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(EURECA)**

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**Deliverable Title: Online Collaboration Platform**

**Lead Beneficiary: University of East London (UEL)**

| Dissemination Level |        |    |
|---------------------|--------|----|
| PU                  | Public | PU |



## Change History

| Issue | Section    | Change Description   | Author          | Date     |
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| 1.1   | -<br>4.2.1 | Change History added<br>Webex training / familiarisation added | Peter Higgs     | 29/03/15 |
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# **1 EXECUTIVE SUMMARY**

## **1.1 Summary**

This document has been produced for reporting the delivery of Deliverable D7.4 to the European Commission. Deliverable D7.4 is the Online Collaboration Platform which is due for delivery by the end of month 1 (March 2015).

## **2 Introduction**

### **2.1 General**

This document has been produced for reporting the delivery of Deliverable D7.4 to the European Commission.

### **2.2 Purpose of this document**

The actual Deliverable D7.4 is the project Online Collaboration Platform. This document has been produced for the purpose of reporting to the Commission on-time completion of the deliverable.

### **2.3 Objectives**

The objectives of the Deliverable are to provide an online Collaboration Platform for use by members of the project team to communicate, disseminate information, and manage the overall project. The Platform also includes a public area to facilitate the wide dissemination of information.

### **2.4 Scope**

The scope of this document covers Deliverable D7.4 and reporting to the Commission only.

### 3 DEFINITION OF TERMS

**EURECA** means the Datacenter EURECA Project

**Commission** means the European Commission.

Dissemination level '**PU**' means Public

**UEL** means the University of East London

**Deliverable** means a formal contract deliverable item under the EURECA project

**D7.4** means the Deliverable identified as number D7.4 within Work Package 7 of the EURECA project

**Work Package 7** of the EURECA project covers 'Project Management'.

## 4 DELIVERABLE

### 4.1 General

This section describes the content of Deliverable D7.4 which has been implemented in accordance with the contract requirements.

### 4.2 Description

#### 4.2.1 Overview

A comprehensive on-line Collaboration Platform has been established for use by all members of the Consortium. The Platform is based on that established and used successfully for the PEDCA project and incorporates some lessons learned and improvements from the experience gained on that project.

One-to-one Webex sessions are being held with each of the participants to provide training/familiarization for those who require it.

The platform mainly comprises a private area, with secure log-in, for use by members of the Consortium, including the Commission Project Officer. The platform also includes a public area for wide dissemination of information.

#### 4.2.2 On-line Collaboration Platform

Key features of the Platform are as follows :-

- Calendar of Events and key dates
- Blog
- Forums for discussions and information exchange between Consortium members
- FAQs
- Dissemination of reports and deliverables for internal review and approval
- Project document repository / library
- Downloads
- Project Handbook (provided by relevant sections of the Platform)
- Form templates and submission mechanism for internal quarterly progress and cost reports, and requests for the release of pre-finance funding
- Photo Gallery



- On-line surveys
  
- Dissemination of EURECA information through wider access to public areas of the Platform
  
- On-line registration for events and training
  
- Communication and Messaging between Consortium members
  
- Document and report templates
  
- Link to Google Documents for the collaborative generation and review of reports and deliverables.