
Project Preparation and Management Department

Leader: Ing. Marek Kalika, Ph.D.

Scope of work:

- project management and implementation management with the support of the organization of project meetings, meeting minutes, reporting, tasks and deadlines supervision, scheduling,
- communication and coordination between professional guarantors, faculties, rectorate and project partners including ensuring obligations arising from the assignment (web, printed materials, documentation, promotional items and others) and with occasional communication with Czech and foreign partners
- preparation, maintenance and changes of the environment for storing projects including structure, templates and formal requirements,
- support service for staff including instructions and training.