Combination of CP & CSA

D1.1- Proyecta tool

Project No.262693 – INTERACT

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<td>X</td>
</tr>
</tbody>
</table>
Table of Contents

Publishable Executive Summary................................................................. 3
1. PROGECTA 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 Progecta 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.PROGECTA.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 PROGECTA User guide has been prepared and distributed to everybody. A demonstration of the system has been given during the Kick-Off meeting.

PROGECTA has been used to monitor the state of advancement of project activities. Project participants have been continuously informed by PROGECTA 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 PROGECTA User guide has been prepared and distributed to all partners. The major update of PROGECTA released during Month 15 included new features such as a People tool, File Manager, Monthly Report and History.
1. PROGECTA management tool

1.1. Implementation
PROGECTA has been implemented for the INTERACT project and is now available at the following web address http://interact.progecta.info.

All of PROGECTA’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: PROGECTA 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 PROGECTA. 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 PROGECTA 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.
PROGECTA is continuously under development to improve usability and various features.