R / TE

REDUCING INTERNET TRANSPORT LATENCY

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Contents:
Deliverable 5.1. Interim report on deployment and use of the project management tools. Report that describes the project management tools and show how they will enhance project communication efficiency.

Project Management Tools

In order to execute a project successfully, the project management team should be supported by a set of tools. The use of such tools usually makes the project managers' work easy as well as assisting in the standardisation of work processes for the coordinator and the consortium members. Below, we have described the management tools used by the RITE project.

The RITE internal Wiki

The wiki is for internal use and is hosted locally at Simula Research Laboratory. It is only accessible for registered, pre-created users, and is only accessible using HTTPS/SSL. For the project members the wiki is meant to function as their private discussion central and idea sharing venue. In addition, the wiki facilitates several central collaborative functions for the project. Presently, the wiki contains information on the following topics:

Research Topics

- Work Packages: Here, we keep track of the status of topics that the consortium is working on, and who is collaboration on each of the topics.

- Datasets: Links to where the consortium members can find datasets to help in their research questions.

- Papers: A list of papers that has been submitted in the context of RITE. When a new paper is planned by one of the partners, an extended abstract is published here, so that the partners can agree to its publication in accordance to the consortium agreement.

- Research-relevant links

Administrative Topics

- Project meetings: To keep track of both recurring audio conferences and scheduled project meetings.

- Deliverables: Deadlines for internal review and final submission of each of the deliverables, as well as the description and status of the deliverable.

- What to publish on the website: Guidelines for what, when and how output of the project should be published at the project website.

- Partners/People: An updated list of who is working on the project, and contact information.

- Modes of operation from Brussels: Guidelines for when to contact the coordinator, and when to contact the Project Officer. This will be updated as routines form for the collaboration between the partners and the Project Officer.

Collaboration tools

- Mailing lists: The addresses and descriptions of the project mailing lists.

- Bitbucket / git: How to use the chosen code and document collaboration tool of the project, as well as links to recommended software.

- Website: Information about the website solution, and how to update the website.

- Wiki: Information about how to use the wiki itself.

We also plan to use the wiki as a means for reporting effort invested by each partner in RITE. This system is still under development, but will shortly be ready for the partners to use.

RITE Mailing Lists

We have four mailing lists for different uses in the collaboration:

rite-research@ifi.uio.no	All researchers in the RITE project
rite-mgmt@ifi.uio.no	All researchers in RITE + management connected to the project
rite-finance@ifi.uio.no	All researchers in RITE + financial officers connected to the project
rite-sab@ifi.uio.no	Members of the RITE scientific advisory board

Version control and code sharing system

We have chosen git hosted by Bitbucket[1] as our collaboration tool for code, papers and reports. Bitbucket provides encrypted transfer (SSL) and private repositories with detailed ACL options. Git is also a version control system that suits the project well, since much of the work is performed on the Linux kernel, the software project git was developed for. If the consortium agrees to release code as open source, this can easily be achieved by switching a repository to public status. There are a wide range of available clients for git, supporting all common computer platforms, and providing the level of detail needed by both advanced users and for very basic use.

RITE Website

We have chosen to host the project web pages at Wordpress[2]. SRL has registered the domain name *www.riteproject.eu* for the project. The interface provided by Wordpress has ACL functionality allowing each partner to update content individually. Using the Wordpress administrative GUI, each partner can update static pages or create news posts that will be dynamically posted on the index page of the website. We have acquired a logo and visual profile for RITE that, in a few weeks, will be used for the website and all promotional material of the project. A calendar listing all public events relevant to the project will also be available from the webpages.

The website is updated monthly with new information on the following:

- Papers

- IETF-participation/contributions

- Talks

- (New) People

- Datasets/code made public.

Audio conferences

The RITE consortium holds a teleconference every 4th week to keep track of the project progress. Currently, we use a combination of Skype and the public service telephone network via a system provided by BT. This system can be accessed at local calling rates (or using a local toll-free number) from all the participating partners' countries.

Simula Research Laboratory is currently in negotiations for acquiring a reliable video conferance system that all RITE partners can use without any investments. This solution should provide the tools and flexibility needed for many-to-many video conferences within the project. We hope that this solution is in place within the next few months.

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[1] https://bitbucket.org/
[2] http://www.wordpress.com