**PPT ANNUAL REPORT**

*Abstract:*

To record working time spent on European Projects by its staff, CERN has developed a time-tracking and reporting tool called Project Progress Tracking (PPT). This tool was evaluated by EGI.eu and finally selected for implementation in EGI-InSPIRE project. CERN has thus provided this tool at the beginning of the project, giving the administrators rights to the project’s office team enabling them to monitor timesheets declared on the project and analyse data regularly.

CERN ensures the implementation and the maintenance of the tool for the full duration of the EGI-InSPIRE project. Performance and functionality will be reviewed once a year during a f2f meeting between EGI.eu Project Office and the CERN team. CERN shall provide the Service and support with skill, care and diligence. The Service and support is on a “best-effort” and “as-is” basis and CERN provides no warranties, expressed or implied, on timely performance and results.

Y1 OBJECTIVES:

1. Set-up EGI-InSPIRE partners database (project workplan, average annual labour hours, average monthly costs)
2. Providing EGI-InSPIRE quarterly reports: efforts in Person Months + estimated costs
3. Creating customized reports:
   * comparing the Worked PM (registered in timesheets) with Committed PM (planned).
   * effort and cost data ordered by tasks and members
   * reporting according to the tasks labelled E (EGI funded), N (NGI funded), G (global)

ACHIEVEMENT:

Implementation phase meeting: 21 July 2010

**Summary of Activity in Y1:**

The PPT tool has been designed and launched on July 2010 for all partners of the project by the Advanced Information System group of the General Infrastructure Services Department at CERN. Customize reports have been designed in Business Object and improved during the first year in collaboration with the Coordinator allowing the follow-up of the project effort.

Reports:

* Effort Report for EGI
* Effort Report for EGI – Pivot
* Effort Report for EGI Committed PM

**Estimated efforts set-up and maintenance: 1.2 MM**

**Estimated costs set-up and maintenance: 14,400 EUR**

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Y2 OBJECTIVES:

1. Maintenance of the tool and members database
2. Tool upgrade

ACHIEVEMENT:

Annual meeting: 26 July 2011

**Summary of Activity in Y2:**

In August 2011, the staff member at CERN in charge of this activity (Michal Ropka) has left, and has been replaced by David Gonzalez Maline. The tool and reports have been maintained in collaboration with the Coordinator. An upgrade of the tool called PPT V2 has been prepared during the year. A beta version has been tested in November 2011, and PPT V2 has successfully passed the test phase in 2012. Past data will be migrated retroactively in April 2012.

Reports:

* Effort Report for EGI
* Effort Report for EGI – Pivot
* Effort Report for EGI Committed PM
* TimeSheets Unfinished WorkFlow.

**Estimated efforts set-up and maintenance: 2.0 MM**

**Estimated costs set-up and maintenance: 22,000 EUR**

**PLAN FOR NEXT PERIOD Y3 – 1ST MAY 2012-30 APRIL 2013:**

Migration to PPT V2:

* + March 2012: test
  + April 2012: migrate data
  + 1st May 2012: implementation

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Y3 OBJECTIVES:

ACHIEVEMENT:

**Summary of Activity in Y3:**

PPT V2 will be deployed during the third year of the project and CERN will keep maintaining the tool and reports.

**Estimated efforts set-up and maintenance: 2.0 MM**

**Estimated costs set-up and maintenance: 22,000 EUR**

**PLAN FOR NEXT PERIOD Y4 – 1ST MAY 2013-30 APRIL 2014:**