

Description of Roles

Project Leader (Discovery)

This person is the principle point of contact between the project team and MMV and has responsibility and accountability through the MMV Project Director (PD) to MMV management for the scientific progress of the project and financial spend. Usually the Project leader is the same as the Principal Investigator. Specifically, the Project Leader is responsible for:

- Assembling a Project Team with the appropriate range of skills and experience and making sure that all members perform their tasks adequately
- Working with the Project Team and MMV PD to produce a work plan with appropriate time lines and budget; matches resource against priorities, using maximum flexibility to achieve the project goals
- Organizing and chairing monthly Project Team meetings, to which MMV PD is invited/copied in, arranging for the distribution of minutes/action items, and ensuring action items are carried out
- Compound progression decisions – which compounds to move into H2L, Lead Optimization and CAN selection, and presents rationale at ESAC annual review.
- Collaborates with MMV PD to provide regular reports to MMV in agreed format including budget and financial reporting
- Presents the project to ESAC at the annual review and highlights progress against output projections, key issues and deviations from agreed objectives. Note, we expect such presentations to require a maximum of two people (a biologist/clinician and a chemist/CMC) – so the Project Leader is expected to have a high level understanding of everything that is going on in the project
- Appointing individuals to the project team, and making sure that all the project team are of the appropriate quality and experience
- Requesting additional support from ESAC (mentoring, advice) for the project team as necessary
- Develop publication plans and for the communication strategy and patent plans for the protection of the IP assets
- Regular meetings with MMV PD, and principle point of contact.

Given the importance of the Project Leader to the overall success of the project, this position should not be changed without the agreement of MMV CSO and ESAC

MMV staff (or mentors) should not be Project Leaders, except as an interim position on un-partnered development projects

Miniportfolios

Each of the miniportfolios will have an additional level of management – a Joint Steering committee as defined in the contract.

There should be a Principal Investigator for the miniportfolio who provides the scientific leadership.

There should be an overall Portfolio Coordinator responsible for the administrative aspects of the miniportfolio.

Each project stream should still have a clearly definable Project Leader.

MMV Project Director (PD)

The MMV PD is the MMV staff member who is the primary day to day contact for the Project Leader specifically, and the team in general. Within MMV, this person is responsible for

- Ensures the project timelines, deliverables and budget are clearly defined (by quarter for next 12 months), and in line with scientific input from MMV/ESAC , and monitors progress against objectives.
- Can introduce the project at ESAC and is able to highlight the key issues of the project, and its positioning in the portfolio.
- Edits reports to MMV and annual ESAC presentation which highlight progress against output projections, key issues and deviations from agreed plans
- representing MMV at the project team meetings (although will not always be able to attend)
- that all scientific reports and minutes from Team Meetings and ESAC reviews are properly signed off and stored in MMV's Sharepoint database
- making sure that the financial latest best estimate (LBE) is accurate, and updated with MMV finance
- reporting any key issues on the project to CSO MMV, proposes solutions, and actively helps resolution