

Responsible-Industry



Responsible-Industry

GA 609817

Templates			
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1 Introduction

This deliverable introduces the rationale, design and practical settings for the templates for the project Responsible-Industry.

2 Template Rationale

European projects such as Responsible-Industry require templates for documents that are going to be submitted to the European Commission and used in the public sphere. For ease of use and consistency, it is useful for the

consortium to have access to a set of templates of different types of documents for the popular word processing and slide show software that is going to be used by the consortium throughout the lifetime of the project.

In Responsible-Industry, the consortium uses Microsoft Word, Google Docs, and Microsoft Powerpoint as the software for presentation of deliverables and dissemination activities.

The templates deemed necessary by the coordinators were:

1. Deliverable
2. Powerpoint presentation
3. Meeting agenda & minutes
4. General document template

These templates would provide the consortium with the flexibility required in general documents (4), and, apart from (2), could be easily imported into and exported from Google Docs – the collaborative system used by the consortium to store and edit shared documents. They would need to include the name, logo, and agreement number of the project, as well as the symbols for the Commission’s FP7 and the European flag. The use of these symbols is in accordance with the Commission’s usage guidelines; particularly the flag emblem which is given “appropriate prominence” on the title pages of all documents and on both title and general pages of presentations.

The templates are attached with sample data in the Appendix.

3 Design of the Templates

As mentioned in Section 2, the templates required several key aspects: name, logo, and agreement number of the project, and two key symbols of FP7 and the European flag. Each document required other key aspects, however, which will be elaborated here. All document templates apart from the Meeting Agenda and Minutes template are appended to this document as attachments.

3.1 Responsible-Industry Logo

The logo (Figure 1) was developed in Adobe Illustrator and depicts a set of scales. This is to represent the balance of industry, society, and technology that the project revolves around. The logo is used throughout the project documents and on the website. It can be scaled up and down due to being in a vector format. Responsible-Industry is written under the scale logo in Gill Sans MT.



Figure 1: Responsible-Industry logo

3.2 Deliverable

The deliverable template has been used to produce this document in Microsoft Word. It includes the R-I and FP7 logos in the header, the name of the project and Agreement number in the footer, and has a title page with technical information about the deliverable. The main body text is in a serif font, Cambria, for ease of reading, and the headers in a sans-serif font, Verdana, the closest portable font to the Gill Sans font in the logo. There is a table of contents template that allows for easy indexing.

The Google Docs version of the deliverable template is the same as this template, imported using Google's conversion algorithms into Google Docs. The fonts slightly differ, with the main title font being Cabin instead of Verdana.

3.3 Powerpoint Presentation

This was created in Microsoft Powerpoint. The title slide (Figure 2) use the colour scheme of the Responsible-Industry logo and the scales are underlined by a longer version of the scale bar. A square box is provided so that consortium members know where to place their organisation's logo.

The main text slide (Figure 3) uses all of the previous logos and carries the colour scheme throughout the presentation.

3.4 Meeting Agenda and Minutes

This document is created entirely in Google docs for ease of collaboration. Meetings have been given codes so that it is easy to identify what actions belong to which tasks. This practice is described more fully in D6.1 Project Management.

The template with some sample text is shown in Figure 4, Figure 5, and Figure 6.

3.5 General Document Template

This template was modelled on the Deliverable template, without the technical aspects. It is used for internal documents such as setting out work package plans, and for other general documents that don't fit the Deliverable template. An example can be seen in Figure 7.

4 Appendices



Figure 2: Powerpoint presentation title page



Figure 3: Powerpoint presentation general page



Responsible-Industry Agenda & Minutes

Meeting Date: 28/3/14, 10am GMT

Meeting Location: Skype

Attendance:

Organisation	Present	Apologies
DMU	Catherine Bernd	
KIT	Miltos	
UClanCY	Nearchos Doris	
TECNALIA	Michael	
UT	Johnny	
AIRI	Elvio Andrea	
FAU		Alex Emad

Figure 4: Agenda & Minutes template

Agenda

Item Key: Meeting type-Date-Item number e.g. WP6-2014-02-04-003

GA - General Assembly; WPX - Work Package X; TX.Y - Task X.Y; DX.Y - Deliverable X.Y; PCC - Project

Co-ordination Committee

Item	Content	Suggested by	Comments
GA-201 4-03-28 -001	Welcome, attendance	DMU	
GA-201 4-03-28 -002	Minutes of the previous meeting/ actions on the to-do list	DMU	
GA-201 4-03-28 -003	Risk Management	DMU	

Figure 5: Meeting Agenda

Minutes

Item	Discussion	Action	Responsible	Date
GA-20 14-03- 28-001	Welcome, attendance			
GA-20 14-03- 28-002	Minutes of the previous meeting/ actions on the to-do list	Stakeholder list - Andrea to follow up on consortium members to input info Milestone list - Project - Catherine to finalise and upload	- Andrea (already in to-do) - Catherine (already in to-do)	



Figure 6: Meeting Minutes



1 Main Objectives

WP6 has the following objectives:

- to monitor the overall performance of the project and to ensure that the consortium will reach its objectives;
- to coordinate overall project administrative and networking aspects; to report progress to the European Commission;
- to assess conformity of the results with the initial project scope and goals;
- to promote project visibility and assess quality of results;
- to promote dissemination and acceptance of project results in the relevant international forums;
- to efficiently resolve any internal project conflicts;
- to ensure data protection and privacy;
- to administer project resources and monitor project spending, as well as being prepared and able to cope with unexpected occurrences;
- to manage audit procedures;
- to define project procedures to assure compliance with requirements.

2 Tasks

2.1 Task 6.1 Scientific and Technical Management (DMU)

2.1.1 Task 6.1.1 Scientific Management (DMU)

WHAT?

- Coordination of various activities by partners and across work packages
- To ensure all conceptual and empirical work on RRI is reflected in demonstration cases.

HOW?

- Use of project management tools, such as collaborative environments (Google docs), to-do lists, email lists, Skype calls, etc.

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WP6 Management Work Package Plan

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Figure 7: General Document