



D1.4

Project website and collaborative platform description

Instrument	Collaborative Project
Topic	ICT-2011.1.1
Project Title	Broadband Access via Integrated Terrestrial & Satellite Systems
Project Number	317533
Project Acronym	BATS
Contractual Delivery Date	M2
Actual Delivery Date	12/12/12
Contributing WP	WP 1
Project Start Date	01/10/2012
Project Duration	36 months
Dissemination Level	RE
Editor	AVA
Contributors	AVA

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Document History			
Version	Date	Modifications	Source
1.0	12/12/12	Final issue	AVA

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List of Acronyms

BATS	Broadband Access via Integrated Terrestrial & Satellite Systems
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Executive Summary

This deliverable (D1.4) is one of the outcomes of WP1 – Management. It describes the major functionalities of both the collaborative online tool used as teamsite and the public website.

The project teamsite is the collaborative platform of the BATS project. It has been created using an online platform called Projectplace. It allows project partners to communicate between each other, to plan and participate in online meetings, to edit/share/control the different deliverables to be produced during the project lifetime, etc.

The BATS public website is a platform for dissemination of the project concept and evolution to entities from outside the consortium.

1 Introduction

This document gives an overview about both the teamsite and the public website of BATS project explaining their major functionalities and characteristics.

Chapter 2 focuses on the teamsite for the project. This tool allows internal communication among members of the BATS consortium, it stores the different documents generated during the project lifetime and it includes a teleconference tool for performing online meetings. This chapter explains the main features of such site with some instructions for performing some of the main actions.

Chapter 3 describes the structure and contents of the public website. The BATS website is accessible by the public at www.batsproject.eu. This website includes general information about the project concept, structure and schedule, information regarding the different partners and updated news and events related to BATS.

Both platforms will be kept up to date during the entire project lifetime, with the inclusion of new contents according to the progress of the project.

2 BATS Teamsite

This chapter presents the BATS teamsite, which has been set up using an online collaborative platform called Projectplace [1]. Among others, this tool allows project members to communicate between each other, manage the preparation of deliverables, storage all the different documentation, and plan and participate in online meetings.

2.1 Joining the teamsite

Every project member will receive an invitation to the teamsite from the BATS Project Manager. The invitation contains a link that you can use to create your user account in Projectplace. For creating your user account, only a valid e-mail address is needed.

Once a user accesses the teamsite, he/she will see the *Project Overview* section, which contains relevant information about the project such as:

- A timeline (including important dates for the project)
- A short description of the project
- The project members
- Conversations
- Scheduled work (including meeting, issues and tasks)

Figure 2-1 illustrates the *Project Overview* area of the teamsite. Note that the timeline appears in the top of the page, the description of the project, project members and scheduled work are located on the right hand side and finally the conversations appear on the left hand side.

The screenshot displays the BATS Project Overview section. At the top, there is a timeline from December 2012 to September 2015. Below the timeline is a navigation bar with tabs for 'Project Overview', 'Actions', 'Documents', 'Meetings', 'Issues', and 'People'. The main content area is divided into three sections:

- Conversations (Left):** A list of messages. The first message is from Antonio Vidal (@WP2) dated today 16:23, mentioning uploaded documents. The second is from Christian Niephaus (@WP2) dated today 15:25, mentioning added bullets and comments. The third is from Christian Niephaus (@Javier Perez Trufero) dated today 15:05, mentioning added bullets and comments.
- Project Description (Middle):** A section titled 'Project Description' with a 'Welcome to BATS' message. It describes the BATS project, funded under the European Union 7th Framework Programme, and its goals. It also mentions the evaluation of concepts.
- Scheduled Work (Right):** A section titled 'Scheduled Work' with a table of upcoming tasks. The table has columns for 'Task', 'Assignee', 'Due Date', and 'Time'. The first task is 'WP2 Review Telcos' assigned to 'Javier Perez Trufero' with a due date of '2012-11-30' and a time slot of '10:00 - 11:00'.

Figure 2-1: Project Overview section of BATS teamsite.

2.2 Conversations

In *Conversations*, members can communicate with each other by informing, discussing or asking questions. All conversations are saved and available and can be followed by all other project members.

A user can, among others, add a post, attach documents, images, links and videos, comment on each other's post, share interesting conversations with others, etc.

Recommendations:

- In order to ensure that a project member or group receives a notification with your message, use @ followed by the name of the corresponding member or group.
- If the user wants to notify all BATS members, activate the “envelope” check box below the writing area.
- Use # followed by a word to tag a word in a discussion. By tagging words it will be easy to filter and search for relevant information.

Note that in the *Conversations* section, there are three tabs available:

- *All*: Displays all conversations in the project
- *My*: Displays conversations the user is involved in
- *Tags*: Displays the tags that are used in the conversations.

2.3 Documents Management

The *Documents* section allows the storage of all documentation generated during the project lifetime. The following folder structure has been prepared:

- *BATS – Work in Progress*: Stores the different documentation generated while working on the different work packages. For example, it includes the deliverables under preparation, the minutes of meetings of the different review discussions for the specific workpackage and any other relevant information.
- *BATS Background*: Stores different articles/papers/reports relevant to BATS concept.
- *BATS Contact Details*: Contact details of all BATS members classified per workpackage.
- *BATS Deliverables*: Stores all BATS deliverables ready for submission.
- *BATS Dissemination*: Stores presentations/articles/fliers prepared for disseminating the project outcomes.
- *BATS Plenary/SC/Review Meetings*: Stores the Agenda, Slides and Minutes of Meetings of all major BATS meetings such as Plenary, Steering Committee and Milestone Review meetings.
- *BATS Templates*: Stores the different templates that have been prepared for the project. For example, it includes templates for the deliverables, quarterly management reports and presentations.
- *Related Links*: Stores a list of relevant links to external websites relevant to the project.

The BATS teamsite includes the capability of managing the different versions of a document which is under preparation. When a contributor or the editor is going to update a document the following procedure shall be carried out:

- First, the document must be open and locked in the Team Site;
- The document is edited, applying all changes in change tracking mode;
- The document is uploaded to the Team Site;
- The document is unlocked again in the Team Site.

If a user is sure that nobody is going to modify a document at the same time, he/she can also download the last version, incorporate his/her changes and then upload the new version by clicking on the “*New Version*” tab of the corresponding document.

In order to work with documents it is better to download the Documents Manager Plug-in available at: <https://www.projectplace.com/features/document-management-add-on/>.

2.4 Planning a Meeting

By using the BATS teamsite, before setting up a meeting a user can suggest different dates and times in order to know which date suits most of the intended participants.

To use this capability the user should:

- Go to the *Meetings* section
- Click on the *Find a Meeting Time* tab
- Complete the meeting information including all the invitees.
- Select a set of candidate times.
- Click on *Send*

Then, all invitees will receive an email to select which times suits them best. The organizer can see the invitees' preferences at any time by clicking on the corresponding meeting details available at the *Meetings* section.

2.5 Online Meeting Tool

Some meetings during the BATS project are going to be online. This feature of the teamsite allows people in different locations to participate in a teleconference. It includes the possibility of sharing the desktop; communicate with audio and video, chat, share files, etc. The person responsible for the meeting should go to the “*Online Meeting*” tab in the top bar and then select “*Start Online Meeting*”. This person will get then a session number for the meeting which should communicate to all other participants either via e-mail, via message or by sending a notification/update with the meeting invitation. In case VoIP does not give a good quality audio, there are different telephone numbers per country with local rates, these numbers are always the same and are available in the online meeting platform under the tab called “*Telephone Conference*”. Some of these telephone numbers are the following:

- UK: 08445819158
- France: 0826100278
- Spain: 902 886058
- Germany: 01805007644
- Italy: 848 390174
- Norway: 21518179

- Skype: +44 8444737368

For joining an online session, the user should have received a session number from the member who created the online meeting. For the telephone conference, the user should call to his/her country's number and introduce the session number as well.

The member who created the online session can control it, changing for example from which participant is the desktop shared.

Figure 2-2 illustrates the screen that appears when joining an online meeting detailing its main features.

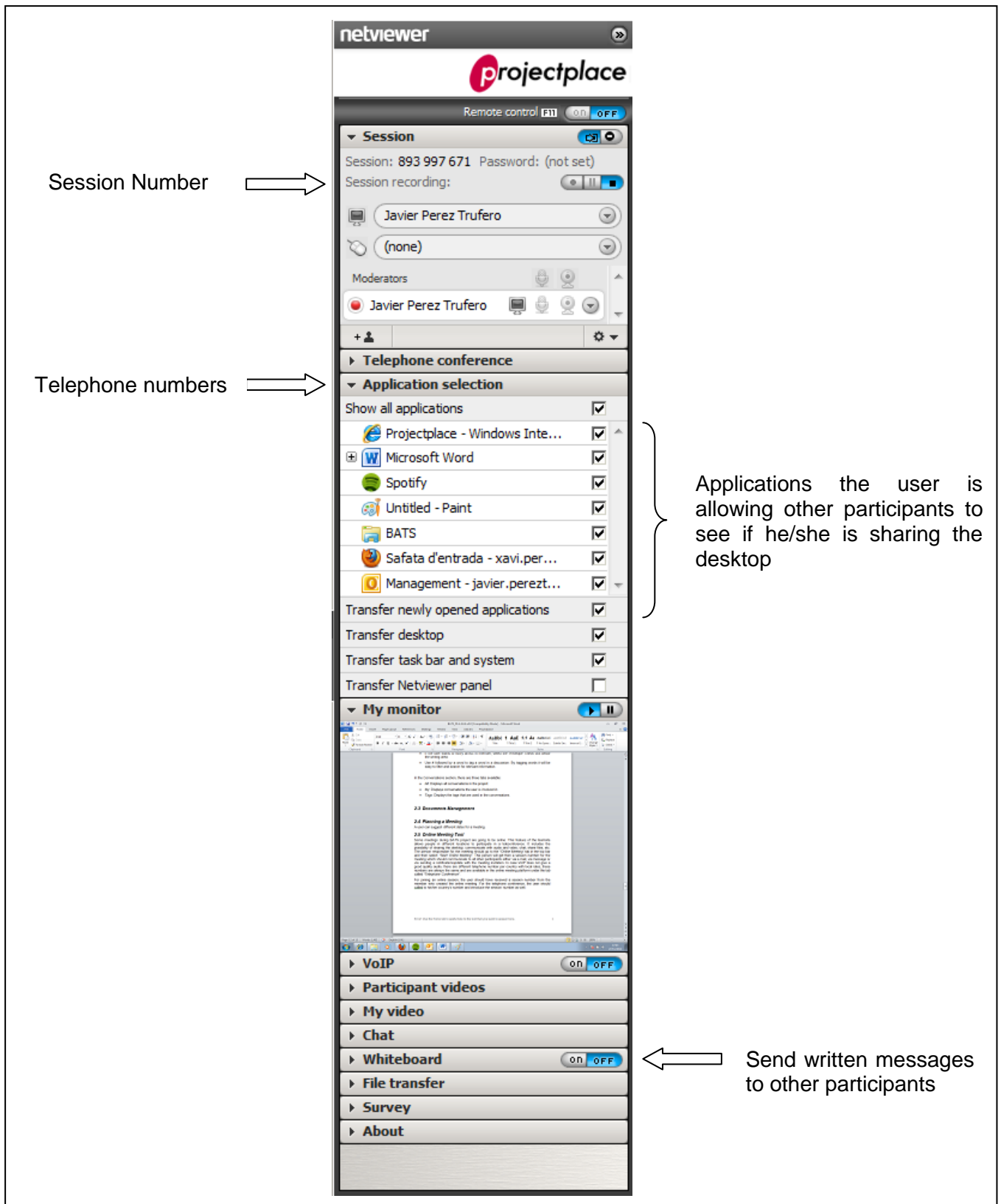


Figure 2-2: Online Meeting Tool from the BATS teamsite

3 BATS Public Website

This chapter describes the main structure of BATS' public website [2], which is accessible at www.batsproject.eu. The website is divided in three main sections which can be differentiated as *Top Menu*, *Left Menu* and *Right Menu*. First of all, the *Top Menu* has two different sub-sections: *Home* and *Team Site*. *Home* links to the front page of the website and *Team Site* links to BATS' teamsite in Projectplace. In the *Left Menu*, users have access to all the website's contents as well as links to the European Commission and Seventh Framework Programme websites. Finally, *Right Menu* includes a slideshow with the partners' logos, the latest news, the list of future events, and a link to BATS' LinkedIn group. Figure 3-1 shows a screenshot of the website's front page.



Figure 3-1: BATS public website: front page.

As shown in Figure 3-1, the home page contains the project logo, a welcome message aiming to summarize the scope of the project, the headings of the last news related to BATS,

the list of the three upcoming events, a navigation bar (i.e., *Top Menu*) and a menu to access the rest of the content (i.e., *Left Menu*).

The most relevant menu of this website is the *Left Menu*, which gives access to all the different contents. The purpose and contents of the each section are explained below with their respective subsections:

- Home: This section links with the website's front page.
- About BATS: Visitors can find detailed information about the project. This information has been classified in different categories. These categories are: Concept, Use Case Scenario, Research Topics, Objectives, Project Plan and Project Schedule.
- Partners: This section identifies the partners contributing to BATS project. When the user clicks on the logo of each partner, he/she is redirected to the corresponding text introducing the selected partner. Then, if the user clicks on the name of the company, he/she will be redirected to the partner's official website.
- Dissemination: This section has four subsections: Public Deliverables, Standardisation, Publications and Press Releases. Each of these subsections allows the visitor to download the different types of public documentation produced during the project lifetime.
- Project News: This section has a list of all news related to BATS project. Information is presented as blog posts. By clicking to the "*Read more*" button located below each news description, visitors can access a dedicated article with the full text and related photographs.
- Events: This section shows a calendar identifying important dates for BATS project, such as meetings, conferences and workshops.
- Links: This section has some useful links related to the project.
- Contact: In this section, a visitor interested in knowing more about the project can get in touch with the Project Coordinator by sending a message.

4 Conclusions

This document provided an overview of the BATS teamsite and public website. The functionalities and contents of both platforms have been described. Specifically, for the BATS teamsite, some guidance on how to use different features has also been provided. Both platforms will be updated continuously during the project lifetime.

5 References

- [1] BATS Teamsite: <http://www.projectplace.com>
- [2] BATS Public website: <http://www.batsproject.eu>