

D 7.1

Internal document sharing system

Action acronym	ConnectedFactories 2
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¹ PU: Public, CO: Confidential, only for members of the consortium (including the Commission Services)

² RE: Report, OT: Other; ORDP: Open Research Data Pilot



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Abbreviations and acronyms

TERMS, ABBREVIATIONS AND ACRONYMS	
CA	Consortium agreement
CO	Coordinator
DoA	Description of Action
DPO	Data Protection Officer
EB	Executive Board
EC	European Commission
GA	Grant Agreement / General Assembly
ORDP	Open Research Data Pilot
QM	Quality Manager
QMP	Quality Management Plan
SyGMa	System for Grant Management
WP	Work package
WPL	Work Package Leader



TABLE OF CONTENT

1	Introduction.....	4
2	The Microsoft Teams site	4
2.1	Structure.....	4
2.2	Use.....	4
2.3	Screenshots	5
3	Conclusions.....	6



1 Introduction

Transparent and efficient management of project data requires that a document sharing system is in place. The purpose of the document sharing system is to allow equal access to all document data, enable reliable version management and to reduce the need for extensive email exchange with large file attachments.

An internal document sharing system accessible to all project partners has been set up by the Coordinator. The system is based on Microsoft Teams and is one of the supported IT infrastructures managed by VTT.

The actual deliverable (type Other) consists of making the system available for the project and configuring it for the project purposes.

The main features are summarised here.

2 The Microsoft Teams site

The project site (“the Team”) is called ConnectedFactories2. Persons assigned as project contacts have been assigned membership to the Team. Persons outside VTT have Guest accounts, with sufficient access rights. The Team is “closed”, meaning that nobody except assigned members can view or access the team content.

Accessing the Team requires a Microsoft Office 365 account that can be obtained free of charge.

The Teams site can be accessed through the Microsoft Teams application, which can be downloaded for free, a mobile phone app, or through a web interface.

2.1 Structure

The ConnectedFactories 2 Team includes 8 “channels”, one for each work package and one for general project affairs. Each channel includes the following sections:

- Posts, where the users can collaborate through an messaging board
- Files, which is a document library
- Wiki, which allows the users to create structured content on the site

Users have the rights to create additional channels, document libraries, initiate and contribute to discussions, send notifications and edit documents.

2.2 Use

The rules and practices regarding the document sharing system, including where to store specific file such as deliverable drafts, submitted deliverables, contacts and official documents are outlined in the project Quality Plan. Many project partners have already visited the site and documents have been uploaded to the system.



2.3 Screenshots

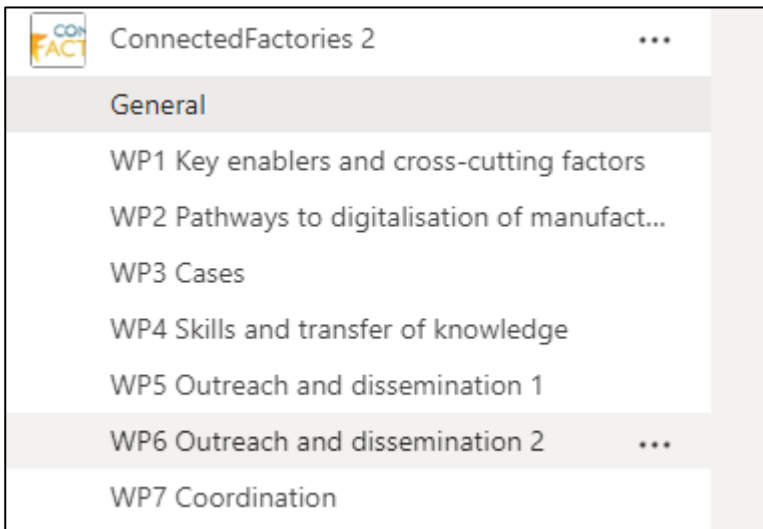


Figure 1. ConnectedFactories 2 team channels

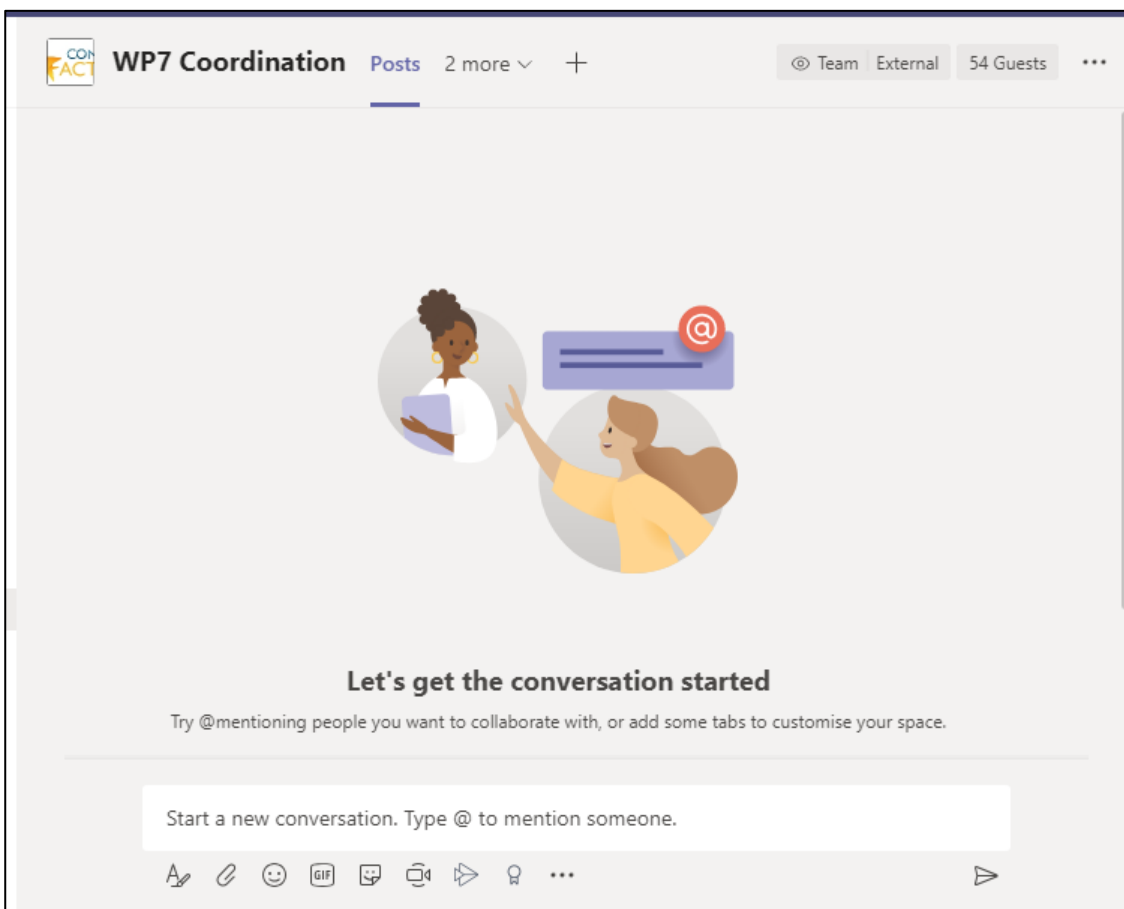


Figure 2. Work package channel, WP7.

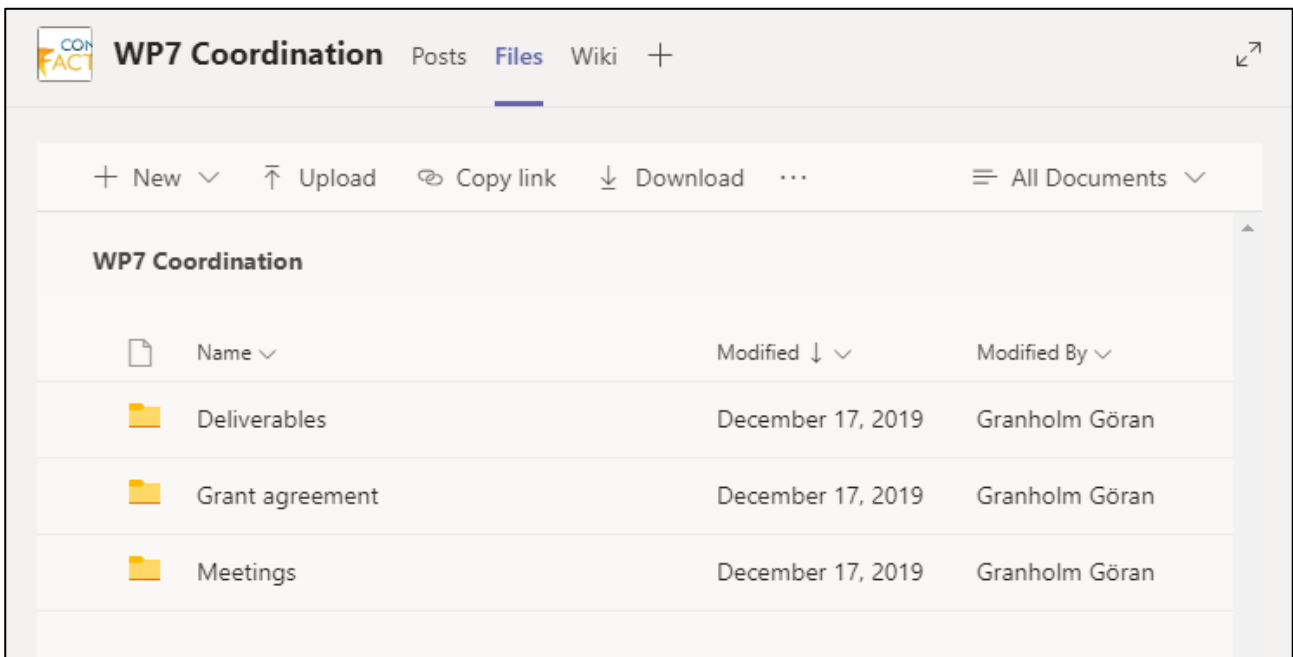


Figure 3. The document library of WP7.

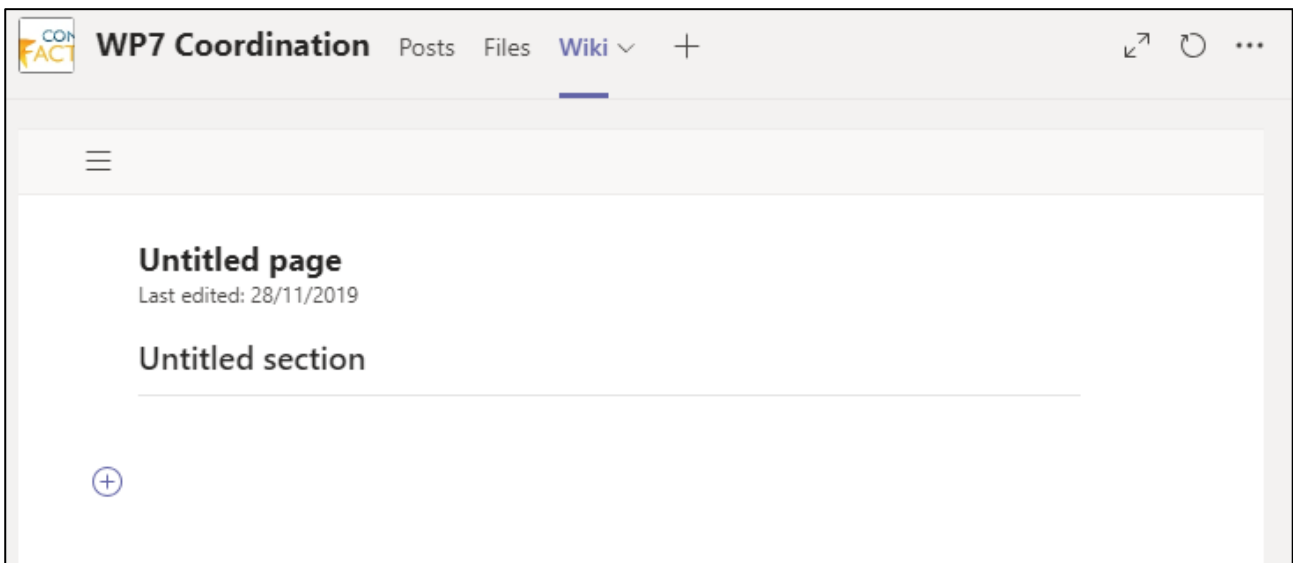


Figure 4. Wiki page, WP 7.

3 Conclusions

A file sharing system has been established and access to project members has been granted. The system includes additional communication and exchange features such as a messaging board and Wiki.