

Public and internal project websites; graphic designs and templates

Deliverable Report D6.1



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P2ENDURE

Plug-and-Play product and process innovation for Energy-efficient building deep renovation

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Colophon

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Publishable executive summary

This report describes the deliverable D6.1 “Public and internal project websites; graphic designs and templates”. It also contains the corporate design, presentation and report templates to be used throughout the duration of the project.

Deliverable D6.1 covers:

- P2ENDURE public website
- Links to social media
- Protocols for Content Management System (CMS) and updates of the public website
- P2ENDURE SharePoint internal website for information sharing among the consortium partners
- Access and instructions to use the SharePoint site
- P2ENDURE logo and corporate design
- P2ENDURE presentation and document templates

List of acronyms and abbreviations

- **CMS:** Content Management System
- **DoA:** Description of Action
- **EASME:** Executive Agency for Small and Medium-sized Enterprises
- **EPBD:** Energy Performance of Buildings Directive
- **IPR:** Intellectual Property Right

Definitions

Not applicable

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1. Public and internal project websites

1.1 Introduction

Deliverable D6.1 “Public and internal project websites; graphic designs and templates” is a result of Work Package 6 “Communication, dissemination and synergy” of the P2ENDURE project.

The deliverable covers:

- P2ENDURE public website
- Links to social media
- Protocols for Content Management System (CMS) and updates of the public website
- P2ENDURE SharePoint internal website for information sharing among the consortium partners
- Access and instructions to use the SharePoint site
- P2ENDURE logo and corporate design
- P2ENDURE presentation and document templates

1.2 P2ENDURE Public Website

The public website will act as a communication and dissemination channel for the project’s results and for involving and enlarging the stakeholders’ community. In addition, it will serve as the main interface towards organisations and people outside of the P2ENDURE project consortium who are interested in the work and achievements of the project.

Content management (CMS) of the public website will be done by DEMO Consultants with support from all consortium partners. All the partners are responsible to provide content for the public website relevant to their contributions and activities within the project.

The public P2ENDURE website has been formally launched before the kick-off meeting at the beginning of the project (September 2016). The URL address is: <http://www.p2endure-project.eu>. The content will be updated and extended regularly for the whole duration of the project.

Parts of the public website and the available publications/downloads, as well as the information regarding the project made available via the company websites of the consortium partners, will be used for local dissemination (in English and/or in the national languages).



The screenshot shows the P2ENDURE public website. The header includes the logo and navigation links: HOME, PROJECT, PARTNERS, DEMONSTRATORS, DISSEMINATION, RESULTS. The main content area features a large image of a construction worker in a blue hard hat and a modern building under renovation. Text on the page includes the coordinator's name (Dr. Rizal Sebastian), project details, and a list of project meetings and events. A disclaimer is visible at the bottom left.

Public website menu structure

- HOME
- PROJECT
 - Rationale
 - Main Aim
 - Benefits
 - Objectives
 - Work Programme
 - Background
- PARTNERS
 - All the consortium partners listed
- DEMONSTRATORS
 - Plug & Play Solutions
 - Tools
 - Real Renovation Cases

- DISSEMINATION
 - Leaflets and Posters
 - Presentations
 - Publications
 - Social media
 - Commercialisation network
- RESULTS
 - Deliverable reports
 - Training Documentations
 - Software
 - 3D models
 - Other

1.3 Link to social media

The Social Media are enriching existing professional networks and knowledge exchange platforms and ensure a wide reach of targeted audiences defined within P2ENDURE.

The following social media groups have been activated for P2ENDURE (the links can be found in the top right corner in every location on the public website):

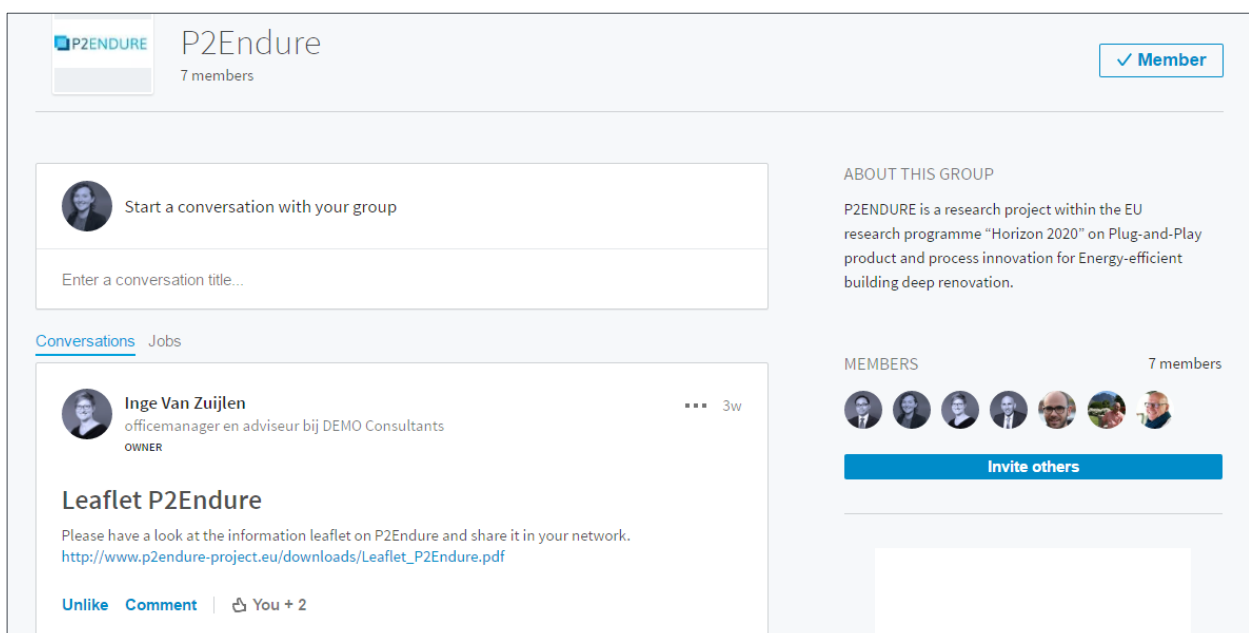
- LinkedIn Group

LinkedIn is the world's largest professional network: 300 million connections. LinkedIn has evolved to become one of the most important and most prevalent resources for professional networking available. The P2ENDURE Group on LinkedIn has been created at the beginning of the project. The main goal of this group is to share and exchange information and knowledge and thus connecting our separate networks in relation to the P2ENDURE objectives.

The group is not 'open' to everyone; to become a member of the group an invitation from another member is required. All the group members can place comments, updates and contribute to discussions.

Link: <https://www.linkedin.com/groups/12010178>

Owner/administrator: Inge van Zuijlen – DEMO Consultants BV



P2ENDURE P2Endure
7 members ✓ Member

Start a conversation with your group
Enter a conversation title...

Conversations Jobs

Inge Van Zuijlen
officemanager en adviseur bij DEMO Consultants
OWNER
Leaflet P2Endure
Please have a look at the information leaflet on P2Endure and share it in your network.
http://www.p2endure-project.eu/downloads/Leaflet_P2Endure.pdf
Unlike Comment You + 2

ABOUT THIS GROUP
P2ENDURE is a research project within the EU research programme "Horizon 2020" on Plug-and-Play product and process innovation for Energy-efficient building deep renovation.

MEMBERS 7 members
Invite others

- Twitter

Twitter is an online news and social networking service and was ranked as one of the most visited websites worldwide. The P2ENDURE account has been created on Twitter at the beginning of the project.

Link: https://twitter.com/P2ENDURE_EU

Username: P2ENDURE_EU

Password is managed by DEMO Consultants BV



The social media accounts and updates are managed by DEMO Consultants in harmonization with the updates published on the public website.

1.4 BUILD UP Portal

The BUILD UP initiative was established by the European Commission in 2009 to support EU Member States in implementing the Energy Performance of Buildings Directive (EPBD). The portal brings together new practitioners and professional associations in order to exchange best working practices and knowledge and to transfer tools and resources.

During the EASME Contractors Meeting, that took place in Brussels on 18th of October 2016, the BUILD UP portal was presented as an important dissemination tool.

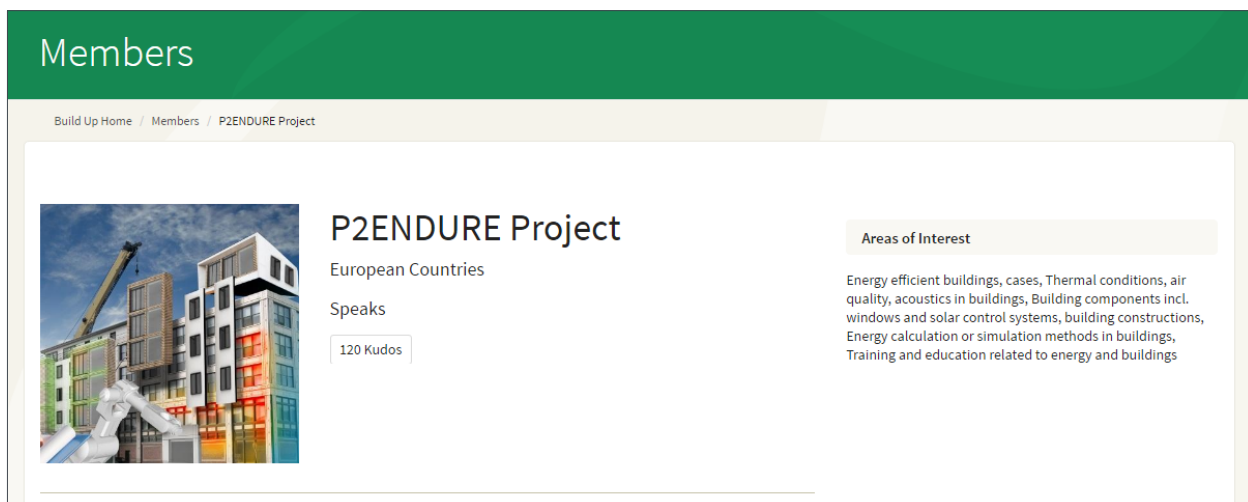
The project coordinator (DEMO Consultants) has created personal profiles for team members involved within the project and a separate account for P2ENDURE project. Relevant articles and descriptions of the products/tools and the demonstration cases can be shared through this profile. The P2ENDURE project has also been published in the Explore section of the BUILD UP portal (where various services with respect to exploitation of results, incentives, etc. are introduced). The coordinator encouraged all the consortium partners to become members of the BUILD UP portal and to actively participate by sharing expertise, articles, uploading information on the P2ENDURE demonstration cases, tools and products as well as creating synergies with relevant projects.

Link to the publishing: <http://www.buildup.eu/node/50652>

Link to the profile: <http://www.buildup.eu/en/users/p2endure-project>

Username: P2ENDURE_EU

Password is managed by DEMO Consultants BV



Members

Build Up Home / Members / P2ENDURE Project

P2ENDURE Project

European Countries

Speaks

120 Kudos

Areas of Interest

Energy efficient buildings, cases, Thermal conditions, air quality, acoustics in buildings, Building components incl. windows and solar control systems, building constructions, Energy calculation or simulation methods in buildings, Training and education related to energy and buildings

1.5 Protocols for CMS and updates of the public website

The role and task distribution concerning the public website are described in the Description of Action of the P2ENDURE project.

In short, the content management will be done by DEMO Consultants (Coordinator), who is responsible for the implications of external communications from the project. In addition, DMO ensures the website hosting and technical support. When documents need to be uploaded on the public website, DMO will upload them first on the DMO-server due to security reasons and make them available for download from the P2ENDURE website through links.

DEMO Consultants will keep the public website online until 2 years after the project's completion. Depending on the exploitation plan that will be developed in the course of the project, this post-project website may be transferred into a commercial website for offering and selling of the project results.

Initial schedule for public website updates:

- M1 (September 2016): website launching
- M3 (November 2016): first update

The P2ENDURE website will be updated every 3 months within the project duration.

In 2017 - 2020: the updates will take place every year in February, May, August and November.

- M47 (August 2020): final update and transfer to post-project (commercial) website

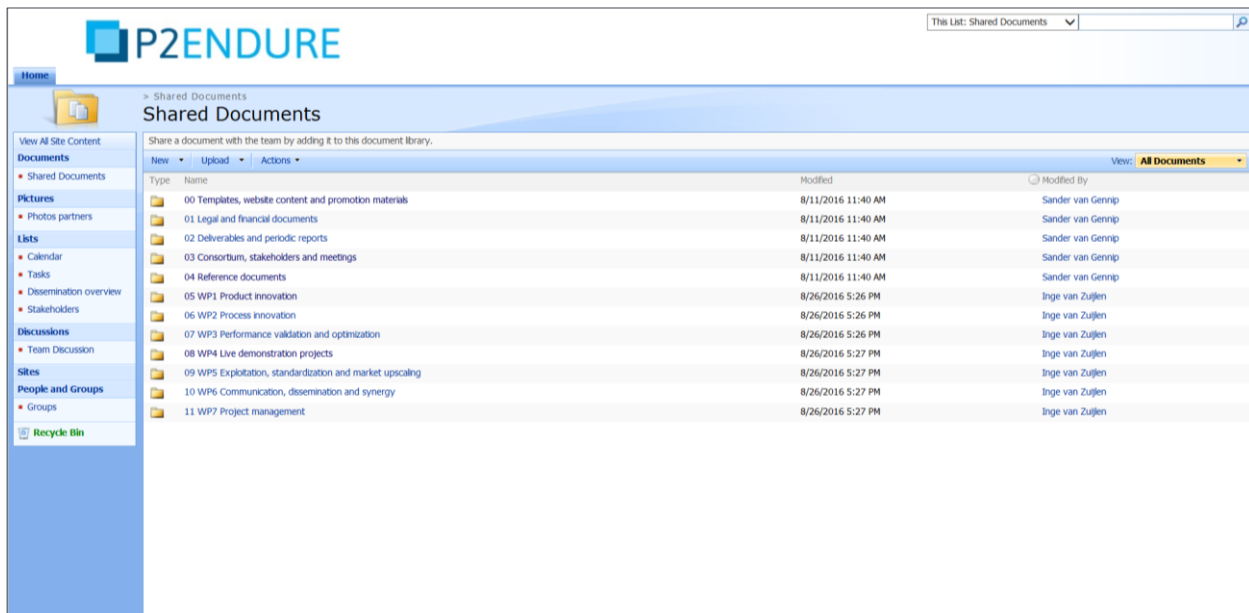
Information on Content Management System (CMS), accessible by webmaster

CMS is a computer application that supports the creation and modification of digital content using a common user interface and thus supporting multiple users. DEMO Consultants as webmaster owns the login credentials to work with this CMS. DMO uses a free cross-browser WYSIWYG (What you See Is What You Get) editor.

1.6 P2ENDURE SharePoint internal website

Next to the public website, an internal project website (SharePoint) has been set-up for information sharing among consortium partners. Access to the SharePoint project website is possible both through the web-enabled portal as well as mobile devices (iPad App).

The internal project website of P2ENDURE was formally launched at the same time with the public website at the beginning of the project. The address is: <https://www.p2endure-project.org> The contents will be continuously updated and extended during the project. This is a restricted website which can be accessed only by the consortium partners and EC officials with login credentials.



The screenshot shows the SharePoint interface for the P2ENDURE project. The top navigation bar includes the P2ENDURE logo and a dropdown menu for 'This List: Shared Documents'. The left sidebar contains navigation options like 'Home', 'View All Site Content', 'Documents', 'Pictures', 'Lists', 'Discussions', 'Sites', and 'People and Groups'. The main area displays the 'Shared Documents' library with a table of documents.

Type	Name	Modified	Modified By
Folder	00 Templates, website content and promotion materials	8/11/2016 11:40 AM	Sander van Gennip
Folder	01 Legal and financial documents	8/11/2016 11:40 AM	Sander van Gennip
Folder	02 Deliverables and periodic reports	8/11/2016 11:40 AM	Sander van Gennip
Folder	03 Consortium, stakeholders and meetings	8/11/2016 11:40 AM	Sander van Gennip
Folder	04 Reference documents	8/11/2016 11:40 AM	Sander van Gennip
Folder	05 WP1 Product innovation	8/26/2016 5:26 PM	Inge van Zuijlen
Folder	06 WP2 Process innovation	8/26/2016 5:26 PM	Inge van Zuijlen
Folder	07 WP3 Performance validation and optimization	8/26/2016 5:26 PM	Inge van Zuijlen
Folder	08 WP4 Live demonstration projects	8/26/2016 5:27 PM	Inge van Zuijlen
Folder	09 WP5 Exploitation, standardization and market upscaling	8/26/2016 5:27 PM	Inge van Zuijlen
Folder	10 WP6 Communication, dissemination and synergy	8/26/2016 5:27 PM	Inge van Zuijlen
Folder	11 WP7 Project management	8/26/2016 5:27 PM	Inge van Zuijlen

SharePoint website menu structure:

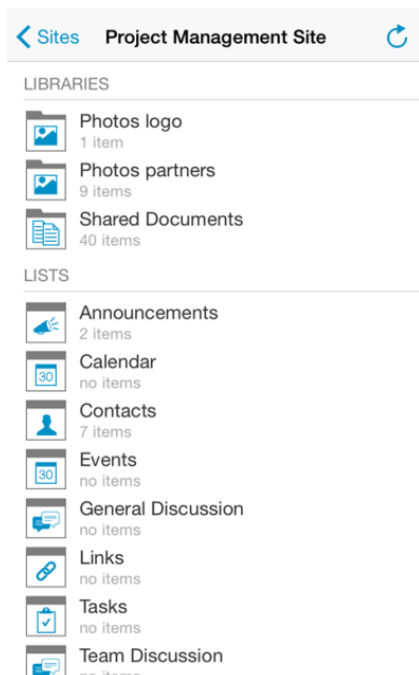
- 00 Templates, website content and promotion materials
 - 00.01 Templates
 - 00.02 Public website content
 - 00.03 Promotion materials
- 01 Legal and financial documents
 - 01.01 Grant Agreement
 - 01.02 Consortium Agreement
 - 01.03 Financial documents
 - 01.04 EU guidelines
- 02 Deliverables and periodic reports
 - 02.01 Submitted deliverables
 - 02.02 Periodic reports
- 03 Consortium, stakeholders and meetings
 - 03.01 Consortium information
 - 03.02 Stakeholder information
 - 03.03 Consortium meetings
 - 03.02.01 Logistic information
 - 03.02.02 Presentations
 - 03.02.03 Agenda and minutes
 - 03.04 Technical meetings
 - 03.03.01 Logistic information
 - 03.03.02 Presentations
 - 03.03.03 Agenda and minutes
 - 03.05 Stakeholder meetings
 - 03.03.01 Logistic information
 - 03.03.02 Presentations
 - 03.03.03 Agenda and minutes
- 04 Reference documents
 - 04.01 General references
 - 04.02 WP1 references
 - 04.03 WP2 references
 - 04.04 WP3 references
 - 04.05 WP4 references
 - 04.06 WP5 references
 - 04.07 WP6 references
 - 04.08 WP7 references

- 05 WP1 Product innovation
 - 05.01 Working documents
 - 05.02 Presentations
 - 05.03 Deliverables
- 06 WP2 Process innovation
 - 06.01 Working documents
 - 06.02 Presentations
 - 06.03 Deliverables
- 07 WP3 Performance validation and optimization
 - 07.01 Working documents
 - 07.02 Presentations
 - 07.03 Deliverables
- 08 WP4 Live demonstration projects
 - 08.01 Working documents
 - 08.02 Presentations
 - 08.03 Deliverables
- 09 WP5 Exploitation, standardization and market upscaling
 - 09.01 Working documents
 - 09.02 Presentations
 - 09.03 Deliverables
- 10 WP6 Communication, dissemination and synergy
 - 10.01 Working documents
 - 10.02 Presentations
 - 10.03 Deliverables
- 11 WP7 Project management
 - 11.01 Working documents
 - 11.02 Presentations
 - 11.03 Deliverables

1.7 Access to the SharePoint internal website

There are two ways to access this project website:

- Web-enabled:
 - By logging in with own credentials through the public website <http://www.p2endure-project.eu> under Login Consortium Project Website, or
 - By accessing directly the SharePoint via <https://www.p2endure-project.org/>
A window will open where registered members will log in with their credentials.
- On The Go (iPad/iPhone App)
 - *SharePlus Office Mobile Client app* (available in App Store for free for the lite version) is an easy to use office app On The Go for retrieving and editing SharePoint documents on mobile devices. This can be easily done with or without network connectivity and will sync the changes securely when back at the office. If a file was changed by someone else while out of the office, the app will detect the collision and ask what version to keep.



2. Logo and corporate design

Corporate design style of the P2ENDURE project is produced for all kinds of documents and presentations that would come out of project activities. The purpose of corporate design style is project branding. It establishes an identity that provides recognition and conjures up a positive image. P2ENDURE corporate design style contains a logo, colour, style and an image.

P2ENDURE colour scheme is blue and grey. The exact colour codes can be found in Annex 1.

The P2ENDURE logo contains the name of the project and an object. Two versions are available: one with subtitle and one without subtitle.

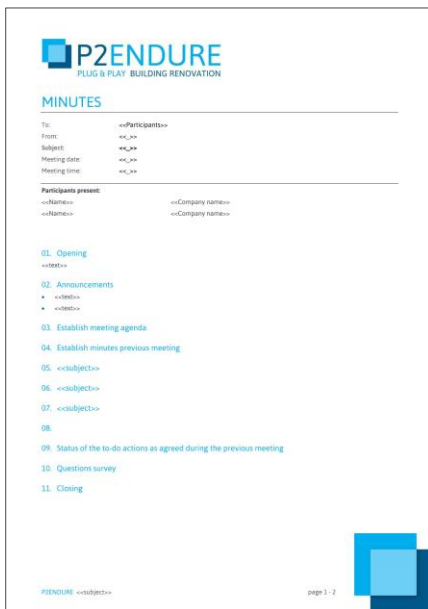
The main P2ENDURE theme image visualises the innovative characters of the project and its outcomes. This theme image will appear in the background of document and presentation templates.



3. Presentation and document templates

The P2ENDURE project provides five templates to be used for internal and external communication:

- P2ENDURE Agenda Word template to set up an agenda for meetings
- P2ENDURE Minutes Word template to set up minutes of meetings
- P2ENDURE Memo Word template to set up a memo (for internal communication)
- P2ENDURE Report Word template to set up deliverable reports
- P2ENDURE Presentation PowerPoint template to set up internal and external presentations





A new document using these templates can be opened on SharePoint under Shared Documents (click on the tab NEW in the Menu bar).



APPENDIX 1 – Colour Codes

Light Blue

CMYK | 50:0:0:0

RGB | 109:207:246

HTML | 6DCFF6

Blue

CMYK | 100:0:0:0

RGB | 0:174:240

HTML | 00AEF0

Dark Blue

CMYK | 100:35:0:40

RGB | 0:87:138

HTML | 00578A

Light Grey

CMYK | 0:0:0:20

RGB | 217:217:217

HTML | D9D9D9

Dark Grey

CMYK | 41:28:22:70

RGB | 64:71:79

HTML | 40474E