

ITEA Community website

A short introduction: creating a project

Version 1.0, September 2014

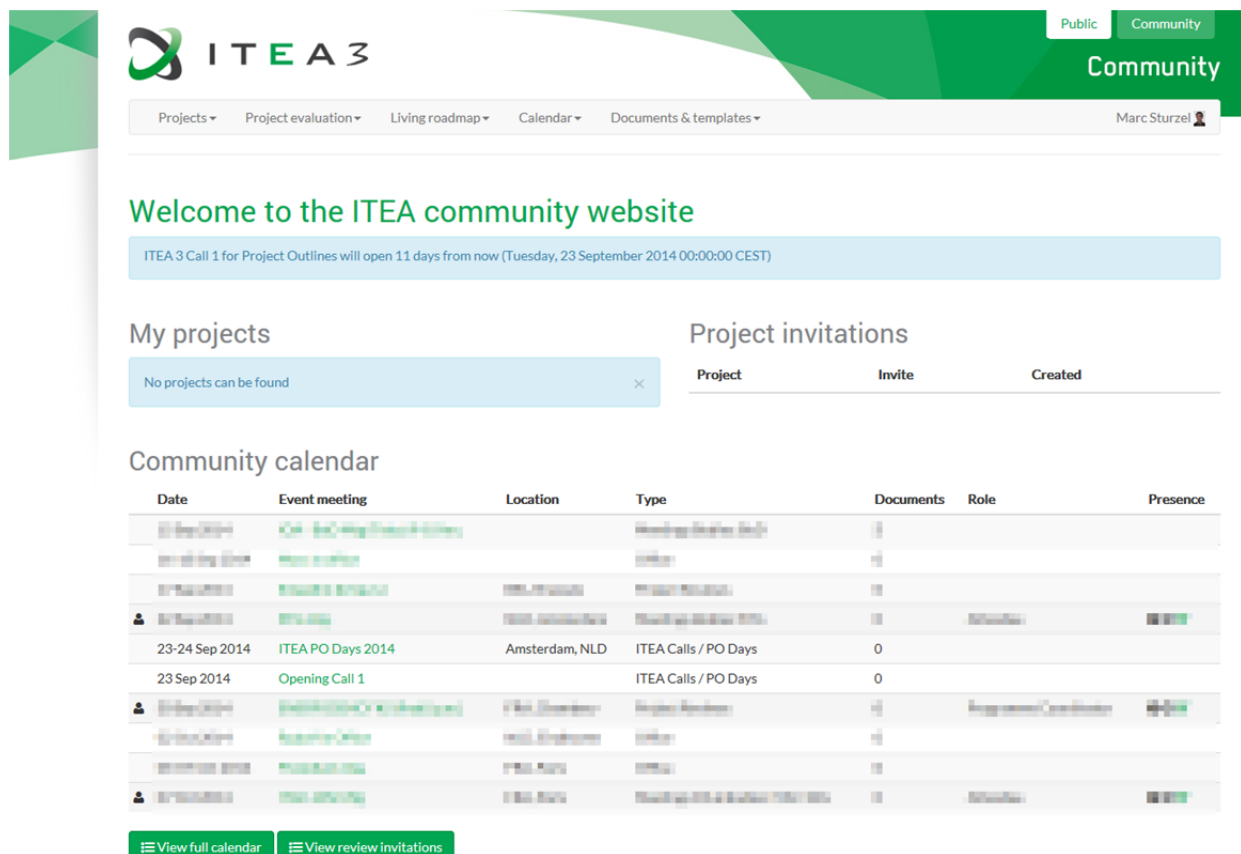
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1. Introduction

The ITEA Community website <https://itea3.org/community> - gives access to restricted information for the ITEA community. Role-based access rights determine which information is visible for each person. Depending on these rights the following can be accessed:

- **Project management** – e.g Project Outline (PO), Full Project Proposal (FPP), progress reports, change requests, accept project invitations, and work package deliverables;
- **Project evaluation;**
- **Community calendar**, including project reviews;
- **The Living Roadmap** including the State-of-the-Art (SotA) database (accessible after signing a Non-disclosure agreement).
- **ITEA documents** – e.g. general documents, guidelines & templates and corporate identity.



The screenshot shows the ITEA3 Community website interface. At the top, there is a navigation bar with the ITEA3 logo, a 'Public' button, and a 'Community' button. Below the navigation bar, there are several menu items: 'Projects', 'Project evaluation', 'Living roadmap', 'Calendar', and 'Documents & templates'. The user's name, 'Marc Sturzel', is displayed in the top right corner.

The main content area features a welcome message: 'Welcome to the ITEA community website'. Below this, there is a notification: 'ITEA 3 Call 1 for Project Outlines will open 11 days from now (Tuesday, 23 September 2014 00:00:00 CEST)'. The interface is divided into two main sections: 'My projects' and 'Project invitations'. The 'My projects' section shows 'No projects can be found'. The 'Project invitations' section has a table with columns for 'Project', 'Invite', and 'Created'.

Below the invitations section is the 'Community calendar' section, which displays a table of events. The table has columns for 'Date', 'Event meeting', 'Location', 'Type', 'Documents', 'Role', and 'Presence'. The events listed include 'ITEA 3 Call 1 for Project Outlines', 'ITEA 3 Call 2 for Project Outlines', 'ITEA 3 Call 3 for Project Outlines', 'ITEA PO Days 2014', and 'Opening Call 1'.

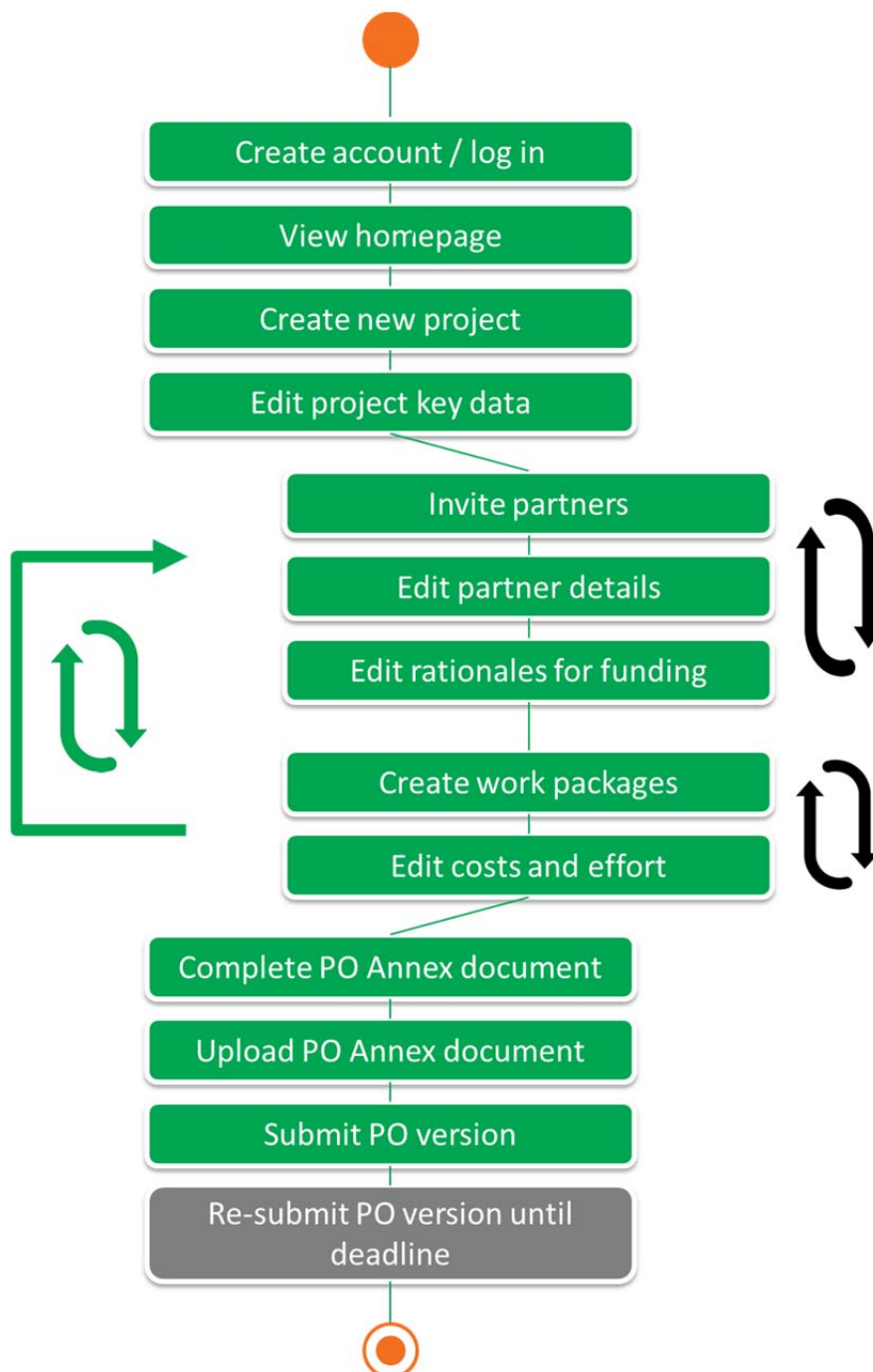
At the bottom of the calendar section, there are two buttons: 'View full calendar' and 'View review invitations'.

Date	Event meeting	Location	Type	Documents	Role	Presence
23 Sep 2014	ITEA 3 Call 1 for Project Outlines		ITEA Calls / PO Days	0		
23 Sep 2014	ITEA 3 Call 2 for Project Outlines		ITEA Calls / PO Days	0		
23 Sep 2014	ITEA 3 Call 3 for Project Outlines		ITEA Calls / PO Days	0		
23-24 Sep 2014	ITEA PO Days 2014	Amsterdam, NLD	ITEA Calls / PO Days	0		
23 Sep 2014	Opening Call 1		ITEA Calls / PO Days	0		
23 Sep 2014	ITEA 3 Call 1 for Project Outlines		ITEA Calls / PO Days	0		
23 Sep 2014	ITEA 3 Call 2 for Project Outlines		ITEA Calls / PO Days	0		
23 Sep 2014	ITEA 3 Call 3 for Project Outlines		ITEA Calls / PO Days	0		
23 Sep 2014	ITEA PO Days 2014	Amsterdam, NLD	ITEA Calls / PO Days	0		
23 Sep 2014	Opening Call 1		ITEA Calls / PO Days	0		

2. Creating a project

The process of creating a new project starts with creating a PO. The state diagram below shows the different steps to successfully submit your PO. The Community website User Interface uses tabs for the different steps to take in creating a PO. The process is not entirely linear and some elements can be iterated (e.g. when inviting a new partner). Furthermore inline help and checklists guide the user in the entire process.

The following project phases like creating an FPP and creating a change request are all linked together and quite similar to the PO creation process and related pages.



2.1. Role-based access and features

As a **project leader**

you can:

- Modify your profile details
- Create, view and modify the entire proposal

and you must:

- Fill in the project key data
- Set up your consortium by inviting/de-activating partner organisations and assigning roles (national coordinators and WP leaders)
- Create work packages
- Ensure all required fields are correctly filled in by the partners
- Upload the PO Annex document
- Create and submit the final PO including the PO Annex
- *(At FPP phase: submit the FPP and fill in the feedback to the PO evaluation)*

As a **national coordinator**

you can:

- Modify your profile details
- View the proposal information

and you must:

- Edit the national rationale for funding

As a **work package leader**

you can:

- Modify your profile details
- View the proposal information
- Modify, if needed, the costs and effort for your work package

and you must

- Ensure the costs and effort for your work package are correctly filled in by the respective partners
- *(At FPP phase: online define the work package deliverables)*

As a **technical contact** you can:

- Modify your profile details
- View the proposal information

and you must:

- Fill in the details of your organisation (e.g. description, market impact, etc.)
- Fill in and modify the costs and effort for your organisation

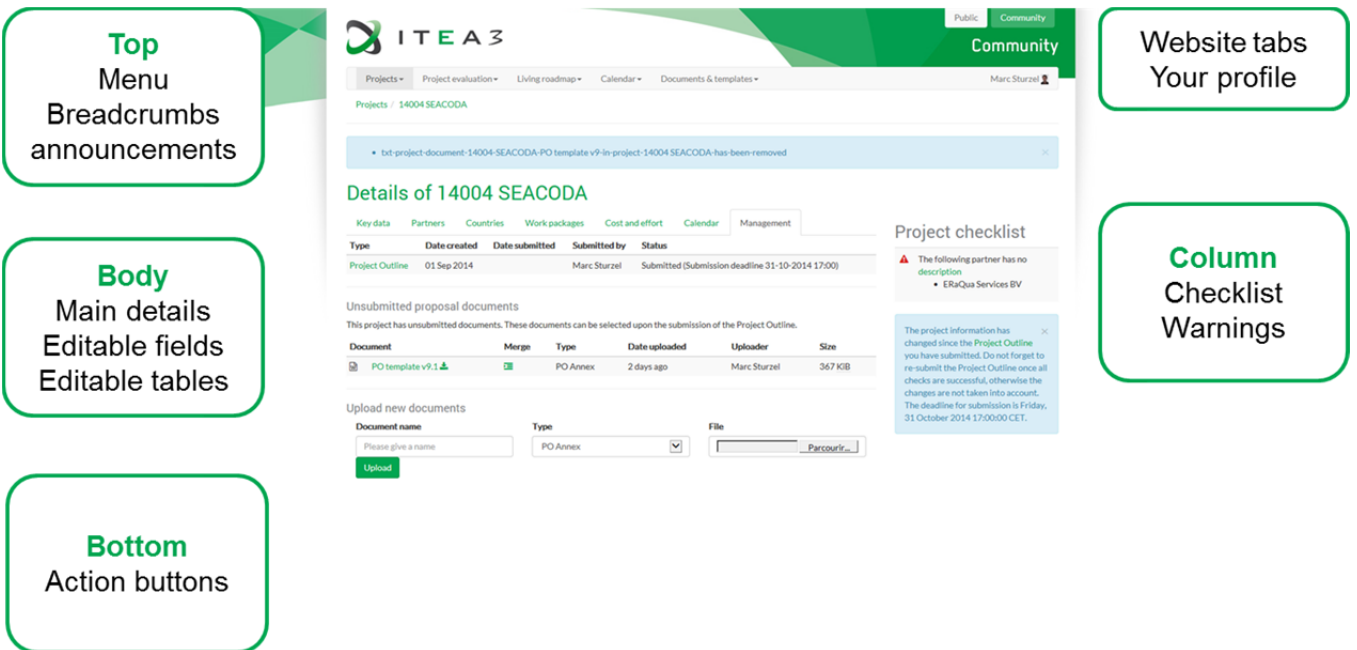
As an **associate** you can:

- Modify your profile details
- View the proposal information

Note: Project data and documents are confidential. Only those associated to the project have access.

2.2. Page build-up

Each page on the ITEA Community website is built up in a similar way to ease the navigation and use:



The screenshot shows the ITEA3 website interface for the '14004 SEACODA' project. The interface is annotated with callout boxes:

- Top Menu:** Located at the top left, containing 'Menu', 'Breadcrumbs', and 'announcements'.
- Body:** The main content area, containing 'Main details', 'Editable fields', and 'Editable tables'.
- Bottom:** Located at the bottom left, containing 'Action buttons'.
- Website tabs:** Located at the top right, containing 'Your profile'.
- Column Checklist:** Located on the right side, containing 'Warnings'.

The website content includes a navigation menu (Projects, Project evaluation, Living roadmap, Calendar, Documents & templates), a breadcrumb trail (Projects / 14004 SEACODA), a notification bar, and a 'Details of 14004 SEACODA' section with tabs for Key data, Partners, Countries, Work packages, Cost and effort, Calendar, and Management. A table lists project outline details, and a section for 'Unsubmitted proposal documents' includes a table with columns for Document, Merge, Type, Date uploaded, Uploader, and Size. An 'Upload new documents' form is also visible.

3. Quick links

3.1. ITEA and the Call process

- ITEA Public website <https://itea3.org>
- ITEA Community website <https://itea3.org/community>
- ITEA Living Roadmap <https://itea3.org/community/roadmap>

- ITEA Call process and schedule <https://itea3.org/call-process.html>
- PO / FPP Selection criteria <https://itea3.org/selection-criteria.html>
- Funding information <https://itea3.org/funding.html>
- Call documents (incl Annex) <https://itea3.org/call-documents.html>

- Contact the ITEA Office <https://itea3.org/contact.html>

3.2. How to use Word styles

Some practical guidelines when preparing a PO and FPP:

- Style basics in Word
<http://office.microsoft.com/en-us/word-help/style-basics-in-word-HA102647012.aspx?CTT=1>
- Applying table styles in Word
<http://office.microsoft.com/en-us/word-help/apply-table-styles-HA102646935.aspx>