PROJECT WORKSPACE

A project digital workspace has been set up for internal communication and collaboration. Following a thorough analysis of existing workspaces taking into account possible functionalities, security issues, easiness and flexibility of use, as well as cost efficiency, ARVALIS has opted for "Microsoft SharePoint", offered by Microsoft Office365. The workspace is restricted to project partners only. Access can be granted by notifying the SharePoint manager, Pierre Rochepeau (ARVALIS).

Deliverable Number	Work Package / Task
D8.1	WP8/T8.1
Author	Contributors
	Fanny Tran (JHI)
Pierre Rochepeau (ARVALIS)	Timothy George (JHI)
	Jean-Pierre Cohan (ARVALIS)
Due Date / Date Submitted	Type of deliverable
30.11.2022 / 29.11.2022	R (Report, document)
	PUBLIC X
Dissemination level	SENSITIVE
	EU CLASSIFIED





INDEX

1. II	NTRODUCTION	3
1.1.	Background/Deliverable description	3
1.2.	Workspace access and protection	3
2. F	UNCTIONALITIES DEVELOPED	4
2.1.	Document Repository	4
2.2.	Contact List	4
2.3.	. Favourite Links	5
2.4	. Events Reminder	5
2.5.	. Deliverables and Milestones Planner	6
3. C	DNGOING IMPROVEMENTS	9





1. INTRODUCTION

1.1. Background/Deliverable description

The aim of this Deliverable was to launch the project workspace in a timely manner enabling secure, structured, and real-time internal communication and collaboration among Root2Res partners. The functionality of the workspace has been designed to digitally store, schedule, and monitor the consortium activities, documents, and progress (including milestones and deliverables).

More specific objectives included:

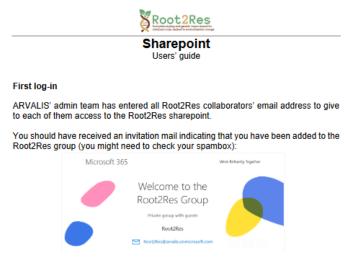
- creating an intuitive interface with a high level of user-friendliness;
- developing functionalities that are crucial for successful internal communication and collaboration, being aware at the same time not to overload the workspace with unnecessary modules and functions, to ensure optimal user experience;
- guarantee secure digital access and a workspace in which data is safely stored and protected from any unwanted access;
- optimising costs and efforts for the administration and management of users.

1.2. Workspace access and protection

After considering all the needs and above-mentioned requirements, ARVALIS has opted for the commercial solution *Microsoft Sharepoint* by Microsoft Office365.

The Root2Res Sharepoint is accessible *via* a personalised link (<u>https://arvalis.sharepoint.com/sites/Root2Res/SitePages/en/Home.aspx)</u>. Only users having been granted access can log-in and use the workspace. A User Guide has been sent to all partners to facilitate access and navigation within the Sharepoint (Figure 1).

Administration of the Sharepoint follows the policy recommendations for securing SharePoint sites, provided by Microsoft365.



If you did not receive the invitation email, please contact Pierre ROCHEPEAU (p.rochepeau@arvalis.fr)

Figure 1: Sharepoint User Guide





2. FUNCTIONALITIES DEVELOPED

A selection of functionalities was implemented, with the aim of optimising internal communication and collaboration, keeping it as simple and intuitive as possible for project partners. Additional functionalities can be added as required allowing the workspace to develop with the project.

2.1. Document Repository

Partners have access to the repository with the possibility to upload, consult and edit shared documents (Figure 2). All document formats are compatible.

Recet 2 Res to the band yang and guards: ingrevement for indefined class indifferent environment change	Root2Res Private group		
Home	+ New \vee 👫 Translation 🔅 Page details 🖬 Analytics		
Documents	0-WORKING DOCUMENTS_Submission	September 28	COHAN Jean-Pierre
Contact list	WP1	September 19	ROCHEPEAU Pierre
Planner	WP2	September 19	ROCHEPEAU Pierre
Notebook	WP3	September 19	ROCHEPEAU Pierre
Recycle bin	WP4	September 19	ROCHEPEAU Pierre
Edit	WP5	September 19	ROCHEPEAU Pierre
	WP6	September 19	ROCHEPEAU Pierre
	WP7	September 19	ROCHEPEAU Pierre
	WP8	September 19	ROCHEPEAU Pierre
	R2R Sharepoint_User guide.pdf	September 26	ROCHEPEAU Pierre

Figure 2: Document repository

2.2. Contact List

A dynamic contact list has been created to facilitate communication between partners. It includes the contact details, as well as information on the involvement of each collaborator in the different work packages (Figure 3). In addition, the Excel extraction function facilitates the creation of mailing lists by WPs, roles *etc.* This is a dynamic list that will be constantly updated. This functionality also allows for notifications to be automatically sent to WP leaders when a list they belong to has been updated.





Root2Res https://www.energy.org/and/org/	Root2Res Private group				
Home	+ New 🗄 Edit in grid view (🖄 Share 🗸 🧧 Export 🗸 🧔	😽 Automate 🗸 E Inte	grate 🗸 🚥	
Documents					
Contact list	Contacts list 🖩 \odot				
Shared with us	Surname \uparrow \checkmark	Name $$	Email address $$	Organisation ${\scriptstyle \lor}$	WP Involved in ${\scriptstyle \lor}$
Planner	A				WP2, WP4, WP6
Notebook	В				WP7, WP3
Recycle bin	В				WP7
Edit	В				WP2, WP5, WP7
	В				WP4
	В				WP1, WP2, WP7, WP6

Figure 3: Contact list

2.3. Favourite Links

Shortcuts to quickly access the project website and social media accounts are displayed on the homepage (Figure 4). Shortcuts are convenient and act as reminder to partners to regularly promote and disseminate project activities.



2.4. Events Reminder

Events related to Root2Res are also displayed on the homepage and can be synchronized in partners' Outlook Calendar (Figure 5). This functionality has been added to remind partners about important project meetings and also topic-related events during which dissemination and stakeholder engagement could be operated.

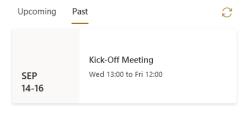


Figure 5: Example of events reminder





2.5. Deliverables and Milestones Planner

The Microsoft Planner tool was set up to anticipate and automate the preparation of project deliverables and milestones. It is a powerful project management tool that offers many functions (Figure 6):

- schedule of all the deliverables and milestones of the project;
- description of the title, lead organization, expected format & due date;
- assignment of specific collaborators responsible for the production of each deliverable and milestone;
- sending of automatic reminders through emails when delivery due date approaches (few weeks before, and few days before if not yet achieved);
- integration of check-list/intermediate activities to be carried out as part of the deliverable or milestone;
- sharing of comments and relevant documents related to the milestone and deliverable.

Deliverables & milestones O D8.1: project workspace Last changed moments ago by you 2 Add label Bucket Priority Progress WP8: project managemen... Not started Medium Start date Due date Repeat 09/01/2022 ::: 11/30/2022 :::* Does not repeat Notes 🔽 Show on card ARVALIS An online platform for the sharing of project information will be developed and made available through the Root2Res website (T8.1). Checklist 4 / 5 Show on card Analysis of most effective platform Set up relevant funcitionalities Ensure security 不 ሰ Provide access and guidance to partners Write D8.1 report O Add an item Attachments Add attachment Figure 6: Example of Planner functionalities for Deliverable monitoring





Depending on each collaborator's profile and preference, the display and use of the Planner tool can be personalized:

• overview of deliverables and milestones *per* work package (Figure 7). The view is particularly useful for work packages leaders/co-leaders.

Deliverables & milestones	Board Charts Schedule …	\bigcirc	99+ Members V Filter
NP1: ideotypes definition and testing	WP2: phenotyping toolbox	WP3: genetic toolbox	WP4: phenotyping of the genetic diver:
+ Add task	+ Add task	+ Add task	+ Add task
Wheat Barley Potato Sweet potato Faba bean Lentil Peas	Wheat Barley Potato Sweet potato Peas	Wheat Barley Potato Sweet potato Peas	Wheat Barley Potato Sweet potato Faba beam Lentil Peas
O D1.1 Priority list of root/rhizosphere ideotype traits	D2.1: phenotyping toolbox - architectural traits	MS7: multiplication of seed stocks of all crops for phenotyping trials	MS7: multiplication of seed stocks of all crops for phenotyping trials
ADAS With input from stakeholders and analysis of existing data and literature, a priority list of ideotype traits to mitigate water and nutrient stress will be compiled for	ARVALIS A list of phenotyping tools suitable for quantifying root architectural traits applicable for field traiss and CE experiments will be compiled and	KWS-L Means of verification : Population seed delivery to WP4	KWS-L Means of verification : Population seed delivery to WP4
Ð		B) 08/14/2024	E 08/14/2024
© 05/15/2023 &	OS/15/2023 Wheat Barley Potato Sweet potato Fabia Dearn Lentil Feas	Wheat Barley Potato Sweet potato Faba bean Lenta Reas MS9: genotyping of crops populations with limited genomic analysis	Wheat Bottey Potato Sweet potato Faba Bean Lentil Peas MS14: development of root Architectural model for Root2Res
MS4: meta-analysis and engagement to define ideotypes ARVALIS Means of verification : Findings posted on webpage	D2.1: phenotyping toolbox - architectural traits ARVALIS A list of phenotyping tools suitable for quantifying root architectural traits applicable for field trails and CE	ARC ARC Mean of verification : Sequencing data on public databases	FZJ Mean of verification : Practice Abstract for each crop
Ø	experiments will be compiled and	E 02/14/2025	12/15/2025
E 05/15/2023	⊘ 0 / 1	Wheat Barley Potato	Wheat Barley Potato

Figure 7: Example of deliverables and milestones visualization per work package

• overview of deliverables and milestones per species (Figure 8). This view is particularly useful for crop leaders.

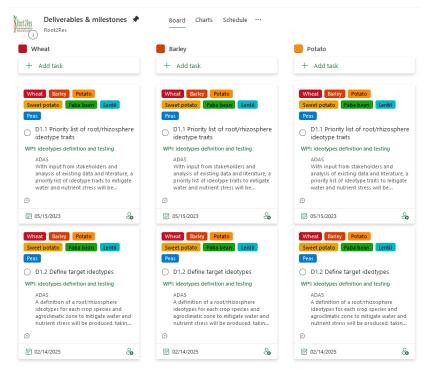


Figure 8: Example of deliverables and milestones per species





• assignments view provides an overview of the involvement of each collaborator for the production of deliverables and milestones (Figure 9).

Deliverables & milestones	Board Charts Schedule ····	99+ Members	\checkmark Filter (0) \checkmark Group by Assigned to \checkmark
Collaborator 1 + Add task	Collaborator 2 + Add task	+ Add task	Collaborator 4 + Add task
D8.1: project workspace	Wheat Barley Potato Sweet potato	D8.1: project workspace	Wheat Barley Potato Sweet potato
 WP8: project management and coordination ARVALIS An online platform for the sharing of project information will be developed and made available through the Root2Res website (T8.1). O A / 5 I1/30 	Faits beer Lentil Peas ○ D2.2 Workshops WP2: phenotyping toolbox ARVALIS Workshops will be run to train Root2Res researchers and stakeholders (final users) in the use of the developed phenotyping toolboxes (72.1). ● ① ● ② ● ② ● ② ● ③ ● ③ ● ③ ● ③ ● ③ ● ③ ● 1	WP8: project management and coordination ARVALIS An online platform for the sharing of project information will be developed and made available through the Root2Res website (T8.1).	Ease See I Lenti Pess D2.3: phenotyping toolbox - rhizosphere WP2: phenotyping toolbox BOKU A list of phenotyping tools suitable for quantifying rhizosphere traits, such as root exudate and rhizosphere microbiome traits, will be comoiled and added to the O O / 1
	Wheat Barley Potato Sweet potato Faba bean Lentil Reas D2.1: phenotyping toolbox - architectural traits WP2: phenotyping toolbox ARVALIS	 Wre: project management and coordination ARVLJS All data gathered during the project will be gathered in a secure database peoficially designed to accommodate and manage all RootZRes data. methods and information Image: Document of the secure database peoficially constrained and information of the secure database peoficial of the secure database people databa	☐ 10/15/2023

Figure 9: Example of assignments per collaborators for deliverables and milestones

• Due date view to monitor progress and readily anticipate the upcoming deliverables and milestones (Figure 10).

Rotzkes i Rootzkes	Board Charts Schedule ····	99+ Membe
Late	Next week	Future
+ Add task	+ Add task	+ Add task
Completed tasks 1 ∨	 D8.1: project workspace WP8: project management and coordination ARVALIS An online platform for the sharing of project information will be developed and made available through the Root2Res website (T8.1). (2) (2) 4 / 5 (3) (2) 4 / 5 (4) 11/30 	 D7.1: guidelines for the stakeholders engagement and interaction WP7: translation of outputs FEUGA A document outlining the strategy and procedure for stakeholder engagement will be distributed to all partners and placed on the Root2Res website (T7.1).

Figure 10: Example of due dates view

A PowerPoint practical tutorial guide has been circulated to the consortium to guide all partners in the full use of the Planner tool according to their needs.

Excel extraction of all the above-mentioned information is possible and will facilitate the monitoring process of deliverables and milestones in preparation of appropriate project meetings.





3. ONGOING IMPROVEMENTS

Although the Root2Res Sharepoint has been launched and has been operational since September 2022, there are a few functionalities that are currently still undergoing improvement.

- The deliverables and milestones Planner:
 - assignments are still missing for some deliverables and milestones. An email has been sent to WP leaders in order to validate their assignments. WP leaders will then set up the Planner accordingly, by mid-December 2022.
- Set up of a Planner to animate and monitor activities for each WP:
 - Work Package leaders will be invited to create their own WP Planner, to facilitate the monitoring of activities within and across WPs.
 - In addition to the PowerPoint tutorial that has been created for use of the workspace, ARVALIS will hold an online training session for WP leaders who ask for support in the implementation of these WP Planners. These should be operational in all likelihood before January 2023. This will also be recorded and made available to any consortium member needing training in the use of Sharepoint.

