

MORSE - 768652

Deliverable 7.1 Setting up project content management system

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CO	Confidential, only for members of the consortium (including the Commission Services)	



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Deliverable administration										
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Description of the related task and the deliverable. Extract from DoA	<p>T7.1 Project management and coordination (M01 - M48) The focus of this task is high quality project management and coordination with all the functions, committees and responsibilities. Attention will be paid in following the work performed in the different work packages and perform correcting actions when necessary.</p> <p>D7.1 Setting up project content management system Content management system will be used as a tool for coordination, document delivery and storage and internal communication.</p>									
Planned task resources	VTT	SSAB	OJKU	BFI	SWD	CYB	MFL	GRI	IDE	Total
	12	1.75	1	2.5	0.5	0.5	3	2	2	25.25
Comments										
V	Date	Authors			Description					
1.0	2017-11-17	Yrsa Cronhjort, VTT			Description of the Sharepoint set up in October 2017.					
1.1	2017-11-21	Vesa Kyllönen, Heli Helaakoski, VTT			Modifications					
1.2	2017-11-27	Heli Helaakoski, VTT			Comments from concertium					
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About Morse

Morse (Model-based Optimisation for efficient use of ResourceS and Energy) project is developing more precise tools for managing complex processes in steel industry. European steel industry is continuously looking for new ways to improve resource efficiency due to high dependence on resources (energy, raw materials and utilities). In large-scale production, even small changes in using raw materials and in energy can significantly improve process efficiency.

Morse project aims to further develop and to integrate a set of software tools that have partly already been validated in different process steps in steel industries. These software prototype tools and models were developed and evaluated by six R&D partners of the consortium in collaboration with three process industry partners. With the enhanced Morse tools companies of the process industry will be enabled to optimise the use of raw materials and energy by coordinated prediction and control of resource input and product quality along the entire process route from raw material and energy intake to customer delivery.

The mission of the Morse project is to develop model-based, predictive raw material and energy optimisation tools for the whole process route. This approach will be demonstrated in steel industry, to increase yield and product quality in production of high-strength carbon steels, stainless steels and cast steels.

Partners



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EXECUTIVE SUMMARY

Deliverable D7.1 describes the project's internal content management system that is used for storing, managing, and sharing project documents within consortium. It also introduce the main operations for document handling and access right admittance.

Selected content management system runs on SharePoint platform and is managed by VTT. The system provides secure environment for document handling and storage where each partner can read, add and edit working documents and share the information inside the consortium. System also provides a number of additional tools, such as Team Discussion and Group Calendar to support communication, collaboration and information sharing between the MORSE project partners.

1. INTRODUCTION

Deliverable D7.1 describes the project's internal content management and document sharing system, which is managed by VTT on the SharePoint platform. It has been implemented to support the MORSE (Model-based Optimisation for efficient use of ResourceS and Energy) project internal information exchange and document management.

2. INTERNAL DOCUMENT SHARING SYSTEM ON SHAREPOINT

As part of work in Task 7.1 Project management and coordination, VTT provides the SharePoint system for the MORSE project internal collaboration and document sharing. It has been configured for the MORSE project needs (see Figure 1). It is used for storing, managing, and sharing project documents. It also provides a number of additional tools, such as Team Discussion and Group Calendar (Figure 2), to support communication, collaboration and information sharing between the MORSE project partners. SharePoint data is ensured by periodic backups and the workspace will be maintained five years after the finishing of the project.

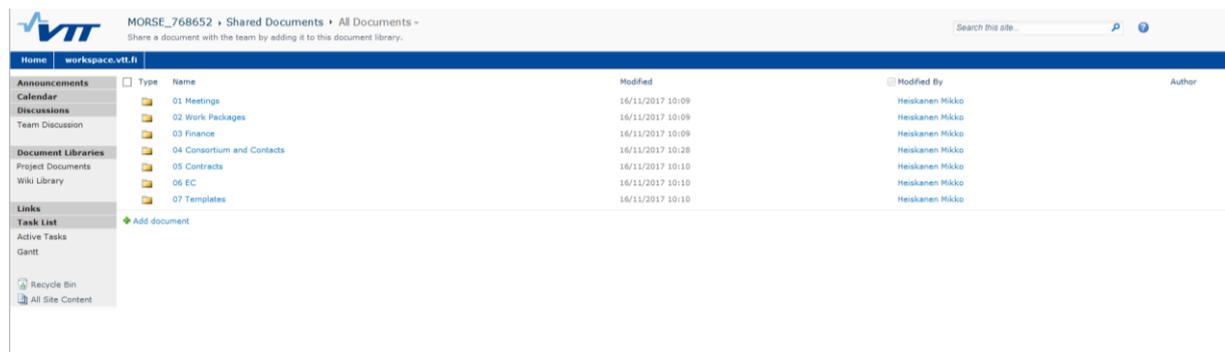


Figure 1. Entry page for the MORSE documents on SharePoint.

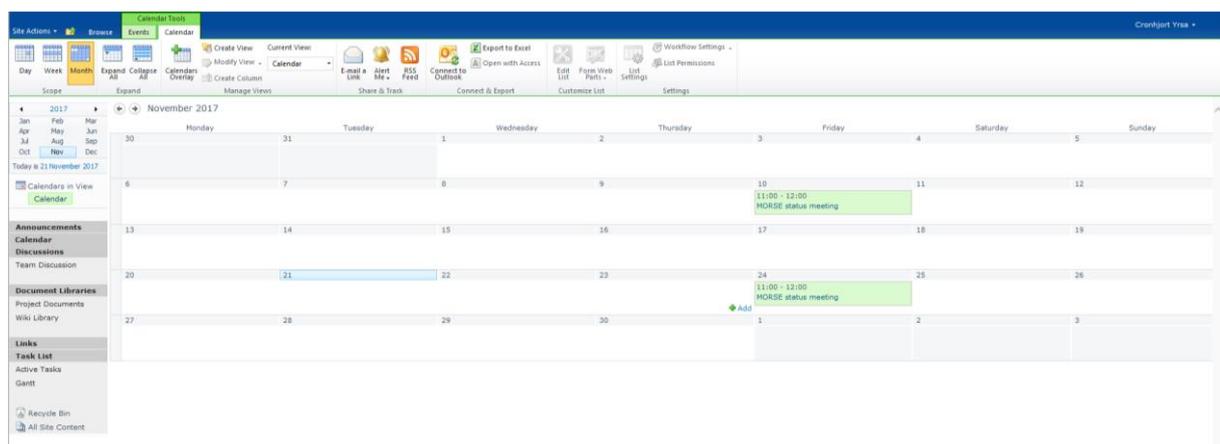


Figure 2. Group calendar feature on the MORSE SharePoint.

The SharePoint site is hosted by VTT with access restricted to MORSE project partners and the project officer. The site address is <https://workspace.vtt.fi/sites/morse/default.aspx>. Access to the MORSE SharePoint is granted per an account requiring a user name and password, and the acceptance of the terms of use of the site (Example, see Appendix 1). The application process is managed by the project coordinator VTT throughout the project duration.

The SharePoint system includes three different user groups based on their level of permissions to view and edit the contents of the site:

- **Owners:** Full editing permissions to the site and its management (can edit the site and add users)
 - Such rights have been given only to the VTT team, which manages the site.
- **Members:** Permission to read, edit, add and delete site content and documents.
 - Such rights have been given to the rest of the consortium.
- **Visitors:** Permission to access and read the materials and documents on the site.
 - Such rights will be given to the project officer. His access is limited only to the folder called “EC”, used e.g. for the transfer of large files.
 - Furthermore, if required, visitor access rights can be given to specific meeting folders for external people. For example, visiting experts of workshops.

Site users are provided a user guide, including instructions on using the SharePoint site and its different features.

The user guide is available here: <https://workspace.vtt.fi/instructions/default.aspx>

Help on login related issues can be found at: <http://www.vtt.fi/workspace>

3. DOCUMENT HANDLING

3.1 Introduction

Documents can be either directly created on the Sharepoint or uploaded from your computer. Always remember to *Check In* the document(s) when finished editing.

3.2 Create a new document

To create a new document, start by selecting the *Document tab*. Click the *New Document* icon. Once you are done editing the document, select *File tab* and click *Save as*. At this stage you may change the file name and document library to which the file is saved. (User guide, page 4).

3.3 Uploading documents from your computer

To upload files choose *Upload - Upload Document*. To upload several documents at once from the same directory, select *Upload – Upload Multiple Documents*. (User guide, pages 5 and 6).

3.4 Checking documents in and out

To edit a document and save your changes, the document needs to be checked out from the document library. You can check a document out by selecting *Check Out* from the drop-down menu of the file in the desired document library. Check Out prevents other users from changing the contents while you are working on the document. However, other users can see the version prior to checking out. When closing the document, a dialog box appears with the option to check the document back in. (User guide, pages 7 and 8).

Please note:

- Keep the document checked out **only during editing**.
- When checking in, shortly describe changes made in the commentary field.

For further guidance, please see the user guide available here (Appendix Sharepoint.doc): <https://workspace.vtt.fi/instructions/default.aspx>

4. APPENDIX 1: EXAMPLE OF TERMS OF USE OF THE MORSE SHAREPOINT SITE

The terms of use below are an example only. The terms of use may be updated during the project duration in accordance with the VTT IT policies.

“According to the VTT Project Manager request You have been added to VTT Workspace extranet System ("WORKSPACE") user database. In order to receive the User name and Password we kindly ask You to read VTT WORKSPACE Terms of Use below:

+ + +

VTT Workspace Terms of Use The purpose of this commitment is to define the right of a person specified below by name (hereinafter the "User"), who is an employee of a third party organisation (hereinafter the "Company"), to use VTT Workspace extranet System for document management in a separately specified project (hereinafter the "Use)

Time of validity The terms of Use are by assumption valid to the end of the project.

User rights The User and the Company hereby accept that information identified above shall be visible to all users of the system participating in the same project as the User. Access rights to material of the project are assigned by the project manager. Other users of the system and the project may thus be third party organisations and persons. Information of the User account of User is visible to all project personnel of VTT. This acceptance by the User and the Company takes precedence over any possible confidentiality obligations agreed separately on.

The User rights are granted by and to the extent defined by VTT project manager. The code of conduct is defined by VTT project manager. If VTT considers it necessary, VTT has the right to terminate or re-define the extent of the User rights without separate notification to the User or to the Company. For the avoidance of doubt it is affirmed that the right to use information received and obligations on confidentiality are determined by a separate project agreement, if any, between VTT and the Company. The User and the Company shall receive no additional rights to the information by signing this document. Under no circumstances may the User or the Company disclose the information received to any third party unless otherwise explicitly agreed upon in the project agreement, if any.

Code of conduct The Use requires identification keys. The User rights, User IDs and passwords are personal, unless otherwise agreed, and may not be assigned, transferred or disclosed to any other person than to VTT representatives. The User hereby commits to use special care to prohibit the Use by third parties. The User and the Company are responsible and bear the sole liability in regard of the software needed in order to Use the system as laid down in the technical requirements (www.vtt.fi/workspace), including but not limited to possible expenses.

The User and the Company commit to comply with all technical directions given by VTT on the Use.

The User and the Company shall use all necessary carefulness in using the User IDs and passwords. In case the User or the Company have reason to believe misuse of their User IDs or passwords, they shall notify it to VTT project manager immediately. The User commits not to try to breach or misuse his / her User rights.

Confidentiality The User shall keep all information relating to VTT Workspace extranet system and all confidential information, business- and trade secrets received during the Use from VTT or other users of the system confidential even after the Use has terminated. I have read and understood the terms above and commit to comply with them.

+ + +

If you accept the VTT WORKSPACE Terms of Use above, please send a reply to this message. Your project manager at VTT will send you thereafter the user id and password for the system.”