D1.1 Project Management Tools
Version 1.0

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Change Log

Version	Description of Change
v1.0	Initial Draft released to the European Commission (based on internal v0.7).

Change Log

Table of Contents

1 Introduction and Executive Summary

The purpose of this document is to describe the tools that implement the Communication and internal Quality Assurance Strategy for the ParaDIME Project team.

Based on feedback from the General Assembly, WP1 (BSC, the Coordinator) has employed an interactive strategy consisting of email lists, a secure intranet known as the Project Portal which includes a Subversion or SVN Repository for prototype code and document revision control in addition to monthly teleconferences and bi-annual face-to-face meetings. The regular use of these management tools has resulted in smooth communication between the Partners throughout the first 6-months of the project.

2 Distribution and Contact List

The primary communication channel for the project is email. For this reason, the first communication-related tool set-up for the project consists of several Distribution Lists

Figure 1: ParaDIME Contact List (and Distribution Lists)

which facilitate the routing of information requests to the appropriate individuals and groups. The Project Manager updates these lists on a regular basis and posts the most up-to-date information to the Project Portal in the form of a project Contact List. This Contact List also includes the key contact coordinates for all Partners.

3 Meetings

Another important tool for maintaining strong communication between the partners has been holding monthly teleconferences to evaluate progress against project plans, identify major problems and co-ordinate project-related interactions among the WP Leaders. Each of the teleconference agendas consists of two distinct parts: 1) the General Assembly Meeting in which the voting members discuss general and high level technical project progress toward the plan of record and assign actions; and 2) the Technical Meeting in which WPLs and individual contributors share status and results as well as discuss relevant technical issues in greater detail. The Project Manager, working with the Technical Manager, calls and prepares the General Assembly Meetings for which the Project Manager creates the agenda and provides the minutes. The Technical Manager, working with the Project Manager, prepares the Technical Meeting for which the Technical Manager provides the agenda and minutes. The Project Manager is in turn responsible for collecting feedback and ultimately publishing all meeting documentation to the Project Portal. The PM classifies Action items with a unique identifier including the meeting date and number (i.e. 130110.A2)

and tracks them from meeting to meeting in order to ensure prompt resolution. When the discussion of complex technical issues are threatened by meeting time constraints, Work Package Leaders are encouraged to hold additional meetings and / or to start technical discussion forums on the Project Portal or via email.

In addition to holding monthly teleconferences, the General Assembly called 2 (bi-annual) face-to-face meetings consisting of several days of technical discussions between the Work Package Leaders, during each of which a half-day GA Meeting was held. These meetings, specifically, a Kick-off Meeting held in October and a deliverable-centric meeting held in February, facilitated tight collaboration among the project Partners ensuring that the project has progressed according to the plan of record. Moreover, the February Face-to-face Meeting held in Switzerland focused on the collaboration necessary to define the Requirements and Target Success Criteria and initiated the work on deliverables due at month 6.

4 Project Portal

By far, the most valuable communication tool used by the Project Team has been the Project Portal. The Project Portal is a wiki-based secure intranet that was created to facilitate the exchange of critical project documentation, code and news. It provides a structured central document repository for meeting minutes and presentations, deliverable drafts, dissemination material drafts, project-internal documentation and other relevant information including links to relevant articles, blogs and papers. The Quick Link Section of the portal is largely maintained by the Project Manager; however, the portal also allows for controlled sharing of the latest deliverable drafts, project-developed software and related results. This aspect of the portal, the Subversion or SVN Repository, is monitored by the Technical Manager and explained in further detail in the next Section of this document.

The ParaDIME Project Portal may be accessed with username and password from the ParaDIME Public Website www.paradime-project.eu (see Project Portal button) and at the link: https://wiki.paradime-project.eu/index.php5/Project_Portal_Home. Due to the proprietary nature of the information and documentation exchanged on the ParaDIME Project Portal, access is restricted to the Partners of the ParaDIME Consortium. Please contact Gina Alioto, the Project Manager for the Coordinator (BSC) with any questions regarding access at paradime-coordinator@bsc.es.

4.1 Design and Implementation

The ParaDIME Project Portal was implemented as a wiki in order to meet the Project Team requirements for maximum flexibility and ease-of-use for updating. The portal was designed by the Project Manager and implemented by the BSC Webmaster.

All participants in the project have been provided with individual usernames and passwords in order to access the portal. Moreover, all users have been provided with rights to update the "wiki-style" pages. However, in practice, it is the Project Coordinator that updates the administrative and planning content on the Project Portal.

4.2 Structure and Content

4.2.1 Project Portal Home

This main page contains the latest Project News including important deadlines and links to detailed Action Plans.

4.2.2 Quick Links

The Quick Links sidebar is designed to provide users with direct access to the most essential administrative and technical project documents, including the Description of Work (DoW), the Consortium Agreement (CA), the Grant Agreement (EC-GA) and subsequent Amendments and all project Deliverables. It also allows for direct access to the project Templates to be used for creating project-related documentation and deliverables. Most importantly, the sidebar makes it easy for users to identify and contact all individual contributors via the Contact List and to find all Meeting Minutes and Actions under Consortium Meetings. Finally, it provides a direct link to project internal prototype code releases in the SVN.

4.2.3 Work Packages

The individual Work Package pages serve as a virtual whiteboard for exchanging ideas. Each of the Work Packages Leaders maintains his or her own discussion page. However, this virtual whiteboard is not intended for recording decisions; Decisions are made at the level of the General Assembly and are referenced in the Meeting Minutes (available on the Quick Link to Consortium Meetings).

4.2.4 Update Procedure

The ParaDIME Coordinator Project Manager is largely responsible for providing the administrative content while the Technical Manager is responsible for driving the technical content updates to the Project Portal on a regular basis. The Project Manager summarizes any major updates to the portal on a regular basis via email or at the regular teleconferences.

When posting documents, the Project Manager posts the most current version of the document first but maintains links to all previous versions of documents in reverse version order. All previous versions of documentation have a change version table within the documents, so that the changes between versions are clearly understood. The Project Manager notifies the Project Team via email when any new documents are posted to the Project Portal.

4.3 Preview

The following is a preview of the ParaDIME Project Portal at the time of writing this document. As this tool is meant to be updated on a regular basis, the actual Project Portal content will vary from the screen capture below.
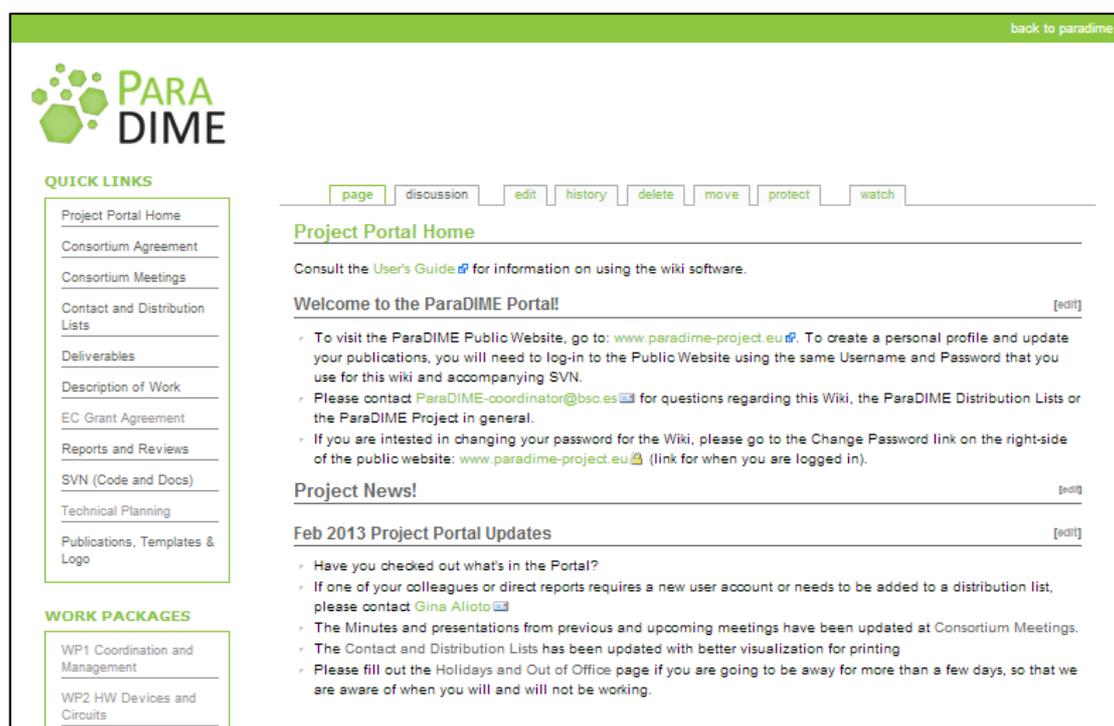
Figure 2: ParaDIME Project Portal

4.4 Technical Implementation

The Public Website and Project Portal reside on the same BSC server. The technical and security requirements for both were defined by the ParaDIME Webmaster in conjunction with the Project Manager and the BSC Operations Team and are described in detail in the D6.1 Public Website. The Project Portal utilizes MediaWiki version 1.15.2 and has a separate MySQL database.

5 Subversion (SVN)
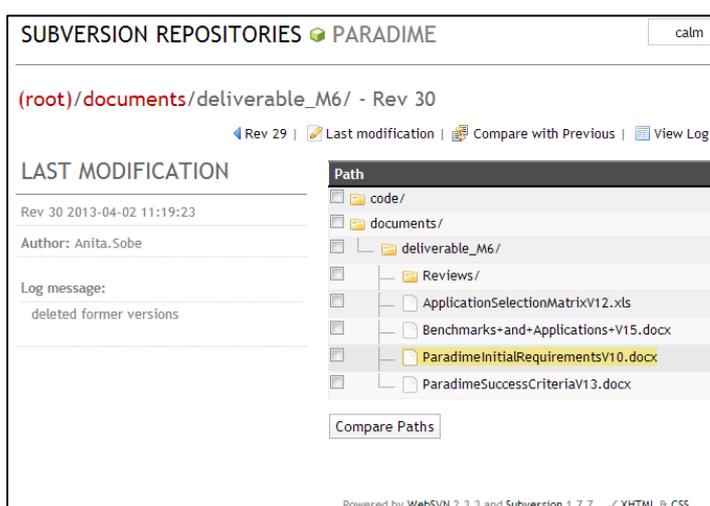
The final tool designed to facilitate exchange of information between the partners is the SVN or Subversion. The SVN is a secure and collaborative revision control system and repository that maintains current and historical versions of source code and documentation. The ParaDIME SVN has been created expressly for working on technical deliverables (code and related documents).

It is accessible through the ParaDIME Project Portal with the same username and password as the portal and ParaDIME Public Website. It is also available at the direct link: https://svn.paradime-project.eu/.