Project No.: 618103-EPP-1-2020-1-PS-EPPKA2-CBHE-JP

Edu4ALL

Disability as diversity: The inclusion of students with disabilities in higher education

Deliverable D5.2	Project Collaboration Platform

Work Package (WP)	WP5: Management
WP Leader	Palestine Technical University Kadoorie
WP members	Palestine Technical University Kadoorie National & Kapodistrian University of Athens The University of the Basque Country Irbid National University Partners for Sustainable Development The University of Jordan Al-Ummah University College Palestine Technical College Int@E UG
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Project partners

Palestine Technical University Kadoorie
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The University of the Basque Country
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Irbid National University
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The University of Jordan
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Al-Ummah University College
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Palestine Technical College
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List of Acronyms

This table shows the acronyms used in this deliverable in alphabetical order.

Acronym	Description
EC	European Commission
EU	European Union
HE	Higher Education
HEI	Higher Education Institution
WP	Work Package

1   Executive Summary

This report explains the collaboration platform which is used to arrange and track the progress of each task in the project. Besides emails, this activity includes the implementation of *Teams* platform as partner collaboration platform for facilitation of administrative tasks. The collaboration platform will simplify collaboration between partners with appropriate tools (e.g. agenda, document exchange, repository, wiki, etc.). Also. The project utilizes the Drobox repository for sharing files.

2   Introduction

The project utilizes emails for easy and fast communication between partners. An email list was created containing the coordinators from each partner institution. This list was distributed to all partners so that they can use it for the needed communication.

With the intention of reducing the e-mail volume and ensure the availability of electronic documentation, the project implements the Teams partner collaboration platform which is accessible only by authorized users. This partner collaboration platform integrates appropriate tools in order to facilitate active daily collaboration between partners, project management and coordination activities.

The project also uses the Drobox repository to allow partners shared the files. The project manager organized the repository in a way that is easy to everyone to add and edit files. The repository is used but authorized users only to minimize the conflict while editing files.

3   Objectives of the Deliverable

The objective of the collaboration platform is to provide the right tools for efficient communication, exchange of information, document sharing, financial/administrative management and resource planning between partners (e.g. forum, wikis, agenda, document exchange etc.). The collaboration platform acts as a single point of reference between the partners providing the means for a close and efficient collaboration within the consortium.

The email list aims to facilitate the communications among partners and save effort and time. The Drobox repository aims to allow partners to share files in a way that is easy to add and edit files.

4   Methodology

The partners agreed in the kick-off meeting that the project coordinator finds a suitable and efficient platform to manage and track the project tasks. The partners agreed that the project manager should create email list and organize the Drobox repository. After investigating several
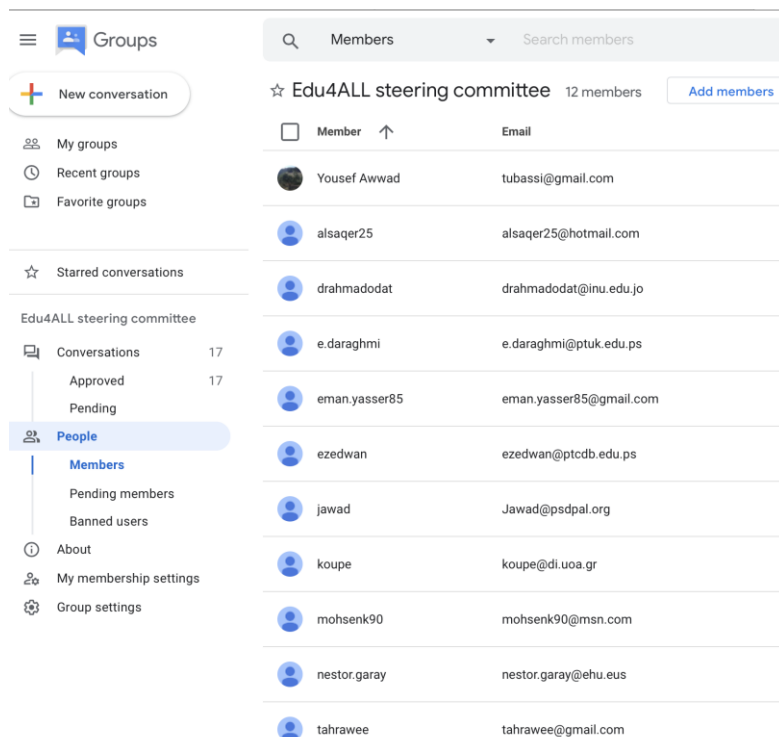
collaboration platforms, the Teams platform was selected because it has the required functions and it is supported by the coordinating HEIs (PTUK).

5   Results

The results of this task include creating an email list for facilitating the communication between partners. There are two lists used in the project, one is for the steering committee and the other is for the WP lead committee. Figure 1 shows the email list for the steering committee which consists of the coordinators from each partner institution.

Figure 1. The Email list of the steering committee

Figure 2 shows the email list of the WP lead committee which consists of the WP leaders only.

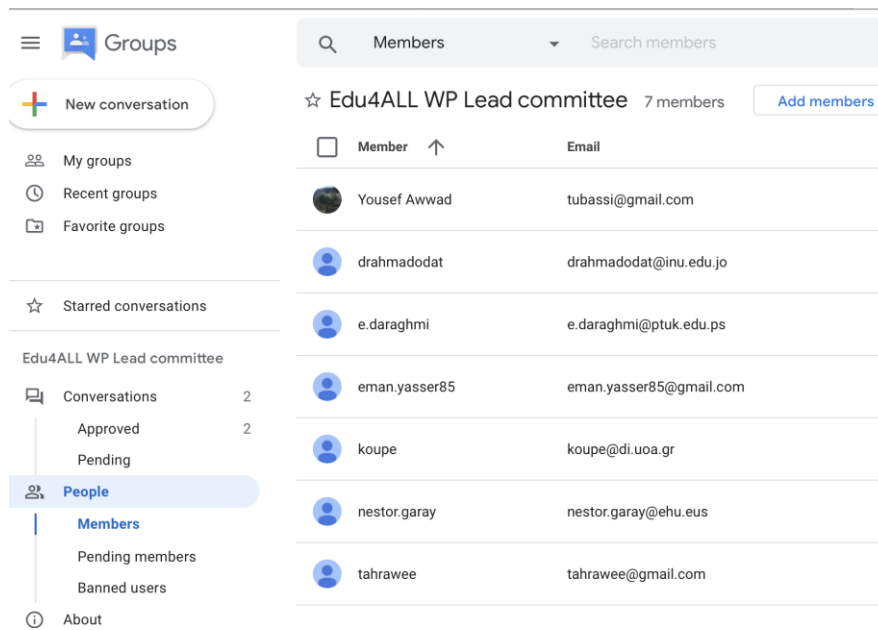**Edu4ALL D3.1.1 Deliverable Template**

Figure 2. The email list of WP lead committee

The second result of this task is the Teams collaboration platform. This platform consists of task panel where a new task can be added, monitored and the task status can be shown as in progress or completed. The task can be assigned to team members so that they can cooperate on completing it. Figure 1 shows a snapshot of the tasks created in the project. The platform also includes panels for chat, files, and posts.
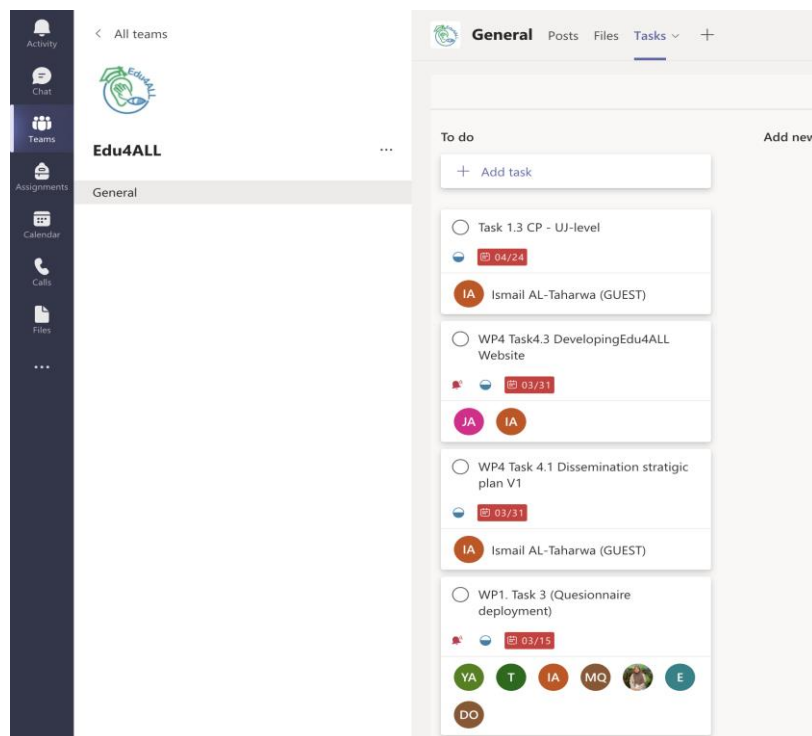

Figure 3. Task management in Teams platform

The third result of this task is the shared repository which is the Dropbox. The Dropbox was organized by the project manager in a way that is efficient for managing files and easy to use by all partners. Only the authorized users who are the steering committee members have access to the Dropbox repository. Figure 4 shows a snapshot from the Dropbox project repository.
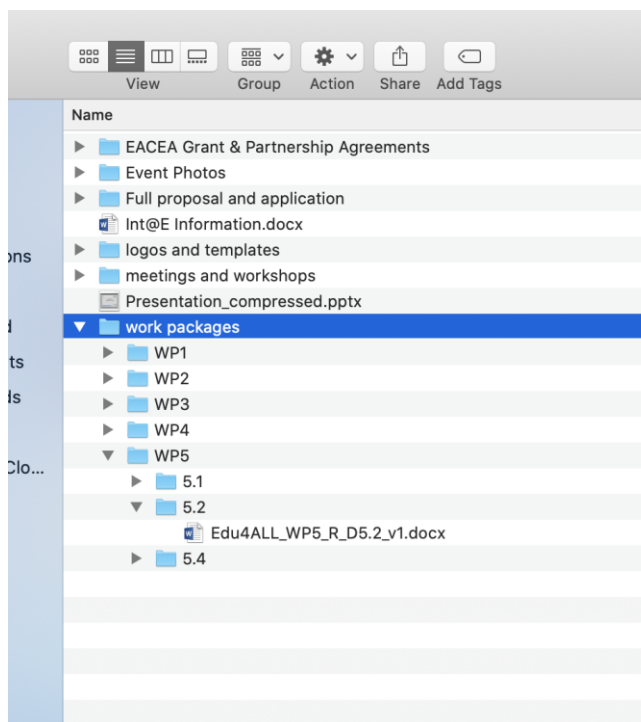

Figure 4. The Edu4All project Dropbox repository

6   Conclusions

This deliverable shows the collaboration platform used in the Edu4All project. The platform consists of email communication lists, Teams platform for tasks management, and Dropbox repository.

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References

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Annexes

Insert Annexes in different pages, in the following fashion:

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Annex I: Title of Annex

Insert Annex text