



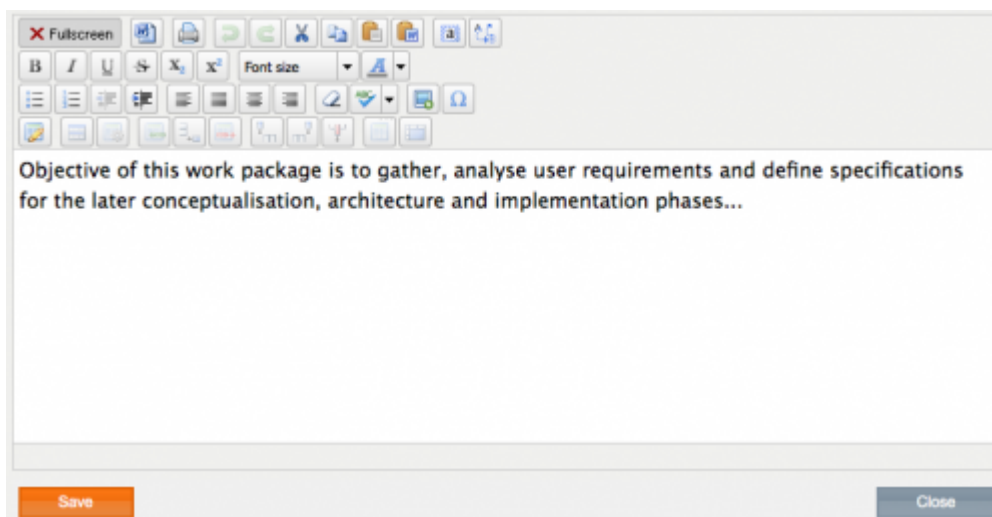
Description of the Work Plan


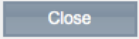
In **Proposal > Work Plan > Description** or **DoW > Work Plan > Description** respectively, you are able to enter the work description for each Sub-Project, Work Package and Task.

All users can see all activities and their description. However, only the users with *Coordinator Rights* can edit all, while users with *Contractor Rights* can edit only the activities' descriptions their assigned contractor is leading. At task level also users can edit the task description, when their contractor is involved in via planned person-month according to [Proposal > Work plan > Staff Efforts](#).

To enter the description, click the  button to open the specific *Sub-project, Work Package* or *Task* you wish to view.

Click on the  button to start the editing mode and then type the description into the text editor. You can also edit in *Full Screen* mode. Please note that the text editor is not accessible by other users during the edit mode.



Finally click  in order to save the changes. Please note that you also need to click  in order to release the description for further editing by other users.

The screenshot shows a software interface for managing work plans. On the left, a sidebar lists 'SP 1' and 'WP 1 (M1 - M30) Requirements Analysis'. The main area is titled 'Activity Description' and has tabs for 'WP Structure', 'Description', 'Staff effort', 'Deliverables', 'Milestones', and 'Gantt Chart'. The 'Description' tab is active, showing details for 'Subproject 1' (Lead: P1 - CLL, Activity: RTD) and 'WP 1 - Requirements Analysis' (Plan-Start: M1, Plan-End: M30, Lead: P5 - DAE, Activity: RTD, Staff Effort: 99.83 PMs). A 'Finalise' button is in the top right of the WP 1 section. The 'Objectives / Description' section contains the following text:

Objectives

The LEAPFROG project is organised into various work packages. The "A-line" work packages are focused on scientific research and development. The "B-line" work packages are focused on exploitation opportunities: gathering requirements, creating a demonstrator, defining and driving grounded use case deployments, pursuing opportunities for collaboration and standardisation. The "C-line" work package is concerned with internal project management.

Work description

This work package addresses the overall conceptual and technical

Dependencies

WPS, WP7

An 'Edit' button is located at the bottom of the description area.

If you want to lock a WP entirely from editing, please click on *Finalise* on the top right corner. The Coordinator will receive a notification **email**. Also, the *Coordinator* is the only one who can **unfinalise** the WP for editing.

In order to describe the Work Package and Task Description, it is necessary that the *Coordinator* has setup the Work Plan.

Please note that users with *Contractor* rights only have access to the Sub-Projects, WPs or Tasks that they are assigned as leaders to.

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