



Regio.Digi.Hub

Regional Development Digital
Education HUB

**Promoting Regional Development by
building the capacity of the VET system**



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Identifying the common elements between the smart specialization niches of each sector and major regional challenges



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Regio.Digi.Hub
Regional Development Digital
Education HUB

Consortium



ATLANTIS
ENGINEERING



BSC
Business Support Centre Kranj
Regional Development Agency of Gorenjska



ADR
Agenția pentru Dezvoltare Regională
N O R D - E S T



**THE REGIONAL
DEVELOPMENT
AGENCY BACKA**



**POLITEKNIKA
TXORIERRI**



ESTABLISHED 1890
**RUSE CHAMBER OF
COMMERCE AND INDUSTRY**



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Chapter 6: PM with OpenProject

What is OpenProject?

OpenProject is:

- free and **open source software** for **classical as well as agile project management** to support teams along [the entire project life-cycle](#);
- available in more than 30 languages;
- licensed under **GNU GPL V3**. The source code is freely published on [GitHub](#);
- offer as paid subscriptions or Enterprise-on-premise Edition or Community Edition ([see this link](#))
- developed since 2011 (a fork of the deprecated ChiliProject which was a fork of Redmine)

<https://www.openproject.org/docs/getting-started/openproject-introduction/>



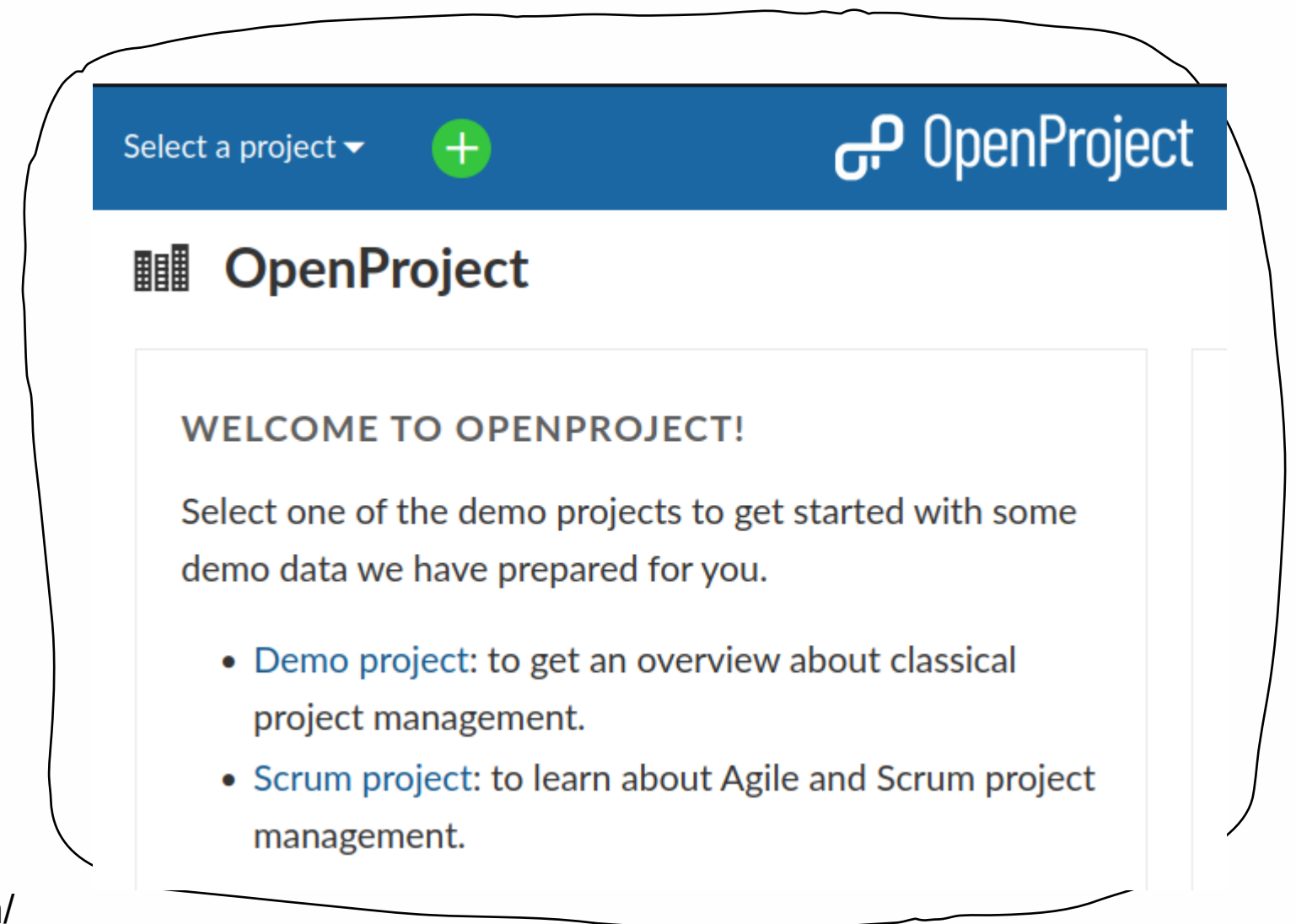
Chapter 2: PM with OpenProject

First steps to get started

To get started with OpenProject, there are a few easy steps to follow:

1. Get an account and sign in
2. Create a new project
3. Invite team members to collaborate
4. Create work packages
5. Set up a project plan

Source: <https://www.openproject.org/docs/getting-started/openproject-introduction/>



Chapter 2: PM with OpenProject

The entire Project Management Life-Cycle

Project phase	Documentation for
<u>Project concept and initiation</u>	Collect ideas and specify project scope and deliverables: set up a project, document initial ideas, project description, invite members.
<u>Project definition and planning</u>	Create a project overview with detailed information, set up a project plan, create your roadmap.

Source: <https://www.openproject.org/docs/getting-started/openproject-introduction/>



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The entire Project Management Life-Cycle

Project phase	Documentation for
<u>Project launch or execution</u>	Manage all project activities, such as tasks, deliverables, risks, features, bugs, change requests. Use agile boards with your teams, document meetings, share news.
<u>Project performance and control</u>	Create and manage project budgets, track and evaluate time and costs. Have custom reports for accurate, current insight into project performance and allocated resources.

Source: <https://www.openproject.org/docs/getting-started/openproject-introduction/>



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Chapter 2: PM with OpenProject

The entire Project Management Life-Cycle

Project phase

Documentation for

[Project close](#)

Document project achievements, lessons learned, best practices and easily summarize the main results of a project. Archive projects for later reference and lessons learned.

Source: <https://www.openproject.org/docs/getting-started/openproject-introduction/>



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Chapter 2: PM with OpenProject

Project concept and initiation

OpenProject supports the initial set-up and configuration of a project structure.

Features

[Create a new project](#)

[Set up a project structure](#)

Documentation for

Create and set up a new project in OpenProject

Create a project hierarchy to structure your work in OpenProject

Source: <https://www.openproject.org/docs/getting-started/openproject-introduction/>



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Chapter 2: PM with OpenProject

Project concept and initiation

OpenProject supports the initial set-up and configuration of a project structure.

Features

[Project settings](#)

[Add members](#)

Documentation for

Create first ideas, tasks, rough milestones.

Invite your team to collaborate in OpenProject.

Source: <https://www.openproject.org/docs/getting-started/openproject-introduction/>



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Chapter 2: PM with OpenProject

Project definition and planning

Create a project overview with more detailed information, set up your project plan, structure your work, create a roadmap..

Features

[Global projects overview](#)

[Structure your work](#)

[Roadmap planning](#)

Documentation for

Create a project overview with important project information.

Create work packages and structure your work

Create a roadmap for your project.

Source: <https://www.openproject.org/docs/getting-started/openproject-introduction/>



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Project launch or execution

Manage all project activities, such as tasks, deliverables, risks, features, bugs, change requests in the work packages. Use agile boards with your teams. Document meetings, share news.etc..

Features

[Work packages](#)

[Boards](#)

Documentation for

Create and manage all project deliverables, tasks, features, risks, and more.

Manage your work with an Agile approach in the flexible boards view.

Source: <https://www.openproject.org/docs/getting-started/openproject-introduction/>



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Chapter 2: PM with OpenProject

Project launch or execution

Manage all project activities, such as tasks, deliverables, risks, features, bugs, change requests in the work packages. Use agile boards with your teams. Document meetings, share news.etc..

Features

[Meetings](#)

[News](#)

Documentation for

Plan and document your project meetings and share minutes with all your team.

Share project news with your team.

Source: <https://www.openproject.org/docs/getting-started/openproject-introduction/>



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Project launch or execution

Manage all project activities, such as tasks, deliverables, risks, features, bugs, change requests in the work packages. Use agile boards with your teams. Document meetings, share news.etc..

Features

[Wiki](#)

Documentation for

Document all important project information and keep it up to date with your team.

Source: <https://www.openproject.org/docs/getting-started/openproject-introduction/>



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Chapør 2: PM with OpenProject

Project performance and control

Create and manage project budgets, track and evaluate time and costs. Have custom reports for accurate, current insight into project performance and allocated resources

Features

[Dashboard](#)

[Budgets](#)

Documentation for

Visualize your progress within a project or project overarching.

Create and manage budgets in your project.

Source: <https://www.openproject.org/docs/getting-started/openproject-introduction/>



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Chap̄r 2: PM with OpenProject

Project performance and control

Create and manage project budgets, track and evaluate time and costs. Have custom reports for accurate, current insight into project performance and allocated resources

Features

[Time tracking](#)

[Track unit costs](#)

[Time and cost reporting](#)

Documentation for

Track time for any work within your project.

Track unit costs for your project.

Have accurate detailed reports of current spent time and costs within your project.

Source: <https://www.openproject.org/docs/getting-started/openproject-introduction/>



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Chapter 2: PM with OpenProject

Project close

Document project achievements, lessons learned, best practices and easily summarize the main results of a project. Archive projects for later reference and lessons learned.

Features

[Wiki](#)

[Project archive](#)

Documentation for

Document all relevant project information, lessons learned, best practices, results, and more.

Archive your project for further reference and documentation.




Source: <https://www.openproject.org/docs/getting-started/openproject-introduction/>



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Chapter 2: PM with OpenProject

OpenProject can be used in three different editions, either on-premises or as software-as-a-service.

 <p>COMMUNITY</p> <p>SELF-INSTALLED ON PREMISE Download and install the popular Open Source Project Management Software.</p>	 <p>CLOUD</p> <p>WE HOST IT FOR YOU Get started now with our professional OpenProject Hosting and additional Premium Features and Support.</p>	 <p>ENTERPRISE</p> <p>ENTERPRISE-GRADE ON PREMISE Get Professional Support, Premium Features and Security Features for your self hosted OpenProject.</p>
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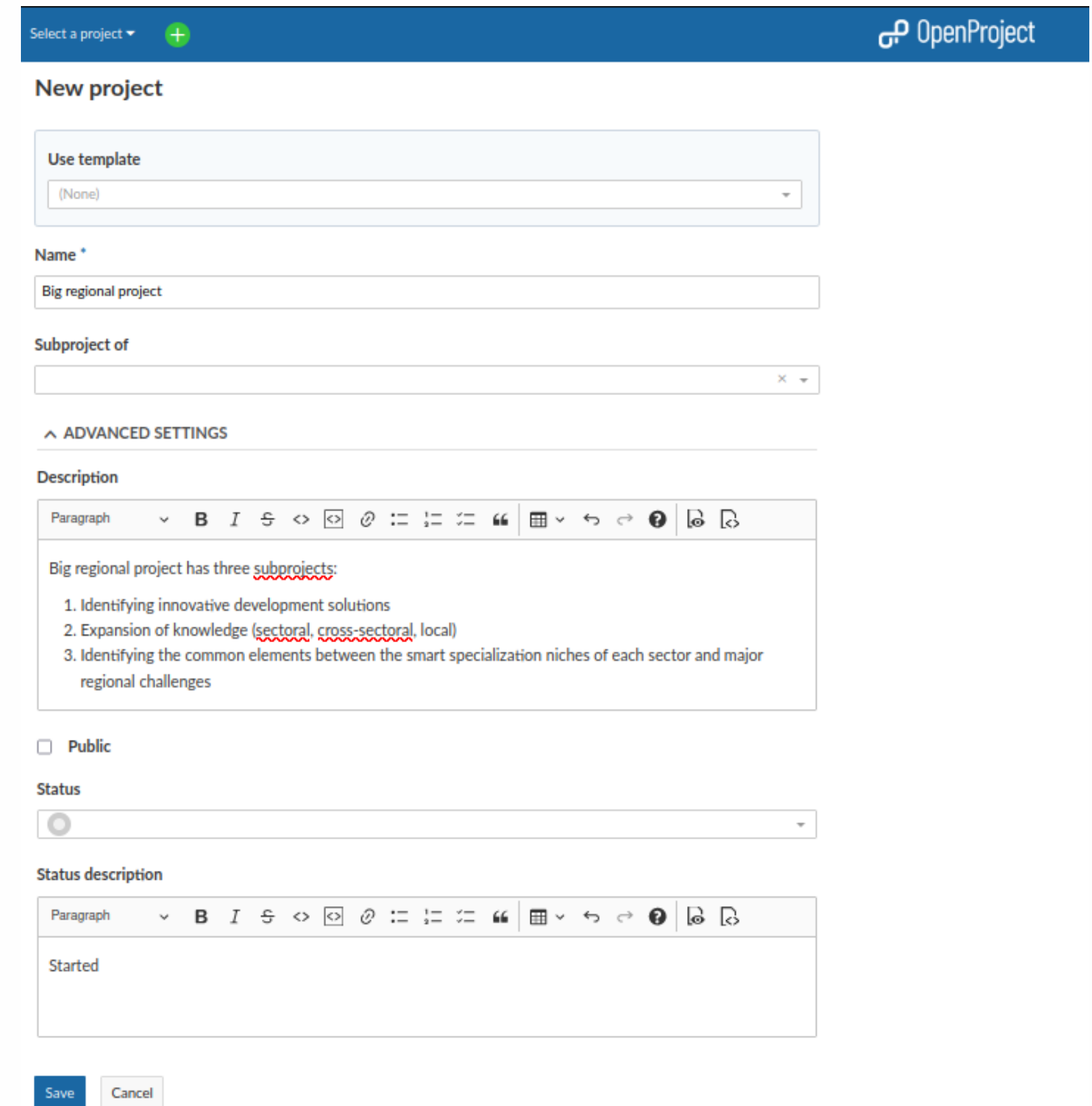
Source: <https://www.openproject.org/docs/getting-started/openproject-introduction/>



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Chapter 3: Hands-on project management with OpenProject

**Create new project:
Big regional project will have
three subprojects.**



The screenshot shows the 'New project' form in OpenProject. At the top, there is a blue header with 'Select a project' and a plus icon, and the OpenProject logo. The form is titled 'New project' and contains the following fields:

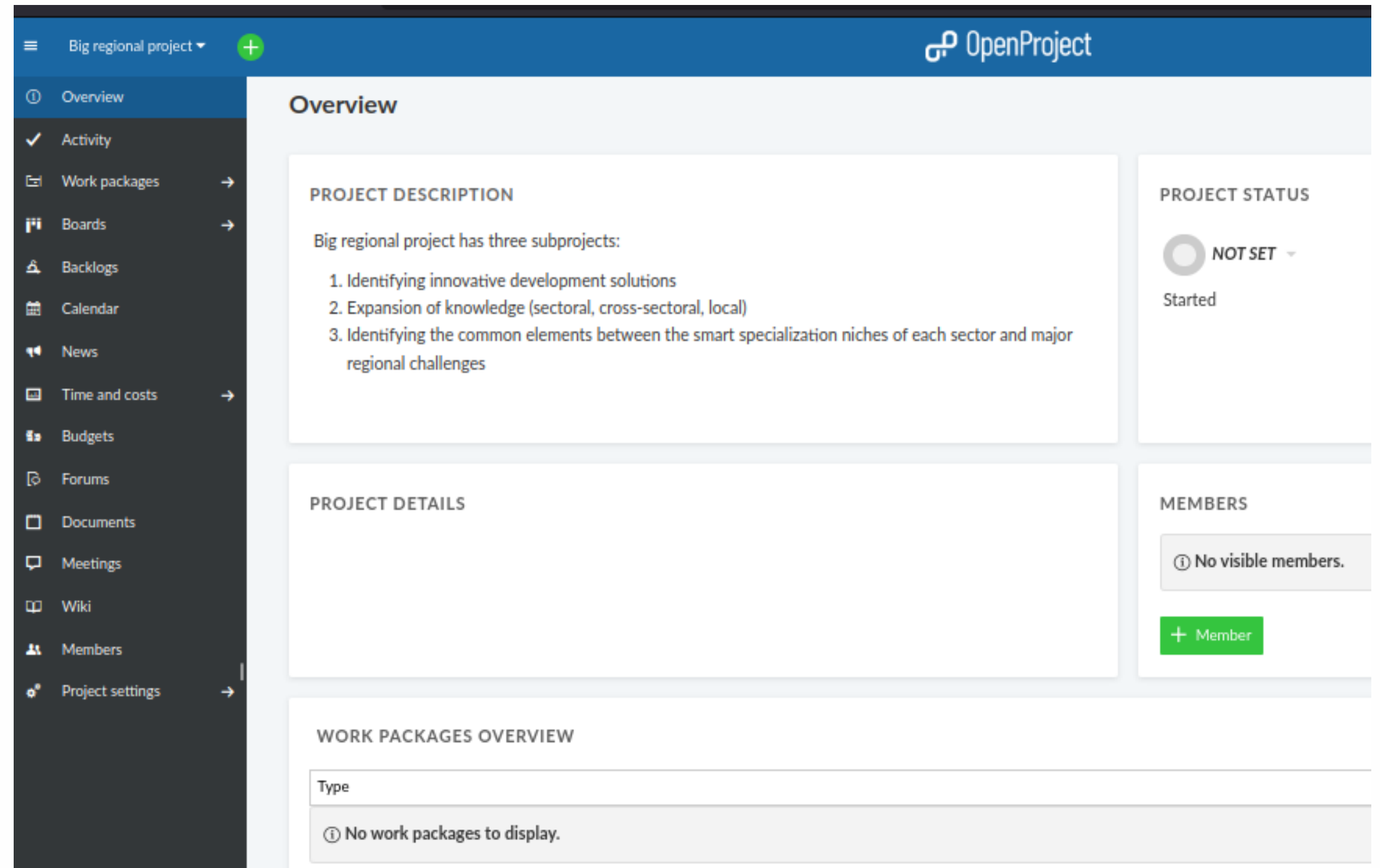
- Use template:** A dropdown menu with '(None)' selected.
- Name *:** A text input field containing 'Big regional project'.
- Subproject of:** An empty dropdown menu.
- ADVANCED SETTINGS:** A section header with a caret icon.
- Description:** A rich text editor with a toolbar. The text reads: 'Big regional project has three subprojects:
1. Identifying innovative development solutions
2. Expansion of knowledge (sectoral, cross-sectoral, local)
3. Identifying the common elements between the smart specialization niches of each sector and major regional challenges'.
- Public:** An unchecked checkbox.
- Status:** A dropdown menu with a circular icon selected.
- Status description:** A rich text editor with a toolbar. The text reads: 'Started'.

At the bottom of the form, there are 'Save' and 'Cancel' buttons.



Chapter 3: Hands-on project management with OpenProject

New project is created:



The screenshot displays the OpenProject interface for a project named "Big regional project". The left sidebar contains navigation options: Overview, Activity, Work packages, Boards, Backlogs, Calendar, News, Time and costs, Budgets, Forums, Documents, Meetings, Wiki, Members, and Project settings. The main content area is titled "Overview" and is divided into three sections:

- PROJECT DESCRIPTION:** "Big regional project has three subprojects:
1. Identifying innovative development solutions
2. Expansion of knowledge (sectoral, cross-sectoral, local)
3. Identifying the common elements between the smart specialization niches of each sector and major regional challenges"
- PROJECT STATUS:** A radio button is selected for "NOT SET", with "Started" listed below it.
- MEMBERS:** "No visible members." with a green "+ Member" button below it.

At the bottom, the "WORK PACKAGES OVERVIEW" section shows a "Type" filter and "No work packages to display."





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Chapter 3: Hands-on project management with OpenProject

Sample WBS

The screenshot displays the OpenProject interface for a 'Demo project'. The main view is 'All open' work packages. A table lists the work packages, and a Gantt chart on the right visualizes their schedule from 2020 to 2021.

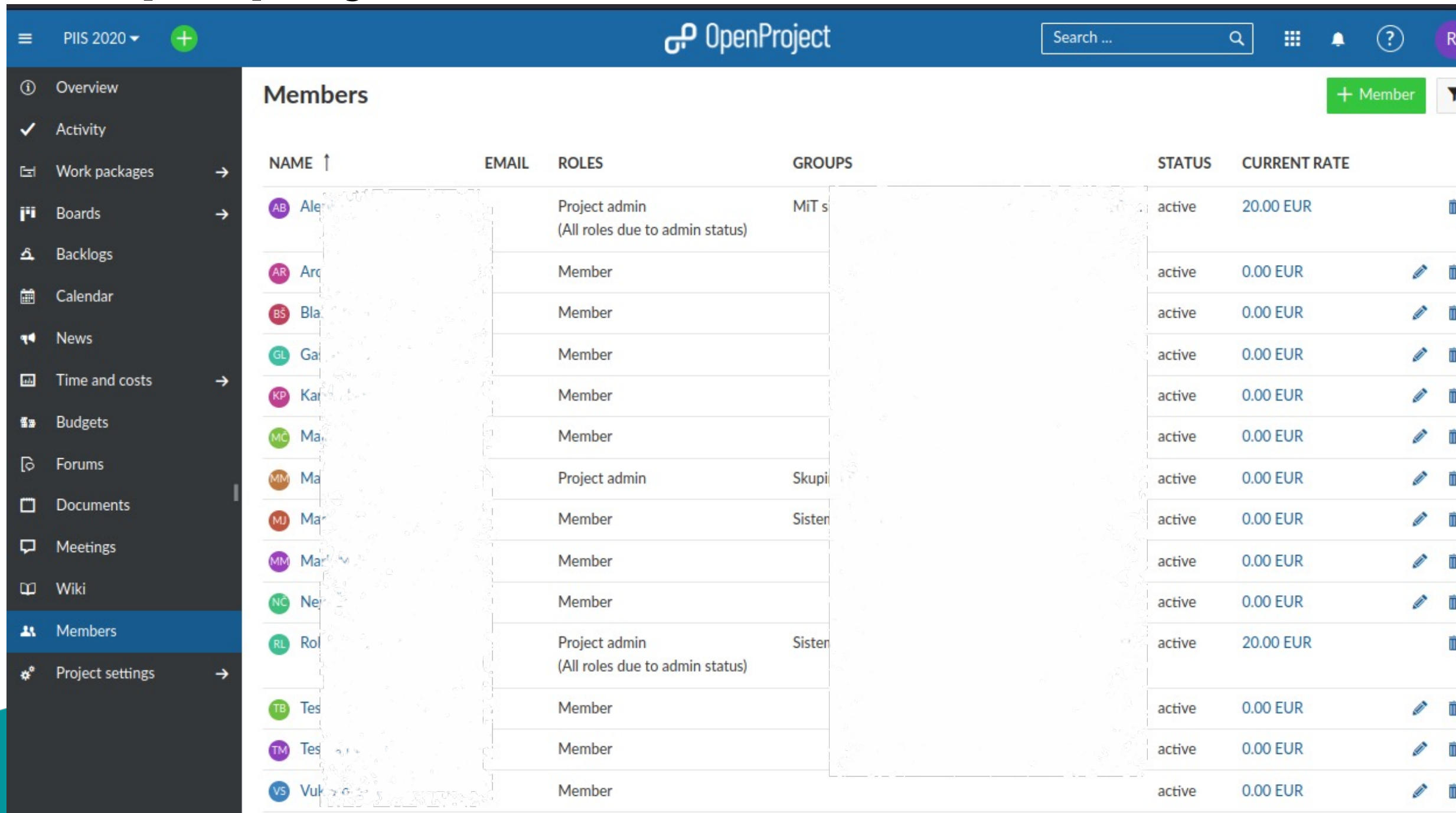
ID ↑	PROJECT	SUBJECT	TYPE	PARENT
2	Demo project	Organize open source confere...	PHASE	-
3	Demo project	Set date and location of co...	TASK	#2 Organize ope
4	Demo project	Setup conference website	TASK	#2 Organize ope
5	Demo project	Invite attendees to confer...	TASK	#2 Organize ope
6	Demo project	Conference	MILESTONE	-
7	Demo project	Follow-up tasks	PHASE	-
8	Demo project	Upload presentations to w...	TASK	#7 Follow-up tas
9	Demo project	Party for conference supp...	TASK	#7 Follow-up tas
10	Demo project	End of project	MILESTONE	-

The Gantt chart shows the following tasks and milestones:

- Organize open source conference** (Phase, orange bar, Q4 2020)
- Set date and location of conference** (Task, blue bar, Q4 2020)
- Setup conference website** (Task, blue bar, Q4 2020)
- Invite attendees to conference** (Task, blue bar, Q4 2020)
- Conference** (Milestone, green diamond, Q1 2021)
- Follow-up tasks** (Phase, orange bar, Q1 2021)
- Upload presentations to website** (Task, blue bar, Q1 2021)
- Party for conference supporters :-)** (Task, blue bar, Q1 2021)
- End of project** (Milestone, green diamond, Q1 2021)

Chapter 3: Hands-on project management with OpenProject

Sample project members



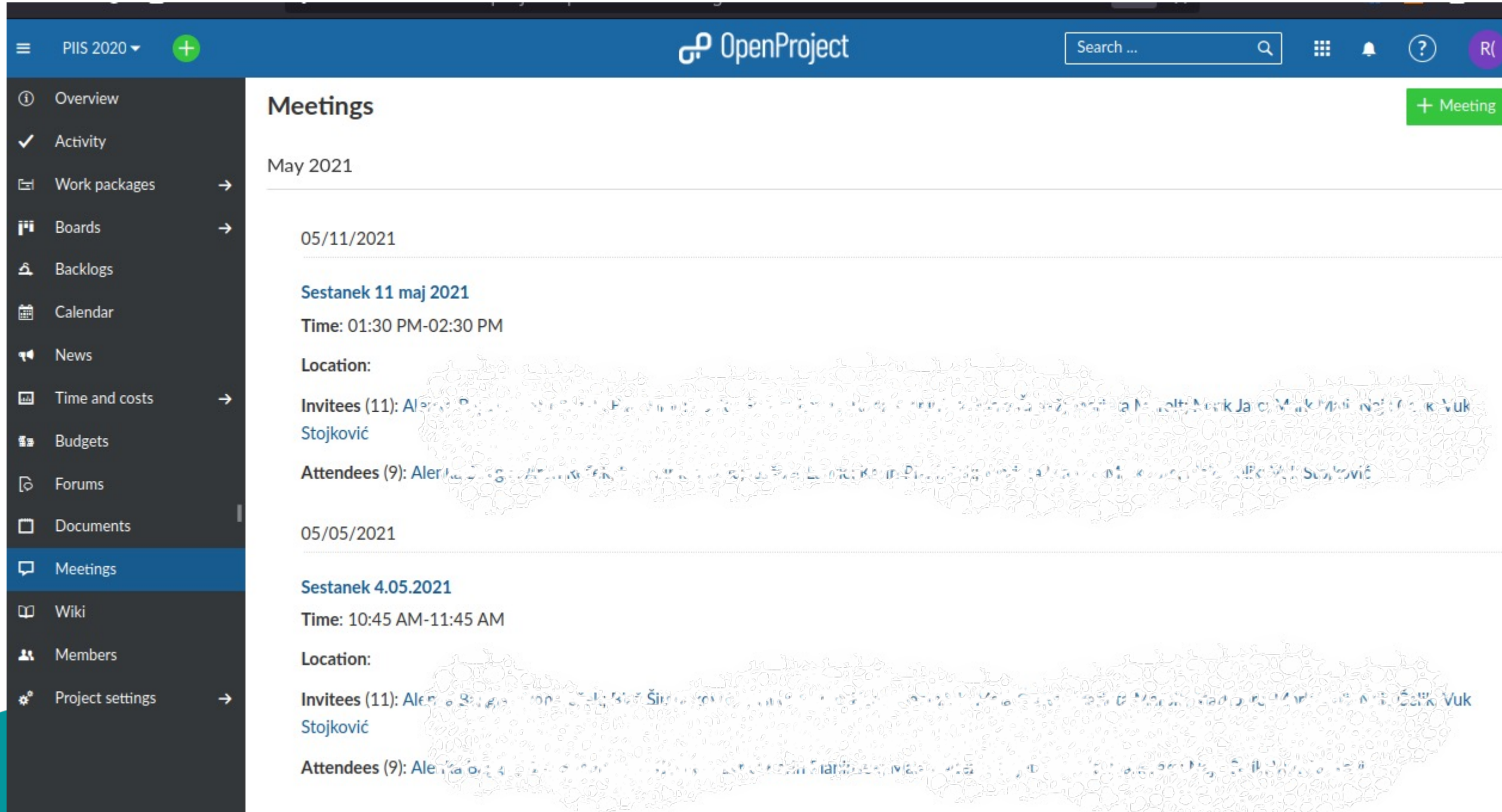
The screenshot shows the OpenProject interface for a project named 'PIIS 2020'. The 'Members' page displays a list of project members with columns for Name, Email, Roles, Groups, Status, and Current Rate. The interface includes a sidebar with navigation options like Overview, Activity, Work packages, Boards, Backlogs, Calendar, News, Time and costs, Budgets, Forums, Documents, Meetings, Wiki, Members, and Project settings. A search bar and utility icons are visible in the top right of the header.

NAME ↑	EMAIL	ROLES	GROUPS	STATUS	CURRENT RATE
AB Ale		Project admin (All roles due to admin status)	MIT s	active	20.00 EUR
AR Arc		Member		active	0.00 EUR
BS Bla		Member		active	0.00 EUR
GL Ga		Member		active	0.00 EUR
KP Kar		Member		active	0.00 EUR
MC Ma		Member		active	0.00 EUR
MM Ma		Project admin	Skupi	active	0.00 EUR
MJ Ma		Member	Sister	active	0.00 EUR
MM Mar		Member		active	0.00 EUR
NC Ne		Member		active	0.00 EUR
RL Rol		Project admin (All roles due to admin status)	Sister	active	20.00 EUR
TB Tes		Member		active	0.00 EUR
TM Tes		Member		active	0.00 EUR
VS Vuk		Member		active	0.00 EUR



Chapter 3: Hands-on project management with OpenProject

Sample meetings and meeting



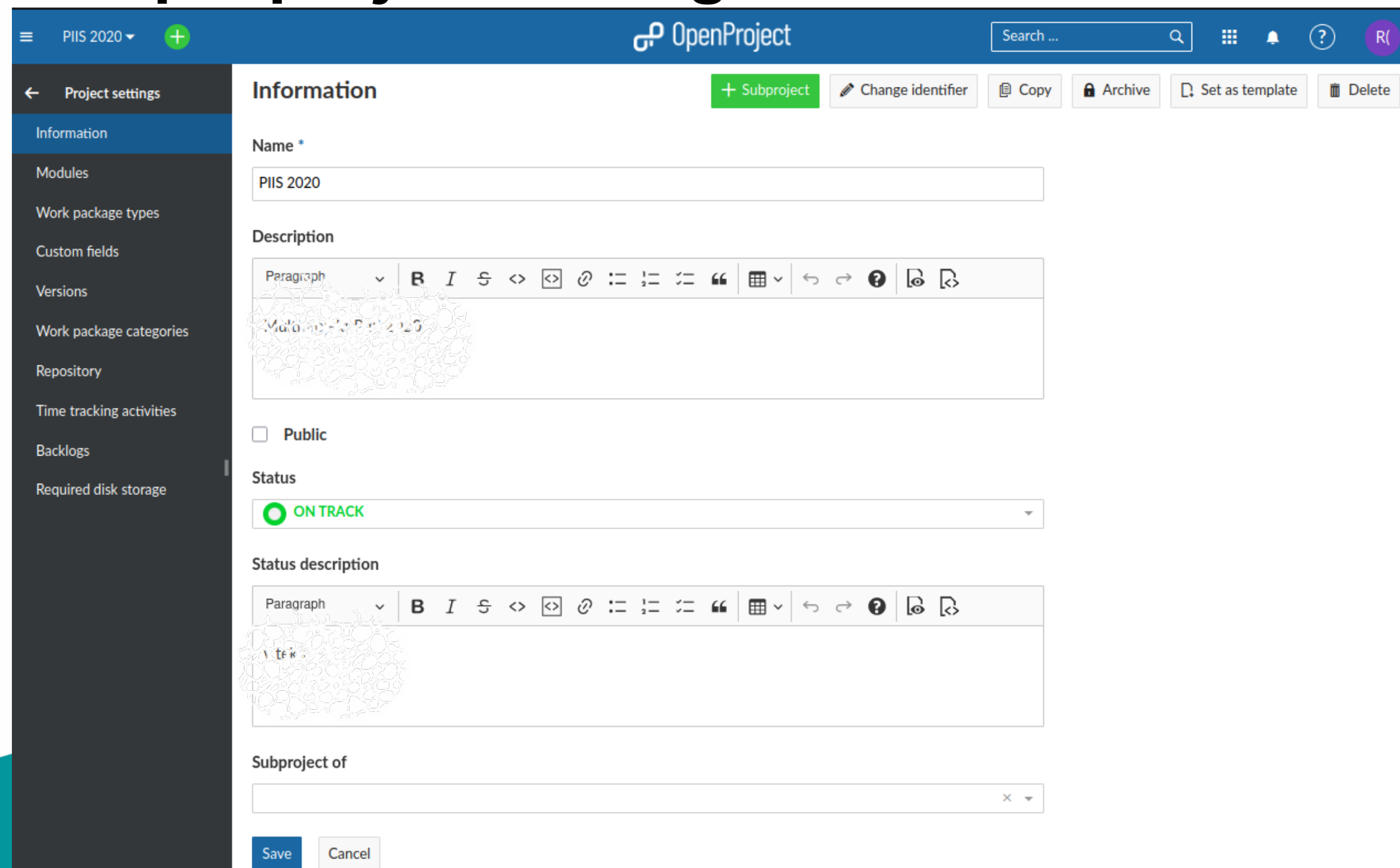
The screenshot shows the OpenProject interface for a project named "PIIS 2020". The top navigation bar includes a search bar, a user profile icon, and a "+ Meeting" button. The left sidebar contains a navigation menu with options: Overview, Activity, Work packages, Boards, Backlogs, Calendar, News, Time and costs, Budgets, Forums, Documents, Meetings (highlighted), Wiki, Members, and Project settings. The main content area is titled "Meetings" and shows a calendar view for May 2021. Two meeting entries are visible:

- 05/11/2021**
SestaneK 11 maj 2021
Time: 01:30 PM-02:30 PM
Location:
Invitees (11): Alenka Br... Štefan...
Attendees (9): Alenka Br... Štefan...
- 05/05/2021**
SestaneK 4.05.2021
Time: 10:45 AM-11:45 AM
Location:
Invitees (11): Alenka Br... Štefan...
Attendees (9): Alenka Br... Štefan...



Chapter 3: Hands-on project management with OpenProject

Sample project settings



The screenshot shows the 'Project settings' page for a project named 'PIIS 2020' in OpenProject. The page is divided into a left sidebar and a main content area. The sidebar contains a list of settings categories: Information, Modules, Work package types, Custom fields, Versions, Work package categories, Repository, Time tracking activities, Backlogs, and Required disk storage. The main content area is titled 'Information' and includes several sections: 'Name' (PIIS 2020), 'Description' (Multi-annual PIIS 2020), 'Public' (unchecked), 'Status' (ON TRACK), 'Status description' (At risk), and 'Subproject of' (empty). At the top right of the main content area, there are action buttons: '+ Subproject', 'Change identifier', 'Copy', 'Archive', 'Set as template', and 'Delete'. At the bottom left, there are 'Save' and 'Cancel' buttons.



References

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



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