



**Optical peRformanCe monitoring enabling
dynamic networks using a Holistic cross-layEr,
Self-configurable Truly flexible appRoAch**
H2020-ICT- 645360

D1.1 – Documentation standards

March 2015

ORCHESTRA	ORCHESTRA_D1.1
Optical peRformanCe monitoring enabling dynamic networks using a Holistic cross-layEr, Self-configurable Truly flexible appRoAch	Created on 31.03.2015
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Dissemination Level

PU Public

Revision History

Date	Editor	Status	Version	Changes
27.03.2015	Panagiotis Kokkinos	Draft	0.2	Writing the corresponding deliverable, attaching the project's templates
30.03.2015	Kostas Christodoulou poulos	Draft	0.3	Updating document
31.03.2015	CTI	Final version	1	

Contributors

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Internal Reviewers

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Glossary of Acronyms

Acronym	Definition
D	Deliverable
DoW	Description of Work
EC	European Commission
PM	Project Manager
PO	Project Officer
WP	Work Package

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1. Introduction

This deliverable contains a detailed list of the templates that will be used for the ORCHESTRA project reports and presentations. A total of 4 templates have been prepared covering project reports, deliverables to the Commission and project presentations. The document and presentation templates have been distributed to the ORCHESTRA project beneficiaries in .docx and .pptx format respectively and will be used within the entire duration of the project.

The templates that are reported in this deliverable are summarized below:

1. “Deliverable” template.
2. “Internal project activity and management report” template.
3. “Project activity and management report” template.
4. “Project presentation” template.

These templates are presented in detail in Annex I.

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2. “Deliverable” template

The “Deliverable” template will be used for deliverables submitted to the Commission, according to the timetable specified in the deliverables list.

The “Deliverable” template consists of the following sections:

- Table of Contents
- List of figures
- List of tables
- 1. Executive Summary
- 2. Introduction
- 3. Main Work
- 4. Conclusions

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3. “Internal project activity and management report” template

The “Internal project activity and management” report will be created every three months by each partner for internal use, outlining project status, deliverable and milestone achievements, technical results and resources deployed with respect to the originally planned schedule. The Coordinator will be responsible for creating a consolidated version of the documents provided by each partner.

The “Internal project activity and management” report template consists of the following sections:

1. Technical Status & Achievements
2. Dissemination, Standardisation, Exploitation, Open-source Activities
3. Effort Reporting
4. References

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4. “Project activity and management report” template

A periodic “Project activity and management” report is submitted for each reporting period, within 60 days after the end of the respective period. Three such periods are defined in the DoW.

The report template consists of the following sections:

1. Introduction
2. Project objectives for the period
3. Work progress and achievements during the period
 - 3.1. Work Package 2
 - 3.2. Work Package 3
 - 3.3. Work Package 4
 - 3.4. Work Package 5
 - 3.5. Work Package 6
 - 3.6. Work Package 7
4. Project management during the period
5. Deliverables and milestones tables
6. Explanation of the use of the resources and financial statements
7. References

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5. “Project presentation” template

A presentation template has been generated in Microsoft PowerPoint for the ORCHESTRA project. The purpose of this template is to provide a uniform appearance for all project presentations serving either for dissemination or for internal reference. Particular attention was given in order to ensure a clear, readable and attractive template.

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Annex I

Annex I contains the complete templates for the ORCHESTRA reports, which have been implemented according to the previous sections. Four report templates are included in total. The template list is shown below:

1. “Deliverable” template.
2. “Internal project activity and management report” template.
3. “Project activity and management report” template.
4. “Project presentation” template.



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<Document Title>
<Deliverable Number – if any>

Month Year

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Document Information

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Responsible Partner	<Partner short name>

Dissemination Level

PU	Public
PP	Restricted to other programme participants (including the Commission)
RE	Restricted to a group specified by the consortium (including the Commission)
CO	Confidential, only for members of the consortium (including the Commission)

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1. Executive Summary

Not applicable for this internal document.

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2. Introduction

Text text text

2.1. Second-level heading

Text text text

2.1.1. Third-level heading

Text text text

- Bulleted text
- Bulleted text

Text text text

1. Numbered text
2. Numbered text

When insterting tables, please do not forget to apply the format of ORCHESTRA (under Design tab, first Style in the list):

Header 1	Header 2
Content 1	Content 2
Content 3	Content 4

Table 1: Table Caption



Figure 1: Figure Caption

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3. Main Work

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4. Conclusions

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5. References

- [1]. Ref 1
- [2]. Ref 2
- [3]. Ref 3



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Partner Report

<Partner Name >

Mx Reporting

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1. Technical Status & Achievements

1.1. Work Done

*Please provide a 3-lines report per “Work Done” including the following information (**copy-paste** these subsections for work performed in more than one WPs / Tasks).*

Workpackage & Task

Brief description of the “Work Done”

Plans for next month

Output compared to previous monthly report

Dependencies on other tasks

Problems / Deviations / Delays

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2. Dissemination, Standardisation, Exploitation, Open-source Activities

Complete the following table with the activities for the reporting period.

- Type may be: “m= Magazine or journal, c=Conference, w=Workshop” for dissemination, ST for standardisation, EX for exploitation, OS for open-source.
- Place should include complete information regarding the activity (e.g. volume number of a journal if known). Body for dissemination and open-source contributions.
- Authors should include ALL authors that appear on the publication along with the email of the corresponding author.
- Status may be: “pa=Pending internal accept, dr= Draft, sb= Submitted, ac= Accepted, pb= Published).

Type	Place / Body	Date	Authors	Title	Status

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3. Effort Reporting

3.1. Effort Information

Complete the following table with the effort spent per deliverable.

Deliverable	Effort Planned (PMs)	Effort Spent (PMs)	Short Description of work done

3.2. Related Cost

Please fill in the table below with the corresponding cost-related information.

Organisation Name			
	Item description	Amount (Euros)	Explanations
	Personnel Costs	0.00 €	
	Subcontracting / Equipment / Audits	0.00 €	
	Travel costs	0.00 €	
	Major cost "X"	0.00 €	
	Indirect Costs	0.00 €	
	Total	0.00 €	

3.3. Comments

Include any comments / justification regarding possible deviations from the planned effort.

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4. References

- [4]. Ref 1
- [5]. Ref 2
- [6]. Ref 3



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Project activity and management report

Month Year

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2. Project Objectives for the period

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3. Work progress and achievements during the period

3.1. Work Package 2

3.2. Work Package 3

3.3. Work Package 4

3.4. Work Package 5

3.5. Work Package 6

3.6. Work Package 7

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4. Project management during the period

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5. Deliverables and milestones tables

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6. Explanation of the use of the resources and financial statements

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7. References

- [7]. Ref 1
- [8]. Ref 2
- [9]. Ref 3

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ORCHESTRA

Optical peRformanCe monitoring
enabling dynamic networks using a
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Truly flexible appRoAch

<Presentation Title>

<Meeting>, <Location>

<Name>

<Institution>

<Date>

Sample slide title



- Remember to insert footer from powerpoint option
 - Insert
 - Header & Footer
 - Enter date, etc

<Date>

<Meeting>, <Location>

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