

EUROPEAN MIDDLEWARE INITIATIVE

MNA1.2 - PROJECT MANAGEMENT INFORMATION SYSTEM AND TOOLS

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MILESTONE REPORT

The EMI project is a large distributed project with contributions coming from more than 150 members from 26 different institutes. In addition, EMI project members interact with participants from external projects and initiatives in order to get input, review documents and achievements and coordinate common activities. In order to manage the communication within and outside the project and track the state and progress of the project tasks, a suitable set of information management and collaboration tools has to be available and in use.

Three major systems have been put in place, the EMI Project TWiki, the mailing lists and the Project Management tool.

EMI Project TWiki

The EMI Project TWiki is the internal collaboration tool used by the management teams to share important information with all users and keep every project member updated on the project procedures, status, achievements, issues, etc. It contains various sections with information about the project structures, the communication channels, the project deliverables and milestones, the procedures and tools, etc. It is also used by the individual Work Packages to organize their internal collaborative environments. The EMI TWiki is hosted at CERN at:

<https://twiki.cern.ch/twiki/bin/view/EMI/WebHome>

EMI Mailing Lists

In order to facilitate the sharing of information and news to the appropriate groups of people, a set of mailing list has been created in the default EMI internet domain eu-emi.eu. A general mailing list (all-members) is available to post information of general interest to all project members. More specific lists are available for all entities in the project governance model (CB, ECB, PEB, PTB, EMT, and the Work Packages) and for specific tasks or activities (e.g. the Product Teams leaders list, the jra1 standardization list, etc). Each list is managed by appropriate administrators and policies depending on its intended use and target audience.

The mailing lists are hosted at the University of Copenhagen at:

<http://mail.eu-emi.eu/mailman/listinfo/>

EMI Project Management Tool

The EMI Project planning and reporting procedures, the latter also available in the project twiki, are described in detail in DNA1.1 Progress Quality Assurance and Progress Monitoring Plan. The project management activities make use of a specialized tool to create and manage project baselines, assign resources and monitor task status and progress. Only registered and authorized people can access the tool. The tool used is the open source version of Project.NET¹ and it is hosted by CERN at:

<https://emiproject.cern.ch>

¹ <http://project.net>

EMI Video Conferencing Tools

Meetings can be held in person or using one of the available conference and video conference tools. The CERN Alcatel System can be used for official meetings, but requires using standard telephones. It is of high quality, but it carries a cost for external, non-CERN participants. Alternatively, Internet-based audio and video conference tools can be used, like EVO². A dedicated EMI community has been created in EVO in the “International Projects” category and can be used to host all EMI-related video conferences.

Effort Tracking

Effort tracking is done using the CERN PPT tool (Project Tracking Tool), which has been designed and developed by CERN exactly to manage effort tracking of large distributed projects and complies with the EC FP7 requirements. The tool is used by NA1 to track and report on the effort consumption during the project execution as required by the EC. Individual partners can have internal timesheet system for official auditing purposes. However, they are still required to provide information in the PPT tool to allow the PD to monitor the overall project effort and create consolidated reports. Instructions on how to use PPT for EMI can be found at <https://twiki.cern.ch/twiki/bin/view/EMI/EmiPptInstructions>.

The official EMI PPT application can be found at:

<https://pptemi.cern.ch>

² <http://evo.caltech.edu/evoGate/>