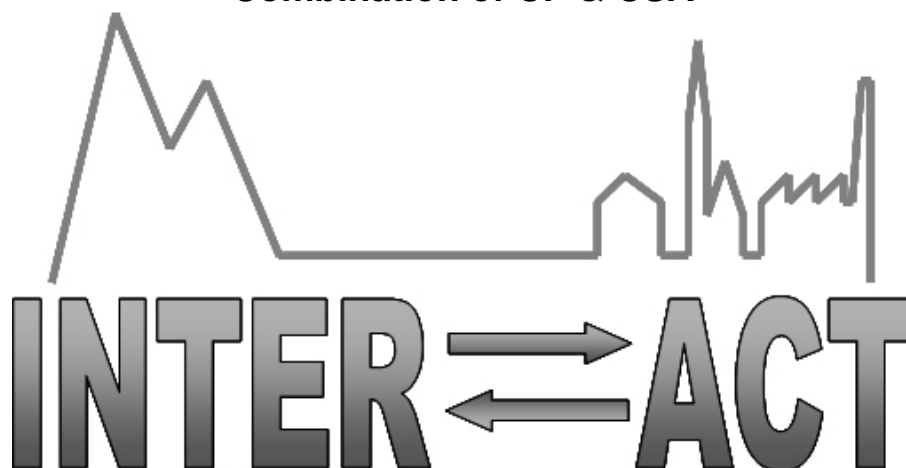


Combination of CP & CSA



D1.1- Progetta tool

Project No.262693– INTERACT

FP7-INFRASTRUCTURES-2010-1

Start date of project: 01/01/11
Due date of deliverable: 31/01/2011 (M1)

Duration: 48 months
Actual Submission date: 14/02/2011

Lead partner for deliverable: CLU
Author: Luisella Bianco

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 Services)	
CO	Confidential, only for members of the Consortium (including the Commission Services)	

Table of Contents

Publishable Executive Summary	3
1. PROGETA management tool	4
1.1. Implementation.....	4
1.2. Modules.....	5
1.2.1. Advancement Dashboard.....	5
1.2.2. To Do List.....	5
1.2.3. Analysis Module	5
1.2.4. Budget and Cost Modules	5
1.2.5. Communication Module	5
1.2.6. Reporting Module.....	5
1.2.7. Administrator Module	5
1.2.8. Milestone reports.....	5
1.3. Future issues.....	6

Publishable Executive Summary

The web-based management tool Progeta has been set-up by CLU and tuned to specific needs to monitor INTERACT partners and activities and to ensure an efficient communication transfer. All the information about the schedule, activities, milestones and deliverables (detailed plan from the DOW) and partners' budgets were stored in the central database, and a specific domain <http://interact.PROJECTA.info> has been dedicated to the project.

Many facilities have been implemented in order to increase the communication among the partners and to allow to the Coordinator to easily follow any deviation from the planned activities. Therefore, a private account has been assigned to each participant in the project, and a specific INTERACT PROGETA User guide has been prepared and distributed to everybody. A demonstration of the system has been given during the Kick-Off meeting.

PROGETA has been used to monitor the state of advancement of project activities. Project participants have been continuously informed by PROGETA to optimize resources and to respect time constraints and the budget of the project: an automatic alert message informs the responsible partner about a close due date, deliverable release or approval, or about a critical situation (Late/Standby state of an activity). Any important news about the progress of an activity (In late/Standby state of an activity, deliverable completion) is automatically communicated to WP leaders and the Coordinator.

A new version of the INTERACT PROGETA User guide has been prepared and distributed to all partners. The major update of PROGETA released during Month 15 included new features such as a People tool, File Manager, Monthly Report and History.

1. PROGETA management tool

1.1. Implementation

PROGETA has been implemented for the INTERACT project and is now available at the following web address <http://interact.progeta.info>.

All of PROGETA's modules have been customized for the project following the coordination requirements.

A Visual guide has been distributed to INTERACT participants, in order to help them to familiarise themselves with the tool.

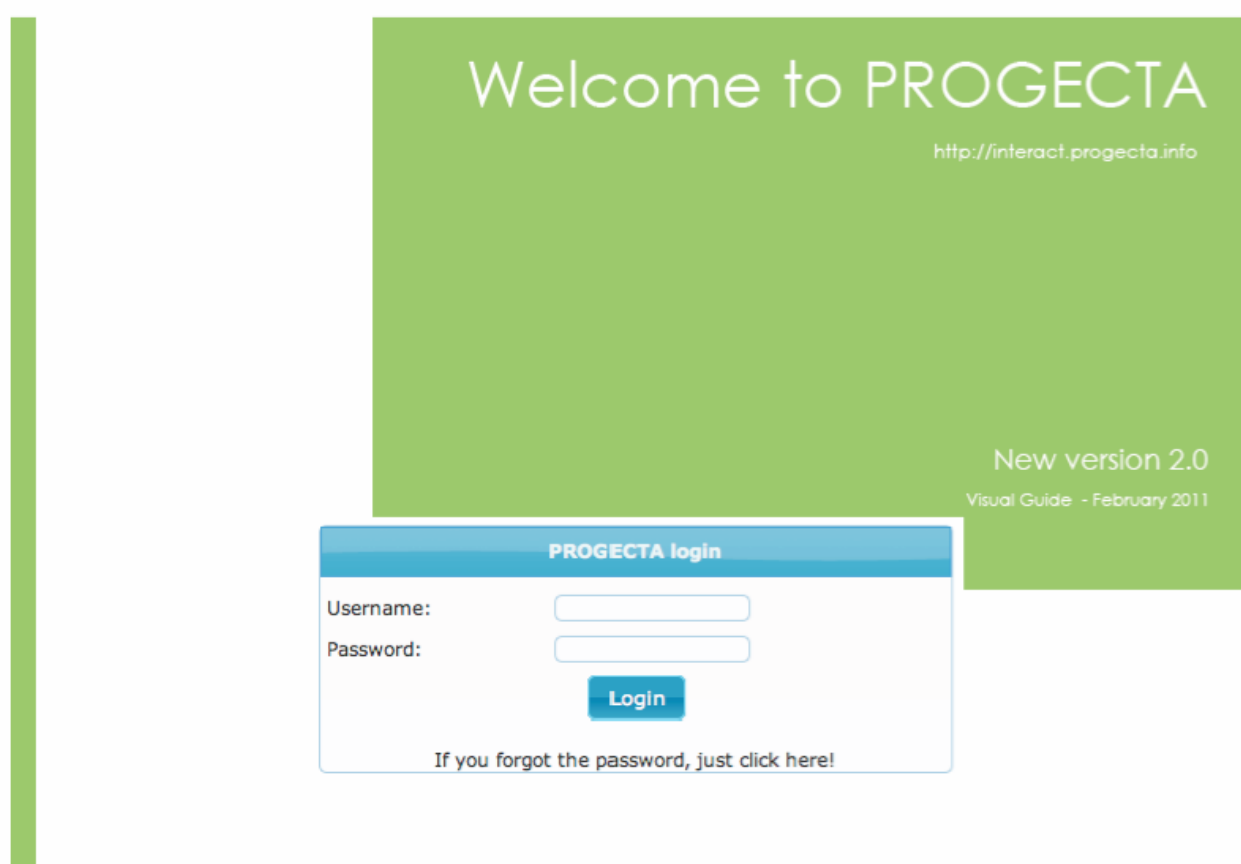


Figure 1: PROGETA Web Management Tool – Visual Guide

1.2. Modules

The following modules are now available:

1.2.1. Advancement Dashboard

This module gives information about the project advancement (WBS) and allows users to change the status of their activities. Other facilities such as GANTT and Milestone management are included.

1.2.2. To Do List

This Module allows the user to check their own activities inside the project and to check deadline scheduling.

1.2.3. Analysis Module

This module is very useful for the project manager and coordinator. Herein are tools to check project anomalies, to search for information through a series of filters, to export project details, to view project history and during the reporting period, to control report submissions.

1.2.4. Budget and Cost Modules

This module allows the budget to be viewed for each partner and for partners to insert cost justifications (during the reporting period). Reports on the budget and costs are available.

1.2.5. Communication Module

An internal mail system has been created to enhance communication between partners. This system is "process linked", so that the users can directly send mails to selected WP or Task participants avoiding redundant mails. A mass mail tool and direct mail to WP leaders are included.

An alert system is included in PROGETA. This system periodically sends mails to users to remind them of deadlines. Moreover, anomalies, such as activities in the late or in standby mode, are communicated to WP leaders, project manager and coordinator.

1.2.6. Reporting Module

This module has been created to download and export reports, both management and technical reports. During the reporting period, the project manager can easily collate all the files to prepare documentation for the EC periodic reports.

The management report is automatically created and specific templates are available to meet project needs. Deliverable reports can be downloaded directly from the appropriate pages.

1.2.7. Administrator Module

This part of PROGETA includes all the tools for the Coordination team to manage the project. Only administrators, project managers and the Coordinator can view this module. The most important tools that can be found here are: "user and partner manager", "project details", "manager reports" (technical and management) "manager", "cost manager" etc.

1.2.8. Milestone reports

The WP leaders are alerted when their milestones deadlines approach. At this point, the Milestone interface allows them to submit reports that can be downloaded by all the project participants. The Milestone Report can be updated, if necessary.

1.3. Future issues

Further implementation will be added if required by the project coordinator.

PROGETA is continuously under development to improve usability and various features.