

SMART HANDLE



D1.1

Project's internal web portal



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...			
...			
...			

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Acronyms and definitions

Acronym	Meaning
EC	European Commission
WP	Work Package
SH	SMARTHANDLE



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Abstract

This document describes the objectives and the structure of the internal web portal for storing SH documentation and monitoring tools, and as a mean to share this information among the consortium members.

Executive summary

The project internal web portal uses the infrastructure of the TECNALIA´s server under MS Sharepoint tool. It serves as a repository for all files generated by consortium members, as a tool for shared working on documents, and a storing point for monitoring of project progress. The web portal has a basic structure of folders and initial contents, created by the project coordinator, which all consortium members must follow. Additional subfolders can be created according to future needs. All consortium members, upon request, can have access to the web portal with permit to edit contents.



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1. Objectives

1.1. Project monitoring

The internal web portal is based on a Microsoft Sharepoint tool within Tecnalía´s file server system. Its aim is to ensure a common storing point for the monitoring tools and related documents planned in the project: progress reports, KPIs, submitted deliverables, milestones, presentations, working documents, meeting agenda and minutes.

These documents will be updated by coordinator (those related to WP1), WP leaders and consortium members (those related to technical WPs).

1.2. Repository

All project members are able to use the web portal as:

- Backup of generated project data.
- A mean to share work in progress.
- A mean to co-edit documents.

2. Access permissions

All members of the project partners are able to request access to project coordinator, who will be responsible to administrate access and permissions to the web portal.

Members, who have been granted with the access, have permit to edit the contents of the folders and subfolders:

- upload and download of files,
- deletion of already existing files/folders,
- creation/deletion of subfolders,
- change of name of files.

But they are requested to keep the initial structure of folders and subfolders already generated by the coordinator. Also, given the wide scope of the permit to edit, special care is requested when deleting a file or folder.

3. Structure of folders

The following chapters explain the structure of folders and subfolders created by the coordinator. The root level allows for the access to the main contents: Project management, Work packages, Contracts and Templates.



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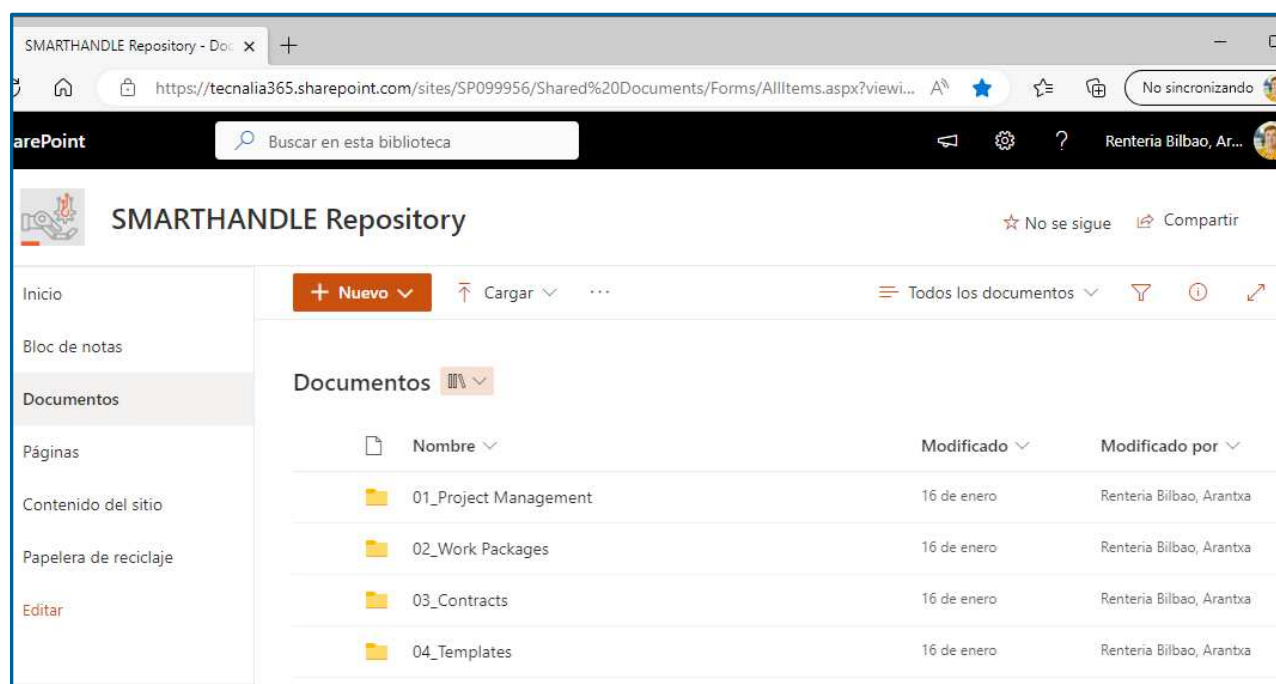


Fig. 1 Folders at root level

3.1. Project Management

This folder contains all the information related to the management of the project, distributed into 4 subfolders: Monitoring tools, General meetings, Reporting and Submitted deliverables.

Some practical information, such as the list of names and e-mail addresses of all members and mailing lists are also here.



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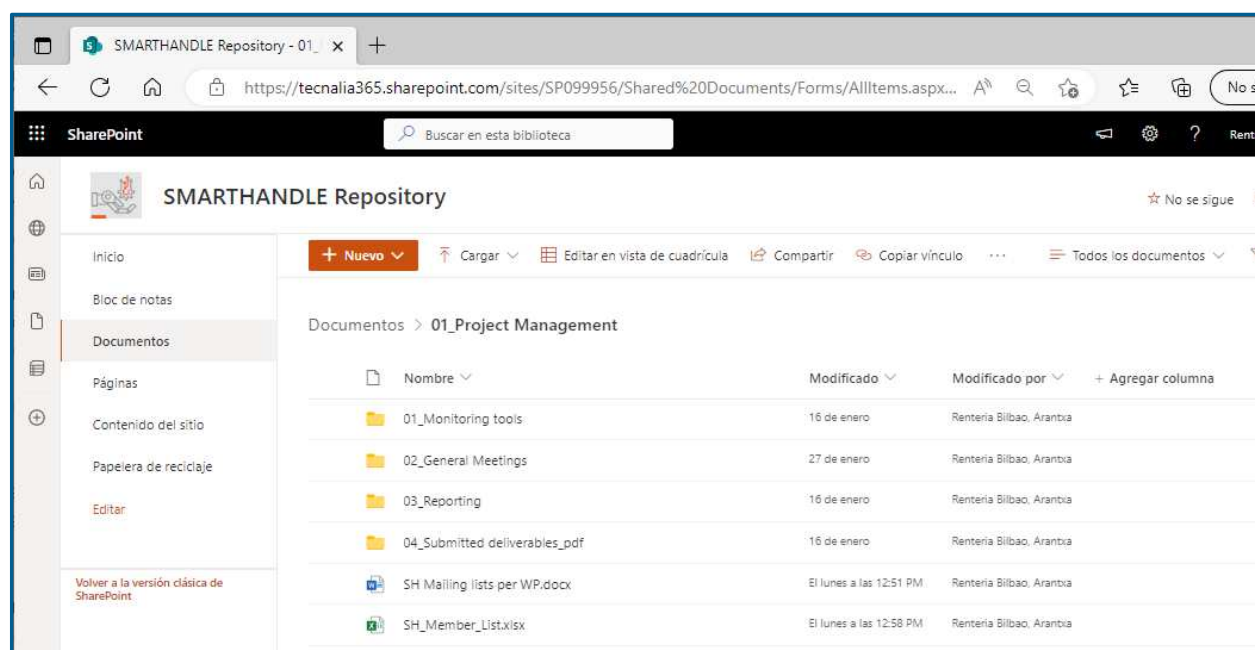


Fig. 2 Folders and files at Project Management level

3.1.1. Monitoring tools

The progress of the project will be monitored by the regular update of the status of the planned KPIs and management of potential risks. There are 2 subfolders to store the related information.

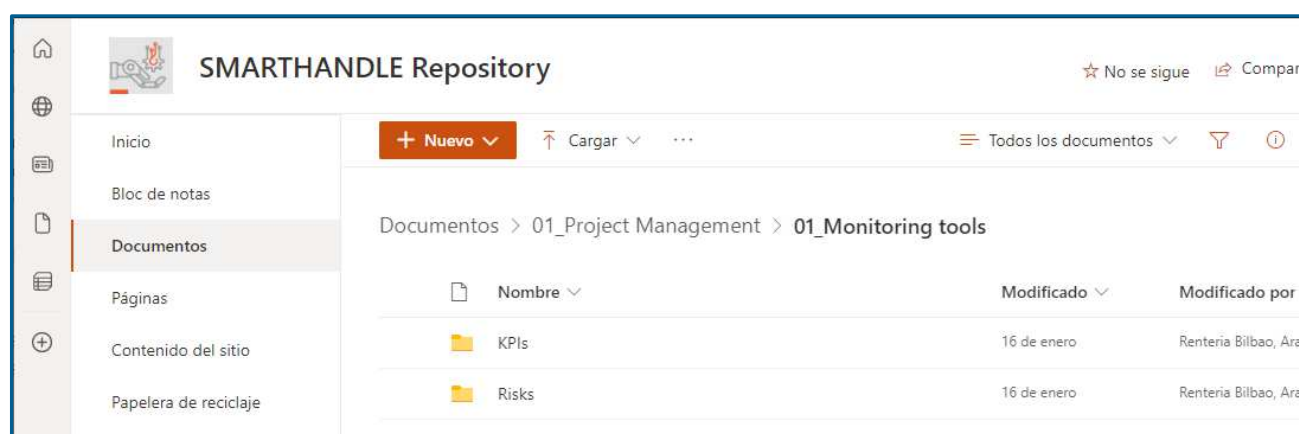


Fig. 3 Subfolders under Monitoring tools

3.1.2. General meetings

The meetings involving most of the partners (i.e., not specific to a WP), will be included here. A new subfolder will be created for every meeting, named with the date and name of the meeting. They will contain presentations, list of attendees, agenda, logistics, minutes, etc... which can be organised, if needed, in subsequent subfolders. The organiser of the meeting is the responsible to create this structure.



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Nombre	Modificado	Modificado por	+ Agr
Partners presentation	26 de enero	Montaño Sarria, Andres Fe	
Pictures	1 de febrero	Rentería Bilbao, Arantxa	
WP1	26 de enero	Montaño Sarria, Andres Fe	
WP2	26 de enero	Montaño Sarria, Andres Fe	
WP3	26 de enero	Montaño Sarria, Andres Fe	
WP4	25 de enero	andronas@lms.mech.upat	
WP5	26 de enero	andronas@lms.mech.upat	
WP6	26 de enero	Johan de Wit	
WP7	26 de enero	Montaño Sarria, Andres Fe	
Agenda v.1.docx	2 de febrero	Prada Sarasola, Miguél	
How to reach San Sebastian and TECNALIA M7 March 2022.docx	16 de enero	Rentería Bilbao, Arantxa	
List of attendees Jan 25th.xlsx	2 de febrero	Montaño Sarria, Andres Fe	
SH KoM 2023 Feb 1 Meeting Minutes.docx	15 de febrero	Istiah Zaplana	
SMARTHANDLE - Project Officer Giovanni EMMA_KoM.pdf	25 de enero	Rentería Bilbao, Arantxa	
SmartHandle_Agenda & logistics.pptx	2 de febrero	Video_Miramón M2, Videc	

Fig. 4 Example of the contents of a folder for a meeting

3.1.3. Reporting

The documents related to the official reporting to the EC in the 2 periods of the project (M18 and M32), will be included under the 2 folders as shown in the figure 5.

Nombre	Modificado	Modificado por	+ Agregar columna
01_Period_1	16 de enero	Rentería Bilbao, Arantxa	
02_Period_2	16 de enero	Rentería Bilbao, Arantxa	

Fig. 5 Folders to upload reporting for the 2 periods of the project



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3.1.4. Submitted deliverables

This folder will contain the final pdf version of all the deliverables already approved by the consortium and uploaded to the EC portal. It can also contain draft versions of the deliverables which are under review until their final submission.

3.2. Work Packages

This folder contains one subfolder for every technical workpackage (WP2 to WP7), as shown in Fig.6.

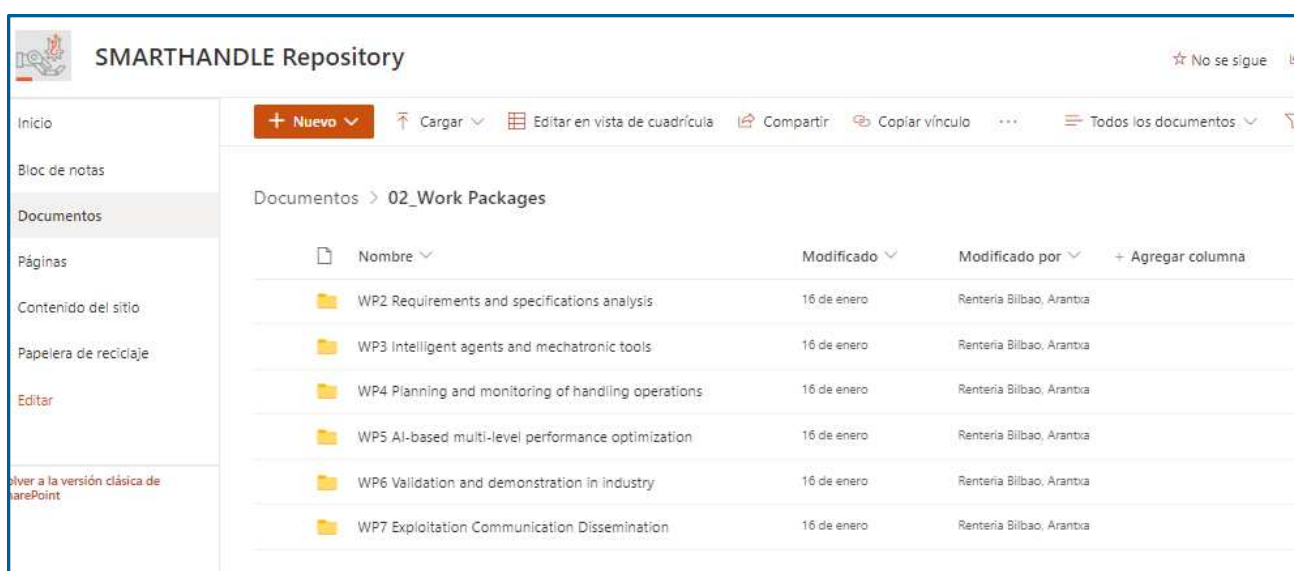
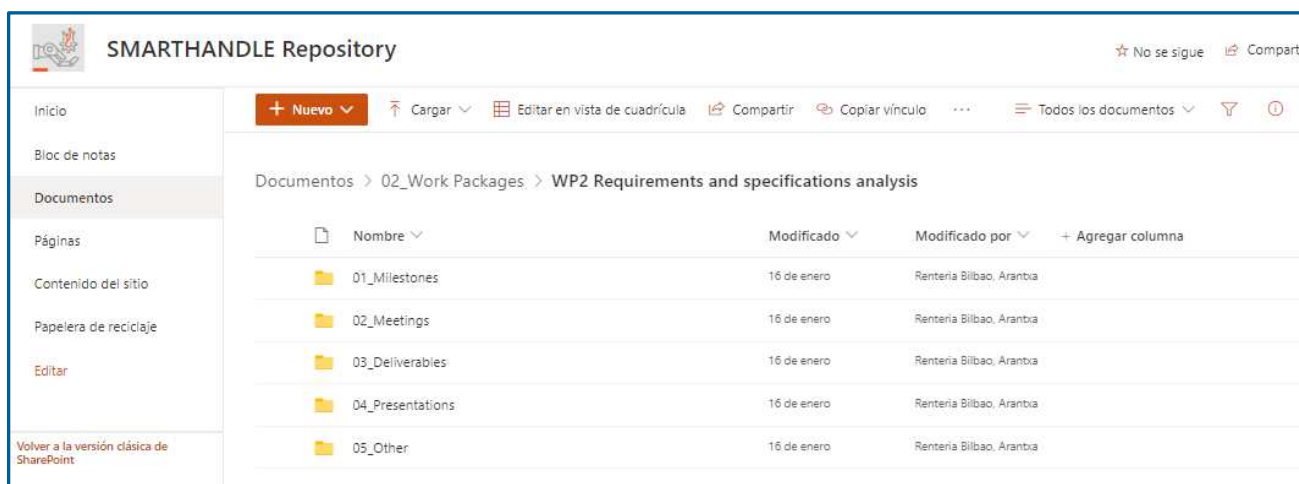


Fig. 6 Folders for technical workpackages

Each WP folder, as a minimum, has the following subfolder structure: Milestones, Meetings (specific of that WP), Deliverables, Presentations and Other. The WP leader or consortium member can create additional subfolders as needed, to ensure a clear classification of documents within the WP.





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Fig. 7 Minimum content for each WP

3.3. Contracts

The official agreements between EC and SMARTHANDLE consortium are saved in this folder: Proposal, Consortium Agreement, Grant Agreement and Amendments, distributed in several subfolders. The project coordinator is the responsible to manage and update the contents of these folders.



Fig. 8 Contents of Contracts folder

3.4. Templates

The generated templates for Word documents (deliverables, meeting minutes) and PowerPoint presentations are stored here. It also contains several versions of the SMARTHANDLE logo and icons.



Fig. 9 Contents of Templates folder