



FP6-IST-002020

COGNIRON

The Cognitive Robot Companion

Integrated Project

Information Society Technologies Priority

D10.4.1

**Style guide, templates and models for
project documents**

Due date of deliverable: 31/03/2004

Actual submission date: 31/01/2005

Start date of project: January 1st, 2004

Duration : 48 months

Organisation name of lead contractor for this deliverable:

GPS & LAAS-CNRS

Revision: final

Dissemination level: RE

Style guides, templates and models for project documents

One of the key elements of all project, action or effort is to communicate to affirm its existence. All projects have to convey a certain idea, message and or image. Building a project identity within the first year of an action is an essential task in terms of both project management and project communication.

As planned within Annex I, the Project Management Team (LAAS + GPS) have jointly set up a serie of style guidelines, templates and models for the different types of project-related and project documents.

Style guides

The development of the project style guides and templates has been essentially influenced by the initial conception of the project website design : it was decided to communicate in two colours, blue and yellow and the **Verdana** font has been progressively used and imposed itself as the COGNIRON font for all project documents. This was made easy by the fact that the **Verdana** font is commonly used on all platforms.

For instance, the navigation area of the website is following these three key elements : the blue/yellow opposition and the use of the **Verdana** font.



Figure 1: Navigation area of the internal COGNIRON webpages (restricted access)

Templates

As part of the project identity it was crucial to make sure that the project would convey a uniform image, someone had to be easily able to trace back a project document to COGNIRON. The project partners are often involved in a great variety of events and presentations (see section 5.2 of the Periodic Activity Report for more details about the dissemination activities carried out in 2004 by the consortium members). In that context, and also for the project needs as a whole, and as planned within Annex I, the need quickly developed to have project templates in different occasions, to ensure a certain coherence within the project actions.

Template for project presentation

The consortium members are the best ambassadors for the project communication, when they are invited/have to give a presentation dealing with project components, or the project overall presentation. To ensure that presentations are done within a common frame and design, a slides template has been developed by both LAAS and GPS, which has progressively been used : first within the Board and General Assembly meetings and progressively by both the project co-ordinator and the research activities leaders.



Figure 2: Overview of the template for project presentations

Template for project documents

Beyond project presentations and slides templates, the project also needed some sort of ‘corporate identity’, and a common line for all project documents, especially documents being disseminated outside the project.

Again to ensure that an homogeneous image was conveyed by the project documents, such as press releases, newsletters, a template has been prepared, both in portrait –e.g. used for press releases, and landscape format –e.g. used for the project press kit (see deliverable D.10.5.3).



Figure 3: Example of press release : project launch



Figure 4: Example of landscape template (to be used for the press kit)

Template for working documents and project deliverables.

Creating coherence for the external communication is one thing, but it is also important within the project (and in relation with the ‘outside’ of the project) to organise coherence and a common structure of the project outputs and deliverables.

Therefore, for instance for the project deliverables, beyond the conception and implementation of a common deliverable structure in terms of content (all deliverables responsible partners used a pattern designed by the project coordinator prior to the initiation of the writing phase for the project deliverables) it was decided to produce a unique cover page template for all COGNIRON deliverables.

As within the consortium the partners are using the three most commonly used platforms (PCs, Macintosh, and Linux), to suit all needs and make it more convenient for the deliverables authors, the deliverables templates has been made available online in both Word and LaTeX formats. This explains that the cover sheets of all deliverables aren’t 100% identical, with differences in the fonts used, but they all follow the same pattern, related to the project identity.

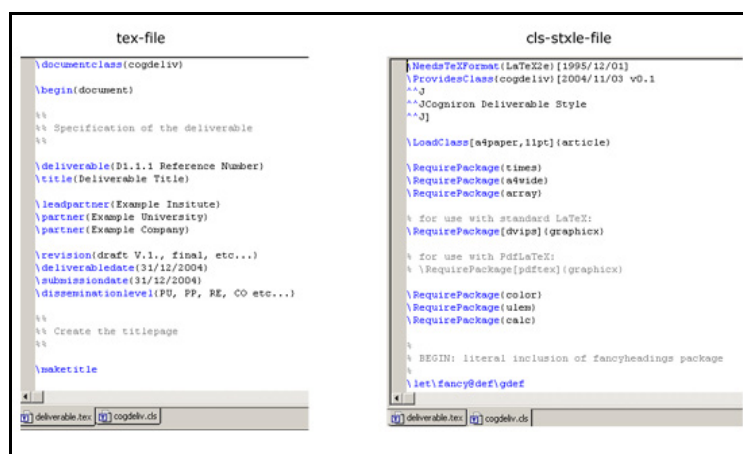
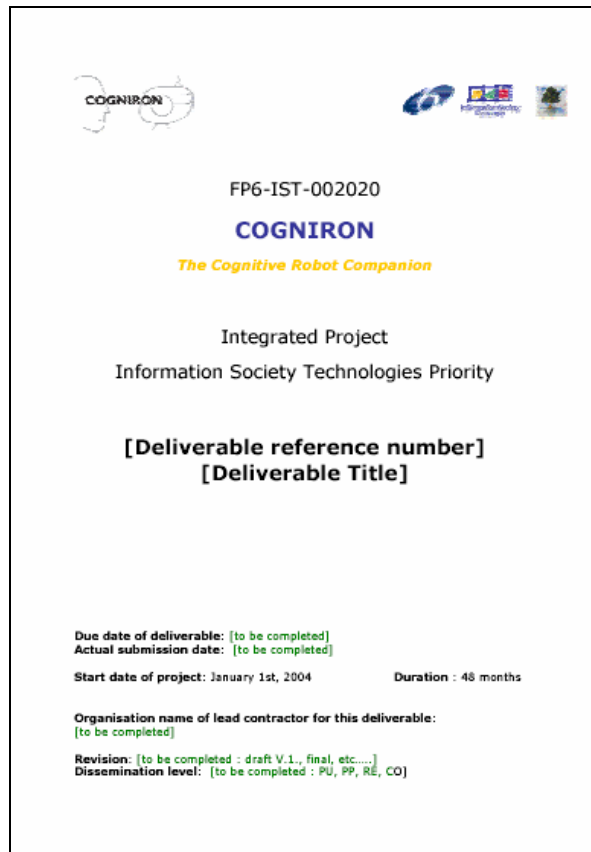


Figure 5: LaTeX template for the project deliverables



The image shows a template for a project deliverable document. It features a header with the COGNIRON logo on the left and three smaller logos on the right. The main text is centered and includes the project ID 'FP6-IST-002020', the project name 'COGNIRON' in blue, and the subtitle 'The Cognitive Robot Companion' in orange. Below this, it identifies the project as an 'Integrated Project' under the 'Information Society Technologies Priority'. There are two placeholder boxes for '[Deliverable reference number]' and '[Deliverable Title]'. At the bottom, there are several fields for project details: 'Due date of deliverable: [to be completed]', 'Actual submission date: [to be completed]', 'Start date of project: January 1st, 2004', 'Duration: 48 months', 'Organisation name of lead contractor for this deliverable: [to be completed]', 'Revision: [to be completed : draft V.1., final, etc....]', and 'Dissemination level: [to be completed : PU, PP, RE, CO]'.

Figure 6: Word/PDF template for the project deliverables