Solar Polygeneration Collector for Combined Heat, Power, Hydrogen Fuel and Wastewater Treatment

SPECTRUM

Project Management Guidelines Midterm update

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Project Management Guidelines – Midterm Update

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V0.1	29/06/2026	Initial draft
V0.8	01/07/2026	Draft for review
V0.9	06/07/2026	Final draft after implementing comments, ready for editing
V0.9.1	06/07/2026	Final draft after editing, ready for approval
V1	13/07/2026	Final report

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Executive Summary

This report provides the mid-term updated version of the Project Management Plan (PMP), originally published in Deliverable (D) 7.1, identifying the foundations for the project management and coordination actions by detailing the project management guidelines to be followed during the project execution.

Overall Structure of the Work Plan

The SPECTRUM work plan is composed by 31 tasks organised in 7 work packages (WP):

- WP1: Optimization of the photocatalytic process of wastewater treatment and hydrogen generation (M1-M24, 64 PM, led by LNEG);
- WP2: Polygenerating collector design and optimization (M2-M42, 72.5 PM, led by MG);
- WP3: Prototype development and testing (M18-M36, 63.7PM, led by HiG);
- WP4: Integration of SPECTRUM collector in industrial processes (M25-M39, 54.3PM, led by UNIBO);
- WP5: SPECTRUM sustainability evaluation (M13-M42, 45 PM, led by LNEG));
- WP6: Communication and exploitation of SPECTRUM results (M1-M42, 24 PM, led by MG);
- WP7: Project coordination, management and quality assurance (M1-M42, 26 PM, led by LNEG).

Project governance

The project consortium brings together 10 institutions as project beneficiaries (4 universities, 3 research centres and 3 small and medium enterprises) from 6 European countries (Portugal, Spain, Italy, Germany, Belgium, the United Kingdom and Sweden). The project governance is established by the project's Grant Agreement (GrA) and Consortium Agreement (CA), having 3 main governance bodies:

- the Project Coordinator (PC), an intermediary between the consortium and the Granting Authority (CINEA) and responsible for the day-to-day coordination of the project;
- the General Assembly, the supreme decision-making body of the project and the prime organization for the exchange of experience, discussion, consensual decision making and agreements on all project matters;
- the Steering Committee, a technical and scientific coordination body composed by the PC and the Work Package Leaders (WPL) responsible for the planning, coordination, and supervision of all scientific and technical activities of the project,

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ensuring that all scientific, technical & technological objectives are efficiently pursued and achieved by all partners.

Reporting

SPECTRUM has 3 periodic reporting periods. The first periodic report covered the activities developed between October 2024 and March 2026 (M1-M18), the second periodic report will cover the actions carried out between April 2026 and March 2027 (M19-M30) and the final periodic report will cover the activities implemented between April 2027 and March 2028 (M31-M42). The PC coordinates the gathering of the information and inputs required to the periodic reports, by preparing and sending to the WPL and project partners instructions regarding the different steps to be carried out and the associated templates.

Quality management

The project established and implemented quality management procedures aiming to ensure a very high quality in the project deliverables. The first version of these procedures was published in March 2025 (M6) within D7.4. An updated version was published in March 2026 (M18) under D7.16.

Risk management

The project established and implemented risk management procedures containing guidelines to recognize, evaluate and rank potential risks and identifying risk-mitigation strategies and associated contingency plans to mitigate their impact in case they occur. The first version of these procedures was published in March 2025 (M6) within D7.4. An updated version was published in March 2026 (M18) under D7.16.

Data management

The project established and implemented data management procedures containing guidelines regarding: the identification of the types of data that will be collected, processed and/or generated; the methodology and standards that will be applied for data organization, curation and preservation; whether data will be shared/made open access and how it will be curated and preserved during and after the project conclusion. The first version of these procedures was published in March 2025 (M6) within D7.3. An updated version was published in January 2026 (M16) under D7.13.

Communication

The project technical and administrative information is being exchanged through the electronic circulation of working papers, draft reports, digital datasets, project meetings and virtual conferences. A secured web-based communication platform and document repository has been set-up in Teams / SharePoint enabling quick and easy access by all project members to all communication material, administration documents and scientific information relevant to the project for the effective execution of the project tasks.

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