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D6.1 Communications Guidelines and Tools

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Glossary of Terms

BUW	Bauhaus-Universität Weimar, Germany
DoW	Description of Work
EADS	EADS Innovation Works, Germany
EC	European Commission
FhG-IAO	Fraunhofer Institute for Industrial Engineering, Germany
ICCS	Institute of Communications and Computer Systems, Greece
MPG	MPI for Biological Cybernetics, Germany
PC	Project Coordinator
PO	Project Officer
TAS-I	Thales Alenia Space Italia S.p.A, Italy
UB	University of Barcelona, Spain
UNott	University of Nottingham, UK
VTT	Valtion Teknillien Tutkimuskeskus, Finland
WP	Work Package

Executive Summary

This is D6.1 Communication Guidelines and Tools of the FP7 project **VR-HYPERSPACE (AAT-285681)**. This work was carried out as part of WP6 Communication, Dissemination and Future Roadmap, specifically Task 6.1, of which the main objectives are to set up the necessary infrastructure for the project members to communicate effectively between each other. It provides an overview of the project, the roles of the partners, the project management structure and decision making procedure, and guidelines and tools for communication, dissemination, progress reporting and deliverables.

1. Introduction

This is D6.1 Communication Guidelines and Tools of the FP7 project **VR-HYPERSPACE (AAT-285681)**. It summarizes work carried out as part of WP6 Communication, Dissemination and Future Roadmap, and specifically Task 6.1 Communication between the Partners, of which the main objectives are to set up the necessary infrastructure for the project members to communicate effectively between each other. This deliverable presents:

- an overview of the project
- the roles of the partners
- the project management structure and decision making procedure
- communication and dissemination guidelines and tools
- reporting and deliverable guidelines and tools

2. VR-HYPERSPACE overview

The innovative use of Virtual Reality (VR) to increase Human comfort bY changing the PERception of self and SPACE - VR-HYPERSPACE - presents a profoundly new approach to the issue of aircraft passenger comfort for the second half of this century.

The overall aim is to carry out fundamental research and development leading to a paradigm shift in relation to passenger comfort. Bringing together state of the art research in neuroscience, psychology of perception, and future visions of virtual and mixed reality technologies, we will investigate the use of positive illusions that will enable the passenger to feel well, in an extended or alternative space, able to carry out a variety of activities and still feel comfortable while in a limited space.

The objectives are as follows:

Objective 1: Passenger 2050 and beyond

To understand the requirements of Passenger 2050 and beyond, in terms of the activities they are likely to want to do to support business and social mobility, and therefore to define the requirements for the future use of immersive technology in the interior space of an airborne vehicle.

Objective 2: Comfort and self representation

To investigate the relationship between a person and their virtual representation in a multi-sensory environment in order to explore whether changing a person's virtual self to appear more comfortable can change a person's perceived level of comfort and physiological state.

Objective 3: Comfort and perception of space

To investigate whether we can change a person's perception of volume and provide the illusion of a more spacious cabin by altering visual cues even in the presence of strong motion cues such as turbulence and in a confined space.

Objective 4: Comfort and perception of others and their environment

To investigate new functionalities to improve level of comfort, through enabling the passenger to personalise their space and interact with others.

Objective 5: Evaluation of current and future technological approaches

To develop and apply innovative evaluation approaches to test emerging and future breakthrough immersive technological concepts using virtual prototyping, physical prototyping and mixed-mode prototyping.

Objective 6: Research Roadmap

To provide a Research Roadmap to support the competitiveness and sustainability of Europe's Aerospace industry by providing the steps required to develop current and future immersive technologies and applications for the use in aircraft cabins.

3. VR-HYPERSPACE consortium partners

The VR-HYPERSPACE consortium consists of 9 partners from 6 countries around Europe as follows:

1. University of Nottingham (UNott), UK
2. Fraunhofer Institute for Industrial Engineering (FhG-IAO), Germany
3. Valtion Teknillien Tutkimuskeskus (VTT), Finland
4. Bauhaus-Universität Weimar (BUW), Germany
5. Institute of Communications and Computer Systems (ICCS), Greece
6. University of Barcelona (UB), Spain
7. MPI for Biological Cybernetics (MPG), Germany
8. Thales Alenia Space Italia S.p.A (TAS-I), Italy
9. EADS Innovation Works (EADS), Germany

A picture of the consortium is shown in Figure 1 below from the Kick off meeting in Barcelona, November 2011 (see VR-HYPERSPACE D7.1 www.vr-hyperspace.eu).



Figure 1: VR-HYPERSPACE Consortium

4. Project Structure

The management structure of the project is shown in Figure 2: VR-HYPERSPACE structureFigure 2 below.

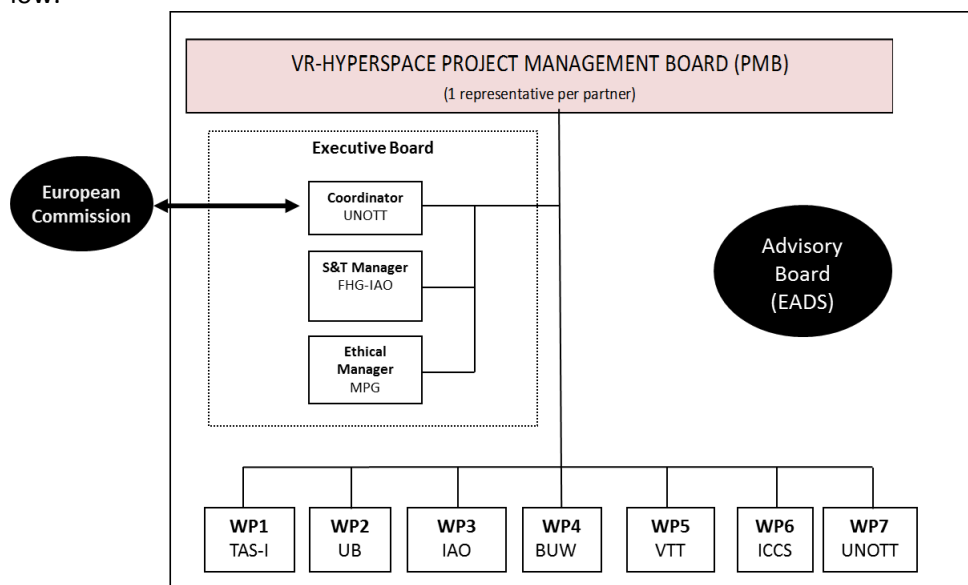


Figure 2: VR-HYPERSPACE structure

4.1. *European Commission*

The Project Officer of VR-HYPERSPACE is Dr. Christiane Bruynooghe from the Aeronautics, Directorate-General for Research and Innovation.

4.2. *Executive Board*

The Executive Board consists of the Project Coordinator (PC), Scientific and Technical (S&T) Manager and the Ethical Manager.

The Project Coordinator is Dr. Mirabelle D’Cruz (UNott). The responsibilities of the PC are as follows:

- Primary link between the Project and EC
- Providing information to the Commission on progress and feeding back information from the Commission to the PMB;
- Implementing the decisions of the PMB;
- Performing the financial and administrative co-ordination of the project including project plans, cost statements, budgetary overviews, internal and external communication, progress reports and milestone reports;
- Calling, chairing and documenting the PMB and Project meetings; and
- Supervising the progress of the project by monitoring progress against the project plan.

The Scientific and Technical (S&T) Manager is Dr. Matthias Bues (FhG-IAO). The responsibilities of the S&T manager are as follows:

- Ensures the quality of the S&T direction of the project;
- Coordinate the research work carried out, keeping strictly to the pre-defined timetable;
- Monitor the technical roll-out of the workplan and adopt actions to correct deviations;
- Promote and approve the presentation of papers at conferences and symposia and support high level dissemination of project results.
- Keep up-to-date the work breakdown, the planning of budgets and track progress on a regular basis; and
- Supervise the preparation of deliverables and of documents.

The Ethical Manager is Dr. Betty Mohler (MPG). The responsibilities of the Ethical manager are as follows:

- Responsible for managing and monitoring ethical aspects throughout the duration of the project;
- Overseeing the promotion of gender equality in the project; and
- Contribute to the Research Roadmap any perceived ethical issues foreseen for the future implementation of the results.

4.3. *Project Management Board (PMB)*

PMB is ultimately responsible for the management of the project and consists of one senior representative from each partner in the consortium as follows:

1. UNott – Mirabelle D’Cruz (PMB chaired by Project Coordinator)
2. FhG-IAO - Matthias Bues
3. VTT - Kaj Helin

4. BUW – Bernd Froehlich
5. ICCS – Giannis Karaseitanidis
6. UB – Mel Slater
7. MPG – Betty Mohler
8. TAS-I – Enrico Gaia
9. EADS – Michael Olbert

The responsibilities of the PMB include:

- Agree all key decisions concerning the project, activity plans and budget;
- Ensure the effective integration of WPs;
- Review reports on the activities carried out since the previous meeting;
- Monitor overall progress of WPs against objectives and timescales;
- Provide liaison between relevant stakeholders such as industry and national governments, establishing any necessary contacts required;
- Assessing, supporting and guiding the performance of the project on a strategic level covering the planning, control, financial, technical and scientific matters as well as exploitation and dissemination;
- Approving the project plan and any changes of the plan;
- Resolving possible conflicts and achieving consensus on project issues;
- Deciding on the procedures, operational rules, technologies and standards to adopt in the project;
- Monitoring the performance of the project and insuring the quality of the procedures and results;
- Proposing recommendations and directions to improve the project management; and
- Managing risks

The PMB will have regular 6 monthly meetings although any partner can call an extraordinary PMB meeting. At these meetings the status of the project will be reviewed with respect to the milestones, updated deliverables, and quality checks. On a regular basis, the PMB members will communicate via telephone, Skype conferences and email. All decisions of the PMB will be taken with two-third majority votes, though the objective is unanimity. Quorum of the PMB meetings is two-third of its members.

The PMB has the authority to dismiss WP Leaders in case of major deviations from the agreed plan of work, provided it can suggest an alternative person and have this person approved by a two-third majority of the partners. The PMB takes major contractual decisions, such as modification of partner budgets, removal or replacement of partners, retaining of payment for partners not properly performing, etc.

4.4. WP leaders and Task Leaders

There are 7 workpackages (WPs). The WPs and task leaders are shown as follows:

WP1 Passenger 2050 and beyond (TAS-I), Task leaders: VTT, EADS, UNott

WP2 Sensation of Comfort (UB), Task leaders: UB, MPG, UNott

WP3 Technological Concepts (FhG-IAO), Task leaders: UB, MPG, BUW, FhG-IAO

WP4 Whole Experience Integration (BUW), Task Leaders: BUW, FhG-IAO, MPG

WP5 Evaluation of overall experience (VTT), Task leaders: UNott, VTT, TAS-I

WP6 Communication, Dissemination and Future Roadmap (ICCS), Task leaders: UNott, EADS, ICCS

WP7: Project Management (UNott), Task leaders: UNott, FhG-IAO, MPG

The responsibilities of the WP and task leaders are as follows:

- Detailed implementation of WPs and tasks;
- Preparation of the corresponding deliverables;
- Reporting progress at meetings and in management reports;
- Logging major decisions related to any deviation to the work plan;
- Coordinating the activities of the task leaders;
- Task Leaders assist the WP leaders in planning, managing and performing their respective tasks in the WP context;
- Highlighting any partners whose contributions are of insufficient or of unacceptable quality; and
- The WP leaders report to the Executive Board and PMB (if the latter requires more detailed information on some issue).

4.5. Aviation Advisory Board (AAB)

The Aviation Advisory Board (AAB) is chaired by Michael Olbert (EADS) and consists of up to 10 relevant stakeholders. A number of candidates have been contacted and the AAB will be established early next year. The responsibilities of the AAB are to attend an annual meeting around M9 (June, 2012), M18 (March, 2013) and M27 (Dec, 2013). They will provide feedback from an industrial view point of the progress of the concepts, and support the roadmap towards fulfilling long term industry perspectives.

4.6. Summary of decision-making process

There are 3 hierarchy layers, each with clearly defined responsibilities, striving to *balance control and delegation of responsibility*

1. At the *strategic level* decisions and monitoring are made by the PMB (with support from the AAB)
2. Daily overall administration and coordination of the project is performed by the Executive Board which includes the Project Coordinator, S/T Manager and Ethical Manager;
3. At WP level the management is the responsibility of the WP Leaders and Task Leaders

5. Communication and Dissemination guidelines and tools

5.1. Internal Communication

The consortium partners will communicate through a variety of meetings as follows:

- On-line technical meetings - at discretion of WP and task leaders;
- On-line project meetings - 3 monthly for Executive Board and WP and task leaders to ensure a continuous and common view on the project progress, results and problems;
- Physical Project Meetings - twice a year held by partner organizations on a rotation basis (Turin, Stuttgart, Tampere, Weimar, Athens, Barcelona);
- PMB meetings - twice a year in combination with Project Meetings; and
- Aviation Advisory Board - once a year physical meeting at M9, M18 and M27

To communicate effectively and efficiently the project uses the following internal communication tools.

1. ProjectPlace (PP) - <http://www.projectplace.com/>

ProjectPlace (PP) is an online communication tool that allows you to manage single or multiple projects through various functions to optimise project collaboration. The key features of PP which we will use for VR-HYPERSPACE include:

- Project Overview where the project progress, latest tasks and meetings can be seen on the front page.
- Document repository where all partners can access at anytime the latest version of documents. They can upload new documents, edit and comment. They can send it for review to different mailing lists in PP.
- Meetings calendar can be used to schedule meetings. Partners can invite different people to select dates and times and this can be sent as a reminder in their Outlook calendars.
- People section consists of pictures and contact details of all the people involved in the project. This helps the partners to get to know each other better and also enables various mailing lists to be established so that group mails can be sent by the partners. The groups are currently:
 - “All” – for project-wide announcements including all people associated with the Project
 - “Project” for emails related to the RTD aspects of the project
 - “PMB” for emails to the Project Management Board
 - “Administration” for emails related to the legal, financial and contractual aspects of the project

2. On-line meeting facilities include the following:

- Skype (<http://www.skype.com>) has free access and is optional for small group communication. It supports messaging, audio and video conferencing effectively for up to 25 people (although it depends on your network). It is recommended for small groups between 5 – 12 people.
- Go-To-Meeting (GTM), WEBEX and Adobe Connect provide conference facilities and desktop sharing with a variety of features (white board, annotations, etc.). These facilities are being tested against the security issues related to some organisations.

5.2. External Communication

External communication will be carried out regularly via the Project Website: www.vr-hyperspace.eu, which will consist of project information, latest news, videos, press releases, leaflets and results. Press releases will be drawn up at appropriate times during the project and distributed to relevant press. Relevant conference, events and publications will be listed in PP and targeted when project results become available.

5.3. Publication Procedure

30 days before publication of any article, poster, press release, etc., the author should upload the document to PP. Using a descriptive file name (e.g. authors, short title, event acronym, publication date), they must request review from the PMB with the deadline in 30 days. Following the review, if there are no objections, then the publication is approved. No comment after 30 days means acceptance. After publication they must complete the excel table of publications on PP.

Please add to all VR-HYPERSPACE or associated papers the following in the acknowledgements: **“The research leading to these results has received funding from the EC FP7 project VR-HYPERSPACE (AAT-285681 www.vr-hyperspace.eu)”**.

6. Reporting and Deliverable guidelines and tools

6.1. Progress Reporting

Progress will be monitored throughout the project during the three monthly on-line or physical meetings. In addition every six months a Periodic Activity and Management report will be compiled based on the reports of the WP leaders. This report will cover technical progress, results, deliverables, dissemination, exploitation and quality aspects as well as compliance with the work plan. Progress of the task will be reported in terms of percentage of completion and estimated time to completion, deviations from agreed time scales and corrective actions.

This report will be submitted internally every 6 months and to the Project Officer annually as D7.2. The 6-monthly work plans presented in the Activity and Management Reports will be presented at the Project Meetings and agreed by the PMB. Any deviations and corrective actions to the workplan will be presented to, and agreed by the PO.

The PMB will define and review procedures for identification, collection, indexing, access, filing and maintenance of all documents and information relating to the project. The information will be in the Project Handbook and supported by PP.

At month 18 the Project Coordinator will submit all the financial data to the EC to review.

A final report will be submitted to the EC at the end of the project summarizing the work achieved, and indicating the intentions of the project consortium concerning the future exploitation of the project results.

6.2. Project Deliverables

There are 29 deliverables as shown in Table 1 below.

Table 1: List of Deliverables

Del. No.	Deliverable name	WP	Nature	Level	Date
D1.1	Report of current scenarios and case definition (M6) UNott	1	Report	Public	M6
D1.2	Report of future light, display and new media technologies in interior spaces of airborne vehicles (M6) EADS	1	Report	Restricted	M6
D1.3	Report of future scenarios and case definition (M12) TAS-I	1	Report	Restricted	M12
D2.1	Literature Review of self embodiment and extended volume space (M9) UB	2	Report	Public	M9
D2.2	Experimental Input for integration into Prototype (M18) UB	2	Other	Confidential	M18
D2.3	Final Overall Report of Experimental Results (M24) UB	2	Report	Confidential	M24
D3.1	Self-Perception Technical Setup (M24) (UB)	3	Prototype	Confidential	M24

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D3.2	Volume of Space Technical Setup (M24) (MPG)	3	Prototype	Confidential	M24
D3.3	Acquisition and Virtual Representation of Passenger Technical Setup (M24) (UB)	3	Prototype	Confidential	M24
D3.4	Cabin Environment Technical Setup (M24) (FhG-IAO)	3	Prototype	Confidential	M24
D4.1	3D models of a future airplane and various interior parts (M24) (BUW, FhG-IAO)	4	Prototype	Confidential	M24
D4.2	Virtual Prototype Technical Setup (M30) (BUW)	4	Prototype	Confidential	M30
D4.3	Physical Prototype (M30) (FhG-IAO)	4	Prototype	Confidential	M30
D4.4	Integration of Virtual reality equipment and mobile devices into MPS motion Simulator (M30) (MPG)	4	Prototype	Confidential	M30
D5.1	Evaluation methods and plan (M12) (UNott)	5	Report	Public	M12
D5.2	Final user evaluation report (M36) (VTT)	5	Report	Restricted	M36
D5.3	Partial methods report for inclusion in Roadmap(M30) (VTT)	5	Report	Restricted	M30
D6.1	Communication Guidelines and Tools (M03) (UNott)	6	Report	Public	M03
D6.2	Advisory Board Annual Report (M12, M24) (TAS-I)	6	Report	Public	M12, M24
D6.3	Dissemination Manual (M6) mid-term and final reports (M18, M36) encompassing guidelines, procedures and dissemination material (ICCS)	6	Report	Public	M6, M18, M36
D6.4	VR-Hyperspace Research Roadmap (M36) (ICCS)	6	Report	Public	M36
D7.1	Kick-off Meeting, Barcelona (UNott)	7	Report	Public	M01
D7.2	Project Management and Activities Report (Annual Report) (M12, 24, 36) (UNott)	7	Report	Confidential	M12, M24, M36
D7.3	Ethical issues (M30) (MPG)	7	Report	Confidential	M30

The deliverables submission process is shown in Figure 3 below.

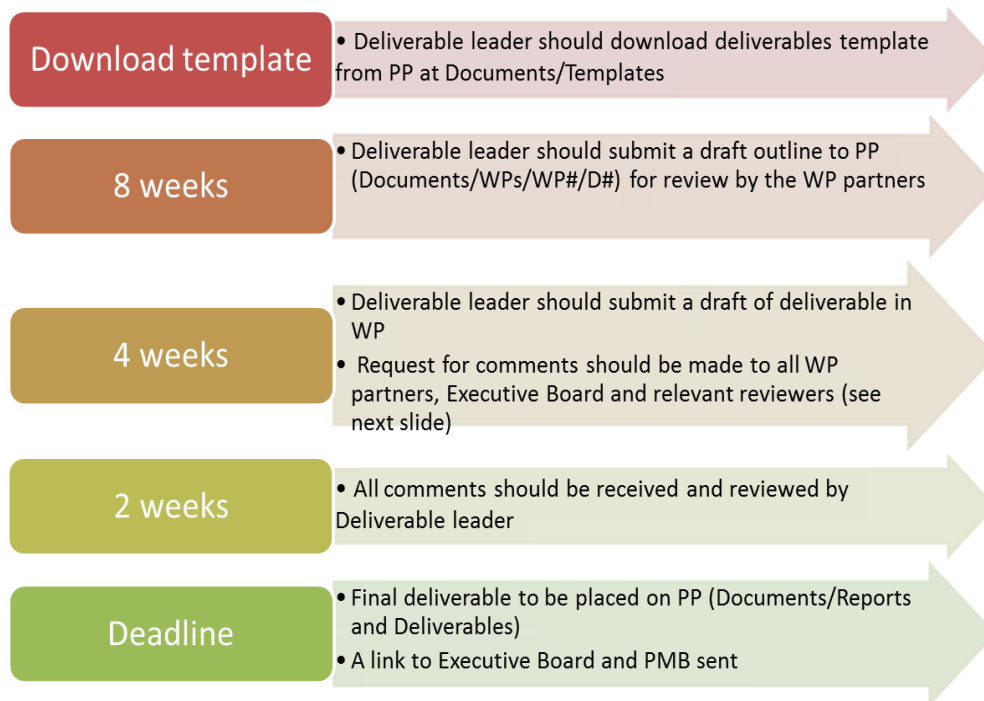


Figure 3: Deliverables submission process

6.3. Quality Assurance

The quality plan has been defined by the Executive Board and based on ISO-9001. It has been defined to verify the effectiveness and compliance with planned objectives. To support the deliverable leader in ensuring the consistency and quality of the deliverables, each partner is requested to review specific deliverables. The deliverable leader will send a request when the draft of the deliverable is ready. The request will be sent to the PMB member who can nominate someone from their organisation. The partner should respond within 2 weeks via PP in order to provide the deliverable leader enough time to incorporate any major changes. Comments should consider the following: (i) relevance to objectives (does the deliverable match the objectives listed in the DoW); (ii) presentation of results (missing chapters, subjects, results); and (iii) deliverable layout/spelling/format (structure of contents, written English, consistency of format). “Draft” deliverables are reviewed by the Executive Board and approved by PMB and sent to PO.

Financial management will be carried out by UNott which has substantial experience of coordinating and managing EU projects. All reports (management reports and deliverables) will conform to a common format and identity.

6.4. Risk Management

The Executive Board will perform the risk management activities in coordination with the PMB. An initial risk assessment was performed during proposal preparation and the results will serve as a baseline for the project's later Risk Management Plan. Risk management will be a continuous task performed during the whole project runtime, incorporating assessment of the risks and measures as well as definition and execution of risk recovery actions. The Risk Management Plan will be updated at least every 6 months and will be included in the annual progress reports.

7. Conclusions

This deliverable presents the communication guidelines and tools for the VR-HYPERSPACE project. The information listed in this document and relevant links to reference material for the project partners is presented in the “Project Handbook” which has been placed on “ProjectPlace” (see section 5.1) the project’s on-line communications tool. The guidelines will be continuously reviewed in the six monthly progress meetings and updated accordingly in the Project Handbook so that the information is kept up-to-date for the partners.

References

VR-HYPERSPACE (2011) D7.1 Kick off meeting, Barcelona. Public Deliverable 7.1 submitted as part of the VR-HYPERSPACE (AAT-285681) project, www.vr-hyperspace.eu