D1.1: Project Web-site &
D3.1: Web-based Platform for Project Management Support

Dissemination Level: PU

- **Dissemination level:**

  PU = Public,
  RE = Restricted to a group specified by the consortium (including the Commission Services),
  PP = Restricted to other programme participants (including the Commission Services),
  CO = Confidential, only for members of the consortium (including the Commission Services)

Abstract:

This is the first deliverable associated with both Work-Package 1 on *Management of the project and communication with EC* and Work-Package 3 on *Policies, standardisations and regulations, impact and dissemination*. This report describes the project web-site (D1.1) in terms of its structure, content, and maintenance. The project management infratructure is also presented (D3.1).

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Contents

1 DISCUS Web-site Description

We summarise the location and hosting arrangements of the DISCUS web-site and the technical details of its implementation.

The main page of the site is presented in Figure 1. We will discuss each of the menus across the top of the main page below. There is also a password protected area, accessible through the top right menu called Partner Login (Figure 2). Through this feature consortium can add or modify content to the web-site and access its project management features.
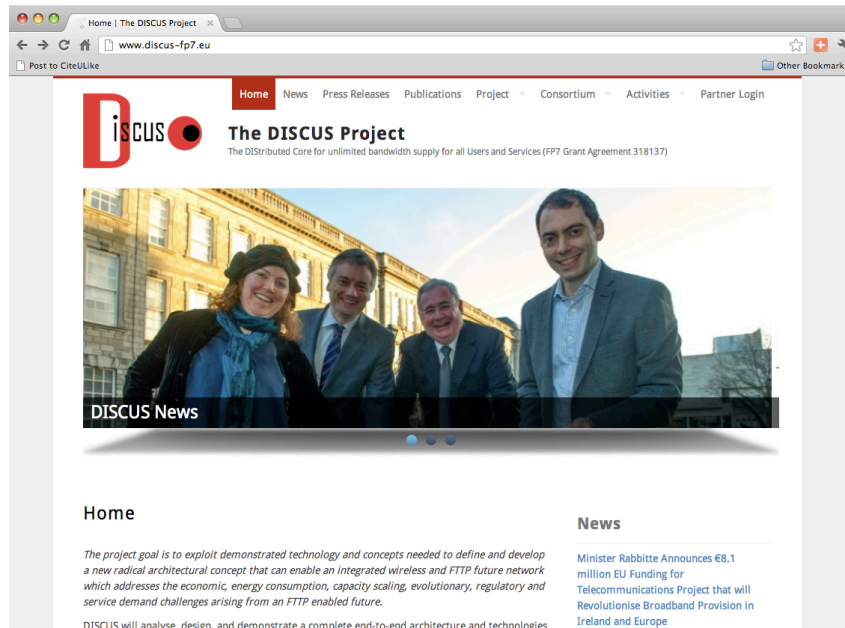

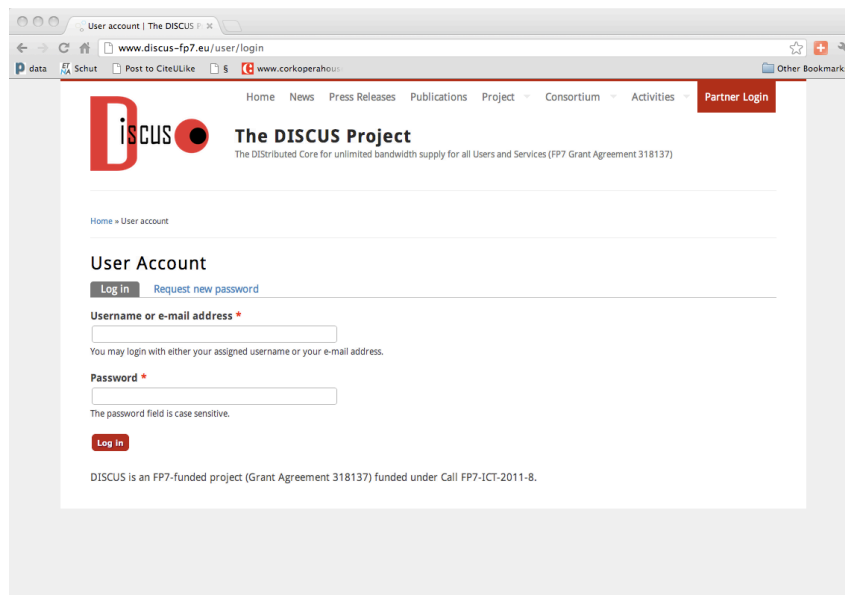Figure 1: The homepage of the DISCUS web-site.

Figure 2: The Partner Login feature of the DISCUS web-site.

1.1 Hosting and URL

The project web-site is available at

$$\texttt{http://www.discus-fp7.eu}$$

and is hosted by a professional third-party service provider in Ireland.

1.2 Implementation

To ensure that the site can be easily maintained and extended it is developed using a content-management system called Drupal – `http://drupal.org` – which is a free and open-source software package that supports the organisation, development, and management of complex web-sites that require ongoing update and personalisation.

2 Features of the Web-site

We summarise the structure of the web-site and describe the content of its major pages and menu system.

Homepage The main page of the web-site was presented above. The web-page provides access to the main sub-pages of the site, some of which are arranged into menus.

News This page provides access to various news items associated with the DISCUS project that are made available by the consortium. These can be added/editted through the Partner Login area.

Press Releases This page provides access to various press releases associated with the DISCUS project that are made available to the public by the consortium. These can be managed through the Partner Login area.

Publications This page provides a list of publications associated with the DISCUS project. These can be added through the Partner Login area. The BibTEXstandard is used as an output format for publications; the proper BibTEXentry for each paper is generated programatically from the user-specified input describing each paper.

Project This menu provides access to various information about the project. Specifically, one can access the details of the project through the ID-Card (Figure 3), a description of the project Objectives, and the Approach adopted in the project.

Consortium This menu contains two elements: Contacts and Partners. The former gives the contact details of key personnel involved in the project. The Partners item give access to the details of each of the project partners (Figure 4).

Activities This menu provides access to five additional elements: Schedule of Deliverables, Deliverables, Dissemination, Demonstration, and Events. This menu, essentially, provides access to all of the outputs of the project. For example, the schedule of deliverables is presented in Figure 5.
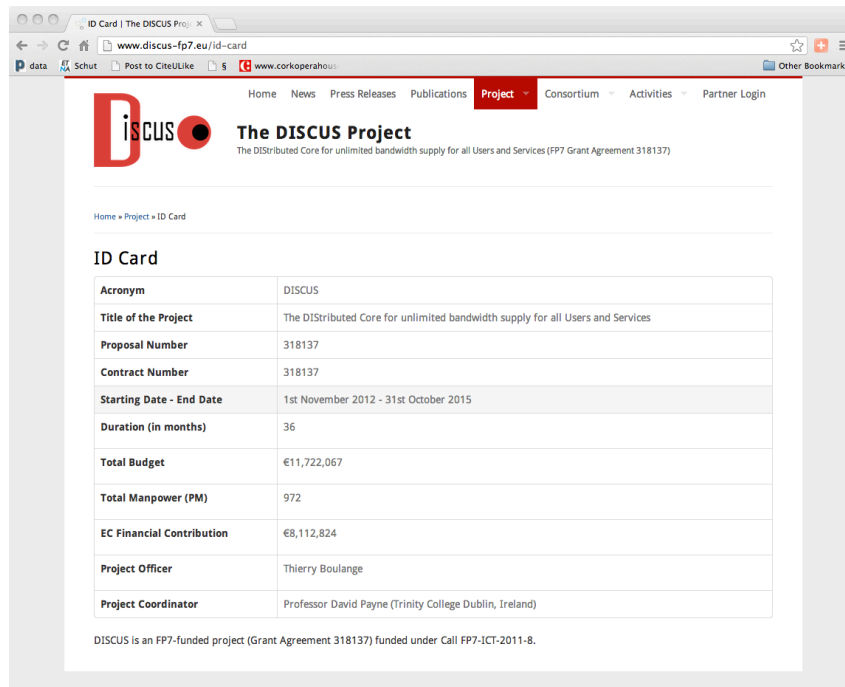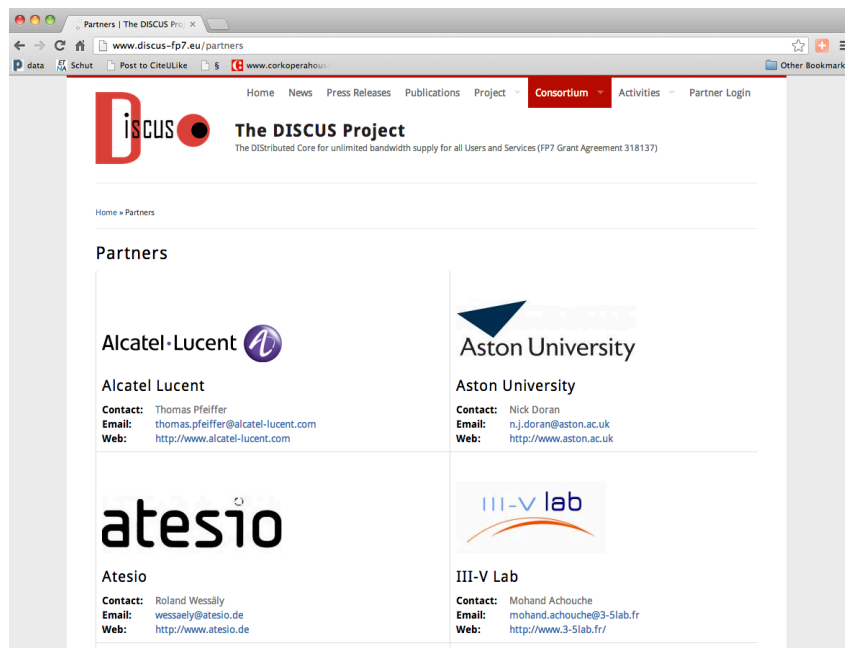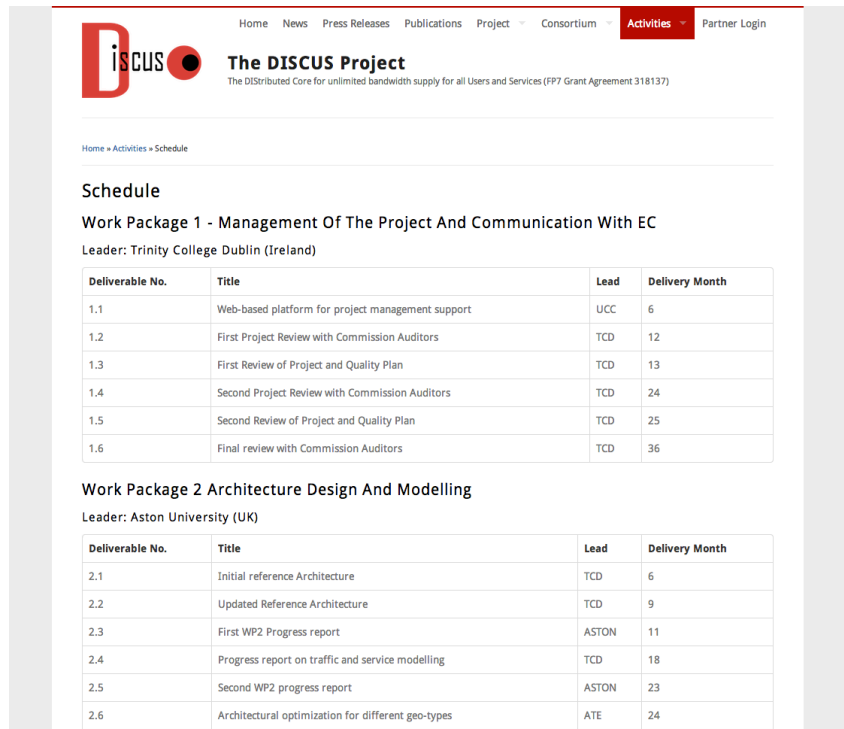
Figure 3: The ID-Card on the project web-site.

Figure 4: A sample of the page listing the consortium partners and their contact details.

Figure 5: The schedule of deliverables of the project.

3 Project Management Infrastructure

There are three aspects to the project management infrastructure associated with the project: a set of mailing-lists to ensure timely and targetted communication; an online shared document repository; a set of project management features on the web-site. We discuss each in turn below.

3.1 Mailing-lists for Project Management

A set of mailing-lists have been created for the project. These are as follows:

Management Committee – `management-committee@discus-fp7.eu`

Technical Committee – `technical-committee@discus-fp7.eu`

Work-Packages – `wp1@discus-fp7.eu`, . . ., `wp8@discus-fp7.eu`

3.2 Online Shared Document Repository

In order to share documents across the consortium in a flexible and multi-platform manner, we have implemented a shared Dropbox folder for the consortium – `http://www.dropbox.com` – the structure of which can be seen in Figure 6.

3.3 Project Management Area of the Web-site

A number of project manager features have been implemented in the password-protected part of the web-site. A specific feature is the Document Manager (Figure 7). Using this feature consortium members can manage versions of documents, their review state, and their final release level. All documents marked as Final and Public will appear listed in the Deliverables page, accessible from the Activities menu as discussed above.
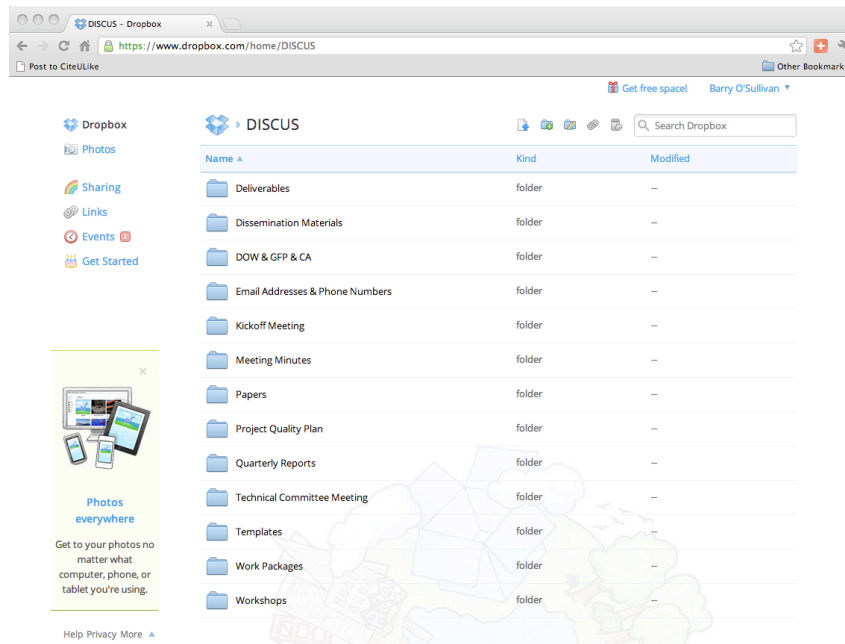
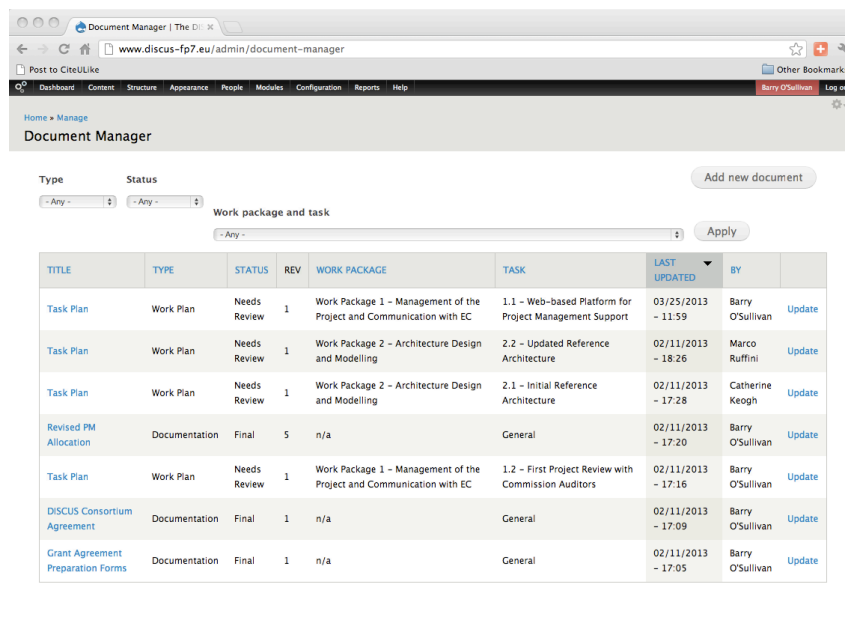Figure 6: The schedule of deliverables of the project.

Figure 7: The Document Manager for the project.

4   Maintenance

The site will be managed, extended, and refined throughout the lifetime of the DISCUS project by the UCC partner.