



CORESTA Standards TF report & CORESTA Project Management Office

Kitzbühel, Austria

8-12 October 2017



CORESTA Standards (STDS-TF)

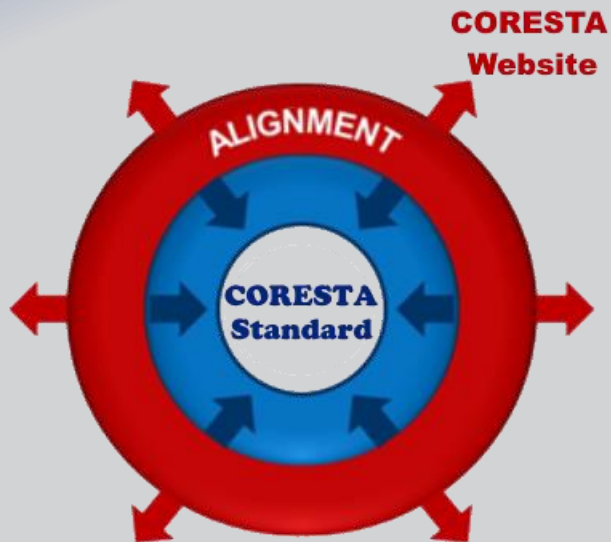
❖ Objectives

- To review existing procedures for the documentation of the scientific output of CORESTA.
- To develop document management systems.
- To develop and publish related guidelines and templates.



CORESTA Standards & Website TFs

❖ One TF feeds the other



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Stéphane COLARD | Log out

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- > Member Information
- > Guidelines & Forms**
- > Tobacco Germplasm Collections
- > Image Gallery



Home → Groups → CORESTA Members

Guidelines & Forms

[CORESTA New Work Item Proposal \(NWIP\)](#)

[Participation of Non-CORESTA Members \(Guests\) in the Activity of Working Groups](#)

[CORESTA Document Codification Rules](#)

[Guideline for Writing CORESTA Recommended Methods \(CRMs\)](#)

More forms and guidelines will be made available as and when they are completed by the Standards Task Force.

[The Process of CORESTA Cooperation](#)

Templates

[CORESTA PowerPoint Presentation template \(slide ratio 16:9\)](#)

[CORESTA PowerPoint Presentation template \(slide ratio 4:3\)](#)

Guidelines & Templates

❖ And more guidelines coming:

- Maintenance of documents
- Commenting a document
- Agendas and Minutes
- Collaborative Study Data Collection
- Collaborative Study and Proficiency Testing reports

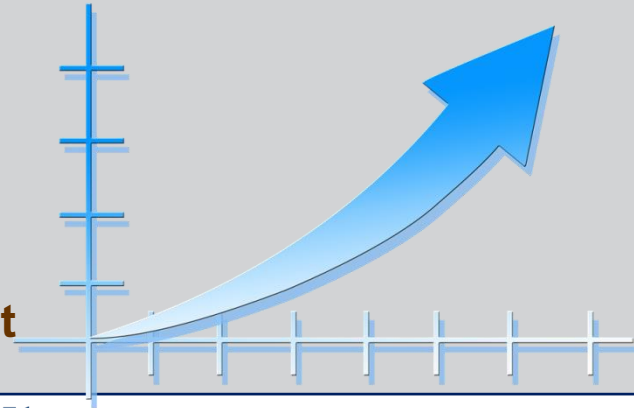
Increasing Need for Scientific Work

❖ Scientific Documents (CRM-CTR-CTG-CXP)

- 68 produced or updated between April 2014 and March 2016
 - *vs 26 in the former 2-year period*
- 29 between April 2016 and March 2017
- 20 since April 2017 + 2 under review + ~ 40 expected + ...

❖ New Work Item Proposals (NWIP)

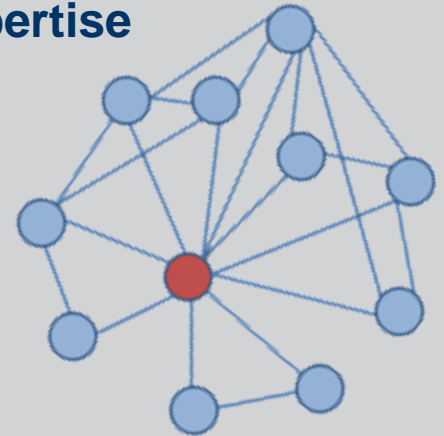
- 63 launched since Oct. 2015 (~30/year)
- 17 proposed since April 2017
- **Some of them involve more than 1 document**



SSPT Restructuring - Project 107

❖ An ad-hoc working group within the SC discussed on:

- Improving project steering with regards to priorities and resources
- Better allocating work to SGTF with appropriate expertise
- Avoiding work duplication or add-ons
- Reorganising Sub-Groups and Task Forces within SSPT...
- ... a consensus could not be found. However the objectives of some groups are being clarified by the SSPT-SC





Project Management Office (PMO) Project 146

❖ **Statement:**

- **Increased need for scientific work**
- **New challenges ahead with regulations and new products**
- **STDS/NWIP implementation proved to be positive**
- **Structure in follow-up rather than management mode**
- **Are we doing the right projects? (priorities)**
- **Are we doing the projects right? (resources)**



Project Management Office (PMO) Project 146

- ❖ **A new PMO Task Force has been approved by the SC to deliver an appropriate framework within CORESTA :**
 - **definition and achievement of the organisation objectives,**
 - **improved integration of projects within the organisation,**
 - **oversight on entire project cycles.**

 - **Project Manager: Pierre-Marie Guitton**
 - **Team Members: Martin Blumenstock, Stéphane Colard, Rob Stevens, Karl Wagner, Xu Dongmei**



Project Management Office (PMO) Project 146

- ❖ **A new PMO Task Force has been approved by the SC to deliver an appropriate framework within CORESTA.**
- ❖ **This framework will consist of, but is not limited to:**
 - **roles and responsibilities**
 - **processes**
 - **resources and tools**
 - **project control**
 - **performance indicators**
 - **...**

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Project Management Office (PMO) Milestones

❖ 2018/2019 (24 months)

- Q1 - TF kick-off
- Q2 - Review of the current processes, roles and responsibilities
- Q3/Q4 - Identify needs and specify expectations
- Q4/Q5 - Assess and select IT tools
- Q5 - Define performance indicators
- Q6/Q7 - Present, train and implement
- Q8 - Post-implementation evaluation and evolution



Are you ready?