Project Website

Grant Agreement N°:	FP7 - SCP0 – GA – 2011 - 265647
Project Acronym:	**ON-TIME**

Project Title: **O**ptimal **N**etworks for **T**rain **I**ntegration **M**anagement across **E**urope

Funding scheme:	Collaborative Project
Project start:	1 November 2011
Project duration:	3 Years

Work package no.:	WP9
Deliverable no.:	D9.1; 1
Status/date of document:	Draft, 15/03/2012
Due date of document:	31/01/2012
Actual submission date:	15/03/2012

Lead contractor for this document:	D'Appolonia Genova, Italy
Project website:	www.ontime-project.eu

Project co-funded by the European Commission within the Seventh Framework Programme (2007-2013)		
Dissemination Level		
PU	Public	**X**
PP	Restricted to other programme participants (including the Commission Services)	
RE	Restricted to a group specified by the consortium (including the Commission Services)	
CO	Confidential, only for members of the consortium (including the Commission Services)	

Revision control / involved partners

Following table gives an overview on elaboration and processed changes of the document:

Revision	Date	Name / Company short name	Changes
1	15/03/2012	Elisabetta Noce /DAPP Paolo Umiliacchi / CNC[1]	First issue
2	16/04/2012	Clive Roberts /UoB	Corrections

Following project partners have been involved in the elaboration of this document:

Partner No.	Company short name	Involved experts

[1] D'Appolonia subcontractor.

Executive Summary

The ON-TIME Website (Deliverable 9.1) was developed as a first version at the beginning of the project lifetime and is available at:

http://www.ontime-project.eu.

It includes two parts:

1) Private Area – restricted to partners of the project consortium
2) Public Area – open to any visitor on the Web

The Private Area is a complete Project Management System, based on the "Cooperation Tool" product. It allows all project items to be managed: partners, members, deliverables, milestones, documents, meetings, actions, news, events and links, which are mapped according to the project structure. It allows all knowledge related to work done in the project to be stored and made available in order to favour cooperation between researchers and coordination of project managers.

The Public Area is a dissemination instrument, allowing interested visitors to have a general, but complete, information overview on the project objectives and envisaged results. Furthermore, interested visitors can register on the Website and get access to additional information such as public deliverables and other documents.

The two areas are strictly integrated as they are part of the same platform. This allows documents or other information items to be easily published from the Private Area to the Public Area, avoiding duplicating work. Moreover, public information reflects the real project status resulting from the Cooperation Tool and is automatically updated when needed (e.g. when a document is updated or in case a partner leaves the project).

Table of contents

Table of figures

Figures embedded in the text are not listed here.

Table of abbreviations

CMS	Contents Management System
CT	Cooperation Tool
CT4	Cooperation Tool version 4
HTML	HyperText Markup Language
HTTP	HyperText Transfer Protocol
HTTPS	HyperText Transfer Protocol Secure
ONT	ONTIME project code on the repository
WP	Work Package

1 PROJECT WEBSITE

1.1 Scope

The On-Time Website was developed as a first version at the very beginning of the project lifetime and is available at address:

http://www.ontime-project.eu

This deliverable is the result of the work envisaged in WP9 Task T9.1.2:

develop project website to enable uploading, storage, and exchange of information between the consortium partners. Development of procedures to ensure that this website is maintained and kept up to date. All the public deliverables will be available for download on the project website.

To achieve this scope, the developed Website includes two areas:

1) Private Area – restricted to partners of the project consortium
2) Public Area – open to any visitor on the Web

1.1.1 Private Area

The Private Area of the Project Website is based on a well-proofed tool named "Cooperation Tool", developed by CNC Centro Nuova Comunicazione (subcontractor of beneficiary no. 1, D'Appolonia).

The scope of the Cooperation Tool is:

a) To favour the collaboration between researchers involved in the project, allowing better information exchange;
b) To support the coordination and management of the project.

The Tool has been developed from real project experience over the past 15 years and is currently at version 4.

The main features are:

- Integrated multi-project management
- Multilevel structure, dynamically defined
- Simple user-friendly graphical interface
- Continuously improved and updated (currently at version 4)
- Access Control with 7 levels of rights, strong security concept
- All project related information is managed (not just documents)
- It stores and preserves the full project history and knowledge, simplifying cost justification

- It includes resource and progress monitoring, as well as work and deliverable tracking
- Public information can be easily exported to the Public Web site

From the technical point of view, it is a Web Application developed using MS .NET 3.5 and hosted on a HTTP Server. To use it, a normal Web browser is needed such as Explorer 7.0 or Mozilla-Firefox 3.0 (or more recent versions), therefore non-Windows PCs can also be used.

Figure 1 – Cooperation Tool Login window

The Private Area of the Web site is secured by means of a security certificate issued by Thawte. This ensures a secure communication channel between the Web Application and the project members (under HTTPS), wherever they are located.

More information and details are provided in Section 1.2.

1.1.2 Public Area

The Public Area of the Project Website aims at disseminating public information related to the research project, its objectives and the results achieved so far.

Target users of the Public Website are:

- Colleagues of the researchers involved in the project and managers of their organisations
- Researchers not involved in the project but working on the same subject
- Entrepreneurs and managers potentially interested in the project results
- European Commission Officers checking the project dissemination activity
- Associations and Organisations in the field of the project scope
- End users of the project results (e.g. in case of a railway project, passengers and freight operators)

Therefore the Public Website aims to achieve the following objectives:

- To provide basic general information about the project to interested visitors
- To offer more detailed information to really interested visitors, e.g. downloading documents
- To clearly inform about the project nature and envisaged results
- To publish updates, news and events related to the project
- To allow a direct link between the project and interested visitors

The Public Website is developed with the same technologies used in the Private Area and it is strictly integrated with it.

This means that all of the Public Website contents are defined within the Cooperation Tool. This relates not only to the Public Website general contents, which can be configured and updated at any time according to a standard structure, but also includes the possibility to export information existing in the Private Area, e.g. public deliverables or other documents, without duplicating them.

To get more detailed contents, the Public Website includes a registration functionality; interested visitors need to register and get their own password, which is validated and which then allows them to access additional pages in the Website.

This enables a list of selected visitors to be collected, who can be contacted in order to send updates (e.g. a newsletter) and invitations to project events.

Figure 2 – On-Time Project on the Web

More information and details are provided in Section 1.3.

1.2 COOPERATION TOOL

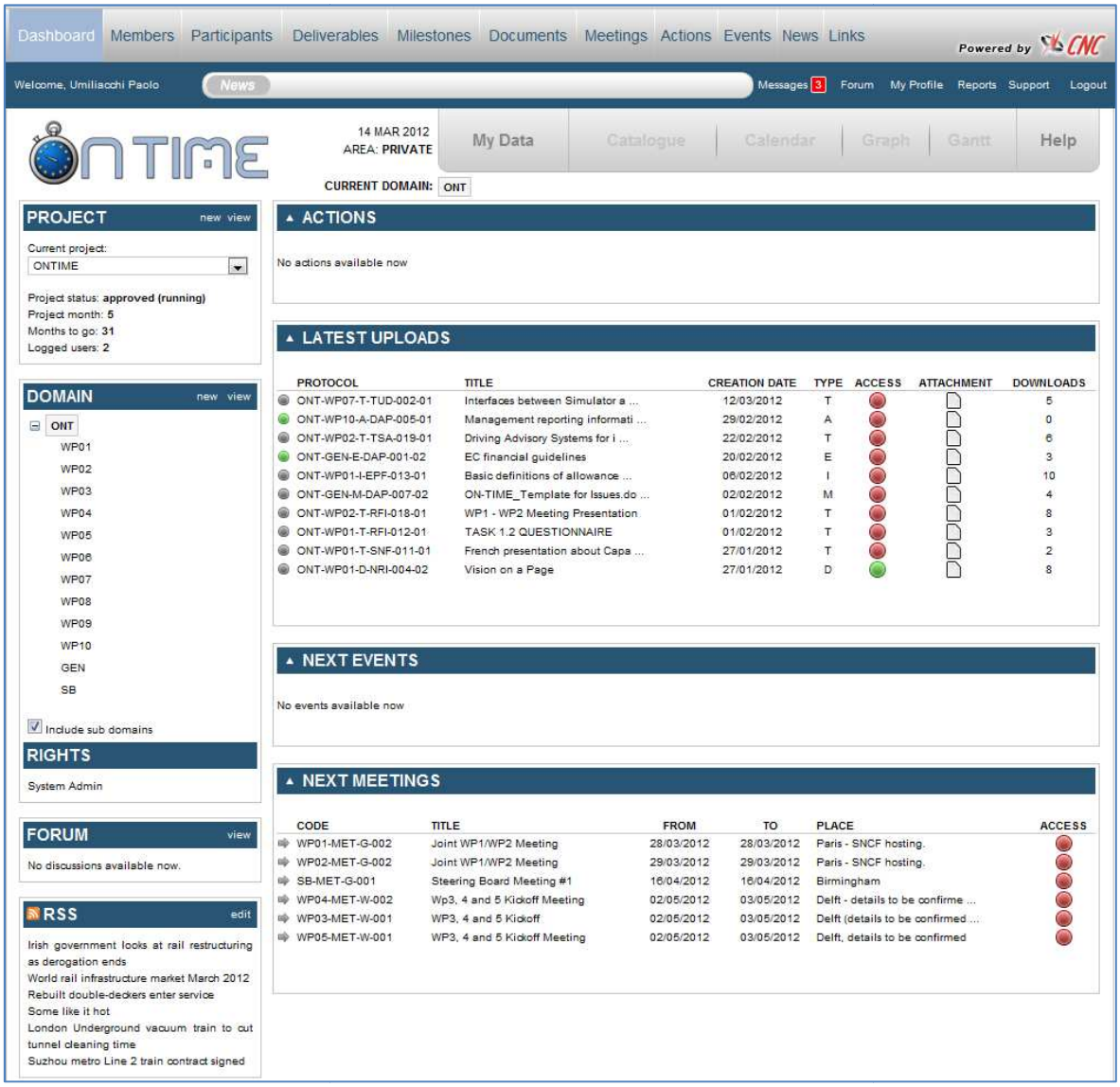


Figure 3 – The Cooperation Tool Dashboard

1.2.1 Introduction

The Cooperation Tool is a collaboration platform, specifically designed to allow remote collaborative work between research teams. By means of an advanced Internet based application, this platform: allows communication efficiency to be greatly improved; enables cooperation between researchers; stores and preserves the knowledge coming from the work in the project; improves project management and resource monitoring; reduces the project start up time; supports cost justification; reduces costs and highlights the work done.

1.2.2 Overview

Launched more than 10 years ago and now at version 4, the Cooperation Tool can be considered a state of the art **project information system**. In fact, it is much more than a document repository, storing and managing any useful information, in order to allow projects to carry out their activities timely and efficiently.

The development of the Cooperation Tool was always based on real needs coming from research projects, incorporating new requests and evolving the system according to upcoming requirements. Therefore, it is powerful and complete, but project tailored and easy to use.

The Cooperation Tool enables better communication between project partners, favours collaboration between geographically distributed research teams and supports the project coordination and management.

It collects all information related to or generated by the project and creates a **knowledge basis**, allowing researchers to manage it by means of powerful linking and searching mechanisms.

People involved in the project can easily find all useful information (such as contact lists, meetings, events, actions, etc.). The Cooperation Tool can track and record all the work done in the project during its life, show and remind deadlines, monitor the progress in time (Gantt) and the budget consumption. It can help in both technical and administrative reporting.

The Cooperation Tool can be configured in order to exactly match the structure of any project, therefore making navigation in the information domains very intuitive.

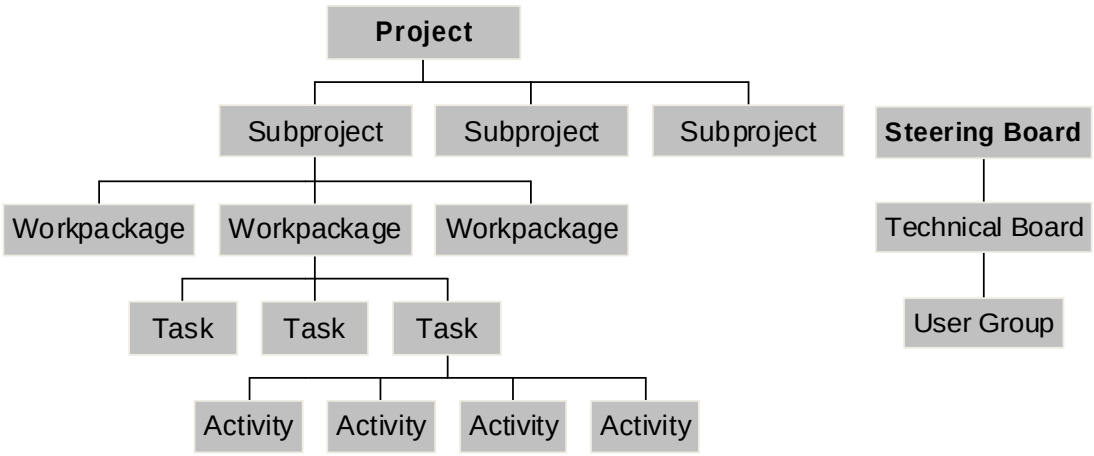


Figure 4 – Generic project structure

The Tool is continuously checked and updated, according to project feedback. Requests for new functionality are evaluated and, if they are considered a good improvement of general interest, implemented free of charge.

An important point for the successful deployment of any tool in any project is the available support. Cooperation Tool offers a complete **support service**:

- Context sensitive on-line help;
- On screen support button for immediate delivery of enquiry messages;
- Answer from Support Team normally within 8 working hours;
- On-line downloadable documentation for Users and Project Managers;
- On-site training course for Project Managers and WP Leaders;
- E-mail and phone direct support.

Therefore the Cooperation Tool can really contribute to the project success.

1.2.3 Objects

The Cooperation Tool manages objects, i.e. specific items which are part of a project and need to be handled by project members. Objects in this sense are clearly listed in the Object Bar:

To fully understand the meaning of these Objects in the context of the Cooperation Tool, refer to the following table:

Object	An element which constitutes the Project, like Members, Participants, Deliverables, Milestones, Documents, Meetings, Actions, Events, News, Links
Member	A person working in the Project on behalf of a Participant
Participant	A company or organisation which officially participates in the Project
Deliverable	An official output of the Project, representing or describing one of the project Results. It is always associated to at least one Document
Milestone	An event or significant step which represents an important tracking point for a Project
Document	A piece of information used or produced in the Project, in the form of a text, an external file (like a text file, a spreadsheet, a presentation, a picture) or a link to a Web page
Meeting	An opportunity for Members to discuss and work together in order to carry out the Project – a meeting can be face-to-face or virtual (e.g. a conference call)
Action	A work item needed in the Project in order to achieve progress, reflecting the work-programme or specific decisions
Event	Something that happens and which is related to the Project, e.g. a conference or a workshop (normally not organised by the Project)

News	Information related to the Project, suitable for dissemination within or outside the Project
Link	An Internet address (URL) bringing to a Web page or document which is relevant to the Project

Each Object is defined by means of a number of properties, which completely describe it. When creating an Object, it is important to carefully and accurately input all properties which apply, in order to allow the CT to handle it perfectly.

This is important, as such objects are often cross linked between themselves and their relationship depends on the accuracy of the properties defined by the User.

To clarify this, consider the situation when a document is uploaded which represents the agenda for a meeting; one of its properties will be the Meeting it refers to; it will only be easy to find the agenda from the Meeting page if the information is correctly included.

Therefore, it will only be possible to get all the benefits from the CT if all Members correctly input the right information into it; a small amount of additional time today will result in a much bigger time saving for all Members later on.

The basic functionality related to each Object is presented in the next chapter.

- ☞ For a complete list of all Object properties, refer to the HELP function and for more details to the Administrator's Manual (Cooperation Tool Guidelines).
- ☞ As part of the general philosophy of the CT, objects can be created and edited (according to the User Rights) but never deleted (in the physical sense). This ensures that no information can get lost due to mistakes.

1.2.4 Identification Codes

When you have a lot of Objects of the same kind, e.g. many hundreds of documents, it is difficult to refer to one of them in a simple, quick and unique way.

Filenames can be lengthy and can change easily in time, properties are complex to remember and describe and can also change, new versions of the same object can be needed: it is much more convenient to associate to each Object a unique code, which can give the first information about the Object itself and, even more important, can represent a clear unambiguous reference to such Object.

In CT4, all Objects are identified by a proper code. Hereinafter the recommended code structure is presented.

- ☞ As the structure of the Code for each Object can be configured, the Code used in your Project can be different from what is presented here.

1.2.4.1 Document Protocol Code

Coding is extremely important for Documents, which will be given a Protocol Code.

< ppp-ddd-t-xxx-www-vv>

where:

- ppp is the Project Code
- ddd is the Domain Code
- t is the document Type
- xxx is the Participant Code
- www is the document sequential number
- vv is the version sequential number for document www

Example: ONT-WP01-I-UNI-001-01

If two Members have a document coded ONT-WP01-D-DAP-034-02, as downloaded from the CT, they can be sure they are looking at the same document, that is a Deliverable produced within the ON-TIME project by D'Appolonia as their 34th document and issued as a second version.

The Document Protocol Code can become the common way (at least within the project) to refer to any document. Using such Code, any Member can quickly and easily find that document in the repository, check its properties (e.g. to be sure this is what he needs) and download it, in a matter of minutes, wherever he is and whenever he needs it.

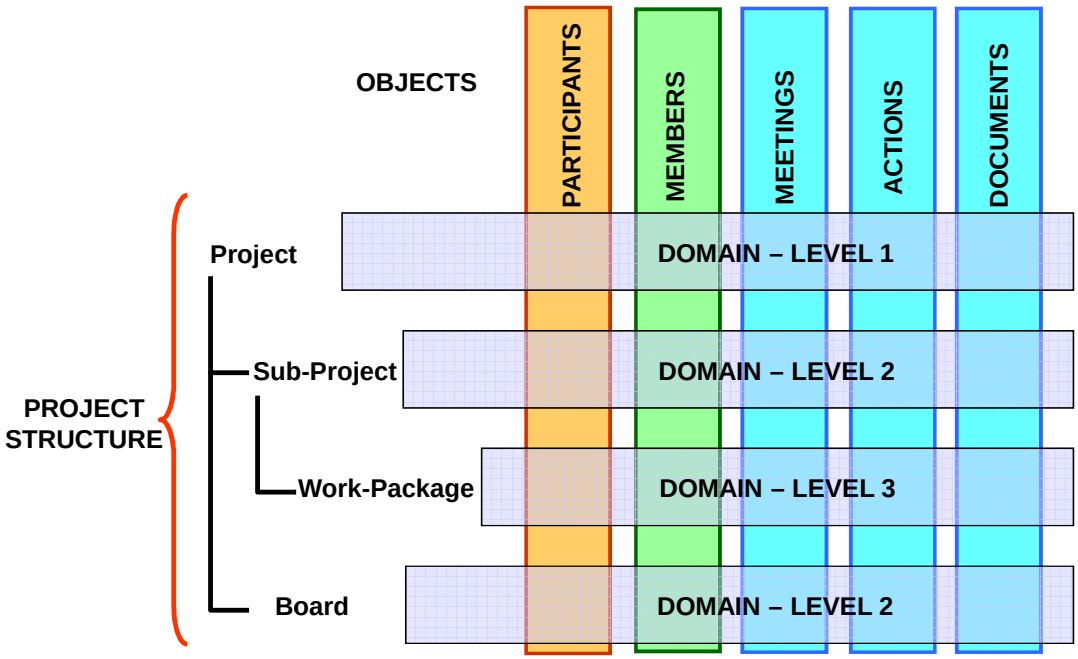
1.2.5 Domains

Each Project accumulates during its life an increasing amount of information related to documents produced, meetings held or planned, actions defined and so on. Obviously, it is necessary not only to store it, but to organise information in a logical way.

In order to focus attention on specific parts of the Project, the CT incorporates the Domain concept.

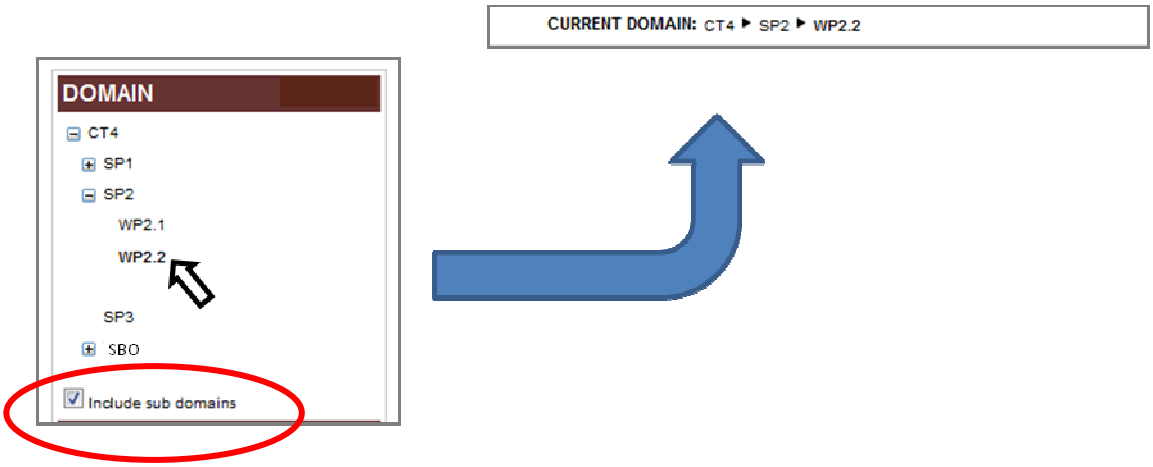
A **Domain** is a hierarchical subset of the project: e.g. a subproject, a work package, a specific management level, such as the Steering Board, a Task Force, etc.

This allows the structure of information within the CT to match to the structure, organisation and needs of the Project.



The Domain area on the left allows the user to choose the Domain they are interested in, possibly opening it in order to show its sub-domains. Selecting a specific Domain, all available information is filtered in order to present only a part of it, which is related to such Domain:

e.g. selecting domain WP2.2, only Documents, Meetings, Actions, Participants, Members which are related to Work-Package 2.2 will appear in the related lists.



However, if the **Include Sub Domains** box is checked, information defined within all sub-domains of the Current Domain will also be displayed.

In such case, selecting the Project Domain (top level), all information will appear (no filter is applied).

The Domain currently active is displayed in the **CURRENT DOMAIN** area. This can also be useful in order to quickly select one of the Domains hierarchically above the current one.

As a Member, you have been registered in one or more Domains, possibly with different Rights. To find out which ones, you can look at your Profile (see or at the **Rights** area (below the Domain area), which shows your Rights in the Current Domain.

☞ If you are not able to find a Document, a Meeting or other objects you are looking for, check that you have currently selected the right Domain and that you have enough Rights in it in order to see the object.

1.2.6 Rights

The CT allows up to 7 levels of Rights to be defined.

Each Member can have a well-defined level of Rights at Project level or in a specific Domain.

Rights are inherited by sub-domains: when just defined, any Member has Guest Rights at Project level, which means he/she has Guest Rights in all Domains.

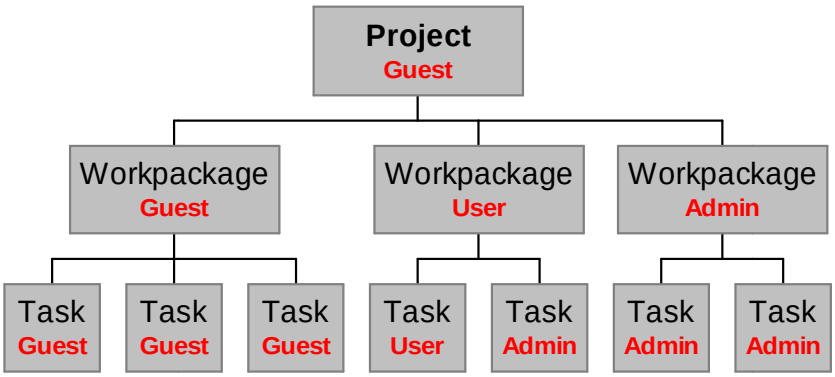
The CT Manager can assign a different level of Rights to each Member, in specific Domains, in accord with his/her role in the Project.

You can see which Rights you have in the Current Domain by looking at the related window.

Normally, you should have User Rights in all Domains (e.g. WPs) where you are actively involved and supposed to contribute.

If you are a WP Leader, you should have Domain Admin Rights in the related Domain.

The following diagram shows an example of Rights definition for a Member who is leading a WP and is working in another WP where he also leads a Task:



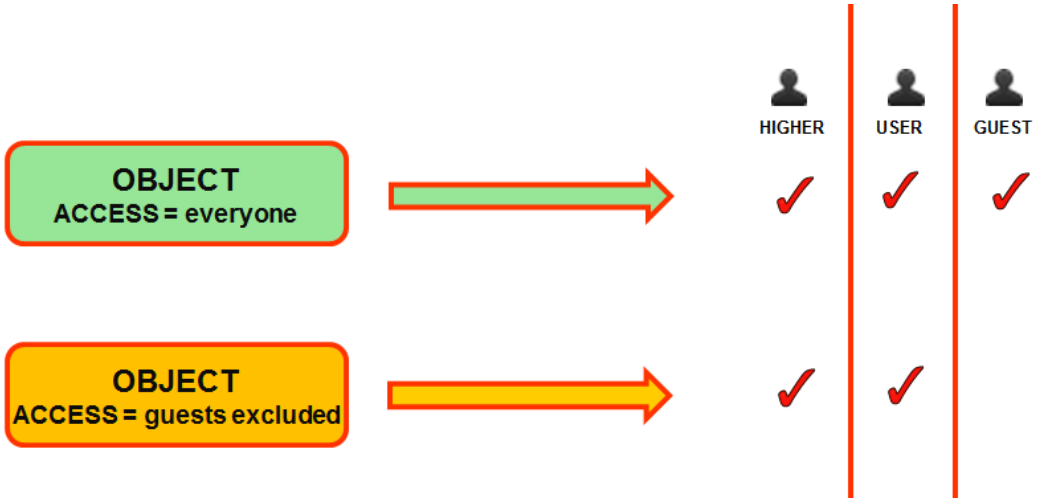
☞ According to your Rights in a specific Domain, you can be allowed or not permitted to perform some functions on the Objects defined in it. This can reflect on some buttons being not active or missing.

1.2.7 Visibility

Project members do not normally want to deal with all of the information generated in the Project, which means hundreds or thousands of objects, but they need and wish to focus only on objects which are relevant to them. This is achieved not only by using Domains in order to organise Objects within them, but also by means of a set of visibility rules, which show or hide information based on the Member Rights and on the Object Status.

Each Object has a visibility flag as part of its properties:

- If an Object has the Access Property defined as «everyone» all Members can see it within the Project
- If an Object has the Access Property defined as «guests excluded» only Members with at least User Rights in the same Domain of the Object can see it (Guests are excluded)



Therefore a Member will see (and have access to) all Objects in the Domains where they are really involved, while they will only see some Objects in the other Domains.

1.2.8 View modes

Some Objects can be better visualised in alternative view modes rather than the traditional list of items (Catalogue).

CT4 enables to look at some Objects using one or more different points of view, in order to allow you to choose the best one based on your current needs, using the View Mode Menu Bar.

The following table summarises the View Modes applicable to the different Objects.

Object	Catalogue	Calendar	Graph	Gantt
Members	X			
Participants	X			
Deliverables	X		X	X
Milestones	X		X	X
Documents	X		X	
Meetings	X	X	X	
Actions	X	X	X	X
Events	X	X	X	
News	X		X	
Links	X			

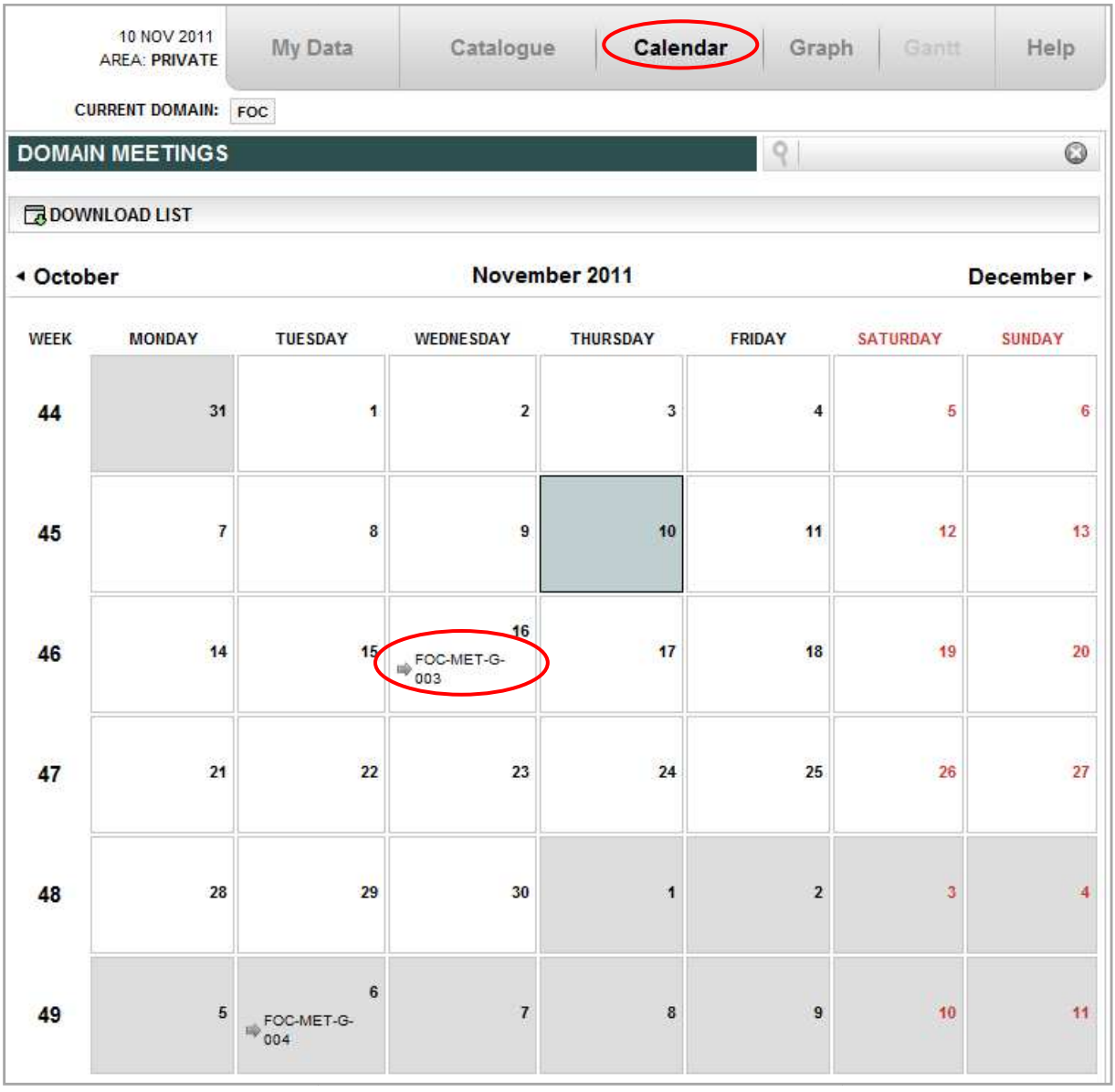
1.2.8.1 Calendar

Some Objects can be better visualised when they are correctly positioned within a Calendar frame. To have a Calendar style overview of Meetings, Events and Actions, you can choose the Calendar function from the View Mode Menu Bar.

Objects are shown on a monthly basis: you can move backwards or forwards one month (single arrows).

Items which appear in the Calendar are active: clicking on each of them, you will get the related Properties in the Information Area.

You can also go to the normal view clicking on the Catalogue button in the View Mode Bar.



☞ If you wish to go quickly to another date, you can click on the Month – Year in the Calendar header and open a small window which allows you to quickly set any date.

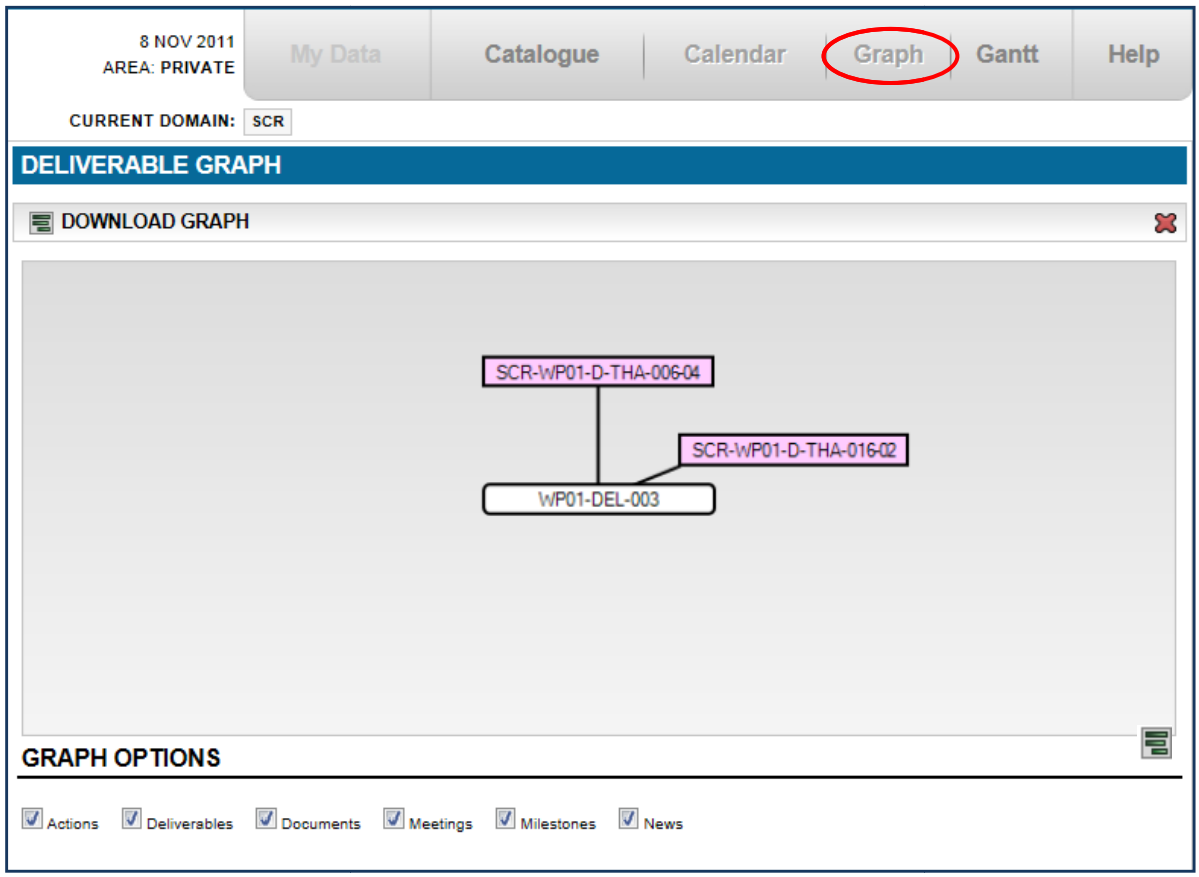
1.2.8.2 Graph

Looking at the Properties of most of the Objects, we see that it is possible to define Relations between the current Object and other Objects of the same or different Type.

Such Relations can be better visualised using the Graph View Mode.

Clicking on the Graph button in the View Mode Menu Bar, you enable the View Mode. In order to activate it, you need to select one of the Objects you see in your current

Catalogue list. This will display the Graph with the selected Object at the centre and all other Objects related to it around the selected Object.



Choosing one of the Objects related to the currently selected one, it will go to the centre of the Graph and all relations to it will be displayed.

It is therefore possible to browse Objects following the relations between them.

☞ In case you are interested only in some of the available Objects, you can remove some of them from the Graph by disabling the related check box on the bottom of the area.

You can download a jpeg version of the current Graph clicking on .

Clicking on , you will go back to the Catalogue view in order to select another Object for Graph view.

To exit completely from the Graph View Mode, click on another View Mode button in the View Mode Bar: e.g. Catalogue.

1.2.8.3 Gantt

A very useful and common mode of looking at a Project is by means of its Gantt diagram. Choose one of the Objects which allow such View Mode and click on the Gantt button.

You get a Gantt diagram view of the Project structure with the selected Object items visible on it. The Code of each item appears by moving the mouse pointer on it.

☞ You can make Object labels permanently visible on the Gantt diagram checking the **View labels** option.

The level of detail on the project structure reflects the Domain choice.

The time scale of the diagram is defined choosing the appropriate time unit:

- Project (shows all project life time)
- Year (shows one solar year at a time)
- Month (shows one month at a time)
- Week (shows one week at a time)

If you choose a time scale different from the Project one, you can move the displayed window forward and backward with the small arrows, so as to explore all of the project duration.

Dates can be relative to the project start date (e.g. Month 3) or absolute (calendar dates, e.g. 1/12/2011). For Projects in the proposal phase, only relative dates are defined.

For each level of the Project Structure, you can choose to display the Planned duration or the Actual duration or Both.

You can download a jpeg version of the current Gantt clicking on  .

1.2.9 My Data

This is not really a View Mode, but enables the user to filter Objects according to their profile, so as to show only those objects which have been produced by the current user or directly involve him/her.

It can be useful, in order to quickly find e.g. the documents you have produced in the project.

1.3 PUBLIC WEBSITE

Figure 5 – The Public Website home page

1.3.1 Overview

A Public Website is a main and important dissemination instrument for all research projects.

Due to its wide experience in many research projects, CNC could collect a full range of requirements, from which a standard structure of project information has been derived and implemented.

This ensures a comprehensive and non-redundant description of project aspects, offering a complete and well organised view to the external world, without forgetting something important.

The basic structure of the Public Website is depicted in Figure 6.

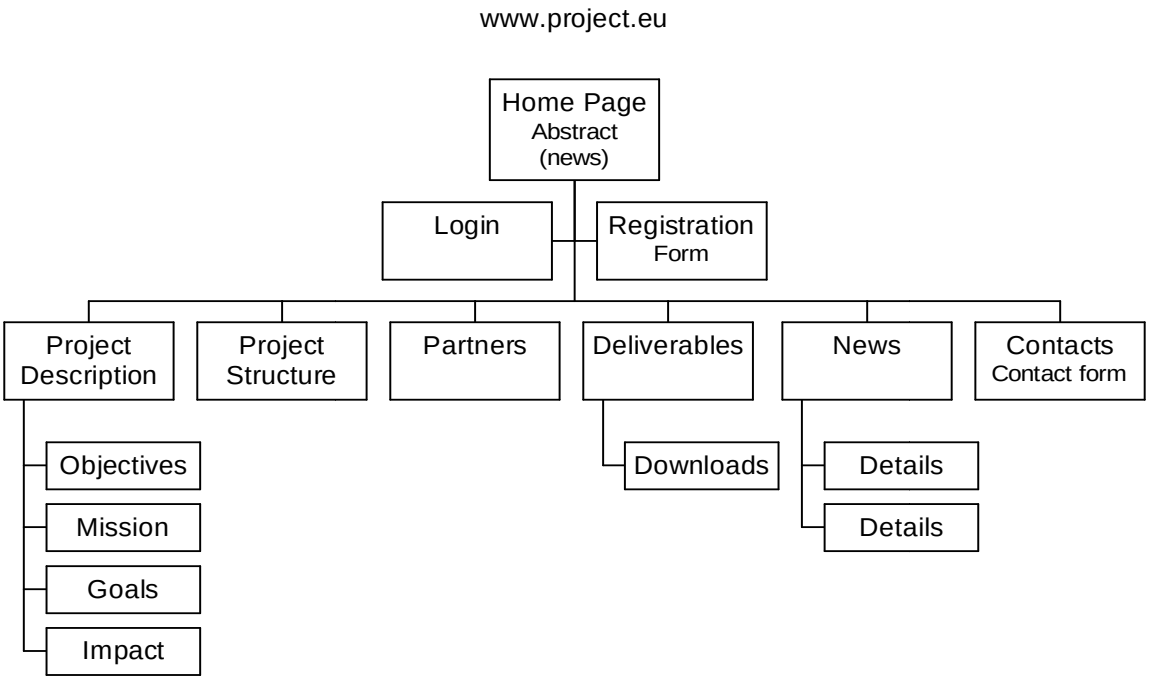


Figure 6 – Public Website structure

A registration form allows visitors to fill in a simple form and register themselves in order to be notified about news, events or other information. Registration enables visitors to access some areas where they can find more detailed information and downloadable documents. This feature allows the project to collect a list of people interested in project activities and results, who can be invited to specific project events (like workshops, demonstration events, etc.).

An important aspect is the full integration between the Public Website and the Cooperation Tool: most contents can be published in the Public Website directly from the Cooperation Tool, in order to have them always up to date, avoiding duplication of work. A list of partners, public deliverables and other documents, news and contact details can be exported from the Cooperation Tool, so that, when such information is

updated there, changes will automatically be reflected in the Public Website. For example, when a public document is updated, the on-line version is also updated or in case a partner leaves the project, the partner list on the Website will automatically reflect this.

Texts and images can be modified by the Project Administrator at will, as is normally possible with a CMS.

1.3.2 Configuration

Cooperation Tool 4 includes the capability to generate and manage a complete Public Website for the research project.

The Public Website is an optional feature of Cooperation Tool 4. Therefore it is to be defined at contract level and this will be reflected in the CT4 initial configuration.

In order to allow the definition and editing of the contents of the Public Website, CT4 incorporates a Content Management functionality. This allows control of all the contents which are needed in order to be displayed in the Public Website. Additional contents are provided by CT4, exporting information (Objects) already defined in CT4 itself.

It is therefore important to understand where the Public Website contents come from, in order to be able to define and edit them.

1.3.3 Editing contents

To edit the contents of the Public Website, you have to enter the EDIT mode. You can then make changes in the text and images included in the pages.

After all changes have been done, it is important to SAVE the new contents, which will immediately replace the previous ones. If you click on UNDO, the changes will not be saved and the page will keep its previous contents.

Note – Some images or texts which are part of the Website structure cannot be edited.

Note – In some cases, you need to refresh (reload) the page in your browser, in order to see the changes.

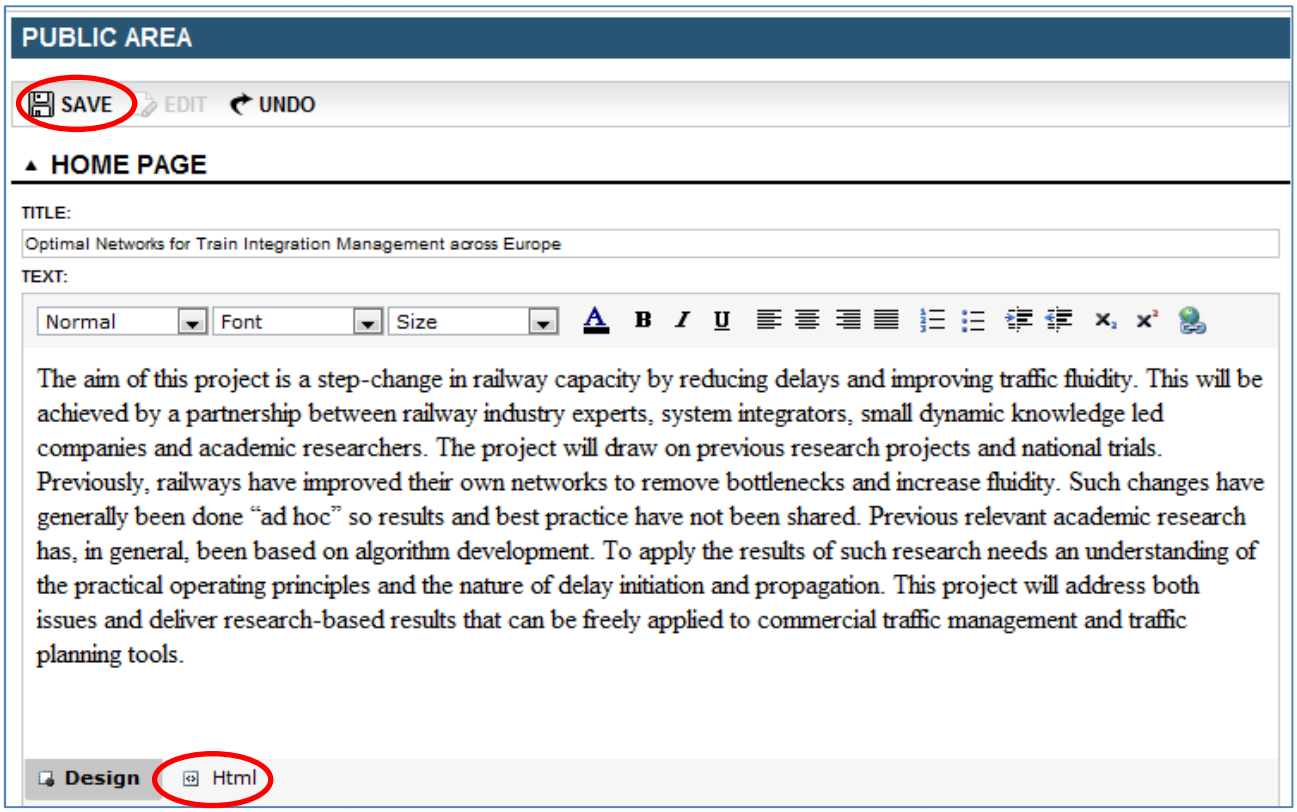
1.3.4 Editing text

Text appearing in the different pages of the Public Website can be edited.

In Edit mode, a tool bar appears which allows you to change:

1) Text style
2) Text font
3) Text size
4) Text colour
5) Text attributes (bold, italic, underlined)
6) Text alignment (left, centre, right, justified)

7) Paragraph numbering
8) Paragraph bullet
9) Paragraph outdent or indent
10) Text as
11) Text as a
12) Link to an URL address



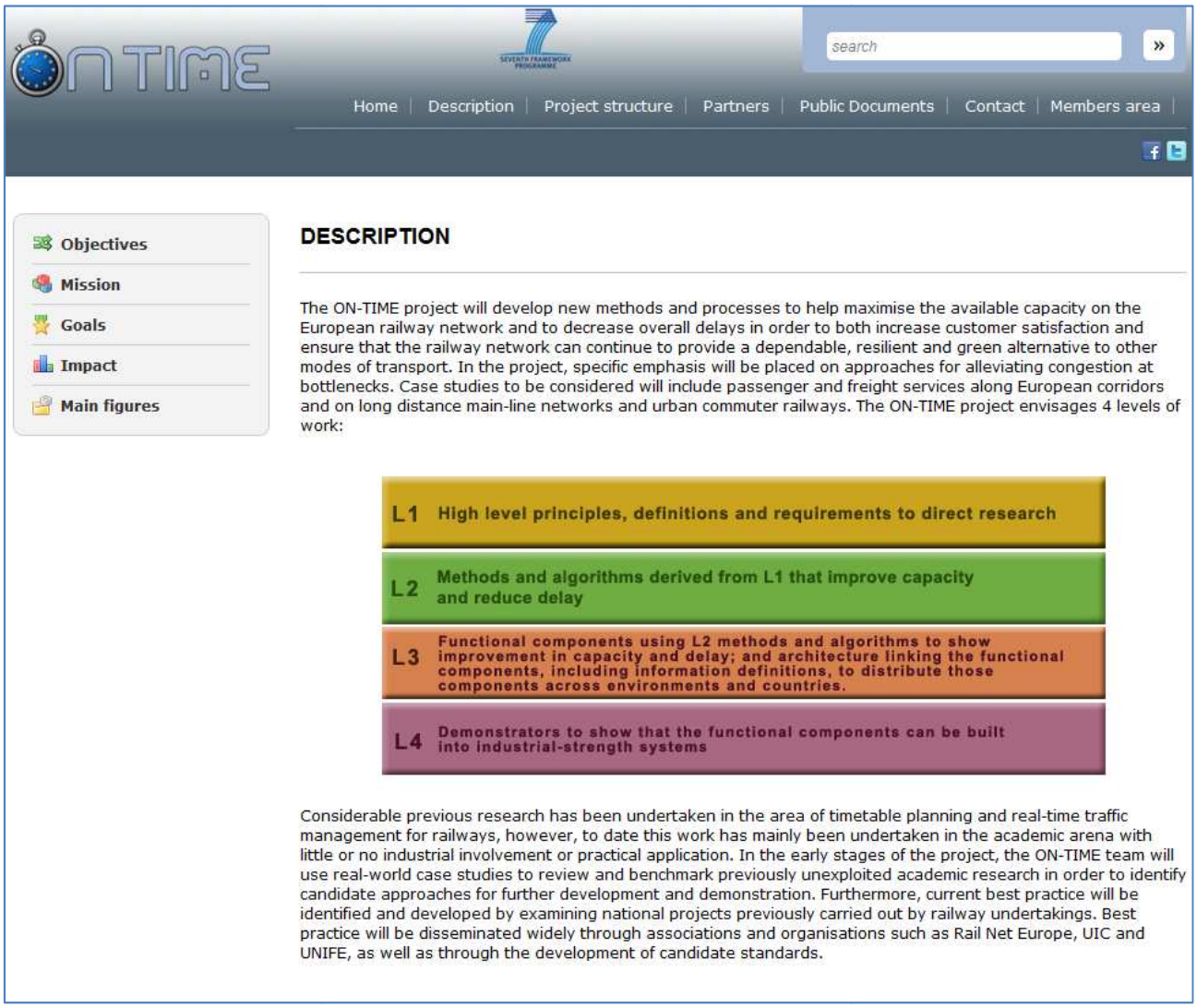
Only if you are familiar with HTML language, you can edit the page directly in HTML mode. While this will give you more freedom, e.g. to include some graphics, it can be more difficult to control the final results.

1.3.5 Editing images

It is possible to include an image on many of the pages. You can add an image by up-loading it.

You can change an image by uploading a new one, which will replace the previous one.

1.3.6 Description of the Project



These pages provide a more detailed and comprehensive description of the project. They include a main page and 5 subpages. The subpages can be directly accessed from the Home Page, by means of the submenu (HP06).

1.3.7 Project Structure

This page presents the project structure, in terms of work breakdown into work packages, levels of abstraction, phases of activity and so on.

As usual, the contents include text and one image.

Note – When editing a session of the Public Area, you can open only one such section, leaving all the others closed, in order to focus only on one section at a time.

search

Home | Description | Project structure | Partners | Public Documents | Contact | Members area

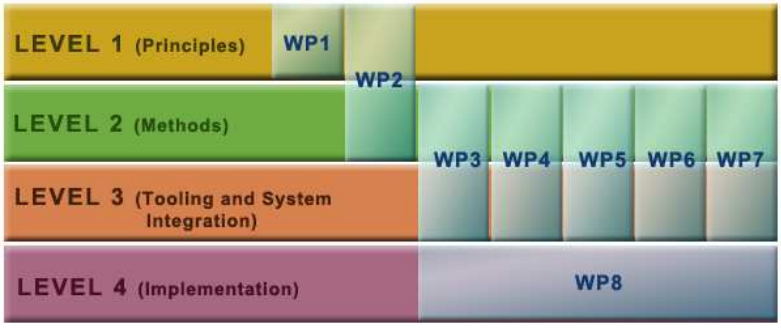
PROJECT STRUCTURE

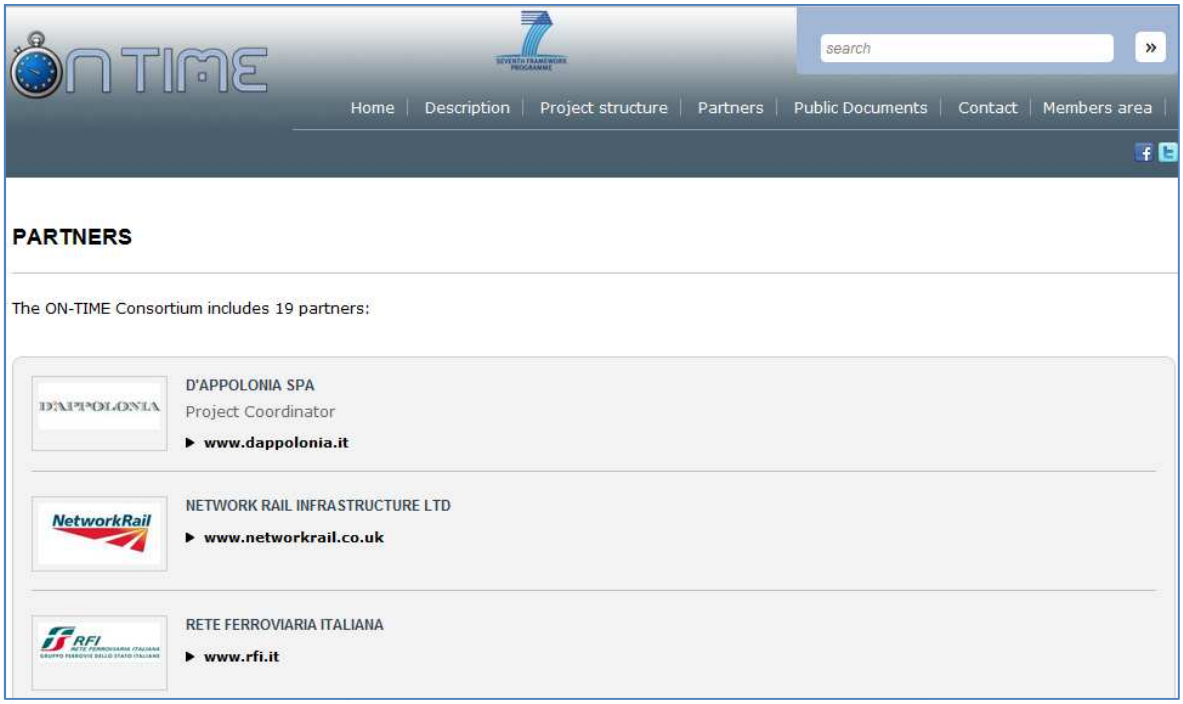
The project is organised into ten Work Packages (WP):

- WP1 - User and technical requirement elicitation and validation
- WP2 - Examination of existing approaches and specification of innovations
- WP3 - Development of robust and resilient timetables
- WP4 - Methods for real-time traffic management
- WP5 - Operations management of large scale disruptions
- WP6 - Driver advisory systems
- WP7 - Process and information architecture
- WP8 - Demonstration
- WP9 - Dissemination, training and exploitation of knowledge
- WP10 - Project management

The problem addressed by ON-TIME is considered at four different levels of abstraction:

- Level 1 - High level principles and processes (functional requirements)
- Level 2 - Methods and algorithms (component development)
- Level 3 - Tooling and system integration (subsystems integration)
- Level 4 - Implementation (demonstration/system test)





1.3.8 Public Documents

This section is available only to Registered Visitors who have previously logged in.

Visitors not yet registered or who are not logged in will be presented the Registration page with instructions.

More information on this is available in Section 1.3.10, which relates to Visitor Registration.

Public Documents are presented in two groups:

1) Deliverables
2) Other downloads

Note – It is recommended that documents are published in pdf format.

1.3.8.1 Deliverables

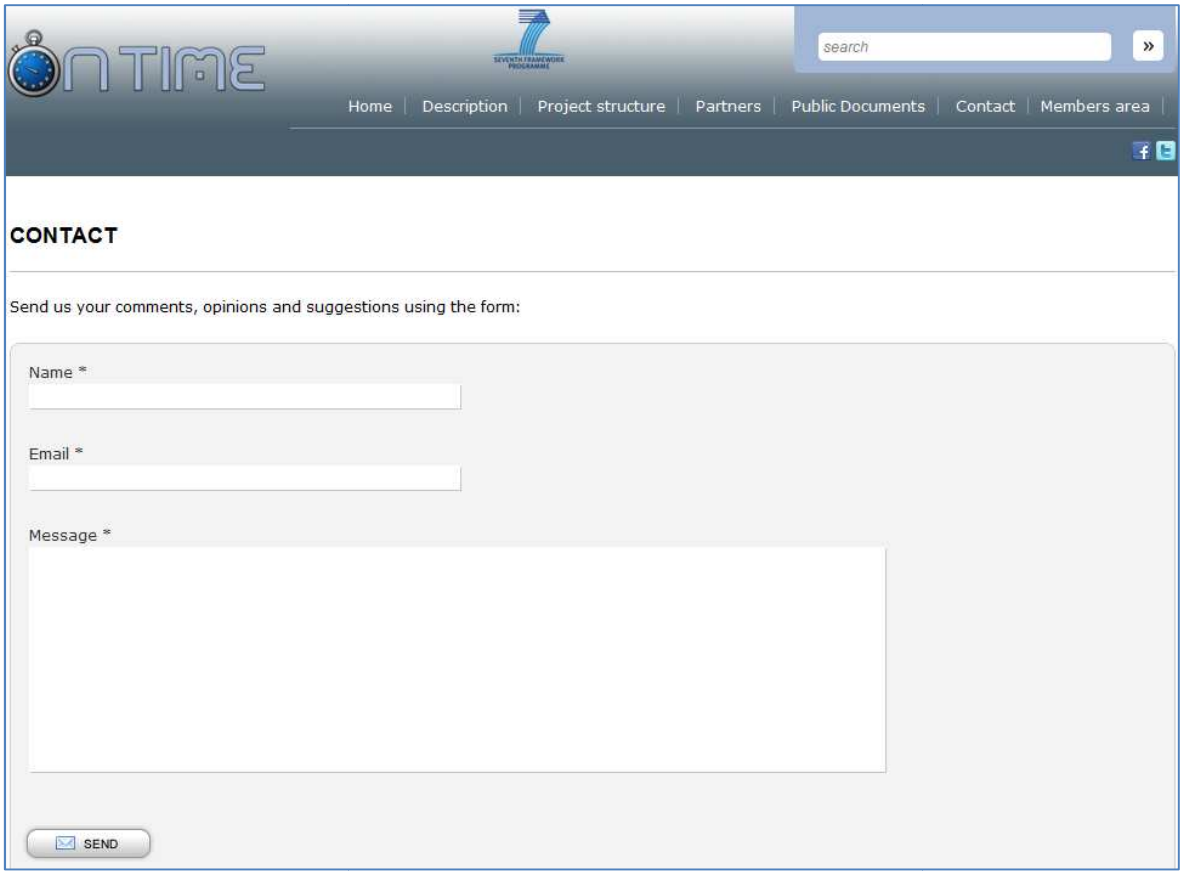
This page shows all project Public Deliverables, as soon as they become available (issued). To publish a deliverable, its VISIBLE flag is to be set to YES."

1.3.8.2 Other downloads

This page shows all documents, which are not deliverables and have the VISIBLE flag set to YES".

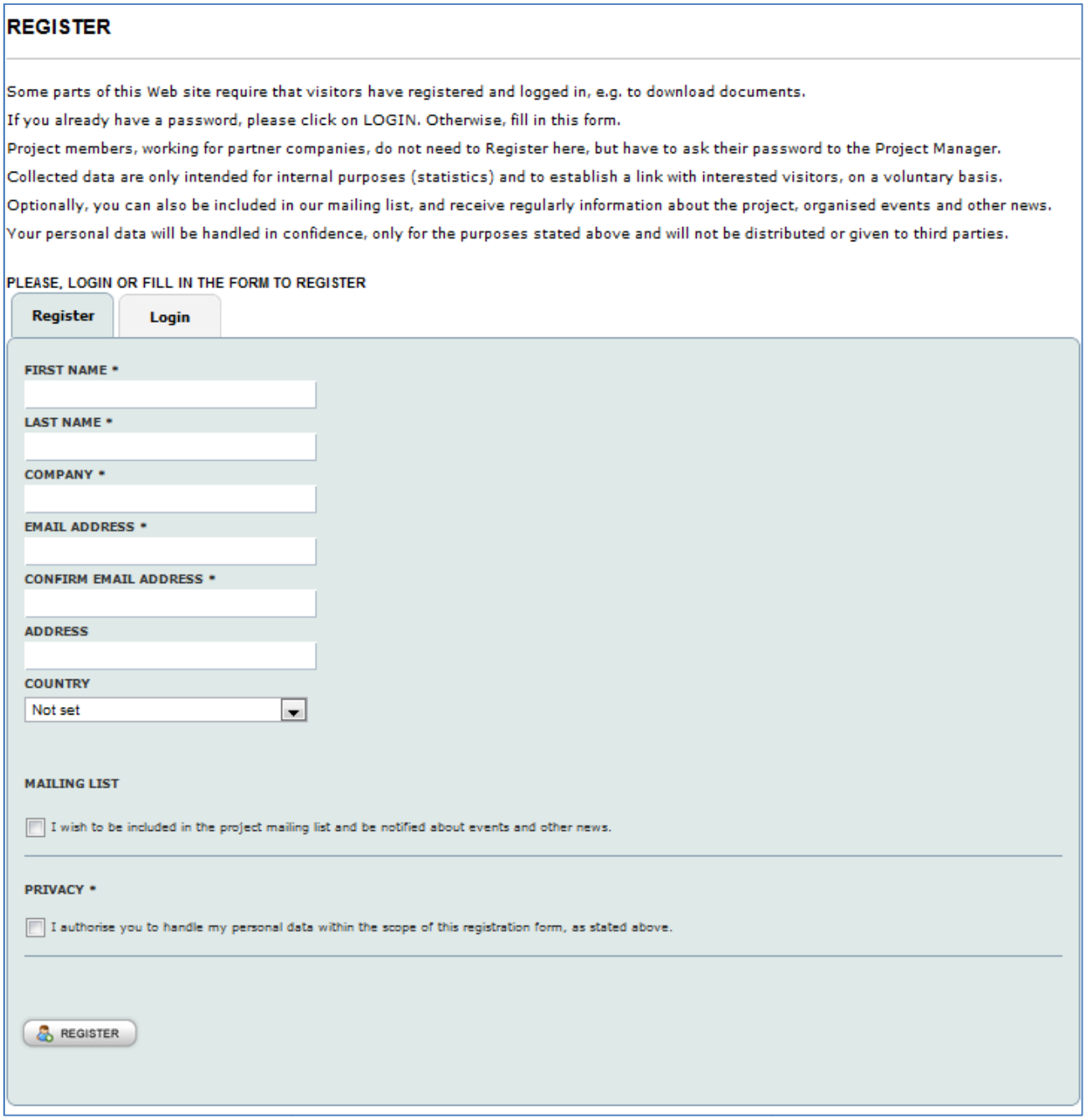
1.3.9 Contact

This page allows visitors to get in touch with the project, filling in a text message which will be automatically sent to the project contact person. The form is fixed, but some text can be added on top of it as an introduction.



1.3.10 Visitors Registration

This page allows Visitors to register on the Website and access additional information.



After filling in all mandatory fields and check boxes, a Visitor shall click on REGISTER.

They will receive an e-mail message shortly after registration, giving them a Password which will allow them to Login in the future.

Project Members do NOT need to Register here, as they can use their normal e-mail and password to Login as they normally do for the Private Area of Cooperation Tool 4.

2 REFERENCES

1) Cooperation Tool 4 – User's Tutorial Guide - version: 1.06 - Document date: 11 November 2011

2) Cooperation Tool 4 – Guidelines for Project Managers - Public Web Site (Draft Document)