

## Deliverable D.1.3.

### Deliverable title

### Collaborative tools created

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## Table of Contents

|                                    |    |
|------------------------------------|----|
| DISCLAIMER AND COPYRIGHT .....     | 2  |
| 1. Executive Summary .....         | 4  |
| 2. Abbreviations and acronyms..... | 4  |
| 3. Background .....                | 4  |
| 4. Objective/Aim.....              | 5  |
| 4. <i>MS Teams structure</i> ..... | 6  |
| 5. Conclusions .....               | 13 |

## 1. Executive Summary

This deliverable outlines the setup and maintenance of collaborative tools to support the daily operations of the S4AI Hub, ensuring efficient communication and document management. The key platforms implemented include Microsoft Teams as the central repository for project documentation and a dedicated mailing list for task-specific exchanges. Teams serves as a structured workspace for storing templates, meeting minutes, deliverables, financial records, and other essential materials, enabling seamless collaboration. Meanwhile, the mailing list facilitates focused communication among team members.

The approach involved selecting user-friendly, reliable tools that align with the project's needs. While these solutions enhance coordination, their reliance on third-party services presents a potential limitation in case of disruptions. To maximize effectiveness, periodic reviews of access permissions and folder organization in Teams are recommended, along with training to ensure proper utilization. This summary provides a concise yet comprehensive overview, allowing stakeholders to grasp the deliverable's purpose and outcomes without delving into technical details.

## 2. Abbreviations and acronyms

| Abbreviation / Acronym | Description                                   |
|------------------------|-----------------------------------------------|
| S4AI Hub               | Serbian European Digital Innovation Hub on AI |
| MS Teams               | Microsoft Teams                               |
| DIH                    | Digital Innovation Hub                        |

## 3. Background

This document constitutes Deliverable D1.2, " Collaborative tools create" developed under the Flagship Project S4AIHUB (Serbian European Digital Innovation Hub on AI). As part of Work Package 1 Manage an Effective and Sustainable S4AI\_HUB this deliverable fulfills a key infrastructural requirement by establishing standardized digital collaboration frameworks to support the project's operational and knowledge-sharing needs.

The implementation of these tools aligns with the project's broader objectives to enhance coordination among consortium members, streamline documentation workflows, and ensure secure, centralized access to critical resources. By deploying Microsoft Teams as the primary repository and dedicated mailing lists for task-oriented communication, this initiative addresses the foundational need for efficient intra-project collaboration.

#### 4. Objective/Aim

This deliverable (D1.2: "Set Up and Maintenance of Collaborative Tools") has been prepared to establish and document the foundational digital infrastructure required for the **S4AIHUB Flagship Project's** execution. Its primary aim is to ensure seamless internal collaboration, secure knowledge management, and efficient communication across all consortium members and stakeholders.

Specifically, this document:

1. **Outlines the deployment** of standardized tools (*Microsoft Teams and task-specific mailing lists*) as the project's central collaboration platforms.
2. **Defines governance protocols** for access, maintenance, and scalability of these tools throughout the project lifecycle.
3. **Supports the FP's broader objectives** by enabling real-time coordination, transparent documentation sharing, and audit-ready record-keeping—critical for achieving milestones in AI and blockchain innovation.

By formalizing these frameworks, the deliverable mitigates risks of operational fragmentation and ensures compliance with the project's digital strategy, as outlined in D1.1. S4AI\_HUB Strategy and Plans prepared and adopted.

#### 4. MS Teams structure

In order to ensure efficient project management, clear documentation, and seamless collaboration, we have established the following folder structure in Microsoft Teams. This structure is designed to streamline workflows, maintain transparency, and provide easy access to all necessary project materials.

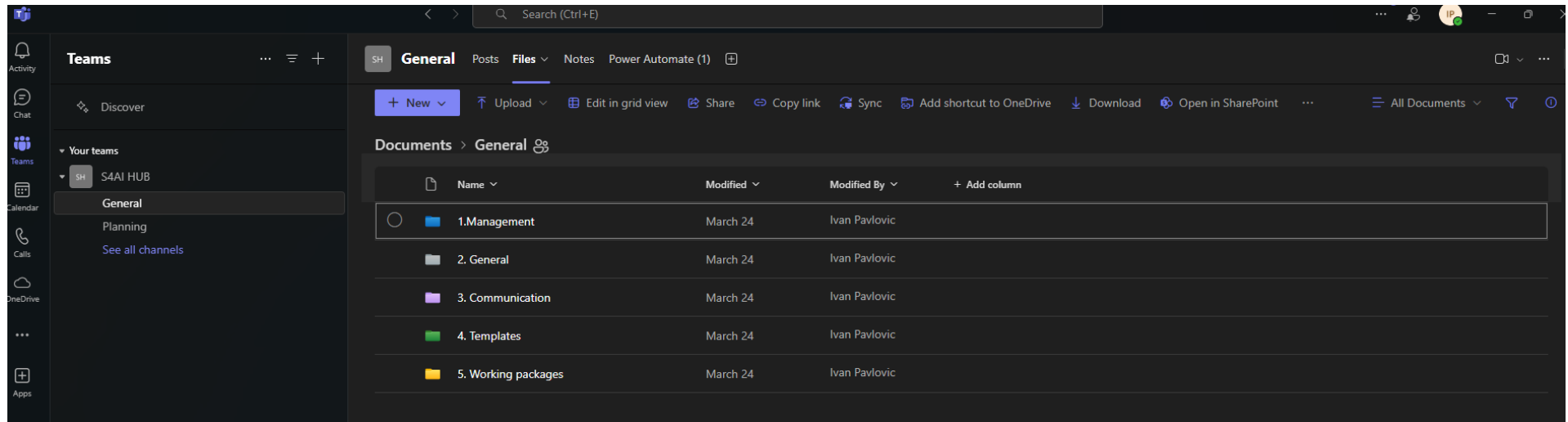


Image 1: General filing system in MS Teams

The organization follows a logical hierarchy, starting with Management, which contains essential operational documents such as financial records, procurement details, and HR-related files. This ensures that administrative tasks are centralized and easily traceable. The General section houses foundational project documents, including contracts, partnership agreements, and strategic guidelines, serving as a reference point for all stakeholders.

For visibility and outreach, the Communications folder consolidates promotional materials, branding assets, and external engagement tools, ensuring consistent messaging across all platforms. Meanwhile, the Templates section provides standardized formats for recurring documents, reducing redundancy and maintaining uniformity in reporting and presentations.

Finally, the Work Packages (WP) are structured to align with the project's technical execution, with subfolders dedicated to tasks, deliverables, and milestones. This breakdown ensures that progress is systematically tracked and that all outputs are properly archived.

This structure was chosen to enhance clarity, accountability, and efficiency, allowing team members to quickly locate files while maintaining compliance with project requirements. Adjustments can be made as needed to accommodate evolving project needs

#### 4.1. Management

This folder contains operational and administrative documents necessary for project management:

- **Reporting:** Periodic reports for donors (e.g., monthly/quarterly), financial analyses.
- **Procurement:** Documentation related to procurement (offers, supplier contracts, invoices).
- **SyGma privileges:** Access parameters and instructions for using the SyGma platform.
- **Workplan and tasks:** Detailed project plan with task distribution and deadlines.
- **Contact list:** Directory of all key contacts (team members, partners, external collaborators).
- **Meetings:** Meeting minutes, presentations, and action plans.
- **Human Resources:** Contracts with collaborators, timesheets.
- **Financial management:** Financial plans, expenses, transactions, expenditure reports.
- **Internal protocol:** Internal rules and procedures (e.g., GDPR, document archiving).

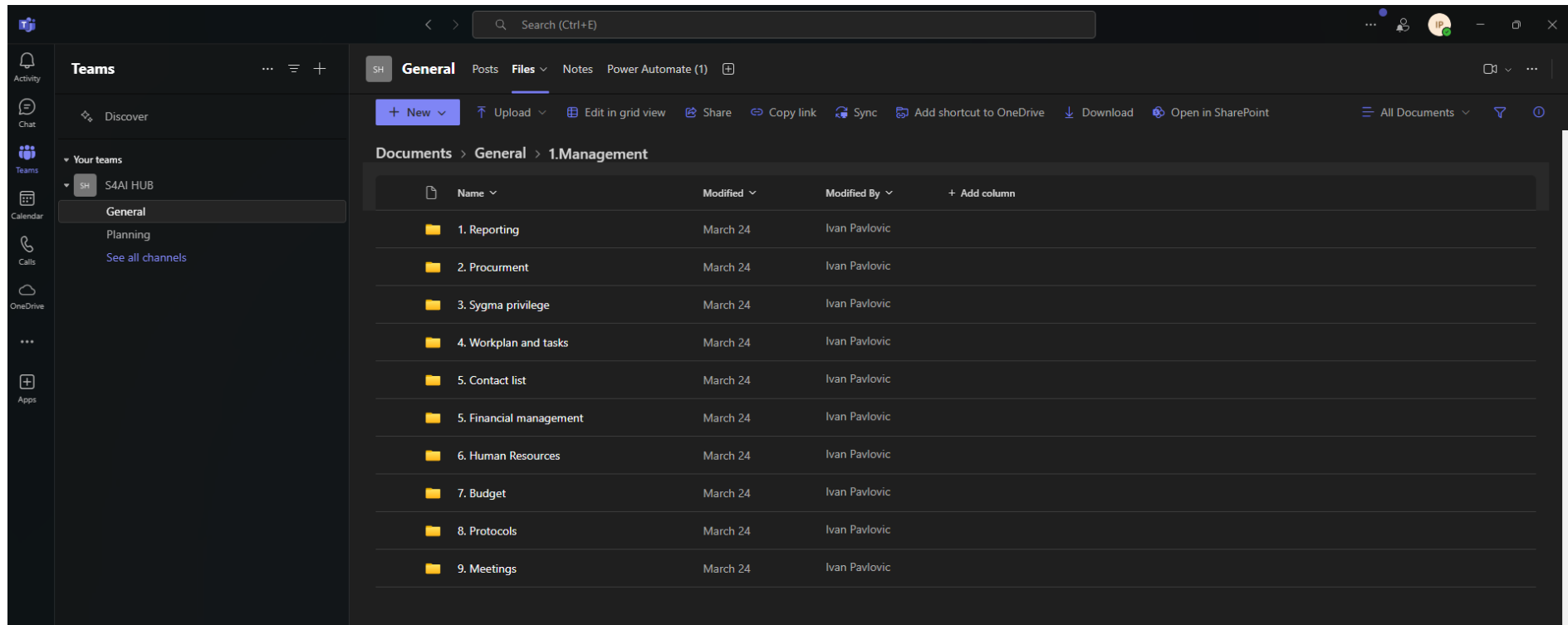


Image 2: Management filing system in MS Teams

## 4.2. General

This section contains strategic and legal documents defining the project:

- **GAP documents:** Documentation created during the project preparation phase.
- **Contract:** Final version of the contract with the European Commission.
- **Partnership Agreement:** Agreements with partners.

- **Manuals:** Guidelines for using project tools.
- **Output reporting:**
  - **Quality report:** Evaluation of output quality.
  - **Factsheets:** Summaries of achievements for promotion.

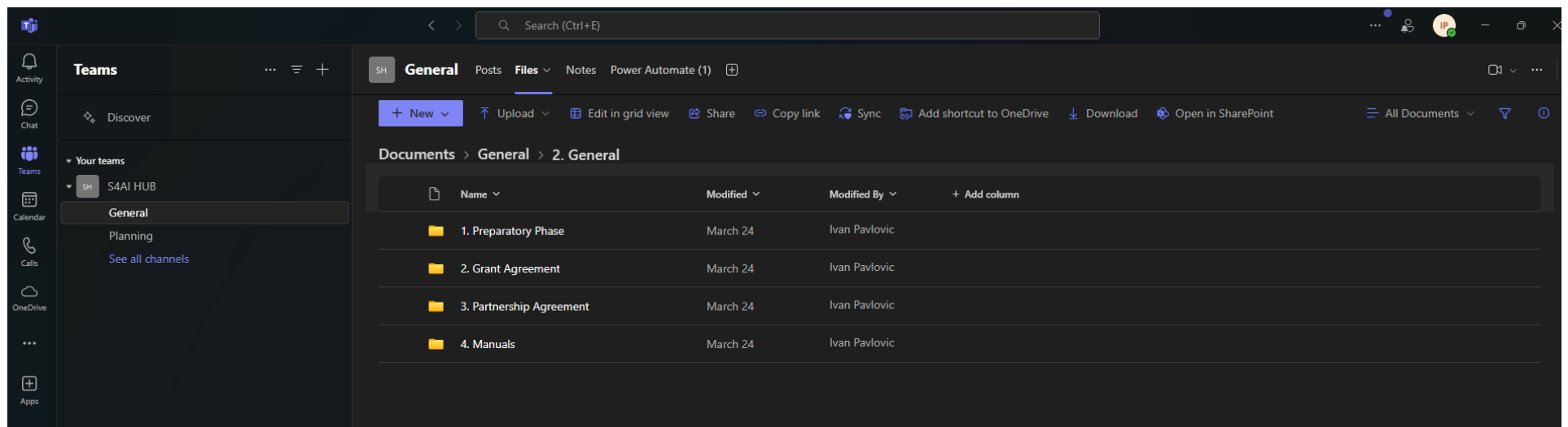


Image 3: General filing system in MS Teams

### 4.3. Communications

Folder dedicated to promotion and public outreach:

- **External Communication:**
  - **C&D monitoring tool:** Tools for tracking communication strategy (e.g., social media metrics).
  - **One-page concept:** Project summary for partners/service users.

- All partner posts related to the project.
- **Communication Manuals:**
  - **EDIH Communication guide:** Standardized tone and visual identity.
  - **S4AI Hub guidelines:** Specific rules for project promotion.
- **Logos:** Project and partner logos (e.g., .png, .svg).
- **Visibility material:** Digital materials for events (banners, brochures, leaflets, etc.).

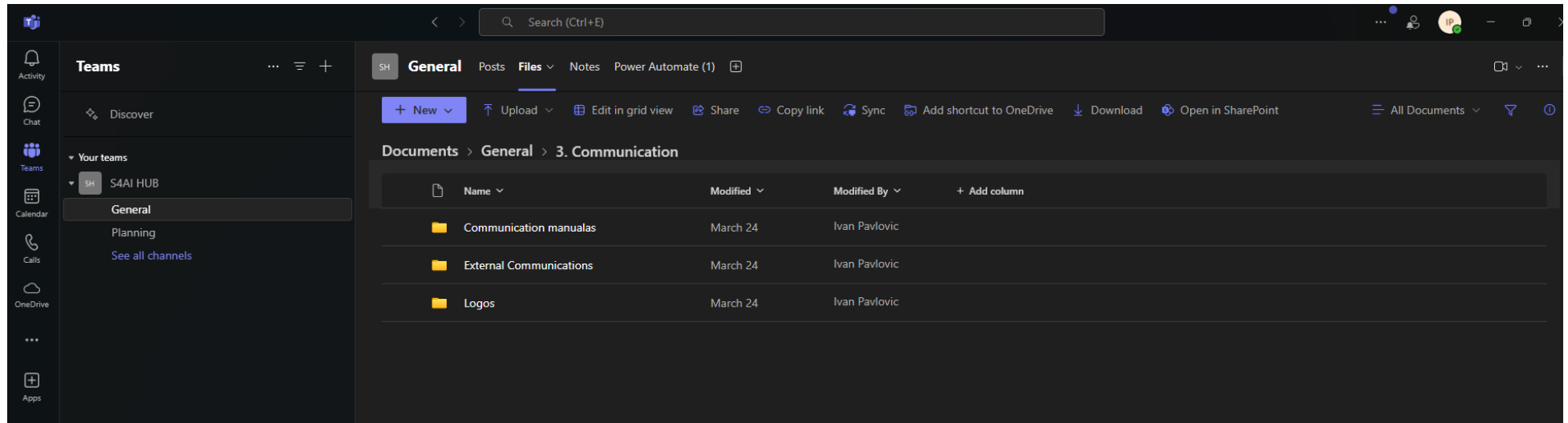


Image 4: Communication filing system in MS Teams

## 4.4. Templates

Standardized templates:

- **Attendance list:** For tracking meeting attendance.
- **PPT Templates:** Presentation slides with project logo.
- **Digital documents:** Forms (e.g., event registration).

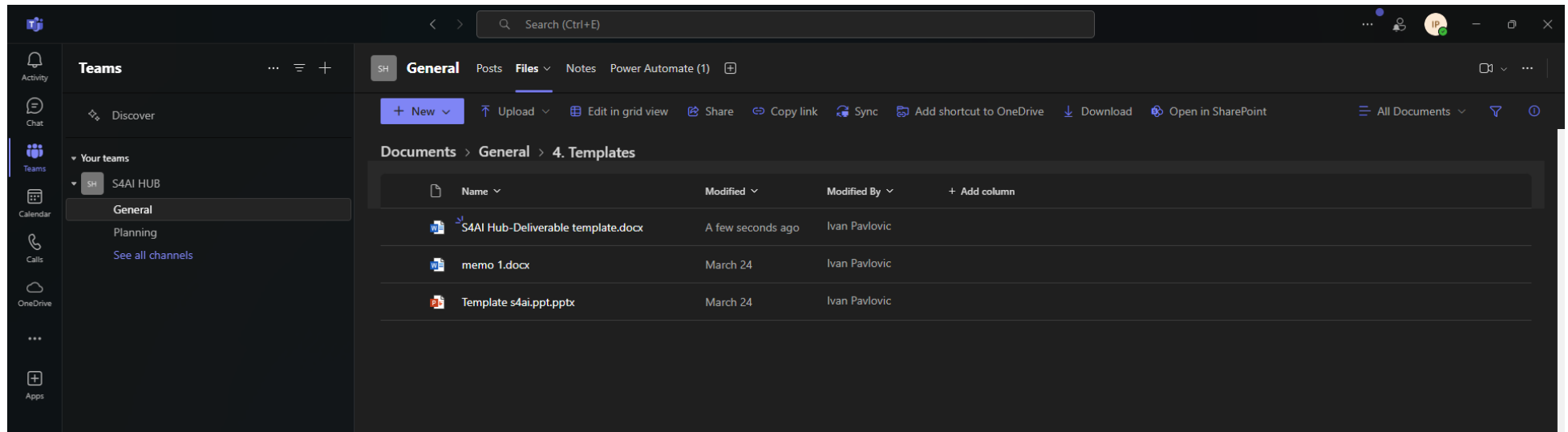


Image 5: Template filing system in MS Teams

## 4.5. Work Packages (WP)

Structure tailored to work packages:

- Within each **WP folder**, you will find:

- **Subfolders for Tasks.**
- **Deliverables (numbered):** Final outputs.
- **Milestones (numbered):** Key events.

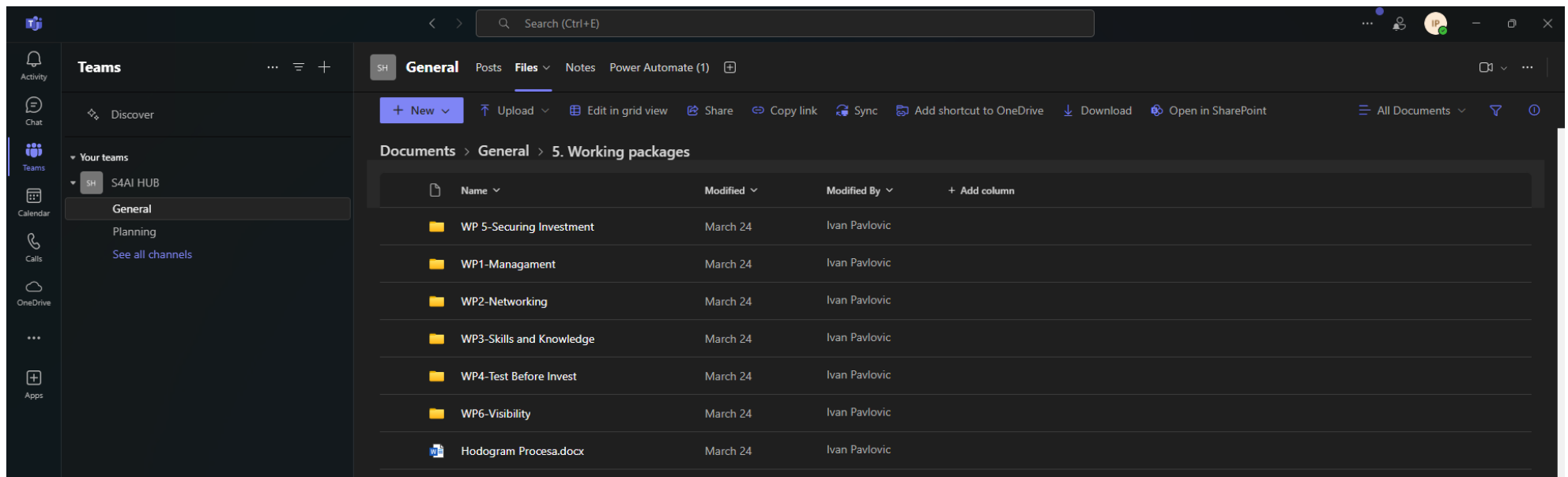


Image 6: Work Packages filing system in MS Teams

## 5. Conclusions

This work was undertaken to establish a well-organized and efficient folder structure in Microsoft Teams, ensuring streamlined project management, documentation, and collaboration. Given the complexity of multi-stakeholder projects—particularly those involving EU funding, reporting obligations, and cross-team coordination—a clear and logical file organization system was essential to avoid inefficiencies, misplaced documents, and compliance risks.

The primary challenge was structuring the digital workspace in a way that balances accessibility with systematic categorization, allowing team members to quickly locate files while maintaining consistency in documentation. The objective was to create a standardized yet flexible framework that supports administrative, operational, and communication needs while aligning with project workflows.

To achieve this, we followed a methodology based on best practices in digital project management, segmenting the structure into five key categories: Management, General, Communications, Templates, and Work Packages (WP). Each section was designed with a specific purpose, ensuring that documents are logically grouped and easily retrievable.

The findings confirm that this structure successfully addresses the initial problem by:

- Centralizing administrative and financial documents under Management for accountability.
- Storing foundational project agreements and strategic guidelines in General for reference.
- Consolidating branding and outreach materials in Communications for consistency.
- Providing reusable formats in Templates to reduce redundancy.
- Structuring Work Packages to align with project execution, ensuring traceability of tasks and deliverables.

Evaluation of the results shows that the structure meets its intended objectives, improving document retrieval, reducing duplication, and enhancing transparency. However, some limitations remain, such as the need for periodic reviews to adapt to evolving project phases and potential overlaps between folders that may require additional guidelines for users.

The best solution was implementing a hierarchical yet adaptable system, allowing modifications as the project progresses. The current structure has effectively achieved its goals, but its success depends on consistent adherence by all team members.

Implications for other tasks/projects: This approach can serve as a template for future projects, particularly those with similar reporting and collaboration requirements. It underscores the importance of early standardization in digital workspace organization to prevent inefficiencies later.

Future work should include:

- Regular audits to refine folder categorization based on usage patterns.
- Training sessions to ensure all team members correctly utilize the structure.
- Potential automation (e.g., metadata tagging) to further enhance searchability.

In conclusion, this deliverable has fulfilled its purpose by establishing a functional and scalable MS Teams structure, laying a strong foundation for project execution while offering transferable lessons for future initiatives.



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