

EU Project Delivery

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Purpose

To deliver EU-funded project obligations (deliverables, milestones, reporting) on time, with clear internal ownership, and without disrupting core platform work.

Owner

Predrag Tasevski — Stakeholder & EU Projects Management

Trigger

This process starts at the beginning of each active EU project reporting period, or when a new deliverable milestone is due within the next 60 days.

Steps

1. **Deliverable mapping** — At the start of each project period (or quarter), Ksenija maps all upcoming deliverables and milestones into OpenProject. Each deliverable becomes a task with: title, due date, assigned contributor(s), and project code. *\\Tool: OpenProject*
2. **Contributor assignment** — For each deliverable requiring input from Predrag, Peter, or Alexander, Ksenija assigns the task in OpenProject and notifies via Matrix (#eu-projects channel). *\\Tool: OpenProject, Matrix*
3. **Weekly status check** — Each Monday (before the L10 meeting), Ksenija updates the EU project deliverables on track (%) [Scorecard metric](#) in OpenProject. Any deliverable at risk goes on the [Issues List](#). *\\Tool: OpenProject*
4. **Deliverable drafted** — The assigned contributor produces the deliverable content. Format follows the project consortium's template. Stored in the project folder in Nextcloud under /EU Projects/[Project Name]/Deliverables/. *\\Tool: Nextcloud, relevant EU project template*
5. **Internal review** — Alexander reviews the draft for completeness and compliance with the grant agreement requirements. Predrag reviews for strategic alignment if the deliverable is public-facing. *\\Tool: Nextcloud*
6. **Consortium review** — Draft shared with consortium partners via the project's communication channel (email or project platform) for partner review and input. Incorporate feedback. *\\Tool: Email / project consortium platform*
7. **Submission** — Final deliverable submitted via the EU project portal (e.g., PPMI, Funding & Tenders) by the due date. Ksenija confirms submission and saves the submission confirmation in Nextcloud. *\\Tool: EU project portal, Nextcloud*
8. **Milestone reported** — Alexander marks the task as complete in OpenProject and updates the project tracker. Notifies Predrag for financial/reporting records if the milestone triggers a payment. *\\Tool: OpenProject*
9. **Financial claim (if applicable)** — If the milestone triggers a payment claim, Predrag prepares the financial report in coordination with the project's financial controller and submits via the portal. *\\Tool:*

[Dolibarr](#) (time tracking), [EU project portal](#)

Output

The process is complete when:

- The deliverable is submitted and confirmed in the EU project portal
- The task is marked complete in OpenProject
- The deliverable is archived in Nextcloud
- Any triggered payment claim is submitted

Tools

- **OpenProject** — deliverable tracking, milestone management, Scorecard metric source
- **Nextcloud** — document storage and internal review
- **Matrix** — internal coordination (#eu-projects channel)
- **EU project portal** — formal submission (varies by project: Funding & Tenders, PPMI, etc.)
- **Dolibarr** — time tracking for financial reporting
- **Email** — consortium partner communication

Active EU Projects

| Project | Role | Coordinator | Portal |
|-------------|---------|-------------|--------|
| OSCRAT | Partner | Predrag | TBD |
| VIC | Partner | Predrag | TBD |
| CyberSec4OT | Partner | Predrag | TBD |
| SAFE SPORT | Partner | Predrag | TBD |

Update this table when projects are added or completed.

Notes / Exceptions

- **Confidential deliverables:** Some deliverables are marked confidential in the grant agreement. Store these in a restricted Nextcloud folder; do not publish publicly.
- **Platform deliverables:** When a deliverable requires a specific platform feature (e.g., OSC RAT incident module), coordinate with Peter to ensure the feature is on the roadmap as a Rock.
- **Consortium conflicts:** Any disagreement with consortium partners on deliverable scope or content goes on the Issues List and is raised with Predrag.

Revision History

| Date | Change | Updated by |
|------------|-----------------|------------------|
| 2026-05-25 | Initial version | Predrag Tasevski |

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[processes](#), [eu-projects](#), [operations](#), [compliance](#)

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