



Enabling Grids for E-science

Presentation of templates and supporting documents

Anna Cook

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www.eu-egee.org



Information Society
and Media



EGEE-III INFSO-RI-222667

- **To establish a unified working methodology, and provide the best quality reports and deliverables to the European Union**
- **To examine the tools and procedures to follow in EGEE-III**
- **Procedures devised on the basis of experience in EGEE-II**

- **Specific templates for all EGEE-III documents:**
 - Deliverables, Dialog form and review summary
 - Quarterly reports
 - Periodic reports
 - Technical document, Technical note
 - Presentation
 - Meeting minutes
- **Available on Project website**
- **Formal review process for deliverables, milestones and Q/P reports**
- **Specific naming conventions**
- **EDMS tool used as repository and document management system**

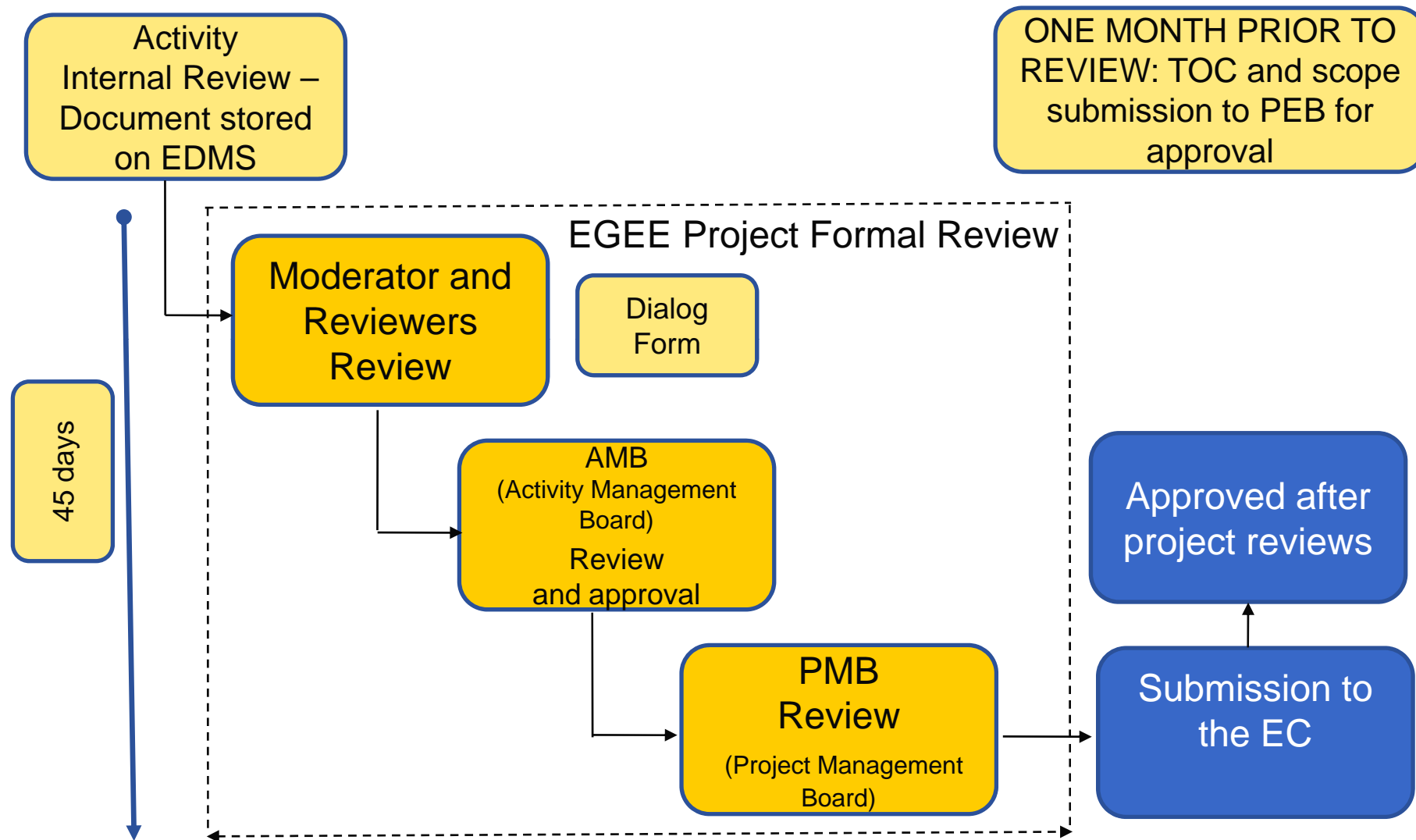
- **Deliverables DNA1.1.1 - 6 (PM3,6,9,15,18,21):**
 - Compiled by PO, include financial and effort consumption tables
 - Report on the quarterly progress of the activities' programme of work
 - Note: at PM12 (QR4) and 24 (QR8): QR is merged with the PR
 - Important to include all QR4 and 8 progress therein
- **Due at the end of each quarter, at Q+10 days to the PO**

- **Contents:**

- Activity progress over the quarter
 - Provided by activities based on input from participating partners
 - **Overview of the actions carried out**
 - **Progress** towards objectives – tasks worked on and achievements made with reference to planned objectives, identifying contractors involved
 - **Issues**
- Deliverables and milestones for the current and following quarters
- Metrics (activity and partner)
- Plans for the next period
- Activity meetings and publications

- **EGEE-III has two official reporting periods of 12 months:**
 - PM12 and PM24: 2 Periodic reports
- **Due at the end of each Period, at P+10 days to the PO**
- **Similar in content to the QR**
- **Prepared by the project office compiling activities' reports**
- **Comprises:**
 - Activity reports compiled in a global report
 - Mandatory for the EC:
 - Report on societal implications
 - Workforce statistics and Gender aspects
 - Use and dissemination
 - Media and communication to the general public
 - Management report with Financial statements
 - Effort Report to monitor resource consumption

- **Defined in each activity's section in the Description of Work**
- **Summarised in section 1.1.2 and each activity sections**
- **Specific delivery dates apply, at end of Project Month x**
- **Subject to stringent project review process:**
 - Nominated moderators and reviewers from other activities
 - Sent to AMB and PMB prior to submission to the EC
 - Overall process concluded within 45 days
- **E.g. The projects starts on 1 May (=PM1). For a PM1 deliverable:**
 - Due date for submission to moderators and reviewers: 31 May
 - Formal review process until 30 June
 - Submission to AMB and PMB 10-14 July
 - Submission to EC 15 July.
 - NOTE: Due dates for deliverables and milestones may change owing to new FP7 rules



This process is followed within EDMS (CERN Document Management tool)

- **Deliverable stored on a dedicated page in EDMS (gives the EDMS number: “edmsId”)**
 - Template: EGEE-III-DelId-edmsId-vx.doc
 - Example:
 - DNA1.1.1: ‘Quarterly report’, EDMS number 123456, version number 1.0:
 - → EGEE-III-DNA1.1.1-123456-v1.0.doc
 - EDMS functionalities allow versioning and storage of previous doc versions
 - Keep the version number synchronized with the document log
 - Once the document is AMB approved, the PO polishes it, converts to PDF and uploads final versions to EDMS
 - → sent to PMB and EC
- **Naming convention for all other documents:**
 - <http://egee-jra2.web.cern.ch/EGEE-JRA2/EGEE-II/Procedures/DocManagmtProcedure/DocNamingConvention.htm>



EGEE-III

TITLE
SUB-TITLE

EU DELIVERABLE: Dactivity.x (e.g. DRA1.1)

Update the file name and then use "update field" Word function, right mouse button

Document identifier: EGEE-III-DelD-edmsId-v1_0.doc

Use "update field" Word function, right mouse button

Date: 09/04/2008

Activity: **XX: Full Activity name**
(e.g. NAT: Project Management)

Lead Partner: **Lead partner acronym**

Document status: **DRAFT**

Document link: <https://edms.cern.ch/document/edmsId/version>

[Note: Text in blue italics is included to provide guidance to the author and should be deleted before publishing the document.]

Abstract:

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EGEE-II ("Enabling Grids for E-science-III") is a project co-funded by the European Commission as an Integrated Infrastructure Initiative within the 6th Framework Programme. EGEE-III began in May 2008 and will run for 2 years.

For more information on EGEE-III, its partners and contributions please see www.eu-egee.org.

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Delivery Slip

	Name	Partner/Activity	Date	Signature
From				
Reviewed by	Moderator and reviewers			
Approved by	AMB & PTB			

Document Log

Issue	Date	Comment	Author/Partner
0-0			

Document Change Record

Issue	Item	Reason for Change

- **Recommendations of EC reviewers:**
 - Keep deliverables as short as possible
- **Refer to other documents wherever possible**
- **Avoid repetition from other documents**
- **Make it possible to read the document without using the links**

- **Any questions?**