



LIFE Project Number  
**LIFE03 ENV/UK/000615**

## Work Programme for Mixlance/REF Project

Reporting Date  
**17<sup>th</sup> January 2005**

LIFE PROJECT NAME  
**REF Project**

### Data Project

<b>Project location</b>	<b>United Kingdom</b>
<b>Project start date:</b>	06 Oct 2003
<b>Project end date:</b>	06 Oct 2005
<b>Total Project duration (in months)</b>	24 months
<b>Total budget</b>	€4,876,407.00
<b>EC contribution:</b>	€1,004,062.00

### Data Beneficiary

<b>Name Beneficiary</b>	Mixlance (Technical Services) Ltd
<b>Contact person</b>	Mr Jed SMYTH
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**Work Programme for Mixlance REF Project: LIFE03 ENV/UK/000615:****1. Develop Project Management Tools:**

1. Develop detailed GANTT charts [LINK](#)
2. Develop Project communication & reporting structure to ensure the flow of information within the project [LINK](#)
3. Develop full Project Management Plan including tasks resources and assignments [LINK](#)
4. Develop acceptable contracting procedures for the employment of external assistance
5. Develop draft Partnership Agreement – Flowchart [LINK](#)
6. Develop detailed lists of key issues, tasks deliverables and milestones for all project members [LINK](#)
7. Develop Organigram of tasks and partners [LINK](#)
8. Set up and manage report mechanisms & detailed spreadsheets, detailing actual spend against budget
9. Develop full Project spreadsheet (Database) [LINK](#)
10. Establish and manage information and financial databases, for producing reports to EC requirements
11. Identify and assess any potential risks to the project and risk mitigation options [LINK](#)
12. Develop Dissemination Strategy
13. Develop full specification Project Business Plan

**2. Develop and deliver an adequate and accurate Interim Report to EC:**

1. To include fully accurate and evidenced Information in the progress report
2. To include detailed lists of key deliverables and milestones
3. To advise the EC of any significant change requirements for approval by the EC
4. To show “comparisons between planned and actual progress”
5. To provide “objectively verifiable indicators of progress”
6. Ensure correct financial reporting in section 7 of progress report, detailing actual spend against budget
7. To set out the £- € exchange rate being used
8. Using the recommended EC spreadsheet format, provide spreadsheets in support of calculations.

**3. Ongoing Project Management:**

1. Establish type, timing, content and frequency of project reports including those to the EC
2. Produce monthly data on project progress for consortium members
3. Monitor project progress in relation to deliverables and milestones achieved and report to consortium
4. Monitor and report on project costs in relation to budget set by the European Commission
5. Regularly updated Project Plan, GANTT charts & spreadsheets, to inform Project Management process
6. Develop a cash flow forecast accurate to 3-4 months ahead

**4. Advise required actions & deliverables and provide information for activities through sub-contractors:**

1. Develop a dedicated website and video/CD ROM development
2. Develop monitoring and evaluation systems for internal and external project controls.
3. Develop a Dissemination Strategy, including site visits, e-mail marketing campaign etc
4. Develop a training programme, writing and producing materials
5. Develop a database of target groups and industrial organisations
6. Development and printing of advertising materials