IMaging-based CUSTOMised EYE diagnostics

Project ID: 779960

Deliverable D10.1

Project Intranet in Operation

Document control information

Title	Project Intranet in Operation
Contributing partners	CSIC
Type	Websites, patents filling, etc
Dissemination level	❏ **CO** Confidential, only for members of the consortium (including the Commission Services) ❏ **RE** Restricted to a group specified by the consortium (including the Commission Services) ❏ **PP** Restricted to other programme participants (including the Commission Services) ☒ **PU** Public
Status	❏ Draft ☒ WP Manager accepted ☒ Co-ordinator accepted
Due date	01/01/2018
Delivery date	29/01/2019
Action requested	❏ to be revised by Partners involved in the preparation of the deliverable ❏ to be reviewed by applicable IMCUSTOMEYE Partners ❏ for approval of the WP Manager ❏ for approval of the Project Coordinator

Revision history

Version	Date	Author	Comment
<1.0>	23/01/2018	Nohelia Morales	
<2.0>	29/01/2018	Susana Marcos	

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1   Summary

The IMCUSTOMEYE Share Point is available at https://viobio.sharepoint.com/sites/IMCUSTOMEYE and access is only available to partners, who bought an Office 365 License.

It was created using Microsoft SharePoint to fulfil internal project communication requirements. The IMCUSTOMEYE intranet was implemented with restricted access for project partners, who have full access to all functionalities installed on the Share Point:

- Home
- Documents
- Team Discussions
- Calendar
- Groups

Share Point –and website– maintenance is responsibility of CSIC and an ongoing activity that will go along with the project lifetime.

2   Implementation of Share Point

2.1   Goal

The goal of the IMCUSTOMEYE Share Point is to promote efficient exchange of information about the project between the project partners and to ensure common and safe archiving of the documents generated.

2.2   Hosting

The IMCUSTOMEYE Share Point is managed by CSIC. Partners required a Microsoft Office 365 subscription (some had already one and the rest had to bought it). Partners login using their Office 365 accounts (individual or group accounts). It has proved to be an effective communication and interaction tool within the consortium.
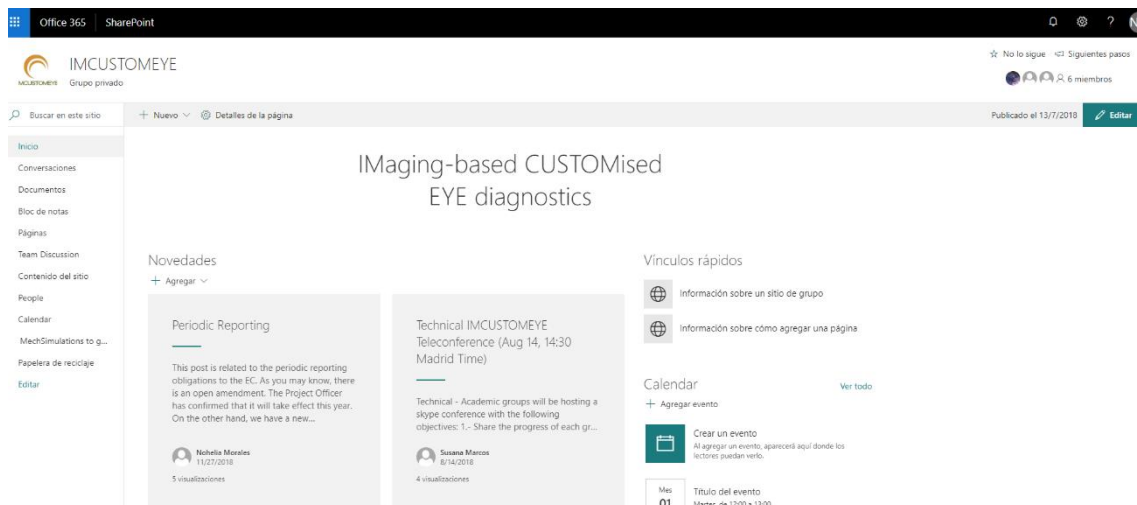
Login page
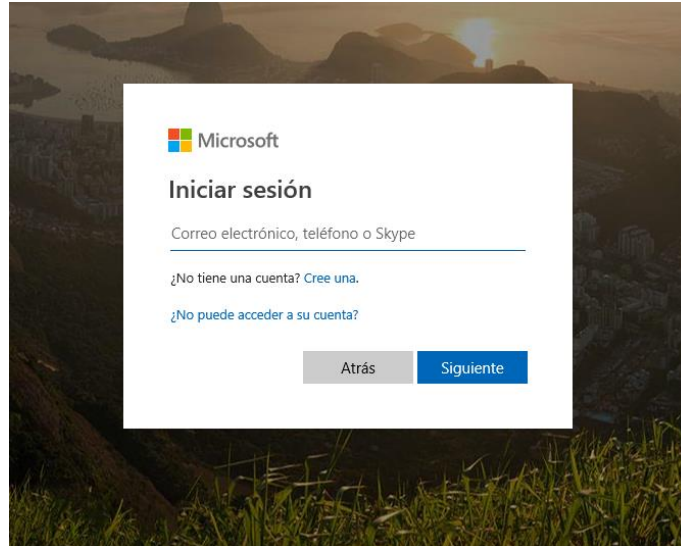
2.3   Operation

The IMCUSTOMEYE Share Point is under permanent review and subjected to changes and improvements during the project lifetime to fulfil possible new needs and emerging requirements.

Partner 7 IROC has edited a guide that will be distributed among partners and uploaded to ensure Share Point continuity and standards.

Homepage

Documents

Team Discussion

Calendar

3   Future plans

- Channelling the reporting process through the Share Point, feeding it with information, links and templates as appropriate and producing a project reporting guide.

- Feed the Calendar not only with relevant meetings and events, but also other important achievements of the project, which haven't been labelled as deliverables or milestones in the GA.

- Encourage Work Package leaders to autonomously check the new contents in the Share Point, avoiding reminder emails from the coordinator.