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Work Package 7: Project coordination and management

Title: D7.2 Report on the project management (PM) e-platform for sharing documentation.

Lead Organization: UNI-KLU

Participating Organization: UL, FERIT, UBL, UNSA, UNTZ, UB, UNI, UNS, ENT, BICOM, BIT, CISCO, NiCAT, RT-RK

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Deliverable data	Work Package and Outcome ref.nr	WP7 D7.2
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Task	T7.2 Creation of an e-platform for project management (Task leader: UNI-KLU).	

Revision History				
Version	Date	Author(s)	Organization(s)	Brief description of change
1	14.1.2018	A. Tonello	UNI-KLU	Super draft
2	14.3.2018	A. Tonello	UNI-KLU	Super draft modified
3	8.6.2018	D. Righini	UNI-KLU	Activities description
4	3.7.2018	D. Righini	UNI-KLU	Cover page revision

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1 Introduction

This deliverable “Report on the project management (PM) e-platform for sharing documentation” reports the results of the activities carried out in:

T7.2 Creation of an e-platform for project management (e.g., wiki page) (**Task leader: UNI-KLU**).

2 Objectives of the Deliverable

This document will detail the structure of the e-platform and its available features.

3 Used software

The software used as e-platform is Atlassian Confluence (<https://www.atlassian.com/software/confluence>). Confluence is a team collaboration software, installed on the University of Klagenfurt servers. The main link to access the BENEFIT Confluence space is <https://intranet.aau.at/x/eIDBDg>.

4 Roles and responsibilities

The BENEFIT Confluence space is accessible by a selected number of people. Only the administrators of the space can modify user roles. The following subsections define the role of each user category. Moreover, Confluence keeps a history of all changes to pages and other content, so it's easy to see who has changed what, and reverse any changes if you need to.

4.1 Administrators

Each subspace in Confluence has its own set of permissions, which can be granted and revoked by a space administrator. The user that creates a subspace, is automatically the administrator of that space. At the moment, the Confluence administrator is Davide Righini.

4.2 Users

The users can view, add, edit, and delete content within that space.

4.3 Viewers

The viewers can see the content in the space.

5 E-platform structure

The BENEFIT Confluence space is organized as follows:

- Boards [*members, useful documents, meetings minutes*]
 - o Development Board
 - o Management Board
 - o Quality Control and Monitoring Board
- Contacts [*list of all contacts with emails for each partner*]

- Operative contacts
- Legal representatives
- Indicators of progress [*list of indicators, description and status*]
- Meetings [*list of meetings, meetings minutes, presentations and proof of attendance*]
- Project management & reporting docs [*EU Erasmus+ website links, project guides, contractual documents, proposal files, reporting templates and examples, dissemination and visual identity rules*]
 - Signed partnership agreement
 - Found transfer request
 - Partners reporting material
- Templates [*meetings minutes, deliverables, PowerPoint presentation templates*]
- Work packages [*WPs descriptions, responsible partners and persons, documentation, tasks, milestones, and deliverables, activities status, proof documents*]
 - WP1
 - WP2
 - WP3
 - WP4
 - WP5
 - WP6
 - WP7

6 Conclusions

The e-platform was created, all the full partners have accounts, and the project data is updated regularly.