



Information and communication platform for the project and the mobility network



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According to the determined requirements of VocFlo, the online platform Trello (<https://trello.com>) was used. This cloud platform goes beyond the Web 2.0 information and communication platform described in the application. It is a modern and easy-to-use tool that supports collaborative work techniques. This has allowed for a more streamlined handling of VocFlo project activities and will support a better transfer of project outcomes into floristic practice in the EU. The following description of the core functions of IO5 serves as a basis for the real use of the platform.

GUEST LOGIN TRELLO

User name: Vocflo.gast@sbgdd.de

Password: vocflo.gast

The VocFlo information and communication platform has elements of an (industry-related) social network, as it promotes collaborative work by exchanging text, images and videos and enriching them with elements such as commenting on microblogs (see screenshots or explanation below).

This setting enabled better content and relationship work within the VocFlo consortium, i.a. through the assignment of task-specific user rights. The update function of boards is linked to status indications of e.g. Twitter ajar. With these functions, it is possible that the VOCFLO work and communication platform prepares, accompanies and evaluates cross-border training sections.

The integration of the ECVET tool Skillsbank (<http://skillstools.eu/skillsbank>, definition and description of qualifications) and the YOMTOOLS (<https://www.ntim.eu/-yomtool.php>, documentation of different learning levels in mobility) made possible better documentation of learning outcomes during mobilities.

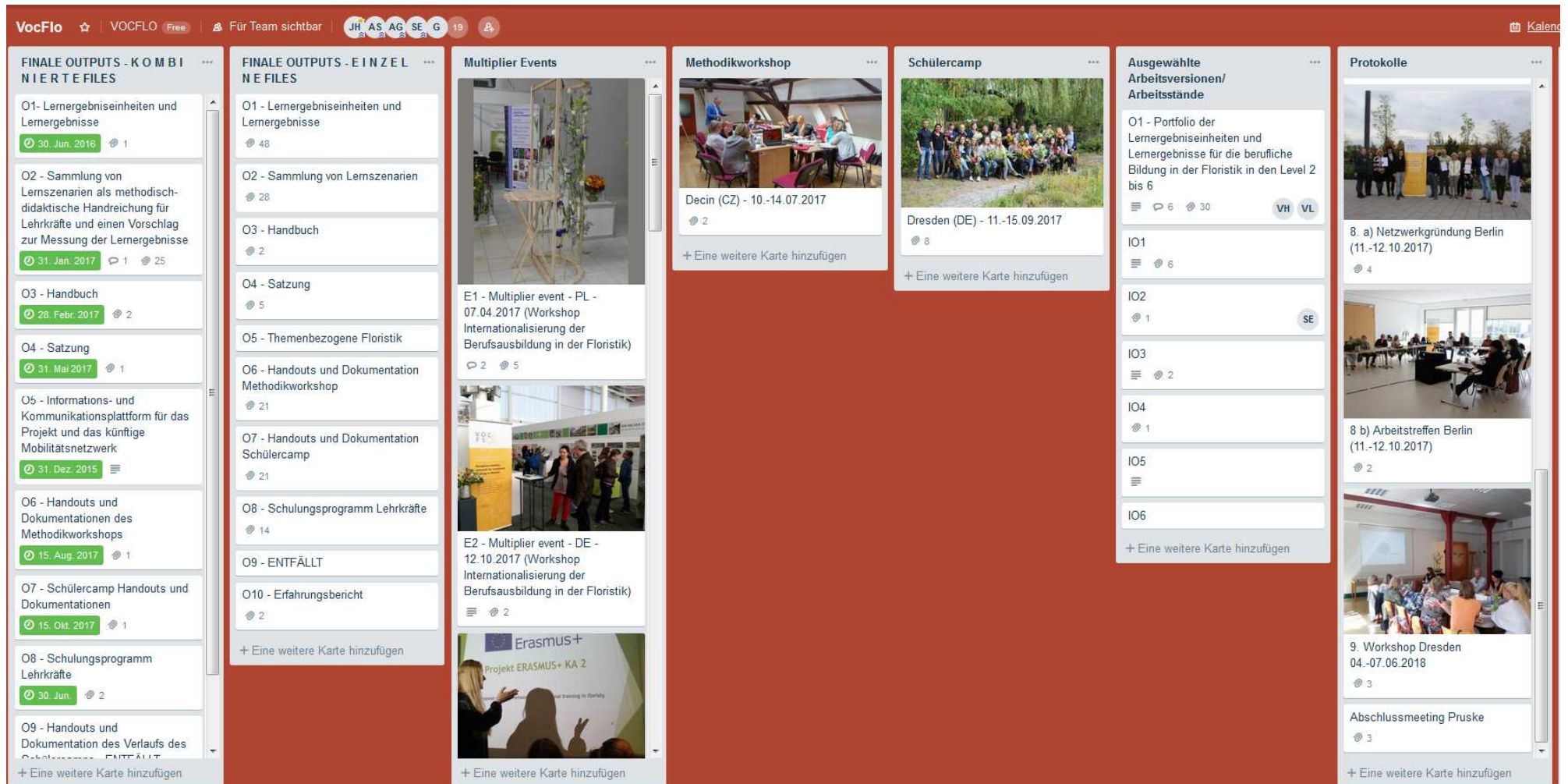
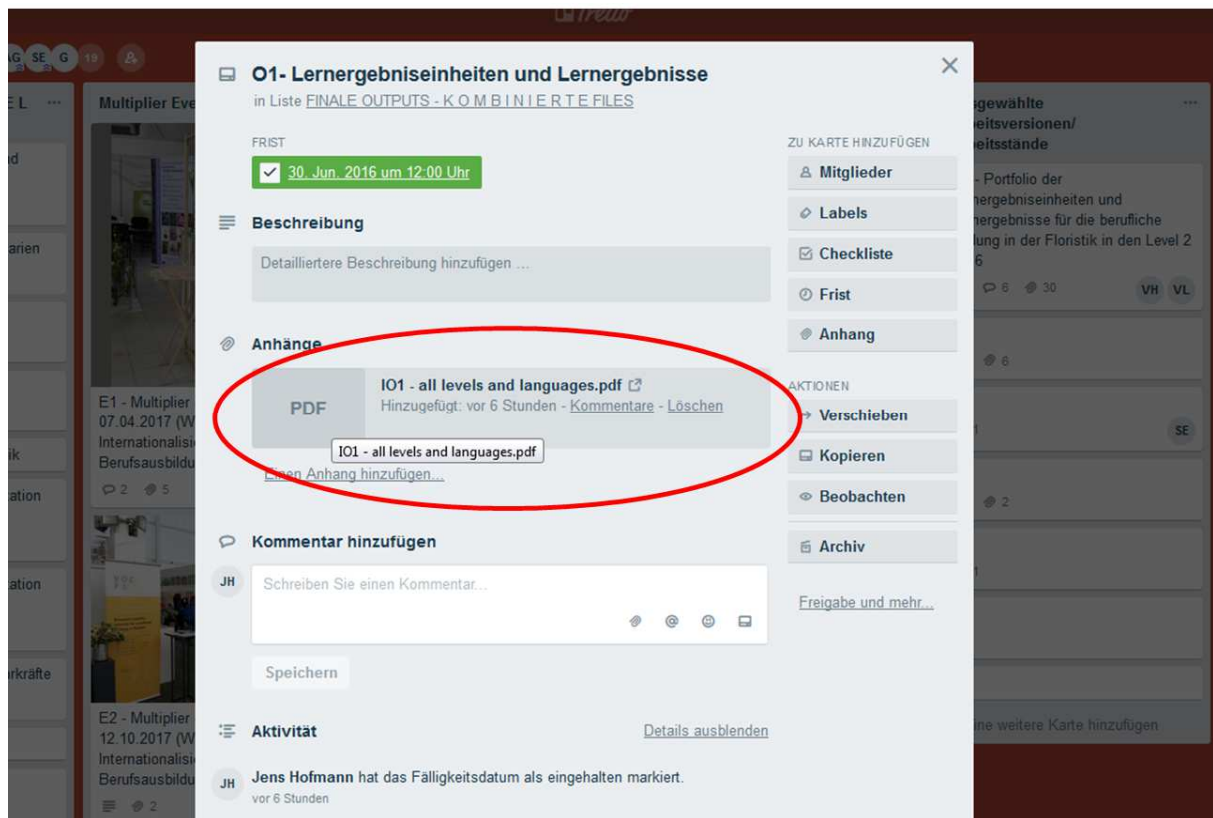


Figure 1: Screenshot VocFlo work and communication platform in Trello with the "bar" for the results (far left) as well as the documentation of the multiplier events as well as the methodology workshop and the student camp (center) as well as previous versions of outputs as well as preparation, implementation and Follow-up of project meetings (far right).

Trello functions:

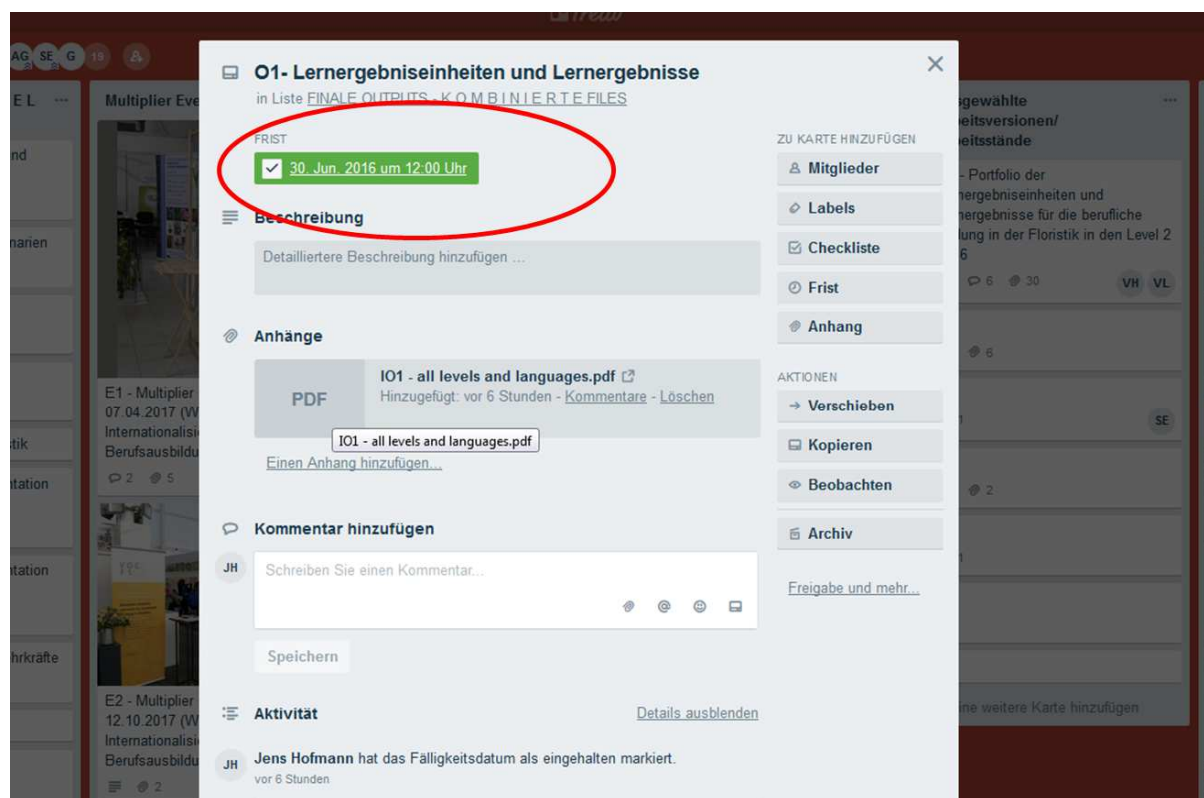
1. exchange data
2. manage milestones
3. edit tasks together
4. track task progress
5. record progress
6. manage different topics
7. schedule tasks (e.g., transfer activities)

1. exchange data



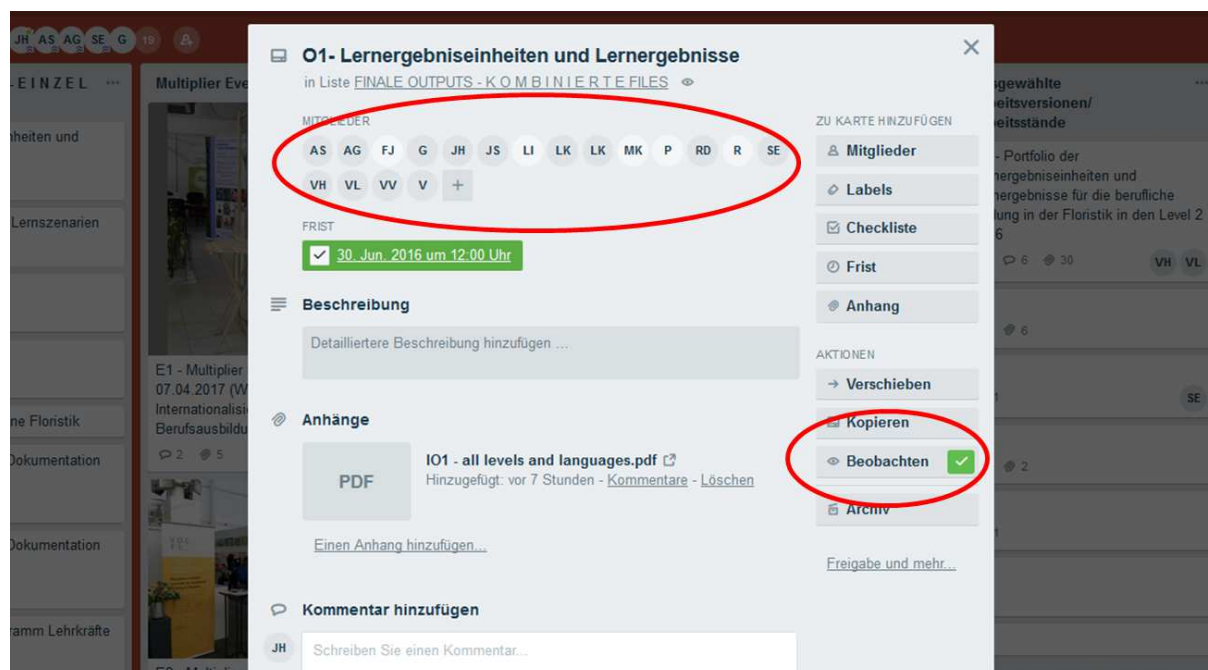
A simple upload or download of data (Word, Excel, Powerpoint, PDF, JPEG etc.) enabled the collaborative processing of documents or milestones. This would be particularly useful in the preparation of events as well as the joint processing of outputs (Design Work Package Quality Control (SBG Dresden) translation (relevant partners)).

2. manage milestones



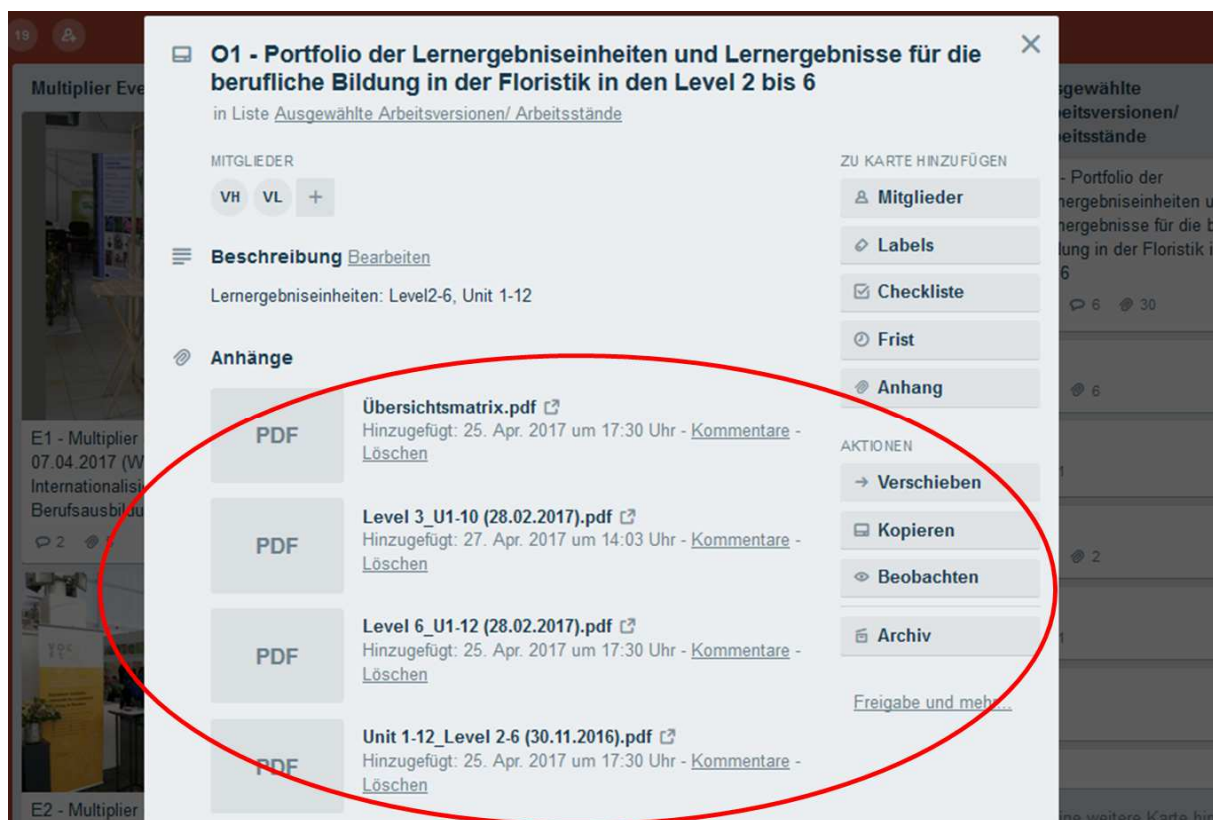
The simple milestone management enabled the SBG Dresden as well as the project partners involved in the output to have corresponding deadlines in view. In the case of non-timely fulfillment, the timeout (red bar) was visible to all.

3. edit tasks together



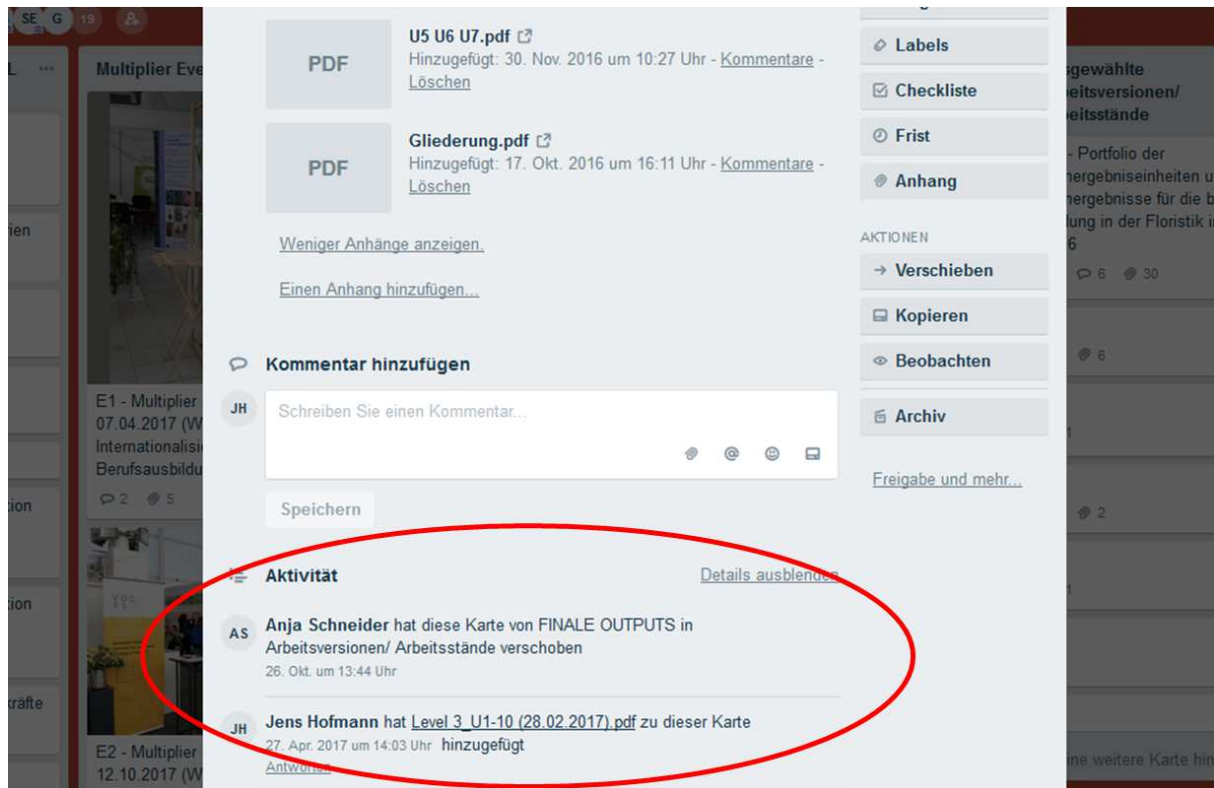
The output-specific involvement of partners and the setting of automatic notifications made it possible for everyone to always be on the same level. When uploading a document or commenting on a document, changes were automatically sent to the partner's e-mail address. These functions of the VocFlo work and communication platform facilitated discussions, i.a. at project meetings, as all were always well-informed about output.

4. track task progress



The chronological listing of all uploaded files allowed the output-relevant project partners an overview of the documents submitted by the partners. This ensured at the same time to comment on the respective work status and to upload own documents.

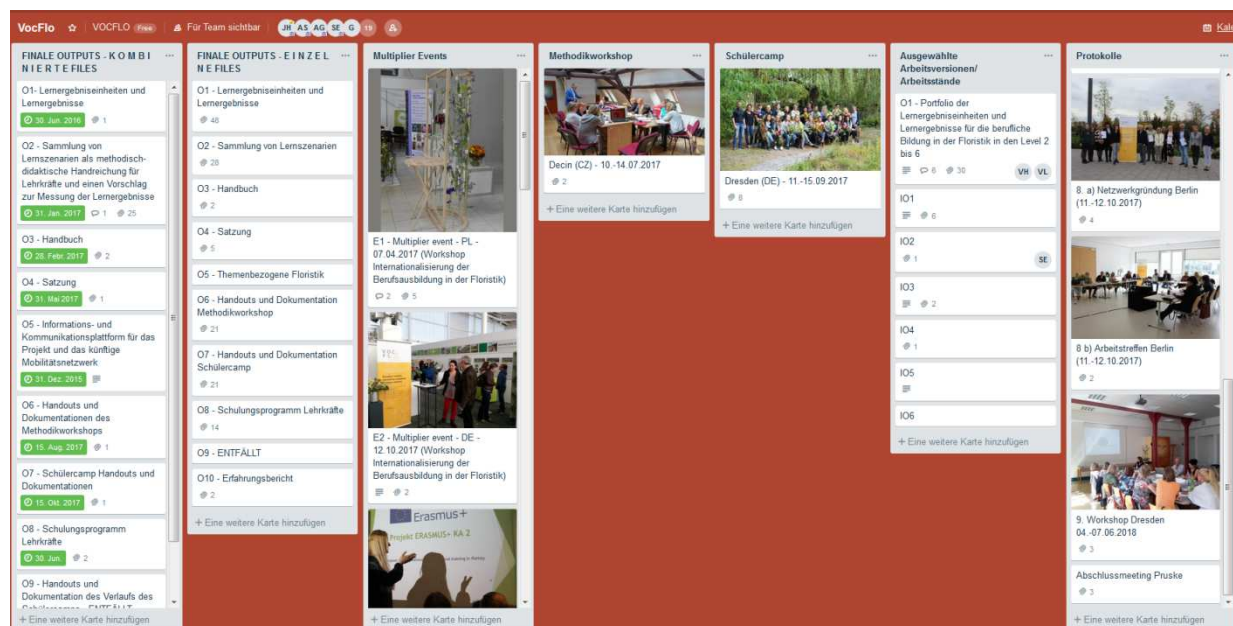
5. record progress



The screenshot shows a Trello card interface. At the top, there are two PDF attachments: 'U5 U6 U7.pdf' (added 30. Nov. 2016) and 'Gliederung.pdf' (added 17. Okt. 2016). Below the attachments, there is a comment section with a text input field and a 'Speichern' button. A red oval highlights the 'Aktivität' (Activity) section, which lists recent actions: 'Anja Schneider hat diese Karte von FINALE OUTPUTS in Arbeitsversionen/ Arbeitsstände verschoben' (26. Okt. um 13:44 Uhr) and 'Jens Hofmann hat Level_3_U1-10 (28.02.2017).pdf zu dieser Karte hinzugefügt' (27. Apr. 2017 um 14:03 Uhr). The right sidebar shows various actions like 'Verschieben', 'Kopieren', 'Beobachten', and 'Archiv'.

The tracking of individual, output-related activities of the project partners was simply possible due to the possibility of documentation in Trello. This allowed the recording (user / time / action) all output changes or enhancements (e.g., upload documents, (twitter-like or status-related) comment etc.).

6. manage different topics




The clear presentation of all project-related activities made possible the simultaneous documentation and management of the work on the intellectual outputs, the preparation and follow-up of the multiplier events as well as the methodology workshop and the student camp. Simply creating, substituting, or cleaning individual fields with documents made it possible to do better work on e.g. Intellectual output and better work with the project partners (all on the same level, commenting as an output-related alternative to insert subject-specific annotations instead of writing long e-mails).

7. schedule tasks (e.g., transfer activities)

The opportunity to invite partners via their e-mail addresses and to assign user-specific rights enabled the separation of planning and executing persons during the project.


Zu Board einladen ×

E-Mail-Adresse oder Name

- AS **Anja Schneider**
VOCFLO (beigetreten)
- HM **Harrie Meijer**
VOCFLO
- JH **Jens Hofmann**
VOCFLO (beigetreten)
-  **Alle von VOCFLO hinzuf...**
1 Teammitglieder


[↔ Einladen mit Link](#) [Link erstellen](#)

Jeder mit Link kann als Board-Mitglied beitreten.

 **VOCFLO** Privat











[Team-Profil bearbeiten](#)

[Boards](#) [Mitglieder](#) [Einstellungen](#) [Business Class](#)

Teammitglieder (6) 

Teammitglieder können alle für das Team sichtbare Boards anzeigen und neue Boards für das Team erstellen.

Nach Namen filtern [+ Teammitglieder einladen](#)

 Anja Schneider @anjaschneider6	Auf 1 Board	Admin 	× Entfernen...
 Harrie Meijer @harriemeijer1	Auf 0 Boards	Normal 	× Entfernen...
 Jens Hofmann @jenshofmann1	Auf 1 Board	Admin 	× Verlassen
 Sven Ebert @svenebert1	Auf 1 Board	Normal 	× Entfernen...
 vocflo.gast @vocflogast1	Auf 1 Board	Normal 	× Entfernen...

The granting of certain graduated rights to users made possible in the transfer phase and allows the inclusion of new partners, who can access the documents released by the VocFlo consortium, beyond the project term. The VocFlo work and communication platform will thus be converted into a longer-term use.