Generator of urban energy a source of success of Konin 204/2019/RL me: 304/2019/RL me: 315/31/RL me: 3	for the period from:		to:		
Section/function:  action/function:  arching time per month declared in the grant application:  miber of months of employees's involvement declared in the grant application.  sks performed by the employee:  Any of the month  Description of tasks performed forfunder the project  Number of hour  Total  O  Total  O  #DZIEL/OI  #DZI	roject title:	Generator		a source of success of	f Konin
whing time per month declared in the grant application: mber of months of employee's involvement declared in the grant application.  sks performed by the employee:    Description of baks performed ferfunder the project	roject number:				
Total  To	lame:				
mber of months of employee's involvement declared in the grant application.  Sks performed by the employee:  Day of the month  Description of baks performed for/under the project  Number of hours  Total  O  Total  O  #DZIEL/0!  #DZIEL/0!  #DZIEL/0!	Position/function:				
Total  To	Vorking time per month	declared in the gra	ant application:		
Day of the month  Description of balks performed for under the project  Number of hours  Total  O  #DZIEL/O!  #DZIEL/O!  #DZIEL/O!	lumber of months of em	ployee's involvem	ent declared in	the grant application.	
Total  Total  O  #DZIEL/01  #DZIEL/01  #DZIEL/01  #DZIEL/01	asks performed by the	employee:			
Total  Total  O  #DZIEL/01  #DZIEL/01  #DZIEL/01  #DZIEL/01					
to of hours worked per month under the project to the monthly working hours of the project.  #DZIEL/0!  If number of hours worked under the project (cumulative).  In this of the total number of hours worked in the project (cumulative) to the total working hours in the #DZIEL/0!  #DZIEL/0!	Day of the month	Description of	tasks performed	for/under the project	Number of hours
to of hours worked per month under the project to the monthly working hours of the project.  #DZIEL/0!  If number of hours worked under the project (cumulative).  In this of the total number of hours worked in the project (cumulative) to the total working hours in the #DZIEL/0!  #DZIEL/0!	ı				
to of hours worked per month under the project to the monthly working hours of the project.  #DZIEL/0!  If number of hours worked under the project (cumulative).  In this of the total number of hours worked in the project (cumulative) to the total working hours in the #DZIEL/0!  #DZIEL/0!					
to of hours worked per month under the project to the monthly working hours of the project.  #DZIEL/0!  If number of hours worked under the project (cumulative).  In this of the total number of hours worked in the project (cumulative) to the total working hours in the #DZIEL/0!  #DZIEL/0!					
to of hours worked per month under the project to the monthly working hours of the project.  #DZIEL/0!  If number of hours worked under the project (cumulative).  In this of the total number of hours worked in the project (cumulative) to the total working hours in the #DZIEL/0!  #DZIEL/0!	+				_
to of hours worked per month under the project to the monthly working hours of the project.  #DZIEL/0!  If number of hours worked under the project (cumulative).  In this of the total number of hours worked in the project (cumulative) to the total working hours in the #DZIEL/0!  #DZIEL/0!	1				
to of hours worked per month under the project to the monthly working hours of the project.  #DZIEL/0!  If number of hours worked under the project (cumulative).  In this of the total number of hours worked in the project (cumulative) to the total working hours in the #DZIEL/0!  #DZIEL/0!	<del></del>				
to of hours worked per month under the project to the monthly working hours of the project.  #DZIEL/0!  If number of hours worked under the project (cumulative).  In this of the total number of hours worked in the project (cumulative) to the total working hours in the #DZIEL/0!  #DZIEL/0!	ı				
to of hours worked per month under the project to the monthly working hours of the project.  #DZIEL/0!  If number of hours worked under the project (cumulative).  In this of the total number of hours worked in the project (cumulative) to the total working hours in the #DZIEL/0!  #DZIEL/0!	+				
to of hours worked per month under the project to the monthly working hours of the project.  #DZIEL/0!  If number of hours worked under the project (cumulative).  In this of the total number of hours worked in the project (cumulative) to the total working hours in the #DZIEL/0!  #DZIEL/0!					
to of hours worked per month under the project to the monthly working hours of the project.  #DZIEL/0!  If number of hours worked under the project (cumulative).  In this of the total number of hours worked in the project (cumulative) to the total working hours in the #DZIEL/0!  #DZIEL/0!					
to of hours worked per month under the project to the monthly working hours of the project.  #DZIEL/0!  If number of hours worked under the project (cumulative).  In this of the total number of hours worked in the project (cumulative) to the total working hours in the #DZIEL/0!  #DZIEL/0!					
to of hours worked per month under the project to the monthly working hours of the project.  #DZIEL/0!  If number of hours worked under the project (cumulative).  In this of the total number of hours worked in the project (cumulative) to the total working hours in the #DZIEL/0!  #DZIEL/0!					
to of hours worked per month under the project to the monthly working hours of the project.  #DZIEL/0!  If number of hours worked under the project (cumulative).  In this of the total number of hours worked in the project (cumulative) to the total working hours in the #DZIEL/0!  #DZIEL/0!					
to of hours worked per month under the project to the monthly working hours of the project.  #DZIEL/0!  If number of hours worked under the project (cumulative).  In this of the total number of hours worked in the project (cumulative) to the total working hours in the #DZIEL/0!  #DZIEL/0!					+
to of hours worked per month under the project to the monthly working hours of the project.  #DZIEL/0!  If number of hours worked under the project (cumulative).  In this of the total number of hours worked in the project (cumulative) to the total working hours in the #DZIEL/0!  #DZIEL/0!	+				+
to of hours worked per month under the project to the monthly working hours of the project.  #DZIEL/0!  If number of hours worked under the project (cumulative).  In this of the total number of hours worked in the project (cumulative) to the total working hours in the #DZIEL/0!  #DZIEL/0!					
to of hours worked per month under the project to the monthly working hours of the project.  #DZIEL/0!  If number of hours worked under the project (cumulative).  In this of the total number of hours worked in the project (cumulative) to the total working hours in the #DZIEL/0!  #DZIEL/0!	—				+
to of hours worked per month under the project to the monthly working hours of the project.  #DZIEL/0!  If number of hours worked under the project (cumulative).  In this of the total number of hours worked in the project (cumulative) to the total working hours in the #DZIEL/0!  #DZIEL/0!					
to of hours worked per month under the project to the monthly working hours of the project.  #DZIEL/0!  If number of hours worked under the project (cumulative).  In this of the total number of hours worked in the project (cumulative) to the total working hours in the #DZIEL/0!  #DZIEL/0!					
to of hours worked per month under the project to the monthly working hours of the project.  #DZIEL/0!  If number of hours worked under the project (cumulative).  In this of the total number of hours worked in the project (cumulative) to the total working hours in the #DZIEL/0!  #DZIEL/0!	<del></del>				_
to of hours worked per month under the project to the monthly working hours of the project.  #DZIEL/0!  If number of hours worked under the project (cumulative).  In this of the total number of hours worked in the project (cumulative) to the total working hours in the #DZIEL/0!  #DZIEL/0!					
to of hours worked per month under the project to the monthly working hours of the project.  #DZIEL/0!  If number of hours worked under the project (cumulative).  In this of the total number of hours worked in the project (cumulative) to the total working hours in the #DZIEL/0!  #DZIEL/0!					
to of hours worked per month under the project to the monthly working hours of the project.  #DZIEL/0!  If number of hours worked under the project (cumulative).  In this of the total number of hours worked in the project (cumulative) to the total working hours in the #DZIEL/0!  #DZIEL/0!					
to of hours worked per month under the project to the monthly working hours of the project.  #DZIEL/0!  If number of hours worked under the project (cumulative).  In this of the total number of hours worked in the project (cumulative) to the total working hours in the #DZIEL/0!  #DZIEL/0!	<del></del>				_
to of hours worked per month under the project to the monthly working hours of the project.  #DZIEL/0!  If number of hours worked under the project (cumulative).  In this of the total number of hours worked in the project (cumulative) to the total working hours in the #DZIEL/0!  #DZIEL/0!	<u>l</u> _				
of number of hours worked under the project (currulative).  Initio of the total number of hours worked in the project (currulative) to the total working hours in the  #DZIELIO!		To	tal		0
of number of hours worked under the project (currulative).  Initio of the total number of hours worked in the project (currulative) to the total working hours in the  #DZIELIO!					
of number of hours worked under the project (currulative).  Initio of the total number of hours worked in the project (currulative) to the total working hours in the  #DZIELIO!					
of number of hours worked under the project (currulative).  Initio of the total number of hours worked in the project (currulative) to the total working hours in the  #DZIELIO!					
of number of hours worked under the project (currulative).  Initio of the total number of hours worked in the project (currulative) to the total working hours in the  #DZIELIO!	do of hours worked per mon	th under the project to	the monthly workin	phours of the project.	#DZIEL/0!
natio of the lotal number of hours worked in the project (curreletive) to the lotal working hours in the #DZIEL/08					
#DZIEL/0!	he ratio of the total number of			to the total working hours in t	he
Date and signature of employee	opact.				
Date and signature of employee					
Date and signature of employee					
Date and signature of employee					
Date and signature of employee					
	Date and sig	nature of employer	•		

# How the project implementation team should work – contract

### PRINCIPLES OF COOPERATION

during the work of the project implementation team ..... in the period from ...... to ...

#### I. GENERAL RULES

#### II. ORGANIZATIONAL RULES OF WORK

- 1. The project will be carried out on an ongoing basis by the project implementation team ......in order to ensure the implementation of activities within the time specified in the schedule.
- 2. Meetings will be held at least once a month.
- 3. The team will be responsible for taking notes from the meetings. It is also worth specifying who will prepare such a note.
- 4. A note from the meeting will be prepared immediately, but no later than within 3 days from the date of the meeting. Within the next 24 hours, meeting participants will have the opportunity to add remarks/comments/changes to the note. Lack of response from the meeting participant within 48 hours will be treated as acceptance of the content of the note.
- 5. Communication between the Team will be conducted on an ongoing basis in various forms: telephone, e-mail, Teams/Zoom.
- 6. A shared work space will be provided (shared drive, e.g. DropBox)

#### III. RULES OF ORDER

- 1. Meetings start on time, respecting the time of each team member.
- 2. Meeting participants are prepared for the meeting and perform tasks between meetings.
- 3. During the meeting, care is taken to ensure that each participant is given the opportunity to speak.
- 4. Statements refer to the topic of discussion, the question asked, not to the person.
- 5. We work iteratively using the method of successive approximations.
- 6. Regardless of other duties, we declare commitment and time availability for the duration of the project the response time to questions, requests and expectations of colleagues cannot exceed 4 hours, and if the e-mail / contact was made in the afternoon the next day in the morning from 9.00.
- 7. Regardless of the assigned roles, tasks and thematic areas, team members support each other.
- 8. In case of a different opinion on certain issues, we propose our own solutions without criticizing its creator personally.
- 9. If we notice any errors in the designs of the prepared products, we repair/remove them by informing the Coordinator.
- 10. The meeting space for the project team will be equipped with the resources needed for the team's work (room, Internet access, projector, flipchart, etc.).

Signat	ures	of	band	l men	nbei	S			

# 7. Tools for project management

a) Monthly report template (description of tasks, threats, further progress, etc.)

Monthly Report No
for the period from to
from the work carried out as part of the project:
u n
Name and surname of the coordinator/specialist
Description of the work process
1. Description of tasks/stages/activities carried out during the period covered by the report
2. Comments on the implementation of the Task - deadlines, changes introduced, arrangements
2. Comments on the implementation of the rask - deadlines, changes introduced, arrangements
3. Problems, conditions, delays, other issues related to the implementation of the Task
4. Defined threats, proposed solutions, conclusions
5. Planned course of the Task implementation until the next report is submitted

# **Monthly Summary of accounting documents**

								of whi	ch				
No	of activity	Document number	Date of issue	Date of payment	Description of expense	Gross amount (PLN)	Net amount (PLN)	VAT amount (PLN)	Amount of eligible expenditure (PLN)	co-financing (PLN)	Budget of European funds (85%)	State budget (15%)	Own contribution (PLN) - if any
	1	2	3	4	5	6	7	8	9	10	11	12	13
1													
2													
								SUMA	0,00	0,00	0,00	0,00	0,00

	Information on conducted public procurements (under the modes of the Public Procurement Law)														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	
No.	Ordering body's name	Contracting body's name	Announcement no	Subject of the contract	Award mode (in accordance with the Act)	Contractor's TIN/PESEL	Contract no.	Contract value (gross)		Planned eligible expenditure in the project (from a given contract signed with the selected contractor)	Award	Was the procedure controlled?	No. of item from project budget	No. of item from statement of expenses	
1															

	Ilnformation on procurement in accordance with the principle of competitiveness (outside the PZP Act)														
	1	2	3	4	5	6	7	8	9	10	11				
No.	Ordering body's name	Contracting body's name	Announcement no	Contractor's TIN/PESEL	Contract value (gross))	Contract value (net)	Planned eligible expenditure in the project (from a given contract signed with the selected contractor)	IP Publication of the request for proposals (web address) or information that a market discernment was made (along with the form of discernment - e.g., by email)	Was the procedure controlled? (e.g., KAS)	Item no. from the project budget	Item no. from the statement of expenses				
1															

# b) Contact list template

IL	LIST OF COI	NTACTS FOR T	HE PROJECT	TEAM. PROJE	CT IMPLEMENTAT	TON
$\sim$		Function in	Institution	Landline	Mobile phone	Email

No.	last name	the project	Institution	phone	Mobile phone	Email
1						
2						
3						
4						
5						

# c) Sample attendance list from a team meeting

Attendance list ...... 2021 from the meeting of the project implementation team "Urban energy generator - the source of Konin's success"

No	First and last name	Function in the project	Signature
1			
2			
3			
4			
5			

# d) Schedule – GANTT chart

	HARMONOGRAM - WYKRES GANTTA															
In	Nazwa działania						202	2								
l.p.	Nazwa uziatania	1	II	III	IV	٧	VI	VII	VIII	IX	Х	XI	XII	- 1	=	III
1																
2																
3																
4																
5								d	0 15.07.2	15.07.2022 planowany termin						
6								0	głoszenia	przeta	rgu					
7																
8																
9																
10																
11																
12																
13																

# e) Excel sheet template – level of spending

HARMON	NOGRAM TRANSZ																
l.p.	Nazwa zadania	wydatek bieżący/							2022								
т.р.	Nazwa zaudilia	majątkowy	I	II	Ш	IV	V	VI	VII	VIII	IX	Х	XI	XII	Razem		
1.		bieżący													- zł		
2.		bieżący													- zł		
3.		bieżący													- zł		
4.		bieżący													- zł		
5.		bieżący													- zł		
6.		majątkowy													- zł		
7.		bieżący													- zł		
8.		bieżący													- zł		
9.		bieżący													- zł		
10.		majątkowy													- zł - zł		
11.		majątkowy													- zł		
12.		majątkowy													- zł - zł		
13.		bieżący													- zł		
14.		bieżący													- zł		
15.		majątkowy													- zł		
<del>16.</del>		<del>majątkowy</del>													<del>z</del> +		
17.		bieżący													- zł		
18.		majątkowy													- zł		
19.		bieżący													- zł		
20.		majątkowy													- zł		
		Razem	- zł	- zł													
	<u> </u>	w. bieżący	- zł	- zł		- zł											
		w. majątkowy	- zł														
														mamy			
														oszczędności	- zł		

# f) Excel sheet template – implementation of individual activities

Implem	entation schedu	lle of the pro		2021 – 2.2024							
				IValue	of the task						Description of work progress - risks  Description from monthly reports
		Cost			Commitment of	funds as of 31.12.	2023	IRoinitiation of the	Completion of the	Report for I.2023	of work
Task name	Responsible person	category from the budget	In accordance with the KPP project budge	Amount entered in the WPF / City budget in	in signed contracts	spend	%	implementati on of the task	implementati on of the task		
Educational activities	Jan Kowalski	Training	2.000,00	2.000,00	1.000,00	500,00	50%	1.01.2023	31.12.2023		,



