

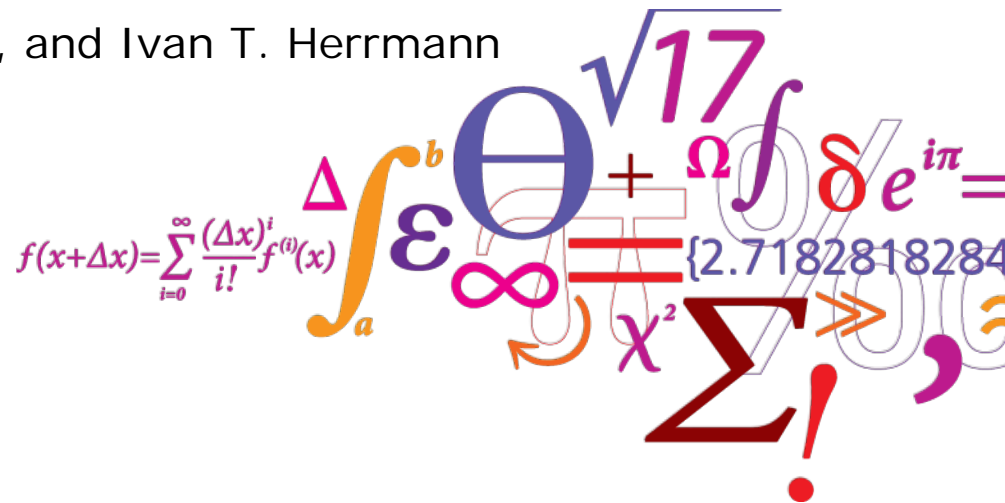
# CITIES

Kick-off conference 2014

## *Communication and project tools*

CMT - Henrik Madsen, Alfred Heller, and Ivan T. Herrmann

January 29, 2014



# CITES Communication

## A) CITIES Internal communication

- Primarily what project tools we are using

## B) CITIES Design

- Logo and homepage

## C) CITES External communication

- In the media
- Stakeholder communication, e.g. DSF

## A) CITIES Internal communication/project tools (1)

|      |   |   |  |
|------|---|---|--|
| ...  |   |   |  |
| 05   | <a href="https://basecamp.com/">https://basecamp.com/</a>                   | 20\$/month upwards 10 projekter                       | Pro:<br>Con:   |
| 06   | <a href="http://www.projectmanager.com/">http://www.projectmanager.com/</a> | 20\$/month upwards unlimited users/projects projekter | Pro: This has a lot of very nice functionalities claims that it can communicate with Microsoft project management tool<br><br>Con: |
| 07   | <a href="http://www.zoho.com/projects/">http://www.zoho.com/projects/</a>   | >299\$/year = 1650 DKK/år<br>15 GB, 10 projects       | Pro:<br>Con:   |
| 08   | <a href="http://www.google.drive.com">www.google.drive.com</a>              | Already in use  | Pro: "hangouts", share screen<br>Con:  |
| 09   | <a href="http://www.dropbox.com">www.dropbox.com</a>                        |   | Pro:<br>Con:   |
| 10   | <a href="http://www.trello.com">www.trello.com</a>                          | Seem to be a kind of Task-<br>Todo-list (too limited) | Pro:<br>Con:   |
| .... |   |   |  |

# A) CITIES Internal communication/project tools (2)











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Google



← Google Apps ▾ 8 services

| <input type="checkbox"/> | SERVICES   | STATUS          |
|--------------------------|--|-----------------|
| <input type="checkbox"/> |  <b>Calendar</b><br>Organize your schedule and share events with friends  | On for everyone |
| <input type="checkbox"/> |  <b>Contacts</b><br>Manage your contacts  | On for everyone |
| <input type="checkbox"/> |  <b>Drive</b><br>With Google Drive, you can create, share and keep all your stuff in one place. Share files with others, and edit them together in real time. | On for everyone |
| <input type="checkbox"/> |  <b>Gmail</b><br>Get a fresh start with email that has less spam  | On for everyone |
| <input type="checkbox"/> |  <b>Groups for Business</b><br>Create mailing lists and discussion groups   | On for everyone |
| <input type="checkbox"/> |  <b>Mobile</b><br>Google Sync for Mobile  | Always on       |
| <input type="checkbox"/> |  <b>Sites</b><br>Create, share and publish websites   | On for everyone |
| <input type="checkbox"/> |  <b>Talk/Hangouts</b><br>Talk, IM, and share files with your friends for free   |                 |

*...similar to what is used in IEEE*

## A) CITIES Internal communication/project tools (3)

Right now (and the next couple of months):

Avoid "mail mare" - we use **Google.drive**

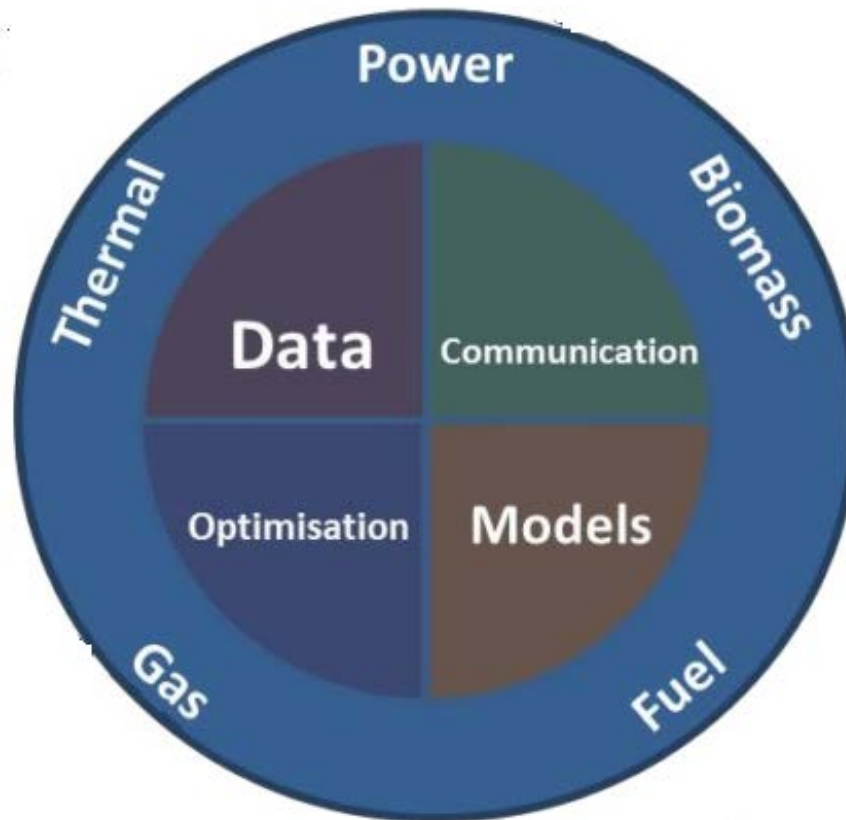
Google.drive is **easiest to use** if you:

1. Have a **Google account**, e.g. [xxxx.dtu@gmail.com](mailto:xxxx.dtu@gmail.com)
2. Use **Chrome browser**
3. Also, you can download to your computer google.drive

Some **rules** for the use of Google.drive:

- Please do not delete anything from google.drev before acceptance from CMT
- I will monitor and adjust the names and numbers of different folders in the main structure

## B) CITIES Design – Logo and homepage



Will be developed in iterations:

**First** we will use our own design (just to get started)

**Second** we will see if we can hire a professional designer

<http://smart-cities-centre.org/>

## C) CITIES External communication

We would very much like to keep track of what is in the media about CITES

So we have a folder on the google.drive where we can collect relevant media releases:

<https://drive.google.com/?tab=wo&authuser=0#folders/0B6f857uScXnxQnptLVQta2xkSkE>

### **External communication,**

➤ *In general* this should be cleared with Henrik Madsen/CMT