



## D1.1 Project Toolbox

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<sup>1</sup> **R**=Document, report; **DEM**=Demonstrator, pilot, prototype; **DEC**=website, patent fillings, videos, etc.; **OTHER**=other

<sup>2</sup> **PU**=Public, **CO**=Confidential, only for members of the consortium (including the Commission Services), **CI**=Classified, as referred to in Commission Decision 2001/844/EC

Modifications Index	
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## Executive Summary

D1.1 – Project Toolbox (for internal communication only) is a confidential deliverable of type Other, describing the communication tools to be used by all Hyperion partners as also the procedures to be followed for the flawless implementation of the project and in order to ensure:

- That the communication within the project will be efficient and effective.
- The high quality of the project's outcomes, which are mainly documented in the deliverables and organized through the milestones.
- The proper dissemination and communication of the project's results, including appropriate documentation.
- The proper use of external software and libraries, ensuring that no infringement of the Intellectual Property rights will happen, and that all partners IPR are honored along with the foreground developed in Hyperion.
- That the project will follow a highly innovative path, ensuring high impact for the developed research, methodologies and technologies.

The communication tools have been deployed since M1 and include the following:

- a) mailing lists, accessible also online: <https://lists.hyperion-project.eu>
- b) online document repository: <https://redmine.iccs.gr/projects/hyperion/dmsf>
- c) online project wiki: <https://redmine.iccs.gr/projects/hyperion/wiki>
- d) teleconference software based on: <https://www.gotomeeting.com>
- e) official website of the project: <https://www.hyperion-project.eu>

The procedures include:

- a) quality management procedures
- b) dissemination procedures
- c) document standards and templates
- d) risk management

Main hub for the partners, for accessing all Hyperion related information is the official project management tool of the project: <https://redmine.iccs.gr/projects/hyperion> and all tools and procedures are described in its wiki <https://redmine.iccs.gr/projects/hyperion/wiki>.

Both the tools and the procedures and thus D1.1 will evolve during the project lifetime and will be adapted if needed so.

# 1 Introduction

## 1.1 Purpose of the document

D1.1 – Project Toolbox (for internal communication only) is a confidential deliverable of type Other. This report is an accompanying report to the actual deliverable, which is a collection of tools and procedures described in detail here: <https://redmine.iccs.gr/projects/hyperion>

This deliverable will be a living document and its online counterpart: <https://redmine.iccs.gr/projects/hyperion/wiki> will be constantly updated.

The purpose of D1.1 is to provide the necessary tools and procedures to the consortium of Hyperion in order to ensure:

- a) the uninterrupted communication between the partners
- b) that all indented recipients are receiving the information
- c) the communication between partners
- d) the proper dissemination of the project
- e) the IPR of the partners
- f) the high innovation potential of the project
- g) the high quality of the project's results

## 1.2 Intended readership

This deliverable is indented solely for the Hyperion consortium members.

## 1.3 Relation with other deliverables

This deliverable, being of type OTHER, has no relation with other deliverables.

## 2 Communication Tools

Within the project the following communication tools will be used.

### 2.1 Project's online management tool: redmine

The project's online management tool is hosted under the address <https://redmine.iccs.gr> and includes the following tools

- Document repository: <https://redmine.iccs.gr/projects/hyperion/dmsf>
- Project's internal wiki: <https://redmine.iccs.gr/projects/hyperion/wiki>
- News bulletin: <https://redmine.iccs.gr/projects/hyperion/news>

The wiki itself, is an online version of the current document, which is constantly updated and its content is searchable online.

### 2.2 Mailing lists

For everyday communication between the partners a number of mailing lists have been setup to enable and ensure the proper delivery of the emails. The mailing list software used is sympa and the lists online configuration tool is hosted here: <https://lists.hyperion-project.eu/wws/>

The project of managing the mailing lists is described here: [https://redmine.iccs.gr/projects/hyperion/wiki/MAILING\\_LISTS](https://redmine.iccs.gr/projects/hyperion/wiki/MAILING_LISTS) and in short consists of the following:

*Emails will be used as the main form of direct non-realtime communication between the partners. To this end several mailing lists have been created to facilitate the communication between groups.*

*The following mailing lists are available.*

- *One mailing list per WorkPackage in the form of [wpX@lists.hyperion-project.eu](mailto:wpX@lists.hyperion-project.eu). X can be a number from 1 to 10 corresponding to each WP. All the partners participating in a WP will be receiving these emails.*
- *A mailing list for all the participants of HYPERION: [all@lists.hyperion-project.eu](mailto:all@lists.hyperion-project.eu). This list is **not be used** for daily activities and the messages going there will be moderated to avoid spamming the whole consortium.*
- *A mailing list for the financial responsables of hyperion: [financial@lists.hyperion-project.eu](mailto:financial@lists.hyperion-project.eu)*
- *A mailing list for the WP Leaders: [wp-leaders@lists.hyperion-project.eu](mailto:wp-leaders@lists.hyperion-project.eu)*
- *A mailing list for the Project Coordination Team: [pct@lists.hyperion-project.eu](mailto:pct@lists.hyperion-project.eu)*
- *A mailing list for the Technical Committee: [tc@lists.hyperion-project.eu](mailto:tc@lists.hyperion-project.eu)*

*Participants of HYPERION are able to monitor and manage the mailing lists the participate through the web address: <http://lists.hyperion-project.eu/wws/> after registering with their email.*

*The subject of the emails send to any mailing list is automatically annotated with the corresponding mailing list name. e.g. a mail sent to [all@lists.hyperion-project.eu](mailto:all@lists.hyperion-project.eu) will*

*automatically receive the subject: “Subject: [HYPERION ALL] XXX”. Therefore there is no need to manually annotate the subject.*

*A graphical way of interacting with the mailing lists is the following:*

*You can check in which mailing list you belong and the participants of these mailing lists by visiting <http://lists.hyperion-project.eu/www>*

- *If it is your first time, select first login from top left corner: <http://lists.hyperion-project.eu/www/firstpasswd/> and use the email address, you get the messages to*
- *When you login*
  - *Select <http://lists.hyperion-project.eu/www/lists> to see the lists you belong to*
  - *When selecting a list, you have the option to unsubscribe from it*

### 2.3 Gotomeeting

The teleconference application that will be used in HYPERION is Gotomeeting, through a license provided by ICCS.

WP Leaders will participate in monthly teleconferences, organized by the Coordinator. The participation of the WP Leaders is mandatory and optional for any other participant of HYPERION.

The Gotomeeting meetings will be configured each time by ICCS. The agenda and the action list will be uploaded to the document repository and the wiki will be updated accordingly to include the location of the files.

*The information about the teleconferences will be constantly updated through its wiki page: <https://redmine.iccs.gr/projects/hyperion/wiki/TELECONFERENCES>*

### 2.4 Official website of the project

The official website of the project is located under the address <https://www.hyperion-project.eu> and is currently holding a static landing page. A full featured Content Management System, based on Wordpress, will be deployed at M4 and will include information regarding the project, its partners, its activities and news.

## 3 Procedures

Procedures that will be developed through the project will be included in the wiki.

Specifically the following procedures are already in place: a) quality management procedures and b) dissemination procedures.

### 3.1 Quality Management Procedures

The **Quality Manager (QM)** – (Nikos Frangakis) – will be responsible for the implementation of the quality procedures determined in the Quality Plan (QP) and the verification of the project results. Main responsibilities include the development of the QP, the monitoring of the implementation of the quality procedures along the project duration, the review of deliverables and the initiation of actions, reporting to PC, when/if needed.

#### Review process per type of result

##### 3.1.1 Milestones

Each milestone will be reviewed by 1 reviewer.

The list of milestones, their respective reviewers and timeplan are shown in [List of Deliverables and Milestones and their respective reviewer\(s\)](#).

The procedure of reviewing a milestone is described below in Figure 1 and an example is given in the Figure below.

Review procedure for milestones:

##### 3.1.2 Deliverables

Confidential deliverables will be reviewed by

- 1 reviewer (the same who reviewed the draft version of the deliverable, which is linked with the milestones)

Public deliverables will be reviewed by

- 1 reviewer (the same who reviewed the draft version of the deliverable, which is linked with the milestones)
- a mandatory second reviewer

The list of deliverables, their respective reviewers and timeplan are shown in [https://redmine.iccs.gr/projects/hyperion/wiki/List\\_of\\_Deliverables\\_and\\_Milestones\\_and\\_their\\_respective\\_reviewer\(s\)](https://redmine.iccs.gr/projects/hyperion/wiki/List_of_Deliverables_and_Milestones_and_their_respective_reviewer(s))

### 3.2 Dissemination Procedures

A detailed dissemination procedure will be documented in D9.3 “Dissemination and Communication Plan” and will be included in the wiki: [https://redmine.iccs.gr/projects/hyperion/wiki/Dissemination\\_Procedures](https://redmine.iccs.gr/projects/hyperion/wiki/Dissemination_Procedures)

The overall objectives of the dissemination procedures are summarized below:



- Produce high quality HYPERION publications and presentations;
- Avoid overlaps and possible disclosure of restricted or confidential information;
- Keeping an appropriate registry of the dissemination activities of the project.
- Acknowledge properly

### 3.3 Naming standards and document templates

The naming standards and the document templates to be used throughout the project are documented here:

[https://redmine.iccs.gr/projects/hyperion/wiki/Document\\_standards\\_and\\_template\\_s](https://redmine.iccs.gr/projects/hyperion/wiki/Document_standards_and_template_s)

*All public documentation needs to conform the document standards provided by the Project Coordinator. The document standard could be used for:*

- *official EU reports (such as Periodic, Final)*
- *public documents by the consortium*
- *project deliverables (in a report format)*
- *any documents that are declared as public by the consortium*

*All project templates (deliverables, presentations, document standard: are saved on Redmine/Documents/Templates: TO BE FILLED IN.*

*For internal project documents, such as WP meeting agenda and minutes, it is also advised to apply this standard.*

	<b>Deliverables</b>	<b>Meetings</b>	<b>Conferences</b>
<b>First letters</b>	HYPERION	HYPERION	HYPERION
<b>Underscore</b>	–	–	–
<b>Next letters</b>	Deliverable number [Dx.y] [x=WP number, y=deliverable number]	Type of document (i.e. Agenda, Minutes, Presentation) In case of presentation, include WP number.	Event title
<b>Underscore</b>	–	–	–

<b>Next letters</b>	Short explanatory <b>title</b> for the document.	<b>Location</b> and <b>date</b> of the meeting	<b>Location</b> and <b>date</b> of the event
<b>Underscore</b>	–		
<b>Next letters (for presentations only)</b>		Short name of <b>organisation</b>	Short name of <b>organisation</b> and <b>Initials</b> of presenter
<b>Underscore</b>		–	–
<b>Next letters</b>	"v" and number of revision of this specific report [v0.1=draft version, v1.0=final version]	"v" and number of revision of this specific report [v0.1=draft version, v1.0=final version]	"v" and number of revision of this specific report [v0.1=draft version, v1.0=final version]

*Deliverable documents: [HYPERION\_Dx.y\_Title\_v0.1]*

**example: HYPERION\_D1.1\_Project toolbox\_v0.3**

*Meeting documents: [HYPERION\_Type of*

*Doc\_Location\_YYYYMMDD(\_Organisation/Initials)\_v0.1]*

**example: HYPERION\_Agenda\_Athens\_20161212\_v0.1**

**example: HYPERION\_Minutes\_Athens\_20161212\_v0.1**

**example: HYPERION\_WP1\_Presentation\_Athens\_20161212\_ICCS\_v0.3**

### 3.4 Risk management

Risk management will be performed throughout the project and its activities will be recorded here

[https://redmine.iccs.gr/projects/hyperion/wiki/Risk\\_Management](https://redmine.iccs.gr/projects/hyperion/wiki/Risk_Management)

A table, like the one below, will be kept and updated as soon as a risk is identified or resolved.

The Project Coordination Team will pay attention to risk management during the project (Task 1.2), which will be carried out as a circular process in which risks are identified, analysed, managed and monitored.

<i>Description of risk</i>	<i>WPs</i>	<i>Mitigation Measures and Contingency Planning</i>
<i>(likelihood/ Impact: H=high, M=Medium, L=Low)</i>		

<p><i>Loss of key staff (M/M)</i></p>	<p><i>1, All</i></p>	<p><i>Most of partners are large organizations able to replace staff that move departments or leave with equivalent personnel. No critical task is dependent on a specific individual.</i></p>
<p><i>Loss of key partner (L-H)</i></p>	<p><i>1, All</i></p>	<p><i>There is a purposely adopted a degree of overlap in the skills possessed by the partners (particularly regarding the main technological aspects, e.g., climatic modelling, structural engineering). In the unlikely case that a partner withdraws, the PCT will analyse two main options: 1) the substitution of the partner by another one of similar characteristics 2) the assumption and redistribution of tasks among the partners of the project.</i></p>
<p><i>Risk of not delivering project on budget and time due to its highly strategic and innovative nature (L-M/ impact depending on the problem/delay, M-H)</i></p>	<p><i>1, All</i></p>	<p><i>The partners will review their budgeted amounts on regular base. This will help the identification of potential deviations. The PCT will help the partners with internal redistributions if necessary. In addition, most partners are experienced organizations who have led/participated in and successfully delivered large and complex EU projects before. A detailed project management plan, with standard mitigation section, will be developed at the very beginning of the project (pre-emptive analysis).</i></p>

## 4 Conclusions

D1.1 “Project Toolbox” is a deliverable of type OTHER and the current document is an accompanying report the actual tools that will be used as also procedures and applications. The online version of the document will be constantly be updated: <https://redmine.iccs.gr/projects/hyperion/wiki/>