Group work- project assignment

Introduction:

- Exercises in groups of about five/six.

- Please read your exercise instruction carefully.

- Use calculator.

- Ask JS/MA colleagues for support if needed.

Background information:

- Project: AlpSpace – start date 1/1/2020; end date 31.12.2022

- Project partner: University of Innsbruck

- Employee info: Carolina Berger - employee since July 1_{st} 2010 (contract was signed on 23/6/ 2010).

- She works full-time (i.e. 40 hours/week // 52 weeks per year)*.

- She will be responsible for the management of the project and some activities in WP T3.

- She will be assigned to the project from January 1st 2020 onwards.

- In addition to the project AlpSpace Carolina is currently also working on the project DanTube (funded by the programme HORIZON 2020).

*Additional information: The University of Innsbruck is located in Austria. The relevant national law foresees 25 days of vacation for Carolina per year, in addition there are 13 national bank holidays.

Carolina will perform tasks related to the project management (WP M) from 1/1/2020 until 31/12/2020:

Task	Estimated hours
Overall project coordination (cca. 33 hours per month for 12 months).	400
Chairing the project steering group (preparation, participation and follow-up)	100
Controlling tasks (15 hours every three months)	60
Reporting tasks (50 hours per regular report)	100
Total estimated hours in WP M	**660 hours**

Carolina will also be involved in the implementation of WP T3 – activity 1 from 1/2/2020 until 30/10/2020:

Task	Estimated hours
Regular exchange with work group, participation to meetings.	100
Evaluation of existing tools, exchange with regional target groups and stakeholders.	60
Input from regional perspective to joint action plan.	50
Total estimated hours in WP T3	**210 hours**

Exercise 1: calculate/estimate the extend of assignment

A) Calculate the **extent of assignment for the relevant period 1.1.2020-31.12.2020** (based on the *normal working hours** and *project related working hours*).

Assignment % = _____

*HINT: Calculation of normal working hour should be based on working hours in the contract and should consider holidays and vacations. (= CONTRACTED WORKING HOURS PER YEAR minus BANK HOLIDAYS minus VACATIONS).

B) **Fill in the assignment form** considering the information above and the calculated extent of assignment.

Exercise 2: estimate involvement in WPs

On the basis of the assignment **fill in a six monthly task report for the reporting period** (January 1st 2020 to June 30th 2020). Please estimate her involvement in each WP considering below details.

WP M %: _____

WP T3 %: _____

As regards WP M he was mainly dealing with overall project management activities such as:

- Project planning and modifications of AF, internal communication, leading a PM team.
- Preparation and chairing of the 3rd and 4th SG meeting (24.2.2020, 16.5.2020) and mid-term event.
- Financial management – budget modification requests from PP.
- Submitting the partner report 1 + exchange with FLC - January 2020.
- Status report 1 – writing and submitting/modifying of the report (February – April 2020).

As regards WP T3 Carolina was mainly involved as follows:

- Participation to first and second work group meeting (15.03.2020; 16.5.2020).
- Evaluation of existing tools (AlpTest, SpaceLab) and drafting of evaluation report.
- Organization of and participation to target group meeting in Ljubljana, 04.04.2020 (24 participants).
- Counterchecking of 1st draft joint action plan and submission of the final draft.

Exercise 3: calculate eligible amount of staff costs

From January 1st 2020 to June 30th 2020 Carolina earned a gross salary in the total amount of EUR 26.600 In addition, the University paid employer's contributions in the amount of EUR 7.970 for that period. The total staff costs therefore amount to EUR 34.570.

Please **calculate the project related eligible staff costs for Carolina** for the reporting period based on the assignment and six-monthly task report drafted before.

Calculated amount to be reported in WP M = _____EUR

Calculated amount to be reported in WP T3 = _____EUR