



# SAFEGUARD

## **Web-based project management platform**

### **Deliverable D8.1**

01 October 2021

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**Safeguard**  
**Safeguarding European wild pollinators**



**This project receives funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 101003476.**

## Prepared under contract from the European Commission

Grant agreement No. 101003476.

EU Horizon 2020 Research and Innovation action

<b>Project acronym</b>	<b>Safeguard</b>
<b>Project full title</b>	<b>Safeguarding European wild pollinators</b>
<b>Start of the project</b>	<b>September 2021</b>
<b>Duration</b>	<b>48 months</b>
<b>Project coordinator</b>	<b>Ingolf Steffan-Dewenter Julius-Maximilians-Universität Würzburg <a href="https://www.safeguard.biozentrum.uni-wuerzburg.de/">https://www.safeguard.biozentrum.uni-wuerzburg.de/</a></b>
<b>Deliverable title</b>	<b>Web-based project management platform</b>
<b>Deliverable n°</b>	<b>D8.1</b>
<b>Nature of the deliverable</b>	<b>Report</b>
<b>Dissemination level</b>	<b>Confidential (only for members of the Consortium including the Commission Services)</b>
<b>WP responsible</b>	<b>WP8</b>
<b>Lead beneficiary</b>	<b>UWUE - Julius-Maximilians-Universität Würzburg</b>
<b>Citation</b>	<b>Zhang, J. &amp; Steffan-Dewenter, I. (2021). <i>Web-based project management platform</i>. Deliverable D8.1 EU Horizon 2020 Safeguard Project, Grant agreement No 101003476.</b>
<b>Due date of deliverable</b>	<b>1 October 2021</b>
<b>Actual submission date</b>	<b>1 October 2021°</b>

### Deliverable status:

<b>Version</b>	<b>Status</b>	<b>Date</b>	<b>Author(s)</b>	<b>Reviewer(s)</b>
1.0	Final/Draft	01 10 2021	Jie Zhang UWUE	Ingolf Steffan-Dewenter UWUE

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## Summary

Regular communication and efficient management is crucial for a large scale collaborative EU project like Safeguard. For the overall management of the project, a web-based project management and communication platform has been established as the Safeguard homepage ([www.safeguard.biozentrum.uni-wuerzburg.de](http://www.safeguard.biozentrum.uni-wuerzburg.de)). This platform is developed and maintained by UWUE. It includes a public section such as project introduction, team and partners, news, publication library, as well as a confidential section where only authenticated logged-in user can access, such as email list generator, document exchange, deliverable overview and other communication possibilities. Through this platform, all beneficiaries will have an up-to-date overview of the project status and can access the relevant documents at any time. This deliverable will provide a brief illustration of the functionalities of the platform.

## List of abbreviations

**EU****European Union****UWUE****Julius-Maximilians-Universität Würzburg****WP****Work package**

## 1. Introduction

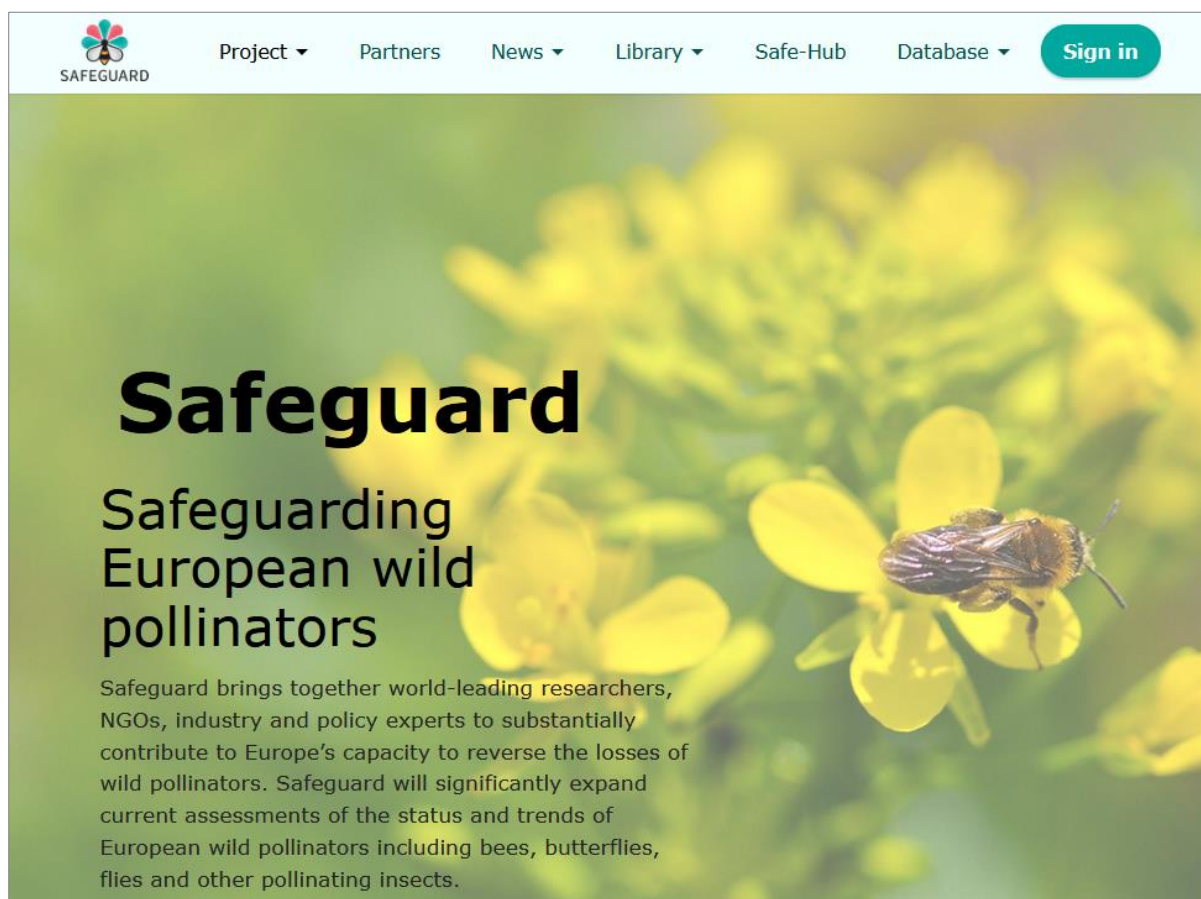
To guarantee efficient management and smooth communication of the Safeguard project, a web-based, multi-user project management and communication platform has been established on 06 August 2021. Developed and hosted by UWUE, this platform, namely Safeguard homepage ([www.safeguard.biozentrum.uni-wuerzburg.de](http://www.safeguard.biozentrum.uni-wuerzburg.de)) has ensured a smooth project start and internal communication and document exchange from the beginning on.

The Safeguard homepage includes both, a public section and a confidential section to meet different privacy and protection needs. The public section functions currently include a project introduction, a team list, an overview of involved partner universities and institutions, functions for news and job openings, and a publication list. The confidential section requires log in from a validated user account at the Safeguard homepage, which is verified individually by the administrator of the homepage. Based on the participation role of the user, different access rights will be granted to each user by the administrator. Internal functions include: an email list generator, deliverable overview (including upload/download of deliverables), folders and functionalities for document exchange (templates, policies, proposals, documents from each WP, presentations from meetings, media centre) and news upload. Further functions including the central project data base and the Safe-Hub will be developed during the project, adapted to user needs upon requests, and will grow throughout the entire project duration.

This document provides a brief overview of the main functions of the internal information exchange platform and serves as a user handbook for all participants. This platform will be available throughout the entire project duration and at least six months beyond to allow the final reporting, transition of internal documents, and other close-up processes. UWUE will be the responsible party for this platform and serves as a helpdesk to all partners whenever a technical issue or question occurs.

## 2. User interface and functionalities

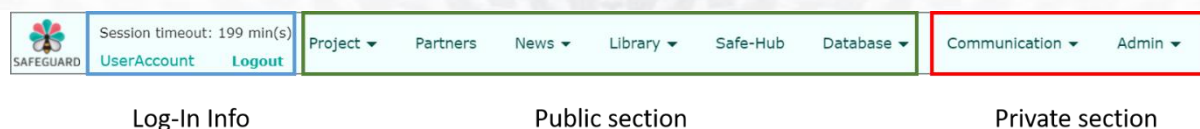
The user interface of Safeguard homepage can be viewed under [www.safeguard.biozentrum.uni-wuerzburg.de](http://www.safeguard.biozentrum.uni-wuerzburg.de) and in Figure 1. Internet access is needed to access the Safeguard homepage.



**Figure 1: User interface of Safeguard homepage.**

### 2.1. Structure and navigation

The Safeguard homepage includes both a public section and a private section to meet different privacy and protection needs. Without logging in, only the public section is shown. After account creation and verification, users can log in to the Safeguard homepage to view both the public and the private section (see Figure 2). Navigation of the homepage is realized by a menu bar. There are drop-down sub-menus below the main menu bar which unfold via mouse-over.



**Figure 2: Structure of Safeguard homepage.**

## 2.2. Role based access

The Safeguard homepage uses role based content management. Based on different participation roles of users in the Safeguard project, the administrator will grant users with necessary roles. Users will view different menu bar content based on different roles granted to their account. For instance, logged in users can view and access the menu “Communication” but only users with the role “admin” can view and access the menu “Admin”. Functions from the Safeguard homepage are also based on roles. For example deliverables can be downloaded by any logged in user but only project leaders have the right to upload deliverables. Only the administrators can validate the upload and update the deliverable status.

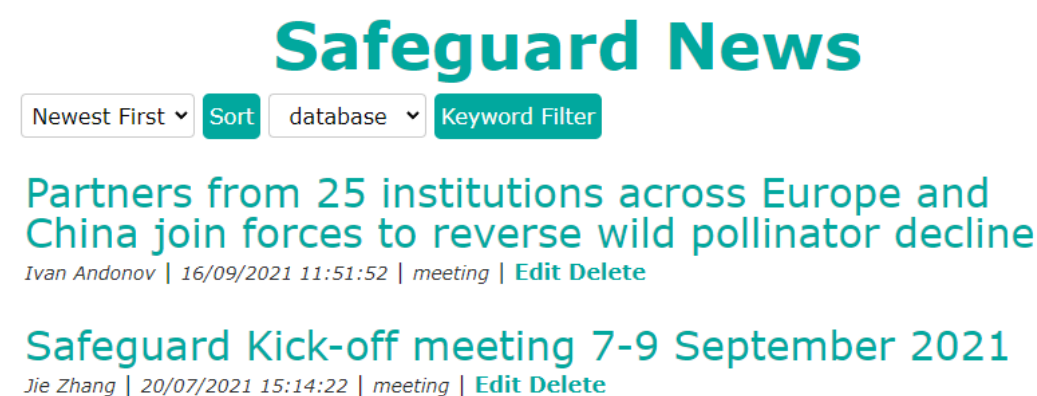
## 2.3. Content and Functionalities

The content of the Safeguard homepage is categorized into eight parts presented in the menu. The content of each category and its function is listed as follows:

**Project:** includes project introduction, list of team members, job openings.

**Partners:** includes list of participating Universities, institutes, and organizations.

**News:** news can be uploaded/edited/deleted by users with upload news role. News upload includes a title, content, photo (optional), and keywords. After upload it will be displayed in the news page which is publicly accessible, can be sorted by time, or filtered by keywords (see Figure 3).



**Figure 3: News function of Safeguard homepage.**

**Library:** peer-reviewed articles, conference proceedings, and student thesis can be uploaded by logged in user and shared both publicly (only citation available) and internally (downloadable file in pdf format).

**Safe-Hub:** link to the Safeguard knowledge exchange hub, SAFE-Hub.

**Database:** access to Safeguard database.

**Communication:** this content is only accessible for internal users who are logged in. The included functionalities are:

- **Email list:** dynamically generate group email list based on participation role, subproject or individual names (see figure 4).

## Email List

All users email listReset email list

Select by participation role

Phd student

Generate email list

Select by subproject

WP2

Generate email list

Select by individual user

**Figure 4: Email list generator of Safeguard homepage.**

- **Deliverables overview:** overview of list of deliverables and their current status is presented here. The download option is open to all internal uses. The Edit option is only accessible for administrators (see Figure 5). Deliverables can be sorted by WP, due month and other categories.



## Deliverables Overview

	DelID	WP	DelName	LeadInstitute	DelType	Dissevel	MonthDate	DueDate	IsDelivered	FilePath
<a href="#">Edit</a>	D1.1	WP1	Open database on distributional information on European pollinators	University of Mons (UMONS)	Open Research Data Pilot	Public	24	01/09/2023 00:00:00	<input type="checkbox"/>	<a href="#">Download</a>
<a href="#">Edit</a>	D1.2	WP1	Open database on pollinators individual-based traits and phylogenies	University of Novi Sad Faculty of Sciences (UNSPMF)	Open Research Data Pilot	Public	24	01/09/2023 00:00:00	<input type="checkbox"/>	<a href="#">Download</a>
<a href="#">Edit</a>	D1.3	WP1	Report on pollinator population trends across scales	The Spanish National Research Council (CSIC)	Report	Public	32	01/05/2024 00:00:00	<input type="checkbox"/>	<a href="#">Download</a>
<a href="#">Edit</a>	D1.4	WP1	Report on habitat importance for EU pollinators	University of Padua (UNIPD)	Report	Public	32	01/05/2024 00:00:00	<input type="checkbox"/>	<a href="#">Download</a>
<a href="#">Edit</a>	D1.5	WP1	Report on plant-pollinator keystone structures describing community robustness	The Spanish National Research Council (CSIC)	Report	Public	36	01/09/2024 00:00:00	<input type="checkbox"/>	<a href="#">Download</a>
<a href="#">Edit</a>	D1.6	WP1	National IUCN Red lists for EU pollinators	Uicn Bureau De Representation Aupres De L'union Europeenne(IUCN EURO)	Report	Public	42	01/03/2025 00:00:00	<input type="checkbox"/>	<a href="#">Download</a>

**Figure 5: Deliverables overview of Safeguard homepage.**

- **Upload deliverables:** after a deliverable is uploaded to the EU portal, it can be made available at the Safeguard homepage to internal users. Only project leaders can upload deliverable following the deliverable naming convention (See Figure 6).

## Upload Deliverables

**Naming convention for deliverables:**

1. name your file as **DelID\_UploadDate**, upload date using DDMMYY format. E.g. D8.1\_300921.pdf
2. use pdf instead of word document
3. if your deliverable contains more than one document, please zip them so that we download everything in one file

Dissemination level: Public ▼

**Maximum 2 GB**

Choose File

No file chosen

Upload

**Figure 6: upload deliverables function.**

- **Shared documents for WP:** internal users can upload/download documents from each WP. Only users with admin role can delete documents in order to avoid accidental delete. The same principle applies to all documents with sharing functions.
- **Templates:** templates of the Safeguard project such as the deliverable template, the milestone template and a PowerPoint template are shared here.
- **Policies:** policies of the Safeguard project are shared here.
- **Proposal:** the proposal of the Safeguard project is shared here.

- **Presentations:** presentations from various events are sorted by event/date and shared here following the naming convention for presentations.
- **Media centre:** brochures, press releases, videos, newsletters, and other materials are categorized and shared here.

**Admin:** content here is only accessible for users who have the role of admin. The involved functionalities are:

- **User management:** administrators can verify and validate user account here.
- **Role management:** administrators can add/remove users to roles according to their participation to the project.
- **Project management:** administrators can create and delete organizations, participate roles, sub projects. Users can also be added/removed from sub projects.
- **Keyword management:** keywords from news function can be create/delete here.
- **Photo management:** profile photo of user account can be uploaded/delete here.

### 3. Safety and data protection

To ensure the highest security of the infrastructure, the Safeguard homepage is hosted by a cloud server in the computer centre at the University of Würzburg – one of the most secure and modern cloud data centres among institutions in Germany. Both the hardware and software of the server is maintained with the latest security and data protection requirements. The firewall of UWUE network provides robust protection from virus-attacks.

Every user account to the Safeguard homepage is password protected. User identification is verified case by case by the administrator before the validation of the user account to guarantee the highest level of security for data access.

### 4. Outlook

The Safeguard homepage enables all Safeguard participants to obtain an overview of the project status and progress, store and exchange all relevant documents for the Safeguard project. It serves as a baseline for time management and overview of deliverables, tasks and milestones, thus enabling a smooth workflow. Further functions such as a policy roadmap, stakeholder mapping, project timeline with links to milestones, calendar of external events will be discussed and developed upon the need of the project. A continuous update will help all project partners to fulfil their respective tasks and enhance effective collaboration and communication.

This deliverable D8.1 will serve as a user manual for all project members for a quick start and orientation of the project management and communication platform. In case of any problems and questions, UWUE will be responsible for guidance and support. All participants with a validated user account from the Safeguard homepage will have access to this platform throughout the project duration and the subsequent six months after to successfully finalize the Safeguard project.