ARTES 4.0 Technologies and Products

Agile + Full Proposal

Part 4

Management Proposal

Proposal title

Proposal Reference: reference number

Table of Contents

[1 Company Information 3](#_Toc147750592)

[2 Project Team and Structure of Project Organisation 3](#_Toc147750593)

[3 Time Allocation to the Project 4](#_Toc147750594)

[4 Facilities to be used for the Work Proposed 4](#_Toc147750595)

[5 Product Assurance Plan / Quality Plan 5](#_Toc147750596)

[Annex 1: Curricula Vitae of the Key Personnel 6](#_Toc147750597)

# Company Information

For the contractor and any sub-contractors, please provide a link to the company website and a short description of the company, year of creation, size, turnover, number of employees, and overview of the product portfolio.

# Project Team and Structure of Project Organisation

The project team is presented in the figure below, which identifies the roles of the project team members and the names of the individuals fulfilling those roles, as well as all the key persons.

Provide a similar diagram for the proposed project

**Project team and project organisation**



# Time Allocation to the Project

The time allocations of the work package managers to the project are summarised in the table below.

**Table 4‑1 Time allocation of the key personnel to the project 1**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **WP …  hours (%)** | **WP …  hours (%)** | **WP …  hours (%)** | **WP …  hours (%)** | **WP …  hours (%)** | **Overall hours (%)** |
| … | 30 (5%) | … | … | … | … | 150 (10%) |
| … | … | … | … | … | … | … |
| … | … | … | … | … | … | … |
| … | … | … | … | … | … | … |

1. Percentage time allocations for work packages are expressed relative to the total man-hours of all personnel contributing to that work package. For the overall time allocation, it is the percentage of the individual’s time that is dedicated to the project, i.e. the ratio of the total number of hours spent on the project and the total number of hours worked over the planned project duration.

# Facilities to be used for the Work Proposed

Include this section if facilities are planned to be used in the proposed activities.

## List of facilities

The following internal and external facilities are planned to be used in the proposed activity.

**Table 4‑2 Facilities to be used in the proposed activity**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Facility ID** | **Facility Type1** | **Description/ Capabilities** | **Availability (Internal/External)** | **Facility Owner** | **Status2** |
| 1 | RF Test | … | Internal |  | Existing |
| 2 | … | … | … |  | … |
| … | … | … | … |  | … |
| … | … | … | … |  | … |

1For example, hardware, software, manufacturing equipment, test equipment, production, and integration lines.

2 For example, “existing”, “requires modification”, “still to be developed/built”, “purchased”.

## Development of the Facilities

No need has been identified for the purchase, development or upgrade of facilities for the proposed activity. The available facilities are considered adequate and complete for this purpose.

or

(delete the inapplicable paragraph)

As identified previously, the following facilities need to be developed for use in the proposed activity.

**Table 4‑3 Details of facility developments**

|  |  |  |
| --- | --- | --- |
| **Facility ID** | **Description of the Development or Modifications** | **Cost Charged to Contract (none/ directly/ indirectly)** |
| … | … | … |
| … | … | … |
| … | … | … |
| … | … | … |

The facilities are considered adequate and complete for the proposed activity once the developments detailed in the table above have been successfully completed.

# Product Assurance Plan / Quality Plan

Include this section only if the Full Proposal includes a Product and/or Demonstration Phase.

The product assurance / quality plan is attached to this proposal. We consider it to be in line with our customer’s quality requirements and commensurate with the current maturity of the product development.

1. Curricula Vitae of the Key Personnel

Provide completed CVs for all work package managers using the following template, or equivalent.

|  |  |
| --- | --- |
| **Name** | |
| Specific Qualifications and Experience Relevant to the Project Role: | … |
| Entity: | … |
| Present Position and Responsibilities in the Entity: | … |
| Education: |  |
| Year(s) | Educational details |
| Year(s) | Educational details |
| Work Experience: |  |
| Year(s) | Entity, Project, Position, Responsibilities, Achievements |
| Year(s) | … |
| Year(s) | … |