



Project: Network of Competence on Internet of Things [NEON]

Project ID: 618942-EPP-1-2020-1-AT-EPPKA2-CBHE-JP

Work Package 8: Project coordination and management

Title: D8.2 Report on the project management (PM) e-platform for sharing documentation.

Lead Organization: UNI-KLU

Participating Organization: UNI-KLU, UC3M, UNC, UNS, UNMDP, UdelaR, UCU, INCUTEX, ALASSIO, ALENET

Editors: A. Tonello

Contributors: A. Tonello, N. A. Letizia, V. Korzhun

Disclaimer:

"The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein."

Deliverable data	Work Package and Outcome ref.nr	WP8 D8.2
	Title	Report on the project management (PM) e-platform for sharing documentation.
	Type	<input type="checkbox"/> Teaching material <input type="checkbox"/> Event <input type="checkbox"/> Learning material <input checked="" type="checkbox"/> Report <input type="checkbox"/> Training material <input checked="" type="checkbox"/> Service / Product
	Description	The report describes the features of the e-platform for management and documentation sharing established by the project coordinator to communicate management information with project partners.
	Date	05.2.2021
	Language	English
Target groups	<input checked="" type="checkbox"/> Teaching staff <input type="checkbox"/> Students <input type="checkbox"/> Trainees <input checked="" type="checkbox"/> Administrative staff <input type="checkbox"/> Technical staff <input type="checkbox"/> Librarians <input checked="" type="checkbox"/> Industry partners, external advisors, students involved in QCM.	
Dissemination level	<input type="checkbox"/> Department / Faculty <input type="checkbox"/> Local <input type="checkbox"/> National <input type="checkbox"/> Institution <input type="checkbox"/> Regional <input checked="" type="checkbox"/> International	
Lead Organization	UNI-KLU	
Participating Organization	UNI-KLU, UC3M, UNC, UNS, UNMDP, UdelaR, UCU, INCUTEX, ALASSIO, ALENET	
Task	T8.2 Creation of an e-platform for project management (Task leader: UNI-KLU).	

Revision History				
Version	Date	Author(s)	Organization(s)	Brief description of change
1	27.1.2021	A. Tonello	UNI-KLU	Super draft
2	09.3.2021	A. Tonello	UNI-KLU	Super draft modified
3	17.6.2021	Nunzio A. Letizia, Vitali Korzhun	UNI-KLU	Activity description
4	21.7.2021	Nunzio A. Letizia	UNI-KLU	Revision of Cover page

Table of Contents

1	Introduction.....	4
2	Deliverable Objectives.....	4
3	Used software	4
4	Roles and responsibilities.....	4
4.1	Administrators.....	4
4.2	Users.....	4
4.3	Viewers.....	4
5	E-platform structure.....	5
6	Conclusions.....	5

1 Introduction

The deliverable “Report on the project management (PM) e-platform for sharing documentation” reports the results of the activities carried out in WP8:

T8.2 Creation of an e-platform for project management (e.g., wiki page) (**Task leader: UNI-KLU**).

2 Deliverable Objectives

This document details the structure of the e-platform and its available features. The e-platform allows to organize and store the project activities, material and deliverables.

3 Used software

For the NEON project, a team collaborative software is used. It is Atlassian Confluence (<https://www.atlassian.com/software/confluence>). Confluence is a team collaboration software, installed in the University of Klagenfurt servers. The main link to access the NEON Confluence space is <https://intranet.aau.at/display/projneon/>.

4 Roles and responsibilities

The NEON Confluence space is accessible to a selected number of people. Only the administrators of the space can assign and modify user roles. The following sub-sections define the role of each user category. In addition, Confluence keeps a history of all changes made to pages and other content, therefore, it is easy to see who has changed which section or content, and reverse any changes if needed.

4.1 Administrators

Each subspace in Confluence has its own set of permissions, which can be granted and revoked by a space administrator. The user that creates a subspace, is automatically the administrator of that space. At the moment, the Confluence administrator is Andrea Tonello.

4.2 Users

The users can view, add, edit, and delete content within a particular space.

4.3 Viewers

The viewers can only see the content in the space.

5 E-platform structure

The NEON Confluence space is organized as follows:

- Boards [*members, useful documents, meetings minutes*]
 - Development Board
 - Management Board
 - Quality Control and Monitoring Board
- Contacts [*list of all contacts with emails for each partner*]
 - Operative contacts
 - Legal representatives
- Indicators of progress [*list of indicators, description and status*]
- Meetings [*list of meetings, meetings minutes, presentations and proof of attendance*]
- Project management & reporting docs [*EU Erasmus+ website links, project guides, contractual documents, proposal files, reporting templates and examples, dissemination and visual identity rules*]
 - Signed partnership agreement
 - Transfer requests
 - Partner's reporting material
- Templates [*meetings minutes templates, deliverables templates, PowerPoint presentation templates*]
- Work packages [*WP descriptions, responsible partners and persons, documentation, tasks, milestones, and deliverables, activity status, proof documents*]
 - WP1
 - WP2
 - WP3
 - WP4
 - WP5
 - WP6
 - WP7
 - WP8

6 Conclusions

The e-platform was created, all the full partners have accounts, and the project data is updated regularly.