

## INCOM NEWSLETTER 1; FRIDAY NOVEMBER 2<sup>ND</sup> 2018

Dear Partners,

Starting from now we will send out a weekly Newsletter Fridays PM, with the highlights of the past INCOM week. Until Christmas, it is a trial to see if we manage to do so on such a regular basis and to monitor the reactions from you.

The Newsletter will contain non-confidential information relevant for people working on or with the INCOM project. Charlotte is maintaining a mailing list where you can opt-out if you want. New readers are welcome and can opt-in by emailing [Charlotte](#).

Best Regards,

Niels Hersoug

*INCOM Project Head*

### INCOM PROJECT MANAGEMENT OFFICE

The INCOM Project Management Office (PMO) consists of Charlotte Melgaard Larsen and myself. We are doing our best to serve the Partners and the project as a whole.

### INCOM WEBSITE

Has been online for a while. You can find the website [here](#)

### INCOM SHAREPOINT SITE

Project relevant information will be placed on a SharePoint site. Here you will be able to see facts and figures about the project, status, contact lists, organization, finances, Newsletter etc. It is currently under development, and we expect the site to go live within a couple of weeks. Each person having access will get personal login credentials, securing that a specific person only gets access to information meant for the specific role that person is having in INCOM.

### INCOM PRESS RELEASE

As you are aware the [INCOM press release](#) was sent out last Friday, including the quote from the Minister of Science, Technology, Information and Higher Education. The press release was specifically picked up by Børsen Friday, October 26<sup>th</sup> 2018 and by other news media, too. The article in Børsen featured interviews with Telia and Accelink.

### INAUGURATE STEERING COMMITTEE MEETING

The date is November 13<sup>th</sup> 11AM – 5PM and the venue is DTU Fotonik. The rules from IFD is that membership of the Steering Committee is personal and cannot be allocated. For this inaugurate meeting the partners are allowed to send substitutes for the members, however, they will have no voting rights. In general, if a member is excused and a vote is foreseen in the agenda a proxy can be forwarded to the chairman.

## FINANCE REPORTING

All of the partners, WP leaders and Task leaders have received a detailed budget from Charlotte, where you only have received information relevant for you as a partner or WP/Task leader. You also have received a guide from Charlotte on how the monthly reporting will take place, and November is the first month where reporting for October will take place, and this indicates that your input are needed every month. Following your report, the INCOM controller Casper will generate a financial status report showing actual vs. budget relevant for you as Partner, WP/Task leader. This service should make you better able to manage your part of INCOM.

## YEAR1 PLAN

Based on the input from you, the PMO has made a detailed year 1 plan for the project, which will be presented for the Steering Committee. It is nice to see all the fine detailed reports received, however we are still missing input from a very few. Please make these plans available for the PMO now.

## PROJECT PROGRESS REPORTING

When I travelled around last month and visited all partners, WP/Task leaders you were told that the benefit for making a detailed Y1 plan is that the monthly progress reporting would be simple. The format is now ready and will be forwarded to all WP/Task leaders in the next couple of days. You then need to measure your progress towards your Y1 plan and make a RAG classification of your status. I.e. **Red**: if you are off track and need re-planning ....or have no Y1 plan btw. **Amber**: If you are seeing trouble but still are on plan, and **Green**: If you are on the plan. The documentation you will receive contains a RAG definition to be used for the classification.

## UNSUBSCRIBE FOR THE NEWS LIST

Our address is:

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*You can unsubscribe from the INCOM news list [here](#).*