

Unit cost for staff costs

Function	Definition of the function	Perf. Group	Definition of the performance group
Project manager	Staff leading the project, working on the implementation of the entire project (either at partner or project level), supervising tasks within the partner / project team.	1 Managers	Staff in managerial function, making day-to-day project decisions, responsible for both operational implementation and thematic steering of the project, staff performing coordination functions for the entire project and having deep project thematic knowledge
Thematic coordinator	Staff coordinating and working on the implementation of one thematic project activity or a group of similar thematic activities.	2 Coordinators and experts	Staff in coordination function in thematic project activities or horizontal activities, responsible for defined parts of the project or staff with specialised knowledge in thematic project activities.
Communication or finance coordinator	Staff coordinating horizontal project activities, contributing with specialised knowledge and bearing responsibility for this field.		
Thematic expert	Staff contributing to thematic project activities in mainly content related tasks, contributing with specialised knowledge (in this field) but without a management function/responsibility.		
Thematic assistant	Staff supporting other staff functions in the implementation of a thematic project activity, with specialised knowledge (in this field).	3 Professional assistants	Staff in assistant function in thematic project activities or administrative tasks.
Management and communication assistant	Staff supporting project management in administrative tasks (e.g. keeping record of project related documents, organisation of meeting and events, communication activities).		
Finance assistant	Staff supporting project management in project accounting and reporting.		
Assistant	Staff supporting any particular activity, no project specific knowledge needed.	4 Assistants	Staff in supportive function to any of the project activities, no project specific knowledge needed.



While planning your project...

- Define your objectives
- Create your work packages
- Break them down to activities
- Add deliverables
- Define outputs and results

and to reach and implement all of them

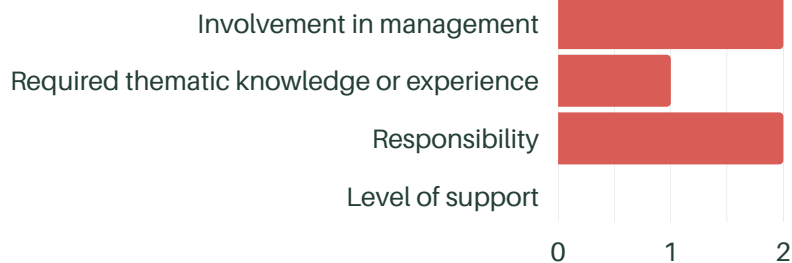
You have to choose

your functions.



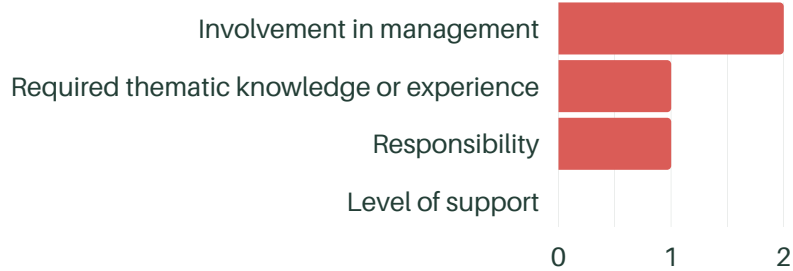
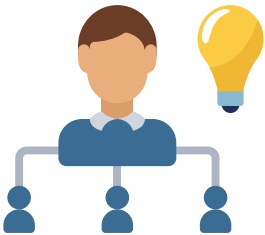
Performance group 1 - Managers

Function 1 - Project manager

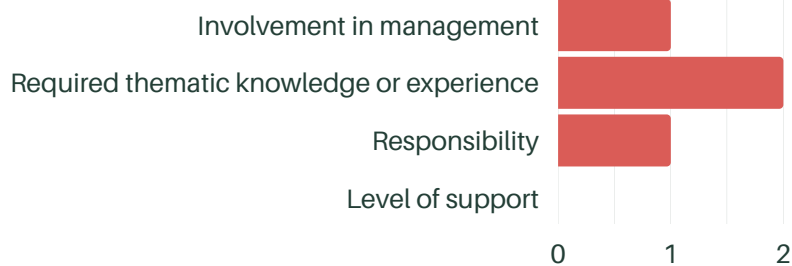
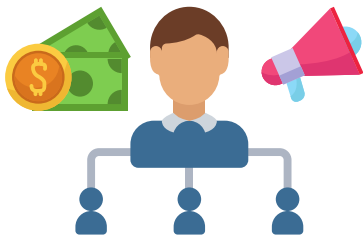


Performance group 2 - Coordinators and experts

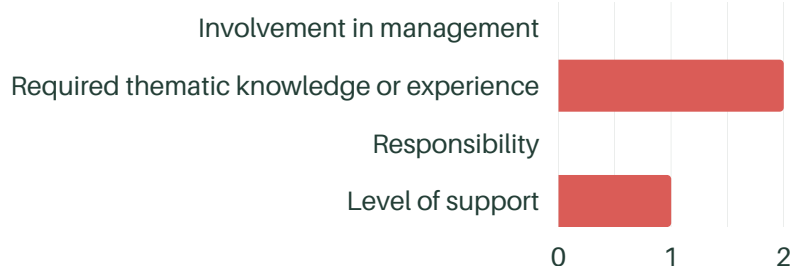
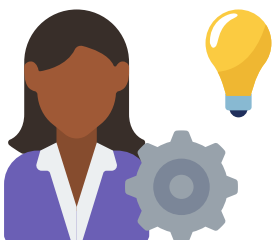
Function 2 - Thematic coordinator



Function 3 - Communication or finance coordinator



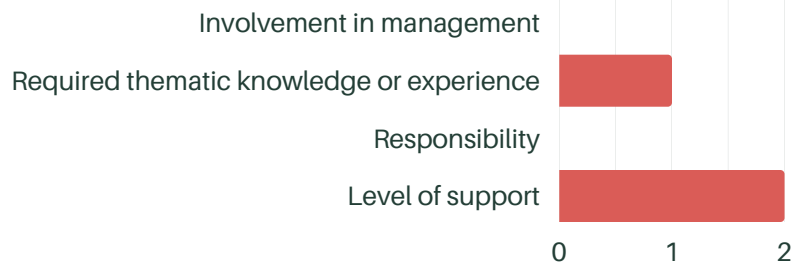
Function 4 - Thematic expert



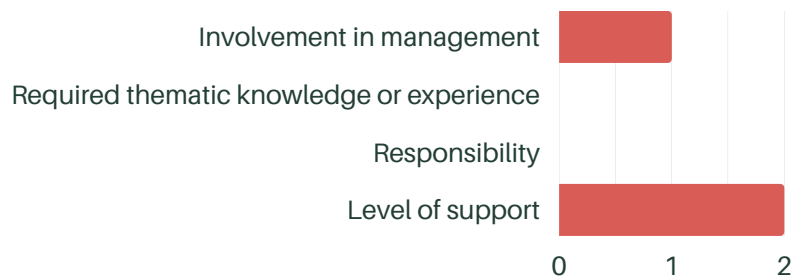


Performance group 3 - Professional assistants

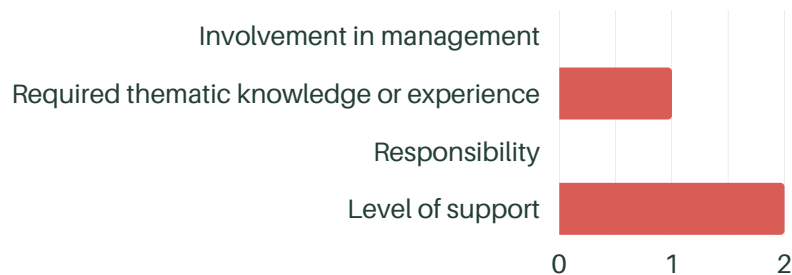
Function 5 - Thematic assistant



Function 6 - Management and communication assistant



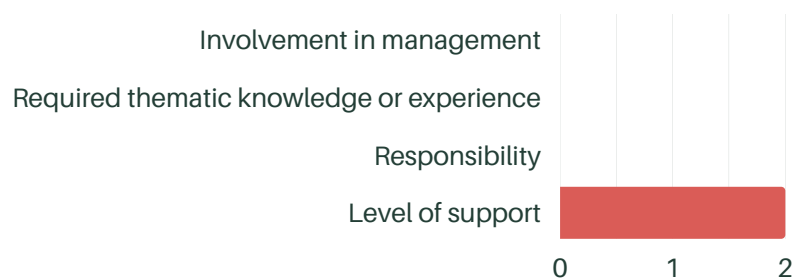
Function 7 - Finance assistant



Performance group 4 - Assistants

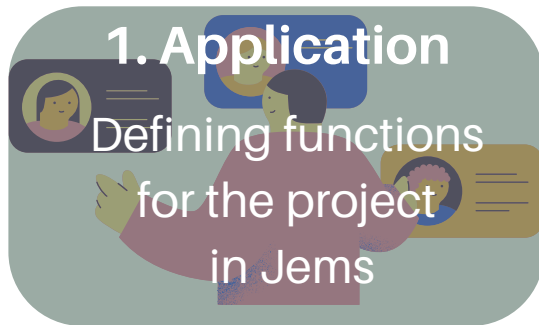


Function 8 - Assistant





Providing accurate information on the project staff during every project phase

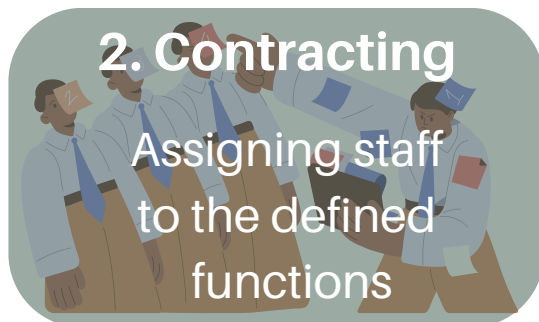
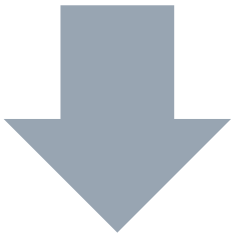


Select the functions from the drop-down list

Indicate the number of staff members for the selected function and

Briefly describe the main tasks of the selected function in the project (e.g. coordinating WP 1, supervising the research activities on project level, etc.)

Define the necessary total number of hours for the tasks to be carried out

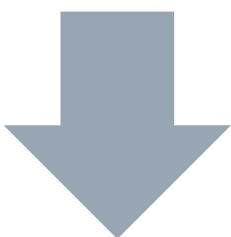


Appoint staff for the selected functions

Fill in the function description template for every staff member involved in your project with their actual project tasks and responsibilities

Consult your regional coordinator to help you with filling in the staff data sheet (use filled in function descriptions)

Fill in the staff data sheet and get it confirmed by your regional coordinator



Provide the time sheets of the staff member covering the total number of hours worked in the reporting period

Describe all particular project-related activities carried out in the reporting period by the reported staff member

Update the staff data sheet and get it confirmed by your regional coordinator in case of any change in your project staff