PolyUrethane Recycling Towards a Smart Circular Economy

Deliverable

D7.1 - Project website including project collaborative platform

WP7 – Project management

Project Information

Grant Agreement n°	814543
Dates	1st January 2019 – 31st December 2022

Document status

Document Information

Deliverable name	PUReSmart_D7.1_05062019_VF
Responsible beneficiary	Raphaëlle Cayla / Ayming
Contributing beneficiaries	Bart Wallaeys / Recticel
Contractual delivery date	M4 – 30/04/2019
Actual delivery date	M6 – 05/06/2019
Dissemination level	Public

Document approval

Name	Position in project	Organisation	Date	Visa
Bart Wallaeys	WP Leader	RECTICEL	05/06/2019	OK
Raphaëlle Cayla	Support to Project Management	AYMING	03/06/2019	OK
Bart Wallaeys	Coordinator	RECTICEL	05/06/2019	OK

Document history

Version	Date	Modifications	Authors
V1	28/05/2019	First version	R. Cayla / Ayming
V2	03/06/2019	Minor corrections	M. Bossard / Ayming
VF	XX/06/2019	Coordinator Approval	B. Wallaeys / Recticel

Table of content

Executive summary

1   Description of the deliverable objective and content

The objective of this deliverable is to report the creation of the PUReSmart project website and the internal collaborative platform.

1.1. Project Website

The PUReSmart project website is the main communication tool developed in PUReSmart and will be implemented and updated all along the project duration. With open access to the general public, it contains useful - but non confidential - information about the project.

The website will publish on a regular basis the current status of the project and main results obtained - in a popularized format. The PUReSmart project website will be used to provide general information about the project, its participants and aims & objectives. The website will be also used to announce events and workshops organized through the project.

The PUReSmart project website is operational since May 2019 at https://www.puresmart.eu/

Project partners have a direct link to the collaborative platform via the tab displayed at the top of the webpage:

1.2. Project collaborative platform

A secured collaborative platform - named "AYMINGSPHERE" (www.aymingsphere.com) - is available to all project partners. It is dedicated to the management and the communication within the PUReSmart project.

As an internal collaborative platform, AYMINGSPHERE ensures that partners have access to adequate resources, monitoring and planning procedures for an efficient management of the whole technological work carried out in the framework of the PUReSmart project.

The AYMINGSPHERE platform is operational since January 2019 and will be administrated by Ayming. All partners have been granted access straight after the Kick off meeting. Ayming will be responsible for this task throughout the whole project duration, thereby providing support to the PUReSmart consortium.
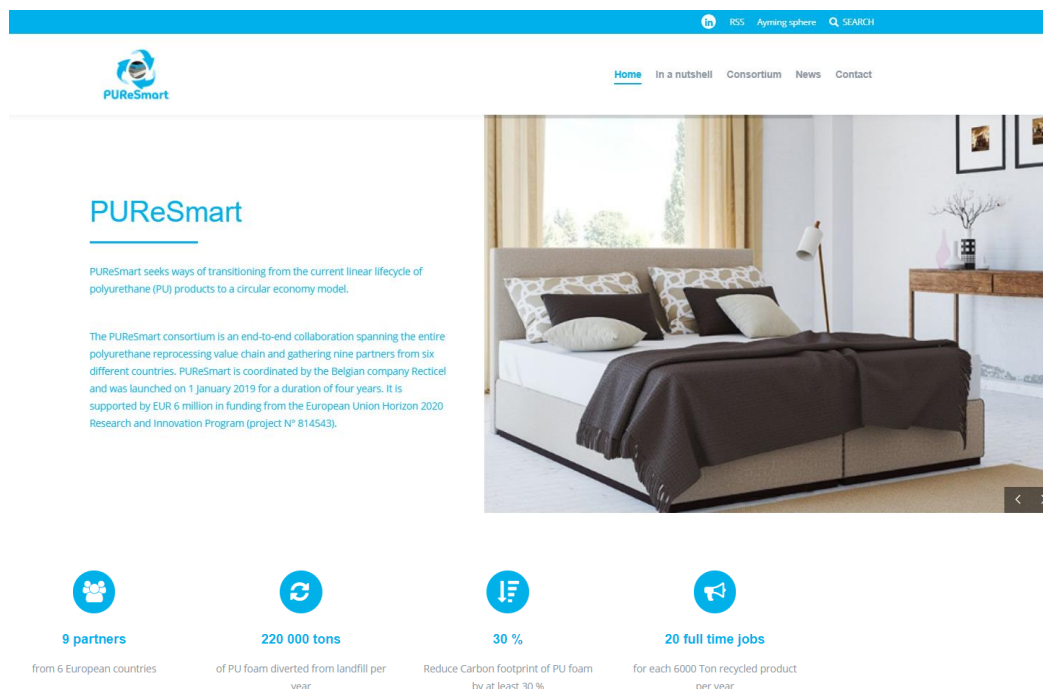
Deliverable report

1   Project Website

1.1. Website Appearance

The graphical content of the website was developed from the colors, illustrations and visual theme of the existing logo. This graphic charter has been used in each section of the website. Photos have been provided by Recticel.

Homepage

1.2. Website Structure

The website is divided into several sections:

Home   In a nutshell   Consortium   News   Contact

- **Home:**

This main page briefly introduces the project, shows pictures illustrating PolyUrethane numerous applications and provides 4 key facts on the project.

- **In a nutshell:**

This section describes the current challenge associated with the industrial recycling of PU, PUReSmart objectives and the PUReSmart project organization.

- **Consortium**

This section contains an interactive map of the consortium.

PUReSmart involves 9 partners across Europe. Each partner is briefly described, their role in the project is explained and the key contact persons and people involved are also listed in this section.
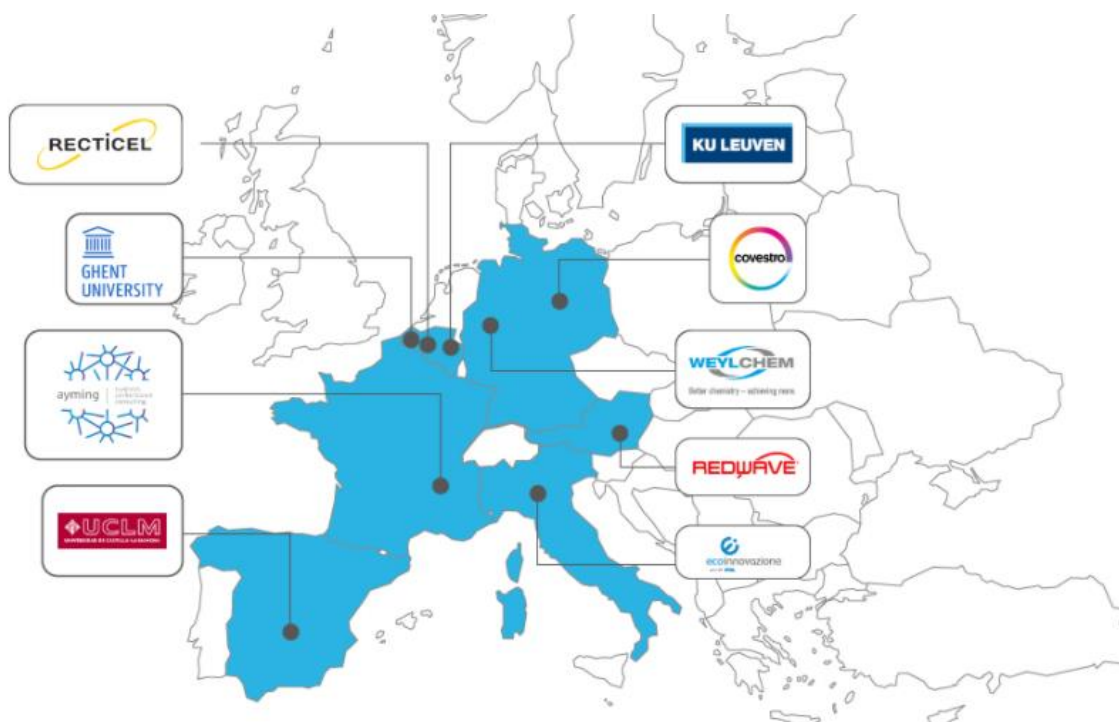
- **News**

This section provides all relevant information and news regarding PUReSmart (also available on the Homepage). It will contain the PUReSmart newsletters.

- Contact

This section provides the contact details of the Project coordinator and the Project Management Officer, as well as a contact form.

Project Coordinator

- Bart Wallaeys
- RECTICEL
- wallaeys.bart@recticel.com

Project Management Officer

- Raphaëlle CAYLA
- AYMING
- rcayla@ayming.com

First name (required)

Last name (required)

Your organization

Country

Email

subscribe to newsletter

1.3. Maintenance

The website was created by a communication agency.

Ayming and the **Dissemination Officer (Maud Bossard)** will maintain the website up to date. It will also be up to the beneficiaries and particularly **the Project coordinator (Bart Wallaeys)** to feed them by providing relevant information and news to Ayming to gradually improve their content as the project work progresses. All project partners will also help by providing information on achievements and progress.

Traffic on the website page will be monitored for periodic reporting.

2   Project collaborative platform

2.1. Description of the tool
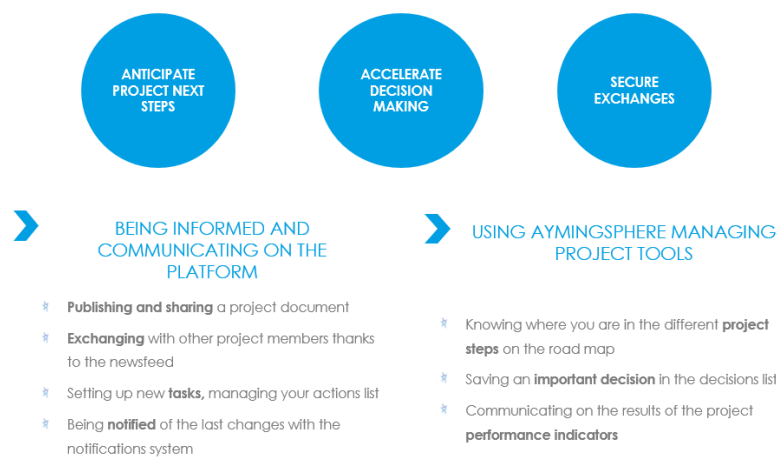
The AYMINGSPHERE platform is especially designed for partnership project management and enables all partners to constantly benefit from the same level of information about the PUReSmart project. Partners can exchange and share documents, participate in discussion forums.

The platform is especially configured for the PUReSmart project and its implementation adds value to the internal management of the project since it provides free and secured on-line access to the project information and documents through simple Internet connection and allows members of the consortium to exchange information.

This tool is complementary to the actions led by the Management Support Team.

2.2. Project Homepage

The Home page of the PUReSmart project is organized as follow:

Aymingsphere home page content is composed of:

a. A **search engine** to search within the whole project space
b. The **project space name**
c. **Access to the project space content**
d. The project **road map**
e. The **project space important tasks** (asking for account creation, setting notifications, accessing the tasks list…)

Aymingsphere home page content is composed of:

f. **Tasks lists**
g. **Recent documents**
h. **Newsfeed**
i. **Links to other websites**
j. **Project space contact list**
k. **Project photos / documents**

The left hand side menu is organized as follow:

Project Records	
Management documents	Template documents, partners contact list
Quality documents	Quality and Risk Management Plan, Dashboard
Meeting documents	Official project meeting materials (agenda, minutes, presentation slides, ...) Best practice: 1 folder per meeting including all related documents
Communication documents	Logos, brochure, website, publications (including dissemination summary table)

Certified documents	
Certified documents	Project contractual documents (GA), Consortium Agreement (CAg), submitted reports / deliverables / milestones

Steering tools	
Action List	Detailed Action Lists (responsible person, due date, % achievement ...)
Roadmap	Project Key Events (reporting, meeting,...)
Issues	Any issue you want to raise in relation with Financial, Reporting, Technical, Legal / Administrative, Dissemination, Exploitation
Decisions	Summary of key decisions coming out of the GA meeting discussions
Risks	List of identified risks (to be updated when necessary)

Work-packages	
WPs folders	Folder/documents related to WP daily activities including WPs technical meetings / phone conferences and WPs draft reports / deliverables / milestones

Financial Follow-up	
Financial Follow-up	Restricted to partners contact persons only Individual Financial Follow-up data sheet

Recent	
Recent document	List of recent documents

Governing bodies	
Governing bodies	Restricted to partners contact persons only Best practice: one group per management body (GA, EB, MST,...)

2.3. Impact of the tool on project management

Using AYMINGSPHERE for the management of the PUReSmart project will bring specific additional value such as:

- Internal partnership communication as required by the consortium;
- High-security of data exchanges;
- Traceability of partners' actions;
- Completeness of the information as all data and documents are present in the database;
- Free access for users.