

Tool 25: Checklist: Project information flow

Another crucial aspect with respect to communication is transparent information sharing among project partners and other stakeholders involved in the cross-border collaboration project. The checklist below provides an overview of what information should be made available and to whom.

Information	What to consider?	Who to inform?								
		Partner within work packages	Work package leaders	Lead partner	Staff in partner organisations	Project steering group	Advisory board	Financial group	Consultants, contractors	Funding party
...necessary for working together	All partners have complete, clear and unlimited access to project information in order to perform their activities This might include: <ul style="list-style-type: none"> Respective tasks within the project, total budget, the detailed work plan, the finalised deliverables etc. 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
...sources	All partners need access to official information sources			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
... about project progress	All partners need to inform one another about their progress and issues that need to be addressed by all partners That might include: <ul style="list-style-type: none"> How far have we progressed towards the overall objective? What still needs to be done? What are problems, challenges, success factors? 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
... about project changes	All parties involved need to be informed about modifications to the original plan Distinguish between minor modifications (deviations from the work plan) and major modifications (require more formal procedures)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Source: [1]

Reference

[1] INTERact. Project management handbook. n.d.

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Written by Gesundheit Österreich
Forschungs- und Planungs GmbH
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Gesundheit Österreich
Forschungs- und Planungs GmbH

