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SERISS (Synergies for Europe’s Research Infrastructures in the Social Sciences) aims to exploit synergies, foster collaboration and develop shared standards between Europe’s social science infrastructures in order to better equip these infrastructures to play a major role in addressing Europe’s grand societal challenges and ensure that European policymaking is built on a solid base of the highest-quality socio-economic evidence.

The four year project (2015-19) is a collaboration between the three leading European Research Infrastructures in the social sciences – the European Social Survey (ESS ERIC), the Survey of Health Ageing and Retirement in Europe (SHARE ERIC) and the Consortium of European Social Science Data Archives (CESSDA AS) – and organisations representing the Generations and Gender Programme (GGP), European Values Study (EVS) and the WageIndicator Survey.

Work focuses on three key areas: Addressing key challenges for cross-national data collection, breaking down barriers between social science infrastructures and embracing the future of the social sciences.

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Quick guide to SMaP
Survey Project Management Platform

DEMO version (v1, 2019)

Consult this guide to ease your first steps on the Survey Project Management Platform developed in the Horizon 2020 work programme.

It provides:

I. A brief introduction to SMaP
II. The profile of the TEST survey project on SMaP
III. The main workflows
I. Introduction

» SMaP is a virtual collaborative work environment that supports data collection projects in the various phases of the project lifecycle. It combines project and data management tools that are customized to the roles and activities of the different stakeholders of a survey project.

» To establish SMaP, a team of researchers at GESIS and FORS, in collaboration with the University of Tilburg has adapted and implemented a tested online collaboration platform (eXo Platform).

» To date SMaP is available in two versions: the myEVS pilot portal supporting the research group of the European Values Study in conducting the current EVS wave 2017, and the SMaP DEMO version as a simplified snapshot of myEVS that can be made available to projects and gives a quick impression of the structure and capabilities of the portal.

Who is SMaP for?

» It is a Software-as-a-Service product that enables its users to manage survey projects, exchange information, ideas and files, check deadlines and other events, and track other workflow processes. It allows users to collaborate with one another within and between (team-based) workspaces.

» SMaP concept can be adapted from medium scale to large international survey projects with different organizational structure.

» The present workflow guide is related to processes that need to be completed by national teams in collaboration with a central team (coordinating team). If your national team involves people working in different locations, you may also use SMaP for organizing team internal communication and decision-making processes.

What are the benefits of SMaP?

SMaP is a digital workplace that provides

» Transparency for all portal members across the project lifecycle.

» Online collaboration of actors to generate real-time results.

» Standardized step-by-step workflows and a structured repository at the end of the project.

How do I get access to the portal?

Please send us an E-Mail to myevs.support@gesis.org with a short description of your project. We will grant you access to the DEMO version for an agreed time period.
What can I do with this Demo portal?

» The purpose of this demo version is to provide a test environment for interested survey projects.

» To allow for real life experiences, the structure of the Demo portal is based on the first pilot SMaP set up for the 2017 wave of the European Values Study (EVS), the myEVS portal. We encourage you to consult the Quick guides created for myEVS for the Demo portal too.

» In the TEST survey project members of a central management team and two national teams have to go through several steps in the survey lifecycle.

» You can slip into different roles, view the portal structure, perform predefined tasks or define new tasks and assign them to the members of your workspace, upload files, post messages on AST or discuss current issues in chat. Most activities trigger notifications so that the next one in the line can perform the following steps.

What are my first steps?

Please take the following steps:

» Slip into the roles of the members of the TEST survey project and join the portal.

» Change the email in Your Profile and apply notification settings to your needs.

» Access guidance documents on the SMaP landing page to see what further steps you have to take.

» Try it out!

Select notification settings

The default settings displayed below will send daily digest emails and online notifications. They are triggered by actions in your workspace related to Agenda, Activity Stream, Documents, and Tasks.
You can control how you want to be notified.

🌟 Please click on your profile and customize **Notifications** to make sure to get information how and when you want to be notified.

🌟 In ‘busy times’, we recommend applying ‘Send me an email right away’ settings.

**Consult introductions and guides**

There are different ways to get help:

1. Use the **SMaP Quick guide**
2. Consult our advanced portal guides (created for the myEVS pilot)

**Portal guides**

- Introduction
- Document Management
- Tasks
- Activity Stream
- Chat

**Workflow guides**

- Consultation and Fieldwork
- Online forms for Data Deposit and Methodological Questionnaire
- Data Processing workflow (see the web page on the portal)

3. Consult the **Help icon** menu under mySMaP
4. Consult **FAQs** on the upper right-hand side.
II. Profile of the TEST survey project on SMaP

The three main building blocks of SMaP are

» the organizational structure of the survey project
» the survey lifecycle phases, workflows and tasks
» the structure and tools of the collaboration software eXo Platform we adapted to our requirements.

They form the starting point for developing a profile of the TEST survey project, which is then translated into portal structure and workflows.

<table>
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<tr>
<th>Survey project</th>
<th>TEST survey project</th>
</tr>
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<tr>
<td>Actors</td>
<td>Members of two national teams, a central team and a data archive</td>
</tr>
<tr>
<td>Time period</td>
<td>Start of the planning phase in May 2019, data release in Dec 2019</td>
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<td>Project lifecycle phases</td>
<td>Planning phase, consultation phase, data deposit and processing</td>
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<td>Key communication/cooperation</td>
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<td>Main tools</td>
<td>Web pages, workspaces with standard applications, online forms</td>
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The actors, their roles and responsibilities

The main collaboration during the TEST survey project takes place between the members of the central team and the national teams. The five team members and their main goals and tasks are described below.

Steven and Max are members of national teams. They are in charge of data collection and have to go through the survey project phases. Their work load is high. Therefore they need sign-posted paths to documents and tools and standardized step-by-step processes.

Luca is a member of a central team. He is in charge of supporting the national teams with guidelines and advice to enable compliance of the national data and documentation with the agreed standards and workflows.

Carla is in the role of a contact person. To support cross-team collaboration, she is a member of both central teams and national teams. So she can transport experiences and files, keep guidelines updated, and make the common knowledge accessible to all.

Sania is member of a data archive. Her goal is to publish well processed and documented data. Therefore she needs transparent communication flows and a centralized document management. She finally wants to export a Project Repository from the portal.
The actors collaborate across the survey lifecycle phases

Possible scenario:

All members of the TEST survey project have joined the portal. Their membership in different workspaces reflects their role in the project. They will use the portal with varying intensity. The members of the planning groups (Methodology Group and Data Archive) have already completed the Planning phase and the guideline documents are uploaded to the web page Survey Guidelines.

The Consultation process and Data Processing are the next phases in which the main communication and collaboration take place between the members of the planning groups and the national teams. The two national teams are in different project stages. While the Dutch team already completed the Consultation process, the German team did not start work yet.

III. Main workflows

The main goal of the portal is to connect the different teams of a survey project and have all the information they need in one system, so everyone knows what the workflows and tasks are, where to find files and where to store them. Selected workflows are briefly presented below:

- Access Guidelines to stay informed
- Pass through the Consultation process
- Check the status of Fieldwork reporting
- Pass through Data Deposit and Data Processing

Workflows: Access Guidelines to stay informed

Up-to-date guidelines are provided via the menu item Survey Guidelines in the left-side navigation.

- Survey Guidelines
- Survey Checklist
- Version history of Guideline documents
Data Deposit and Documentation

Alternatively, you can download all guidelines from your workspace document repository directly. For this, please go to [Documents](#), then to folder [Guidance documents](#) and view or download required files.

**Workflows: Pass through the Consultation process**

The Consultation process is complete when classifications, sampling design, and the final field questionnaire are signed off by the Methodology Group. Carla from the central team will support this process.

Please check the work status in your workspace in [Tasks](#) and [Documents](#).

**Tasks**

The ‘Country’ project in [Tasks](#) in your workspace contains predefined tasks that need to be accomplished before proceeding to the next workflow step Deposit Processing and Documentation. The tasks go through a life cycle, starting with a to-do request and finishing with the task’s completion.

» The Consultation process is considered as complete when the three tasks have the status **Verified**→**Completed**. After a final check, if signed off documents are uploaded to mySMaP, Carla marks the tasks as complete and removes them from board view.

» If the Consultation process is not yet complete, tasks may have the status **To Do**, **In Progress**, or **Submit for Verification**. Carla will proceed to the next step. She will finish the Sign off process and upload files (with notification) or send you a to-do request via a task (with notification).

When you proceed to the next step and move the task on the board, please choose Carla’s name as assignee. She will be notified then.

Tasks management will help the members of your team stay informed about work progress. The tool additionally allows aggregate all countries’ tasks to get an overall view of the work status and plan next steps.
In workspace Documents, the folder Consultation Process contains all documents transferred between you and Carla during the Sign off process. It includes two main folders:

- **1_Submitted_Central_Team**: In this folder, the central team provides the templates in subfolder Templates, feedback on files that need to be modified by national team in subfolder Check and Submit and the documents approved by the MG in subfolder Signed Off.

- **2_Submitted_National_Team**: This folder includes all files modified by you and submitted for approval.

**Main steps**

- If the consultation process is not yet complete and awaits your action, please
  - Download the templates from folder Templates and upload the modified document into folder 2_Submitted_National_Team, or
  - Download documents including feedback on files from folder Check and Submit, revise the document and upload it to folder 2_Submitted_National_Team.

- If the consultation process is not yet complete and requires action by the central team,
  - Carla will download the file from folder 2_Submitted_National_Team, check it and upload feedback to subfolder Check and Submit if further modifications are necessary, or
  - Upload the approved file to folder Signed Off.

- If the Consultation process is complete,
  - the final documents (classifications, sampling design, and field questionnaire) are available in folder 1_Submitted_Central_Team, subfolder Signed Off.

All file uploads will automatically generate posts on Activity Stream and trigger notifications to the members of your workspace (team members as well as Carla).

In Activity Stream you can discuss modifications as well as comment on or edit a document. For this, post a message on Activity Stream and attach a respective file from your workspace Documents.
Workflows: Check the status of Fieldwork reporting

For Fieldwork reporting, please follow the procedure described in the Introduction to ‘EVS 2017 Fieldwork progress reporting’ submitted by the central team. The link to your fieldwork reporting template provided there is implemented in your workspace tab FW Report. All members of your team can fill in information and monitor fieldwork progress there.

Main workflow steps

» Provide information on the fieldwork period and agree with MG on reporting intervals
» Enter fieldwork projections into the fieldwork reporting Excel template
» Enter fieldwork outcome codes in the white cells at agreed intervals until fieldwork is complete
» The gray cells contain formulas to calculate outcome codes for fieldwork monitoring by you and the MG
» Please inform Carla if the Excel template needs any adjustments.

To apply the workflow, please use the features in your workspace.

💡 Please check the work progress in your workspace FW Report and Tasks.

Workflows: Pass through Data Deposit and Data Processing

» Start data processing after Consultation process and Fieldwork is complete. The two main steps of the national teams are now (1) clean and process the national data, (2) submit the required data and documentation files.

» A complete Data Deposit contains three parts: the required files, information filled in the Data Deposit form, and methodological information on creation and processing the national data filled in the Methodological Questionnaire form. Carla will then check and further process your data and documentation.
Tasks

Deliver data and information
» Deposit Data
» Fill in Data Deposit form
» Fill in Methodological Questionnaire form

Data Processing
» Check Data Cleaning
» Check Harmonization
» Check Anonymization

Final checks
» Approve data and documentation

Documents

» Some folders (01 and 06) are filled centrally and files can be downloaded only.

» Other folders (02 to 05, 07) allow upload of files or the creation of sub-folders. They are the places for the data delivery and processing.

After fieldwork and data processing in the country is completed, the national teams are asked to use the online forms Data Deposit and Methodological Questionnaire for delivery of their national data and documentation.

» The link to the Data Deposit and Processing web page is available on page ‘Survey Guidelines’. It shortly describes the whole workflow including Documents, Tasks, and Calendar.

» To open the Data Deposit form or the Methodological Questionnaire form, go to the Announcement box on the right side of the landing page, or to page Survey Guidelines and click on the required form.
All national teams are kindly asked to deliver the relevant data and documentation resulting from the Consultation and Translation process and generated during Fieldwork and Data Processing.

- The Data Deposit form will help the national team document the delivery.
- The files that the central teams expect to receive will be listed in the Data Processing Guidelines accessible on page Survey Guidelines.

Please upload the required files to the folder 04_Data Deposit in the Documents repository of your workspace prior to filling the Data Deposit form.

- Go to the online form and click on the arrow next to ‘Country Team’ and then select your country.
- Tick the Delivered box for each uploaded file.
- Always click the Save button after you have filled in or updated information.
- Clicking the Save button generates the delivery timestamp.
- After the Data Deposit is complete, post on Activity Stream to inform the central team.
- The central team will check and verify your Data Deposit; this will generate a verification timestamp.

If the Methodological Questionnaire form has been filled and submitted online, the corresponding checkbox ‘METHOD’ in the Data Deposit form will be filled automatically.
As part of the Data Deposit task, the national teams are asked to document their national survey methodology by completing the Methodological Questionnaire (MQ). The Methodological Questionnaire online form will support you in collecting the relevant information. It should also be accessible in PDF format on page Survey Guidelines.

Please start filling in the required information in the Methodological Questionnaire online form as soon as your country has finished the fieldwork and deliver your national data and documents.

» Go to the MQ online form and select your Country in the dropdown menu – this will activate the items in the left-hand side.

» Click the Save button to store the changes on each tab and move on with the next item section. The Save button is active once you have answered at least all the compulsory questions in one section. Its function is to store ALL the answers in the particular section (no single item answers). Click outside a fillable text field to activate the Save button.

» After filling the MQ submit the information to the central team by clicking on the Submit button on the Home tab.

» Post a message in the Activity Stream to inform the central team about the submission.

» The central team will review the submitted information and export the MQ in Excel/PDF format for verification and potential revisions by the national team.

» To edit the saved information, go back to the respective section/item, edit it and Save the changes.
Central Data Processing

In the TEST survey project, the Central data processing will be done in three main steps: Ingest check, 1st data processing round, and 2nd data processing round. **Documents** is the centralized document management tool. The folder structure set up here follows the survey lifecycle phases and supports the delivery, production, and cleaning of data. It connects national teams (NT) and central teams (CT) making it possible to share files without saving them twice.

For transparency, check tools, data files, outputs, and data cleaning reports will be available on the portal. They are stored in the context of origin allowing for tracking changes. A file upload always triggers a notification supporting transparency and cross-team collaboration.

**Detailed steps of NT and CT**

1. **NT**: Upload files to folder *Data Deposit* ⇒ notification to CT

2. **CT**: Download, ingest check and confirm delivery; upload approved files to folder *Source Data Files* ⇒ notification to NT

3. **CT**: Start subsequent processing: upload Data cleaning report and data files (v1) to folder *1st Round - Upload Central Team* and ask NT for validation ⇒ notification to NT

4. **NT**: Download files, check central data cleaning steps and upload revised Data cleaning report and syntax (v2) to folder *1st Round - Reaction Country Team* ⇒ Triggers notification to CT

5. **CT**: Download files, check suggestions/modifications, agree or suggest further modifications, and upload files (v3) to folder *2nd Round - Upload Central Team* and ask NT for validation ⇒ notification to NT

6. **NT**: Download files, check suggested modifications and upload approved Data cleaning report and syntax (v4) to folder *2nd Round - Reaction Country Team* ⇒ notification to CT

**CT**: Upload files that are approved by NT and will be integrated into the first release to folder *1st Release - Upload Central Team* ⇒