Standards and Metrology Institute for Islamic Countries Metrology Council (SMIIC MC)

Research and Development Project Program

PROJECT PROTOCOL AND MANAGEMENT PLAN

(PPMP)

<Number / Short name>

<Full title>

Start Date: ….. /…../ 2023

Duration: …… months

Coordinator

<First name Last name>

<Coordinating organization short name>

**Glossary**

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*NOTE: When the lists are long, it is preferable to start lists from the new page. If the list does not exist, the relevant list title must be deleted.*

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# ABBREVIATIONS

|  |  |  |
| --- | --- | --- |
| WP | : | Work Package |
| WDT | : | Work Distribution Tree |
| PM | : | Project Manager |
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*NOTE: The list of all necessary terms and abbreviations used in the document should be given in alphabetical order.*

*It is preferred to start the abbreviations table from the new page.*

*If no abbreviation is used, this title should be deleted.*

# PROJECT DATA SUMMARY

1. **Supporter Organization and Contact Person**

|  |  |  |
| --- | --- | --- |
| **Organization** | : | The Standards and Metrology Institute for Islamic Countries Metrology Council (SMIIC MC) |
| **Contact Person** | : |  |
| **Address** | : |  |
| **Phone** | : |  |
| **Email** | : |  |
| **Signature** | : |  |

1. **Coordinator and Coordinating Organization**

|  |  |  |
| --- | --- | --- |
| **Organization** | : |  |
| **Coordinator** | : |  |
| **Address** | : |  |
| **Phone** | : |  |
| **Email** | : |  |
| **Signature** | : |  |

1. **Participants Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT PARTICIPANTS** | | | |
| **Name** | **Name of Organization / Affiliation** | **Country** | **Signature** |
|  |  |  |  |
|  |  |  |  |
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1. PROJECT PRESENTATION
   1. Summary
   2. Objective (Need at SMIIC Level)
   3. Subject, Scope and Method
   4. Literature Summary
   5. Economic and National Benefits
   6. Success Criteria
   7. Risks and Risk Management
2. PROJECT MANAGEMENT PROCESS AND BUSINESS PLAN
   1. Main Business Plan

The following points are aimed to be provided within the scope of the Project:

Work packages to be realized within the scope of the project are as follows:

Table 1. Work Packages

| **WP No** | **WP Name** |
| --- | --- |
| **WP0** | **Project Management** |
| WP0.1 | Acceptance of the Project by the SMIIC |
| WP0.2 | Finalization/Signing of the Project Protocol and Management Plan (PPMP) |
| WP0.3 | Opening the Budget |
| WP0.4 | Project management activities |
| WP0.5 | Project closure |
| **WP1** | **Literature Search and Design of the Transfer Standards** |
| WP1.1 | Literature Search |
| WP1.2 |  |
| … |  |
| **WP2** |  |
| WP2.1 |  |
| … |  |

* 1. Work Packages Plan

Table 2. Work Package Plan (WP1)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **WP No** | WP1 | **WDT Level** | | 1 | **Start Time** | 01.03.2023 | **Duration**  **(Calendar Day)** | 120 |
| **Work Package Name** | Literature Search and Design of the Transfer Standards | | | | | | | |
| **Objective** | | | | | | | | |
| **Activities**  *This work package includes ….. Below activies are realized in general:*   * *…* * *….* | | | | | | | | |
| **Outputs**   * *…* * *….* | | | | | | | | |
| **Responsible of Work Package** | | |  | | | | | |
| **Responsible Institution / Firm** | | |  | | | | | |
| **Project Staff in Work Package** | | | | | | | | |
| **Title, Name, Surname** | | | **Duty in the Work Package and Activities to be Performed / Related Subsystem / Component** | | | | | **Man x Day** |
|  | | |  | | | | |  |
|  | | |  | | | | |  |
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Table 3. Work Package Plan (WP1.1)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **WP No** | WP1.1 | **WDT Level** | | 2 | **Start Time** | 01.03.2023 | **Duration**  **(Calendar Day)** | 60 |
| **Work Package Name** | Literature Search | | | | | | | |
| **Objective** | | | | | | | | |
| **Activities**  *This work package includes ….. Below activies are realized in general:*   * *…* * *….* | | | | | | | | |
| **Outputs**   * *…* * *….* | | | | | | | | |
| **Responsible of Work Package** | | |  | | | | | |
| **Responsible Institution / Firm** | | |  | | | | | |
| **Project Staff in Work Package** | | | | | | | | |
| **Title, Name, Surname** | | | **Duty in the Work Package and Activities to be Performed / Related Subsystem / Component** | | | | | **Manx**  **Day** |
|  | | |  | | | | |  |
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Table 4. Work Package Plan (WP…)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **WP No** |  | **WDT Level** | |  | **Start Time** |  | **Duration**  **(Calendar Day)** |  |
| **Work Package Name** |  | | | | | | | |
| **Objective** | | | | | | | | |
| **Activities**  *This work package includes ….. Below activies are realized in general:*   * *…* * *….* | | | | | | | | |
| **Outputs**   * *…* * *….* | | | | | | | | |
| **Responsible of Work Package** | | |  | | | | | |
| **Responsible Institution / Firm** | | |  | | | | | |
| **Project Staff in Work Package** | | | | | | | | |
| **Title, Name, Surname** | | | **Duty in the Work Package and Activities to be Performed / Related Subsystem / Component** | | | | | **Manx Day** |
|  | | |  | | | | |  |
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1. TIME SCHEDULE AND PACKAGE CONTRIBUTION

Table 5. Summary of Time Schedule

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **WP Order No** | **WDT Level** | **WP no** | **Definition** | **Duration (Calendar Day)** | **Project Contribution Rate** | **Start Date** | **Finish Date** | **Person in Charge** |
| **1.** | **1** | **WP0** | **Project Management** |  |  |  |  |  |
| **2.** | 2 | WP0.1 | Acceptance of the Project by the SMIIC |  |  |  |  |  |
| **3.** | 2 | WP0.2 | Finalization/Signing of the Project Management Plan (PMP) |  |  |  |  |  |
| **4.** | 2 | WP0.3 | Opening the Budget |  |  |  |  |  |
| **5.** | 2 | WP0.4 | Project management activities |  |  |  |  |  |
| **6.** | 2 | WP0.5 | Project closure |  |  |  |  |  |
| **7.** | **1** | **WP1** |  |  |  |  |  |  |
| **8.** | 2 | WP1.1 |  |  |  |  |  |  |
| **9.** |  |  |  |  |  |  |  |  |
| **10.** |  |  |  |  |  |  |  |  |

1. GANNT CHART

Table 6. Budget Items

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Item** | **Estimated Budget ($)** | **Explanation** | **Budget Distribution (%)** |
| Personnel Expenses |  |  |  |
| Machinery – Equipment Purchases |  |  |  |
| Consumable Material Purchases |  |  |  |
| Service Purchases |  |  |  |
| Travel Expenses |  |  |  |
| Publications |  |  |  |
| Other Expenses |  |  |  |
| **Total** |  |  |  |

1. ORGANIZATION CHART

The project organization (project team) should be defined to include the relationship between the development team. Organization charts can also be used to support the expression of the internal structure.

Figure 1. Organization Chart

1. GOODS AND SERVICES TO BE DELIVERED (DELIVERABLES)

The list, description and delivery dates of the goods, services, publications, software and similar outcomes (deliverables) to be delivered during and at the end of the project are given in this section.

Table 7. Project Deliverables

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Outcome No** | **Description** | **Type of Outcome** | **Work Package** | **Delivery Date** |
| **D1** |  |  |  |  |
| **D2** |  |  |  |  |
| **D3** |  |  |  |  |
| **D4** |  |  |  |  |
| **D5** |  |  |  |  |
| **D6** |  |  |  |  |
| **D7** |  |  |  |  |
| **D8** |  |  |  |  |
| **D9** |  |  |  |  |
| **D10** |  |  |  |  |

1. PERSONNEL LIST

Table 8. Personnel List

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name Surname** | **Title** | **Department / Organization** | **Related WPs** | **Workload**  **(man x day)** |
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