



Contract N° 257964

NANOTEC
Ecosystems Technology and Design for Nanoelectronics

Coordination Action
Information and Communication Technologies

Deliverable D 1.2
Provide Information for Web Page Project Management and Administration Parts

Due date of deliverable: M2
Completion date: M3

Start date of project: 1 September 2010

Duration: 30 Months

Organisation name of lead contractor for this deliverable: Catalan Institute of Nanotechnology

Approval

WP Leader	<input checked="" type="checkbox"/>	Coordinator	<input checked="" type="checkbox"/>
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Project co-funded by the European Commission within the Seventh Framework Programme (2007-2012)		
Dissemination Level		
PU	Public	X
PP	Restricted to other programme participants (including the Commission Services)	
RE	Restricted to a group specified by the consortium (including the Commission	
CO	Confidential, only for members of the consortium (including the Commission Services)	

Partner	Please, give a short description (1-3 sentences) of partners contribution to this deliverable
ICN	Introduce, together with ECN, the web platform functionalities for project management
ECN	Introduce and explain each functionality of the web platform aimed at project management.

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1. Aim of this task

The set up of a web management tool serves the objectives of storing all project-related documents into one place accessible to all partners, and of managing important communication such as meeting notices, dates and locations.

2. Work done

The web platform was set up and its main functionalities for project management were implemented by the time of the kick-off meeting, which took place in November 2010. On this occasion, the web manager introduced the web page to all the project partners and explained to them each single feature of project management through a live web demonstration. *Figure 1* shows a snapshot of the project management web applications explained, namely:

- The log-in area, which all partners would access to prior to registration in order to enter the private area of the website, where all the project-internal documents are stored;
- The project management area, which features the following possibilities:
 - create action items for each single project member and tick them once these are concluded;
 - call for a meeting and invite specific members of the project to each event by automatic notification;
 - retrieve the email and telephone contact details of each member of NANO-TEC;
 - access the homepage of each project partner through a direct link.
- The internal documents area, where the following types of files were uploaded in the first instance and are regularly updated:
 - NANO-TEC Description of Work (DOW);
 - Official reports sent to the European Commission;
 - Publications arising from NANO-TEC;
 - Deliverable reports;
 - Milestones lists;
- The “press and information area”, where project partners can create news items to be posted on the public homepage of NANO-TEC, as well as upload NANO-TEC related documents, external reports, and press releases.

During the kick-off meeting, all the functionalities of the web platform were presented, including those serving the purposes for dissemination of the project activities and for creating a community of experts in nanoelectronics. The website proved to be quite a successful management tool, and no corrective actions are needed for the time being.

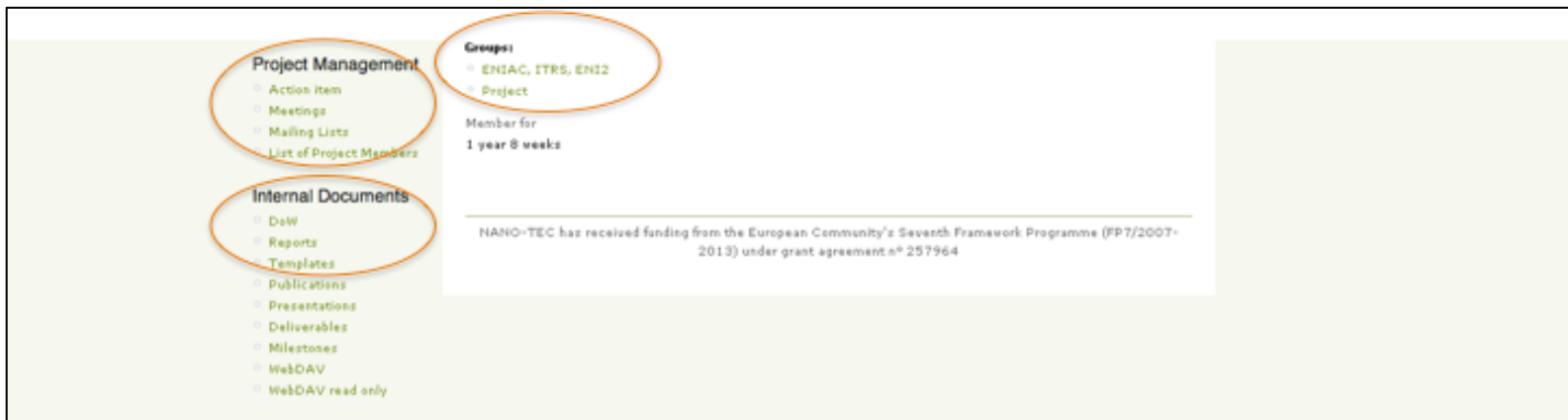


Figure 1: Snapshot of NANO-TEC homepage and of partner's area