

CHEST**FP7-611333****CHEST**

Collective enHanced Environment for Social Tasks

Deliverable D1.2**Management web site (M3)**

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Abstract:	<p>The purpose of this document is to present the Management web site.</p> <p>In order to keep project documentation updated and available to all partners, a special section was set up as a Project Management web site at the following address: www.innovation-place.eu. That section is accessible only to authorised project partners and will serve as the CHEST document repository.</p>
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Document Description

Document Revision History

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		<i>Modification Reason</i>	<i>Modified by</i>
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v1.0	17/01/2014	Quality review	ENG

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1 Executive summary

To enable efficient communication and document sharing between the consortium members, a web portal restricted for partners' internal usage has been set-up at the beginning of the project.

The internal portal is accessible by logging into a private area of the CHEST website: www.chest-project.eu

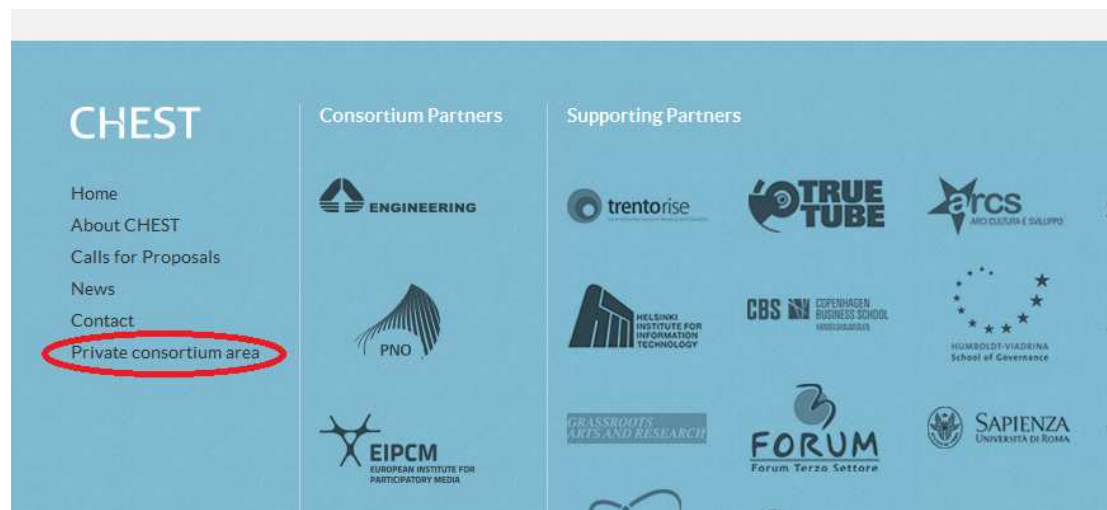


Figure 1 - CHEST partner login

The portal has two main functions:

1. act as repository of all the grant documents (templates, Grant Agreement, Consortium Agreement, guidelines, list of contacts, etc.) to support the management of the project;
2. be a management tool to exchange documents such as WPs, plan meetings, meeting minutes, deliverable records, project calendar entries, etc.

The internal website has been developed by PNO, at the very beginning of the project (end of M1), following as much as possible the needs and requests received/exchanged with the project coordinator (ENG).

2 Management web site

2.1 Access policy

Each person, associated to the partner organisations of CHEST, has their own user ID and password to access the portal. The main representative of each partner company will be responsible for defining and communicating to the James Craven and Olaf Swanzy the names of those authorised to access the internal portal.

In addition, Work Packages leaders are able to manage the folder of their own WP, organising and sharing the documentation with the people involved in the specific WP.

Different levels of access and management of the portal are active:

- The project members from PNO are the “administrator” and have the ability to upload/download documents in each folder, are able to create and delete folders and also are the only users authorised to associated users to the portal
- partners are allowed to download documents in each folder but can upload files only in specific folders. Partners are able to delete files only if they have created/uploaded that file, otherwise it’s not possible
- WP leaders communicate to the PNO users how they want to structure their own WP folders, and these will create the subfolders as requested

2.2 Registration

Initially potential users create an account on PNO’s innovation portal, “Innovation Place”.

On registration, they inform James Craven and/or Olaf Swanzy of their desire to be given access to the CHEST partner portal, who then link their accounts and activate their access rights to it.

2.3 Authentication

Authentication is by way of entering the users registered email address and a password. Password security is ensured as high by the registration procedure. Users are prompted to create a password of at least 8 characters, using a combination of upper and lower case letters, numbers and special characters. Users are given an indication of password security (low/medium/high). Passwords with a low security rating are not permitted.

In the event of a forgotten password, users can request a new temporary password which is emailed automatically to their registered email address. On login they are prompted to create a new, personal password.

2.4 Technology

The backend of the internal portal uses the technologies JAVA, Spring, ApacheSolr and Alfresco.

2.5 Functionality

The portal is composed by the following sections and tools to facilitate the management:

Sections of contents:

- **Project Partners:** includes a list (organisation name, last name, first name and email) of all people linked to the portal
- **Project Documents:** this section is the **document repository** of the CHEST project where each partner is able to upload and download documents. The documents are stored in specific folders in order to facilitate the document search. Folders can be updated as necessary, and sub-folders created. The baseline folders include:
 - Budget
 - Call Information
 - Final Proposal
 - Literature
 - Meetings & Presentations
 - Partners Contributions
 - Partner Administrative Information
 - Project Description- Technical Part

Tools for management:

- **Project Calendar:** each user is able to add new events and delete the ones that he/she creates. Events in the calendar are visible to all users
- **Doodle events:** this section offers the possibility to collect opinion of all users for meetings, calls, events data, etc. Each user can create new doodles filling a specific online
- **Doodle Simplepoll:** this tool allows the consortium to make survey about a single topic, for example a location for a project workshop, with the possibility to select and answer from a choice of two or more options
- **Comments:** this section is a kind of internal forum where partners can discuss topics by creating new discussions or replying to an existing one

2.6 Sections of contents

Project Partners Section

“Project Partners” contains the list of the partners, sorted in alphabet order, with the mail contact of each organisation.

Project documents' folders	Project partners	Project calendar	Doodles	Comments
Project partners				
Organization Name	Contact	Email		
📁 PNO	Olaf Swazy	olaf.swazy@pnoconsultants.com		
📁 CIAOTECH	Paolo Salvatore	p.salvatore@ciaotech.com		
📁 European Institute for Participatory Media e.V., http://eipcm.org/	Mathias Becker	m.becker@eipcm.org		
📁 European Institute for Participatory Media e.V., http://eipcm.org/	Jasminko Novak	jasminko.novak@humboldt- viadrina.org		
📁 Engineering Ingegneria Informatica SPA, http://www.eng.it	Francesco Nucci	francesco.nucci@eng.it		
📁 Engineering Ingegneria Informatica SPA, http://www.eng.it	Ivan Ficano	ivan.ficano@eng.it		
📁 PNO	James Craven	james.craven@pnoconsultants.com		

Figure 2 - Project partners

If another person needs access to the portal the main contact of the organisation should send a request to james.craven@pnoconsultants.com

2.6.1 Project Document Section

The project documents section is the **document repository** of the CHEST project where each partner is able to upload and download documents.

The documents will be stored in structured folders in order to facilitate the document search, as shown in Figure 3- Project document file structure

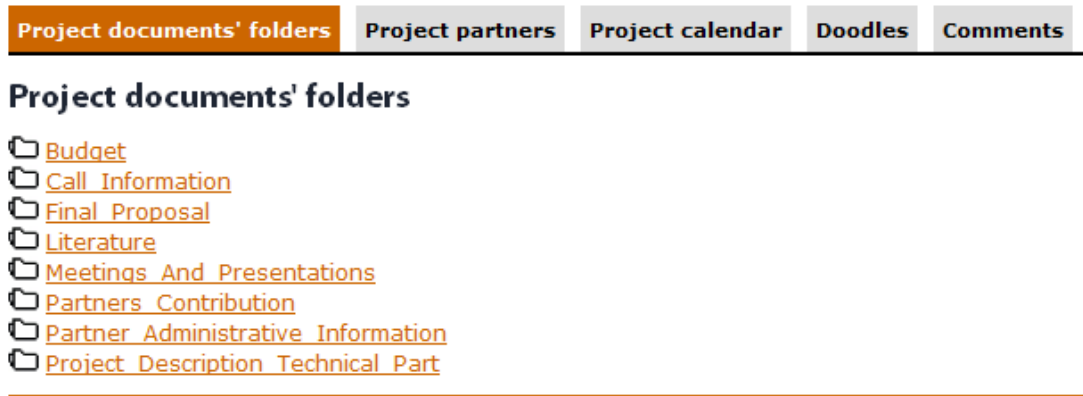


Figure 3 - Project document file structure

Folders can be created by a user with administrative rights.

On selecting a specific folder, users can view all subfolders or files stored within it.

Users have the ability to open subfolders, create new folders or upload documents, the layout of which is demonstrated in the diagram below:

Folder Title: Partners_Contribution

Share project documents

Documents shared:



Create New Folder

New folder name:

(Enter only alphanumeric chars. Do not use other chars, including spaces)

Create folder

Upload a document

Tags:

File: No file selected.

Upload file

Figure 4 - Project document section

2.6.2 Tools for management

Calendar section

This section is the “living CHEST timelines”. Each partner is able to add new events and delete the ones that he/she creates, and also each user is able to check the events created by the other partners.

Project Title: CHEST- Collective enHanced Environment for Social Tasks

Project Objectives:

CHEST is a 30 month Collaborative project co-financed with support from the European Commission through Framework Programme 7. The aim of the project is to promote the development of digital based innovations that have the potential to address key societal challenges. In addition to the creation of an online community platform that will facil... [Read More](#)

Project Status: IN REALISATION 

Project documents' folders | Project partners | **Project calendar** | Doodles | Comments

Project documents' folders









-  [Budget](#)
-  [Call Information](#)
-  [Final Proposal](#)
-  [Literature](#)
-  [Meetings And Presentations](#)
-  [Partners Contribution](#)
-  [Partner Administrative Information](#)
-  [Project Description Technical Part](#)

Figure 5 - Project calendar

To create new events the user should click on ‘Add calendar event’ button (Figure 5 - Project calendarCalendar event procedure) and fill in the Event Form (**Errore. L'origine riferimento non è stata trovata.**) adding event information such as Name, Description, date and hours. The form should be submitted by clicking on the ‘Create event’ button. After this step the event will be visible to the project consortium.

Project documents' folders | Project partners | **Project calendar** | Doodles | Comments

Project Calendar

Go to complete calendar: **Add Calendar Event**

January							«	»
M	T	W	T	F	S	S		
			1	2	3	4	5	
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30	31				

Figure 6 – Calendar event procedure

Date: *

Format: 01/28/2014 Format: 00:09

Title: *

Description: *

Submit

Figure 7 – Create event procedure


Doodle Section

This section is useful to collect opinion for meetings, calls, events data, etc. Each partner can create new doodles filling in the specific form (Figure 8 - Create new events -part A) with name, location and description of the event. To select time slots options is required to click on 'Next' button, and choose the preferred dates and hours (Figure 9 - Create new events - part B).

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Project Status: IN REALISATION 

Project documents' folders Project partners Project calendar **Doodles** Comments

Project documents' folders









-  [Budget](#)
-  [Call Information](#)
-  [Final Proposal](#)
-  [Literature](#)
-  [Meetings And Presentations](#)
-  [Partners Contribution](#)
-  [Partner Administrative Information](#)
-  [Project Description Technical Part](#)

Figure 8 - Create new events -part A

Project: CHEST- Collective enHanced Environment for Social Tasks

Description:

Select date

29 ▾ Jan ▾ 2014 ▾

Mon	Tue	Wed	Th	Fr	Sat	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

[Today >>](#)

[Add date to list](#)

Selected date(s):
Use the calendar above to select the days, then add the options for the days. For example select the day of tomorrow and add "AM", "PM" as options. You can use only upcoming days.

2014-01-27:

2014-01-28:

2014-01-29:

- [Add column](#)
- [Removes last column](#)
- [Copy first row](#)

Figure 9 - Create new events - part B

Doodle simple section

This section allows the consortium to make survey about a topic, for example a location for a meeting, if you have any objection about external reviewers for the project, etc.

Each partner can propose a question (and possible answers) to the partners, which can vote for one or more answers (Figure 10 - Create doodle simple poll procedure).

Project: CHEST- Collective enHanced Environment for Social Tasks

Add some description:

Answers

You can add extra field with the link at the bottom of the form fields.

[x]

[x]

▪ [Add extra field](#)

Poll options

Show previous votes:

Yes

No

Deny new voters to see the previous votes.

Multiple option is selectable per answers.:

Disabled

Enabled

E-mail notification

Send me an e-mail after every valid vote:

Yes

No

Figure 10 - Create doodle simple poll procedure

Comments section

This section is an internal project forum where the partners can discuss topics by creating new discussions (Figure 11 - Post comments procedure) or replying to an existing one.

Project: CHEST- Collective enHanced Environment for Social Tasks

[Back to Manage Project](#)

Comments

[Post new comment](#)

Subject:

Comment: *

- Web page addresses and e-mail addresses turn into links automatically.
- Lines and paragraphs break automatically.

Save

Figure 11 - Post comments procedure