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Coordinator Organisation	AIT Austrian Institute of Technology GmbH, Austria
Website	www.miraculous-life.eu



Miraculous-Life

Miraculous-Life for Elderly Independent Living

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Miraculous-Life Consortium

Miraculous-Life (Contract No. 611421) is a project within the 7th Framework Programme. The consortium members are:

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1 About this Document

The Miraculous-Life project handbook is a guideline for all Miraculous-Life partners. This document is an additional document to the Description of Work (DoW) which shall provide and summarize useful information for conducting the project. It provides additional information, but does not overrule the Consortium Agreement (CA) and the DoW.

2 Reporting

All internal and WP reports have to be uploaded to the corresponding folder at

[Miraculous-Life for Elderly Independent Living > Shared Documents > Work Packages > WP8 - Project Management > Reports](#)

Templates (Please, use always latest version!) can be found at

[Miraculous-Life for Elderly Independent Living > Shared Documents > Work Packages > WP8 - Project Management > Templates](#)

2.1 External Reporting to the EC

All external reports will be based on data provided by the partners and work package leaders at internal and WP reports. They will be edited by AIT. For the reports, input from all partners is needed. This information and additional information, if needed and asked for by the Project Coordinator, are to be delivered within the specified deadlines.

2.2 Internal Reporting

Each Party shall supply the PC quarterly a written report laying out the financial and personal resources and other data as requested by the PC used for the Project. Please use the template “ML_partner_reporting_template.xlsx” for internal reporting. Reports shall be uploaded on SharePoint to the Reporting Folder (see Link above) in the corresponding subdirectory (Q1_PM1-3, Q2_PM4-6, ...). Please rename your report as, e.g. “ML_partner_report_P01_AIT_Q01.xlsx”.

The quarterly reports are structured in the following way:

1. **Effort Reporting:** Used PMs per WP in the concerned quarter.
2. **Financial Reporting:** Spent financial resources (estimation) in the concerned quarter.
3. **Contentual Reporting:** Work done in the concerned quarter.

2.3 WP Reports

WP leaders shall provide monthly (at the end of each month) short reports on the status and progress of the WP. Please use template “ML_WP_reporting_template.xlsx” for WP reporting, upload the report on SharePoint to the Reporting Folder (see Link above) in the corresponding subdirectory (WP0, WP1, ...) and inform the PC. Please rename your report as, e.g. WP1_PM01 (= report for work package 1 for the first project month).

The report shall contain the following:

- Progress (of the deliverables),
- Work done, and
- Highlights, opportunities and possible risks and a proposal for a contingency plan.

3 Sprints & Scrums

The goal of applying the “Sprint” process as management tool in Miraculous-Life is to foster cooperation, to achieve goals and to remove unnecessary obstacles hindering progress.

It will be on Project Level, thus one representative per partner has to be available to report efforts, problems and planned work in short, bi-weekly Scrum meetings (at longest 30 minutes), which will be held using Skype.

3.1 The principles of Sprints & Scrums

3.1.1 Planning and setting up a Sprint

- It is planned once a month (beginning of month).
- It is led by a Sprint leader (each month another one - rotates on all partners in Consortium).
- The sprint leader suggests in cooperation with all WP leaders/partners new tasks and puts them in a new excel worksheet (Sprint document, see section 3.2.1). Furthermore, still open tasks from the last Sprint are copied from the old worksheet (if still relevant).
- New tasks need:
 - A task leader: Thus the sprint leader assigns in cooperation with the partners to each identified task a task leader.
 - Participants: Persons who will participate in the task.
 - Hours estimation: Number of hours the task will approximately take.

3.1.2 Executing the Sprint

- There will be a Scrum (Sprint meeting) every second week. Concrete Scrum dates are defined in the Miraculous-Life calendar

[Miraculous-Life for Elderly Independent Living > Calendar](#)

- Before the meeting each task leader updates the remaining hours per task.
- Before the meeting each partner has to provide a short report (in the common weekly Sprint report, see section 3.2.2) including the following:
 - Work done since last Scrum
 - Work planned before next Scrum
 - Problems

- In the scrum meeting, the focus will be on the tasks that do not go as planned (problems/issued raised in the reports).

3.2 Documents

3.2.1 Sprint document

The excel file for Sprint management file namely Workplan.xlsx can be found at

[Miraculous-Life for Elderly Independent Living > Shared Documents > Work Packages > WP8 - Project Management > Meetings > Bi-weekly Skype](#)

3.2.2 Bi-weekly Sprint Reports

The collected reports shall be stored on SharePoint for tracking purposes and for review by project management. Additional, the scrum meeting minutes should as a minimum contain the obstacles raised, action points, who is responsible for follow up of the obstacles, and when. Store it as a new file (naming: Skype_ + sprint report date. E.g. "Skype_13032014.docx") at

[Miraculous-Life for Elderly Independent Living > Shared Documents > Work Packages > WP8 - Project Management > Meetings > Bi-weekly Skype](#)

4 Deliverables

4.1 Deliverable Editor

The Editor (responsible person for deliverable) has the follow responsibilities:

- Plan the deliverable in the Deliverables List (Editor name, Reviewer name and Planned release data).
- Keep the Deliverables' List up-to-date.
- Flag problems to WP Leader.
- Avoid delays in deliverable production.
- Assure high quality (not a matter of length!).
- Coordinate deliverable production (you do not have to do it all alone!).

4.2 Deliverable Versions

Some deliverables are planned in different versions and releases (e.g. Version A, Version B, ...). The different versions are not planned as independent deliverables, but as ONE evolving document. Thus each version shall be an improvement of its previous version and not a totally new deliverable.

4.3 Deliverables List

The responsible partner for the deliverable (editor) is responsible for keeping all dates in the deliverable overview list up-to-date and delivering the deliverable on time. The deliverable overview list ("ML_Deliverable_Reviews.xlsx") can be found at

[Miraculous-Life for Elderly Independent Living > Shared Documents > Work Packages > WP8 - Project Management > Resources](#)

4.4 Deliverables Review Procedures

To assure high quality deliverables all deliverables shall be reviewed by a person from an organization not involved in the production of the deliverable. This might help to find "weaknesses" of the deliverables. Please use the Review Template ("Miraculous-Life_Internal_Review_Template.dotx"), which can be found at

[Miraculous-Life for Elderly Independent Living > Shared Documents > Work Packages > WP8 - Project Management > Templates,](#)

for documenting the review process and final approval before the release of the deliverable by the ST Manager.

4.5 Deliverable Template

The template to be used for all Miraculous-Life deliverables (“Miraculous-Life_Del_Template.dotx”) can be found at

[Miraculous-Life for Elderly Independent Living > Shared Documents > Work Packages > WP8 - Project Management > Templates.](#)

Please use for all deliverables the latest version from the Miraculous-Life SharePoint.

4.6 Software Deliverables

Some work packages contain not only written deliverables, but also software deliverables.

In general software deliverables need to fulfil following steps:

- The current software development status for each work package and/or partner is continuously stored in the SVN (see section 7.2)
- The source code (eventually binary files) that is checked in into the SVN has to fulfil syntactically correctness. In other words, it can be compiled and/or executed without any compilation errors or major exceptions.
- A software deliverable is a named SVN snapshot of the work package respectively module which fulfils syntactically and additional semantically correctness. To produce such a SVN snapshot the deliverable author has to create a named branch for the corresponding work package respectively module
- Additionally to the SVN snapshot a written documentation of the software deliverable is required. The deliverable documentation complements the existing specification and covers e.g. following topics:
 - The description of the SVN snapshot (location, revision number etc...)
 - Executions instructions and requirements
 - Configuration settings / used URL's and ports
 - Modification made on the database model
 - Test reports
 - etc ...
- The written documentation has to be uploaded to the SharePoint to the corresponding work package folder.

4.7 Deliverable References

Citing is an important issue when creating deliverables and documents. Please add references to cited text and figures to avoid copyright infringements and plagiarism. One

can cite text, which is copied word by word, as long as one does not exceed a couple of lines for reference purposes. The source must be cited in this case (either in the main text or in a footnote or as at the end of the document). The same applies to images.

5 Presentations

For all presentation in the course of the project the project template shall be used. The template (“Miraculous-Life_PPT_Template.pptx”) can be found at

[Miraculous-Life for Elderly Independent Living > Shared Documents > Work Packages > WP8 - Project Management > Templates.](#)

Please use for all presentations the latest version from the Miraculous-Life SharePoint.

6 Communication

6.1 Consortium Meetings

All partners shall be represented at each Consortium Meeting.

	<i>Host</i>	<i>Date</i>	<i>Location</i>
<i>Kick-off</i>	AIT	December 2013	Vienna
<i>2nd Consortium Meeting</i>	ORBIS	June 2014	Sittard
<i>3rd Consortium Meeting</i>		December 2014 / January 2015	
<i>4th Consortium Meeting</i>		June 2015	
<i>5th Consortium Meeting</i>		December 2015 / January 2016	
<i>6th Consortium Meeting</i>		June 2016	
<i>Final Meeting</i>	AIT	November 2016	Vienna

Table 1: Consortium Meetings Planning

In the table one can see the dates and locations of all Consortium meetings.

Each Consortium meeting shall be hosted by different partner. Date of following Consortium meeting will be decided in the EB meeting at the Consortium meeting.

To share costs between all partners, catering costs at the meeting will be paid by attendees.

6.2 Emailing lists

In Table 2 all existing Emailing Lists for Miraculous-Life are listed. It is important to keep all these lists up-to-date to keep the information flow! Thus please keep the Contact List (see section 6.4) up-to-date and inform either Miroslav Sili (miroslav.sili@ait.ac.at) or Andreas Hochgatterer (andreas.hochgatterer@ait.ac.at) of changes in order to update the Emailing Lists.

<i>Level</i>	<i>Email</i>	<i>Purpose</i>
<i>Miraculous-Life Consortium</i>	all@miraculous-life.eu	For distribution of information regarding the whole project and thus interesting for all persons involved in Miraculous-Life.
<i>WP1</i>	wp1@miraculous-life.eu	For information concerning WP1.
<i>WP2</i>	wp2@miraculous-life.eu	For information concerning WP2.
<i>WP3</i>	wp2@miraculous-life.eu	For information concerning WP3.
<i>WP4</i>	wp3@miraculous-life.eu	For information concerning WP4.
<i>WP5</i>	wp4@miraculous-life.eu	For information concerning WP5.
<i>WP6</i>	wp5@miraculous-life.eu	For information concerning WP6.

WP7	wp6@miraculous-life.eu	For information concerning WP7.
WP8	wp7@miraculous-life.eu	For information concerning WP8.

Table 2: Emailing Lists

In the table one can see all existing Email distribution lists for Miraculous-Life.

6.3 Skype

Skype¹ shall be used as major communication tool as usage is free, it is widely used and application fairly easy. Partners' Skype contacts can be found in the Miraculous-Life contact list mentioned in section 6.4. Skype is a software application that allows users to make voice and video calls and chats over the Internet, whereas calls to other users within the Skype service are free.

6.4 Contact List

A contact list ("Mailing List.xlsx") of all partners can be found at

[Miraculous-Life for Elderly Independent Living > Shared Documents > Work Packages > WP8 - Project Management > Communications](#)

Please keep this list up-to-date and add all colleagues who are involved in Miraculous-Life.

6.5 Meetings

Meetings of Consortium Bodies (PMB, EB) are held as stated in the CA.

6.5.1 Planning and Preparation

A detailed agenda shall be uploaded to the corresponding meeting folder at

[Miraculous-Life for Elderly Independent Living > Shared Documents > Work Packages > WP8 - Project Management > Meetings](#)

by the meeting convener/leader, who has to be appointed, when organizing the meeting.

Information needed by all participants shall be provided beforehand to ensure good meeting preparation.

6.5.2 Minutes

For all meetings minutes shall be taken and provided. The person responsible for taking the minutes shall be appointed beforehand. The minutes shall be uploaded to the corresponding meeting folder after the meeting. Please use the minutes template "Miraculous-Life_Minutes_Template.dotx", which can be found at

[Miraculous-Life for Elderly Independent Living > Shared Documents > Work Packages > WP8 - Project Management > Templates.](#)

¹ <http://www.skype.com/>

6.6 Project Language

The project language of Miraculous-Life is **English**. There is no problem to hold meetings in any other language, if acceptable for all meeting attendees. If the outcome is important for all Consortium partners minutes in English have to be provided.

7 Infrastructure

The following tools shall be used in Miraculous-Life. The tools are provided and maintained by AIT, whereas it is every partners' responsibility to avoid chaos. This section is just an addition to the Description of Work providing definitive links.

7.1 SharePoint

In the course of the project Microsoft SharePoint² will be used for file and data management. The link for the SharePoint is:

<https://portal.ait.ac.at/sites/Miraculous-Life/default.aspx>.

If there are new colleagues working for Miraculous-Life, please inform AIT to administer access.

7.2 Version Control

The SVN for commonly shared code can be found at

<https://dev.arcsmed.at/svn/miraculous-life/>

and

<https://dev.arcsmed.at/track/miraculous-life/>

, respectively.

For Login Data please contact Lukas Roedl (Lukas.roedl@ait.ac.at).

7.3 Documentation

Documentation is regarded a main concern in collaborative software development endeavors by the Miraculous-Life consortium. For an evolving documentation the Wiki in Trac will be used.

² <http://sharepoint.microsoft.com/en-us/pages/default.aspx>

8 Boards and Roles

The Boards and Roles are defined in the document “ML_Boards_and_Roles.xlsx” and can be found at

[Miraculous-Life for Elderly Independent Living > Shared Documents > Work Packages > WP8 - Project Management > Boards and Roles](#)

9 Project Months Conversion

Project Start date: **1st of December 2013**

Project End date: **30th of November 2016** (36 months project)

<i>Project Month</i>	<i>Real Period</i>	<i>Project Month</i>	<i>Real Period</i>
PM01	DEC'13	PM19	JUN'15
PM02	JAN'14	PM20	JUL'15
PM03	FEB'14	PM21	AUG'15
PM04	MAR'14	PM22	SEP'15
PM05	APR'14	PM23	OCT'15
PM06	MAY'14	PM24	NOV'15
PM07	JUN'14	PM25	DEC'15
PM08	JUL'14	PM26	JAN'16
PM09	AUG'14	PM27	FEB'16
PM10	SEP'14	PM28	MAR'16
PM11	OCT'14	PM29	APR'16
PM12	NOV'14	PM30	MAY'16
PM13	DEC'14	PM31	JUN'16
PM14	JAN'15	PM32	JUL'16
PM15	FEB'15	PM33	AUG'16
PM16	MAR'15	PM34	SEP'16
PM17	APR'15	PM35	OCT'16
PM18	MAY'15	PM36	NOV'16

Table 3: Project Months Conversion

Use this table as a help for conversion of project months (**Mx** or **PMx**) to real periods.

References