**EGI-InSPIRE**

Title of Project

virtual team project report

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| **Abstract**  This is the final report of the XX month long EGI Virtual Team project ‘Full Title’ (Short Title). The report describes the work carried out by the Virtual Team and documents the findings/computational requirements etc. of the community. Representatives of XXX nations participated in this work and the results are relevant to ????. Follow-on implementation activities relevant to ??? are proposed, most significantly ????. |

*Note: The report should be as short and concise as it can possibly be – no one has time to waste on long reports that do not get to the point!*

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1. Document Log

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1. ACKNOWLEDGMENT

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1. Application area

This document is a public report produced by the members of the NNNNN EGI Virtual Team project, run under the EGI virtual team framework. Further information is available at <https://wiki.egi.eu/wiki/Virtual_team>.

1. Terminology

A complete project glossary is provided at the following page: <http://www.egi.eu/about/glossary/>.

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# Introduction

The introduction should explain what the issue/problem that needs to be addressed is, the background to the project, the motivation as to why something is being done about it. Go on to explain any other relevant points, including the project mandate - **who** has directed the formation of the project, **wha**t has been defined as the project objective. **Who** is the project leader/manager, **who** are the stake holders (this is vitally important as you need to be clear on what it is that is expected of you), **who** are the recipients of the project output and **when** is this required by. Describe the formation of the project team (how why and where), the allotted resources (time, people, stuff, money etc). There could be a number of sub paras. You should also make clear that the scope of the task is realistic and that you can achieve it – as such, complete this introduction at the start of the project and re-check it periodically as you progress.

*(Note it is possible for a project to be formed by the Project Team Leader – the Team Leader may have identified the need and then instigated the project to generate a solution.)*

# AimS

This section should be short – it will be limited to stating exactly what the objectives of the project have been. Ideally it will be aligned which the outcome of the project though frequently the results of a project differ significantly from what was originally intended (and that is not necessarily a bad thing). But a good project will set out with a clear idea of what it is that someone wants the project team to achieve. Note that there may be an ultimate Aim or Goal which is important to know and understand but may not be the aim of this project (e.g. a study to identify a cause of a disease may be a full project but the ultimate goal is to develop a cure or a prevention). If there is a series of specific deliverables, these can be detailed in an Appendix.

## sub-para

You may need to work to a revised set of Aims if after starting you realise that the originally set objectives were un-achievable with your available resources.

# Activity/Method

Explain what you decided to do, how and why; explain what you actually did and what resources you used. The method used for achieving the outcome. You should consider mentioning how much total effort was required – for example, how much effort was expended in meetings (10 1.5 hr meetings with 10 participants = 150 hrs ….before any one has done the work!)

## sub-para

# Results & analysis

What results emerged. Are they valid? How have you analysed them? Any validation and testing? Accuracy? Remember that you should address each of your original Aims and explain how you satisfied the aim, or if you did not, explain why not. The aims may have changed – explain how and why, and tell the reader that this was the right or wrong thing to do.

## sub-para

# Conclusions

Summarise the conclusion of the project and draw out concluding points from the earlier text in the report. Every conclusion must be supported by facts that have been clearly presented in the earlier written text. These should be relatively short, clear and un-ambiguous statements, though they may be supported by amplifying remarks. Again, you should have some comments that relate directly to each project aim.

## Conclusion 1

Start to think of a conclusion like this: “From all the work we did in this project, we conclude that ….” -

# Recommendations

This is where any follow-on work is proposed. As with the Conclusions, this section should preferably comprise a series of relatively short and clear statements that follow on as logical steps from text earlier in the document, especially with regard to the conclusions. Not all conclusions will lead to a recommendation but there should be a close relationship between the 2 sections.

*NOTE regarding Conclusions and Recommendations – please try to have a reasonably good idea about these before you start writing a very long report. There is absolutely no value in wasting time word-processing many 1000s of words if they do not contribute to the outcome you are trying to achieve. If your conclusion/recommendation is that there should be project to develop a general tool for science gateways, there would be little point in producing many pages of text that are all about something different such as an accounting portal. Only write what is relevant to the point you are trying to make.*

## First recommendation….

# Appendix

An appendix is detailed documentation of points you outline in your findings, for example, , tables, sketches, charts, leaflets etc. It is supplementary information which you consider to be too long or complicated or not quite relevant enough to include in your main body, but which still should be of interest to your reader. Each appendix should be referred to in your text. You should not include something as an appendix if it is not discussed in the main body.

# Appendix A – The “full name”VT membership

(list all those involved in the team and doing the work)

|  |  |  |  |
| --- | --- | --- | --- |
| Country Code: | Name: | e-mail: | Role: |
|  | Mr Executive |  | Project owner |
| NL | Dr E G I Member |  | VT Leader |
|  | Etc. |  | Researcher |

# Appendix B – The “full name”VT Stakeholders

(list all the stakeholders who had an interest in your work, i.e. all those you consulted or wanted to consult)

|  |  |  |  |
| --- | --- | --- | --- |
| Country Code: | Name: | e-mail: | Role/Organisation: |
|  |  |  |  |
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# Annex

Annexes contain detailed documentation that stands and is complete on its own. Technical data tables, questionnaires, letters sent, minutes of meetings and forms are typical examples of such material.

# References

This is a list giving the full details of all the sources to which you have made reference within your text.