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D1.2 – Internal collaborative online platform

DIGITOUR - Boosting the tourism sector in Europe through digital tools and innovation

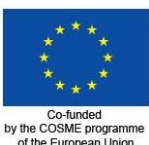
Action number: 101038133

COORDINATOR:

VENETIAN CLUSTER

RESPONSIBLE OF THE DELIVERABLE:

VENETIAN CLUSTER



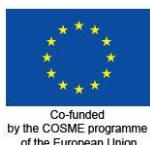
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Project deliverable

Project number	101038133	Project title	DIGITOUR
Programme	COSME	Thematic priority	Tourism SMEs and Digitalisation
Start of the project	10 th november 2021	Duration	26 months
Deliverable title	Internal collaborative online platform		
Contractual delivery date	10/01/2022	Actual delivery date	V1: 14/01/2022 V2: 11/04/2022
Dissemination level	Public Restricted to other programme participants (including the Commission) Restricted to a group defined by the consortium (including the Commission) X Confidential, only for members of the consortium (including the Commission)		
Responsible of the deliverable, contributors	Venetian Cluster		
Abstract of the deliverable	The Internal collaborative online platform (D1.2) is one of the Project Management tools to be developed by the project coordinator Venetian Cluster. In particular, this deliverable presents how the created and implemented collaborative platform facilitates the exchange of documents and key deliverables among partners.		
Revision history			
<i>Version</i>	<i>Date</i>	<i>Description</i>	<i>Author (organisation)</i>
V1	14/01/2022	Internal collaborative online platform.	Venetian Cluster
V2	11/04/2022	Presentation and description of the Internal collaborative online platform of the DIGITOUR project.	Venetian Cluster



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1 Introduction

In the framework of the DIGITOUR project, all the partners will share working documents, relevant documentation and important links within the internal collaborative online platform. Thus, this document aims at presenting the set-up, the main scope, elements and use of this platform. In particular, the selected tool identified to facilitate internal communication and exchange of data is Google Drive. Hence, a dedicated shared folder has been created on Google Drive to manage with the main contents and documents of the project. All partners have full access.

This document (7 pages) provides an overview of its scope, organization, structure and use.

2 Deliverable summary

2.1 Deliverable abstract

The **Internal collaborative online platform (D1.2)** is one of the Project Management tools to be developed by the project coordinator Venetian Cluster. In particular, this deliverable presents how the created and implemented collaborative platform facilitates the exchange of documents and key deliverables among partners.

Notably, in December 2021, the Internal collaborative online platform has been established, facilitating the internal communication among all the partners and the exchange of data, documents and information.

Google Drive platform has been identified as the devoted tool to easily migrate files and to share them among all the partners internally. A devoted folder has been created and dedicated to the DIGITOUR project, including a specific folder for each WP and a contact directory to collect all partners' contacts.

This deliverable describes the platform's objectives, use, scope and benefits for the whole consortium.

2.2 Deliverable objectives

The main goal of this deliverable is to present a comprehensive overview of the internal collaborative platform. Notably, this document wants to provide a detailed description the objectives, use, scope and impacts of the internal platform. In particular, D1.2 describes the selection of Google Drive as the most appropriate and adequate project management tool to share internal documents and information. Moreover, it aims to explain the main benefits for the project management team and consortium members of using the created shared folder, which will be updated, managed and fulfilled throughout the project implementation.

3 Scope, use and impacts of the deliverable

3.1 Scope of the internal collaborative online platform

As described in the proposal, the platform facilitates the exchange of documents and key deliverables among all the partners. In particular, it aims to:

- Ensure security and help keep all communication confidential, sharing the main documents and deliverables internally within the project consortium;



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- Save time and enhance team work among all the partners;
- Improve the project management quality, enhancing the collaboration level in the consortium;
- Drive efficiency and raise productivity;
- Provide a high-level view of progress to keep the team on track;
- Strengthen consortium members' relationship
- Improve the project focus and structure, optimizing the workflow.

3.2 Use of the internal collaborative online platform

The internal collaborative online platform has been set-up and established in December 2022, by creating a shared folder on Google Drive and providing all the partners with “full access” as Editors.

In the initial phase of the project, one specific folder has been created for each Work Package (WP). Moreover, a devoted folder has been dedicated to each partner. Finally, the Consortium Agreement and the Grant Agreement have been shared among all the partners on Google Drive in order to facilitate the access to the two documents. Throughout the implementation of the project, new sub-folders will be created, according to the project team's needs. Indeed, during each phase of the project, the DIGITOUR shared folder will be integrated and updated.

All the partners are invited to share within the devoted sub-folders all relevant documentation for a smooth project coordination and management, for any deliverable preparation and for the implementation of the activities.

3.3 Impacts of the internal collaborative online platform

A fair, correct and efficient use of the internal collaborative online platform (Google Drive shared folder) will result in the following benefits for the whole consortium:

- A transparent internal communication by sharing all relevant information on the devoted shared folder;
- An efficient document management, allowing all the partners to identify the most useful working documents and to share the draft of each deliverable;
- Security measures and better organization.

Hence, the creation, organization, updating and integration of the shared folder will positively impact the whole project.

4 Preparation and development of the deliverable

4.1 Preparation stages and deliverable development

The established folder on Google Drive is active and available for all DIGITOUR members since December 2021.

The folder has been created by Venetian Cluster, coordinator of the project.

During the first months of the project implementation, five sub-folders have been created to collect all relevant documents for the implementation of the deliverables and for the management of the related activities. Moreover, one specific sub-folder has been created for each project partner.



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During the project life, according to the DIGITOUR team's needs, additional sub-folders will be created in order to collect new documents, to prepare the reporting documentation and to work at the development of new project contents.



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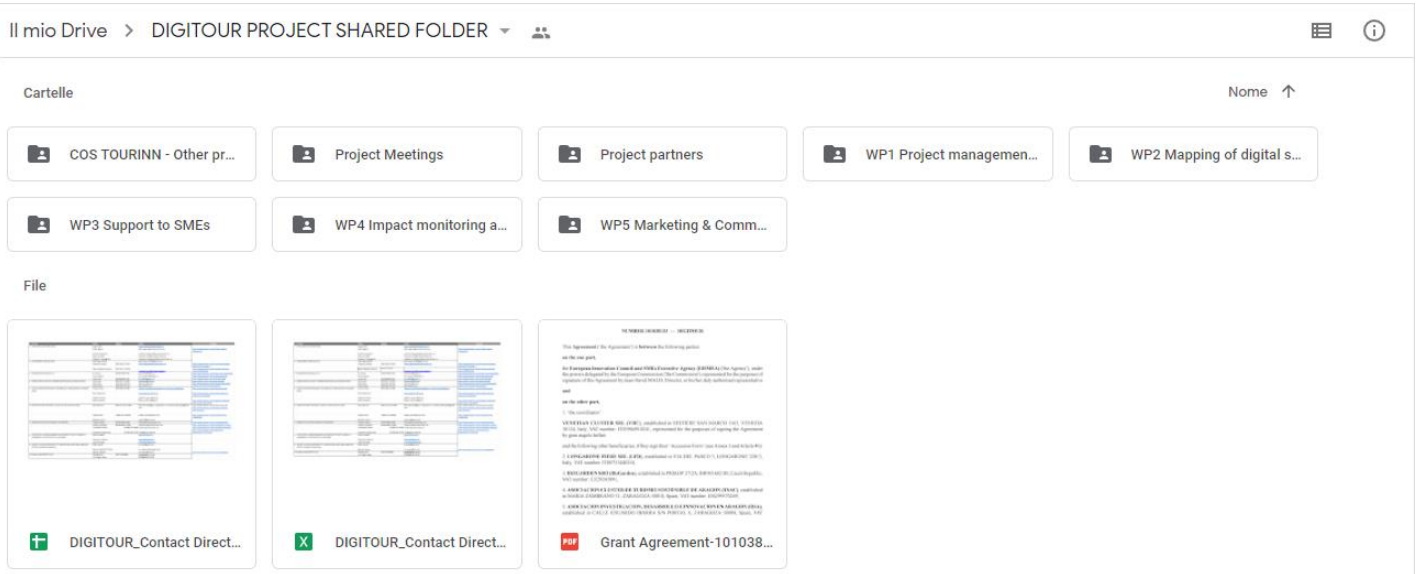


Fig. 1 – Overview of the shared folder dedicated to the DIGITOUR project

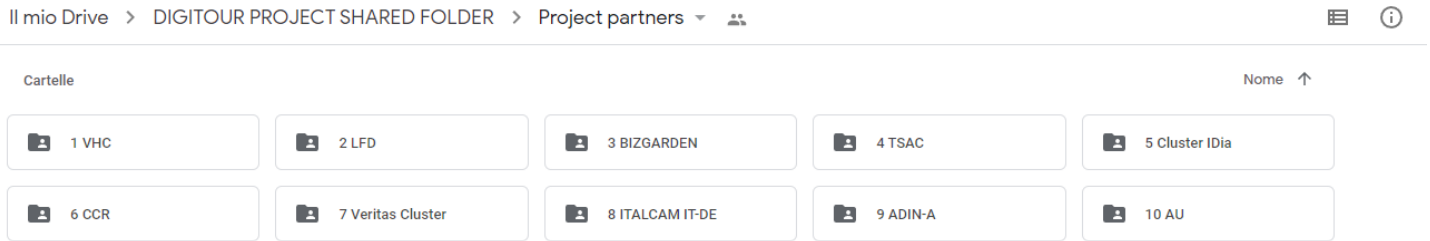


Fig. 2 – Shared folders dedicated to project partners

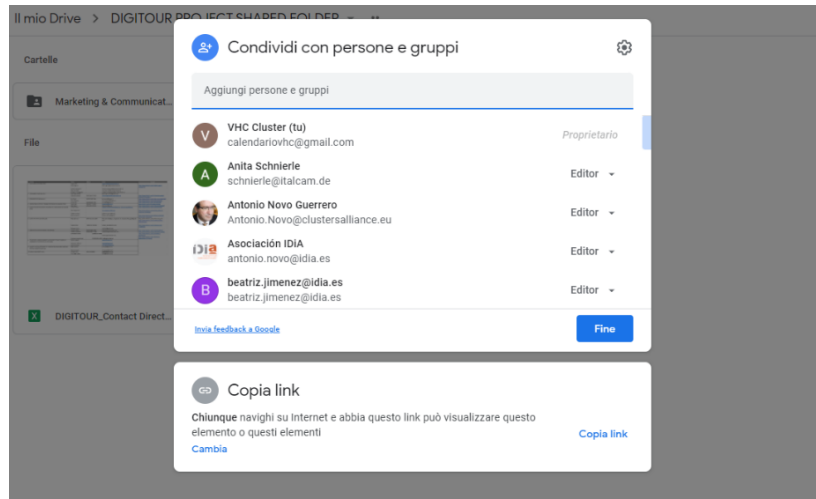


Fig. 3 – Editors with full access



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