034115

PHOSPHORUS

Lambda User Controlled Infrastructure for European Research

Integrated Project

Strategic objective:
Research Networking Testbeds

D0.1

Plan of project management activities

Due date of deliverable: 2006-10-31
Actual submission date: 2006-12-14
Document code: Phosphorus-WP0-D0.1

Start date of project: Duration:
October 1, 2006   30 Months

Organisation name of lead contractor for this deliverable:
Instytut Chemii Bioorganicznej PAN - PSNC

Revision 1

Project co-funded by the European Commission within the Sixth Framework Programme (2002-2006)		
Dissemination Level		
PU	Public	
PP	Restricted to other programme participants (including the Commission	
RE	Restricted to a group specified by the consortium (including the Commission	
CO	Confidential, only for members of the consortium (including the Commission Services)	

Abstract

This document presents a detailed plan of activities related to the project management as well as organisation and the operating procedures of the management bodies, consortium meetings and meetings of the management bodies, other means of information exchange, reporting and quality.
It will be used as guidelines for the project management during the whole project duration.

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0   Introduction

The main objective of this deliverable is to provide a clear framework for the management activities and to define common procedures of deliverables production and exchanges between workpackages within the Phosphorus consortium as well as a uniform representation of the project towards the outside world.

Project Management is concerned with the co-ordination of project activities, assessment and evaluation of the overall performance of the project; delivery and assurance of deliverables and reports, monitoring of resource use, management and allocation of budget, addressing and resolving issues related to IPR, conflict management and resolution, coordinating the external image of the project as well as management of the relationship with the European Commission.

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1 Project Management

The management of complex constructs like an IP requires a very efficient and well-structured project organisation. It is recognized that each organisation involved in this project has its own procedures. Thus the distribution of responsibilities and the flow of information, both for monitoring and reporting are of particular importance.

1.1 Project structure and organisation

The purpose of this section is to provide the structure of the project management system. Management bodies have been established according to the records of two main documents:

- Contract with the European Commission and its Annexes,
- Phosphorus Consortium Agreement.

All these documents are available for partners on the project web site.

The overall management structure is shown in Figure 1 below. The key roles in the quality management system according to these documents are:

- General Assembly,
- Project Coordinator,
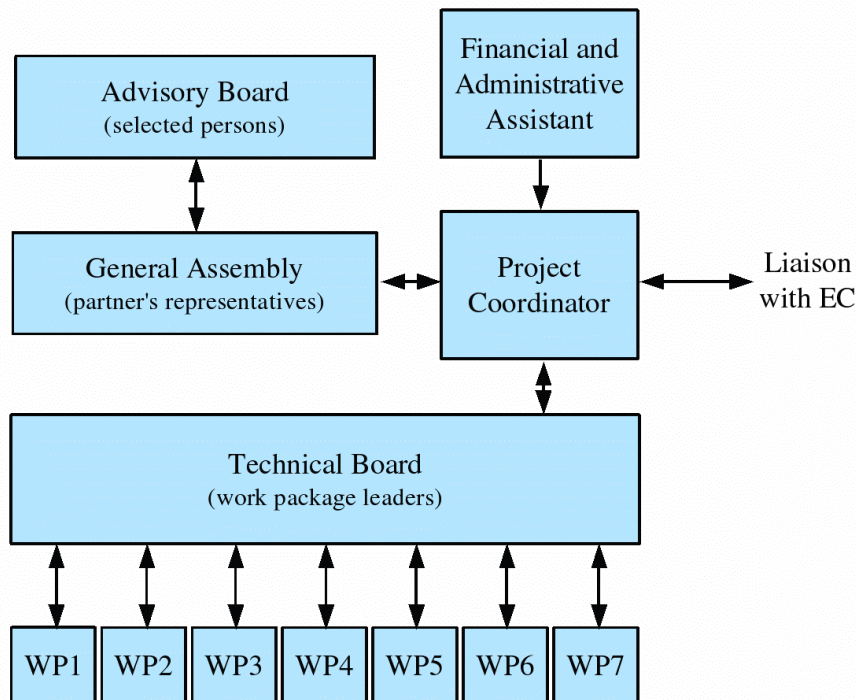- Project Technical Board and Advisory Board.

Figure 1. Phosphorus management structure.

The **General Assembly**, composed of all of the partners representatives, meets at the frequency of at least twelve months. The body is responsible for the overall direction of the project: decides upon amendments to the contract and Consortium Agreement, proposes budget and tasks reallocations among partners. The decision-making is by voting.

The **Coordinator,** in addition to being the intermediary between partners and European Commission is also chairman of the General Assembly and Technical Board. The coordinator is helped by assistants responsible for daily administrative supervision and financial reports.

The **Technical Board**, composed of all Workpackage Leaders, is responsible for the overall technical management of the project and meets at the frequency of at least every 6 months. The Technical Board ensures that all work meets the stated requirements, decides upon measures in the framework of controls and monitoring of the progress of the technical work affecting the project as a whole.

Workpackage Leaders (WPLs) are responsible for the organisational arrangements, work procedures and time schedule within their workpackages. WPLs keep the Technical Board informed on the current status of task activities. To ensure the proper quality of the work WPL organise and chair particular WP meetings.

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The **Advisory Board** meets periodically with the General Assembly. It comprises leading personalities having knowledge and competence in advising the General Assembly regarding the global scope of the project, future trends and other similar activities around the world. Candidates for Advisory Board have been proposed by partners from the Consortium. Advisory Board is now being formed.

1.2   Meetings of the project management bodies

Within the Phosphorus project the following management bodies meeting can be organized:

- General Assembly meetings,

- Technical Board meetings.

Organization of meetings of the General Assembly and the Technical Board are governed by the Phosphorus Consortium Agreement.

These meetings are convened by the coordinator with at least 15 days prior notice accompanied by an agenda. Minutes of the General Assembly and Technical Board meetings are transmitted to the partners within 30 days after the date of the meeting. The minutes shall be considered as accepted by partners if within 15 days from receipt no partner has objected.

Minutes of meetings contain the following sections:
- Venue info
- List of Participants
- Agenda
- Key Topics of discussion
- Decisions made

A template of minutes is attached to this document (Appendix A).

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1.3   Financial and technical monitoring

Periodic Reports will help measure the progress of the project on a regular basis.

1.3.1   Monthly Reports

Monthly reports will be submitted to the Scientific Officer by the project coordinator every month. The reports have two major purposes:

- internal purpose – to help the project coordinator and workpackage leaders monitor the work of each project participant
- external purpose – to inform the EC about the progress of the whole project, workpackages and separate partners

The reports will briefly describe the work which was done by each Phosphorus participant over a month. They will cover e.g. the work done towards the project deliverable and milestones, participation in meetings etc. The project partners are also obliged to mention in the reports the problems they encountered during the months and any risk which they may foresee for the future. This way the project consortium will have the knowledge about all possible problems and risks and will be able to react to them as soon as possible.

The procedure for preparing monthly reports is as follows:

- each project participant sends its contribution to the workpackage leaders using a template prepared by PSNC,
- workpackage leaders verify the information received from partners and prepare a reports for their workpackages,
- the Phosphorus coordinator collects the input from workpackage leaders and transforms it into a coherent project report.

A template used by partners to provide information to the workpackage leaders is attached to this document (Appendix B).

1.3.2   Quarterly Reports

These quarterly reports (every 3 months) are internal documents to help the coordinator to monitor the efforts and the costs consumption of all partners.

These internal quarterly reports consist of a detailed costs table and table of efforts spent on tasks within WPs. They will be completed by each partner and sent by email to the coordinator no later than one month after the end of the reporting period.

According to Annex I of the contract, the coordinator is to prepare quarterly PM reports on the basis of reports sent by all partners. Summary reports have to be sent to the Project Officer within 45 days after the end of the reporting period.

A template of an internal cost report and summary effort report is attached to this document (Appendix C and D).

1.3.3 Annual reports

Annual reports will be consistent with EC requirements in "Project reporting in FP6" document.

The activity report, containing an overview of the activities carried out during the reporting period, describes the progress in relation to the project objectives, the progress towards the milestones and deliverables set for the period, and any problems encountered and corrective actions taken. It also includes a publishable executive summary and an updated plan for using and disseminating the knowledge.
This report will be prepared by the coordinator on the basis of input from all Phosphorus partners and quarterly PM reports and approved by partners.

The management report includes a detailed justification of the costs incurred and of the resources deployed by each contractor linking them to activities implemented and justifying their necessity, the financial statements (Form C) from each contractor and a summary financial report consolidating the costs of the contractors. All partners will have to send their contribution to the coordinator who will be responsible for merging data in one report to be sent to the European Commission.

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2 Communication in the Phosphorus consortium

Proper communication between Phosphorus participants is crucial for achieving the goals of the project. Ensuring such communication is one of the task of project management and is supervised by the project coordinator and workpackage leaders.

As the project is very large in terms of both the number of participants and the scope of work, smooth integration of the efforts of all project participants within workpackages and between workpackages is crucial for achievement of the overall goals of the project. Several means of communication will be used to ensure integration of the efforts, synchronisation of work and the flow of information inside the Phosphorus consortium including face-to-face meetings, videoconferences, mailing lists, wiki as a document store and exchange and web pages. Every time when information must be spread inside the consortium or a topic must be discussed the most appropriate means of communication will be selected and often two or more of them will be used together to achieve the best effect of internal communication.

The size of the project consortium and the fact that each consortium member participates in part of the Phosphorus activities (e.g. in selected workpackages) makes it necessary to separate the consortium-wide communication from the communication inside working groups (like workpackages). This way the consortium members can avoid receiving information that is not relevant to their work while all partners receive the information which refers to the whole project.

PSNC as the Phosphorus coordinator is responsible for the consortium-wide communication and provides the consortium with the necessary communication media (like mailing lists, wiki, web server). Communication inside workpackages is organised by the workpackage participants and supervised by the workpackage leaders. Communication for other groups (sub-workpackage communication and inter-workpackage communication) will be organised when needed.

2.1   **Project meetings**

Different types of meetings are planned to serve different purposes. Working meetings to discuss the current issues inside workpackages will be organised regularly by videoconferencing services. When a critical decision must be taken inside a workpackage or the issues under discussion are especially complex or important, an face-to-face meeting of all workpackage participants will be held. To achieve integration between different workpackages inter-workpackage meetings may be organised in which all or part of the workpackages participants will take part.

The whole Phosphorus consortium will be organised to discuss the issues which involve the whole consortium, exchange ideas and share information between all Phosphorus partners. Meetings of the whole consortium will be organised once a year or more often if it is necessary. At the meetings the topics which refer to the overall consortium activities will be discussed, the work inside each workpackage will be presented to the people who do not participate in this workpackage and plans for the future will be made. Such meetings will ensure the necessary coordination between different workpackages and give all project participants knowledge about all project activities, developments, results and plans.

The first whole consortium meeting took place in October 2006 in Poznan. The main reason for this meeting was to present the plans of all workpackages and allow for coordination between them.

The first workpackage and inter-workpackage meetings are planned for December 2006. Several workpackages will meet in Amsterdam and Utrecht to coordinate the issues which occurred when the workpackages started their work. Further workpackage and inter-workpackage meetings will be held when necessary.

In addition to face-to-face meetings the Phosphorus participants meet regularly via videoconferencing. Each workpackage has planned videoconferences for the workpackage participants while videoconferences of other groups are also possible. Frequency of videoconferences is up to the workpackages and their leaders. Most of the workpackages decided to have a videoconference every two weeks. The videoconferences are used to discuss the current developments of each workpackage and the issues which are not important enough to need a face-to-face meeting as well as to monitor the progress of each partner's work. They are the main way for coordination of the works done inside each workpackage.

Meetings of the project management bodies will also be held in accordance with the Consortium Agreement. Such meetings are described in section 1.2 of this document.

2.2   Mailing lists

The Phosphorus consortium uses several mailing lists for its internal communications. The purpose of having several mailing lists for internal communication is to ensure that each project participant receives an e-mail which concerns the activity he/she is involved in while avoiding receiving too many e-mails that do not refer to this person's work. For this reason each workpackage has its internal mailing list for mails which refers to the workpackage work only. The e-mails which should reach the whole consortium are sent to the General Assembly mailing lists to make sure that each Phosphorus participant receives them. Another mailing list is used for communication between workpackages, on which representatives of all workpackages (including workpackage leaders) are present. If the amount of communication between any pair of workpackages is huge, a separate list for the two workpackages will be created. The last mailing list is used for financial and administrative aspects of the project to make sure that the necessary information reach the persons responsible for finance of all project participants.
The mailing lists are administered by PSNC and run on a server which was made available by PSNC.

2.3   Wiki

As the project is going to produce a huge number of documents, a place for storing the documents is necessary. The document store should allow for easy access to all the stored document for project partners while ensuring privacy of documents which are not public. The consortium decided to use wiki for this purpose as it allows for easy access to documents, adding comments to them and uploading new versions.
To make access to documents easier each workpackage has a dedicated space on wiki to which all the internal documents can be put. A separate space on wiki is used for documents which refers to the whole consortium rather than to a separate workpackage.
Wiki can be accessed by all Phosphorus partners using a web browser. To ensure privacy each person logs to wiki using an individual password.

2.4   Web pages

Web pages are used by the Phosphorus consortium to announce important news and gather information from project partners. An example of using web for internal purposes was registration for the kick-off meeting. The registration was used to gather contact information

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for persons who registered, and the information is now available to all partners on the project web pages.

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3   Quality assurance

3.1   Financial and administrative management

Amendments

The project scope, terms and conditions are described in the contract with the European Commission. Any variations can only be administered by the coordinator according to rules described in "Guidelines on Amendments to FP6 Contracts".

Change requests must be raised by any partner at the General Assembly or Technical Board meetings. General Assembly is the only authorised body that can make a decision (by voting) to send by the coordinator a particular amendment request to the European Commission or to decide on amendments to the Consortium Agreement.

Financial helpdesk

At the kick-off meeting a presentation concerning reporting and financial rules in 6FP was presented to all partners. Additionally a financial assistant of the coordinator is ready to support partners in any doubts concerning legal or financial issues.

EC documents like "Financial Guidelines", "Guidelines on Amendments to FP6 Contracts", "Project reporting in FP6", "Audit Certificate Working Notes" are already available to all partners on the project's internal web site.

3.2   Deliverables

To ensure consistent quality of each deliverable, a set of rules will be applied to the process of deliverable preparation.
As indicated in the Technical Annex, each deliverable has a leading partner assigned. The Technical Annex gives also a list of partners contributing to each deliverable and an estimated number of personmonths to be spent on this deliverable by the whole consortium. The contributors of each deliverable must agree on the share of the efforts towards this

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deliverable between them. Their agreement must be coherent with the effort distribution defined in the Technical Annex and must be accepted by the respective workpackage leader who supervises all the activities and oversees the spending of efforts inside the workpackage.

The leading partner is responsible for proposing the general structure of the deliverables and assigning tasks to all contributors. Each contributor may be made responsible for preparing a part of the deliverable. The deliverable structure and assignment of tasks should be agreed inside the respective workpackage and accepted by the workpackage leaders. Each contributor should be made aware of the assigned tasks and the requirement for the deliverable early enough to be able to complete their work before the deadline imposed by the leading partner.

The input from all contributors must be gathered by the leading partner who is also responsible for editing of the overall deliverable. The partner will also review the input from contributors to verify its quality and ensure the coherence and completeness of the whole document. In case of insufficient quality of the input or unacceptable delay in providing the input the leading partner should inform the respective workpackage leader as well as the project coordinator to trigger the appropriate management procedures.

The complete deliverable must be approved by the project coordinator and then reviewed by at least one technical expert designated by the Technical Board and chosen because of his expertise in the field of the deliverable. The deliverable must be submitted for reviewing to the coordinator at least one month before the deadline of the deliverable. The coordinator will not only evaluate the technical level of the deliverable, but also whether the output is reasonable with respect to the allocated manpower per partner in the associated tasks. The technical expert submits his/her findings and recommendations in writing to the project coordinator. Finally the coordinator submits the deliverable to the EC, which approves the document.

A template of a project delivarable is attached to this document (Appendix E).

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Appendix A **Template of minutes of the management body meeting**

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PHOSPHORUS
[name of the body] Meeting Minutes

Venue info:	List of Participants:
Venue: General Assembly Meeting Date: xxxx Place: xxxx	**1. xxx** **2. xxx** **3. xxx** **4. xxx** **5. xxx** **6. …**

Agenda:
1.
2.
3.
4.

Key Topics of discussion:
1.
2.
3.
4.
5.

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Decisions made:	for	against	abstain

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Appendix B **Template of a partner's monthly report**

Phosphorus Participant Monthly Report	
Participant	<name>
Work Package	WPx
Month	<month> <year>

A. Contribution over the month

A.1.   Contribution to deliverables and milestones

A.2.   Participation in conferences and meetings

A.3.   Other activities

B. Problematic issues encountered during the month

B.1.   Problems and solutions

B.2.   Possible risks

C. Plan for the following month

C.1.   Contribution to deliverables and milestones

C.2.   Participation in conferences and meetings

C.3.   Other Activities

D. Other issues

Appendix C **Template of an internal cost report**

PHOSPHORUS Internal Costs Claim SUMMARY PAGE IN EUROS

Raporting period No	R1	**Raporting at Qx**	Q1
For the period from	1/10/2006	**To**	31/12/2006
Cost basis	FC	**Flat overheads rate**	N/A
Project title	PHOSPHORUS		
Contract Number	*031891		
Partner Number and name			

ELIGIBLE COSTS	TOTAL
DIRECT COSTS	
PERSONNEL	0,00
TRAVEL AND SUBSISTENCE	0,00
DURABLE EQUIPMENT	0,00
SUBCONTRACTING	0,00
OTHER COSTS	0,00
TOTAL DIRECT COSTS	**0,00**
INDIRECT COSTS	
TOTAL INDIRECT COSTS	**0,00**
TOTAL ELIGIBLE COSTS	**0,00**

PHOSPHORUS Internal Costs Claim

Reporting period No	R1	**Reporting at Qx**	
For the period from	1/10/2006	**To**	31/12/2006
Cost basis	FC	**Flat overheads rate**	N/A
Project title	PHOSPHORUS		
Contract Number	*034115		
Partner Number and name	0		

PERSONEL FUNDED CONTRIBUTION

LAST NAME	FIRST NAME	Number of person /hours	COST (EURO)
			0,00
			0,00
			0,00
			0,00
			0,00
			0,00
			0,00
			0,00
			0,00
			0,00
			0,00
TOTAL FOUNDED PERSONNEL		0,00	0,00

TRAVEL AND SUBSISTENCE

NAME (Last name, first name)	DESTINATION (City / Country)	Dates	PURPOSE OF TRAVEL	COST (EURO)
TOTAL TRAVEL AND SUBSISTENCE				0,00

DURABLE EQUIPMENT

DESCRIPTION	Cost/value	Cost of Depreciation in this Period (EURO)
		0,00
		0,00
		0,00
		0,00
		0,00
		0,00
		0,00
TOTAL DURABLE EQUIPMENT		0,00

SUBCONTRACTING

SUBCONTRACTORS	DESCRIPTION	COST (EURO)
TOTAL SUBCONTRACTING		**0,00**

OTHER COSTS

DESCRIPTION AND SUPPLIER NAME IF APPLICABLE	COST (EURO)
TOTAL OTHER COSTS	**0,00**

INDIRECT COST

	COST (EURO)
TOTAL INDIRECT COST	**0,00**

PHOSPHORUS QUARTERLY MANPOWER REPORT

PROJECT:	PHOSPHORUS		CONTRACT NO:	*034115
Reporting Period	R1		Reporting at Qx	Q1
For the period from	01/10/2006		To:	31/12/2006

ACTIVITIES			Hours per person			total
			Name	Name	Name	hours
	Management Activities					
WP0	**Project Management**					
	Task 0.1	Consortium Management				0,0
	Task 0.2	Operations Management				0,0
		total WP0	0,0	0,0	0,0	0,0
TOTAL Management Activities			0,0	0,0	0,0	0,0
	RTD/Innovation Activities					
WP1	**Network Resource Provisioning Systems (NRPS) for Grid Network Services (GNS)**					
	Task1.1	Heterogeneous NRPS's interoperability. The Network Service Plane				0,0
	Task1.2	Interoperability of NRPS and Grid -enabled UNI/GMPLS				0,0
	Task1.3	Integration of the Network Service Plan with the Service Layer of the middleware				
	Task1.4	Interoperability between NRPS, GMPLS control plane and Service Layer				0,0
		total WP1	0,0	0,0	0,0	0,0
WP2	**Adaptation of the GMPLS Control Plane for Grid Network Services (GNS)**					
	Task2.1	GMPLS enhancements for Grid Network Services				0,0
	Task2.2	Interfacing the GMPLS Control Plane with Grids				0,0
		total WP2	0,0	0,0	0,0	0,0
WP3	**Applications and Middleware**					
	Task3.1	Adaptation of applications				0,0
	Task3.2	Middleware				0,0
	Task3.3	Interfacing G'MPLS and RMS				0,0
	Task3.4	Integration and Evaluation				0,0
		total WP3	0,0	0,0	0,0	0,0

WP4	**Authentication Authorization and Accounting**					
	Task4.1	AAA Architecture selection				0,0
	Task4.2	AAA scenarios				
	Task4.3	Integration and testing				
		total WP4	0,0	0,0	0,0	0,0
WP5	**Supporting Studies**					
	Task5.1	Resource Management and Job Scheduling				0,0
	Task5.2	Recommendations for Control Plane Design				0,0
		total WP5	0,0	0,0	0,0	0,0
WP6	**Test-bed and Demonstration Activities**					
	Task6.1	**Requirements analysis and testing design**				0,0
	Task6.2	**Tesbed construction, control-plane configuration, initial testing**				0,0
	Task6.3	**Installation and testing of middleware (including GNRPS)**				
		and demonstration application				0,0
	Task6.4	**Testing of the project's developments**				0,0
	Task6.5	**Demonstration of the project's results**				0,0
		total WP3	0,0	0,0	0,0	0,0
WP7	**Dissemination, Contribution to standards,Liaisions**					
	Task7.1	Dissemination				0,0
	Task7.2	Contribution to Standards				0,0
	Task7.3	Liaisons				0,0
		total WP4	0,0	0,0	0,0	0,0
TOTAL RTD/Innovation Activities			**0,0**	**0,0**	**0,0**	**0,0**
		Training Activities				
WP6	**Test-bed and Demonstration Activities**					
	Task6.2	**Testbed construction, control-plane configuration, initial testing**				0,0
		total WP6	0,0	0,0	0,0	0,0
TOTAL Training Activities			**0,0**	**0,0**	**0,0**	**0,0**
		TOTALS	**0,0**	**0,0**	**0,0**	**0,0**

Appendix D **Template of a summary effort report**

PHOSPHORUS QUARTERLY MANPOWER REPORT

PROJECT:	PHOSPHORUS		CONTRACT N0:	*034115
Reporting Period	R1		Reporting at Qx	Q1
For the period from	01/10/2006	To:	31/12/2006	

ACTIVITIES	Partner	1-PSNC	2-ADVA	3-Cesnet	4-NXW	5-FHG	6-I2CAT	7-FZJ	8-HEL	9-IBBT	10-CTI	11-AIT	12-SARA	13-SURFnet	14-UniBonn	15-UvA	16-UESSEX	17-UWS	total PM
Management Activities																			
WP0 Project Management																			
Task 0.1 Consortium Management																			0,0
Task 0.2 Operations Management																			0,0
total WP0		0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0
TOTAL Management Activities		0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0
RTD/Innovation Activities																			
WP1 Network Resource Provisioning Systems (NRPS) for Grid Network Services (GNS)																			
Task1.1 Heterogeneous NRPS's interoperability. The Network Service Plane																			0,0
Task1.2 Interoperability of NRPS and Grid -enabled UNI/GMPLS																			0,0
Task1.3 Integration of the Network Service Plan with the Service Layer of the middleware																			
Task1.4 Interoperability between NRPS, GMPLS control plane and Service Layer																			0,0
total WP1		0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0
WP2 Adaptation of the GMPLS Control Plane for Grid Network Services (GNS)																			
Task2.1 GMPLS enhancements for Grid Network Services																			0,0
Task2.2 Interfacing the GMPLS Control Plane with Grids																			0,0
total WP2		0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0
WP3 Applications and Middleware																			
Task3.1 Adaptation of applications																			0,0
Task3.2 Middleware																			0,0
Task3.3 Interfacing G'MPLS and RMS																			0,0
Task3.4 Integration and Evaluation																			0,0
total WP3		0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0
WP4 Authentication Authorization and Accounting																			
Task4.1 AAA Architecture selection																			0,0
Task4.2 AAA scenarios																			0,0
Task4.3 Integration and testing																			0,0
total WP4		0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0
WP5 Supporting Studies																			
Task5.1 Resource Management and Job Scheduling																			0,0
Task5.2 Recommendations for Control Plane Design																			0,0
total WP5		0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0
WP6 Test-bed and Demonstration Activities																			
Task6.1 Requirements analysis and testing design																			0,0
Task6.2 Testbed construction, control-plane configuration, initial testing																			0,0
Task6.3 Installation and testing of middleware (including GNRPS) and demonstration application																			0,0
Task6.4 Testing of the project's developments																			0,0
Task6.5 Demonstration of the project's results																			0,0
total WP6		0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0
WP7 Dissemination, Contribution to standards,Liaisons																			
Task7.1 Dissemination																			0,0
Task7.2 Contribution to Standards																			0,0
Task7.3 Liaisons																			0,0
total WP7		0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0
TOTAL RTD/Innovation Activities		0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0
Training Activities																			
WP6 Test-bed and Demonstration Activities																			
Task6.2 **Testbed construction, control-plane configuration, initial testing**																			0,0
total WP6		0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0
TOTAL Training Activities		0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0
TOTALS		0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0

Appendix E **Template of a project deliverable**

Project: Phosphorus
Deliverable Number: D0.1
Date of Issue: 2006-12-13
EC Contract No.:   034115
Document Code: Phosphorus-WP0-D0.1

034115

PHOSPHORUS

Lambda User Controlled Infrastructure for European Research

Integrated Project

Strategic objective:
Research Networking Testbeds

Deliverable reference number <D.x.x>
<Deliverable Title>

Due date of deliverable: xx.xx.xx
Actual submission date: 2006-12-14
Document code: <Phosphorus-WPn-nnnvn>

Start date of project: Duration:
October 1, 2006   30 Months

Organisation name of lead contractor for this deliverable:
……………………………………………………………….

Revision [draft, 1, 2, …]

Project co-funded by the European Commission within the Sixth Framework Programme (2002-2006)		
Dissemination Level		
PU	Public	
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)	

<Deliverable Title>

<Deliverable title, number and doc code are fields. Modify in File -> Properties; update the document by selecting and pressing F9. NB footers are NOT automatically updated when 'selecting all' in Word – View -> Headers and Footers, Select All, F9>

<HOW TO USE THIS TEMPLATE: in this document, angled brackets indicate instructions for template use. Text contained in angled brackets should be DELETED once the document has been completed.>

Abstract

<Insert abstract text here>

Document Revision History

Version	Date	Description of change	Person
1	dd-mm-yy	First draft issued	N. Surname
2	dd-mm-yy		
3			
		Review	
		Approved	

REVIEW		Main reviewer	N. Surname
Summary of suggested changes			
Recommendation	1) Major revision[1] ☐		2) Minor revision[2] ☐
Re-submitted for review - if 1)	DD/MM/YY		
Final comments			
Approved[3]:	DD/MM/YY		

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[1] Deliverable must be changed and reviewed again before submission to the EC can be considered
[2] Deliverable may be submitted to the EC after the author has made changes to take into account reviewers' comments as appropriate
[3] For submission to EC

Table of Contents

Table of Figures

<Accidentally deleted tables can be replaced by copies from a blank template>

Project:	Phosphorus
Deliverable Number:	<D.x.x>
Date of Issue:	14/12/06
EC Contract No.:	034115
Document Code:	<Phosphorus-WPn-nnnvn>

0 Executive Summary

<Use 'Body Text' style (Word) or 'Text body' (OpenOffice) – **NOT** **'Normal' -** for paragraph text. Use 'Paste Special' -> Unformatted Text to adopt the correct formatting. The style includes set space after the paragraph, so it should not be necessary to use additional extra carriage returns between paragraphs.>

1 <Chapter 1 Heading Goes Here>

<Use Body Text style (Word) or Text body (OpenOffice) – **NOT** **Normal -** for paragraph text. Choose Edit -> Paste Special -> Unformatted Text to adopt the correct formatting. The style includes set space after the paragraph, so it should not be necessary to use additional extra carriage returns between paragraphs.>
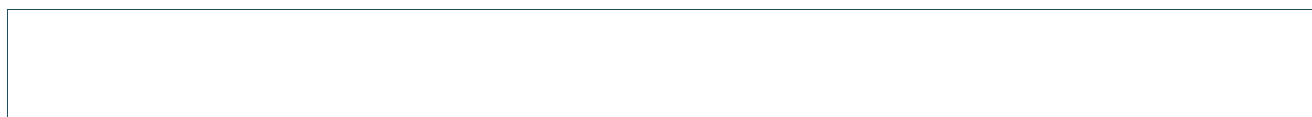
Figure 1.1: <Insert figure caption text here – in Word, type **fig** and press F3 to insert new figure captions>

<To paste a graphic into the box, choose Edit -> Paste special -> [picture] or [metafile] (Word) or Edit -> Paste special -> GDI metafile (OpenOffice). For Word: choose Format -> Picture -> Layout, In Line with Text to place the picture inside the border; for OpenOffice: right-click on the graphic and choose Anchor -> As Character.>

<Can't use autotext? Copy and paste an existing border and caption, and use F9 to update the numbering.>

1.1 <Heading 2 Text Goes Here>

<Heading styles 2-4 are autonumbered in sequence – hence there is no need to insert manual numbers – and paragraph spacing has also been included>.

<An example bulleted list is provided, indicating which styles to use>

- <'Bullet no space – level 1' style, for short bullets>
  - <'Bullet no space – level 2'>
    — <'Bullet no space – level 3'>
- <'Bullet with space – level 1' style should be used for longer bullets. 'With space' styles should also be used for the last bullet in a no-space list, to provide enough space

  - <'Bullet with space – level 2' style can be used in lists of longer bullets>

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— <'Bullet with space – level 3' style can be used in lists of longer bullets>

1.1.1 <Heading 3 Text Goes Here>

<More Body Text>

1.1.1.1 *<Heading 4 Goes Here>*

<more body text>

2 <Chapter 2 Heading Goes Here>

<More body text>

Column Header	Column Header	Column Header	Column Header	Column Header
Table data				

Table 2.1: <Example table - caption text goes here – in Word, type **table** and press F3 to add additional tables>

<Can't use autotext? Copy an existing table and caption, select both and press F9 to update the number.>

<If you add or delete columns using the Insert or Delete -> Columns options from the Table menu, the table width should ideally be **reset to 17.4cm with a left indent of 0.15cm** (via Table -> Table Properties dialog) in order to align correctly with the page margins.>

<Use Insert -> Break -> Section Break, Next page (Word) or Insert -> Manual Break… (OpenOffice) to add new sections (in OpenOffice, select an appropriate page style from the Style drop-down to apply the correct headers)>

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3 Conclusions

<This section should come after the main body of the Deliverable, but before the References and Acronyms>

4 References

<This section should come after the Conclusions, but before the Acronyms. Use SHIFT+RETURN to put a line break in a URL while retaining the correct indentation alignment>

[REF e.g. [GGF NM-WG]] URL e.g. http://www.internet2.edu/presentations/jtcolumbus/20040720-piPEfitters-Simar.ppt
[REFERENCE] URL

5 Acronyms

<This section should come after the References, and before the Appendices>

[ACRONYM]   [Definition – which should automatically wrap to align correctly if the definition is longer than a single line, as this line should demonstrate]

[ACRONYM]   [Definition]

[ACRONYM]   [Definition]

Appendix A <Appendix Heading Text Goes Here>

<The style for the Appendices that is equivalent to Heading 1 is Heading 6>

A.1 <Appendix Heading 2 Text Goes Here>

<Appendix headings equivalent to levels 2-4 are represented by styles Heading 7- Heading 9>

A.1.1 <Appendix Heading 3 Text Goes Here>
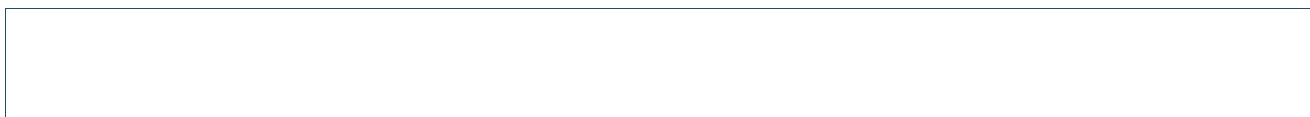
Figure A.1: <Example appendix figure caption - text here – in Word, type **figa** and press F3 to insert new appendix figures>

<To paste a graphic into the box, choose Edit -> Paste special -> [picture] or [metafile] (Word) or Edit -> Paste special -> GDI metafile (OpenOffice). For Word: choose Format -> Picture -> Layout, In Line with Text to place the picture inside the border; for OpenOffice: right-click on the graphic and choose Anchor -> As Character.>

<Can't use autotext? Copy and paste an existing border and caption - make sure you copy an **appendix figure rather than a main figure** as the numbering system is different - and use F9 to update the number.>

Column Header	Column Header	Column Header	Column Header	Column Header
Table data				

Table A.1: <Example appendix table - caption text goes here – in Word, type **tablea** and press F3 to add additional tables>

<Can't use autotext? Copy an existing table and caption - make sure you copy an **appendix table rather than a main table** as the numbering is different - select both and press F9 to update the number.>

<If you add or delete columns using the Insert or Delete -> Columns options from the Table menu, the table width should ideally be **reset to 17.4cm with a left indent of 0.15cm** (via Table -> Table Properties dialog) in order to align correctly with the page margins.>

A.1.1.1 *<Appendix Heading 4 Text Goes Here>*

<more text>

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Deliverable Number:	<D.x.x>
Date of Issue:	14/12/06
EC Contract No.:	034115
Document Code:	<Phosphorus-WPn-nnnvn>

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Appendix B **<Appendix Heading Text Goes Here>**

<More body text>

<Use Insert -> Break -> Section Break, Next page (Word) or Insert -> Manual Break… (OpenOffice) to add new sections (in OpenOffice, select an appropriate page style from the Style drop-down to apply the correct headers)>