

# Project website

Deliverable Report D6.2



**Deliverable Report: Version: D raftv1, issue date on 31 July 2016**

ENGINENCY – Toolset to improve building's energy efficiency.  
A Holistic System for Building Inspection and Energy Efficiency Management

This research project has received funding from the European Union's H2020 Fast Track to Innovation Pilot 2015-1 under Grant Agreement no 720661.

# Project website

## Deliverable Report D6.2

Issue Date	31 July 2016
Produced by	DEMO Consultants
Main author	Dr. Rizal Sebastian (DEMO)
Co-authors	Inge van Zuijlen MSc (DEMO)
Version:	v1.1
Approved by	ICM
Dissemination	Public

### Colophon

Copyright © 2016 by ENGINENCY consortium

Use of any knowledge, information or data contained in this document shall be at the user's sole risk. Neither the ENGINENCY Consortium nor any of its members, their officers, employees or agents accept shall be liable or responsible, in negligence or otherwise, for any loss, damage or expense whatever sustained by any person as a result of the use, in any manner or form, of any knowledge, information or data contained in this document, or due to any inaccuracy, omission or error therein contained. If you notice information in this publication that you believe should be corrected or updated, please contact us. We shall try to remedy the problem.

The authors intended not to use any copyrighted material for the publication or, if not possible, to indicate the copyright of the respective object. The copyright for any material created by the authors is reserved. Any duplication or use of objects such as diagrams, sounds or texts in other electronic or printed publications is not permitted without the author's agreement.

This research project has received funding from the European union's H2020 Fast Track to Innovation Pilot 2015-1 under Grant agreement no 720661.





## Publishable executive summary

This report describes the deliverable D6.2 "Project website". It also contains the corporate design, presentation and report templates.

Deliverable D6.2 covers:

- ENGINENCY public website
- Links to social media
- Protocols for Content Management System (CMS) and updates of the public website
- ENGINENCY SharePoint internal website for information sharing among the consortium partners
- Access and instructions to use the SharePoint site
- ENGINENCY logo and corporate design
- ENGINENCY presentation and document templates



## List of acronyms and abbreviations

- CMS: Content Management System
- EC: European Commission
- EU: European Union
- H2020: Horizon 2020
- EeB: Energy-efficient Building

## Definitions

Not applicable



## Contents

<b>1. PUBLIC AND INTERNAL PROJECT WEBSITES</b>	<b>7</b>
1.1 Introduction	7
1.2 ENGINENCY Public Website	7
1.3 Links to social media	10
1.4 Protocols for CMS and updates of the public website	12
1.5 ENGINENCY SharePoint internal website	13
1.6 Access to the SharePoint internal website	16
<b>2. LOGO AND CORPORATE DESIGN</b>	<b>17</b>
<b>3. PRESENTATION AND DOCUMENT TEMPLATES</b>	<b>19</b>
<b>APPENDIX 1 - COLOR CODES</b>	<b>22</b>



# 1. Public and internal project websites

## 1.1 Introduction

Deliverable D6.2 "Project websites" is a result of Work Package 6 "Dissemination and exploitation" of the ENGINENCY project.

This deliverable covers:

- ENGINENCY public website
- Links to social media
- Protocols for Content Management System (CMS) and updates of the public website
- ENGINENCY SharePoint internal website for information sharing among the consortium partners
- Access and instructions to use the SharePoint site
- ENGINENCY logo and corporate design
- ENGINENCY presentation and document templates

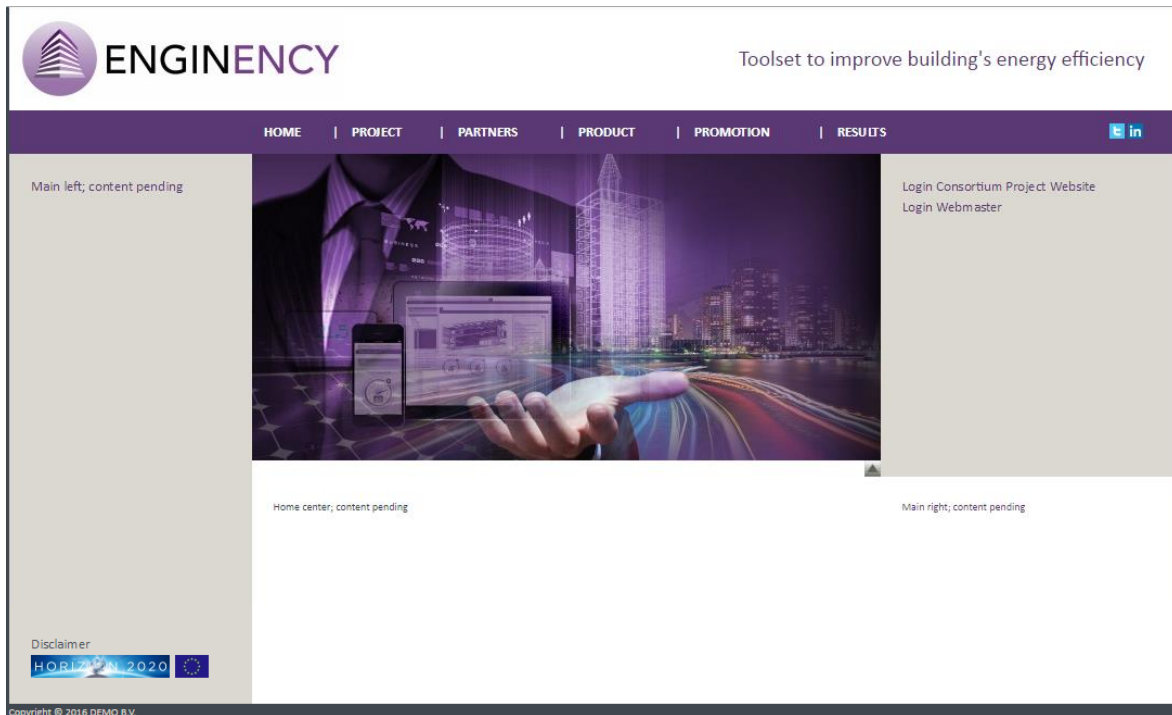
## 1.2 ENGINENCY Public Website

The public website will act as a communication and dissemination channel for the project's results and for involving and enlarging the stakeholders' community. In addition, it will serve as the main interface towards organisations and persons outside of the ENGINENCY project consortium who are interested in the work and achievements of the project.

Content management (CMS) of the public website will be done by DEMO with support from all consortium partners. All partners are responsible to provide the technical content for the public website relevant to their contributions and activities within the project.

The public ENGINENCY website has been formally launched at the kick-off meeting the beginning of the project. The URL address is: [www.enginency-project.eu](http://www.enginency-project.eu). The contents will be updated regularly and extended during the project.

Parts of the public website and the available publications/downloads, as well as the information made available via the company websites of the consortium partners regarding the project, will be used for local dissemination (sometimes in English, sometimes in the national language).



### *Public website menu structure*

- HOME
- PROJECT
  - Rationale
  - Main Aim
  - Benefits
  - Objectives
  - Work Programme
  - Background
- PARTNERS
  - Consortium partners
  - Commercialization network
- PRODUCTS & SERVICES
  - Overview
  - Product catalogue
  - Demonstrations
  - News and statistics



- PROMOTION
  - Publications
  - Presentations
  - Conferences
  - Workshops
  - Exhibitions and Fairs
  - Chamber of Commerce
  - Social media
- RESULTS
  - Deliverable reports
  - Working documents
  - Journal articles
  - Conference papers
  - Presentations
  - Training Documentations
  - Other

## 1.3 Links to social media

The Social Media are enriching existing professional networks and knowledge exchange platforms and ensures a wide reach of the targeted audiences defined within ENGINENCY.

The following social media groups have been activated for ENGINENCY (links can be found in the top right corner on the Public website homepage):

- LinkedIn Group

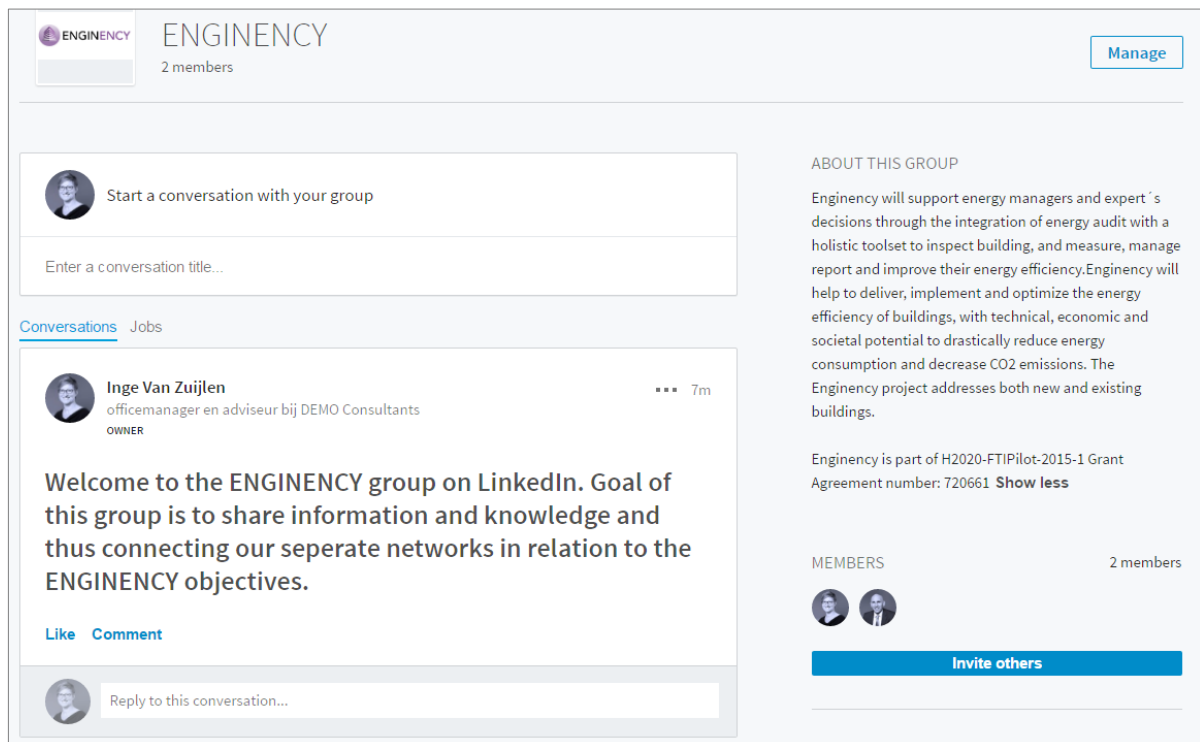
LinkedIn is the world's largest professional network: 300 million connections. LinkedIn has evolved to become one the most important and most prevalent resources for professional networking available. An ENGINENCY group on LinkedIn has been created. Goal of this group is to share and exchange information and knowledge and thus connecting our separate networks in relation to the ENGINENCY objectives.

The group is not 'open' to everyone; to become a member of the group an invitation from another member is necessary. All group members can place comments, updates and contribute to discussions.

Link: <https://www.linkedin.com/groups/8561174>

Owner/ Administrator: Inge van Zuijlen – DEMO Consultants

Administrator: Oana Schippers- Trifan – DEMO Consultants



The screenshot shows the LinkedIn group page for ENGINENCY. At the top, the group name 'ENGINENCY' is displayed with a 'Manage' button and '2 members'. Below this is a section for starting a conversation with the group. The main content area features a post by Inge Van Zuijlen, the group owner, with the text: 'Welcome to the ENGINENCY group on LinkedIn. Goal of this group is to share information and knowledge and thus connecting our separate networks in relation to the ENGINENCY objectives.' To the right, the 'ABOUT THIS GROUP' section describes the group's mission: 'Enginency will support energy managers and expert's decisions through the integration of energy audit with a holistic toolset to inspect building, and measure, manage report and improve their energy efficiency. Enginency will help to deliver, implement and optimize the energy efficiency of buildings, with technical, economic and societal potential to drastically reduce energy consumption and decrease CO2 emissions. The Enginency project addresses both new and existing buildings.' Below this, it mentions 'Enginency is part of H2020-FTIPilot-2015-1 Grant Agreement number: 720661'. The 'MEMBERS' section shows two members and an 'Invite others' button.

- Twitter

An ENGINENCY account has been created on Twitter:

Link: [https://twitter.com/enginency\\_eu](https://twitter.com/enginency_eu)

Username: ENGINENCY\_EU

Password is managed by DEMO Consultants



The social media accounts and updates are managed by DEMO in harmonisation with the updates published on the public website.

## 1.4 Protocols for CMS and updates of the public website

The role and task distribution concerning the public website are described in the Description of Actions of the ENGINENCY project.

In short, the content management will be done by DEMO. The content will be published online upon approval from the project coordinator, who is responsible for the implications of external communications from the project.

In addition, DMO ensures the website hosting and technical support. When documents need to be uploaded on the public website, DMO will upload them first on the DMO-server due to security reasons and make them available for download from the ENGINENCY website through links.

DEMO will keep the public website online until 2 years after the project's completion. Depending on the exploitation plan that will be developed in the course of the project, this post-project website may be transferred into a commercial website for offering and selling the project results.

### *Initial schedule for public website updates:*

- M1 (July 2016): website launching
- M7 (January 2017): first update
- M13 (July 2017): mid-term update
- M19 (January 2018): third update
- M24 (June 2018): final update and transfer to post-project (commercial) website

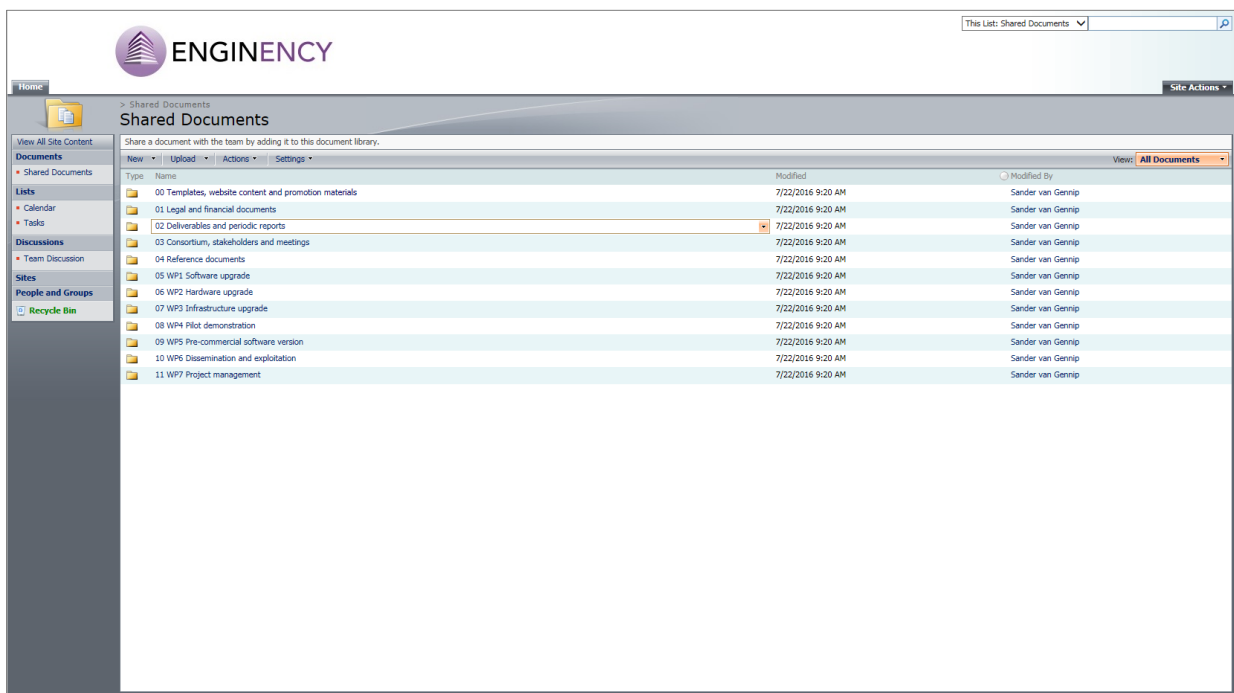
### *Information on Content Management System (CMS), accessible by webmaster*

CMS is a computer application that supports the creation and modification of digital content using a common user interface and thus supporting multiple users. DEMO as webmaster owns the login credentials to work with this CMS. DEMO uses a free cross-browser WYSIWYG (What you See Is What You Get) editor.

## 1.5 ENGINENCY SharePoint internal website

Next to the public website, an internal project website (SharePoint) for information sharing among consortium partners has been set-up. Access to the SharePoint project website is possible both through the web-enabled portal as well as mobile devices (iPad App).

The project website of ENGINENCY was formally launched at the same time with the public website in the beginning of the project. The address is: [www.ENGINENCY-project.org](http://www.ENGINENCY-project.org). The contents will be continuously updated and extended during the project. This is a restricted website which can be accessed directly by the consortium partners and EC officials with login credentials.



The screenshot displays the SharePoint interface for the ENGINENCY project. The top navigation bar includes the ENGINENCY logo and a dropdown menu for "This List: Shared Documents". The main content area is titled "Shared Documents" and contains a table of documents. The table has columns for "Type", "Name", "Modified", and "Modified By". The documents listed are:

Type	Name	Modified	Modified By
Folder	00 Templates, website content and promotion materials	7/22/2016 9:20 AM	Sander van Gennip
Folder	01 Legal and financial documents	7/22/2016 9:20 AM	Sander van Gennip
Folder	02 Deliverables and periodic reports	7/22/2016 9:20 AM	Sander van Gennip
Folder	03 Consortium, stakeholders and meetings	7/22/2016 9:20 AM	Sander van Gennip
Folder	04 Reference documents	7/22/2016 9:20 AM	Sander van Gennip
Folder	05 WP1 Software upgrade	7/22/2016 9:20 AM	Sander van Gennip
Folder	06 WP2 Hardware upgrade	7/22/2016 9:20 AM	Sander van Gennip
Folder	07 WP3 Infrastructure upgrade	7/22/2016 9:20 AM	Sander van Gennip
Folder	08 WP4 Pilot demonstration	7/22/2016 9:20 AM	Sander van Gennip
Folder	09 WP5 Pre-commercial software version	7/22/2016 9:20 AM	Sander van Gennip
Folder	10 WP6 Dissemination and exploitation	7/22/2016 9:20 AM	Sander van Gennip
Folder	11 WP7 Project management	7/22/2016 9:20 AM	Sander van Gennip



## *SharePoint website menu structure*

- 00 Templates, website content and promotion materials
  - 00.01 Templates
  - 00.02 Public website content
  - 00.03 Promotion materials
- 01 Legal and financial documents
  - 01.01 Grant Agreement
  - 01.02 Consortium Agreement
  - 01.03 Financial documents
  - 01.04 EU guidelines
- 02 Deliverables and periodic reports
  - 02.01 Submitted deliverables
  - 02.02 Periodic reports
- 03 Consortium, stakeholders and meetings
  - 03.01 Consortium information
  - 03.02 Stakeholder information
  - 03.03 Consortium meetings
    - 03.02.01 Logistic information
    - 03.02.02 Presentations
    - 03.02.03 Agenda and minutes
  - 03.04 Technical meetings
    - 03.03.01 Logistic information
    - 03.03.02 Presentations
    - 03.03.03 Agenda and minutes
  - 03.05 Stakeholder meetings
    - 03.03.01 Logistic information
    - 03.03.02 Presentations
    - 03.03.03 Agenda and minutes
- 04 Reference documents
  - 04.01 General references
  - 04.02 WP1 references
  - 04.03 WP2 references
  - 04.04 WP3 references
  - 04.05 WP4 references
  - 04.06 WP5 references
  - 04.07 WP6 references
  - 04.08 WP7 references
- 05 WP1 Software upgrade
  - 05.01 Working documents

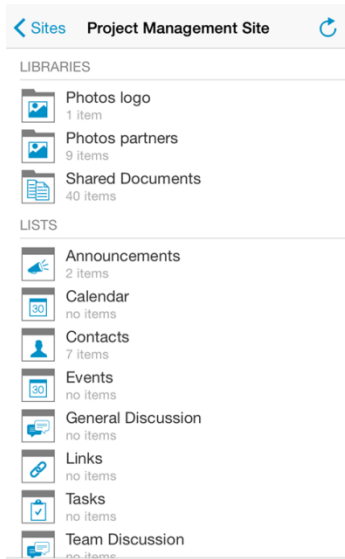


	05.02	Presentations
	05.03	Deliverables
06	WP2 Hardware upgrade	
	06.01	Working documents
	06.02	Presentations
	06.03	Deliverables
07	WP3 Infrastructure upgrade	
	07.01	Working documents
	07.02	Presentations
	07.03	Deliverables
08	WP4 Pilot demonstration	
	08.01	Working documents
	08.02	Presentations
	08.03	Deliverables
09	WP5 Pre-commercial software version	
	09.01	Working documents
	09.02	Presentations
	09.03	Deliverables
10	WP6 Dissemination and exploitation	
	10.01	Working documents
	10.02	Presentations
	10.03	Deliverables
11	WP7 Project management	
	11.01	Working documents
	11.02	Presentations
	11.03	Deliverables

## 1.6 Access to the SharePoint internal website

There are two ways to access this project website:

- Web-enabled:
  - By logging in with own credentials through the public website [www.ENGINENCY-project.eu](http://www.ENGINENCY-project.eu) under Login Consortium Project Website, or
  - Accessing directly the SharePoint via [www.ENGINENCY-project.org](http://www.ENGINENCY-project.org). A window will open where registered members will log in with their credentials.
  -
- On The Go (iPad / iPhone App)
  - *SharePlus Office Mobile Client app* (available in App Store for free for the lite version) is an easy to use office app On the Go for retrieving and editing SharePoint documents on mobile devices. This can be easily done with or without network connectivity and will sync the changes securely when back at the office. If a file was changed by someone else while out of the office, the app will detect the collision and ask what version to keep.







## 2. Logo and corporate design

Corporate design style of the ENGINENCY project is produced for all kinds of documents and presentations that would come out of project activities. The purpose of corporate design style is project branding. It establishes an identity that provides recognition and conjures up a positive image. ENGINENCY corporate design style contains a logo, colour, style and an image.

ENGINENCY colour scheme is purple and grey. The exact colour codes can be found in Annex 1.

The ENGINENCY logo contains the name of the project and an object. Two versions are available: one with subtitle and one without subtitle.

The main ENGINENCY theme image visualises the innovative characters of the project and its outcomes. This theme image will appear in the background of document and presentation templates.

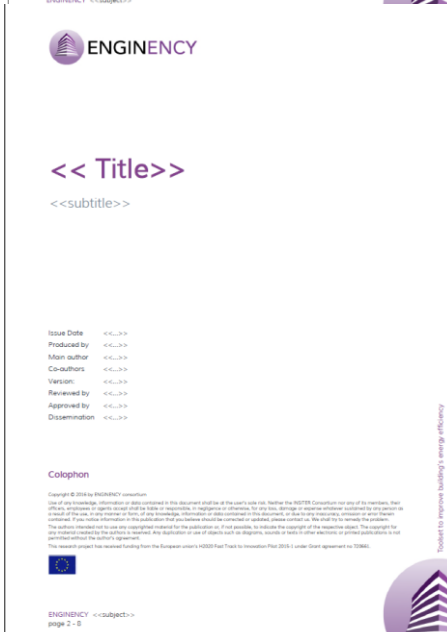
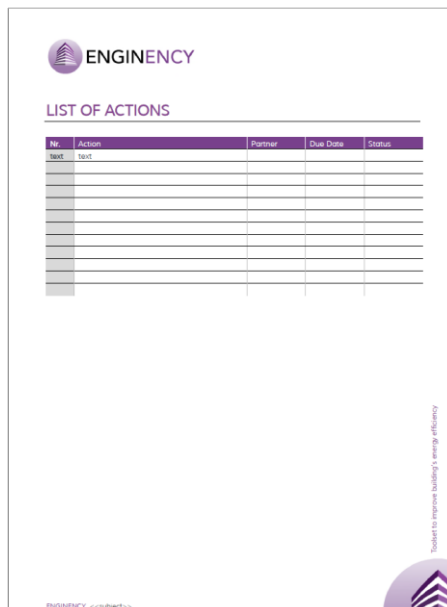
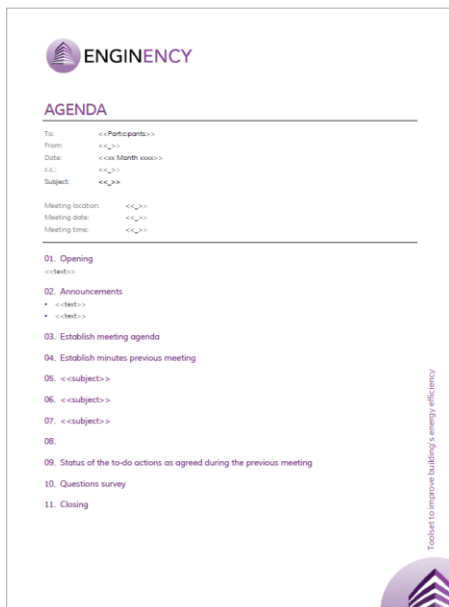




## 3. Presentation and document templates

The ENGINENCY project provides five templates to be used for internal and external communication.

- ENGINENCY Agenda                      Word template to set up an agenda for meetings
- ENGINENCY Minutes                    Word template to set up minutes for meetings
- ENGINENCY Memo                        Word template to set up a memo (for internal communication)
- ENGINENCY Report                      Word template to set up deliverable reports
- ENGINENCY Presentation              PowerPoint template to set up internal and external presentations





A new document using these templates can be opened on SharePoint under Shared Documents (click on the tab NEW in the Menu bar).



**ENGINENCY**


Home


> Shared Documents

## Shared Documents

Share a document with the team by adding it to this document library.

New Upload Actions Settings

-  **ENGINENCY Agenda**  
Create a new ENGINENCY Agenda
-  **ENGINENCY Minutes**  
Create a new ENGINENCY Minutes
-  **ENGINENCY Memo**  
Create a new ENGINENCY Memo
-  **ENGINENCY Report**  
Create a new ENGINENCY Report
-  **ENGINENCY Presentation**  
Create a new ENGINENCY Presentation
-  **Folder**  
Add a new folder to this document library.

-  10 WP6 Dissemination and exploitation
-  11 WP7 Project management

## APPENDIX 1 - Color Codes

---

### *Light Purple*

CMYK | 57:89:0:0

RGB | 132:64:141

HTML | 84408D

### *Dark Purple*

CMYK | 76:91:25:11

RGB | 90:56:115

HTML | 5A3873

### *Light Grey*

CMYK | 3:3:6:7

RGB | 219:216:209

HTML | DBD8D1

### *Dark Grey*

CMYK | 41:28:22:70

RGB | 64:71:79

HTML | 40474E

