

ADR4EU

Cross-Border Consumer Protection
through ADR Innovation



Project Management Overview Report

The framework behind coordinated,
accountable project delivery.

18

MONTHS

6

WORK PACKAGES

1

MANAGEMENT
FRAMEWORK



EADR

European Alternative
Dispute Resolution



**Co-funded by
the European Union**

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A clear framework for delivery

ADR4EU aims to strengthen national and cross-border consumer protection by improving the outreach, efficiency, credibility and awareness of Alternative Dispute Resolution (ADR) services.

D1.1 sets out how EADR coordinates the 18-month project, assigns responsibilities and tracks its commitments across six work packages.

CALL / TOPIC	TYPE OF ACTION	LEAD BENEFICIARY	DISSEMINATION LEVEL
SMP-CONS-2025-ADR-RAD	SMP-PJG	EADR LTD	PU - Public

WHO DOES WHAT

Project Coordinator

Oversees delivery, approvals, risks and reporting.

Project Manager

Coordinates daily work, Odoo tracking and documentation.

Financial support

Monitors budgets, cost eligibility and financial evidence.

Work package / task owners

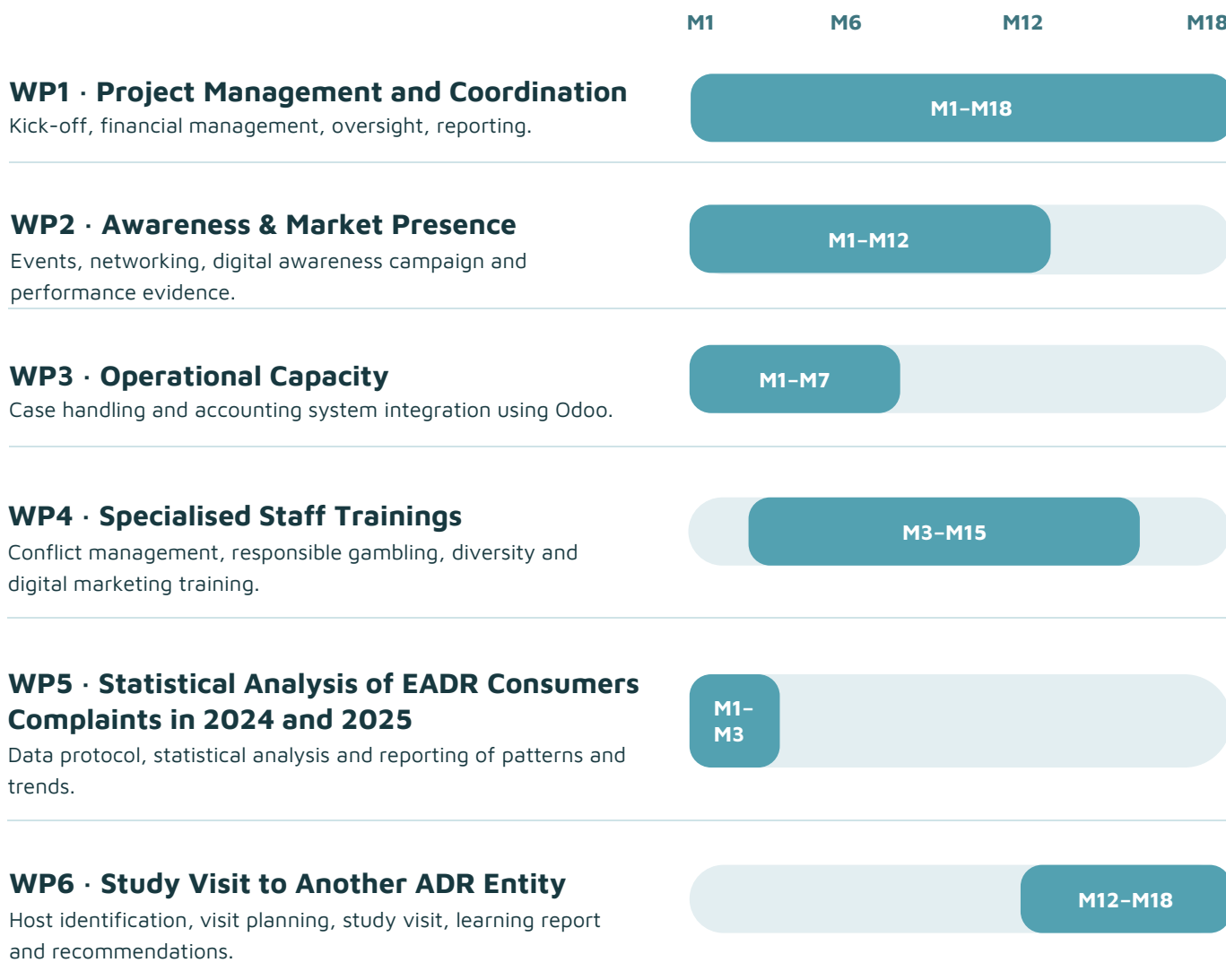
Deliver assigned activities and maintain progress records.

PURPOSE

Clear ownership, coordinated action and traceable decisions.

Six work packages, 18 months

Implementation is organised in six work packages. WP1 runs throughout the action and provides the coordination, monitoring and reporting framework.



PLANNED DELIVERABLES · 13 IN TOTAL

WP1 D1.1, D1.2, D1.3	WP2 D2.1–D2.4	WP3 D3.1, D3.2
WP4 D4.1	WP5 D5.1	WP6 D6.1, D6.2

From plans to progress

Odoo provides the central dashboard for work packages, deliverables, milestones, deadlines and responsibilities.

01

Plan and assign

Tasks and subtasks connect project commitments to owners, due dates and internal review steps.

02

Monitor and respond

Monthly management reviews cover progress, budgets, risks and upcoming deadlines. Blocked tasks are flagged for action.

03

Document and retain

Evidence is linked to the relevant work. A structured repository and consistent file naming support retrieval and reporting.

EVERY TASK RECORD INCLUDES

Status

Responsibility

Deadline

Work package reference

Evidence links

Evidence links are added once available.

TASK STATUS WORKFLOW

In progress

Internal review

Completed

Blocked

Quality, evidence and oversight

D1.1 defines the controls that support reliable deliverables and transparent use of project resources.

REVIEW BEFORE SUBMISSION



Deliverables follow this documented process. Approved files and submission records are retained.

TRACEABLE BUDGET MONITORING

Expenditure is linked to work packages and budget categories, with supporting records and checks on:



A foundation for wider project activities

Awareness

Operational improvements

Staff training

Complaint analysis

Peer learning

Source:

D1.1 — Project Management Overview Report, WP1. This summary describes the management framework; it does not report completion of all project activities.



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