



OSCRAT
Open-Source Cyber Resilience Act Tools

D1.2

OSCRAT – Establish communication channels

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OSCRAT: identity and communication toolkit

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Abstract

Rule book project document defining and establishing communication channels and reporting mechanisms to facilitate collaboration and information sharing among project team members.

Keywords

Communication, channels, OpenProject platform, NextCloud., GitHub.

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Table of contents

1.	Introduction.....	5
2.	OpenProject – Project Management Tool	6
2.1.	Why OpenProject.....	8
3.	OSCRAT Project on OpenProject	9
3.1	OSCRAT Project structure in the Tool	9
3.2	Roles and Access Control	10
3.3	Specific Implementd Tools	11
4.	Creation and Management of Communications	11
5.	Training Materials for OSCRAT Consortium Members	12
6.	Monitoring of the Platform.....	13
6.1.	Maintenance and Oversight	13
7.	Conclusion	15
8.	References	15
9.	Annex 1 – OSCRAT OpenProject Guide.....	16

List of Figures

Figure 1: OSCRAT GANTT Chart on OpenProject Platform	7
Figure 2: Permission report in OpenProject	10
Figure 3: OSCRAT budget management in OpenProject.....	12
Figure 4: NextCloud and OpenProject custom integration, linking document with Deliverable	14

1. Introduction

This deliverable report outlines the establishment of communication channels and reporting mechanisms using OpenProject and Nextcloud for the OSC RAT project. These open-source, self-hosted platforms have been deployed to ensure secure, transparent, and efficient project management and document sharing.

The tools are hosted on the Unicis intranet server located in the EU, with weekly backups and custom adaptations tailored for the project's needs.

OpenProject serves as the primary project management tool, enabling task tracking, Agile workflows, scheduling, meeting minutes and agenda, wiki, repository and structured reporting.

Nextcloud functions as the secure document-sharing platform, offering real-time collaboration, encrypted storage, and version control. These tools provide a centralized work environment, facilitating asynchronous collaboration, structured reporting, and streamlined workflow management.

A training session was conducted at the Kick-off meeting in Catania on 23/01/2025, including a presentation of the Rule Book (Annex 1), which serves as a usage guide for both platforms.

The document is arranged by providing an introduction, a description of the document, an overview of the platform, and a rationale for selecting OpenProject as the management tool for the OSC RAT project.

Additionally, the document outlines the project's structure within the tool. Furthermore, we explain the different roles and access rights. Integration and customisation for the project purpose, as well as established documents and communication on the platform, were done. We also discussed the maintenance and evaluation of the usability and effectiveness of OpenProject platform in OSC RAT project.

This deliverable focuses on establishing structured and secure communication channels for the OSC RAT project. The objective is to define and implement mechanisms that facilitate collaboration among project stakeholders while ensuring data sovereignty, transparency, and accessibility through the use of open-source, self-hosted platforms.

As part of Task T1.3 Establish Communication Channels, this deliverable aligns with Milestone MS1 Communication Channels Established, which marks the official establishment of communication channels.

The implementation includes a structured communication plan, meeting schedules, and reporting templates. These efforts enable asynchronous access to project information and define working methodologies, including escalation plans.

To verify the effectiveness of these mechanisms, OpenProject has been deployed as the primary task-tracking, scheduling, collaboration, budgeting and reporting tool, while Nextcloud serves as the secure document-sharing platform. These platforms ensure seamless version control, encrypted storage, and structured reporting for the OSC RAT project.

And finally, we conclude with a summary of all discussed topics in this document.

2. OpenProject – Project Management Tool

OpenProject is a comprehensive project management tool designed to help teams plan, execute, and track progress on complex projects. The open-source nature of its software ensures full control over data, eliminating dependencies on proprietary software providers. Furthermore, OpenProject assists the OSCRAT consortium in aligning with the EU PM2 Project Management Methodology, which is recognized by numerous EU institutions as an official project management methodology. This initiative is supported by the Digital Europe Programme to bring the benefits of PM2 methodologies closer to their broader stakeholders and user community.

The PM² Methodologies, developed by the European Commission, are open to all and designed to enable project managers to effectively manage the entire lifecycle of their projects, programmes, and portfolios. These methodologies include PM² Project Management, PM²-Agile, PM² Programme Management, and PM² Portfolio Management. PM² integrates best practices from globally recognized project management frameworks, ensuring a structured and efficient approach to project execution.

By utilizing OpenProject within the OSCRAT project, consortium members can work in accordance with these methodologies, ensuring consistency, transparency, and efficiency in project management processes.

The OSCRAT Project on OpenProject uses Work Packages as objective types, Tasks as task types, Deliverables as deliverable tasks, and Milestones as milestone tasks.

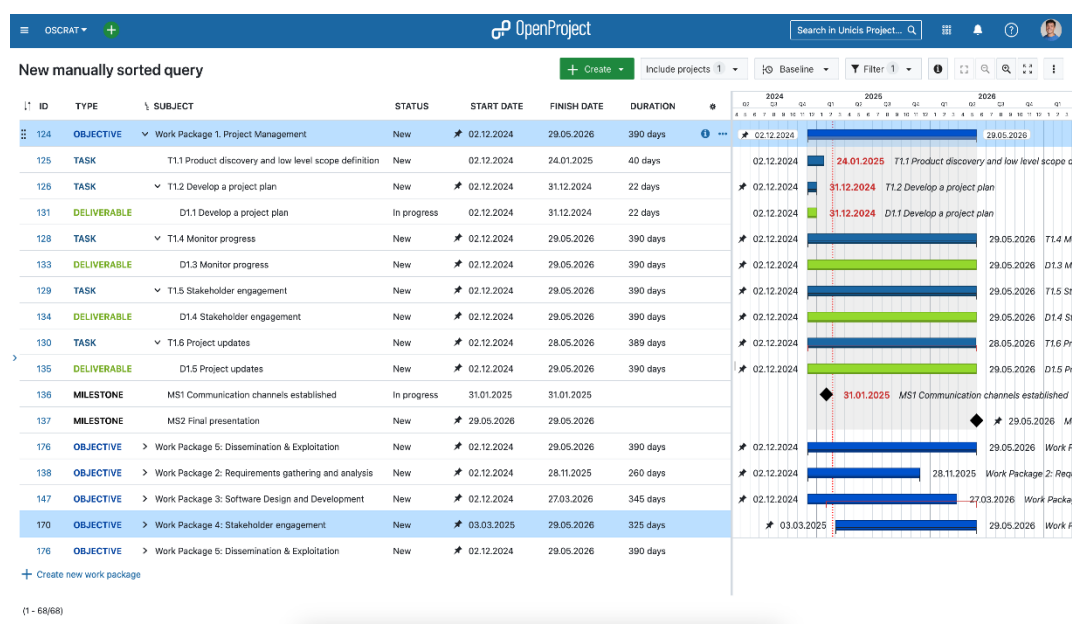


Figure 1: OSCRAT GANTT Chart on OpenProject Platform

In today's fast-paced and increasingly complex business environment, effective project management is crucial for the success of any organization. A comprehensive project management tool not only helps streamline workflows and improve productivity but also ensures that projects are completed on time and within budget. Here, we outline a range of features that such a tool might include, each designed to address different aspects of project management—from initial planning and scheduling to communication, collaboration, and beyond. These features are

essential for any team looking to optimize their project outcomes and enhance operational efficiency.

The platform's main features are:

- **Project Planning & Scheduling:** Enable users to plan and visualize project timelines, track dependencies and set milestones;
- **Task & Issue Tracking:** Facilitates task assignments, tracking of progress and reporting of the issues;
- **Collaboration & Communication:** Allows team members to comment, discuss and share updates on project-related activities;
- **Document Management:** Supports uploading and sharing files relevant to the project;
- **Agile & Scrum Support:** Integrates agile methodologies like Kanban and Scrum for development teams;
- **Security & Role Management:** Allows for role-based access control, ensuring that only authorized users access specific information.

2.1. Why OpenProject

OpenProject was selected for the OSCRAT project due to its flexibility, transparency, and ability to support complex project management requirements. As an open-source tool, it aligns with the project's goal of maintaining control over data and ensuring seamless collaboration among team members. Its comprehensive suite of features allows for effective planning, task management, and resource allocation, which are critical for the success of large-scale initiatives. Moreover, OpenProject's robust security features and its adaptability to various project methodologies, including Agile and Scrum, make it an ideal choice for organizations seeking a customizable and secure project management solution. The community-driven development model of OpenProject ensures continuous improvements and updates, further enhancing its suitability for projects requiring high levels of precision and scalability.

The following points outline the key advantages of using OpenProject:

- Ensures full control and transparency over project management.
- Supports structured workflows, reducing reliance on proprietary tools.
- Integrates seamlessly with NextCloud for document management.
- GitHub integration for repository actions
- Facilitates role-based access control to ensure appropriate information sharing.
- Aligns with the EU PM² Project Management Methodology, ensuring best practices in project execution

3. OSCRAT Project on OpenProject

The OSCRAT project relies on OpenProject as the central platform for planning, tracking, and managing its activities in a structured and efficient manner. By incorporating the EU PM² Methodology, OpenProject enables the consortium to systematically organize work packages, assign responsibilities, and monitor progress transparently. The platform enhances collaboration among stakeholders by providing real-time access to tasks, deliverables, and project milestones, ensuring accountability and streamlined communication.

Through OpenProject, the consortium members can oversee project objectives, track dependencies between tasks, and maintain structured documentation. The system integrates with Nextcloud, allowing seamless access to relevant files, reports, and collaborative materials. This integration ensures that all project-related information is centralized and easily accessible, reducing the risk of miscommunication and delays.

3.1 OSCRAT Project structure in the Tool

To enhance project management efficiency and ensure compliance with PM² methodologies, the OSCRAT project's structure within OpenProject is meticulously designed to mirror essential project components. The platform employs a hierarchical system that simplifies the organization and oversight of work packages, tasks, deliverables, and milestones. This structured approach enables clear accountability, transparency, and straightforward tracking of each project element.

Additionally, OpenProject facilitates comprehensive reporting and analytics, which are crucial for assessing progress and making data-driven decisions. The integration of these features within a unified platform ensures that project managers and teams can maintain a clear overview of project status and adapt quickly to any changes or challenges that may arise.

Specifically:

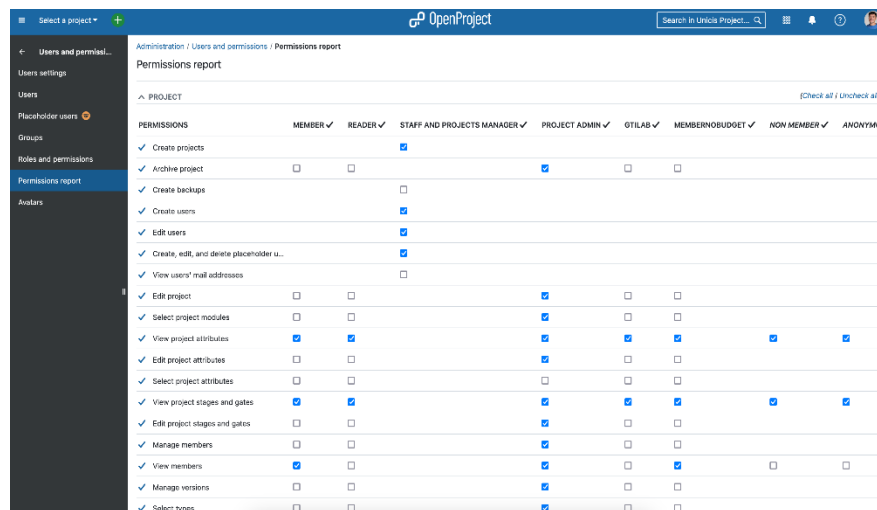
- Every work package and tasks are inserted in the tool;
- Agile and traditional project management approaches are integrated;
- The entire OSCRAT project plan was translated in the platform (tasks, activities, stakeholder assignments and accounting);
- Estimates, progresses, priorities, labour and relationships between tasks are tracked;
- The platform allows to attach files, documents, GitHub repositories, meeting notes and recorded activities.

This tracking ensures a transparent and straightforward engagement processes for the OSCRAT consortium, facilitating effective communication and collaboration among all the involved stakeholders.

3.2 Roles and Access Control

To ensure a structured and secure workflow within OpenProject, different roles and access levels have been assigned to project members. These roles define the level of interaction users have within the platform, ensuring data security, accountability, and effective project execution. The following roles have been implemented:

- **Member:** Full access to edit and read, and to manage content;
- **Reader:** Only read access;
- **Staff and Projects Manager:** Partner manager who manages the budget, resource and project;
- **Project Admin:** Currently only Unicis and PMF are assigned as a OSCRAAT administrators, can add, suspend and delete user, adjust budget and costs, generate full budget and cost reports;
- **MemberNoBudget:** Project member without budget visibility.



PERMISSIONS	MEMBER ✓	READER ✓	STAFF AND PROJECTS MANAGER ✓	PROJECT ADMIN ✓	OTILAB ✓	MEMBERNOBUDGET ✓	NON MEMBER ✓	ANONYMOUS ✓
✓ Create projects			☒					
✓ Archive project	☐	☐		☒	☐	☐		
✓ Create backups			☐					
✓ Create users			☒					
✓ Edit users			☒					
✓ Create, edit, and delete placeholder u...			☒					
✓ View users' mail addresses			☐					
✓ Edit project	☐	☐		☒	☐	☐		
✓ Select project modules	☐	☐		☒	☐	☐		
✓ View project attributes	☒	☒		☒	☒	☒	☒	☒
✓ Edit project attributes	☐	☐		☒	☐	☐		
✓ Select project attributes	☐	☐		☐	☐	☐		
✓ View project stages and gates	☒	☒		☒	☒	☒	☒	☒
✓ Edit project stages and gates	☐	☐		☒	☐	☐		
✓ Manage members	☐	☐		☒	☐	☐		
✓ View members	☒	☐		☒	☐	☒	☐	☐
✓ Manage versions	☐	☐		☒	☐	☐		
✓ Select types	☐	☐		☒	☐	☐		

Figure 2: Permission report in OpenProject

3.3 Specific Implemented Tools

To further boost the efficiency of project management and foster effective collaboration, we have introduced several essential tools and customizations within OpenProject. These enhancements are designed to facilitate structured reporting, ensure seamless communication, and integrate smoothly with other vital project resources, creating a robust project management environment. The key tools we've implemented include:

- **Custom Reporting Templates:** These are developed specifically to standardize the documentation and submission of project progress reports, ensuring consistency and clarity across all reporting;
- **Integration with Nextcloud:** This feature ensures secure document sharing, comprehensive version control, and easy access to relevant project materials directly from within OpenProject. It enhances document management capabilities and supports regulatory compliance by safeguarding data integrity;
- **Dedicated Meeting Scheduler:** Implemented to streamline the coordination among consortium members, this tool ensures regular updates and alignment on project milestones. It helps in scheduling, planning, and conducting meetings efficiently, thus improving decision-making processes and project outcomes.

Together, these tools not only enhance project management practices but also contribute to a more integrated and transparent workflow, supporting the OSCRAT consortium in achieving its project objectives more effectively.

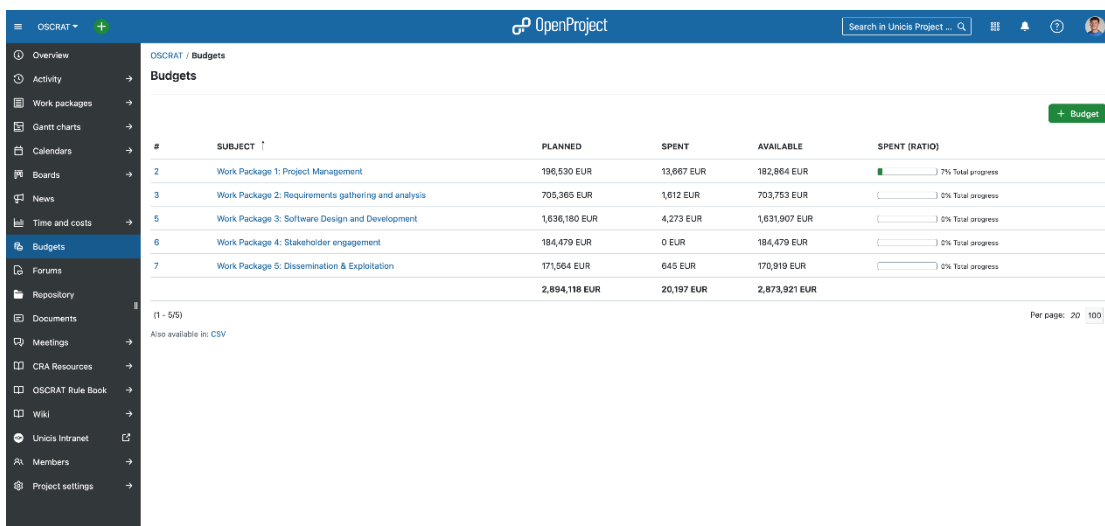
4. Creation and Management of Communications

Effective communication is critical for the success of the OSCRAT project, ensuring that all consortium members remain informed, aligned, and actively engaged in project activities. OpenProject and Nextcloud provide structured communication channels that support both synchronous and asynchronous collaboration.

By utilizing internal messaging, discussion threads, and structured reporting templates, the project team can streamline workflows, improve coordination, and enhance transparency across all work packages. Below are the key components of the communication management strategy:

- Structured reporting templates for weekly updates;
- Internal messaging and discussion threads;
- Real-time commenting and document review workflows;
- Transparent overview of all activities within the project.
- Calendar view for tracking deliverables.
- Kanban board for development team task management.
- News communication feature for consortium updates.
- Forum and discussion possibilities for collaborative problem-solving.
- Git repository actions for tracking development progress.

- Centralized document management via Nextcloud.
- Wikipedia serving as an intranet knowledge base for the OSCRAAT project.
- Notification system via email to ensure timely updates and engagement.
- Meeting minutes documentation to keep track of past discussions and facilitate future planning.



The screenshot shows the 'OSCRAT / Budgets' page in OpenProject. It features a sidebar with navigation options like Overview, Activity, Work packages, Gantt charts, Calendars, Boards, News, Time and costs, Budgets (selected), Forums, Repository, Documents, Meetings, CRA Resources, OSCRAAT Rule Book, Wiki, Unics Intranet, Members, and Project settings. The main content area displays a table of budgets with columns for ID, Subject, Planned, Spent, Available, and Spent (Ratio). The table lists five work packages with their respective financial details and progress bars. A '+ Budget' button is visible in the top right corner of the table area.

#	SUBJECT	PLANNED	SPENT	AVAILABLE	SPENT (RATIO)
2	Work Package 1: Project Management	196,530 EUR	13,667 EUR	182,864 EUR	7% Total progress
3	Work Package 2: Requirements gathering and analysis	705,365 EUR	1,612 EUR	703,753 EUR	0% Total progress
5	Work Package 3: Software Design and Development	1,636,180 EUR	4,273 EUR	1,631,907 EUR	0% Total progress
6	Work Package 4: Stakeholder engagement	184,479 EUR	0 EUR	184,479 EUR	0% Total progress
7	Work Package 5: Dissemination & Exploitation	171,564 EUR	645 EUR	170,919 EUR	0% Total progress
		2,894,118 EUR	20,197 EUR	2,873,921 EUR	

(1 - 5/5)
 Also available in: CSV
 Per page: 20 100

Figure 3: OSCRAAT budget management in OpenProject

5. Training Materials for OSCRAAT Consortium Members

Ensuring that all consortium members are well-equipped with the necessary knowledge and skills to effectively utilize OpenProject and Nextcloud is a key component of the OSCRAAT project. Training sessions have been provided to familiarize members with the project's workflow, security protocols, and communication strategies. These materials were introduced at the Kick-off Meeting (KoM) and continue to be available for reference.

The training covers essential aspects such as platform navigation, task management, document collaboration, and security best practices. By providing structured guidance and hands-on demonstrations, the consortium ensures seamless adoption of the tools and promotes efficient collaboration across all stakeholders.

Training was provided during the Kick-off meeting in Catania, covering:

- Usage guidelines for OpenProject and Nextcloud;
- Project workflow and reporting mechanisms;
- Security best practices and role-based access control.

6. Monitoring of the Platform

Ensuring the reliability and availability of the OSC RAT project's management tools is paramount.

To this end, Unicis has taken on the responsibility of continuous monitoring and maintenance of the platform, ensuring that it remains accessible 24/7 for all consortium members. As part of this crucial role, Unicis provides a comprehensive Service Level Agreement (SLA) that guarantees uptime, security, and efficient operation of both OpenProject and Nextcloud.

6.1. Maintenance and Oversight

The stability, security, and continuous availability of the OSC RAT project's management tools are crucial for seamless collaboration. Unicis oversees the technical administration, ensuring the platform remains operational 24/7, while PMF is responsible for document indexing, collection, and structuring. These efforts ensure that all consortium members have uninterrupted access to critical project management resources, supporting transparency and productivity.

Specifically:

- Unicis is the designated administrator responsible for monitoring platform stability and ensuring system accessibility, while PMF is responsible for document indexing, collection, and structuring within the platform;
- Regular audits to ensure compliance with security and data protection policies;
- Backup runs every 7 days to prevent data loss and maintain system integrity;
- In case of a new version release, the Unicis team is responsible for updating OpenProject and NextCloud to the latest versions, ensuring security patches and feature enhancements are applied;
- NextCloud is integrated with OnlyOffice Suite to provide seamless document editing and collaboration capabilities.

6.2. Usability and Effectiveness Evaluation

To ensure that OpenProject remains an efficient and user-friendly tool for the OSC RAT project, continuous evaluation of its usability and effectiveness is conducted. Regular assessments help identify potential improvements, optimize workflows, and ensure that consortium members can fully leverage the platform's capabilities. These evaluations focus on system performance, user engagement, and feedback-driven enhancements to improve project coordination and productivity.

Specifically:

- Continuous monitoring ensures that any technical issues are quickly addressed to minimize downtime;

- Feedback collection from users on ease of use and efficiency;
- Regular performance assessments to optimize workflows and identify areas for improvement;
- Usage analytics and engagement metrics help in evaluating the platform's effectiveness and user adoption.

By maintaining a robust monitoring and maintenance strategy, Unicis ensures that the OSCRAT consortium has uninterrupted access to critical project management tools, fostering efficiency, transparency, and seamless collaboration.

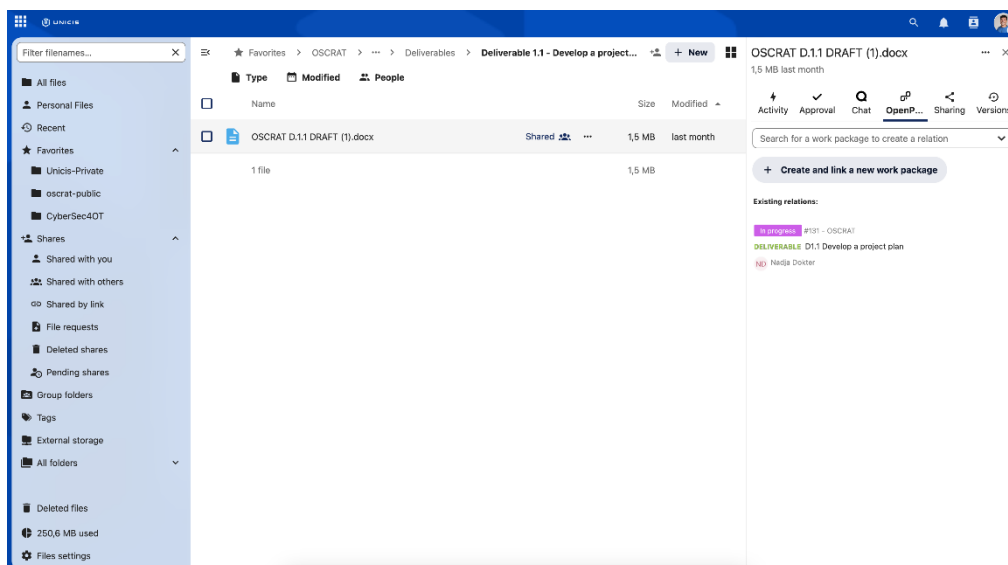


Figure 4: NextCloud and OpenProject custom integration, linking document with Deliverable

7. Conclusion

This report delivers a detailed analysis of how OpenProject and Nextcloud form the operational core for the OSC RAT project's communication, collaboration, and project management requirements. By employing structured planning, role-based access control, and seamless integration with additional tools such as Nextcloud and OnlyOffice, the consortium has successfully created a transparent and highly efficient digital workspace.

The project's implementation within OpenProject is meticulously aligned with the EU PM² Project Management Methodology, which guarantees adherence to best practices in project execution, tracking, and reporting. The array of features provided by the platform, including Kanban boards, calendar views, and discussion forums, ensures effective collaboration among stakeholders and maintains organized workflows and clear responsibility delineation.

Unicis plays a pivotal role in the continuous monitoring and maintenance of the platform, ensuring it is available around the clock and adheres to stringent security and operational protocols. The regimen of regular backups, updates, and security audits substantially boosts the system's reliability. PMF's contribution in indexing and organizing documents ensures that critical project documentation is both accessible and well-organized.

Educational sessions, initially provided during the Kick-off Meeting, persist in equipping consortium members with the skills necessary to utilize the platform efficiently. Additionally, ongoing usability evaluations and the collection of feedback are integral to continual platform enhancements. Features such as the notification system, tracking of meeting minutes, and centralized documentation management not only improve transparency but also support effective decision-making throughout the consortium.

In conclusion, OpenProject and Nextcloud are indispensable in driving OSC RAT's objectives, facilitating robust project execution, secure communications, and smooth information exchange. The structured methodologies outlined in this report ensure that the consortium operates with optimal coordination, propelling success in daily functions and achieving long-term goals.

8. References

OpenProject. Website: <https://www.openproject.org>

Nextcloud Website: <https://nextcloud.com>

OnlyOffice Website: <https://www.onlyoffice.com>

EU PM2 Website: https://pm2.europa.eu/index_en

9. Annex 1 – OSCRAT OpenProject Guide



The **Rule book** project documentation containing, tasks, timelines, responsibilities, and resources needed to accomplish the project goals.

The following page is part of **Work Package 1. Project Management #124**.

Task: T1.3 Establish communication channels #127

Description: Define and establish communication channels and reporting mechanisms to facilitate collaboration and information sharing among project team members.

Deliverable: D1.2 Establish communication channels #132

Description: Setting up an open source communication channels and project management collaboration solution for information sharing with partners. Digital, EN

Milestone: MS1 Communication channels established #136

Description: Set-up communication channels and reporting mechanisms. (e.g., communication plan, meeting schedule, reporting templates). Will create a centralized work and have asynchronous access to all required information. Also, define the ways of working based on a vetted methodology, from basic coms to escalation plans.

Means of verification: Establishing an open source project management platform that will allow all stakeholders to schedule meetings, coordinate work activities, commun

Open Project (Project Management)

How to use Open Project resource available:

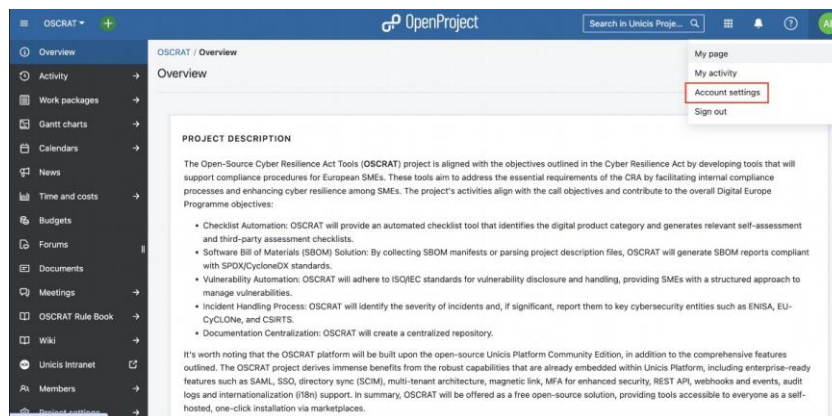
- [Getting started guide;](#)
- [User Guide.](#)

Notifications

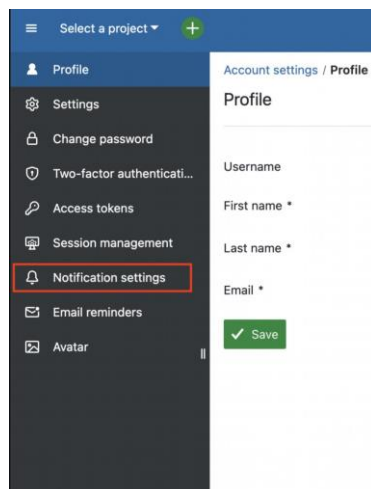
OpenProject resources about [Notifications](#).

How to setup relevant notifications

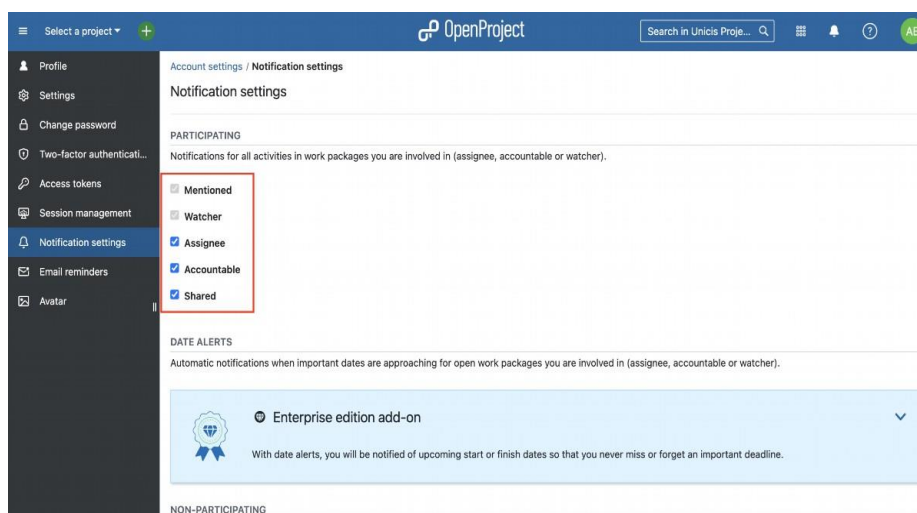
Set up your notifications by clicking on your initials in the top right corner and choosing "Account Settings":



Then click on “Notification settings”:



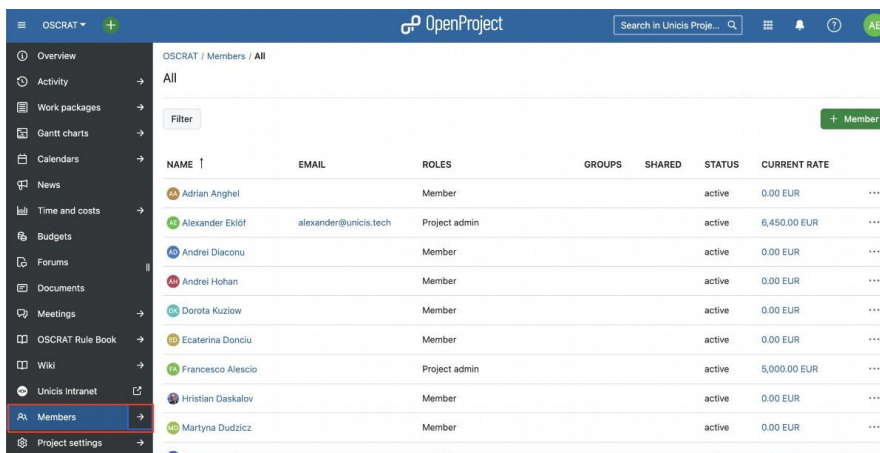
Make sure that you have at least the below notifications on so you don’t miss any relevant updates:



Project members

How to check all members of the project

To check all the members of the project, simply go to “Members” in the left side menu:



The screenshot shows the OpenProject interface with the 'Members' menu item highlighted in the left sidebar. The main content area displays a list of project members with the following columns: NAME, EMAIL, ROLES, GROUPS, SHARED, STATUS, and CURRENT RATE.

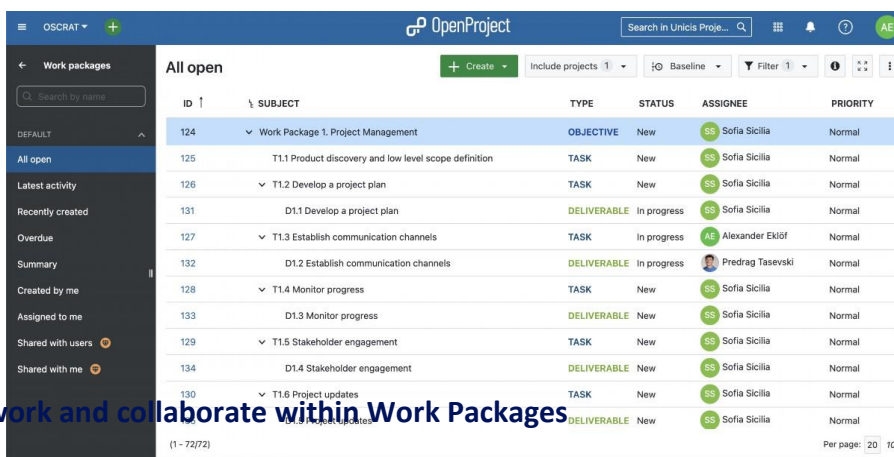
NAME	EMAIL	ROLES	GROUPS	SHARED	STATUS	CURRENT RATE
Adrian Anghel		Member			active	0.00 EUR
Alexander Eklöf	alexander@unicis.tech	Project admin			active	6,450.00 EUR
Andrei Diaconu		Member			active	0.00 EUR
Andrei Hohan		Member			active	0.00 EUR
Dorota Kuzlow		Member			active	0.00 EUR
Ecaterina Donciu		Member			active	0.00 EUR
Francesco Alescio		Project admin			active	5,000.00 EUR
Hristian Daskalov		Member			active	0.00 EUR
Martyna Dudzicz		Member			active	0.00 EUR

Work Packages

OpenProject resources about [Working Packages](#).

There are three different types of Work packages in OpenProject. These are:

- Objective: these are the actual Work packages as defined by the project by EU;
- Tasks;
- Objectives;
- Milestones;
- Each of these has either a start and end date, or for Deliverables, a set and a date.



The screenshot shows the OpenProject interface with the 'Work packages' menu item highlighted in the left sidebar. The main content area displays a list of work packages with the following columns: ID, SUBJECT, TYPE, STATUS, ASSIGNEE, and PRIORITY.

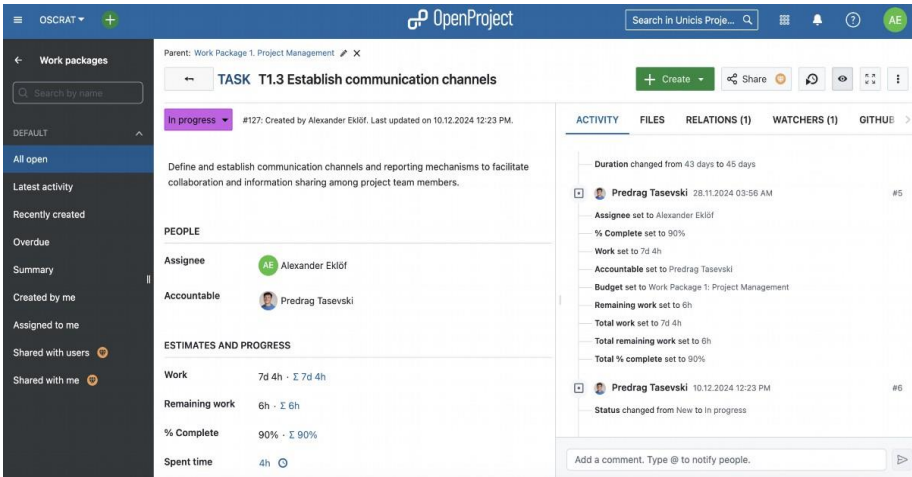
ID	SUBJECT	TYPE	STATUS	ASSIGNEE	PRIORITY
124	Work Package 1. Project Management	OBJECTIVE	New	Sofia Sicilia	Normal
125	T1.1 Product discovery and low level scope definition	TASK	New	Sofia Sicilia	Normal
126	T1.2 Develop a project plan	TASK	New	Sofia Sicilia	Normal
131	D1.1 Develop a project plan	DELIVERABLE	In progress	Sofia Sicilia	Normal
127	T1.3 Establish communication channels	TASK	In progress	Alexander Eklöf	Normal
132	D1.2 Establish communication channels	DELIVERABLE	In progress	Predrag Tasevski	Normal
128	T1.4 Monitor progress	TASK	New	Sofia Sicilia	Normal
133	D1.3 Monitor progress	DELIVERABLE	New	Sofia Sicilia	Normal
129	T1.5 Stakeholder engagement	TASK	New	Sofia Sicilia	Normal
134	D1.4 Stakeholder engagement	DELIVERABLE	New	Sofia Sicilia	Normal
130	T1.6 Project updates	TASK	New	Sofia Sicilia	Normal
135	D1.5 Project updates	DELIVERABLE	New	Sofia Sicilia	Normal

How to work and collaborate within Work Packages

Each Work package should have an assignee and an accountable. The assignee is the person who is set to deliver the task, deliverable or milestone. The accountable is the one responsible for the work package.

In the work packages, you register time worked, as well making sure that the progress is reflected either by having it automatically update when you report time worked, or manually. It is also here that you can collaborate with the rest of team.

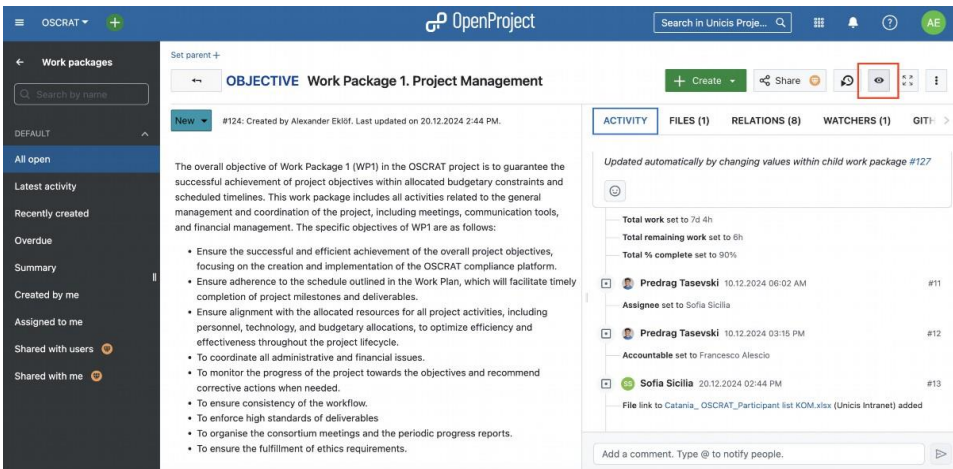
Under activity, you can see all changes and updates on the work package, and also add comments and tag team members.



The screenshot shows the OpenProject interface. On the left is a sidebar with 'Work packages' and a search bar. The main area displays a task titled 'T1.3 Establish communication channels' with a description: 'Define and establish communication channels and reporting mechanisms to facilitate collaboration and information sharing among project team members.' Below the description, it lists 'Assignee' as Alexander Eklof and 'Accountable' as Predrag Tasevski. The 'ESTIMATES AND PROGRESS' section shows: Work (7d 4h), Remaining work (6h), % Complete (90%), and Spent time (4h). On the right, the 'ACTIVITY' tab is active, showing a list of updates: 'Duration changed from 43 days to 45 days', 'Assignee set to Alexander Eklof', '% Complete set to 90%', 'Work set to 7d 4h', 'Accountable set to Predrag Tasevski', 'Budget set to Work Package 1: Project Management', 'Remaining work set to 6h', 'Total work set to 7d 4h', 'Total remaining work set to 6h', and 'Total % complete set to 90%'. At the bottom, there is a comment input field.

How to stay up to date with your Work Packages

To make sure you get updates and notifications when someone comments, changes are being made or other updates to a specific Work Package, make sure that you add yourself as “Watcher” to the specific Work Package.

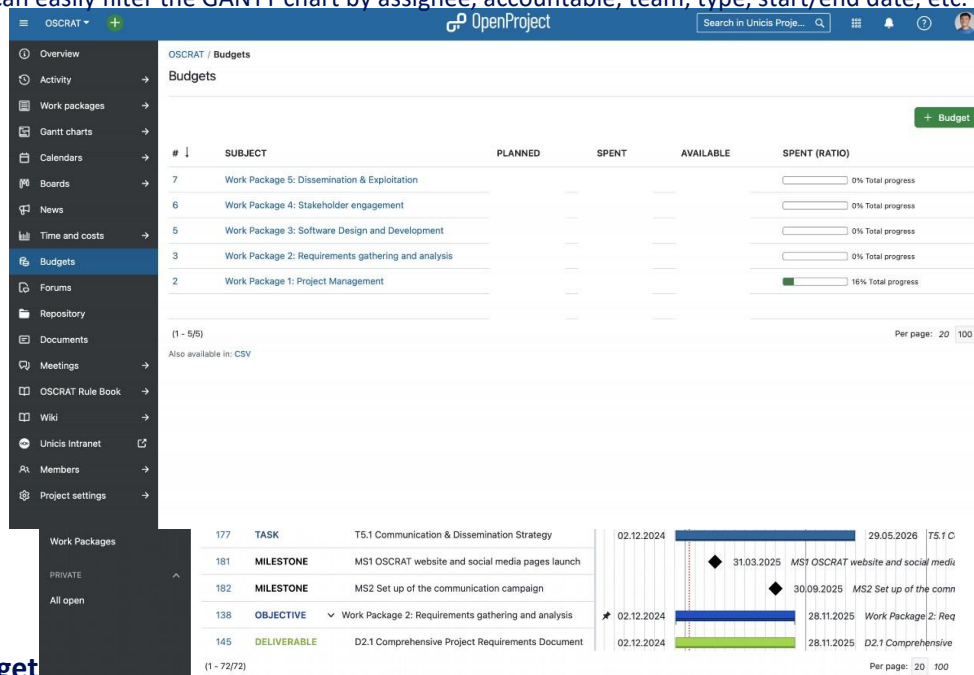


The screenshot shows the OpenProject interface for an 'OBJECTIVE Work Package 1. Project Management'. The description states: 'The overall objective of Work Package 1 (WP1) in the OSC RAT project is to guarantee the successful achievement of project objectives within allocated budgetary constraints and scheduled timelines. This work package includes all activities related to the general management and coordination of the project, including meetings, communication tools, and financial management. The specific objectives of WP1 are as follows:'. A list of objectives follows. On the right, the 'ACTIVITY' tab is active, showing updates: 'Updated automatically by changing values within child work package #127', 'Total work set to 7d 4h', 'Total remaining work set to 6h', 'Total % complete set to 90%', 'Assignee set to Sofia Sicilia', 'Accountable set to Francesco Alessio', and 'File link to Catania_OSC RAT_Participant list KOM.xlsx (Unicis Intranet) added'. A red box highlights the 'Watchers' icon (an eye) in the top right corner of the task header.

GANTT Chart

The GANTT chart gives you an overview of the timeline for all Work Packages, milestones and tasks, showing both start and end dates as well as the date for deliverables.

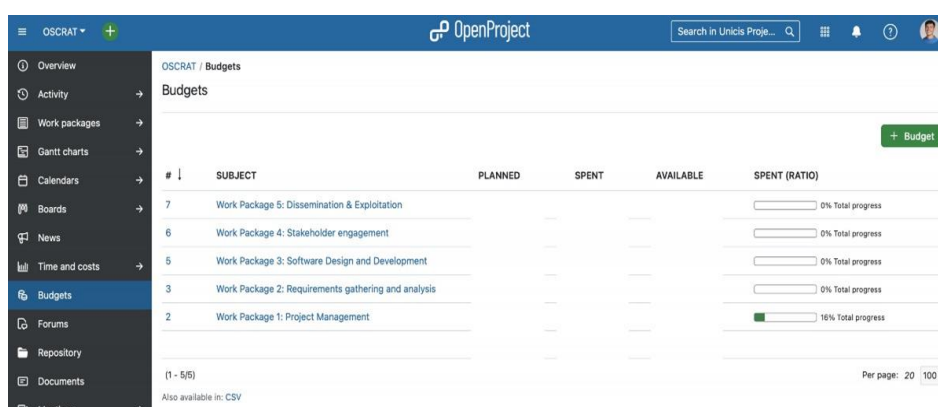
You can easily filter the GANTT chart by assignee, accountable, team, type, start/end date, etc.



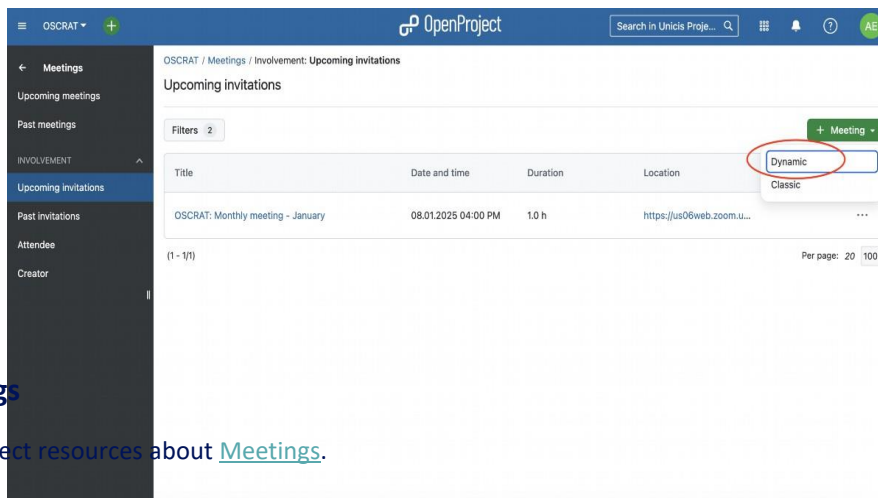
Budget

OpenProject resources about [Budget](#).

In the budget overview, you will find the budget divided per Work Package. You can also quickly see how much of the budget spent/left and the percentage of budget spent towards full budget.



When you click on one of the budgets, you will see a breakdown of the planned budget, based on Type of Cost and Partner:

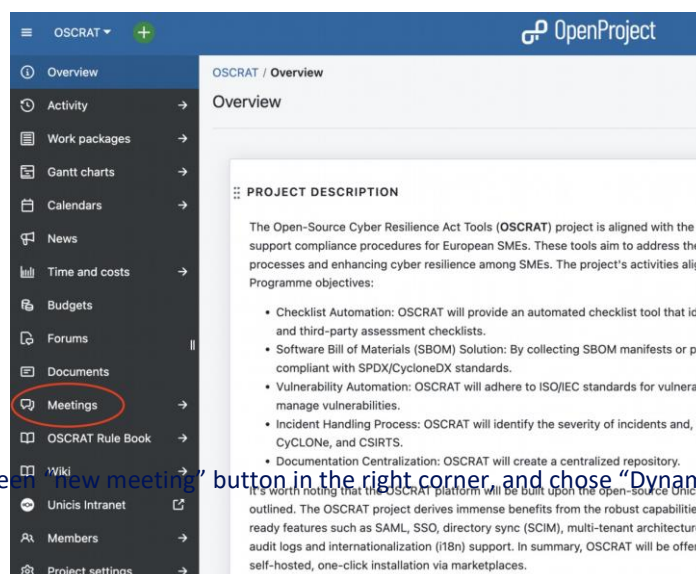


Meetings

OpenProject resources about [Meetings](#).

How to schedule a meeting

To schedule a meeting, go to the menu tab in the top left corner, then go to “Meetings”:



Next, press the green “new meeting” button in the right corner, and chose “Dynamic”:

Now, input your meeting details, such as date/time, title, etc.

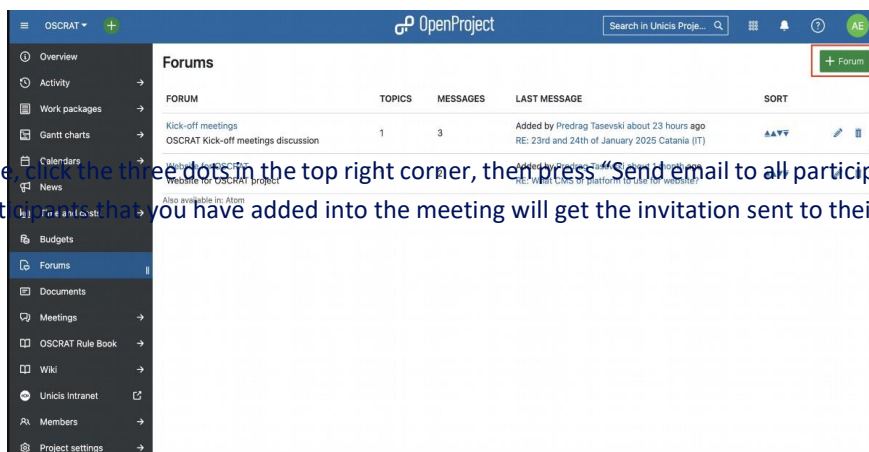
The screenshot shows the OpenProject interface for creating a new meeting. The left sidebar contains navigation links: Meetings, Upcoming meetings, Past meetings, INVOLVEMENT, Upcoming invitations, Past invitations, Attendee, and Creator. The main content area is titled 'Test' and includes a message 'Your meeting is empty'. Below this message is a list of options to add items to the meeting: 'Add', 'Agenda item', 'Work package', and 'Section'. A red circle highlights the 'Add' button and the 'Add participants' link. The right sidebar contains 'Meeting details' (date: 08.01.2025, time: 10:00 AM - 11:00 AM UTC+01:00, duration: 1 hr, title: Test) and 'Meeting status' (This meeting is open. You can add/remove agenda items and edit them as you please. After the meeting is over, close it to lock it.). Below the status is a green 'Open' button and a 'Close meeting' link. The bottom right section is titled 'Participants' and shows 'No participants' with a red circle around the 'Add participants' link.

The screenshot shows a 'New dynamic meeting' dialog box. The dialog box has a title bar with 'New dynamic meeting' and a close button. It contains several input fields: 'Title' (with a placeholder 'Title'), 'Date' (with a date picker showing '2025-01-08'), 'Start time' (with a time picker showing '10:00' and 'UTC+01:00'), 'Duration' (with a dropdown showing '1' and 'in hours'), and 'Location' (with a placeholder 'Location'). At the bottom of the dialog box are two buttons: 'Cancel' and 'Create meeting'.

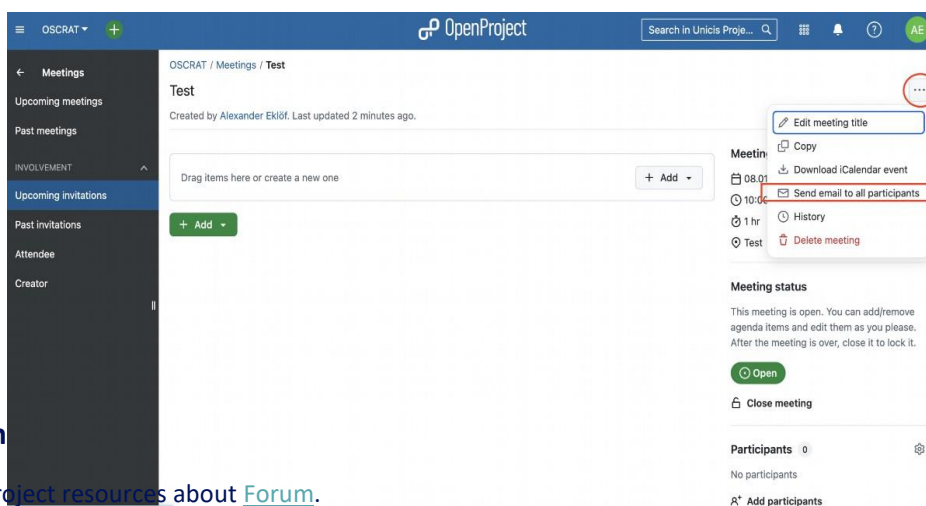
When you have created the meeting, you can then start adding in your agenda, either by adding relevant Work Packages or standalone Agenda items.

If you add a Work Package to a meeting Agenda and you keep your meeting minutes here, the minutes of the meeting can then be found under the relevant Work Package under “Meetings”.

Don’t forget to add the participants and any attachments or info.



When done, click the three dots in the top right corner, then press “Send email to all participants”. Now all the participants that you have added into the meeting will get the invitation sent to their email.



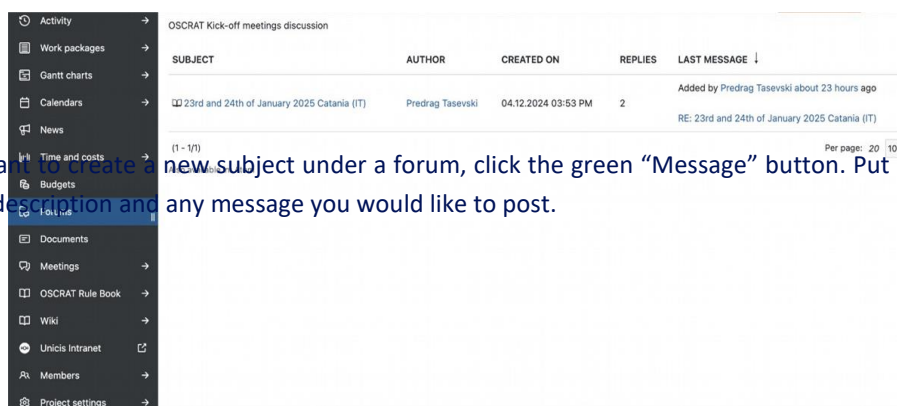
Forum

OpenProject resources about [Forum](#).

How to add new forums and subjects

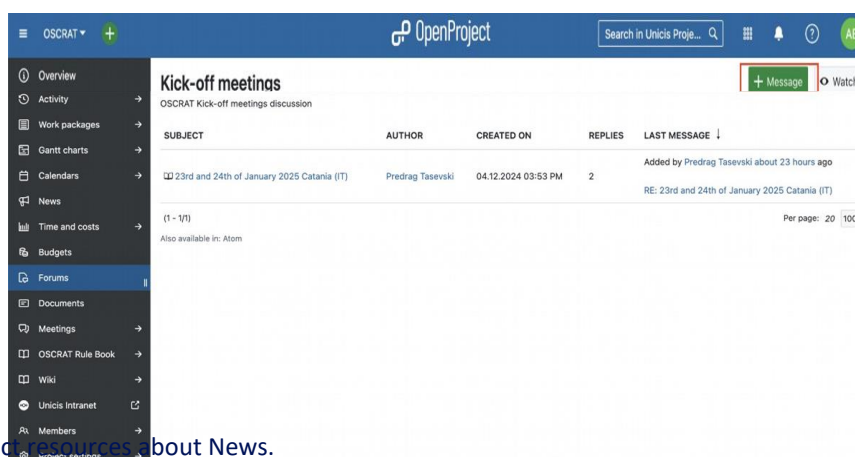
To add a new forum, simply click the green “New Forum” button on the top-right corner. A forum should be a wider topic, where you can then build more specific sub-subjects under the forum:

If you want to create a new subject under a forum, click the green “Message” button. Put in the new subject description and any message you would like to post.



News

OpenProject resources about News.



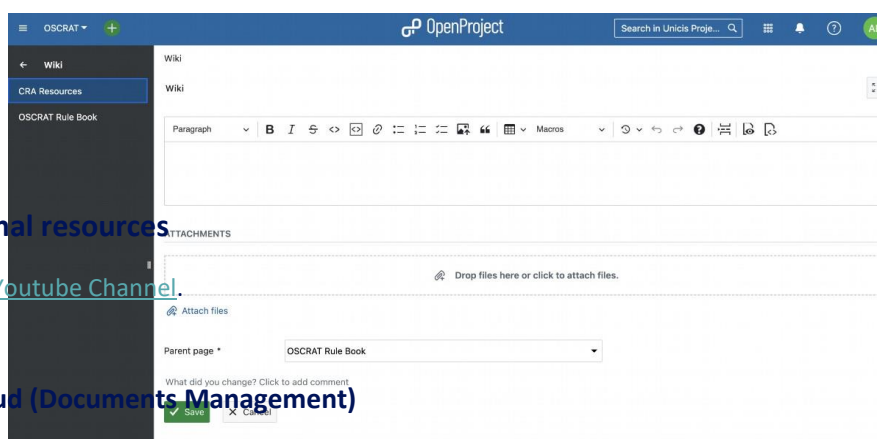
The News section in OpenProject acts as a billboard where you can post relevant updates related to the OSC RAT project. To post, simply press the green “+News” button, add your topic and relevant information.

To comment on a New post, simply click the post and add your comment:

Wiki

OpenProject resources about [Wiki](#).

With the wiki, you can create a document information like project documentation, specifications, guidelines or any other important project information:



Additional resources

- [Youtube Channel](#).

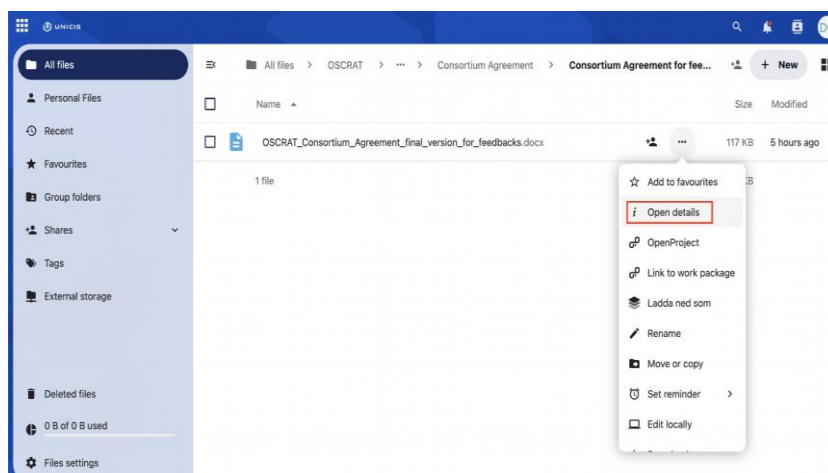
NextCloud (Documents Management)

- [Web interface](#)

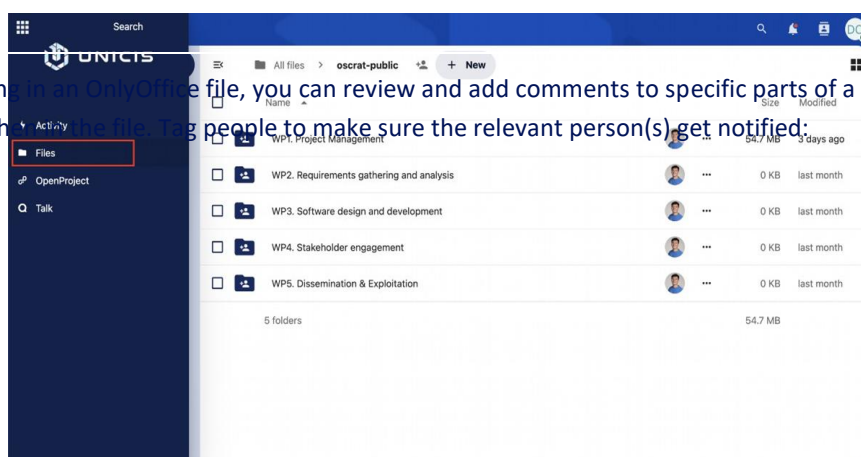
File and folders

- [File and folders](#)

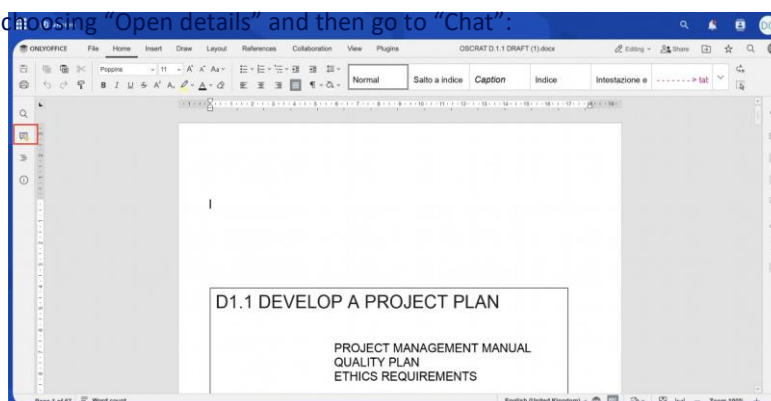
Here you can share and create files and folders. When you upload a file or create one from scratch, these are automatically shared and open to everyone in the project.

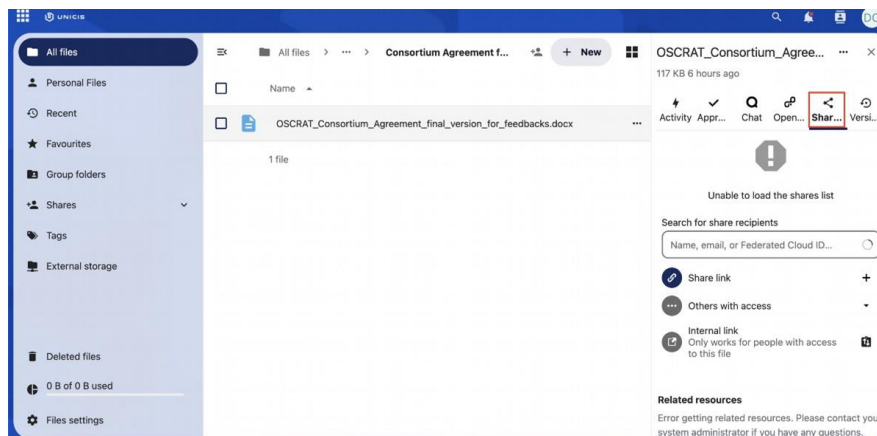


While working in an OnlyOffice file, you can review and add comments to specific parts of a document to the left where the file. Tag people to make sure the relevant person(s) get notified:

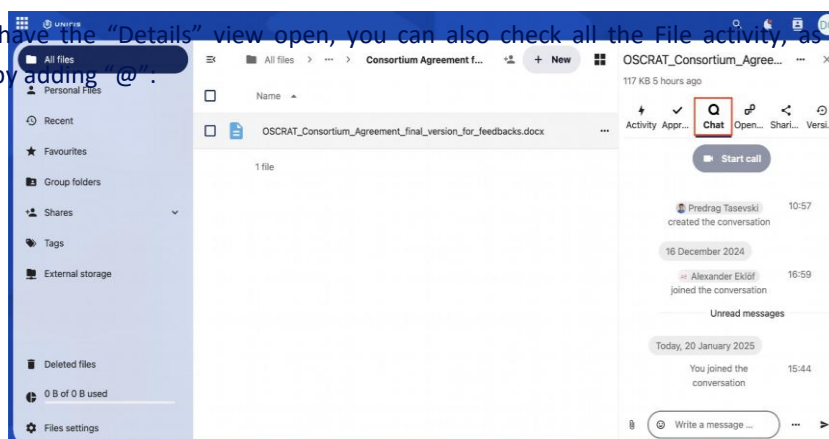


You can also make general comments and chat on a certain file, by simply clicking the three dots next to the file and choosing “Open details” and then go to “Chat”:

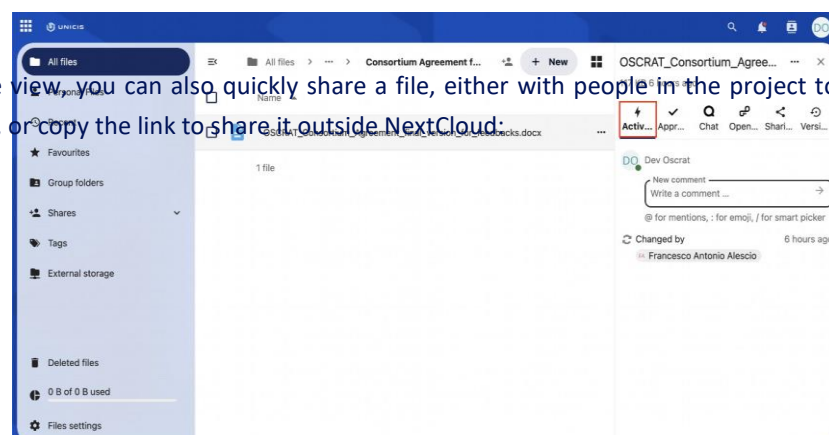




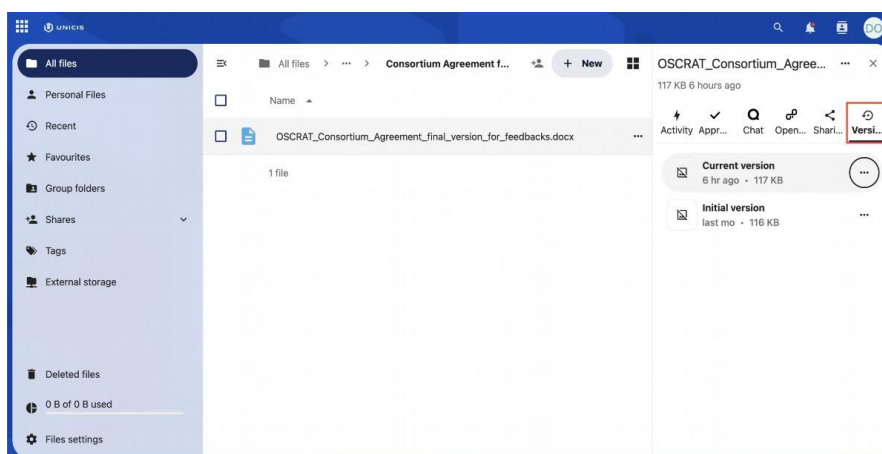
When you have the “Details” view open, you can also check all the File activity, as well as input comments by adding @.



In the same view, you can also quickly share a file, either with people in the project to give them a notification, or copy the link to share it outside NextCloud:



If you want to check for a different version of a file (or go back to a previous version) simply go to “Versions” to see all the available and previous:



OnlyOffice and how to open in your desktop

[OnlyOffice](#) and how to open in your desktop.

Detailed [user guides](#) and [video tutorials](#) are available online from the developer.

How to work with your files and documents

NextCloud is where we gather and share documents and files within the OSCRAT project.

Talk (chat)

[Talk \(chat\)](#).

We have also decided to use WhatsApp Group for unofficial communications. If you want to share files between people, you can also upload the files into the cloud and click “+” to share with a person.

Communication channels (chat)

- [WhatsApp Group](#) (please reach out to Francesco Alescio to be added to the group);
- [Discord Channel](#);
- [Talk Channel](#).

GitHub

- [OSCRAT repository](#).



OSCRAT

Open-Source Cyber Resilience Act Tools

OSCRAT – ESTABLISH COMMUNICATION CHANNELS



[Social link here](#)



[Social link here](#)



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