Deliverable D8.1 - Project Management Guidelines and project website

Organisation name of lead contractor for this deliverable: **TUM – Partner 1**

WP8 Management - Objectives	Reminder
- To perform overall administrative, technological and financial project management - To manage the overall communication with the AAL CMU and funding agencies - To assess the conformance of results to the workplan and objectives of the project - To assure the quality of technological work and deliverables content	

Dissemination Level of this deliverable (*Source: Alias Technical Annex p20 & 22*)	
PU	Public [could be amended as not useful for the public]
Nature of this deliverable (*Source: Alias Technical Annex p20 & 22***)**	
R	Report

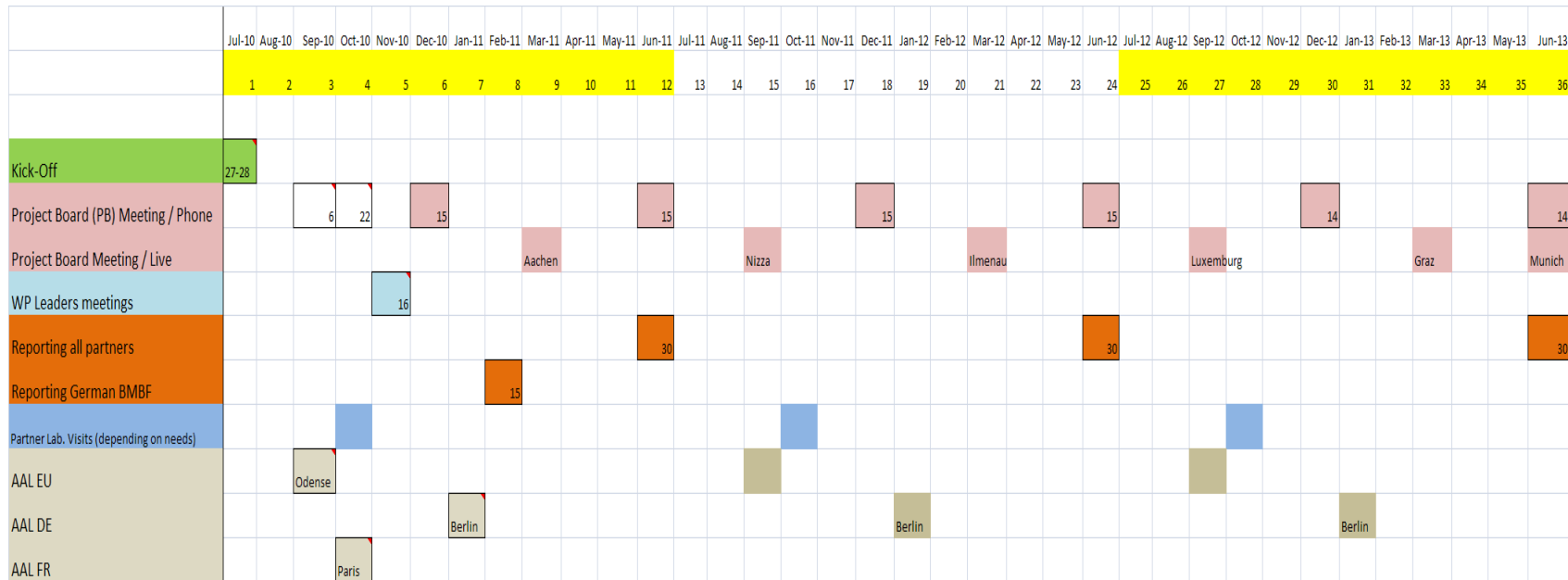| Due date of deliverable	31/08/10
Actual submission date	31/08/10
Evidence of delivery	Public website: http://www.aal-alias.eu/ Internal website: http://cotesys.mmk.e-technik.tu-muenchen.de/al/content/documents This is password protected. Access to the database can be granted to the relevant AAL CMU Scientific Officer or AAL national agency project officer
Evidence of delivery	

Contents

1 - Full Agenda – Version 31/08/2010

	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
Kick-Off	27-28																																			
Project Board (PB) Meeting / Phone			6	22		15					15							15						15						14						14
Project Board Meeting / Live									Aachen						Nizza						Ilmenau						Luxemburg						Graz			Munich
WP Leaders meetings					16																															
Reporting all partners											30													30												30
Reporting German BMBF								15																												
Partner Lab. Visits (depending on needs)				■												■												■								
AAL EU			Odense												■												■									
AAL DE							Berlin											Berlin													Berlin					
AAL FR				Paris																																

With a box dates are fixed

Only with a color code, the precise date has to be defined.

Main next dates:
- * 6 September 9am: Technical Phone conference (Jürgen, TUM)
- * 15 – 17 September 2010: AAL-Forum in Odense (Prof. Dr. Wallhoff, Lapp-Emden, Bourguignon)
- * 14/10 - AAL Brokerage event in Paris (Raphael Troncy, Eurecom)
- * 22/10/2010 @ 10 am: Full Project Board phone conference Meeting (Eric, TUM)
- * 16/11/2010 10am-5pm: Technical Meeting in Frankfurt near Airport (Jens, IUT)
- * 25/26 January 2011: AAL-Kongress in Berlin
- * 15/02/2011: German Partners - 1st intermediate report (financial and scientific) to the National Contact Point.
- * **30/06/2011**: First Project Report to AAL CMU

2 - Template quaterly report – Preparation of project board meetings

ALIAS	Quaterly Work Summary Report	Reporting Period (Project Months): 0-12
WP / please complete	Partner / please complete	Quarter: 1

Name of compiler	E-Mail of compiler	Submitted on
please complete	please complete	please complete

Part I – Activities and results

WP	Summary of work done (in workpackage)
WP please complete	
WP please complete	

Part II – Effort (in PM)

WP	Total PM in WP	Name of all experts who have worked in the respective workpackage and paid using AAL ALIAS funds
WP please complete		

Part III – Produced Deliverables and other results (this quarter)

Deliverables

Del.	Del. Id.	Planned date	Deliverable title
please complete			
please complete			

Publication details

Del.	Publication date	Confidentiality status	Published at	Remarks
please complete				
please complete				

Other important WP achievements

Publication, dissemination, standardization, patent, review, etc.	Date	Remark / Details
please complete		

Part IV – Assessment of workpackage progress / comments

3 - Mailinglists

Our mail system is featuring mailman for managing mailing lists and your subscriptions. **Please read all the following instructions carefully.**

Subscription/Unsubscription

To subscribe to or unsubscribe from one of these mailing lists, **you** simply have to send an email to the appropriate address, containing one of the names (see below) and the corresponding suffix:
LISTNAME-subscribe@aal-alias.eu
LISTNAME-unsubscribe@aal-alias.eu

For example (subscription):
If you want to subscribe to the alias-all-mailinglist, simply send an email to
alias-all-subscribe@aal-alias.eu
After this, you will receive an auto-reply email, requesting you to **verify your email address**.
Finally, the postmaster-team has to approve your subscription request manually. After this, you are registered and receive a welcome message with further instructions and information about the mailman list.

Activated lists

The following lists have been set up (pattern: LISTNAME@aal-alias.eu):

Mailinglist-Address	Topic	already subscribed	subscription link
alias-all@aal-alias.eu	all project partners		alias-all-subscribe
alias-wp1@aal-alias.eu	User Inclusion	Mr. Jeanrenaud	alias-wp1-subscribe
alias-wp2@aal-alias.eu	HMI	Mrs. Mangelinck	alias-wp2-subscribe
alias-wp3@aal-alias.eu	Dialogue Manager	Mr. Geiger	alias-wp3-subscribe
alias-wp4@aal-alias.eu	Net-based Services	Mr. Troncy	alias-wp4-subscribe
alias-wp5@aal-alias.eu	BCI	Mr. Hintermüller	alias-wp5-subscribe
alias-wp6@aal-alias.eu	Navigation	Mr. Kessler	alias-wp6-subscribe
alias-wp7@aal-alias.eu	Pilot & Prototype	Mr. Scheidig	alias-wp7-subscribe
alias-wp8@aal-alias.eu	Management	Mr. Wallhoff	alias-wp8-subscribe
alias-wp9@aal-alias.eu	Dissemination	Mrs. Lapp-Emden	alias-wp9-subscribe

NOTE:

The lists for the work packages have _NO_MEMBERS_ so far, except the corresponding moderators from the kick-off meeting. So please subscribe yourselves for the work packages you feel responsible for. However, you do not have to subscribe to a list to post messages to the members of this list.

Further Information

More information about mailman is provided here:
http://www.list.org/mailman-member/index.html

For technical problems, we have created the following list:
alias-webmaster@aal-alias.eu
Here you can contact our webmaster- and postmaster admin team responsible for the webservices and email lists. Please feel free to use this address to contact the team.

The corresponding File can be uploaded on the Alias internal website.