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AUTHORS/ CONTRIBUTORS LIST

Name	Function	Organization
Uwe Zell	Project Partner	Science Media Network GmbH (SMN)
Guido Roth	Chief Technology Officer	SMN
Markus Roth	Project Scientist	Leibniz Institute for Solar Physics (KIS)

APPROVAL CONTROL

Control	Name	Organization	Function	Date
Prepared	Uwe Zell	SMN	Project Partner	June 25th, 2019
Revised	Guido Roth	SMN	Chief Technology Officer	June 27th, 2019
Approved	Markus Roth	KIS	Project Scientist	June 28th, 2019
Authorized	Markus Roth	KIS	Project Scientist	June 28th, 2019

HISTORY OF DOCUMENT CHANGES

Issue	Date	Change Description
Verison 1.0	28.06.19	Initial Issue

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Leibniz-Institut für Sonnenphysik
Schöneckstr. 6, 79104 Freiburg Germany
Tel.: +49-761-3198-224; Email: SOLARNET-office@leibniz-kis.de
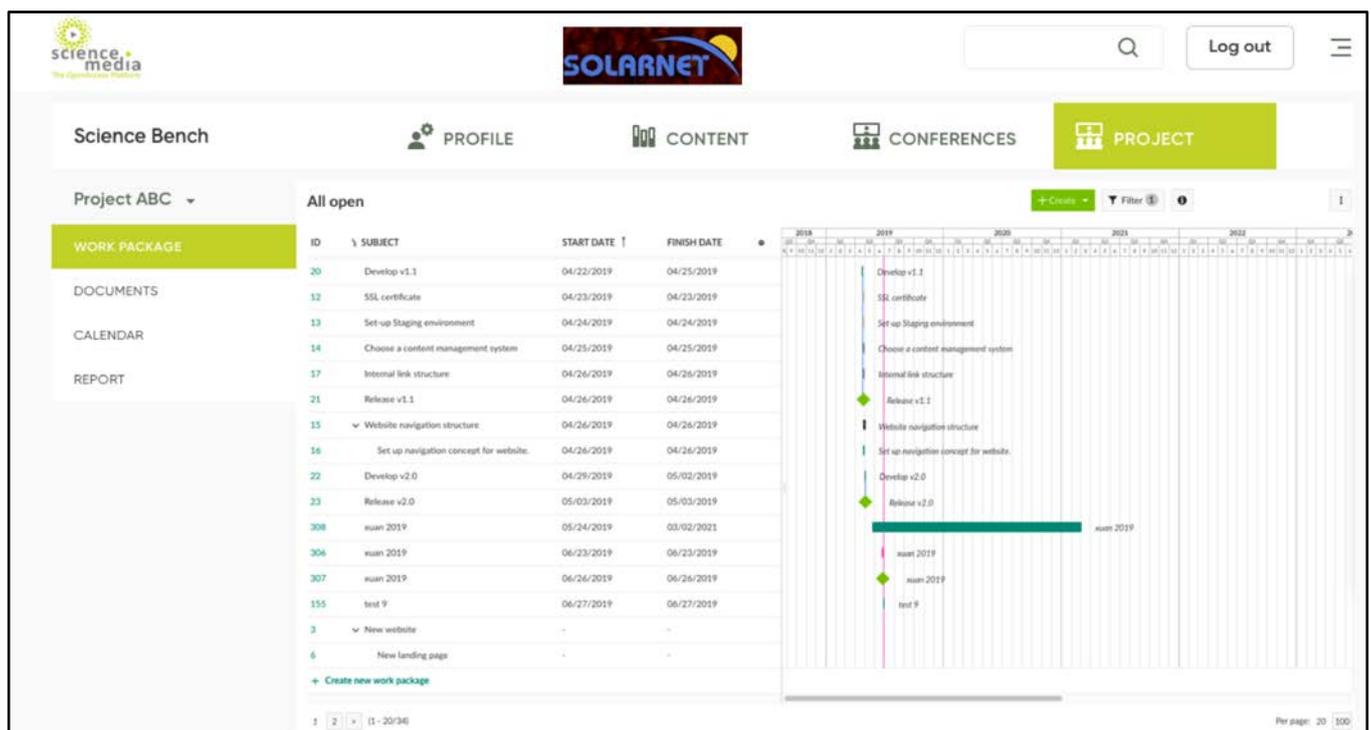
1. Project Management tools (SMN).

The project website will contain an internal area. This area (password-protected) will serve on the one-hand as the internal information archive. Here, all information related to the implementation of the work description (DoW, EU contract) will be made available. On the other hand, online project management tools will be available for all partners. This includes the project Gantt chart, providing an overview on the progress of the project, calendar of meetings, templates for presentations, reports and deliverables for creation of a corporate identity, means of exchange in form of messaging services, online folders for exchange of material, and online document editing functions.

2. Project Suite evaluation

After a comprehensive and extensive research phase, we have decided to integrate open-project (https://www.openproject.org) as project Management tool into Science Media platform. Open-Project is a web-based project management system for location-independent team collaboration. This open-source application is released under the GNU General Public License Version 3 and is continuously developed by an active open-source community
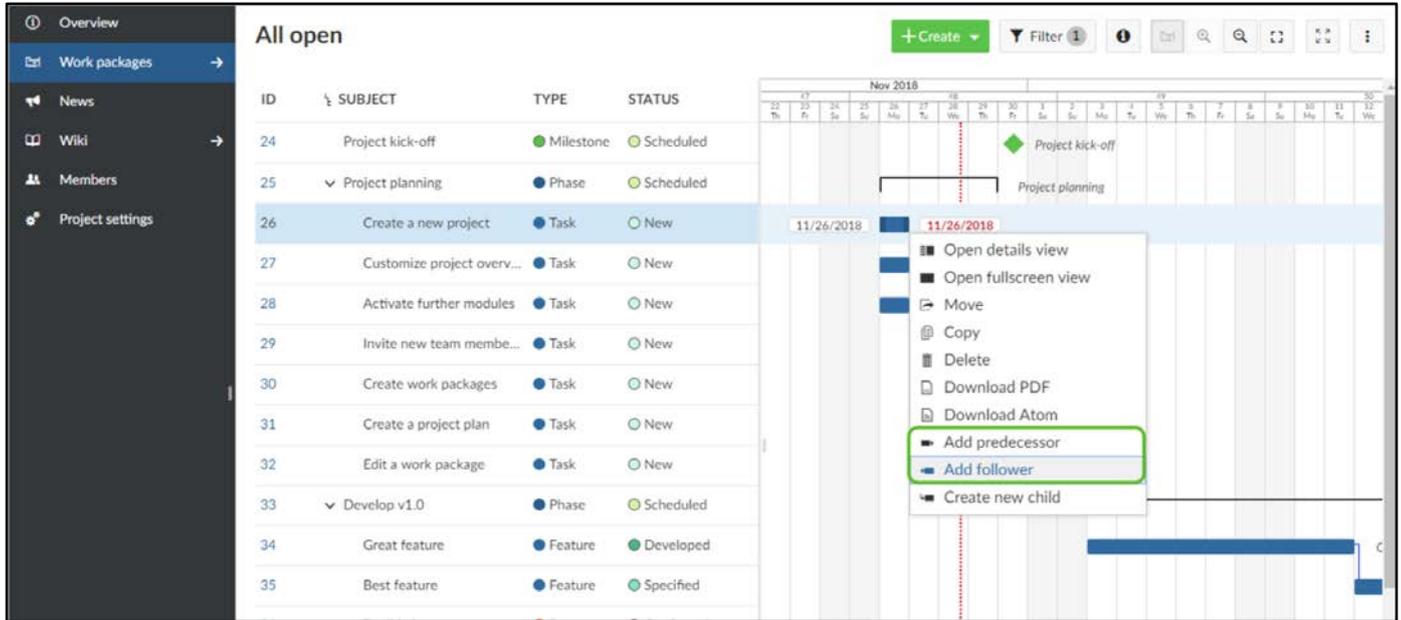
3. Work packages and Gantt Chart

A critical component for successful project management is the ability to plan the individual milestones, phases and tasks and their dependencies associated with a project. Open-Project helps to visualize these deliverables using the integrated Gantt chart view. Gantt charts can be used to display the work packages of individual projects but also provide a multi-project overview. To start using Gantt charts, select Work packages from a project's side menu. On the work packages page, click the Gantt chart button to display the Gantt chart on the right side. It is possible to resize the Gantt chart by dragging & dropping the side handle on the left side. Use the zoom buttons to change the displayed timeframe. The Gantt chart can show individual days up to several years. The auto zoom option can be used to display the optimal zoom level automatically.
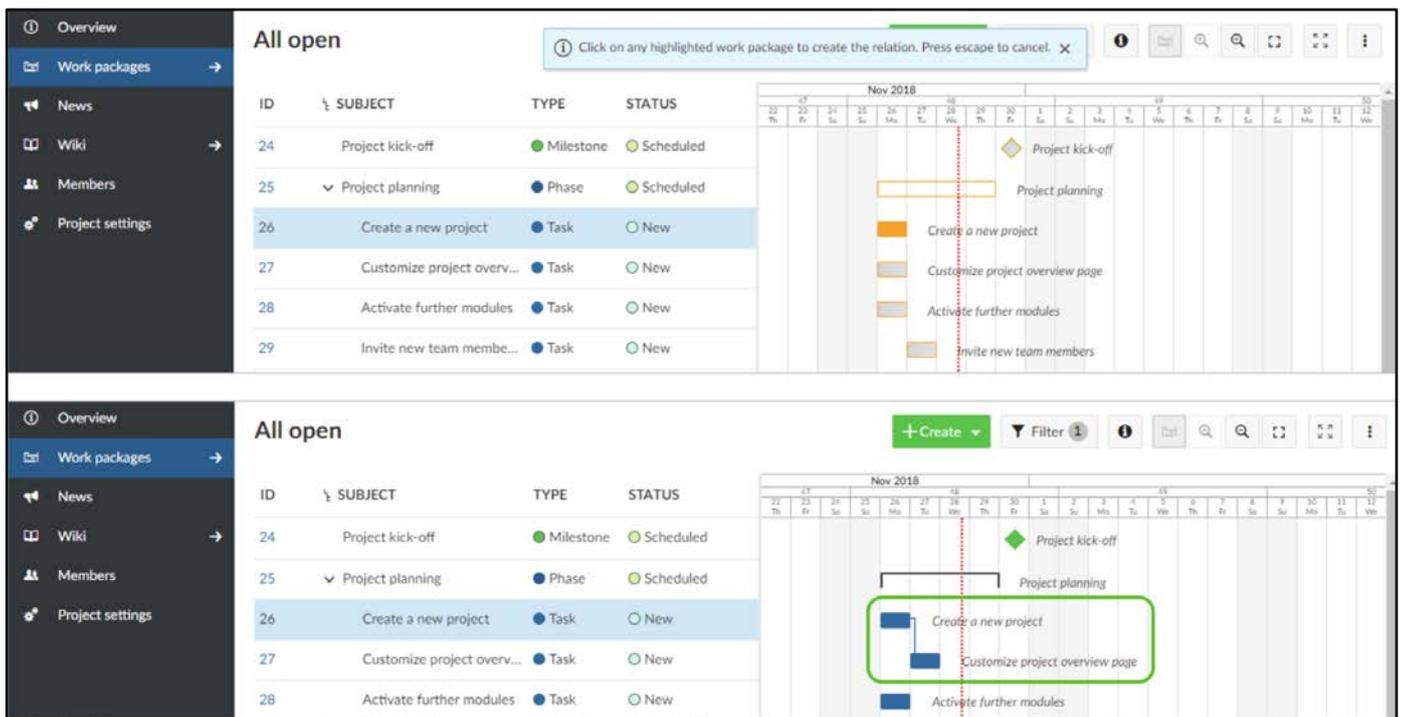
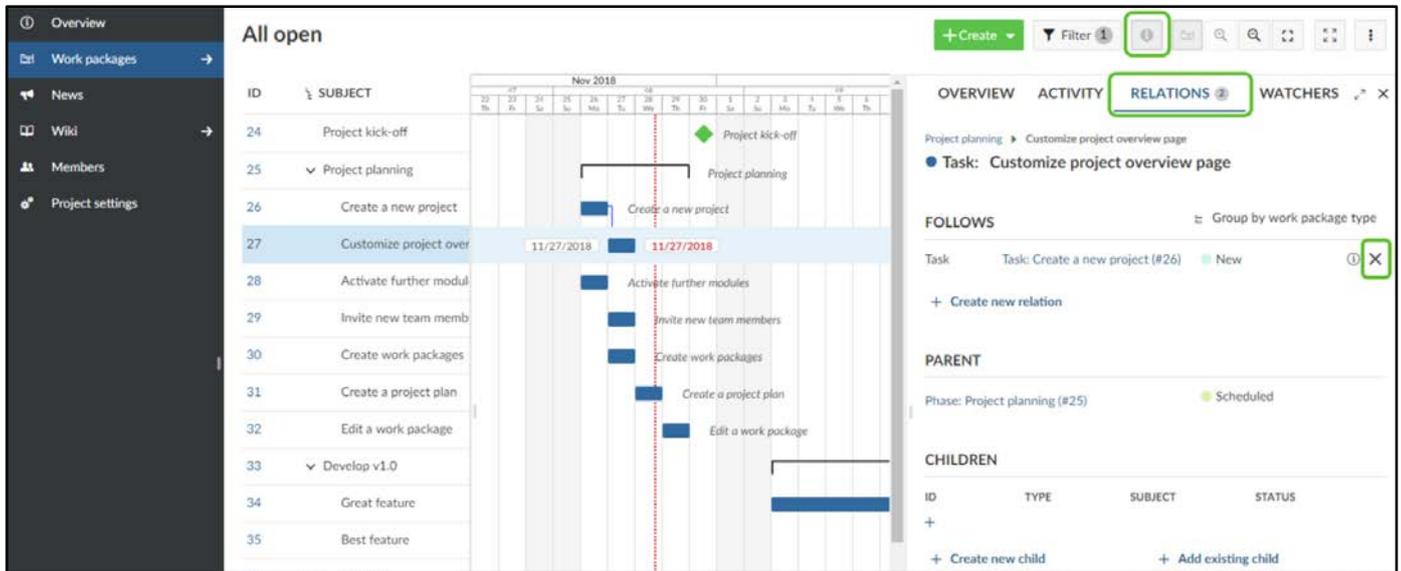# 4. Create Gantt chart relations

After creating the phases, milestones and tasks for your Gantt chart you can continue by creating follows and precedes relationships between them. To do this, activate the Gantt chart and right click on an element (e.g. a phase). Select either *Add predecessor* or *Add follower* to add a preceding or following work package.

This highlights the selected work package. You can now click on the work package to which you would like to create a relationship. Note that this may reschedule the selected work package to correctly reflect the relationship.

When you reschedule the preceding task, phase or milestone, the following work package will be updated accordingly. To remove a relationship again, open the work package details view, select the *Relations* tab and click on the remove icon. For details, take a closer look at work package relations.
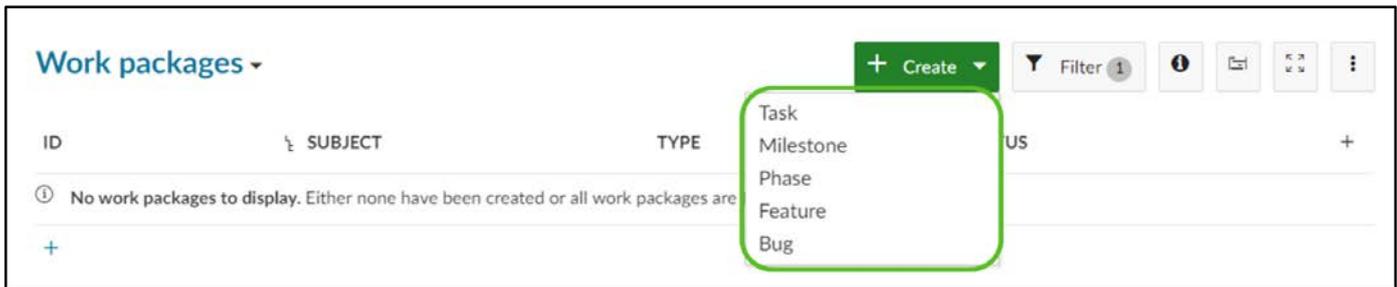

5. Export to pdf

All Gantt chart can be exported to pdf format to make it usable for a reporting function within a scientific project. This functionality even allows stakeholders or project participants to view the project schedule, milestones or the critical path without having access to the Science Media Project space. Further project plans, or excerpts of project plans can be easily distributed via Email to any Stakeholder of the corresponding project.

6. Work packages

Work packages are issues (such as tasks, risks, ideas, user stories) used to track a project's progress. These work package types can be activated by a project administrator according to the specific project requirements. Therefore, work package types may differ across projects. Work packages capture important project information. They can be assigned to a project member and be displayed in a timeline. In addition, work package hierarchies provide an easy-to-understand overview of a project's structure and progress.
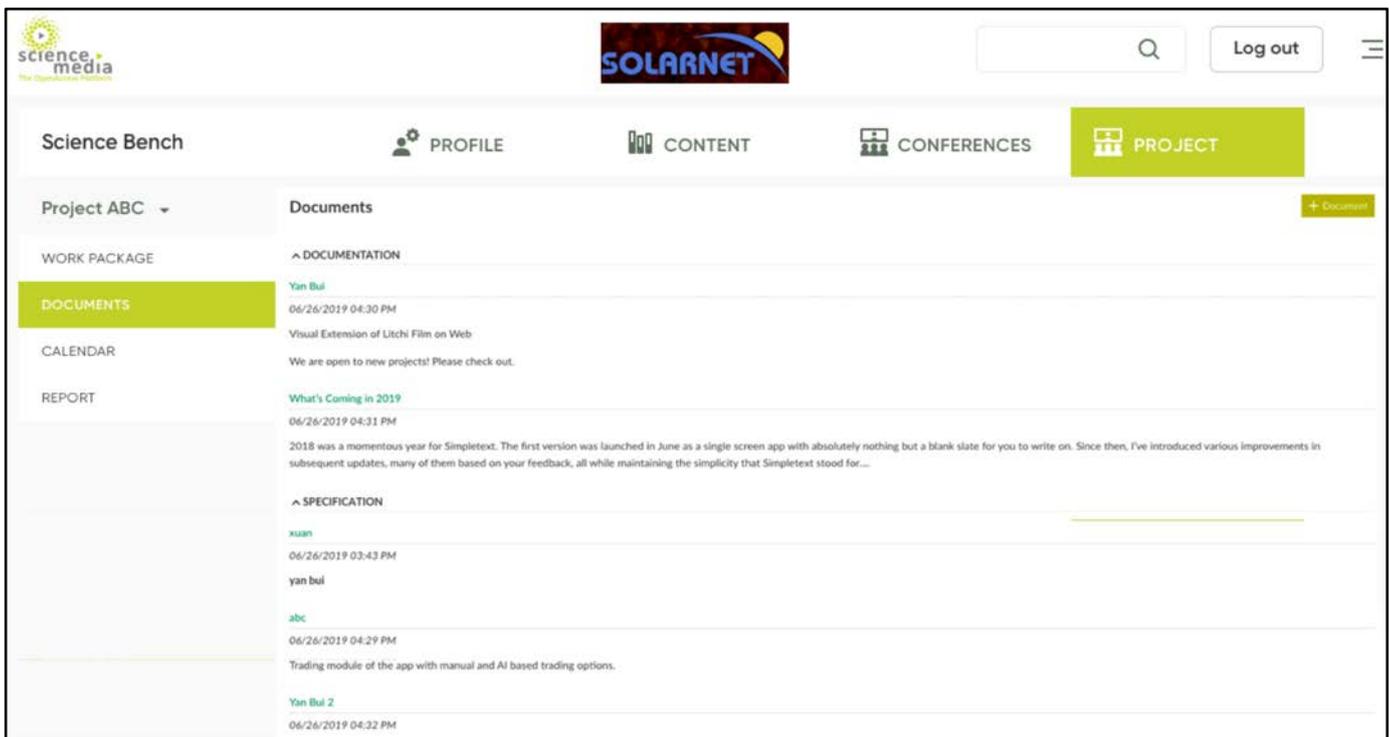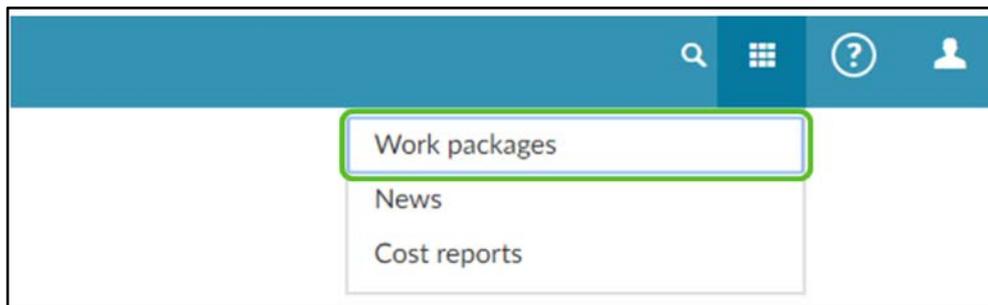
Work package types can be freely configured. By default, the following work package types exist: Task, Milestone, Phase, Feature, Epic, User Story, Bug. The work package types available for a specific project can be configured in the project settings. Look here to find out how to create specific types or adapt the selection of available work package types per project. When you create a new work package you can select the available types in the Create dropdown field (or in the Type attribute field on the work package).

In order to get a quick and easy overview of all the work packages assigned to you and the work packages in public projects select the *Modules* dropdown menu and choose *Work Packages.*

7. Project Space for documents, templates and other project documents
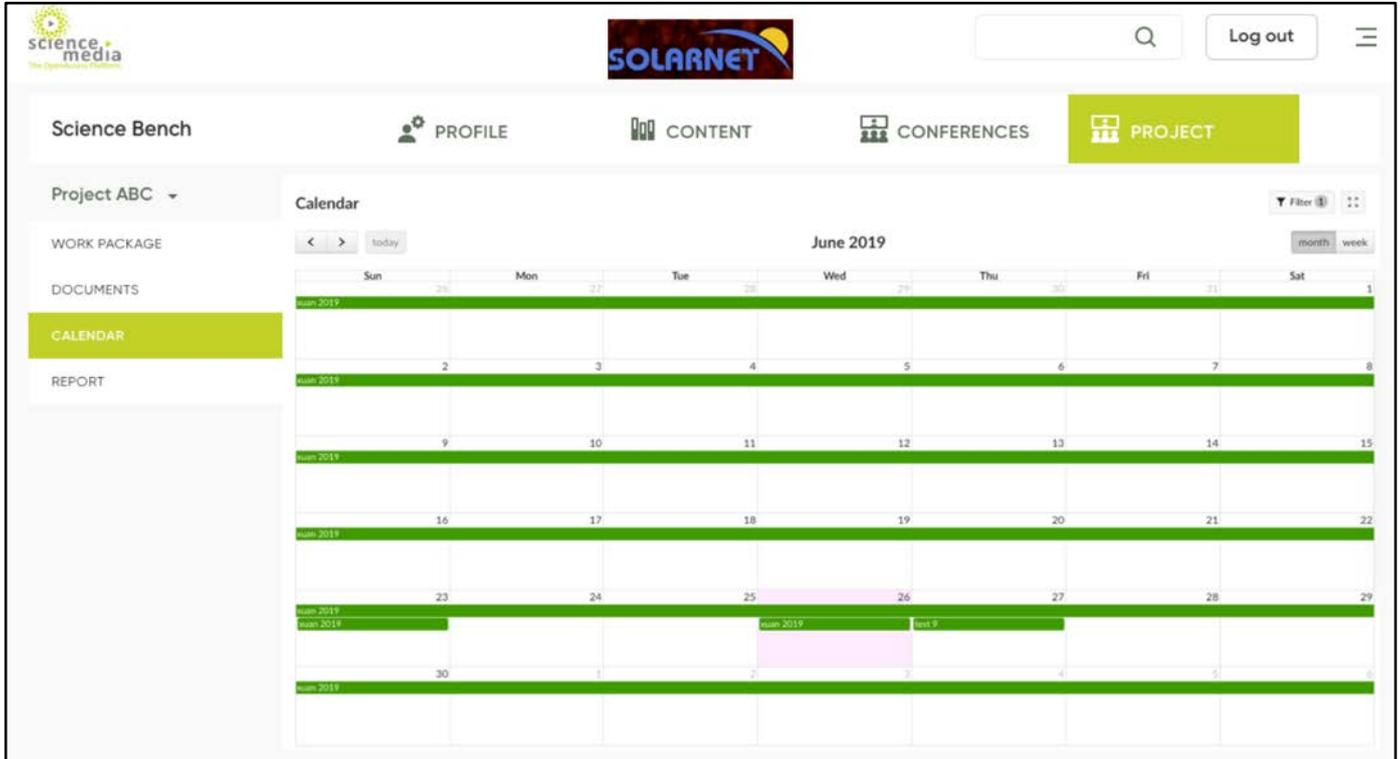
The SMN project tool will also provide a project space to provide templates for presentations, reports and deliverables for creation of a corporate identity, means of exchange in form of messaging services, online folders for exchange of material, and online document editing functions.

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8. Calendar of meetings, coordination and planning

The calendar shows all of the project's work packages in calendar form. The current month is automatically selected. You can change the date by selecting the desired month and year and clicking *Apply*.

Moving the mouse over a specific work package displays the detailed work package information.

9. Filters in calendar

You can filter the work packages in the calendar view by adding any number of filters, e.g. *Author*, *Due Date*, *Priority*, etc. To do that select a filter in the dropdown menu *Add Filter* and click *Apply*.

Calendar

∧ FILTERS

☑ Assignee   is ▼   << me >> ▼ ➕

☑ Backlog type   is ▼   Story ▼ ➕

✛ Add filter ▼

Month   June ▼   Year   2016 ▼   Apply   ↺ Clear

May | July

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
22	29	30	31 ⬚ abc	1 ← Bug #107: test ← User story #106: test ◆ ~~Milestone #131:~~ blubman 123	2	3	4
23	5	6	7	8	9	10	11

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