



ASTRODEEP

"Unveiling the power of the deepest images of the Universe"

THEME [SPA.2012.2.1-01]

[Exploitation of space science and exploration data]

Grant agreement for: Collaborative project

Grant agreement no: 312725

Deliverable D2.1

ABSTRACT

In this document is described the web portal dedicated to the management of the project, which is accessible only to participants through a password.

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Approved by: AEC

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Goal

For a better communication among the participants of this collaboration a series of management tools have been used. These tools include dedicated mailing lists, a dedicated password protected web portal and external applications, like Dropbox and Smartsheet, for sharing documents, task lists and keep track of issues and requests.

Description

In this early stage the management portal includes the minutes of the Kick-Off meeting and from the first official ASTRODEEP meeting that took place in Paris (IAP) at the end of June.

There is a section for the definition of the working groups, where each institute presents the local list of people collaborating in the ASTRODEEP project, describing their expertise. Each institute also provides a brief description of the work that has been done so far and future development (internal scientific reports).

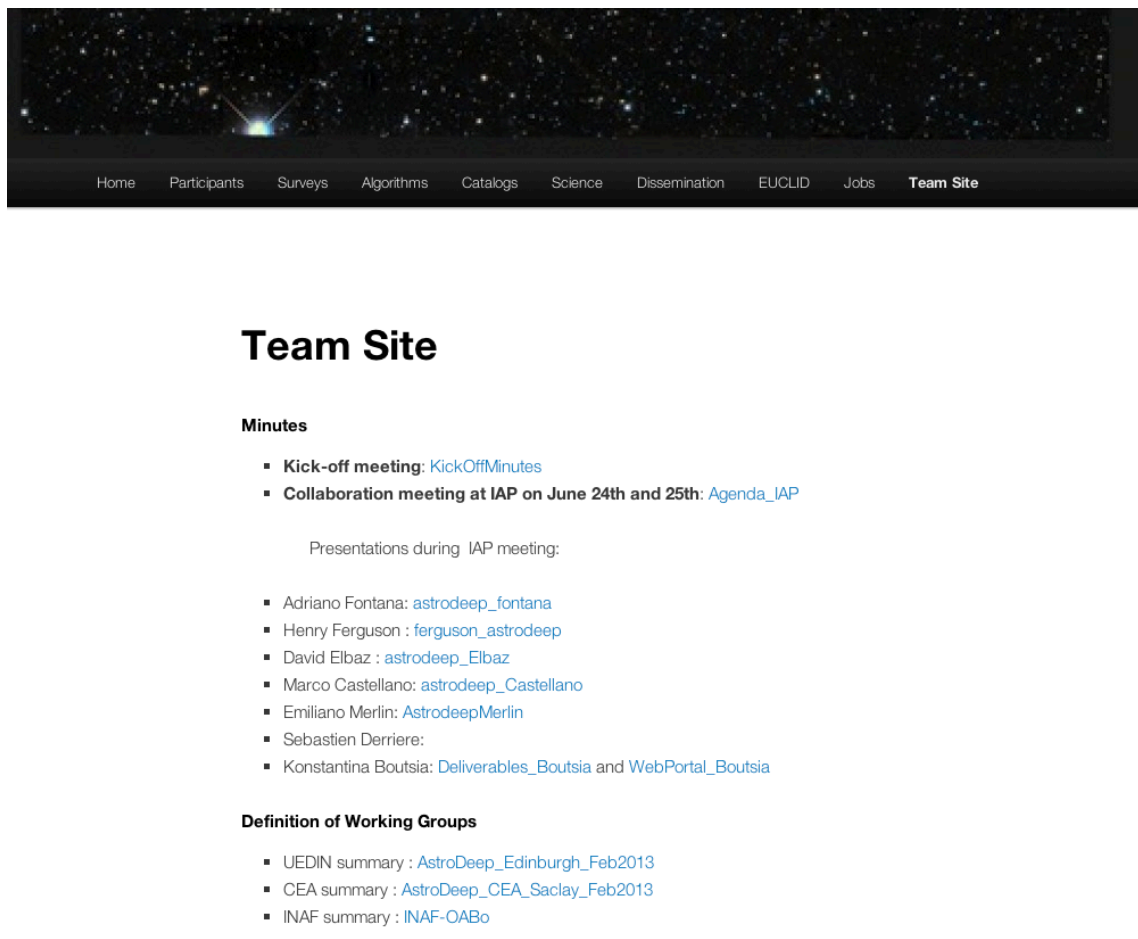


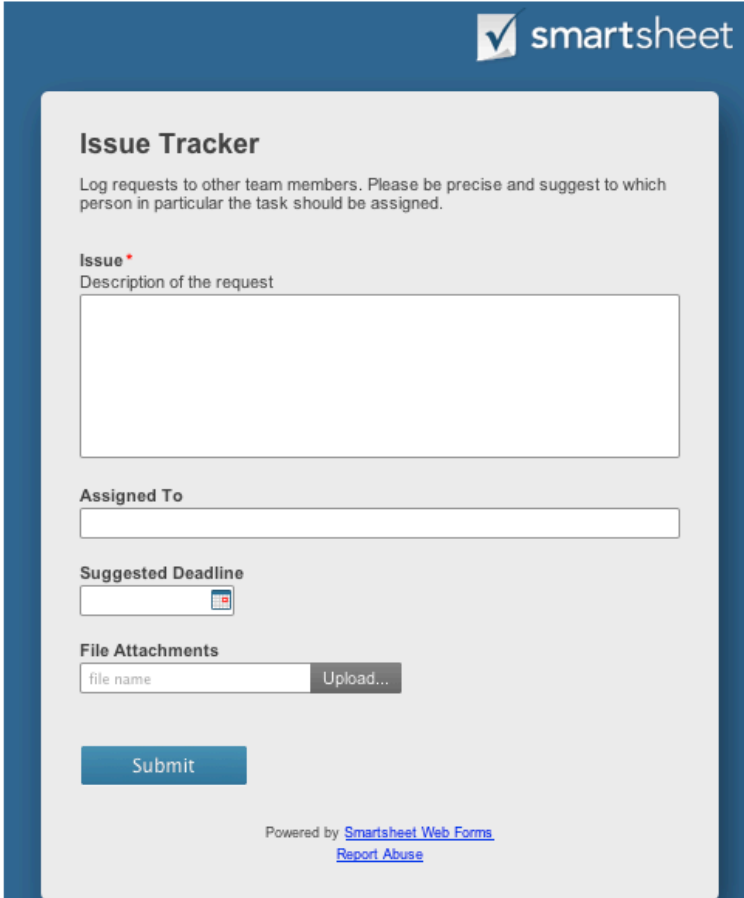
Figure 1: This is a screenshot of part of the dedicated web-portal for management.

In this page we also provide the final technical report for each Deliverable that has been approved by the EC and has been uploaded to the Participants Portal (currently D1.1).

To complete this page, we have embedded an “issues tracker”, created with the external application Smartsheet. This tool allows all participants to send a request, which can be directed to specific people in the team. These requests are also saved in a spreadsheet that can be viewed by all assigned people and where they can add comments and decide priorities. An example of this “issues tracker” is shown in the following figure.

Deliverables

- D1.1 : [DeliverableD1.1](#)
- D2.1: sent to EC for approval
- D4.1: sent to EC for approval
- D7.1: sent to EC for approval



Issue Tracker

Log requests to other team members. Please be precise and suggest to which person in particular the task should be assigned.

Issue *
Description of the request

Assigned To

Suggested Deadline

File Attachments

file name

Powered by [Smartsheet Web Forms](#)
[Report Abuse](#)

Figure 2: Screenshot of another part of the portal dedicated to management. In this section can be seen the embedded smartsheet that collects all requests and issues. This form includes various sections where the request/issue can be described; assigned to a particular person; suggested a date for delivery and attach explicative files if necessary.

Additional Tools

As mentioned above, for the prompt communication among participants, two mailing lists have been created (astrodeep-ec<at>oa-roma.inaf.it and astrodeep-all<at>oa-roma.inaf.it). In the future,

more lists can be created for the needs of the various working groups, but so far it has not been necessary.

For sharing documents, apart from the web-portal, we also use Dropbox, especially during the editing stage, where more people can add their contribution. Once the documents are completed and approved, they are uploaded to the web-portal for future reference.

To keep track of tasks and project goals, we have created spreadsheets, using the external tool Smartsheet. These spreadsheets, include in detail, the due date for each task, who is it assigned to, what is the current status, along with comments, discussions and attachments. In the following figures we show examples of these smartsheets.

Deliverables List



Done	Task Name	Priority	Assigned To	Due Date	Notes
	Deliverables	!			
<input checked="" type="checkbox"/>	D1.1: Methodology for emission of the calls for scientific consultants		INAF	04/30/13	
<input type="checkbox"/>	D2.1: Management portal		INAF	06/30/13	Request EC approval
<input type="checkbox"/>	D4.1: Survey on available data and planning of catalogs		INAF	06/30/13	Request EC approval
<input type="checkbox"/>	D7.1: Beta release of public web portal		INAF	06/30/13	Request EC approval
<input type="checkbox"/>	D7.3: Call for collaboration meeting		INAF	11/30/13	
<input type="checkbox"/>	D3.1: Scientific report on existing SW		INAF	12/31/13	
<input type="checkbox"/>	D5.1: List of Science Papers #1		UEDIN	12/31/13	
<input type="checkbox"/>	D7.2: Public release of public web portal		INAF	12/31/13	
<input type="checkbox"/>	D7.4: First data set available at CDS		INAF	03/31/14	
<input type="checkbox"/>	D7.6: Public announcement of international meeting		INAF	05/31/14	
<input type="checkbox"/>	D4.2: First Production of public catalogs		INAF	06/30/14	

Figure 3: Example of the smartsheet keeping track of deliverables in the near future.

Meeting Action Items Tracker



Prio	Task Name	Assigned To	Due Date	Status	% Done	Next Steps	Comments
	Astrodeep Meeting at IAP						
	Simulated image dataset						
!	OAR+UEDIN will create optical to IRAC dataset	INAF	10/31/13				
!	CEA will provide predicted fluxes from 24um to 1mm to 21cm	CEA	10/31/13				
!	CEA HSO images	CEA	10/31/13				
!	UEDIN will provide ALMA and SCUBA2 images	UEDIN	10/31/13				
	Web-portal						
!	Call web designer for Astrodeep portal	INAF	08/31/13				
!	Create Team site	INAF	06/30/13				
!	Write acknowledgement text	INAF	07/31/13	●		Approval from EC	"We acknowledge the contribution of the FP7 SPACE project "ASTRODEEP" (Ref.No: 312725), supported by the European Commission."
!	Test CDS widget for data analysis	AI	10/31/13				
	Amendment						
!	Ask approval from local LEAR	AI	07/31/13	●			No answer from CNRS
!	Send paperwork to Brussels	INAF	09/30/13				
	Additional tasks						
	Contact Men'shchikov to see if he wants to collaborate	CEA	09/30/13				
	Send paper on super resolution	INAF	09/30/13				
	Send low resolution images to UEDIN and compare algorithms for super resolution	INAF, UEDIN	10/31/13				
	Coordinate for the implementation of X-ray data	INAF, OABO	10/31/13				
	Make a list of background estimate algorithms	AI	10/31/13				
	Make a telecon calendar	AI	08/31/13				

Figure 4: Example of the smartsheet keeping track of other project activities.