



Internal project platform

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| | | | | |



Abstract

Internal project platform

This deliverable report provides a snapshot of the FAIRiCUBE internal project platform. Basic file storage and sharing functionality, user management and communication channels across the project and within the work-packages (WPs) are available and are in productive use. Additional Teams applications like a TaskPlanner and the OneNote project handbook provide added values for the collaboration within the project, more applications are evaluated for use. Main advantage of the chosen platform provider was the wide accessibility and acceptance of MS Teams as well as the tight integration of functionality making all documents, tasks and documentation easily available for all project members.



TABLE OF CONTENTS

| | |
|------------------------------------|---|
| Document History | 2 |
| TABLE OF CONTENTS | 4 |
| 1. General..... | 4 |
| 2. Teams project | 4 |
| 2.1 Channels..... | 4 |
| 2.2 Files and folders | 5 |
| 2.3 Task planner | 6 |
| 2.4 OneNote notebook | 7 |
| 2.5 Other Teams applications | 8 |
| 3. Conclusion | 9 |

1. General

For an effective and productive collaboration amongst international project partners, an internal project platform is essential. Project partners need to have a common space for creating, editing and sharing documents as well as organizing and planning the project work. Fortunately, well established platform tools exist that offer integrated solutions for project communication, file exchange and collaboration as all as documentation.

During the FAIRiCUBE project proposal preparation phase, the consortium decided to use Microsoft Teams, hosted by the consortium coordinator NILU, as such an integrated platform. This FAIRiCUBE Teams project is now reused and will be expanded to adopt for the ongoing project work. Additional MS Teams features are gradually rolled out to the project partners with advice and guidance formulated and documented in the FAIRiCUBE project handbook – also hosted as a plugin to the FAIRiCUBE Teams project.

2. Teams project

The existing FAIRiCUBE Teams project used in the project application phase was now extended and all relevant scientific and administrative users are included as members to the team. Teams roles were defined and members are tagged according to their partner association.

2.1 Channels

In order to allow for work-package (WP) specific project work, separate channels were created reflecting the WP structure of the proposal (see Figure 2–1). All channel related functionalities and folder are currently in the process of being moved from *private* to *public* to allow access and collaboration for all FAIRiCUBE members. The channel *general* serves as a main communication and file exchange hub.

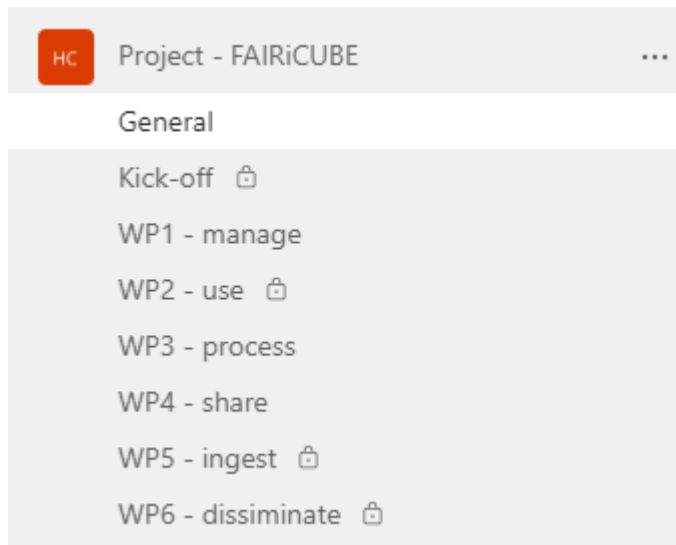


Figure 2–1 : FAIRiCUBE Teams project and channel overview

2.2 Files and folders

Based on the existing folder structure of the FAIRiCUBE Teams project proposal platform, several additional folders have been created (see Figure 2–2). All the submission and grand preparation documents are conveniently accessible for review. Essential folder for the storage of milestones and deliverables as well as financial sheets have been created. Documents that are foreseen to heavily be used or that be of special interest, such as the consortium contact list and the list of deliverables, are pinned as task to the menu for easy access.

As of the general folder structure, the file locations and file highlighting is not seen as static but shall be adopted according the members needs. A first suggestion is presented by the project coordinator but can change in the course of the project runtime.



| HC General Posts Files ▾ FAIRiCUBE Notebook FAIRiTasks deliverables.xlsx contact_list.xlsx + | | | |
|---|--------------------|--------------------|-----------------|
| + New ▾ ↑ Upload ▾ Edit in grid view Copy link Sync Download | | | |
| Documents > General | | | |
| 📄 | Name ▾ | Modified ▾ | Modified By ▾ |
| 📁 | deliverables | July 26 | Stefan Jetschny |
| 📁 | finances | July 4 | Stefan Jetschny |
| 📁 | literature | September 3, 2021 | Stefan Jetschny |
| 📁 | milestones | August 3 | Stefan Jetschny |
| 📁 | old_docs | September 15, 2021 | Stefan Jetschny |
| 📁 | promotion | May 4 | Stefan Jetschny |
| 📁 | submission_docs | February 8 | Stefan Jetschny |
| 📁 | workshops_meetings | June 1 | Stefan Jetschny |

Figure 2–2 : FAIRiCUBE channel *general* file and folder structure overview

2.3 Task planner

In order to assist the project planning and to follow up work especially in *WP1 – manage* and *WP6 disseminate* where most of the consortium is involved, a task planner has been activated as a plugin feature of the Teams project (see Figure 2–3). There project members can set up and define task including deadlines as well as assign project members that contribute to this task. Tasks can be moved around activity columns to highlight the status and progress of tasks. All this is transparent to all Teams project members. Every WP is encouraged to use a task planner, but they are free to choose a tool of choice. For WP1 we have agreed on the routine to create tasks to remind of upcoming milestones and deliverables. After assigning to the responsible members, the task planner will remind of this task automatically.

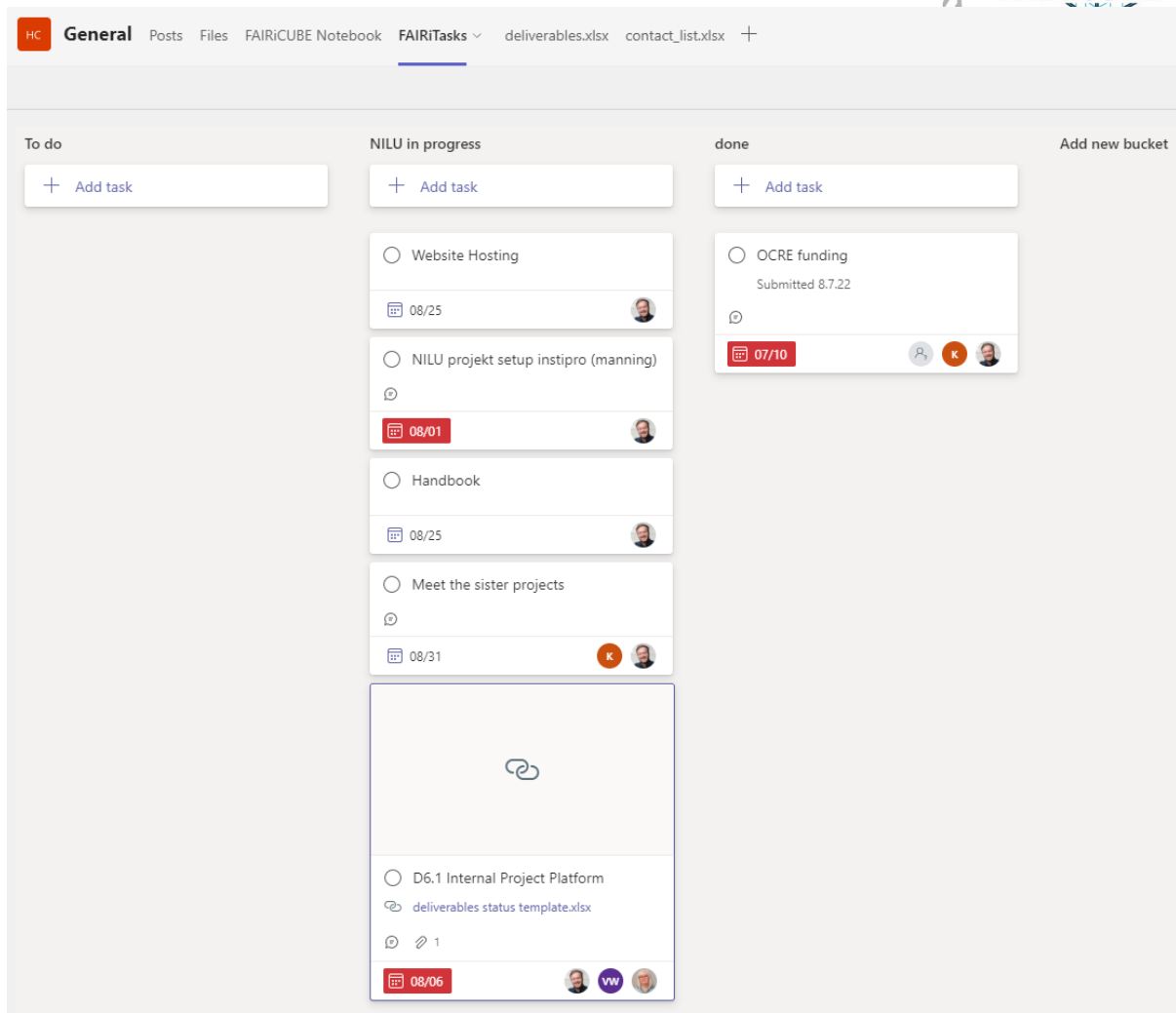


Figure 2–3: FAIRiCUBE task planner overview

2.4 OneNote notebook

Another useful feature of the Teams project is to integrate standalone applications like MS OneNote directly into the Teams project making this easily accessible and therefore useable for all Teams members. The project coordinator has therefore decided to create the FAIRiCUBE project handbook as a OneNote document tab in the FAIRiCUBE Teams project (see Figure 2–4). Instead of a static structure it contains sections and pages of project guidelines which dynamically grows over time. Here, all project members find a collection information covering communication, delivery and meeting routines. At any time, the handbook can be exported and statically distributed but it is meant to be a live document that reflects and documents best FAIRiCUBE practices and agreed procedures.



The screenshot shows a Microsoft Teams chat window with a 'FAIRiCUBE Notebook' embedded. The notebook content includes:

| communication | Related projects |
|-------------------|------------------|
| technical library | Project website |
| reporting | Regular meetings |
| deliverables | Mail groups |
| milestones | |
| meetings | |

Below the table, the notebook displays 'Related projects' information, including a date and time stamp: 'Monday, July 25, 2022 9:33 PM'. It also lists 'EU Projects in the same topic' with a bulleted list:

- USAGE
 - Oscar Corcho <ocorcho@fi.upm.es>
- AD4GD
 - Joan Masó <joan.maso@uab.cat>

Further down, it lists 'Projects in the same area' with a bulleted list:

- 4 (2021)
- 11(2022)

Other related projects are listed with links and key facts:

- <https://www.fairsfair.eu/>
- <https://codata.org/worldfair-global-cooperation-on-fair-data-policy-and-practice-a-major-two-year-project-starts-today/>
- [WorldFAIR](#) : Global cooperation on FAIR data policy and practice

Figure 2–4: FAIRiCUBE project handbook overview

2.5 Other Teams applications

There is a larger range of additional Teams applications available that can be integrated as tabs in the FAIRiCUBE Teams project (see Figure 2–5) which potentially can enhance the collaboration power of the FAIRiCUBE internal project platform. Functionality like a team calendar will be evaluated and agreed upon with the project partners.

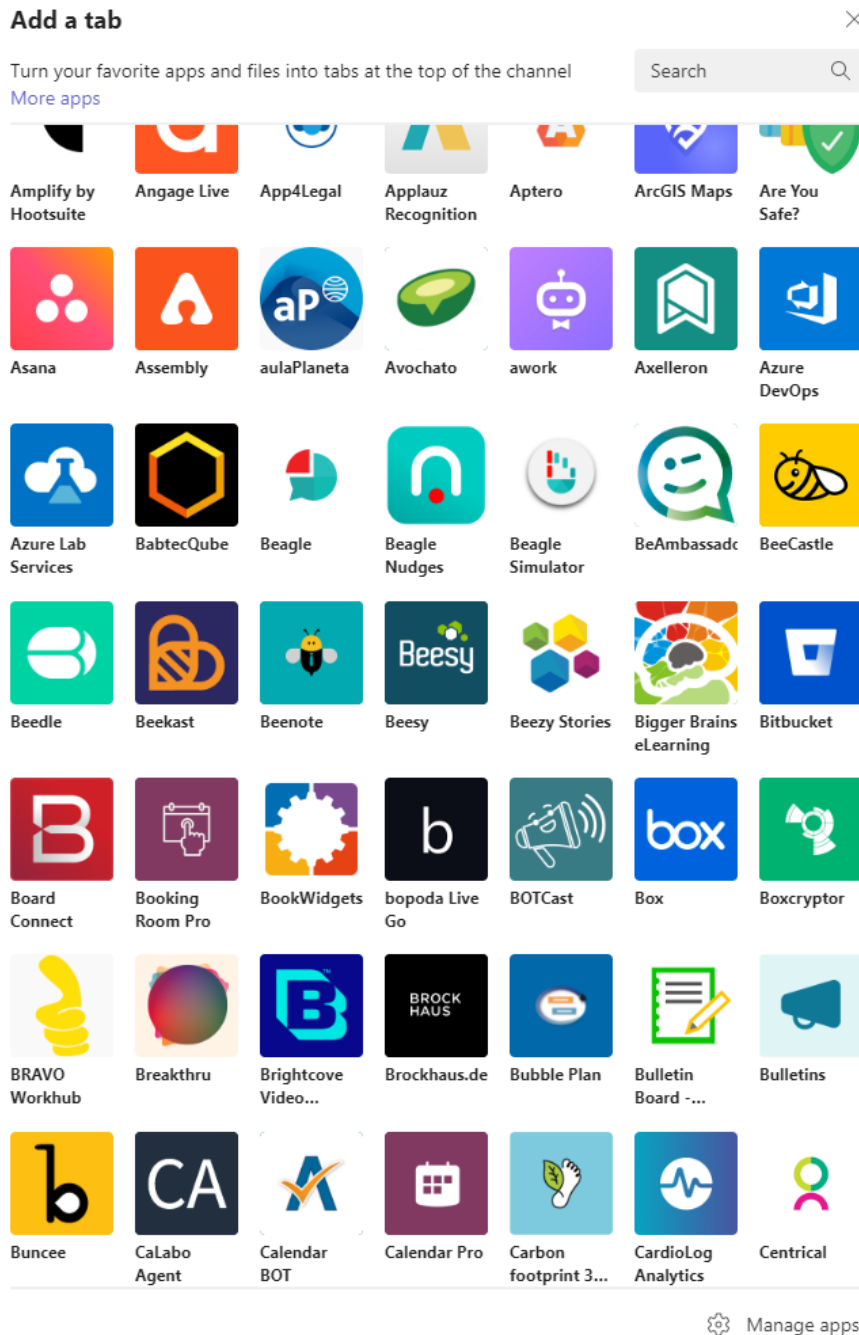


Figure 2–5 : Teams apps catalogue

3. Conclusion

What started with a simple Teams project managing the collaboration in the FAIRiCUBE project application phase, turned now into a fully operational internal project platform where all necessary data storage, handling and sharing as well as communication functionality is nicely integrated. Additional Teams apps provide additional functionality like a TaskPlanner or the OneNote FAIRiCUBE handbook.