# VOLUMETRIQ

## VOLUme Manufacturing of PEMFC Stacks for TRansportation and In-Line Quality Assurance

*Grant agreement no.: 671465*
*Start date: 01.09.2015 – Duration: 36 months*
*Project Coordinator: Ashley Kells – Intelligent Energy*

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# DELIVERABLE REPORT

| D1.2 – PROJECT SHARED WORKSPACE IMPLEMENTED AND OPERATIONAL | |
|---|---|
| Due Date | 31 October 2015 |
| Author (s) | N. Cros - PXO |
| Workpackage | WP1 |
| Workpackage leader | M. Barrell - IE |
| Lead Beneficiary | N. Cros - PXO |
| Date released by WP leader | 27/10/15 |
| Date released by Coordinator | 30/10/15 |

| DISSEMINATION LEVEL | | |
|---|---|---|
| PU | *Public* | *X* |
| PP | *Restricted to other programme participants (including the Commission Services)* | |
| RE | *Restricted to a group specified by the consortium (including the Commission Services)* | |
| CO | *Confidential, only for members of the consortium (including the Commission Services)* | |

| NATURE OF THE DELIVERABLE | | |
|---|---|---|
| R | *Report* | |
| P | *Prototype* | |
| D | *Demonstrator* | |
| O | *Other* | *X* |

| SUMMARY | |
|---|---|
| **Keywords** | *PROJECT SHARED WORKSPACE - INTERNAL COMMUNICATION* |
| **Abstract** | To fulfil two fundamental internal project communication requirements: i) efficient exchange between partners of information about VOLUMETRIQ project ii) decentralised and secured archiving of the documents generated, one independent and secured web-based communication tool: Project Shared Workplace – PSW has been implemented with a restricted access for project partners only. |
| | Among all the functionalities installed on this PSW, for now partners have a total access to the following tools: |
| | ▸ Document sharing and archiving |
| | ▸ Meeting organization |
| | ▸ General project communication |
| | ▸ Online working document |
| | ▸ Individual project management |
| | The PSW maintenance is therefore an on-going activity that will go along with the project lifetime. |

| REVISIONS | | | |
|---|---|---|---|
| **Version** | **Date** | **Changed by** | **Comments** |
| **0.1** | 27 October 2015 | N. Cros - PXO | |
| **1.0** | 30 October 2015 | A. Kells - IE | Approval |

# *D1.2: PROJECT SHARED WORKSPACE IMPLEMENTED AND OPERATIONAL*

## CONTENTS

# 1. INTRODUCTION

This deliverable concerns the implementation of the Project Shared Workspace (PSW) for VOLUMETRIQ partners. This PSW is available at the following address: *https://pretexo.com/volumetriq/egroupware*

# 2. Scope

The role of the PSW is to promote efficient exchange between partners of information about VOLUMETRIQ project and to ensure a decentralised and secured archiving of the documents generated. The PSW is accessible via a secured intranet connection through a web-based collaborative software named "eGroupWare". This professional groupware is used worldwide for the management of numerous collaborative projects and very flexible depending on partner needs.

# 3. DISCUSSION

## 3.1 HOSTING

The PSW is online and fully operational since October 20th, 2015. This PSW is hosted on a dedicated server. The server, property of PXO, is an Optiplex GX620 Dell machine (2.8 GHz, 800 MHz bus) with two SATA hard-drives of 80 GB (the second one being dedicated to daily backup) and 2 GB 533 MHz DDR memory.
The PSW confidential information exchanged is secured through a SSL Certificate Encryption & Authentication (Thawte®).

## 3.2 MAIN FEATURES

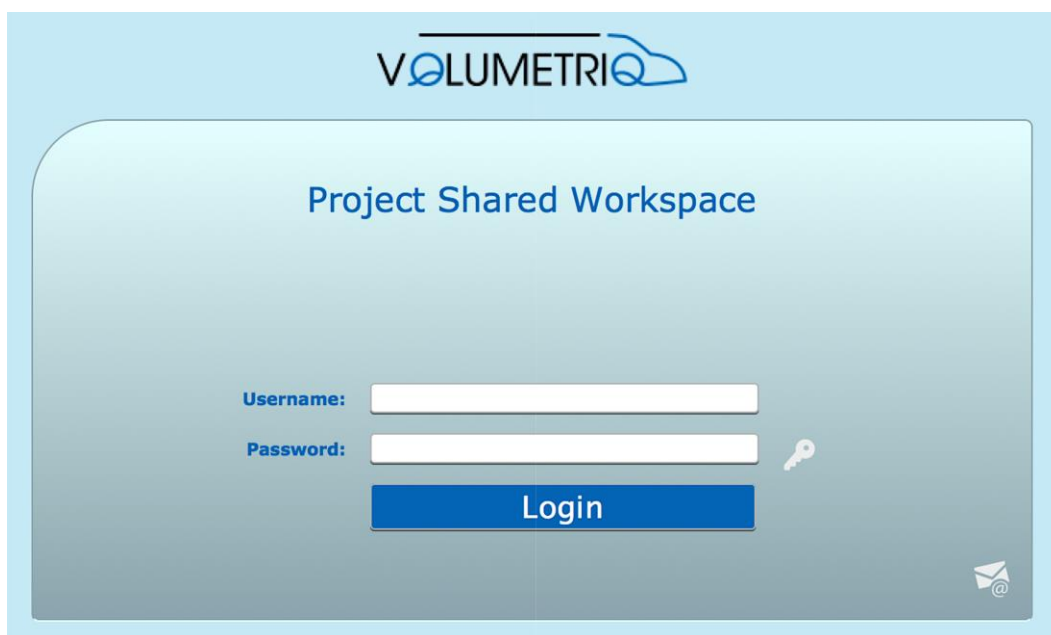A screenshot of the login page of the PSW is provided in figure 1.



***Figure 1****: PWD login page*

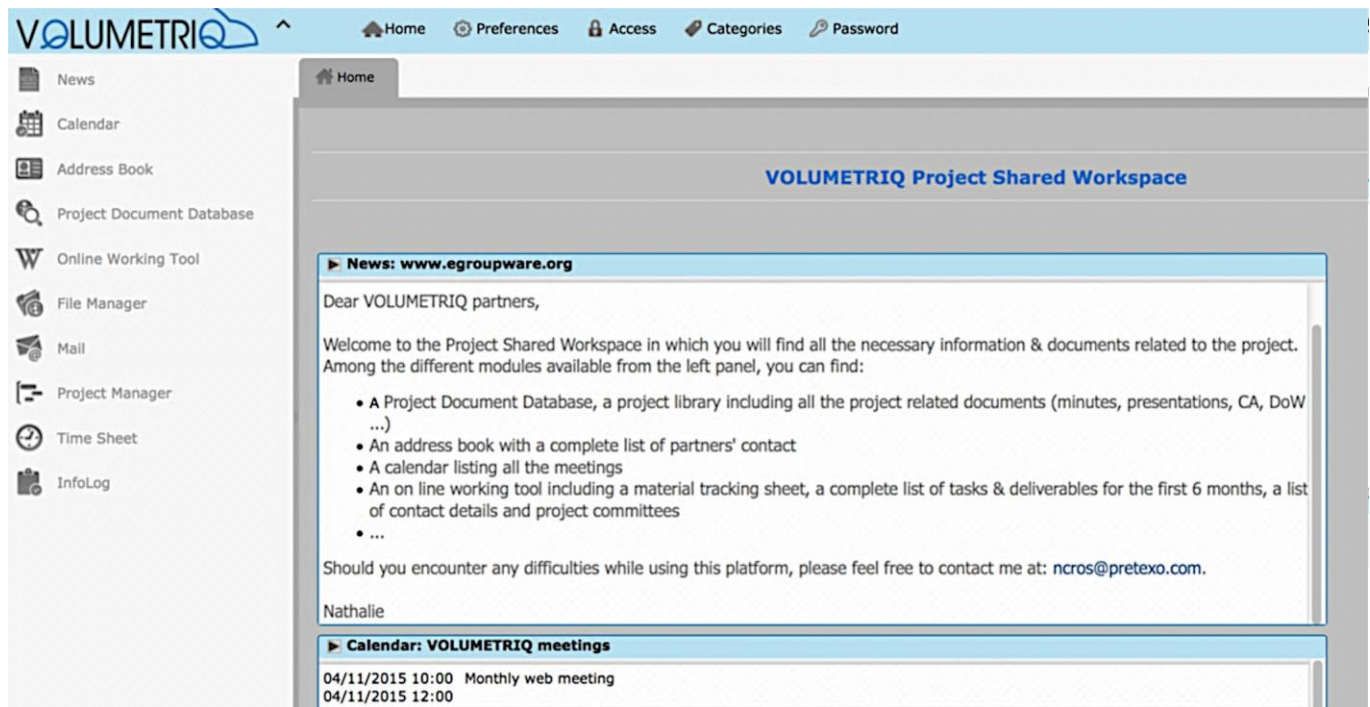This PSW as a collaborative tool offers various modules listed below and accessible from home page left menu (fig. 2):



*Figure 2: PWD Home page*

### a. DOCUMENT SHARING & ARCHIVING TOOLS

▷ **Project document database**: Virtual project library including data and files of interest for all the VOLUMETRIQ partners classified in general categories (Progress Meetings, Dissemination, Deliverables ...).

▷ **File manager**:  Fully equipped web based file manager for sharing information and managing documents: Team folder for supporting optimal data exchange, Individual home data area for each user, Upload multiple files at once…

▷ Shared file storage **avoids the need to email presentation material** etc., between partners.

### b. MEETING ORGANISATION TOOL

▷ **Calendar**: Manage own and shared appointments, link appointments to other parameters like contacts, tasks or attach files, Receive Email notifications about any changes to own calendar, Print function to create a receipt of an appointment with complete information about date, time, subject, notes, participants, attachments …

### c. ONLINE WORKING DOCUMENT TOOL

▷ **Online working tool**: Enables to read and modify a document directly online, so no more need to exchange files by emails. Recent changes are automatically listed. A search field allows to look

for a specific page by entering a search term (e.g. from the title). Already available a material tacking sheet, the list of deliverables, and the list of project committees.

### d. GENERAL COMMUNICATION TOOLS

- **Home**: Gateway to the intranet with information of interest: News & Documents in the Database, Communication from the coordinator, Meetings
- **Address book**: Includes partners' coordinates (distribution lists have been created to organise the address database by WP).
- **New**s: Intranet information system to quickly pass information on to selected readers.
- **Email**: This module has been set to send emails from the intranet (inform partners about meetings for example), but not to receive emails on this platform (the inbox function has been disabled).

### e. PROJECT MANAGEMENT TOOLS

- **Infolog**: "Post-it"-like reminder to create tasks and eventually delegate to team members or group.
- **Timesheet**: Record time spent on the project, link time sheets to tasks, projects, contacts or any other kinds of information in the VOLUMETRIQ Collaborative Platform and classifies them by categories and status.
- **ProjectManager**: Create and manage project, staff and budgets, Set milestones, Capture working hours and costs, visualise project status and time line by Gantt chart …

### f. PERSONALISATION – USER MANUALS

- **Preferences**: Change the preferences for all of the applications (according to partner access rights) and also change password.

## 4. Conclusions and future work

Structure and content of this PSW can be subjected to changes and improvements during the project lifetime, to fulfil possible new needs and emerging requirements. The PSW maintenance is therefore an on-going activity that will be updated as project development proceeds.