RETHINK big

D1.1 Project Management Procedures and Communication Tools
Version 1.0

Document Information

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Change Log

Version	Description of Change
v1.0	Initial Draft released to the European Commission (based on internal v0.3).

Table of Contents

1 Introduction and executive summary

The aim of this document is to provide an overview of the project management tools and to describe the administrative procedures of the RETHINK big Project in order to ensure efficient project execution and to produce high level project results.

Based on the BSC´s experience coordinating other European projects, we have employed an interactive strategy consisting of email lists, a secure shared workspace known as the Project Portal in addition to regular General Assembly and Work Package Leader teleconferences and face-to-face meetings. The regular use of these management tools has resulted in smooth communication between the Partners throughout the first 6-months of the project.

2 Distribution and Contact List

The primary communication channel for the project is email. For this reason, the first communication-related tool set-up for the project consists of several Distribution Lists or DLs which facilitate the routing of information requests to the appropriate individuals and groups. The Project Manager updates these lists on a regular basis and posts the most up-to-date information to the Project Portal in the form of a sortable project Contact List. This Contact List also includes the key contact coordinates for all Partners.

FULL NAME	PARTNER	WGL / WPL	DISTRIBUTION LISTS							NO	EMAIL
			FINAD MI	LEGA L	CORE (WP/ WG...	GA	WPL	SOCI ALME DL	COOR D		
Achim Schlosser	ParStream	WG3.2			✔	✔		✔		3	achim.schlosser@parstream.com
Adèle Lauret (EPFL Research)	EPFL		✔	✔						2	research.office@epfl.ch, adele.lauret@e
Adrián Cristal	BSC	Coord			✔	✔	✔	✔	✔	5	adrian.cristal@bsc.es
Adrià Armejach	BSC							✔		1	adria.armejach@bsc.es
Albert Aschauer	ParStream	WG3.2			✔	✔		✔		3	albert.aschauer@parstream.com
Albert Soret	BSC	WG3.1			✔					1	albert.soret@bsc.es
Alexander Borusan	TUB		✔	✔						2	alexander.borusan@tu-berlin.de
Alonso Silva Allende	ALBLF	WG4.3			✔	✔				2	alonso.silva@alcatel-lucent.com
Annapoorni Sitaraman	EPFL			✔						1	annapoorni.sitaraman@epfl.ch
Angel Alvarez	UPM							✔		1	angel.alvarez@ctb.upm.es
Anastasia (Natassa) Ailamaki	EPFL				✔	✔				2	natassa@epfl.ch
Anja Horn	ParStream		✔	✔						2	anja.horn@parstream.com
Anette Schade	TUB			✔						1	anette.schade@tu-berlin.de
Asterios Katsifodimos	TUB									0	asterios.katsifodimos@tu-berlin.de
Béatrice Corsi	THALES			✔						1	beatrice.corsi@thalesgroup.com
Bruno Jansen	ARM		✔	✔						2	bruno.jansen@arm.com
Celine Marques	THALES			✔						1	celine.marques@thalesgroup.com
Christos Kotselidis	UniMan	WP3			✔	✔	✔			3	christos.kotselidis@manchester.ac.uk
Consuelo Gonzalo	UPM				✔		✔	✔		3	chelo@fi.upm.es
Cristina Calonge	BSC		✔							1	cristina.calonge@bsc.es
David Faure	THALES	WG4.2	✔	✔	✔	✔		✔		5	david.faure@thalesgroup.com
Dimitra Tsaoussis Melissargos	EPFL		✔	✔	✔	✔				4	dimitra.tsaoussis@epfl.ch
Emma Torrella	BSC		✔	✔	✔	✔	✔	✔	✔	7	emma.torrella@bsc.es
Erietta Liarou	EPFL				✔					1	erietta.liarou@epfl.ch
Ernestina Menasalvas	UPM	WP2	✔	✔	✔	✔	✔	✔		6	ernestina.menasalvas@upm.es
Fabien Mathieu	ALBLF				✔					1	fabien.mathieu@alcatel-lucent.com
France Lasfargues	IMR		✔	✔	✔			✔		4	france.lasfargues@internetmemory.net
Gina Alioto	BSC	WP5	✔	✔	✔	✔	✔	✔	✔	7	gina.alioto@bsc.es
Gunnar Klau	CWI	WG3.3			✔	✔				2	Gunnar.Klau@cwi.nl
Gavin Brown	UniMan									0	gbrown@cs.man.ac.uk

Figure 1: RETHINK big Contact list document

The main and most used DLs of the Project are:

LIST@bsc.es	MEMBERS	PURPOSE
rethinkbig-core	WPLs / WGLs (at least 1 / Partner)	Core WP / WG matters
rethinkbig-coordinator	Coordinator Team	Public contact address, Internal requests
rethinkbig-finadmin	Financial representatives	Financial and administrative matters
rethinkbig-ga	General Assembly members	Vote by email
rethinkbig-legal	Legal Council (at least 1 / Partner)	Contract matters (will always be sent with copy to finadmin)
rethinkbig-wpls	WP Leaders	High level planning
rethinkbig-socialmedia	WP2 Participants	Content for dispatching to Twitter, Public Website, etc.

In addition, we have also created a set of DLs for specific and circumstantial purposes that thrive through the project, for example for the External Expert Team DL (rethinkbig-experts@bsc.es) that gathers all the external experts participating in the Working Groups, and the Newsletter DL, (rethink-newsletter@bsc.es) used to send the Project Newsletter to the subscribers. DLs are a very valuable and fast way to ensure the information is delivered to everyone in the loop at the same time and there is no relevant information missing.
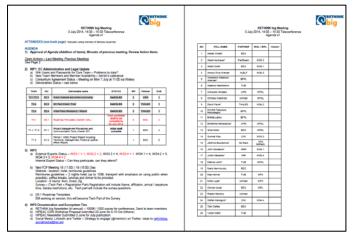
3 Meetings

Another important tool for maintaining strong communication between the partners has been holding monthly teleconferences to evaluate progress against project plans, ensure high quality implementation of the project, to identify major problems and co-ordinate project-related interactions among the WP Leaders.

There is a standing agenda that is the template for each meeting and ensure that each Partner is aware of what will be discussed from meeting to meeting. This agenda is flexible to accommodate the two distinct goals of: 1) discussing general and high level project progress toward the plan of record and assign actions; and 2) sharing status on individual tasks and results as well as discussing relevant issues in greater detail.

3.1 General Assembly Meetings

The Project Manager, working with the Technical Manager, calls and prepares monthly General Assembly teleconferences for which the PM creates the agenda and

sends it to all attendees and provides the minutes after every meeting. The PM is in turn responsible for collecting feedback (including from the Technical Manager and ultimately publishing all meeting documentation to the Project Portal. The PM classifies Action items with a unique identifier including the meeting date and number (i.e. 140425.A3) and tracks them

from meeting to meeting in order to ensure prompt resolution. When the discussion of complex issues are threatened by meeting time constraints, Work Package Leaders are encouraged to hold additional meetings and / or to start technical discussion forums on the Project Portal or via email.

3.2 Work Package Leader Meetings

In a project of this duration (2-years), it is simply not enough to meet on a monthly basis. For this reason, The PM, working with the Technical Manager, also calls and prepares bi-monthly Work Package Leader teleconferences for which the Project Manager creates the agenda and sends it to all attendees and provides the minutes and Actions after every meeting. The Actions from these meetings are tracked with all other project-related actions for easy reference.

Consortium Meetings

On this page you will find a list of all project Teleconferences and Face-to-Face Meetings and Technical Meetings. They are listed from the most recently held meeting.

Contents [hide]
1 OPEN ACTIONS
2 Next F2F Meeting
3 Next Telco
4 P1 Meetings

OPEN ACTIONS

⌐ Find out what you are supposed to be doing and by when, here.

Next F2F Meeting

⌐ 18 Sep (11:00 Start) and 19 Sep (16:00 End) at UPM Campus in Madrid, SPAIN Agenda, Meeting Attendees
⌐ All WGLs are expected to attend a training session on 17 Sep (14:00 Start) at U

Next Telco

⌐ 30 July 2014 14:30 - 15:30 - Agenda

P1 Meetings

⌐ 23 July 2014 Big Project Sustaining Meeting - Agenda, Minutes and Presentatio
⌐ 16 July 2014 Big Project Sustaining Meeting - Agenda, Minutes and Presentatio
⌐ 03 July 2014 Teleconference - Agenda, Minutes and Presentations
⌐ 05 June 2014 Teleconference - Agenda, Minutes and Presentations
⌐ 03 Jun 2014 Teleconference WPLs - Agenda, Minutes and Presentations
⌐ 29 May 2014 Teleconference WPLs (including 26 May Actions) - Agenda, Minut

3.3 Face-to-face Meetings

In addition to holding monthly teleconferences, the General Assembly called 2 (bi-annual) face-to-face meetings, one of which was the Kick-off took place during the first month of the project. The General Assembly will also meet during the Working Groups Meetings, the Synthesis Workshops and Review as described in the plan of record.

3.4 Kick-off Meeting and Dissemination Strategy Meeting

The RETHINK big Project Kick-off Meeting was held on 18 March 2014 and was co-located with the European Data Forum (EDF) 2014 that took place on 19-20 March 19-20 in Athens, Greece. The purpose of this meeting was to formally introduce individual contributors to the project and to each other as well as to establish the project Roles and Responsibilities as well as set expectations regarding how the project will function. At the same time, it provided the opportunity to bring the team up to speed on the many relevant EU projects, partnerships and initiatives in the area of Big Data. After the successful conclusion of the Kick-off, the RETHINK big Project sponsored a project stand in the EDF Interactive Session, while Coordinator Adrián Cristal also engaged EDF attendees in an introductory presentation of the project.

As Social Media and online presence play an important role in this project, the WP2 Leader, UPM, called a Dissemination Strategy Meeting on 25 April 2014 to discuss Roles, Responsibilities and Strategy which resulted in the D2.1 Project Website (and Dissemination Strategy) document.

4 Project Portal (Wiki)

By far, the most valuable communication tool used by the Project Team has been the Project Portal which went live in April 2014. The Project Portal is a wiki-based secure intranet that was created to facilitate the exchange of critical project documentation, technical information and news. It is directly accessible from the RETHINK big Public Website (www.rethinkbig-project.eu) and provides all Project Team members with a structured "one-stop shopping" experience for everything RETHINK big.

4.1 Design and Implementation

The RETHINK big Project Portal has been implemented as a Wiki in order to make easy exchange of documents and information to all the Project Team which allows maximum flexibility for content updates and allows extensions to the structure both regarding the number of topics as well as the depth of the information. The portal was designed by the Project Manager and implemented by the BSC Webmaster.

All participants in the project have been provided with individual usernames and passwords in order to access the portal. Moreover, all users have been provided with rights to update the "wiki-style" pages. However, in practice, it is the Project Coordinator that updates the administrative and planning content on the Project Portal.

4.2 Structure and Content

4.2.1 Project Portal Home

This is the first screen Project Team sees once the username and password have been introduced. There are two different sections: The Welcome Section provides basic information about how to use the portal, the contact address and links to the Public website as well as the possibility to subscribe for updates via RSS. The News section is updated with Project News and relevant updates of the Wiki on a regular basis.

4.2.2 Quick Links

The Quick Links sidebar is designed to provide all wiki users with direct access to the most essential administrative and technical project documents, including the Description of Work (DoW), the Consortium Agreement (CA), the Grant Agreement (EC-GA) and subsequent Amendments and all project Deliverables and reports. It also allows for direct access to the project Templates and Project logos to be used for creating project-related documentation and deliverables. Most importantly, the sidebar makes it easy for users to identify and contact all individual contributors via the Contact List and to find all Meeting Minutes and Actions under Consortium Meetings.

4.2.3 A User Perspective

The Project Portal has something for everyone. Administrative and Financial representatives of the project can access all final contractual documentation such as the EC-GA, Description of Work and Consortium Agreements including scanned signature pages, detailed explanations and related reference materials such as a detailed Budget and payment breakdown. The Portal also includes Meeting Agendas and Minutes with scanned signed attendance sheets, Effort Reporting templates and links to the latest EC Financial Guidelines.

P1 Meetings

- 23 July 2014 Big Project Sustaining Meeting - Agenda, Minutes and Presentations
- 16 July 2014 Big Project Sustaining Meeting - Agenda, Minutes and Presentations
- 03 July 2014 Teleconference - Agenda, Minutes and Presentations
- 05 June 2014 Teleconference - Agenda, Minutes and Presentations
- 03 Jun 2014 Teleconference WPLs - Agenda, Minutes and Presentations
- 29 May 2014 Teleconference WPLs (including 26 May Actions) - Agenda, Minutes and Presentations
- 26 May 2014 Teleconference WPLs (Actions included in 29 May Meeting Minutes)
- 07 May 2014 Teleconference - Agenda, Minutes and Presentations
- 25 Apr 2014 F2F Meeting (Barcelona, SPAIN) - Agenda, Minutes and Attendance Sheet
- 10 Apr 2014 Teleconference - Agenda, Minutes and Presentations
- 18 Mar 2014 F2F Meeting (Athens, GREECE) - Agenda, Minutes and Presentations
- 07 Mar 2014 Teleconference - Agenda, Minutes and Presentations

For the core technical contributors to the RETHINK big Project, the Project Portal is an invaluable resource for finding the latest decisions and status from Meeting Minutes as well as for reviewing your assigned Actions or for adding to the list of target Events and Conferences relevant to the project. Finally, the Project Portal has pages dedicated to EC Big Data-related initiatives and

EC Big Data Initiatives

- Information regarding work toward a Public Private Partnership as well as the Big Data Value Strategic Research and Innovation Agenda can be found at: www.bigdatavalue.eu

NESSI and PPP-related Activities

- Our response to the initial Public Consultation is RETHINK big SRIA Response v5
- We recommend that you download the IDC and THALES presentations from 2014 NESSI Summit Presentations.

Big, Byte, RETHINK big Project Collaboration

- 23 July 2014 Big Project Sustaining Meeting - Agenda, Minutes and Presentations
- 16 July 2014 Big Project Sustaining Meeting - Agenda, Minutes and Presentations

Figure 6: RETHINK big Portal – EC Big Data Initiatives

the minutes and presentations from Big / BYTE Project and NESSI collaboration meetings in addition to relevant technical information including links to articles, blogs, papers and strong European Roadmap examples.

4.2.4 Work Package Pages

The individual Work Package pages serve as a virtual whiteboard for exchanging ideas. Each of the Work Packages Leaders maintains his or her own discussion page. However, this virtual whiteboard is not intended for recording decisions; Decisions are made at the level of the General Assembly and are referenced in the Meeting Minutes (available on the Quick Link to Consortium Meetings).

4.2.5 Update Procedure

The RETHINK big Project Manager is largely responsible for providing the administrative content while the Technical Manager is responsible for driving the technical content updates to the Project Portal on a regular basis. The Project Manager summarizes any major updates to the portal on a regular basis via email or at the regular teleconferences as well as on the News section of the Project Portal Home.

When posting documents, the Project Manager posts the most current version of the document first but maintains links to all previous versions of documents in reverse version order. All previous versions of documentation have a change version table within the documents, so that the changes between versions are clearly understood and tracked. The Project Manager notifies the Project Team via email when any new documents are posted to the Project Portal and includes it into the News Section (in Project Portal Home).

4.3 Technical Implementation

The Public Website and Project Portal reside on the same BSC server. The technical and security requirements for both were defined by the RETHINK big Webmaster in conjunction with the Project Manager and the BSC Operations Team and are described in detail in the D2.1 Public Website. The Project Portal utilizes MediaWiki version 1.15.2 and has a separate MySQL database.

It also includes SVN or Subversion, a secure and collaborative revision control system and repository that maintains current and historical versions of source code and documentation. The RETHINK big SVN has been created expressly for working on deliverables and related documents and is directly accessible via link from the RETHINK big Project Portal.