

TRANS-URBAN-EU-CHINA

Transition towards urban sustainability through socially integrative cities in the EU and in China

Deliverable

D6.3 Technical project communications tools

WP 6 Project Management

Task 6.3.1 Internal communication



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D6.3 Internal Communication and Communication Tools

This document provides an overview of the technical project management tools that were set up for the TRANS-URBAN-EU-CHINA project in order to ensure efficient project execution and communication. The focus of this document is the description of the tools to share and store documents and to communicate amongst consortium members. The external communication tools will be described in D5.1 Dissemination and exploitation strategy by EUR, D6.2 Project logo, templates and communication material and D6.4 Website and project presence in social media by IOER.

The TRANS-URBAN-EU-CHINA project has set up a number of tools that will be used throughout the project to coordinate and manage the projects activities. These tools are meant for internal use only and all partners have been granted access.

1 Email, Mailing Lists and Doodle

Internal day-to-day communication will be mainly based on e-mail. For email communication Mailman as Mailing List is used. As a widely used Open Source Tool it allows the sending and receiving of mails to and from a list of people.

The Mailman is provided by TU Dresden. Initially three different lists have been set up:

- a project-internal mailing list for general project organisation, management and general technical discussions trans-urban@groups.tu-dresden.de,
- a mailing list for the members of the steering board (for more information see Deliverable 6.1) sb-trans-urban-bounces@groups.tu-dresden.de and
- a mailing list for work package leaders and co-leaders to guarantee a smooth communication between the partners of a work package <u>wpl-trans-urban-bounces@groups.tu-dresden.de</u>

Additional lists will be created upon request.

The list information pages are available at:

https://mailman.zih.tu-dresden.de/groups/listinfo/trans-urban

https://mailman.zih.tu-dresden.de/groups/listinfo/sb-trans-urban

https://mailman.zih.tu-dresden.de/groups/listinfo/wpl-trans-urban

All participating researchers and management personnel have been added to the respective project-internal lists.

Doodle is regularly used to poll for project logo, project meetings, workshop dates, and so on.

2 Information Exchange Platform

For internal and external information exchange the TRANS-URBAN-EU-CHINA website was set up and is available under the domain http://transurbaneuchina.eu. Detailed information on the website is provided in Deliverable D6.4 (i.e. Website and project presence in social media).

For the internal exchange and upload of documents, a member's area is available on the website. The member's area is protected by username and password, and can be used to upload and download the following:

- Contact List
- Agenda, Reports on Workshops
- Documents (pdf, doc, xlsx)
- Logos
- Graphics (png, gif, tiff)
- Reports on Deliverables/Milestones
- Project Management Plan

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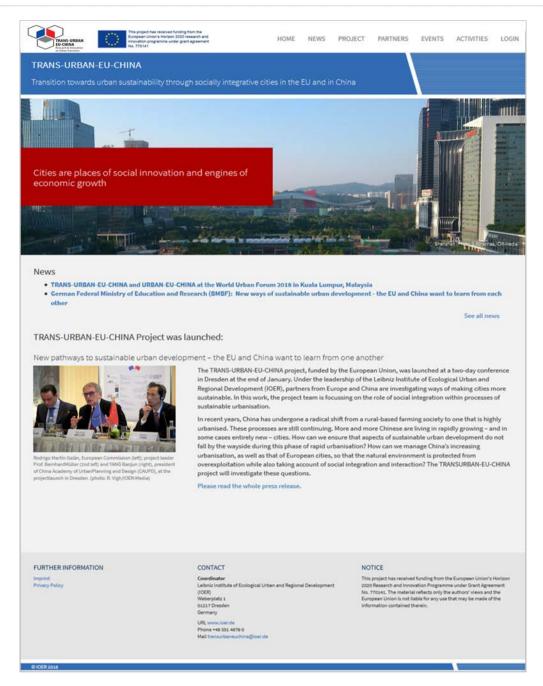


Figure 1: TRANS-URBAN-EU-CHINA website www.transurbaneuchina.eu

TRANS-URBAN-EU-CHINA Deliverable D6.3

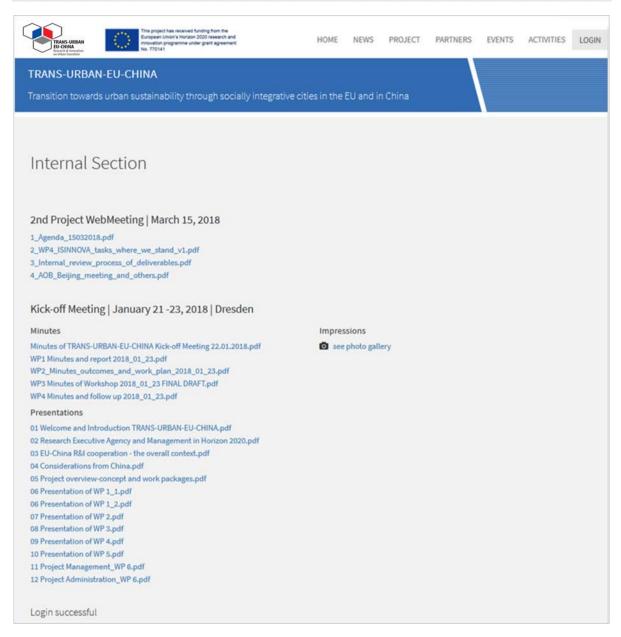


Figure 2: TRANS-URBAN-EU-CHINA website, internal section

3 Wechat Messaging and Official Accounts

For internal communication and project presence in social media, a Wechat Program including messaging group and official accounts are used (Figure 3). This is especially crucial for communication with Chinese partners.

As a multi-purpose social media tool, the Wechat messaging group allows instant and close contacts among all project partners via mobile and computer. It provides text messaging, hold-to-talk voice messaging, broadcast (one-to-many) messaging, video conferencing, sharing of photographs and videos, and location sharing (http://blog.wechat.com/). It can also integrate other social networking services such as Facebook, Linkedin, Twitter, Tencent QQ and so on. This offers an alternative internal communication tool.

In addition, a WeChat official account enables the TRANS-URBAN-EU-CHINA project to push its feeds to subscribers, interact with subscribers and provide them with services. There are three types of official accounts: a service account, a subscription account and an enterprise account (https://walkthechat.com/wechat-official-account-simple-guide/). This can facilitate project presence in social media.



Figure 3: WeChat Program of TRANS-URBAN-EU-CHINA

4 Adobe Connect Video Room

For remote meetings an Adobe Connect video room is used (Figure 4). As an Adobe product it allows video and telephone conferences and offers live sharing of documents and desktop sessions with a large number of participants. A recording function for conferences is available to allow absent users to watch. To participate in the web conference, users have to follow the following instructions:

Meeting-Room https://webconf.vc.dfn.de/trans-urban/

Please be aware of the following:

Please check your system and connection at least **one hour before the meeting**Please use **Meeting Applications** for Adobe Connect 9:

https://helpx.adobe.com/adobe-connect/connect-downloads-updates.html

You find further useful information here:

Adobe Connect Diagnostic Test:

https://webconf.vc.dfn.de/common/help/en/support/meeting_test.htm

Best practices | Using microphone and webcam in meeting:

https://helpx.adobe.com/adobe-connect/kb/practices-using-microphone-webcam.html

Client system requirements:

https://helpx.adobe.com/adobe-connect/tech-specs.html

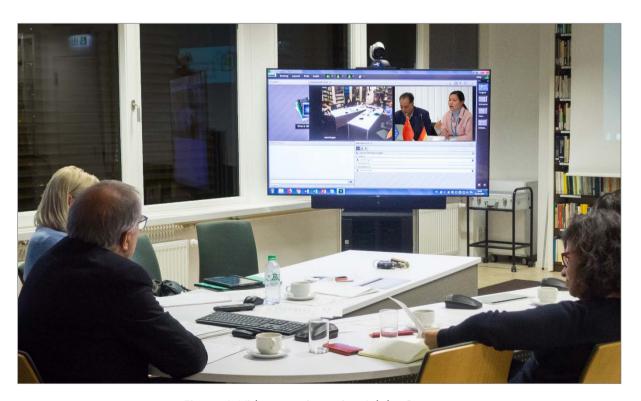


Figure 4: Video meeting using Adobe Connect

5 Skype

SKYPE will mainly be used for the day-by-day communication with the partners. Especially on work package level with less participants and when no documents have to be share online, SKYPE is used as a the alternative to Adobe Connect Video room. SKYPE can be used with and without video function.