

EU Project Delivery

[← Back to Core Processes](#)

Purpose

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

Owner

Alexander Eklöf — 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	Alexander	TBD
VIC	Partner	Alexander	TBD
CyberSec4OT	Partner	Alexander	TBD
SAFE SPORT	Partner	Alexander	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	Alexander Eklöf / Predrag Tasevski

[← Back to Core Processes](#)

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

From:

<https://handbook.unicis.tech/> - **Unicis Handbook**

Permanent link:

https://handbook.unicis.tech/pub/processes/eu_project_delivery?rev=1779688593

Last update: **25.05.2026 05:56**