

IFAST

Innovation Fostering in Accelerator Science and Technology
Horizon 2020 Research Infrastructures GA n° 101004730

MILESTONE REPORT

Information Flow management tool installed

MILESTONE: MS1

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ABSTRACT

Report is outcome of the WP1 Task 1.2 “Information Flow Management and Cross-coordination”. It confirms that Information Flow management tool is installed as requested by end of project M3. Technically tool is based on the private project dedicated SharePoint web-site. This IFAST Collaborative Space has clear set of the rules which are available to the partners and where explained to the project partners and stakeholders on appropriate occasions.

IFAST Consortium, 2021

For more information on IFAST, its partners and contributors please see <https://ifast-project.eu/>

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Delivery Slip

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Executive summary

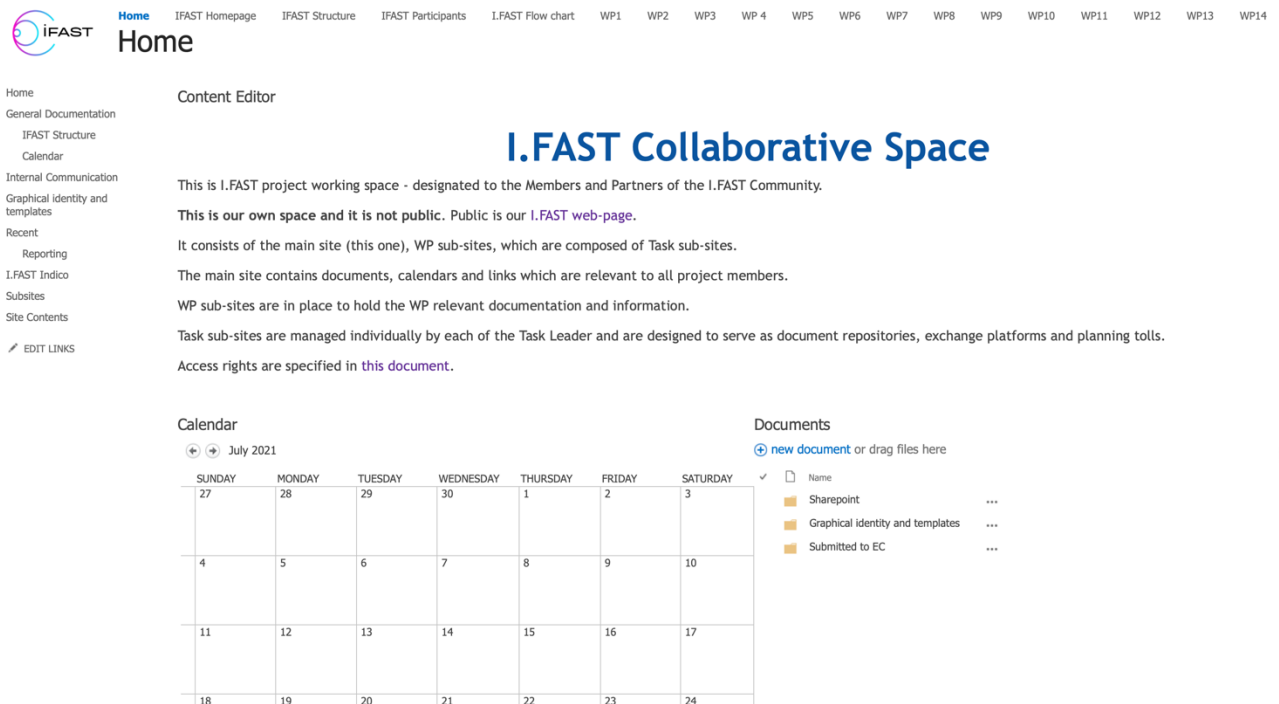
This report is outcome of the WP1 Task 1.2 “Information Flow Management and Cross-coordination”. The report is confirmation that MS1 is achieved and that the project-critical Information Flow management tool is installed up-and-running. This tool, by choice of the project Management Team is based on SharePoint platform and named “I.FAST Collaborative Space”. IT ensures the overall cross-coordination and information flow between the I.FAST WPs, in particular on subjects that are at the intersection between different WPs, is made available.

Report and relevant web-links

This report is outcome of the WP1 Task 1.2 “Information Flow Management and Cross-coordination”. This activity is managed by RTU jointly with CERN and GSI. Naturally, it has cross-links with other WP1 Tasks, especially Task 1.3.

The report is confirmation that I.FAST project Milestone 1 is achieved and that the project-critical Information Flow management tool is installed up-and-running. This tool, by choice of the project Management Team is based on the and named “I.FAST Collaborative Space” (see Fig. 1).

https://espace.cern.ch/project-IFAST-Intranet/_layouts/15/start.aspx/



The screenshot shows the SharePoint interface for the I.FAST Collaborative Space. At the top, there is a navigation bar with the I.FAST logo and a 'Home' button. Below this, a horizontal menu lists various site sections: I.FAST Homepage, I.FAST Structure, I.FAST Participants, I.FAST Flow chart, and a series of Work Packages (WP1 to WP14). On the left side, there is a vertical navigation menu with categories like 'Home', 'General Documentation', 'Internal Communication', and 'Recent'. The main content area features a large heading 'I.FAST Collaborative Space' and a brief introduction: 'This is I.FAST project working space - designated to the Members and Partners of the I.FAST Community. This is our own space and it is not public. Public is our I.FAST web-page. It consists of the main site (this one), WP sub-sites, which are composed of Task sub-sites. The main site contains documents, calendars and links which are relevant to all project members. WP sub-sites are in place to hold the WP relevant documentation and information. Task sub-sites are managed individually by each of the Task Leader and are designed to serve as document repositories, exchange platforms and planning tools. Access rights are specified in this document.'

Below the text, there are two main sections: 'Calendar' and 'Documents'. The 'Calendar' section shows a calendar for July 2021, with days of the week (SUNDAY to SATURDAY) and dates (27 to 24). The 'Documents' section has a 'new document' button and a list of document types: 'Sharepoint', 'Graphical identity and templates', and 'Submitted to EC', each with a corresponding icon and a three-dot menu.

Figure 1

It is made accessible to all the project partners and the main stakeholders. It is internal project Collaborative Space, publicly not accessible. The basic principles of the I.FAST dedicated SharePoint site information, responsibilities and role management are outlined in the “Rules of the game” document <https://espace.cern.ch/project-IFAST-Intranet/IFAST-Flow-chart/layouts/15/start.aspx#/> and available also in the Annex 1.

In this manner it is designed to ensure the overall cross-coordination and information flow between the I.FAST WPs (see Fig. 2). In particular it is important for subjects that are at the intersection between different WPs (e.g. Machine Learning and Additive Manufacturing). Furthermore, management of said Collaborative Space is being done directly by the members of the project management team. Thus continuous improvements, consultations to users as well as consistency and information quality is continuously ensured.

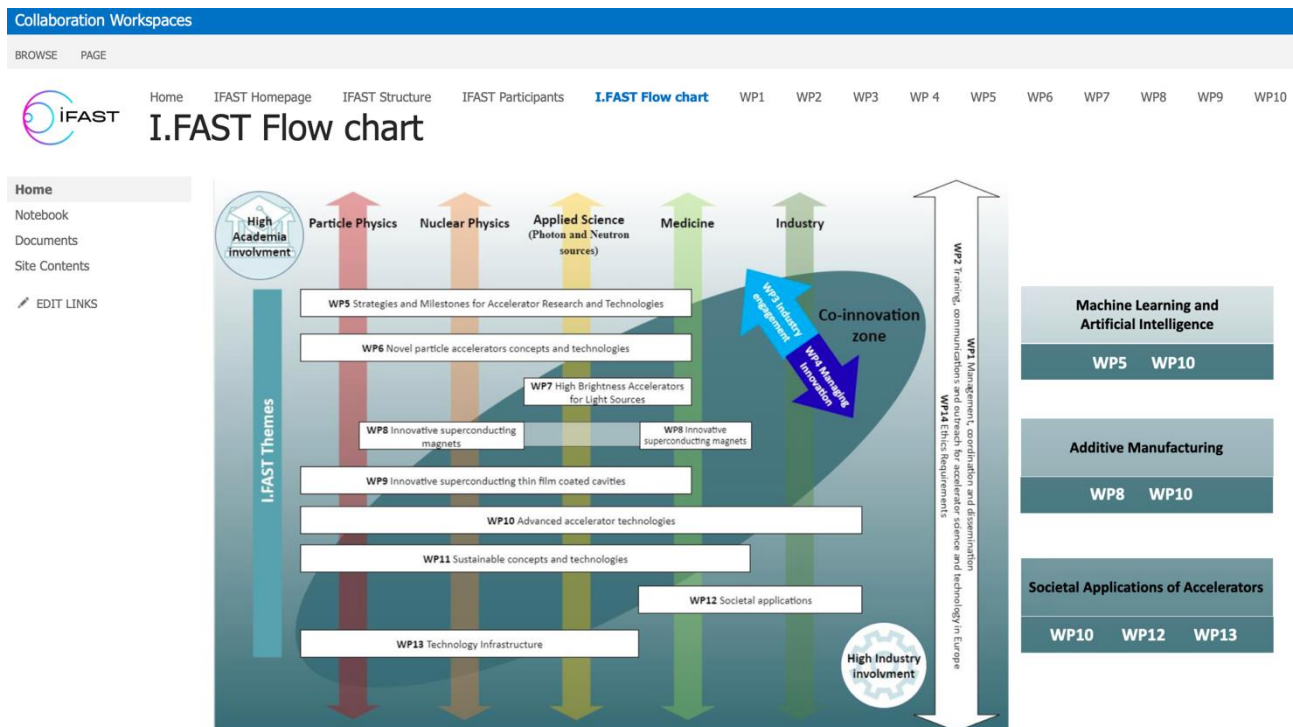


Figure 2

This web-based platform is created, populated with all initial information and will be regularly updated during the whole project. Direct link to the Interactive project diagram “I.FAST Flow chart” is available on the main site page to easily access more deep-level project information.

The tool creates an interactive input-output I.FAST flow chart, to schematically and information-wise outline the links between various project WP tasks, sub- tasks. Information regarding all deliverables, milestones, general information of the involved parties along with time-span and deadlines is directly accessible (or links are provided to general public web-site) on the I.FAST Collaborative Space.

From the project management perspective all above mentioned provides handy tool which allows to clearly establish and monitor cross-WP and cross-Task outputs/inputs. Naturally, IFAST Collaborative Space is living system and will be evolving during the project life cycle and eventually in the post-project phase – thus it will never fully finished and will never be fully ready.