D1.2

Project Website and Collaborative Platform Description

Instrument	Collaborative Project
Call / Topic	H2020-SEC-2016-2017/H2020-SEC-2016-2017-1
Project Title	Multi-Hazard Cooperative Management Tool for Data Exchange, Response Planning and Scenario Building
Project Number	740689
Project Acronym	HEIMDALL
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Project Duration	42 months
Contributing WP	WP 1
Dissemination Level	PU
Contractual Delivery Date	M2
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0.2	24/07/2017	QA-reviewed version.	AVA
1.0.F	31/07/2017	First Issue.	DLR

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List of Acronyms

AB	Advisory Board
AI	Action Item
CA	Consortium Agreement
EC	European Commission
EUW	End User Workshop
GA	Grant Agreement
HEIMDALL	Multi-Hazard Cooperative Management Tool for Data Exchange, Response Planning and Scenario Building
MoM	Minutes of Meeting
MS	Microsoft
NDA	Non-Disclosure Agreement
PM	Progress Meeting
ToC	Table of Contents
WP	Work Package

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Executive Summary

This deliverable, which is an outcome of WP 1, describes the HEIMDALL collaborative platform (project team site) and the design of the project website. The document describes their main features, functionalities and characteristics. For the case of the project team site, screenshots of the platform are included to illustrate its operation. In the case of the website, design diagrams are used, since the website is currently under construction at the time of submission of the deliverable.

The project team site is the collaborative platform for the HEIMDALL project intended to enable communication and document management and exchange among partners in a user-friendly and consistent manner. For security reasons, only project partners are granted access to the team site by means of user credentials.

The project website is a platform for dissemination of project evolution and results. According to the website design, it will describe to a general audience the project general data, such as project scope, time and working plan and project Consortium. In addition to that, the website will publish information about the relevant project events, news, press releases, conferences, publications and public deliverables submitted.

1 Introduction

This document, which presents and describes the HEIMDALL collaborative platform (project team site) and the project website, contributes to WP 1 and, in particular, to Task 1.1. The two platforms described in this document are intended to allow communication among the members of different relevant groups: in the former case (project team site) among the members of the Consortium and in the latter (project website), between the project team and the general public. Both platforms are intended to be tools to be used continuously during the project. Therefore, new content will be uploaded in each case according to the project progress. The descriptions provided in this report document the status of the team site at the submission date of the document and the website design.

The document is structured as follows:

- Section 2 presents and describes the project team site. The project team site is a platform based on SharePoint. Its main purpose is to enable communication among the project partners. In particular, the team site allows the project partners to manage and exchange documents and files among registered users. These registered users are members of the Consortium only. Management of who is allowed to access the team site is controlled by the Project Coordinator.

- Section 3 describes the design of the project website. By the time of submitting this report, the project Consortium is about to request the following domain in order to host the website: www.heimdall-h2020.eu. The website is currently under construction.

2   HEIMDALL Team Site

In order to enable communication among the HEIMDALL partners and the management/exchange of project documents and files, a team site based on Microsoft SharePoint has been set up.

The HEIMDALL team site is divided in several functional areas, as can be seen in Figure 2-1:

- A welcome message with a short introduction to the project team site and a brief description of the content to be found in each section of the site (1)

- The HEIMDALL internal news (2)

- The HEIMDALL logo (or relevant project pictures) (3)

- The HEIMDALL calendar (4)

- A navigation menu on the left side (5)

- A navigation ribbon on the top left side (the screenshot shows the case in which the "Browse" functionality is selected) (6)
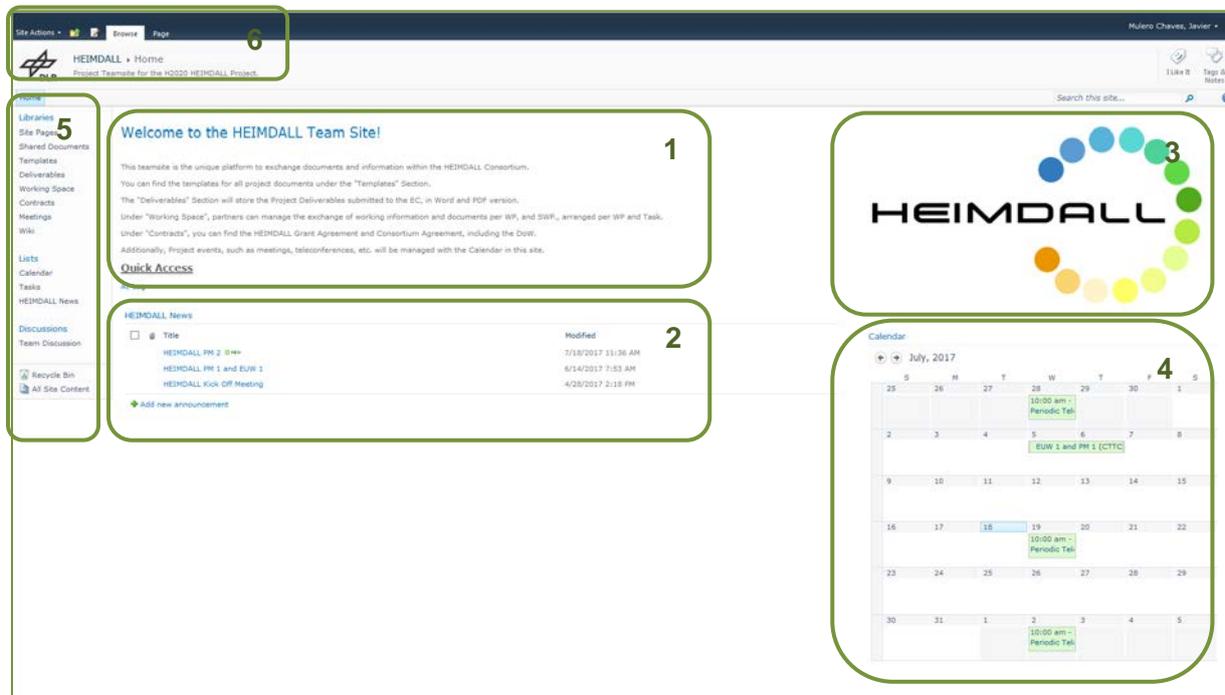

Figure 2-1: HEIMDALL team site – Home page

2.1 Welcome message and team site description

In the welcome message area (1 in Figure 2-1), a general description of the team site's purpose is provided, as well as a general introduction to the content included in the different sections which can be found. Additionally, direct access to the project AI-log is included in this section in order to allow partners to quickly find this relevant document which has to be periodically reviewed and access by the whole project team. A detailed view of the welcome message and the team site description is shown in Figure 2-2.
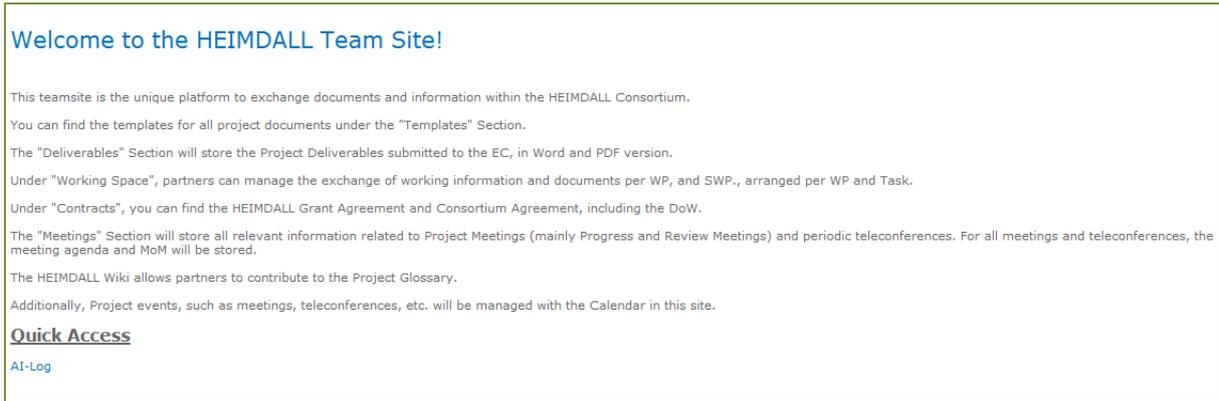
Welcome to the HEIMDALL Team Site!

This teamsite is the unique platform to exchange documents and information within the HEIMDALL Consortium.

You can find the templates for all project documents under the "Templates" Section.

The "Deliverables" Section will store the Project Deliverables submitted to the EC, in Word and PDF version.

Under "Working Space", partners can manage the exchange of working information and documents per WP, and SWP., arranged per WP and Task.

Under "Contracts", you can find the HEIMDALL Grant Agreement and Consortium Agreement, including the DoW.

The "Meetings" Section will store all relevant information related to Project Meetings (mainly Progress and Review Meetings) and periodic teleconferences. For all meetings and teleconferences, the meeting agenda and MoM will be stored.

The HEIMDALL Wiki allows partners to contribute to the Project Glossary.

Additionally, Project events, such as meetings, teleconferences, etc. will be managed with the Calendar in this site.

Quick Access

AI-Log

Figure 2-2: Welcome message and team site description

2.2 HEIMDALL internal news

In the internal news area (2 in Figure 2-1), important events related to the HEIMDALL project are announced in order to ease coordination among partners. These events are generally Progress and Review Meetings as well as End User Workshops. In general, the publication of an event in the news section shall be correlated with the introduction of the corresponding event in the site calendar. A list view of the internal news section is shown in Figure 2-3.

HEIMDALL News

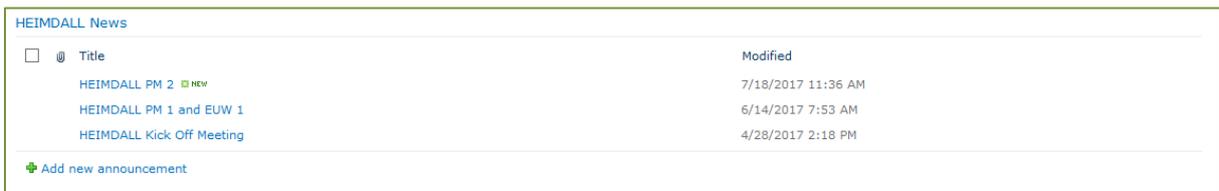|		Title	Modified
☐	🔗	HEIMDALL PM 2 🟢NEW	7/18/2017 11:36 AM
		HEIMDALL PM 1 and EUW 1	6/14/2017 7:53 AM
		HEIMDALL Kick Off Meeting	4/28/2017 2:18 PM

➕ Add new announcement

Figure 2-3: Internal news section

When selecting an element from the list, extended information about the corresponding news can be found in a dedicated window, as can be seen in Figure 2-4.
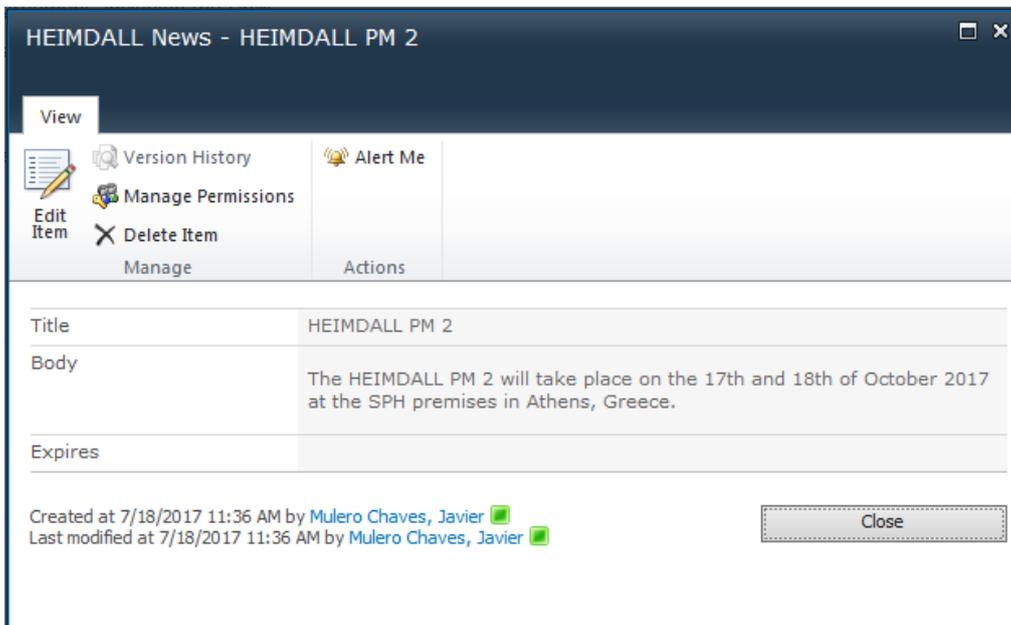
Figure 2-4: News item details

2.3 HEIMDALL logo and pictures section

The logo and pictures section (3 in Figure 2-1) is generally used to display the project logo as main identifier of the team site. Additionally, this section of the team site is also used by the

Consortium to display the Consortium pictures taken at different Progress Meetings or any other relevant pictures taken during the project life time.

2.4 HEIMDALL calendar

The calendar in the team site (4 in Figure 2-1) displays the relevant events related to the project performance, such as Progress Meetings and periodic teleconferences. Additional events, such as dissemination in conferences, workshops or participation in technical meetings can also be included in the calendar. As a general rule, the insertion of an event in the calendar will be correlated to the publication of a new item in the internal news list (except in the case of the periodic teleconferences). A detailed view of the calendar can be seen in Figure 2-5.
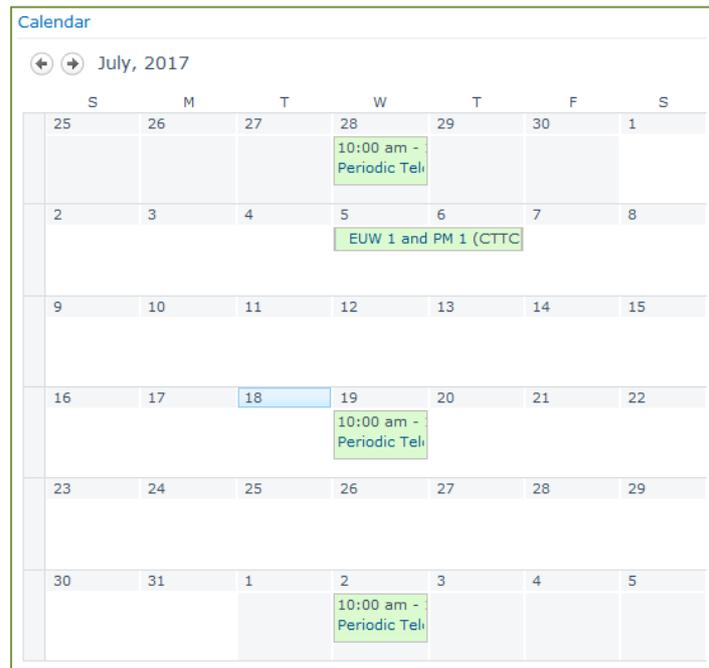

Figure 2-5: HEIMDALL calendar

When a calendar item is clicked, an overview of all relevant information to that specific event appears. For example, Figure 2-6 shows a screenshot corresponding to a scheduled teleconference for the 19th of July 2017. The planned date and time and the online platform for the virtual meeting to discuss and visualise the relevant documents are detailed.
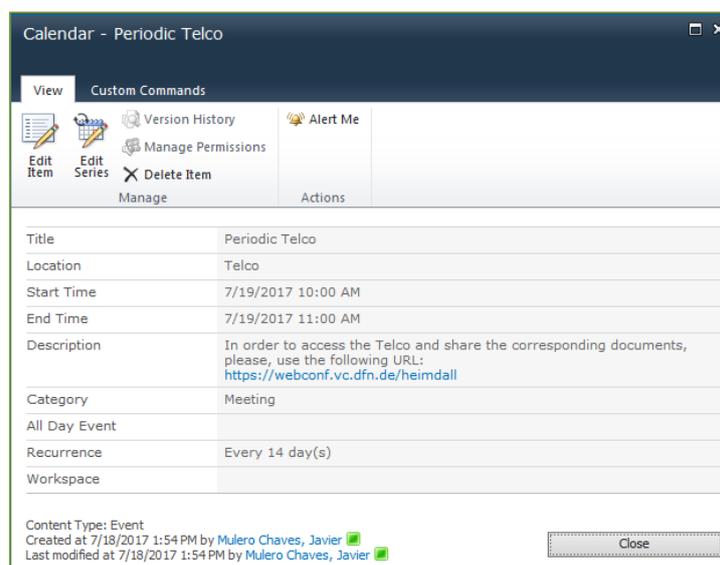

Figure 2-6: Calendar item

2.5 Navigation menu

The left-hand side navigation bar provides a list of direct links to libraries and lists. For communication and document management purposes, the following libraries have been setup[1]:

- Templates: this library offers templates for all kinds of HEIMDALL documents. For the time being, the following templates are available: meeting agendas, list of attendees in MS Excel format, technical deliverables, internal reports, list of attendees with signature field in MS Word format, presentations and Minutes of Meeting (MoM). Additionally, this library contains the logos from all partners in the Consortium as well as the HEIMDALL logo in several formats.

- Shared Documents: this library is intended to be used for the exchange of external documents which do not belong in general terms to any of the other libraries included in this list.

- Deliverables: this library is used to store deliverables that have already been submitted (in Word and PDF version), organised by work package (WP).

- Working Space: this library, organised by work packages, allows the contributors to a work package to exchange and manage information that is relevant for the development of research activities in each work package. It contains also the draft versions of all deliverables being developed in each WP.

- Contracts: this list contains the last (and valid) versions of HEIMDALL Grant Agreement (GA) and the Consortium Agreement (CA) as references. Additionally, this list contains a folder for storing all official documents shared with the Advisory Board (AB), such as the Non-Disclosure Agreement (NDA) between its members and the Consortium and the agreement about the reimburse of the costs for attending the End User Workshops. Finally, the list contains all received communications from the European Commission (EC), which are generally also available in the Participant Portal.

- Meetings: this library is used to manage project meetings and periodic teleconferences. All documents relevant to a project meeting are stored in a dedicated folder for the meeting, for example during the preparation phase, the list of attendees is maintained in this document library, as well as the agenda, location information, useful travel information, etc. After the meeting, all presentations as well as the MoM are stored in this area. Figure 2-7 shows a screenshot of the "Meetings" library. The folder for Progress Meeting 1 (PM 1) and End User Workshop 1 (EUW 1) has been selected as an example. In the figure, all relevant documents to that meeting are listed.

Figure 2-7: Meetings library (PM 1 and EUW 1)

[1] The "site pages" library is an unused default library.

- Wiki: the Wiki is available for every team site account. The users are able to create, edit and delete content of the Wiki which is a flexible, quick and easy solution to collaborate, store, maintain and create knowledge during the whole project. A manual for the Wiki is available at the Wiki itself. For the time being the Wiki contains three items:

  o Glossary to collect definitions that will provide common understanding of key terms and concepts for the project team. For each term in the Glossary, the following information is included: term, definition and mapping into the terminology used by each of the end user groups involved in the project as project partners, if applicable.

  o In addition, a Technical Glossary with the same intention of the general Glossary is provided but its focus is on the technical side. It should also help to have a common language within the project but for the technical part and it should support the end users in understanding the technical language. The technical glossary will evolve during the project.

  o Finally, the Wiki contains a section dedicated to Standardisation. This section is intended to gather information about the existing standards in terms of common terminology, message formats, command structures and processes.

The team site provides also a number of lists:

- Calendar: the calendar can be managed directly from the home page, on the bottom-right area, as depicted in Figure 2-5 and described in Section 2.4.

- Tasks: the tasks list can be used to highlight relevant tasks to be performed for any of the project partners, specifying the due date, status, priority and percentage of the task completed. Since the functionalities provided by the tasks' list are already covered by the AI-log, this list is currently not used.

- HEIMDALL News: this is a list of project news, meant to inform about the upcoming events or activities that are internal or relevant to the project. The news items are automatically shown in the home page of the team site too, as described in Section 2.2 and depicted in Figure 2-3.

2.6 Navigation ribbon

The ribbon gives access to the following options: "Site Actions", "Navigate up", "Edit", "Browse" and "Page". While the options "Navigate up", "Edit" and "Browse" are self-explanatory, the options "Site Actions" and "Page" are further explained below.

- The option "Site Actions" allows users to execute a number of actions (see the screenshot shown in Figure 2-8) related to the management of the site. Among these actions, the following options can be found: editing the site (or single pages within the site), synchronising the team site with a local copy, the creation of new pages within the site, the creation of new libraries, the creation of new sites, the management of access permissions of users and user groups and the management of site settings.
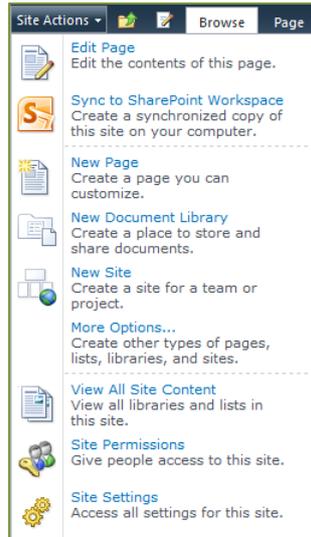
Figure 2-8: Site Actions menu

- The "Page" menu allows several operations related to the current page, as shown in Figure 2-9, such as editing, assigning permissions to users and user groups, sending links to specific documents through email, alerts, etc.
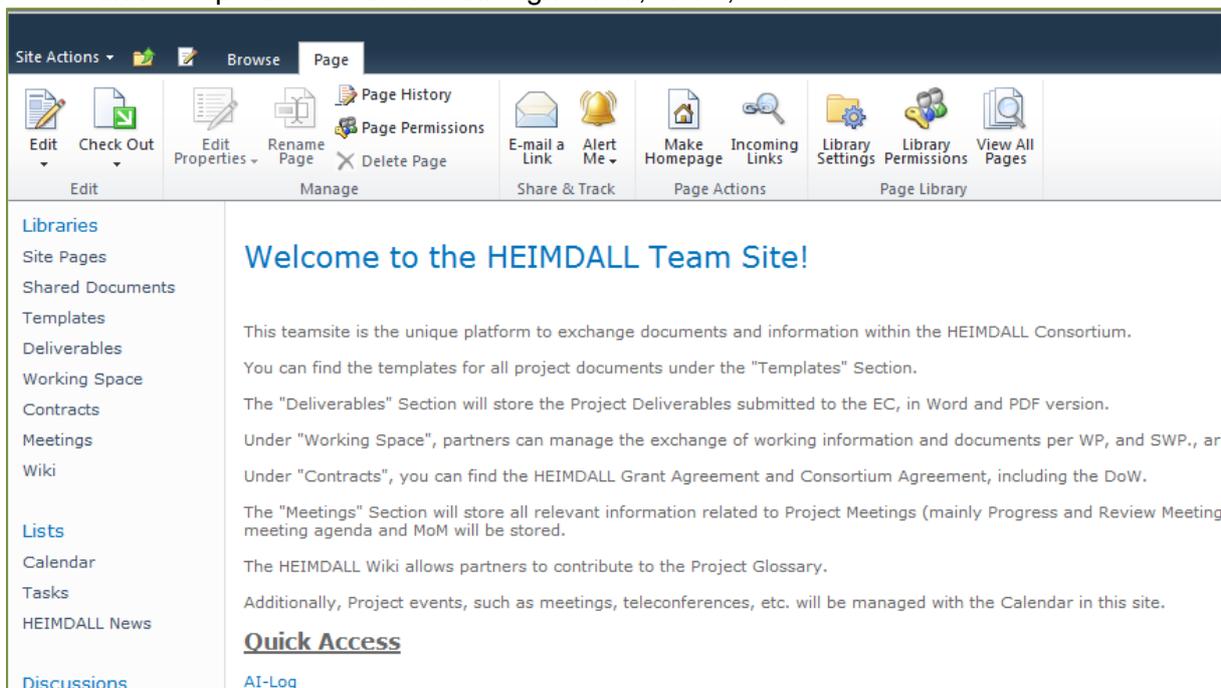

Figure 2-9: Page ribbon

3   HEIMDALL Website

This chapter describes the design of the HEIMDALL website, which is currently being developed at the time of submitting this deliverable and is expected to be hosted at http://www.heimdall-h2020.eu/. It should be noted that the project website will be updated during the project; therefore what is presented here is the planned initial version.

The starting point for allowing navigation through the site will be the homepage (Figure 3-1) which will contain the project logo, pictures that represent the project scope, a welcome message, including summary, background and scope of the project, the headings of the project latest news, a button to access the project newsletters and a menu to access the rest of the content. The navigation menu on the left provides access to different contents.
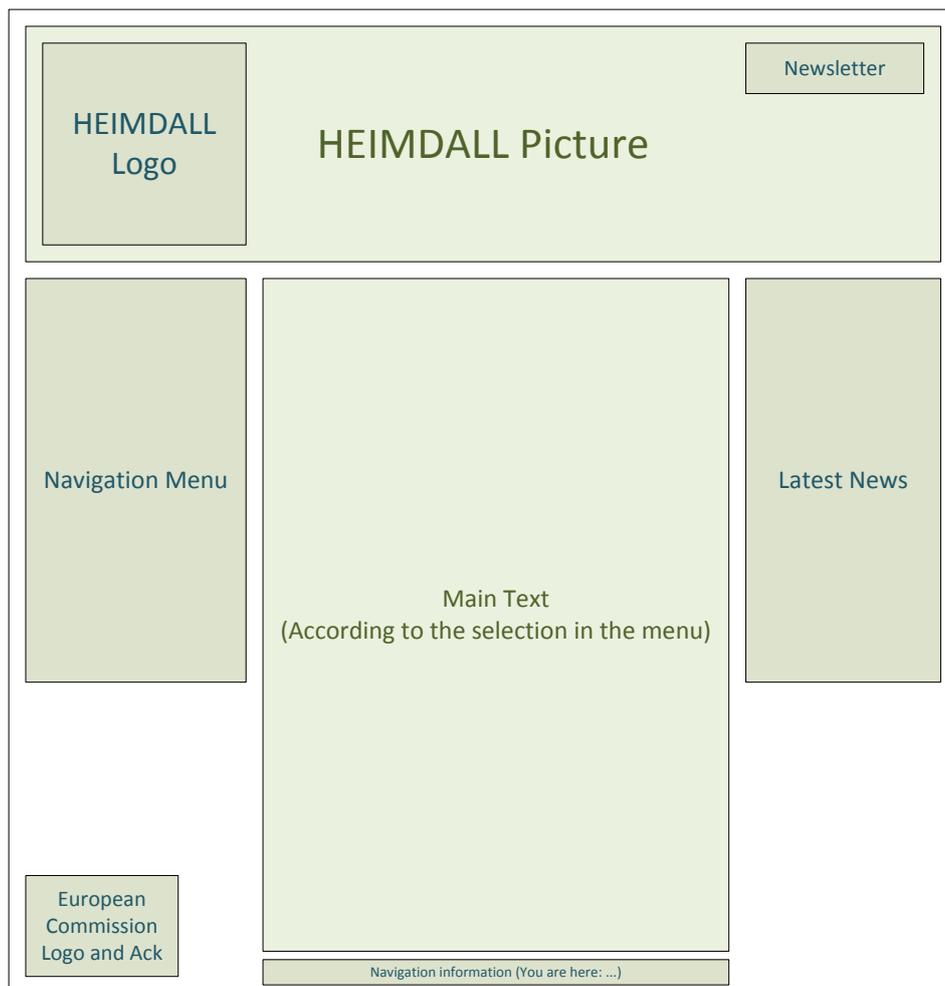

Figure 3-1: Draft design of the HEIMDALL homepage

3.1 Website content

From the homepage, users can navigate through the navigation menu on the left, as depicted in Figure 3-1. From this menu, the areas described in the following sub-sections can be accessed:

3.1.1 About HEIMDALL

This section, shown in Figure 3-2 contains basic information about the project scope and approach. By selecting this option in the navigation menu on the left, three main sub-sections will appear in the main text in the centre and also in the menu, as follows:

- Project Description: this section introduces the scope and objectives of the project as well as the followed approach (see Section Figure 3-3).

- Background: this section briefly describes the existing developments and know-how within the Consortium that will be used and further developed within HEIMDALL.

- Project Plan and Schedule: this section shows the project plan in terms of work packages and the overall schedule, indicating where the project stands in its schedule. The figure showing the project schedule and the current standpoint will be refreshed every 3 months.
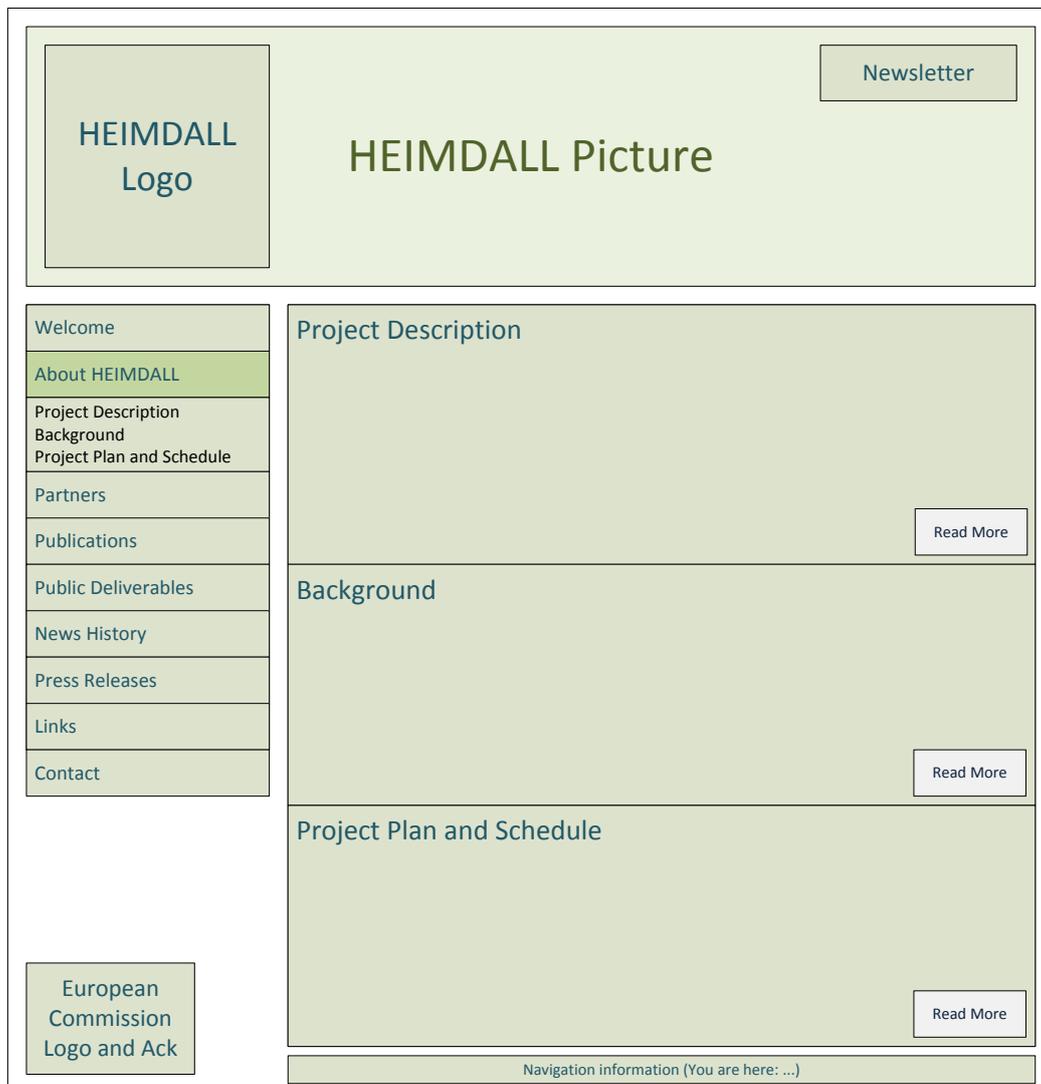

Figure 3-2: Draft design of the "About HEIMDALL" section

Each of the sub-sections can be expanded by selecting the corresponding "Read more" button, as can be seen in Figure 3-2.
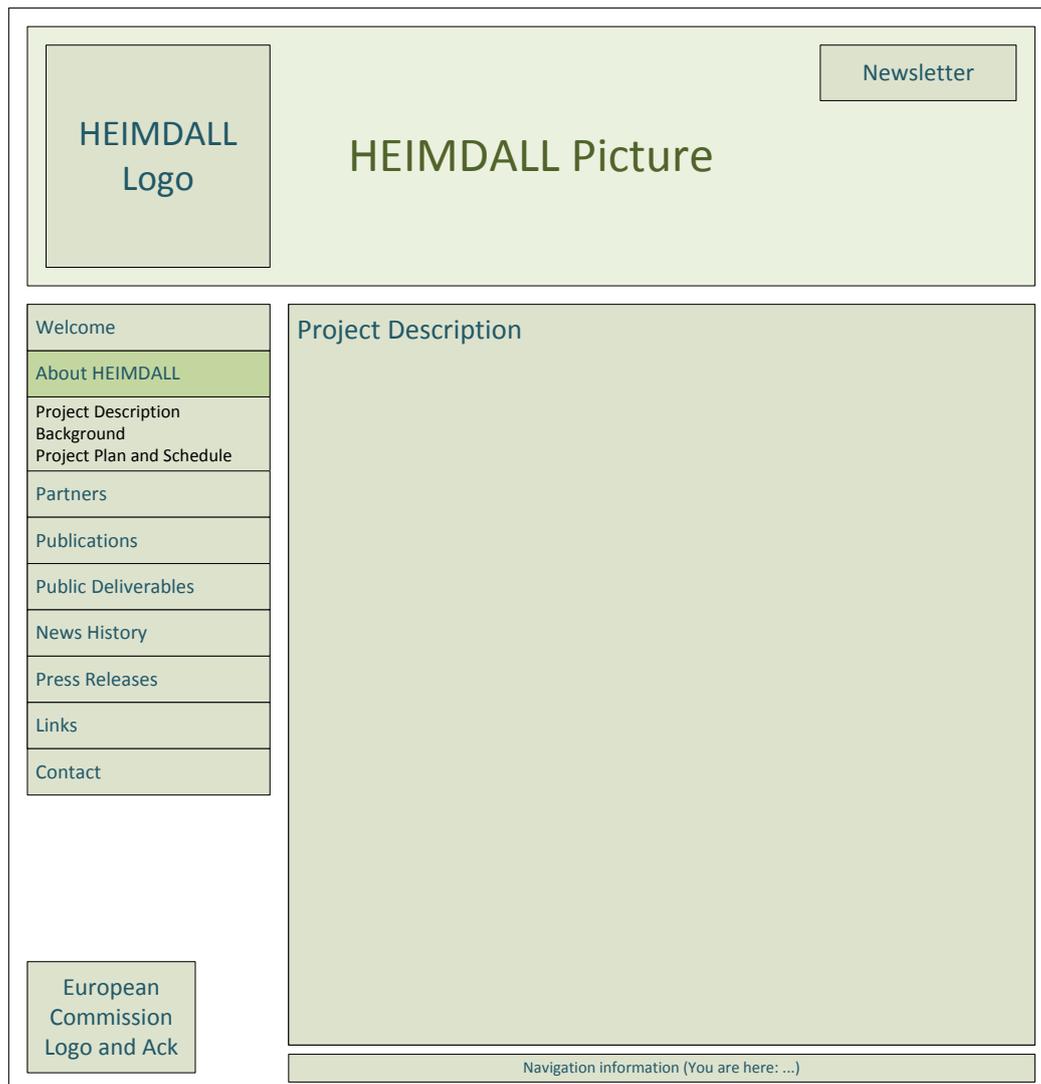
Figure 3-3: Draft design of the "Project Description" sub-section

3.1.2 **Project Partners**

This section provides a description of each project partner, their corresponding logos and links to their websites. A short description of each partner is provided by default; the user can access a more detailed description by clicking on "read more".
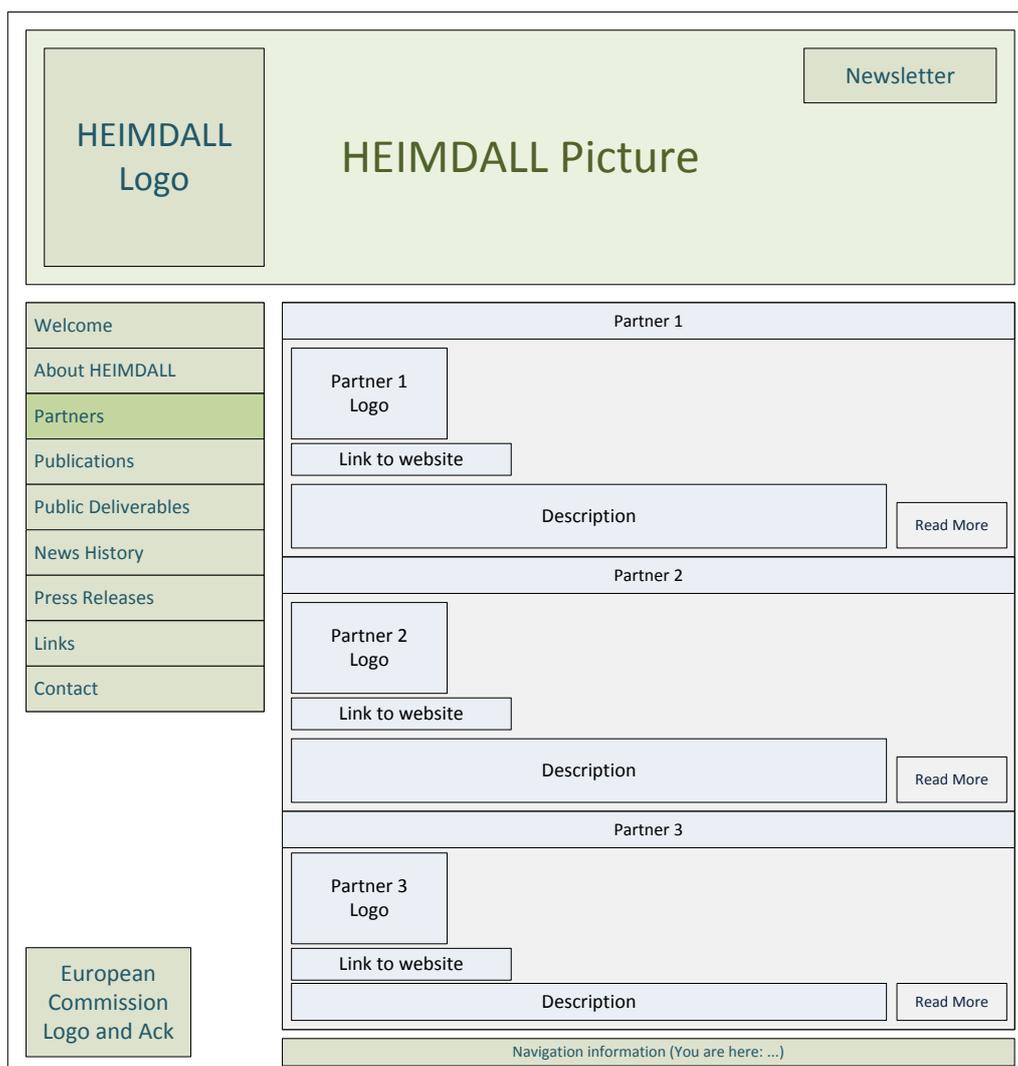
Figure 3-4: Draft design of the "Partners" section

3.1.3 **Publications**

Whenever copyright agreements with publishers make it possible, this section will make available for download the publications produced during the project.

3.1.4 **Public Deliverables**

This section will provide the list of project deliverables categorised as "Public" and make it possible to download them. For each deliverable in the list, the version number and the publication date will be also shown.

3.1.5 **News History**

This section will contain news entries of the project sorted by date. The top entry will correspond to the most recent entry (Figure 3-5). Each news entry will be composed of a heading (with date and title) and a description. The heading of the three most recent entries will also be shown in the home page on the right side.
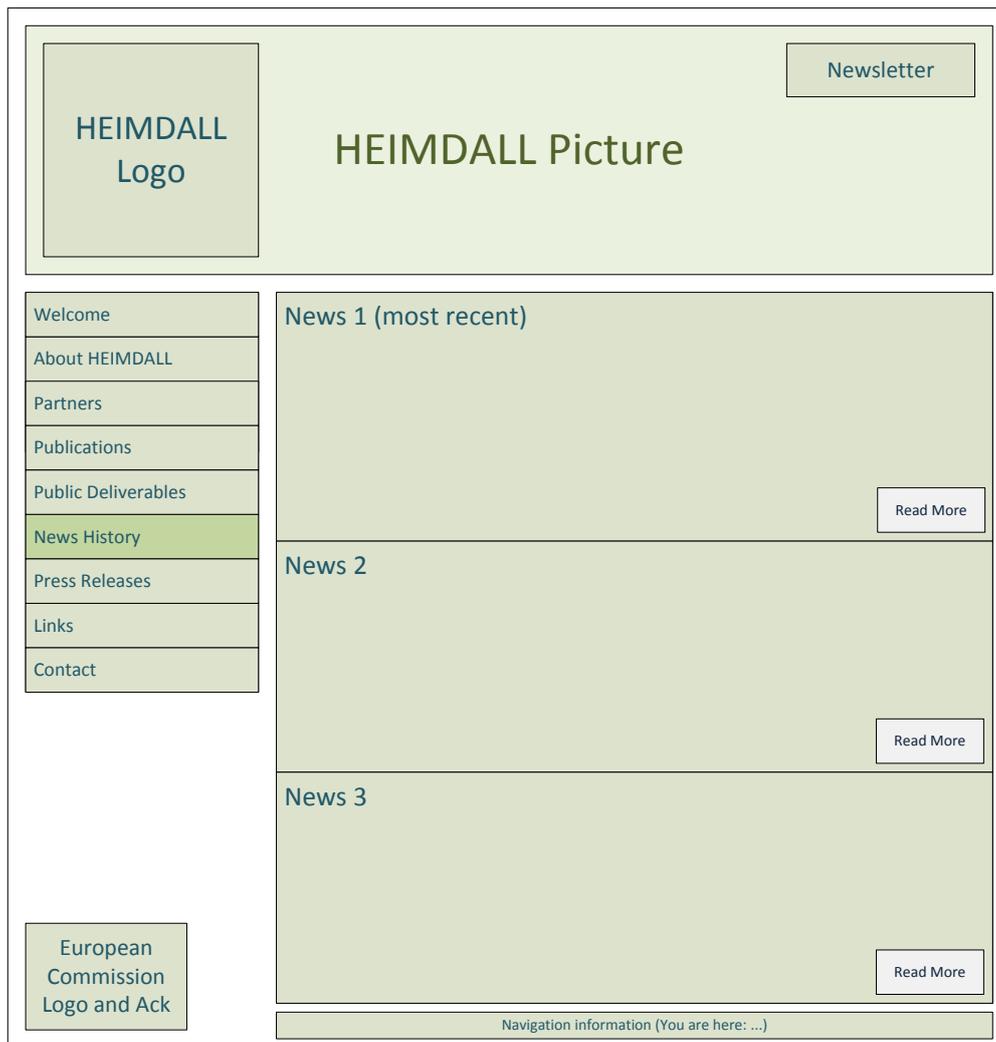
Figure 3-5: Draft design of the "News History" section

3.1.6 **Press Releases**

This section will provide links to the press releases related to the project as soon as they are published.

3.1.7 **Links**

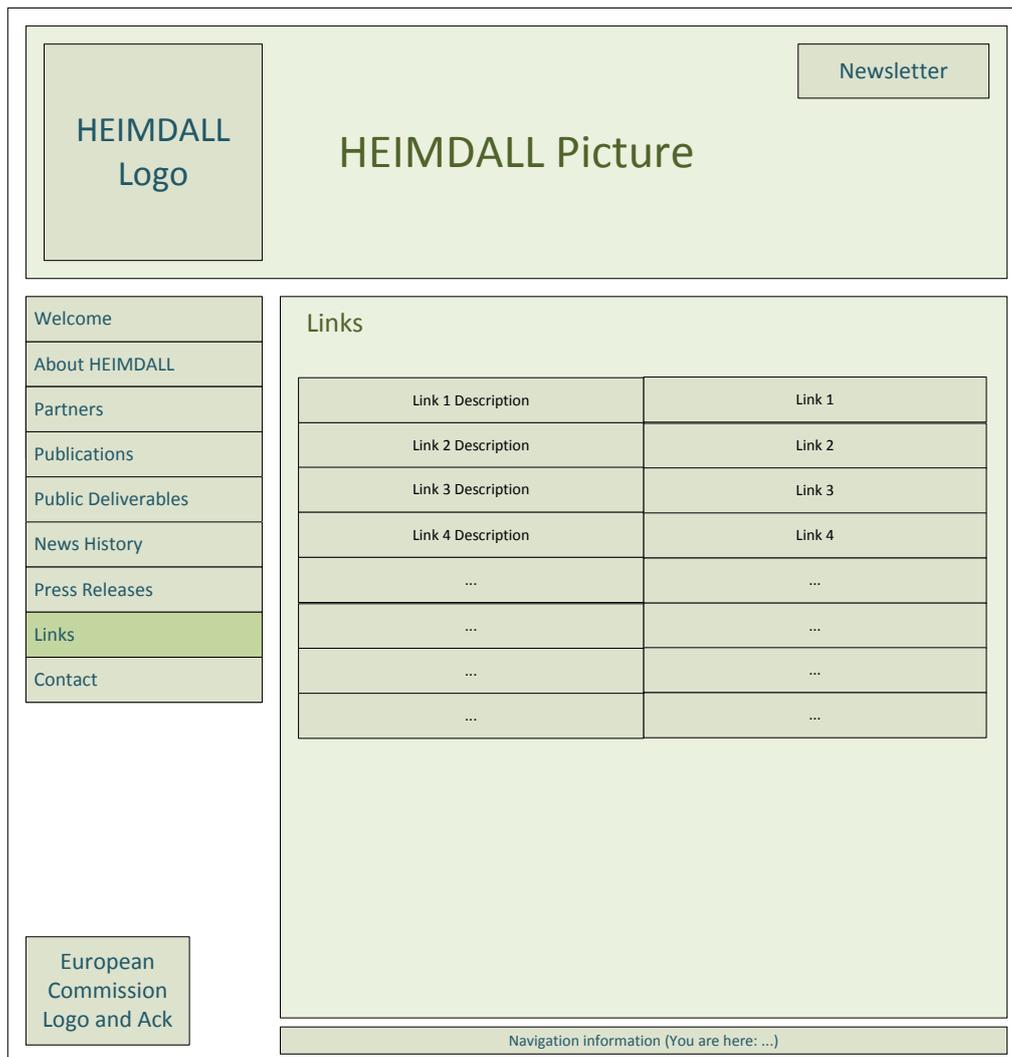This section provides links to websites that are relevant to the project, as can be seen in Figure 3-6.

Figure 3-6: Draft design of the "Links" section

3.1.8 **Contact**

This section provides the contact details of the project manager.

3.2 HEIMDALL Newsletter

The project website will publish a newsletter on a regular basis informing about the major achievements in each period.

The website provides also the possibility to subscribe/unsubscribe to the newsletter. If someone subscribes to the newsletter indicating an email address, he/she will receive an html email containing a link to the newsletter whenever a new issue has been published on the website.

Furthermore, past newsletters will always be accessible through the list in the right-hand side of the page, whereas the text of the current one will be accessible directly in the central part of the page (Figure 3-7).
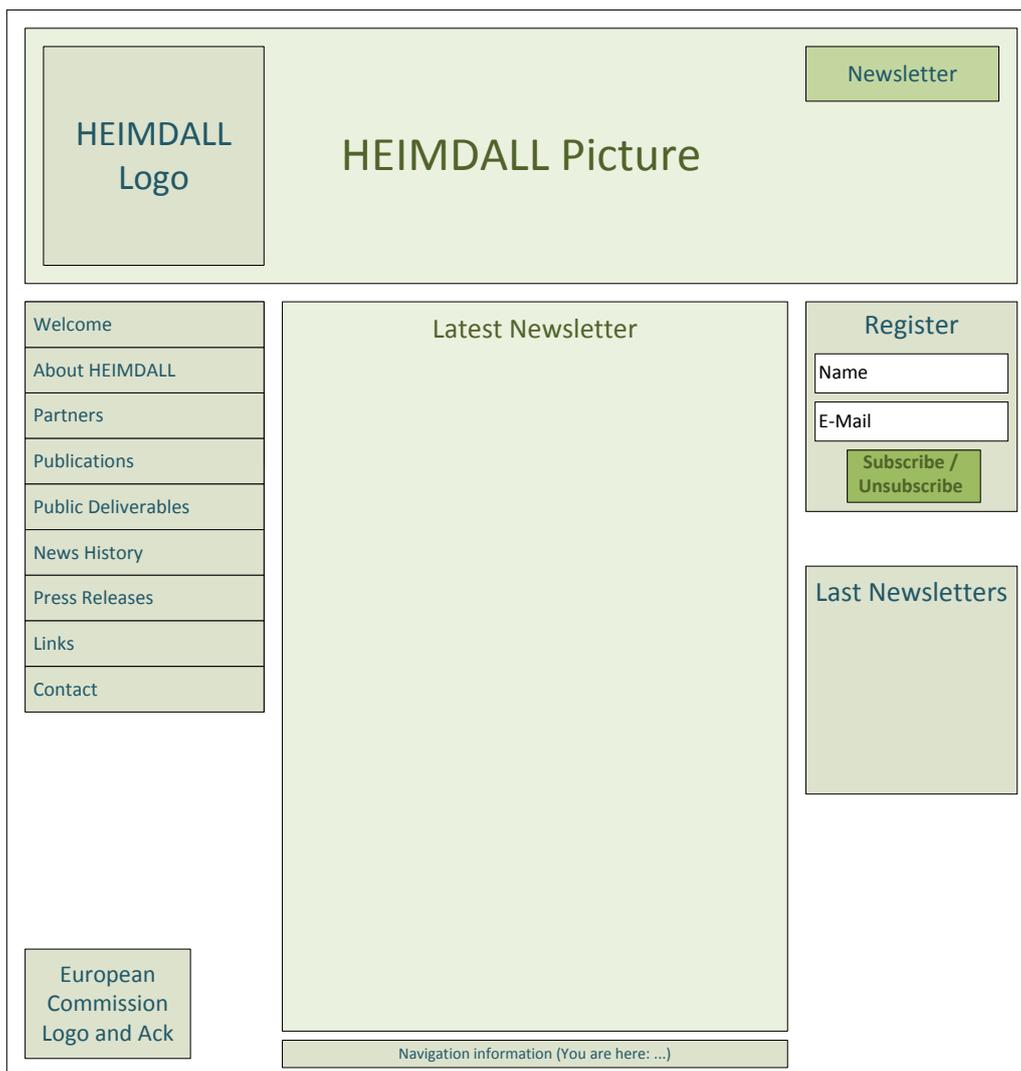
Figure 3-7: Draft design of the "Newsletter" section

4 Conclusions

This document provided a description of the HEIMDALL cooperative platform (project team site) and the design of the HEIMDALL website, the latter to be hosted in http://www.heimdall-h2020.eu/. The functionalities and contents of both platforms have been described, and screenshots and drafts of the intended design have been provided, according to their status at the time of delivering this document. Both platforms will be updated continuously according to the progress of the project.

5 References

[1] Microsoft   SharePoint   website,   available   at: http://sharepoint.microsoft.com/en-us/Pages/default.aspx [Last accessed in July 2017].

End of document