

D1.1 Project management structure and project management infrastructure



Cloud Orchestration at the Level of Application

Project Acronym: **COLA**

Project Number: **731574**

Programme: **Information and Communication Technologies
Advanced Computing and Cloud Computing**

Topic: **ICT-06-2016 Cloud Computing**

Call Identifier: **H2020-ICT-2016-1**
Funding Scheme: **Innovation Action**

Start date of project: 01/01/2017

Duration: 30 months

Deliverable:

D1.1 Project management structure and project management infrastructure

Due date of deliverable: 31/01/2017

Actual submission date: 31/01/2017

WPL: Gabor Terstyanszky

Dissemination Level: PU

Version: final

1 Table of Contents

1	Table of Contents.....	2
2	List of Figures and Tables.....	3
3	Status, Change History and Glossary	4
4	Introduction.....	6
5	Project Management Structure.....	7
6	Project Information System	10
6.1	Domain names.....	10
6.2	Document repository.....	10
6.3	Event Management.....	10
6.4	Mailing Lists.....	10
6.5	Conferencing Tools.....	10
7	Initial Partner Training.....	10

2 List of Figures and Tables

Figures

Figure 5.1: Project management structure of the COLA project

Tables

3 Status, Change History and Glossary

Status:	Name:	Date:	Signature:
Draft:	Gabor Terstyanszky	15/01/17	Gabor Terstyanszky
Reviewed:	Tamas Kiss	30/01/17	Tamas Kiss
Approved:	Tamas Kiss	30/01/17	Tamas Kiss

Table 1 - Status Change History

Version	Date	Pages	Author	Modification
v1	15/01	5	G Terstyanszky	report template
v1.1	17/01	8	G Terstyanszky	introduction project management
v1.2	19/01	10	G Terstyanszky	management infrastructure training events
v2.0	23/01	12	G Terstyanszky	revision of v1 and adding missing sections
v3.0	30/01	12	T Kiss	report review
final	31/01	12	G Terstyanszky	final review

Table 2 - Deliverable Change History

D1.1 Project management structure and project management infrastructure

Glossary

ATF	Application Task Force
EAC	Ethical Advisory Committee
IAB	Industrial Advisory Board
PMB	Project Management Board
TMB	Technical Management Board
PC	Project Coordinator
PM	Project Manager
PQM	Project Quality Manager
TMB	Technical Management Board
TTF	Technical Task Force

Table 3 – Glossary

4 Introduction

The aim of this deliverable is to outline how the project management structure and the project information infrastructure are set up. The COLA project has held the kick-off meeting in London between 25th and 27 January 2017. The project partners discussed the project management structure and the project information infrastructure. They nominated the members of the project boards and committees. They also agreed upon the COLA mailing and storage facility to be used. See details in Section 5 and Section 6.

This report gives a short overview of the project management structure including their tasks, their members, how frequently they meet and how they cooperate. Further, it describes the tools selected by the COLA project consortium in order to produce, manage and disseminate information about the project. These tools will help to distribute information among the project partners and to coordinate activities of the work packages. They will also enable dissemination of this information outside the project for example forwarding it to EC and research communities inside and outside Europe. These tools will help to manage the COLA project efficiently, effectively and smoothly to achieve the project objectives.

5 Project Management Structure

The Description of Work (DoW) described the project management structure. This section will give a short overview of this structure referring to the DoW and list persons who are involved in the boards and committees of this management structure.

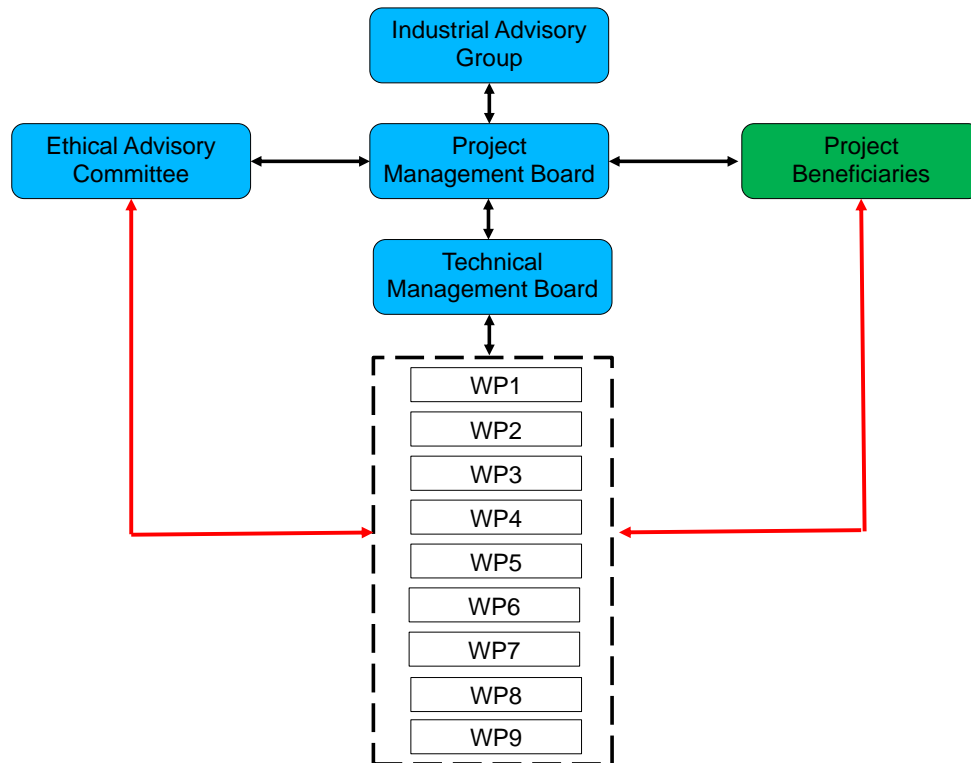


Figure 5.1: Management structure of the COLA project

The project consortium held the first Project Management Board (PMB) meeting at the COLA kick-off meeting (London, UK, 27th January, 2107). The PMB overviewed the project management structure and there were not any modifications to this structure. PMB nominated persons as members of project boards and committees. See the details below.

Project Management Board (PMB)

The PMB will supervise the overall project. It will have two representatives of the Coordinating Contractor (Project Coordinator and Project Manager) and one representative (Local Manager) for each of the beneficiaries. The PMB will be chaired by the Project Coordinator. Beneficiaries will nominate Local Managers in order to monitor the proper execution of the work allocated to the beneficiary. The PMB will be in charge of decisions on the general project strategies within the framework of the contract, revisions and amendments to the project work plan, authorising the publication of deliverable reports upon completion of work plan tasks and of any other official project documents, if requested by a beneficiary or affecting the whole project. Members of the PMB are:

Chair:

Tamas Kiss (PC) - UoW

Members:

Gabor Terstyanszky (PM) - UoW
 Peter Kacsuk - MTA SZTAKI
 Nicola Fantini - CloudBroker

D1.1 Project management structure and project management infrastructure

Nicola Fantini	- ScaleTools
Christian Gehrman	- SICS
Robert Jenkins	- CloudSigma
Csaba Krasznay	- Balabit Kft
Marcos Rubio Redondo	- Inycon
Javier Sancho Royo	- SARGA
Peter Thompson	- Now Pension Ltd
Simon J E Taylor	- Brunel University
Shane Kite	- Saker Solutions Ltd
Harry Robbins	- Outlandish LLP
Andreas Ocklenburg	- CloudSME UG

Technical Management Board (TMB)

The TMB will be responsible for the overall project progress and for defining and monitoring the implementation of the project objectives. The TMB will ensure that the technical objectives of the COLA project are achieved. It will manage completion and quality of the technical deliverables, lead discussion and solving of strategic technical issues. The TMB will be chaired by the Project Coordinator and its members are the work package leaders (WPLs):

Chair:

Project Coordinator (PC)	
Tamas Kiss	(UoW)

Members:

WP1 - Gabor Terstyanszky	UoW
WP2 - Andreas Ocklenburg	CloudSME UG
WP3 - Nicola Fantini	ScaleTools
WP4 - Peter Gray	CloudSigma
WP5 - Gab Pierantoni	UoW
WP6 - Peter Kacsuk	MTA-SZTAKI
WP7 - Cristian Gehrman	SICS
WP8 - Jose Manuel Martín Rapún	- Inycom
WP9 - Tamas Kiss	UoW

The project consortium will organise and hold formal physical PMB and TMP meetings during project meetings approximately every 6 months. The first meeting of the PMB was held during the Kick-off Meeting, in London at the University of Westminster on 27th January 2017. The second meeting is planned to take place in Krakow, Poland in September 2017.

At the kick-off meeting the project consortium created two task forces to make cooperation between the technology providers and users as smooth as possible: Application Task Force and Technical Task Force. Members of these task forces are listed below.

- Application Task Force

Leader:

Jose Manuel Martín Rapún	WP8 Leader, Inycom
--------------------------	--------------------

Members:

Tamas Kiss	Project Coordinator
Gabor Terstyanszky	Technical Task Force Leader
Peter Thompson	use case 1 - Now Pension
Alex Worrad-Andrews	use-case 1 – Outlandish
Garry Pattison	use case 2 - Saker
Simon Taylor	use-case 2 - Brunel

D1.1 Project management structure and project management infrastructure

Javier Sancho	use case 3 - SARGA
Andreas Ocklenburg	use case 4 - CloudSME UG

- Technical Task Force

Leader:

Gabor Terstyanszky

Members:

Tamas Kiss	Project Coordinator
Jose Manuel Martín Rapún	Application Task Force Leader
Peter Gray	WP4 Leader - CS
Gab Pierantoni	WP5 Leader - UoW
Peter Kacsuk	WP6 Leader - MTA SZTAKI
Cristian Gehrman	WP7 Leader – SICS
Csaba Krasznay	WP7 – Balabit
Nicola Fantini	WP4 - CB

The leaders of these task forces will organise bi-weekly meetings using either skype or webex.

Project Quality Manager (PQM)

The first PMB meeting at the kick-off meeting selected Gabor Terstyanszky, UoW as the PQM.

Ethics Advisory Committee (EAC)

The EAC will manage the societal, political and legal aspects of the technology and applications used in the project. It will identify specific ethical problems, provide guidelines how to solve these problems and monitor and check these processes. The EAC will record the occurrences of these issues, describe the solutions and control the implementation of solving the problems. The exploitation strategy of the project results will be reviewed by the advisory committee, and the dissemination and communication strategy of the project results to a wider audience will be also controlled by the EAC to prevent dual use and data leakage. The EAC will inform the PMB regularly about arising ethical issues and how these were controlled. The first PMB meeting at the kick-off meeting selected Tamas Kiss (UoW) as the Chair of EAC and nominated two representatives of the partners as EAC members:

Chair:

Tamas Kiss	UoW
------------	-----

Members:

Andreas Ocklenburg	CloudSME UG
Marcos Rubio	Inycom

COLA Industrial Advisory Group (IAG)

At the kick-off meeting the first PMB meeting the project consortium set up the IAG. Currently, it contains only representatives of project partners. This IAG will identify, approach prospective group members and invite them considering their domain and expertise to join IAG. The current members are:

Chair:

Jose Manuel Martín Rapún - Inycom

Members:

Shane Kite	Saker
Nicola Fantini	ScaleTools

6 Project Information System

6.1 Domain names

6.2 Domain names

The project has secured the following domain name:

www.project-cola.eu

The COLA website will be designed, set up and managed by CloudSME UG, WP2.

6.3 Document repository

The project will use pydio as the COLA storage facility. WP1 set up and will host this storage facility to upload and publish the project deliverables, reports and documents a storage facility. This service is available at: <https://cola.fst.westminster.ac.uk>

6.4 Event Management

The project will use the Doodle poll tool to organise meetings and events.

6.5 Mailing Lists

The project will use mailman as the mailing system. WP1 has established emailing lists to provide a mechanism for internal project communication.

Whole consortium mailing list:

cola_project@cola.fst.westminster.ac.uk

Board and committee mailing list

cola-pmb@cola.fst.westminster.ac.uk

cola-tmb@cola.fst.westminster.ac.uk

cola-eac@cola.fst.westminster.ac.uk

cola-iab@cola.fst.westminster.ac.uk

Management mailing list

cola-wp1-local-coordinator@cola.fst.westminster.ac.uk

Dissemination, ethical and exploitation work package mailing list:

cola-wp2@cola.fst.westminster.ac.uk

cola-wp3@cola.fst.westminster.ac.uk

cola-wp9@cola.fst.westminster.ac.uk

Technical work package mailing lists:

cola-wp4@cola.fst.westminster.ac.uk

cola-wp5@cola.fst.westminster.ac.uk

cola-wp6@cola.fst.westminster.ac.uk

cola-wp7@cola.fst.westminster.ac.uk

cola-wp8@cola.fst.westminster.ac.uk

6.6 Conferencing Tools

For e-conferencing purposes in the project, Skype and webex, provided by CloudSME UG, will be used.

D1.1 Project management structure and project management infrastructure

7 Initial Partner Training

The project consortium will organise virtual on-line course for technical work packages (WP4-WP7) and users (WP8) to introduce how to use the technology to be employed in COLA. It is planned for February 2017. It may be followed by physical course in May 2017.