

How to calculate the assignment percentage - exercises

PLEASE CONSIDER: The example is intended to illustrate the procedure of calculating the assignment percentage and is based on rough assumptions only. The example is consequently simplified and not considering all relevant elements. Please calculate your assignment carefully and in a high level of detail.

Exercise 1 - team work

Part a) Please calculate the assignment percentage for Ms. Laura BUSY who is staff member of PP DILIGENT in the Alpine Space project EAGER and complete her assignment accordingly. Ms. BUSY is 75% part-time employed.

In the first reporting period lasting from 1st September 2024 to 28th February 2025 only two work packages will be started in accordance with the AF time plan. Ms. BUSY shall take over the following tasks:

- WP1, activity 1.3 - Planning and organisation of the project's kick-off event: 112 hours
- WP1, activity 1.3 - Participation in two project steering group meetings: 34 hours
- WP3, activity 3.2 - Preparation of a procurement: 32 hours
- WP3, activity 3.4 - First arrangements for a pilot activity: 56 hours

Ms. BUSY is also involved in project MOTIVATED which is co-financed by HORIZON 2020 and in the internal project COOPERATIVE of the PP which is not publicly co-financed.

Please take care for a proper issuing date of the assignment!

Part b) Please calculate the eligible staff costs for Ms. BUSY in reporting period 1. Her monthly gross employment costs amount to 4.800,- Euro. Each November an annual, special payment of one monthly salary is paid (the gross employment costs of this special payment amounts to 3.900,- Euro). Additionally, Ms. BUSY receives a voluntary Christmas-reward from her employer (1.000,- Euros) each year.

Exercise 2

As soon as you have finished exercise 1, please try to set up your own assignment for the first reporting period (1st September 2024 to 28th February 2025). Think about the project related activities you will be involved in and estimate the time needed to implement them. We recommend to plan your activities in a more detailed way than in the example above. On that basis calculate the assignment percentage and fill in the project assignment form. Finally, if time is left, exchange with the colleagues next to you on learnings or any questions.