D1.7 -

PROJECT COLLABORATION TOOLS

ISOLA

Deliverable Information

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Executive Summary

This document demonstrates the methods and tools used by the ISOLA project consortium to collaborate effectively and efficiently. The file sharing and hosting wiki is described to show how each partner has access to all the necessary information to remain current within the project. A few of the methods of telecommunication used to host the necessary meetings between consortium partners are outlined.

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Introduction

An internal wiki called DokuWiki was made to host files shared amongst the consortium. Multiple teleconference (Google Meet, Webex and GoToMeeting) communication channels are used for hosting meetings. To schedule these meetings Doodle polls are used to show each partners availability.

1 DocuWiki

DokuWiki (http://mklab.iti.gr/isola/doku.php) is a standards-compliant, simple to use Wiki, mainly aimed at creating documentation of any kind. It is usually created for developer teams, workgroups and small companies. Its characteristics make it ideal for the organization of a project's information. It has a simple but powerful syntax that allows content to remain readable from outside the Wiki and also eases the creation of structured texts. There is no database that is required for the data storage. All data is stored in plain text files. Thus, it is suitable to deploy for internal knowledge management, and as a content management system. DokuWiki is implemented in PHP and is distributed under the terms of the GNU General Public License, making it free and open source software.

A wiki site (Figure 1.**Erreur ! Source du renvoi introuvable.**) was created for serving ISOLA general management providing to the partners every information needed for an efficient and effective workflow thought the duration of the project. Wiki functionalities allow not only file and document uploading and sharing, but also creation and editing of living documents that are documents that can be accessed and edited simultaneously from multiple users.

Figure 1. ISOLA logo for the wiki site.

1.1 Management

There are seven main topics in the ISOLA wiki page which can also be tracked by using the table of contents at the front page.

The first topic is the management (Figure 2) where important general information and files are provided to the partners regarding the project's administration and is structured in sub-topics. At the top of this topic, the Grand Agreement is posted so that every partner can have immediate access to this to read and clarify possible questions that probably are answered inside it.

The first sub-topic refers to security, where security guidelines for the project are provided. Inside security topic every partner can find information about the security guidelines provided

by the EC for the H2020 research projects, guidelines about crisis communication, specific security guidelines that were decided and must be followed during the project in cases of deliverables preparation and material dissemination. Of course there is a table with the details of the Security Advisory Board (SAB) members, which has been established to review the project deliverables, assess whether they include any security sensitive information and propose measures for preventing the misuse of such information.

Then, the "reporting" sub-topic follows where each partners can have access or upload the technical reports, the financial reports and any other periodic reporting that is required during this project.

The "Quality Assurance Guidelines" sub-topic exists so that the partners can find specific guidelines and steps about the preparation of deliverables, specific templates that are created for writing documents or making presentations and finally the project's and partners' logos.

The "Risk Assessment" sub-topic follows where the critical risks are recorded. There is a table where each critical risk can be described including information about the WP number, the owner, the milestone number, the probability to happen, the impact of this risk, the mitigation actions and its current status.

Finally, there is a sub-topic called "Others", where every partner can find information about the management structure of the project, the financial guidelines and files regarding the management.

ISOLA wiki

This wiki is the central repository for internal information of the ISOLA project.

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Management

📄 **Grand Agreement**

Security

- Security Guidelines and SAB

Reporting

- Financial Reporting
- Technical Reporting
- Periodic Reporting

Quality Assurance Guidelines

- Deliverables production
- Templates
- Logos and figures

Risk assessment

- Risk Management

Advisory Board

- Advisory Board status

Other

- Data Management
- Financial Guidelines
- Management Structure

Figure 2. First topic of the ISOLA wiki is the Management.

1.2 Meetings, Teleconferences and Member Lists

The next topic (Figure 3) concerns all the information about partners' meetings such as the kickoff meeting, plenary meetings or internal conferences with all their details. More specific, every partner can find the information about the date, the participants, the minutes, the communication platform that was used, the files/presentations/documents that were presented of every meeting that occurred or is scheduled for the near future.

In this topic, there are also two wiki pages including the contact details (name, company, email) of every partner in the consortium and tables with the mailing lists that were created in order to achieve an efficient communication and collaboration between the partners. More

specific, eleven mailing lists are created. Since the work packages that require communication are nine, there are nine mailing lists for each work package. The WP10 concerns only ADS so there was no need for a mailing list. Each one of these nine mailing lists include the partners that are WP leaders, Task leaders, task collaborators or other partners that can provide useful information in this WP. There is also the administration mailing lists, which includes the partners that are responsible for the administrative issues of the project such as the financial reports. Finally, there is of course the general mailing list which includes every partner that works in the ISOLA project.

Meetings, Telcos and Member Lists

Meetings

- Meetings

Member lists

- Contact List
- Mailing Lists

Figure 3. Meetings, Teleconference and Member lists topic in the ISOLA wiki.

1.3 Project Work Description

The next topic (Figure 4) includes information about the project work description. In this topic the Description of Actions (DoA) file is uploaded so that every partner can have immediate access to it. Based on DoA, there are three wiki pages where each partner can find a detailed list of the project's deliverables, a detailed list with the project milestones and a page for the action points when those are defined. More specific, in the deliverables page, there is a table with the number of the deliverable, its title, the WP number, the leader of this deliverable, the dissemination level (public, classified, confidential), its nature (report, demonstrator, ethics), the date that must be delivered, the date that was delivered, information about the internal reviewers and the review process.

In the "milestones" page there is also a table that includes the milestone number, its title, the WP numbers that will participate in this milestone's goals, the due dates, its description and the deliverables that this milestone requires. Finally, in the "action points" page, the actions that must be followed in order to achieve ISOLA's goals are recorded. More specific, there will be a table with the number of action point, its title, its small description, who is responsible for this action point and the dates that these action points have to be delivered and are delivered.

Figure 4. Project Work Description topic in the ISOLA wiki.

1.4 Technical

This topic (Figure 5) was created to serve mostly the technical partners of the ISOLA project. In this topic everyone can find information about the technical teleconferences that were organized or will be organized in near future. There are the dates of the teleconferences, the participants, the minutes of each one of them, the presentations, documents that may be presented or must be used by the partners and of course the connection details. This is very useful for the partners, to be able to recover the topics that were discussed in each teleconference. There is also a wiki page where the technical requirements will be recorded when the technical partners take the results of the user requirements and the design of Pilot Use Cases.

Figure 5. Technical topic in the ISOLA wiki.

1.5 End Users/Pilots

This topic (Figure 6) has the same structure as the technical one. In this case, it is created to serve the needs of the users of the ISOLA project. In this topic, there are also information about the teleconferences that take place between the users. the ship companies or stakeholders that were organized or will be organized in near future. Once again, someone can find information about the dates of the teleconferences, the participants, the minutes of each one of them, the presentations, the documents that were presented or must be used by the partners and of course the connection details. There is also a page where the user

requirements will be recorded when that procedure will conclude and of the course it will include the analytical description of the PUCs where the ISOLA platform will be demonstrated and tested.

End Users / Pilots

- User Telcos
- User Requirements

Figure 6. End users topic in the ISOLA wiki.

1.6 Dissemination, Collaboration and Exploitation

This topic (Figure 7) includes all the information about the dissemination actions and dissemination material, the articles that will be published, some guidelines about open access publications, the user groups and the exploitation plan.

In the dissemination actions page, anyone will find information such as the event or conference name, the participant partners, how ISOLA was disseminated at the event, relevant contacts that might have been made and of course uploaded photos. Those events can be, workshops, user days, open days, demonstrations, information days, press releases, newsletters, meeting with related projects and website and social media traffic. In the "publications" page the details of the published scientific paper in conference or journal are uploaded. In the "dissemination material", newsletters, brochures or leaflets will be uploaded. In the "Open Access Policy for Publications" page someone can find the guidelines that each beneficiary must ensure to produce open access scientific publications.

There is also the sub-topic that includes a table with the user details and more specific their name, the organization, their country, information about their website, their email, from whom they were proposed and any potential interest that they might have. Finally at the exploitation page, the exploitation strategy of every partner and the exploitation plan of the platform will be included.

Figure 7. Dissemination, Collaboration and Exploitation topic in the ISOLA wiki.

1.7 EC Assessment

This topic will include the assessment, reviews, results produced by the EC.

Figure 8. EC Assessment topic in the ISOLA wiki.

2 Meetings

2.1 Scheduling

Doodle polls (https://doodle.com/en/) are used to schedule meeting availabilities for each partner invited to the meeting. An open link (Figure 9.) is generated and distributed to the intended parties via their email. Their responses (Figure 10.) are recorded and give the meeting scheduler the best time and day options to maximise attendance of the proposed meeting.
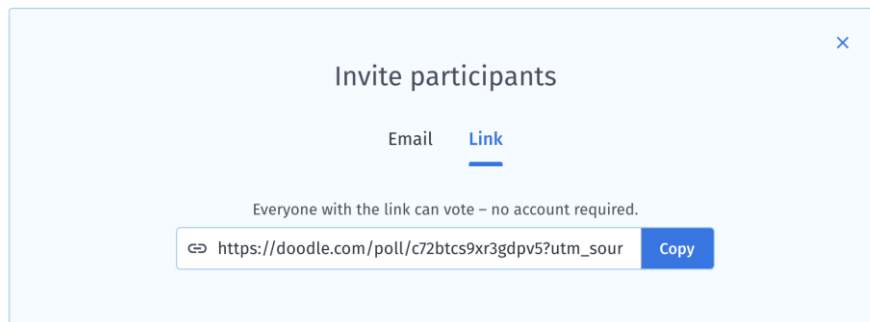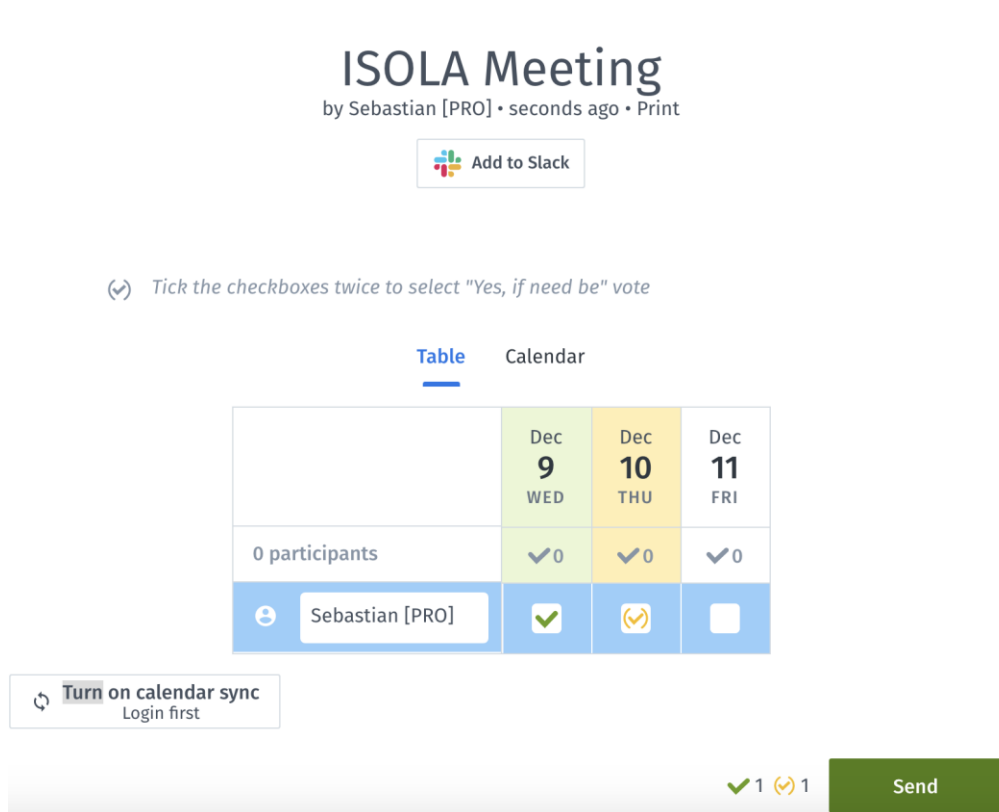
Figure 9. Doodle poll link.

Figure 10. Doodle poll calendar.

2.2 Teleconference

Multiple telecall solutions are used to host meetings between partners and the consortium as a whole. Services such as GoToMeetings, Skype, Cisco Webex and Google Meet host multi person telecalls allowing the sharing of text, audio, video and screen sharing services. These services are open to each partner to use with their own discretion while planning a meeting. Links to scheduled meetings are distributed via email to invited partners.

References