1 Executive Summary

This document was revised following recommendations made during the first periodic review of the project to include information about the control of deliverables.

Five primary activities of the management of the ETSF-I3 project were analysed and decisions made concerning improvements:

- monitoring and submission of deliverables, and monitoring of milestones;
- production of periodic reports;
- production and maintenance of information on-line, both public and confidential;
- management of project data;
- management of financial matters.

Deliverables: following the recommendations made after the first Periodic Review, a comprehensive review of the way that deliverables were monitored and produced was undertaken. This concluded that stronger central control must be taken of the format of deliverable reports through a new template for deliverable reports and the direct control of each report document; the monitoring of due dates and deliverable report progress must be closer and be conducted more frequently, with a review at least weekly; a more pro-active role must be taken in reminding ITs when deliverables were becoming due so that more time for redrafting would be available; the final arbiter of quality would be IT1.

Periodic reporting: it was decided that the successful approach using LaTeX, compilation scripts and collaborative on-line documents to produce periodic reports would be continued. This approach was used successfully to produce the first periodic report, which conformed very closely to the stipulated template. Demands for additional elements not requested by the template will be included next year.

On-line services: it was decided to build a new platform for all ETSF web services, based on the Drupal content management system. This work was successfully carried out during the first reporting period, and the quality, quantity, diversity and relevance of the provision, as well as the size of the community actively contributing content, has increased significantly.

Data management: it was decided to improve the coherence of project data management by developing an ETSF database, using the MySQL platform with a web-based user interface written using PHP. The first stage of implementation has been successfully completed, and it is anticipated that a second stage, extending functionality to assist with the management of ETSF user projects, will be carried out during the summer of 2009. The database is integral in the gathering of ETSF user projects, having now operated successfully in this role in the lead-up to two evaluation points.

Financial matters: it was decided not to make substantial changes to the process for recording of budget decisions, funding allocations, and expenditure, it having been from that which operated successfully during the previous project.