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ARCHER

Collaborative Project

Co-funded by the European Commission under the
Euratom Research and Training Programme on Nuclear Energy
within the Seventh Framework Programme

Grant Agreement Number: 269892

Start date: 01/02/2011 Duration: 48 Months

www.archer-project.eu



Online dashboard for progress monitoring

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ARCHER project – Contract Number: 269892

Advanced High-Temperature Reactors for Cogeneration of Heat and Electricity R&D

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Document title	Online dashboard for progress monitoring
Author(s)	Patricia Ho-Hune (LGI),
Number of pages	6
Document type	Deliverable
Work Package	WP02
Document number	D02.23 – revision 0
Issued by	LGI
Date of completion	11/06/14
Dissemination level	Restricted to the partners of the ARCHER project

Summary

This document presents the electronic platform set-up by LGI for the online follow-up of the deliverable validation process, which enable a more effective validation of the reports. This platform, named ARCHER Workflow, has been released in May 2013.

Approval

Rev.	Short description	First author	WP Leader	SP leader	Coordinator
0	First issue	P. Ho-Hune (LGI) 11/06/14			S. Knol (MRG) 26/06/14

Distribution list

Name	Organisation	Comments
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All technical participants	ARCHER	
Steering Committee members	ARCHER	

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1 ARCHER Workflow

This online tool has been designed and set-up in order to follow-up the project deliverable progress with a dashboard, and facilitate publication and approval of deliverables while ensuring appropriate Quality Assurance process.

The ARCHER Workflow was discussed and prepared with the Executive Board members in the first years of the project, and was released in May 2013 at <http://wfarcher.lgi-consulting.org/>. Once the members' account have been created by the administrator (LGI), secured access to the Workflow is provided via the above link using login/password.

1.1 Dashboard

The first view of the Workflow consists of the project dashboard, showing the progress made in each sub-project in terms of deliverables. The Figure 1 below give an insight of the online dashboard.

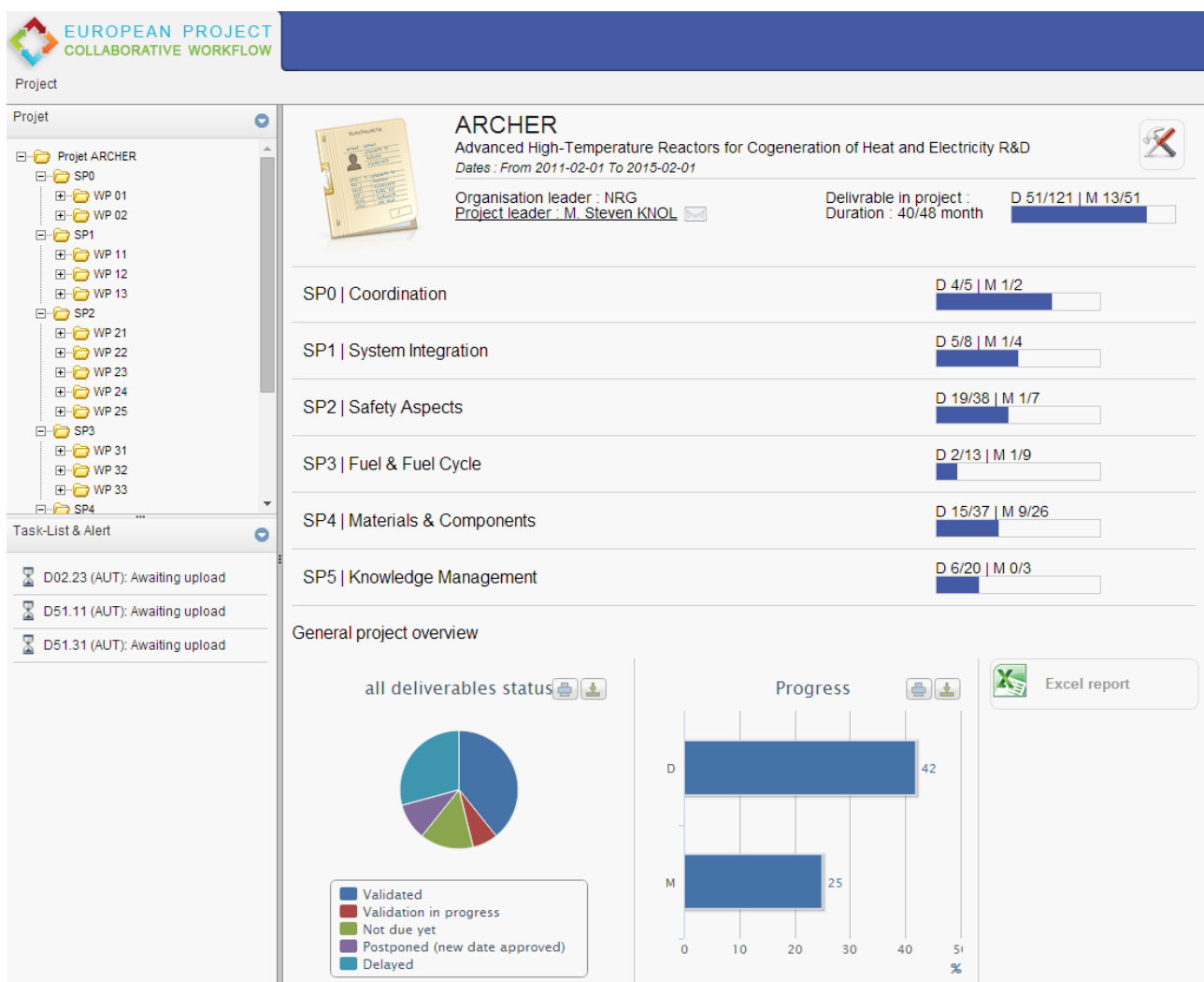


Figure 1 – Screen capture of the ARCHER online dashboard

This dashboard has been progressively improved through the addition of some functionalities, such as:

- Pie view of the different deliverable status
- Export of deliverable data as an Excel file
- Task list for each Workflow member to allow direct information on the actions to be done on the Workflow (if any).

Furthermore, this Workflow is mainly used for the delivery and validation process of the project deliverables.

1.2 Delivery and validation process

In order to ease the validation of project deliverables to be submitted to the EC, an online platform and process has been set-up, thus enabling internal deliverable evaluators to review the document as soon as the report is available.

1.2.1 Process

This process is depicted in Figure 2 below

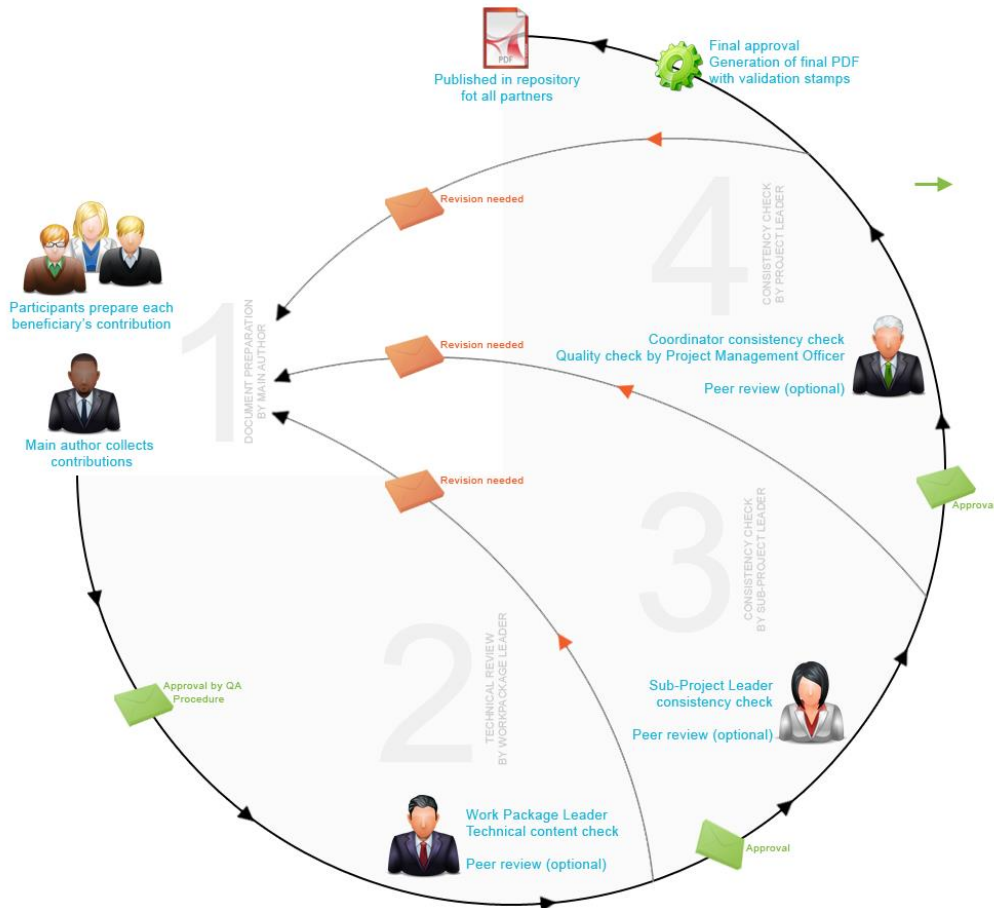


Figure 2 – Deliverable validation process

This process can be described as follows:

1. The main deliverable author uploads a finalised version (pdf) of the deliverable after gathering and consolidating all participants' contributions on the Workflow tool.

The main responsible person for the deliverable also has to provide the abstract into the tool.

The administrator of the platform (LGI) checks that the non-technical information in the deliverable are correctly included.

- If modifications are needed, the administrator will reject the document and ask for the necessary changes. The author will be immediately informed via an automated email. Once the updates are implemented, the main author can upload the revised deliverable on the Workflow, and the validation process start again.
- If the report does not require any modifications, the administrator will validate the document for the next step, which consists in the technical review.

Once the administrator has validated the report, an automated email is also sent to the following evaluator, i.e. the Work package (WP) leader.

2. The WP leader reviews the technical content of the document.

- If the report does not require any modifications, the WP leader will validate the deliverable. Thus the next person in charge of the validation will be informed via an automated email that he/she has to verify the deliverable.
- If modifications are needed, the WP leader will reject and comment the document and the author will be immediately informed. Once the updates are implemented, the main author can upload the revised deliverable on the Workflow. At this point the process will go on until the validation.
- 3. The next responsible person(s) for the deliverable evaluation will check the deliverable's coherence, following the same way: either modifications are required and the report will be revised, or there are no modifications needed and the report is validated.
- 4. The final validation will allow having the validated deliverable ready for publication in the Document Management Platform, and delivery to the EC.

Note: The size of the pdf document is limited to 15 Mo.

The ARCHER Workflow contains all validated and/or submitted deliverables, which can be downloaded by each member.

An example of validated deliverable is shown in Figure 3 below:



Experimental Results of Dust Mobilization in BISE ... (D23.33)

Francois GENSDARMES | Validated on 2014-01-17

Duration : Effort : 3,5 Nature : R

Dissemination : Confidential, only for members of the consortium (including the Commission Services).

The present document is the final milestone of the task 2.3.3 (WP23) for the ARCHER project (Advanced High-Temperature Reactors for Cogeneration of Heat and Electricity R&D) of the 7th Framework Programme. In the framework of HTR nuclear safety, it is fundamental to assess the potential for dust mobilisation in case of an accide...

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Current version : V2.0


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Timeline

- ✓ 2014-01-17 | V2 | Steven KNOL
- ✓ 2014-01-14 | V2 | Norbert KOHTZ
- ✓ 2014-01-09 | V2 | Karl VERFONDERN
- ↑ 2014-01-09 | V2 | Francois GENSDARMES
- ✗ 2013-11-13 | V1 | Karl VERFONDERN

List of reviewers :

AUT | Francois GENSDARMES

WPL | Karl VERFONDERN

SPL | Norbert KOHTZ

PL | Steven KNOL

Dates

Official date : 2013-05-01

Estimated date : 2013-08-01

Submission date : 2014-01-09

Approval date : 2014-01-17



Experimental Results of Dust Mobilization in BISE Facility

Authors : GENSDARMES Francois (IRSN) , Samuel Pellion (IRSN), Audrey Roynette (IRSN), Francois Gensdarmes (IRSN)

1.2.2 Miscellaneous

a) Parameters' updates

In case information on some deliverables, such as delivery date, or internal evaluator's name, or main author's name, etc, have to be updated before validation, it is possible to implement these updates either through the administrator or by the WP leader associated to the deliverable.

During the validation process, the deliverable is visible by the internal evaluators only, but once the deliverable is finally validated, the report will become visible to all.

b) Automated reminders

Emails are automatically sent to the main author of each deliverable (to be produced) and to the associated WP leader to remind that the deliverable is expected:

- 6 weeks before the delivery date (for preparation)
- 3 weeks before the delivery date (for validation)

Following the release of the ARCHER Workflow, this tool has been continuously improved in order to take into account the comments of the users.

Additional functionalities for this tool will also be developed by LGI in the future.