

Twinn4MicroUp

Twinning **I**nnovation Hub for **M**icrobial Platforms in Plastic **U**pcycling



National Technical
University of Athens



TUS



UNIVERSITÀ
DEGLI STUDI DI BARI
ALDO MORO

D1.2 Project Management Application

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1. Executive Summary

The present document reports on the establishment of the initial content of the TwInn4MicroUp Project Management Application (PMA). The need for PMA development arose from the challenges faced in managing EU projects, where efficient coordination, document sharing, and task tracking are crucial. Existing platforms, such as Teams, posed accessibility issues for some partners, leading to difficulties in retrieving essential project documents. Additionally, teams required a dedicated space for project management that combined task assignment, collaboration tools, file management, and visualization features like Kanban boards and Gantt charts into one streamlined system. **Taskroom** was developed in the form of Progressive Web App to address these gaps, providing a user-friendly, structured, and customizable solution tailored to the specific needs of project managers and teams working on complex, multi-partner initiatives.

Taskroom defines the goals it aims to achieve, its workflow structure, and the features that facilitate task management and team collaboration. The actual deliverable is available at <http://taskroom.eu>. The PMA will be officially launched in March 2025 (M7), and it will act as the central hub for tracking the project's objectives, workflow, and real-time progress. Created and managed by TUS, the PMA will be regularly updated throughout the project's duration. Users will be able to plan and manage the [TwInn4MicroUp](#) project and follow up projects efficiently through task creation, collaboration tools, Kanban boards, Gantt charts, and real-time notifications, ensuring seamless team coordination and project tracking. The software will enable the coordination of multiple projects simultaneously, allowing the consortium to streamline future project proposals, applications, and key milestone achievements.

2. Project Overview

TwInn4MicroUp is a 3-year project funded by the EU Horizon Europe HORIZON-WIDERA-2023-ACCESS-02, which started in September 2024. It involves four partners of which three from EU countries (Greece, Ireland and Italy) and one Associated Country (Serbia), all research institutions. The primary objective of the TwInn4MicroUp project is to significantly enhance the competitiveness and capabilities of NTUA in the areas of Project Management and Administration, Budget Acquisition, and Synthetic Microbial Biotechnology research. This enhancement aims to

elevate NTUA's research profile, contributing to the advancement of European socioeconomic goals. Twinn4MicroUp aims to introduce an innovative approach to upcycling plastic waste by utilizing green biological/mechanical/chemical technologies to recover plastic monomers. This project will leverage modern molecular techniques to develop microbial cell factories that can produce bioactive compounds from plastic-derived feedstocks. This advancement has the potential to transform industries related to bio-colorants, biotherapeutics, bio-nutraceuticals, biosurfactants, and biomaterials.

2.1 Introduction

To align with the Horizon Europe funding, PMA is hosted on a ".eu" domain (<https://taskroom.eu>), that has been secured for the full duration of the project, plus an additional two years. Given its importance as an extension and communication interface for the project, PMA will undergo continuous development, modifications, and updates throughout the project's lifecycle.

2.2 Objectives

The objective of this deliverable is to develop a robust and user-friendly project management software that enhances efficiency, collaboration, and transparency in project execution. The platform will enable users to seamlessly plan, track, and manage projects through an intuitive interface, ensuring smooth workflow management. It will provide essential collaboration tools, allowing teams to communicate effectively, share files, and stay aligned to project goals. With powerful visualization features such as Kanban boards and Gantt charts, users will gain clear insights into project progress and task dependencies. Additionally, automated email notifications will keep team members informed about approaching deadlines, ensuring timely task completion and improved project coordination.

3. The PMA: Taskroom

3.1 Functional Requirements

As mentioned in the Introduction section, this custom-made project management software provides a comprehensive set of features to ensure seamless project coordination, efficient

collaboration, and an enhanced user experience. These functionalities support project teams in managing multiple tasks, tracking progress, and staying informed through intuitive interfaces and automated notifications via email. Having a platform that automatically sends email reminders about deadlines is crucial for ensuring that tasks are completed on time and project milestones are met. In complex, multi-partner projects, especially within EU-funded initiatives, team members often juggle multiple responsibilities, making it easy to overlook deadlines. Automated reminders help keep everyone aligned and accountable, reducing the risk of missed deadlines that could delay project progress or impact funding compliance. Additionally, these notifications improve communication and coordination among partners, ensuring that all stakeholders stay informed without relying on manual follow-ups.

3.1.1 User management

The platform features a secure registration and login system, ensuring that only authorized users can access project-related information. Users can sign in using traditional credentials such as a username and password or opt for social media authentication for added convenience. Security measures, including encryption and authentication protocols, safeguard user data and prevent unauthorized access.

Once registered, each user has a customizable profile that serves as their personal workspace within the platform. Profiles display key details, including role within the project, contact information, and project involvement, allowing for seamless collaboration and clear role identification. Users can update their profiles by adding a profile picture, preferred display name, and other relevant details to personalize their experience. This structured approach enhances team visibility, accountability, and communication, ensuring that every participant's role and contributions are clearly defined within the project environment.

3.1.2 Project management features

The software provides a comprehensive task management system, allowing users to create, assign, and prioritize tasks with ease. Within a centralized platform, all project-related data is securely stored, ensuring that teams have a single source of truth for tracking progress and managing workloads. Users can define task priorities, set due dates, and allocate responsibilities, ensuring that every team member knows their role and upcoming deadlines.

A key feature of the software is its intuitive overview dashboard, which presents a real-time snapshot of all active projects, task assignments, and progress updates. This dynamic interface enables teams to quickly assess project statuses, track upcoming deadlines, and identify potential bottlenecks. By providing real-time visibility into project workflows, the system ensures that teams remain aligned, deadlines are met, and overall productivity is maximized. Whether managing a single project or coordinating multiple initiatives, this feature enhances efficiency, organization, and strategic planning.

3.1.3 Collaboration tools

To enhance teamwork and streamline communication, the platform offers a dedicated discussion area, enabling teams to engage in structured, project-specific conversations. This feature ensures that all discussions remain organized and contextually relevant, reducing the need for scattered email threads or external messaging apps. Team members can initiate discussions, respond to updates, and share insights directly within the project space, fostering real-time collaboration and decision-making.

In addition to discussions, the platform integrates a robust file upload system, allowing users to store, manage, and share important documents seamlessly. The platform offers cloud storage, that can be customized, in accordance to project requirements. Files can be uploaded and organized within specific projects, ensuring that all relevant materials—such as reports, proposals, and reference documents—are easily accessible to authorized team members. This centralized storage eliminates version control issues, prevents lost files, and enhances efficiency by keeping all necessary resources within the platform. Together, these features create a collaborative workspace where communication and document management are seamlessly integrated, improving productivity, transparency, and team alignment.

3.1.4 Visualization displays

The software integrates powerful visualization tools designed to help users track project progress, manage workflows efficiently, and enhance overall productivity. These tools provide a clear, visual representation of tasks, timelines, and dependencies, ensuring that teams stay organized and aligned with project goals.

One of the key features is the Kanban board, which offers a drag-and-drop interface for intuitive task management. This tool allows teams to easily move tasks through different workflow stages, such as "To Do," "In Progress," and "Completed," ensuring that everyone has a real-time view of task status. By visually representing work in progress, the Kanban board helps teams identify bottlenecks, prioritize work, and streamline task execution.

Complementing the Kanban board is the Gantt chart, a structured timeline view that provides a detailed overview of task dependencies, milestones, and project schedules. This feature is particularly useful for strategic planning and deadline management, as it enables users to see how tasks are interconnected, ensuring smooth progress toward key deliverables. The Gantt chart allows for adjustments in scheduling, helping teams anticipate potential delays and reallocate resources accordingly.

By combining Kanban boards for workflow management and Gantt charts for time-based planning, the platform ensures that teams have the necessary tools to coordinate work effectively, stay on schedule, and achieve project success.

3.1.5 Alerts and notifications

The platform includes a comprehensive notification system designed to keep users informed, engaged, and proactive in managing their projects. Email alerts serve as a primary method of communication, ensuring that team members receive timely updates on key project activities. Users are notified about new task assignments, approaching deadlines, project updates, and important announcements, reducing the risk of missed responsibilities or delays. These automated reminders help team members stay on track and maintain a high level of accountability within the project workflow.

In addition to email notifications, the platform has the potential to integrate real-time push notifications, further enhancing communication efficiency. With this feature, users can receive instant alerts on their devices whenever critical changes occur, such as a new task being assigned, a deadline adjustment, or a project milestone being reached. This ensures that team members can respond promptly to changes, collaborate more effectively, and maintain seamless project coordination.

3.2 Implementation Plan

This implementation plan outlines the key phases and activities involved in developing and deploying the custom project management software. Each phase was designed to ensure the project progresses smoothly, meets all requirements, and delivers a high-quality, user-friendly solution.

Phase 1: Planning and Design

In the first phase, requirements were gathered, and the overall system architecture was designed to establish a solid foundation for development. This phase involved analysing user needs, defining key functionalities, and outlining the platform's structure to ensure it met project objectives. Special attention was given to determining the necessary features, user interface elements, and technical architecture to create an efficient and user-friendly system.

Additionally, the creation of graphics and visual materials was prioritized, ensuring that the platform's design, branding, and user experience aligned with the project's goals. This included developing layout concepts, colour schemes, and interface components that would contribute to a cohesive and intuitive design. By the end of this phase, a comprehensive system blueprint was finalized, setting the stage for the next steps in development.

Phase 2: Development

The development phase began with the implementation of user registration, profile management, and authentication systems, ensuring secure access to the platform. A robust authentication framework was established, allowing users to register, create profiles, and log in securely using traditional credentials or social media authentication. Following this, the core functionalities of the platform were developed, including task management features and collaboration tools. These components were designed to enable users to create, assign, and prioritize tasks efficiently, while also providing a dedicated space for discussions and file sharing to enhance teamwork.

Additionally, Kanban board and Gantt chart functionalities were integrated to facilitate effective project visualization and tracking. The Kanban board was implemented to allow for a drag-and-drop workflow, enabling users to manage tasks through different stages of completion. Simultaneously, the Gantt chart was developed, offering a structured timeline view of tasks, dependencies, and milestones, ensuring that projects could be planned and monitored with greater

accuracy. By the end of this phase, the platform's foundational features were successfully built, laying the groundwork for subsequent testing and refinement.

Phase 3: Testing and Deployment

During this phase, rigorous testing was conducted to evaluate the usability, performance, and security of the software, ensuring that it met all required standards and functioned as intended. Comprehensive tests were carried out to identify any potential issues or areas for improvement, and adjustments were made to optimize the platform's overall performance and user experience. Upon successful completion of testing, the platform was deployed on cloud infrastructure, ensuring scalability, enhanced security, and easy access for users. The cloud-based deployment allowed the platform to scale effectively to accommodate growing user demands while maintaining a high level of data protection and availability. This deployment also provided the flexibility needed for future updates and expansion, ensuring the platform's long-term viability and reliability.

Phase 4: Final Launch of All Features and Approval

This phase involved the final launch of all features, making the software ready for use by all users. Once all functionalities were fully implemented and thoroughly tested, the software underwent an approval and sign-off process to confirm that all project requirements had been met. The final review ensured that the platform was fully functional, aligned with the initial objectives, and ready for deployment in the real-world environment. The software will be officially launched after all Twinn4MicroUp details are added and thoroughly checked (*Milestone 1; March 2025*). This final step ensures that all project data is accurately represented and up to date within the platform. Once the details are confirmed, and any necessary adjustments are made, the software will be fully prepared for deployment, ensuring that users can seamlessly transition into using the platform for ongoing and future projects. In addition, details of additional projects and proposals shared amongst partners will also be entered, for easier tracking.

Phase 5: Maintenance and Support

After the launch, the project will enter the maintenance and support phase, during which ongoing technical support will be provided to address any emerging issues, perform necessary updates, and

ensure that the software continues to operate smoothly. This phase will involve regular monitoring to identify potential bugs or performance issues, ensuring that any technical challenges are swiftly resolved. Updates will be implemented periodically to improve functionality, add new features, and enhance security, keeping the software up to date with the latest advancements. Additionally, user feedback will be collected to make continuous improvements, ensuring the platform remains responsive to the evolving needs of the users. Through this sustained support, the software will remain reliable, secure, and optimized for ongoing use, maintaining its effectiveness throughout its lifecycle.

3.2.1 Log in page

The **Taskroom** login page (**Figure 1**) serves as the entry point for users accessing the platform. Upon arrival at taskroom.eu, users are presented with the option to either log in or register for a new account. The registration process requires users to select their role as either a researcher (student, postdoctoral researcher, technician) or a project manager (coordinator, WP leader, team leader), ensuring the system categorizes them correctly. To proceed, they must enter their username, email address, and a unique access code has been set up specifically for members of our consortium. This code will act as a security measure, ensuring that only authorized users can create an account. WP leaders or the project coordinator will be able to provide access to the code upon request. Without this code, registration is not possible. Once users complete this step, they receive a verification email, prompting them to set a secure password before gaining full access to the platform. This structured onboarding process ensures that only authorized individuals can join **Taskroom** while maintaining a streamlined user experience.

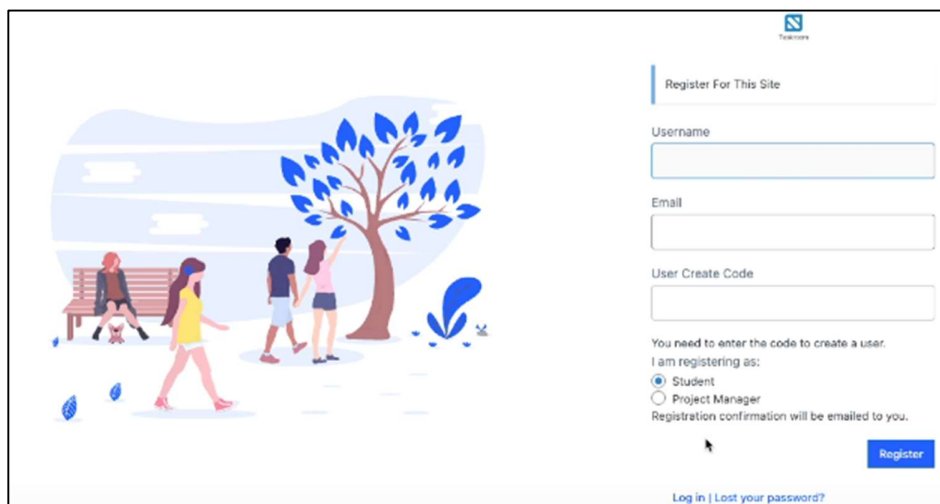


Figure 1. Log in page.

3.2.2 Dashboard and project space

After logging in, users are immediately directed to the Project Space, where they can manage their profile and navigate the platform's key features. In the profile section, users have the option to customize their personal information, including adding a nickname, profile picture, and other display preferences. The Project Management section of **Taskroom** offers a range of functionalities tailored to different user roles, ensuring that both project managers and regular users have access to the tools they need based on their responsibilities (**Figure 2**).

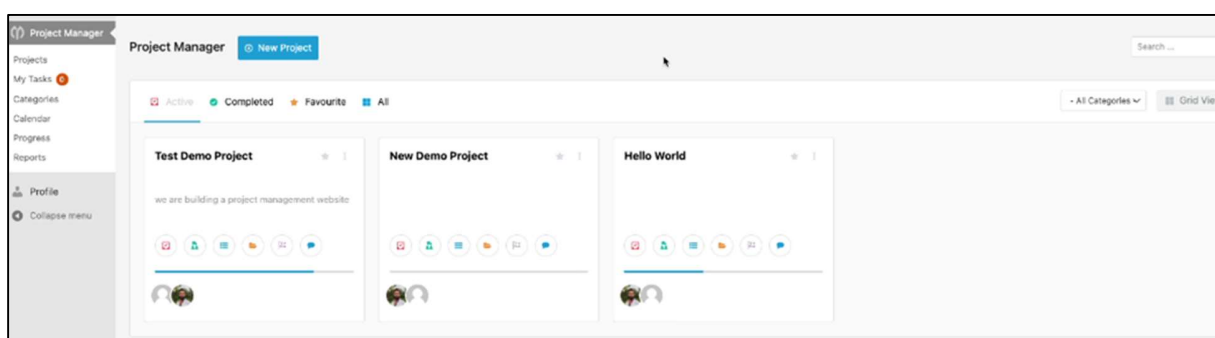


Figure 2. Project space.

Project managers have access to an extensive set of tools, allowing them to take full control over project creation, organization, and tracking. They can create new projects, assign them to specific

teams, and categorize them based on different project themes or workflows. This functionality ensures that all projects are properly structured from the outset, making it easier for teams to navigate through and manage multiple tasks and objectives.

The system supports custom project categories, enabling project managers to tailor the project structure according to the specific needs of each project. Whether based on department, task type, or project phase, these customizable categories help in organizing and filtering projects efficiently, allowing for a more structured approach to managing various initiatives. This flexible categorization promotes clearer organization, helping teams focus on the most important tasks while maintaining clarity and oversight.

For regular users, the platform simplifies the experience by focusing on their assigned tasks and calendars. They have a streamlined interface that prioritizes the tasks assigned to them, allowing them to easily see deadlines, upcoming milestones, and important activities. This reduces the complexity of managing multiple projects and provides users with a clear, concise view of their responsibilities. The intuitive layout of the platform ensures that users, whether project managers or regular team members, can effortlessly manage their profiles and projects.

3.2.3 Project management and task assignment

Once a project is created, users can assign team members to various roles within the project, ensuring that each person's responsibilities are clearly defined. Project managers have the capability to assign users as either managers or co-workers, depending on the role they will play in the project. This level of access control allows for a well-organized project structure, with clear delineations of authority and responsibility. When team members are assigned roles, automated email notifications are sent to inform them of their involvement, providing them with the necessary details regarding their duties, project timelines, and any immediate actions required. These notifications ensure that no one misses critical updates and that all team members are aligned from the start of the project. This communication system streamlines the onboarding process for new team members and minimizes the risk of missed tasks or deadlines. By providing project managers with the flexibility to customize roles and ensuring automatic notifications are triggered for team members, **Taskroom** enhances the project coordination process, keeping everyone informed and engaged throughout the project lifecycle (**Figure 3**).

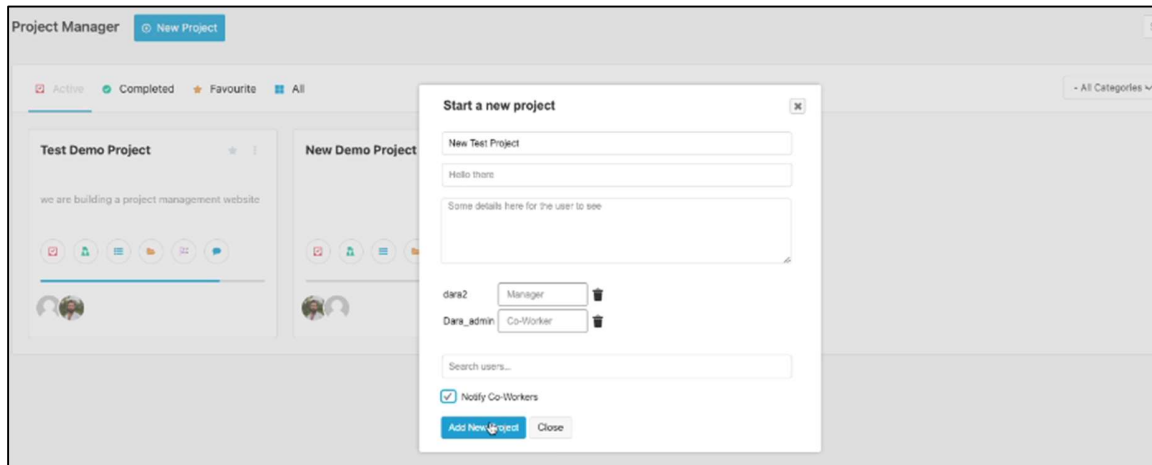


Figure 3. New project set-up.

Inside each project, users can create and manage tasks and task lists, allowing them to organize work effectively and maintain a structured workflow (**Figure 4**). Task lists serve as a critical organizational tool, enabling users to break down larger projects into manageable segments. For example, a project may have a task list specifically for research tasks, under which individual tasks can be added and tracked. Each task within a list can be assigned to a specific team member, ensuring that responsibilities are clearly defined. Tasks can also be given a due date, providing team members with a clear timeline for completion. Once a task is finished, it can be marked as complete, ensuring visibility into progress and helping to track the overall status of the project.

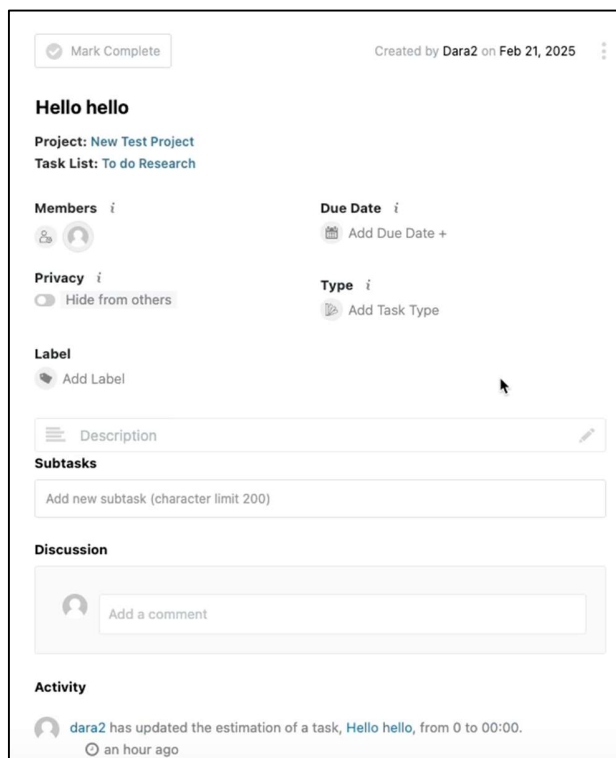


Figure 4. Tasks set-up.

To enhance task tracking, the platform integrates a Kanban board (**Figure 5**), which allows users to drag and drop tasks through different workflow stages, offering a dynamic and visual approach to task management. This feature enables users to quickly assess the status of tasks and move them across various stages, such as "To Do," "In Progress," and "Completed," ensuring smooth workflow transitions.

When a user clicks on a task, additional options are provided, allowing them to add further details, leave comments, or attach relevant files. These capabilities mirror the functionality of other popular platforms, like Trello, and allow for deeper collaboration and communication within the team. The ability to view, update, and track tasks in real-time ensures that all team members are on the same page and can quickly adjust as project needs evolve.

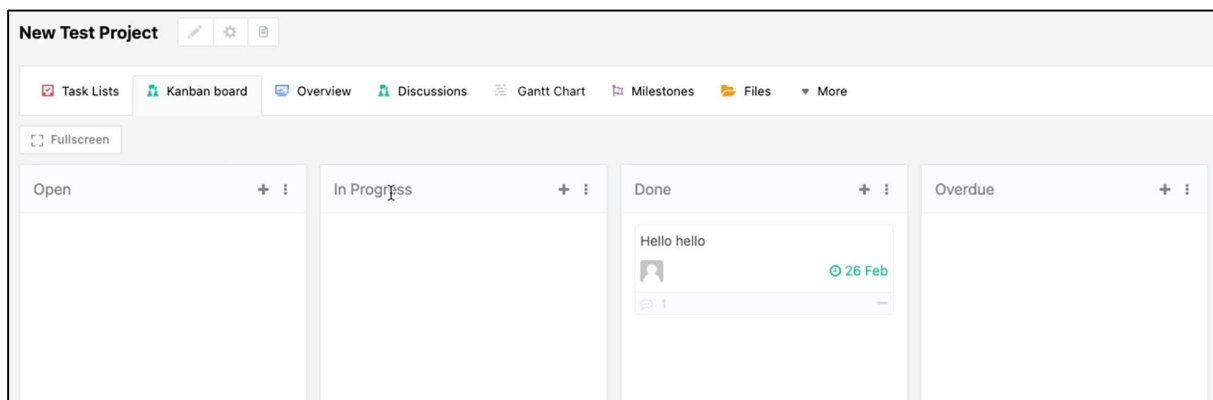


Figure 5. Kanban board.

In addition to the Kanban board, *Taskroom* features a Gantt chart (**Figure 6**), providing a structured timeline view of project tasks. This tool allows users to visualize task dependencies, deadlines, and project milestones in a clear, chronological format. Project managers can set start and end dates for tasks, ensuring that all team members understand the project's timeline and workload distribution. The Gantt chart dynamically updates as tasks are modified, giving users real-time insights into project progress. Tasks can be adjusted by dragging them along the timeline, making it easy to reschedule work when necessary. This feature is especially useful for complex projects, where tracking overlapping tasks and deadlines is crucial.

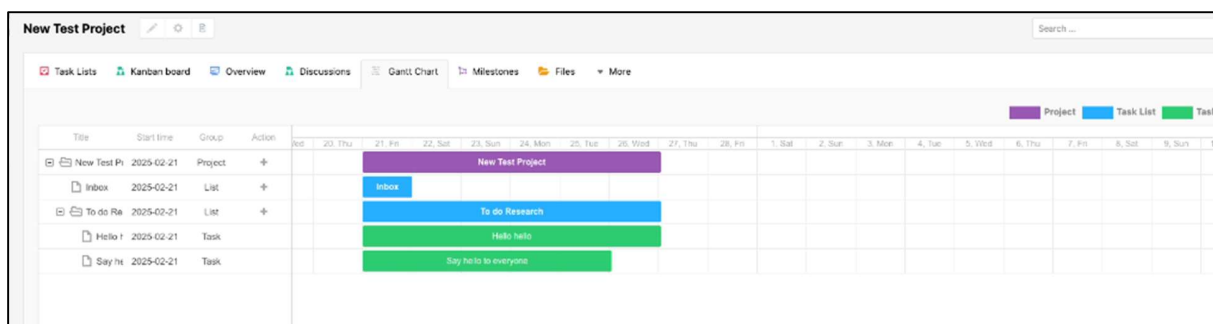


Figure 6. Gantt chart.

3.2.4 Management and integration

Taskroom includes a dedicated file upload space, enabling users to store, organize, and share documents within their projects (**Figure 7**). This centralized space allows users to easily create folders, ensuring that all project-related files are kept structured and easily accessible. By

organizing documents in this way, important materials are readily available, reducing the risk of misplaced or overlooked files.

The platform's file management system enhances collaboration by providing a single, user-friendly repository for all project documents, eliminating the need for external storage solutions or disparate file-sharing platforms. This centralization of files not only streamlines the document-sharing process but also ensures that team members have quick access to the resources they need. This feature is particularly important, as some of our partners have previously faced difficulties accessing documents on MS Teams, highlighting the need for a more efficient and user-friendly file management system. With **Taskroom**'s file upload space, the challenges of document access are addressed, creating a seamless and efficient environment for collaboration across teams and partners.

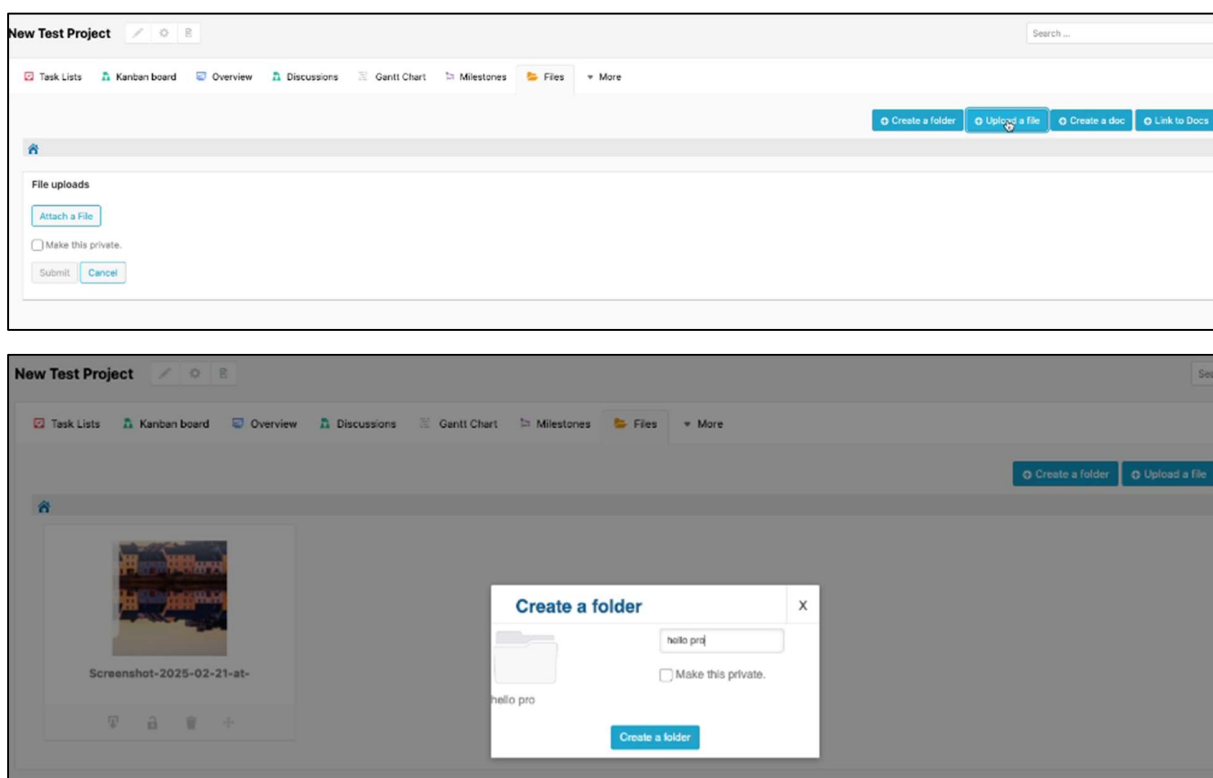
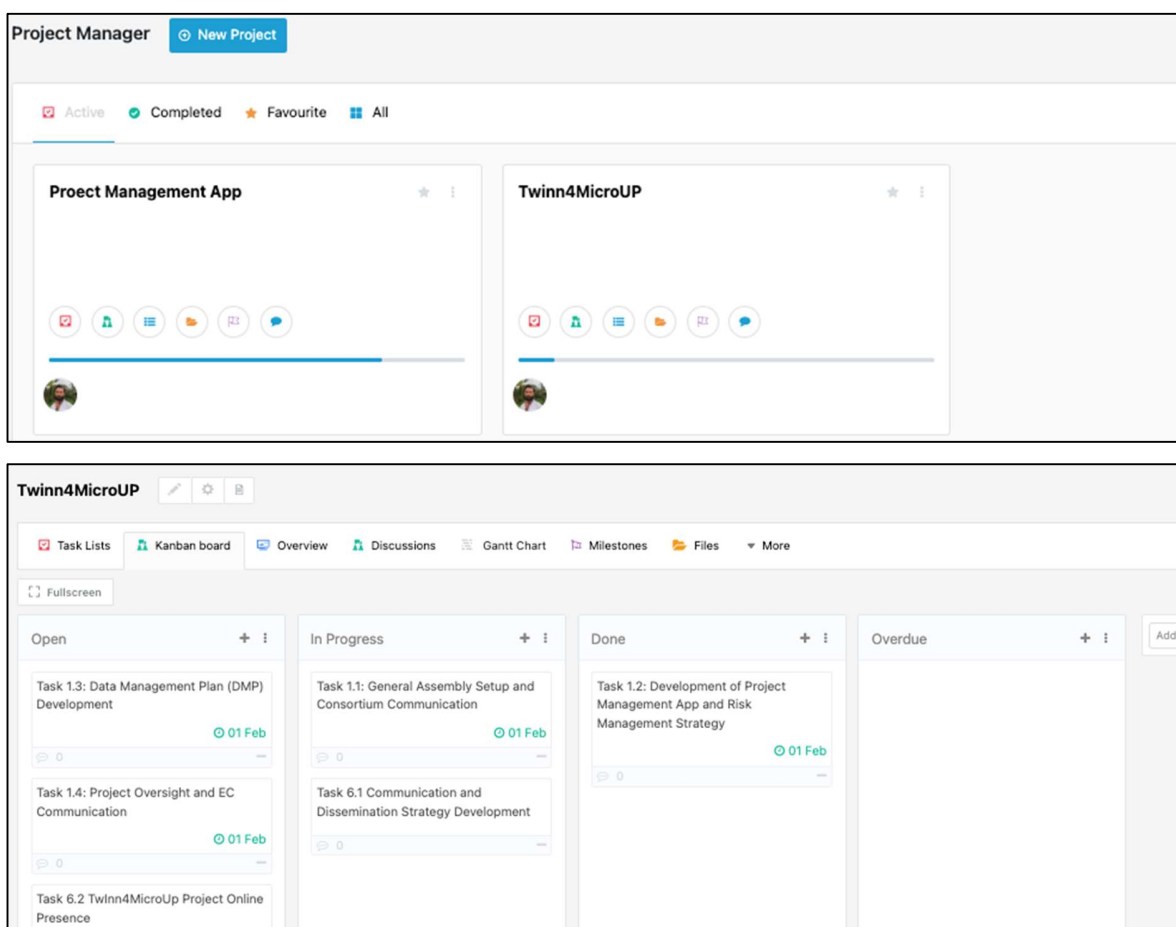


Figure 7. File uploading space.

3.3 Utilization of *Taskroom* by the Twinn4MicroUp Consortium

The Twinn4MicroUp consortium will leverage the *Taskroom* platform to enhance collaboration, streamline project management, and ensure the efficient tracking of all project deliverables and milestones (**Figure 8**). By utilizing *Taskroom*, the consortium will be able to manage every phase of the project, from planning to execution, ensuring transparency, accountability, and seamless communication among all partners.



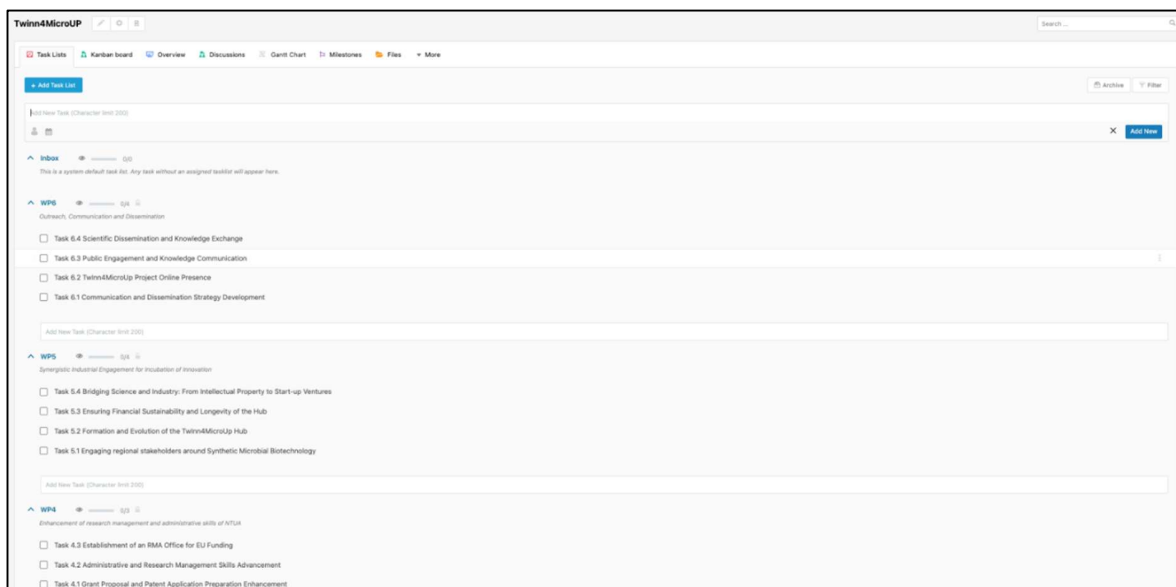


Figure 8. Preliminary set-up of the Twinn4MicroUp project on the *Taskroom* platform.

3.3.1 Tracking project progress

Taskroom will serve as the central hub for tracking the progress of the Twinn4MicroUp project, ensuring that all aspects of the project are managed and monitored efficiently. By integrating all key deliverables, milestones, and deadlines directly within the platform, *Taskroom* will provide the consortium with a comprehensive, real-time overview of the project's status. This centralized approach will allow the project team to easily access and assess how each task and milestone is progressing, helping to keep the project on track. Every milestone and deliverable will be systematically organized within *Taskroom*, offering a clear breakdown of the project timeline. Whether it's a specific task, a group of tasks, or an entire phase, the platform will allow the project manager and team members to quickly visualize which tasks are completed, which are in progress, and which are yet to be started. This ensures that every team member knows their responsibilities and how their tasks align with the overall project goals. Furthermore, *Taskroom*'s real-time tracking will foster transparency across the consortium, ensuring that all team members, regardless of their role, are aligned with the project timeline. With everyone working from the same platform, there will be no confusion regarding deadlines or task statuses, minimizing the risk of missed deadlines and ensuring that the project progresses smoothly.

As part of **Taskroom**'s functionality, the platform will also provide automated email notifications and alerts to keep users informed. These notifications will include reminders about approaching deadlines, new task assignments, and any important updates or changes within the project. This feature will serve as a helpful prompt to keep the team on task, ensuring no one misses critical deadlines or overlooks essential updates. Additionally, these notifications can be customized based on individual preferences, allowing team members to stay informed about the aspects of the project that are most relevant to their work.

3.3.2 Future projects and proposals management

Beyond the current project, the **Taskroom** platform will be instrumental in managing future projects undertaken by the consortium. All new project applications, from the initial idea development to consortium formation, will be organized and tracked through the platform. **Taskroom** will also facilitate the entire project proposal process, supporting the consortium in drafting proposals, structuring budgets, and coordinating necessary resources. This will ensure that all aspects of future projects are handled efficiently and that the necessary steps are followed in a streamlined and organized manner.

4. Conclusion

The implementation of **Taskroom** as the project management platform for the Twinn4MicroUp consortium represents a significant step forward in streamlining collaboration, improving task tracking, and enhancing overall project efficiency. By providing a centralized hub for managing deliverables, milestones, tasks, and communication, **Taskroom** will ensure that all team members remain aligned with project timelines and responsibilities. The integration of real-time notifications, visual project tracking tools such as the Kanban board and Gantt chart, and secure file-sharing capabilities will further support the consortium's efforts in executing the current project and successfully managing future initiatives.

Through the adoption of **Taskroom**, the consortium will not only achieve greater visibility and transparency in project progress but will also foster a more efficient and organized working environment. As the platform will also serve as a critical tool for future project proposals and applications, **Taskroom** will play a key role in supporting the consortium's long-term success.

Ultimately, the adoption of this robust platform will drive the Twinn4MicroUp consortium toward meeting its objectives with greater ease, ensuring that both current and future projects are completed on time, within scope, and to the highest standards.