

FLOW APP

TECHNICAL EXPLANATION





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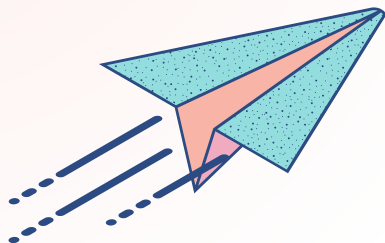
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PROJECT NAME: FORWARDING LEARNING, OPENING WORLDS

ACRONYM: FLOW

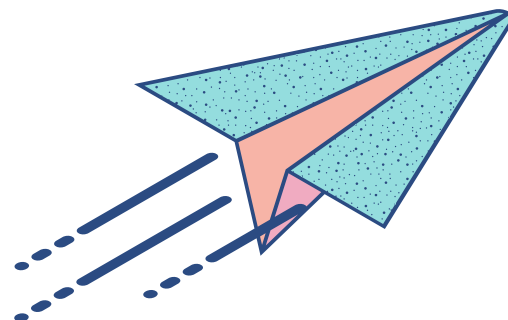
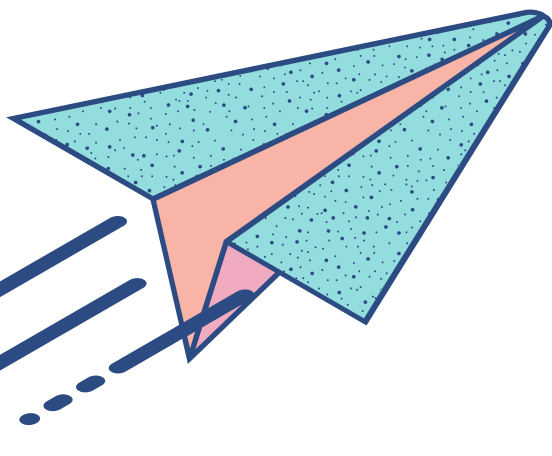
PROJECT CODE: PROJECT CODE: 2024-1-FR02-KA210-YOU-000253382

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This document is a technical explanation of the application that we developed for the project FLOW, you'll find informations on the project and the reasons that made us choose Microsoft 365 as well as the fonctionnalités of the application.

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The project

Project code: 2024-1-FR02-KA210-YOU-000253382



THE GOAL

Enhance the quality of youth mobility experiences between EIVA, Léo Lagrange, and COMMUNITY



THE WAY

By fostering staff development, collaborative exchange, and digital processes within an 18-month timeframe.

THE APP

Need

We need an all-in-one app to cut repetitive tasks and centralize our work. It will support internal processes and give learners a clear hub, kick-starting our digitalisation and helping the new association Community work efficiently.

Purpose

FLOW is a practical platform for youth mobilities, guiding learners before, during, and after their mobility, and helping organisations manage recruitment, induction, monitoring, and evaluation in one place.

Structure

The app runs on Microsoft 365 and uses two SharePoint sites, a Management Hub for staff and partners, and another portal for volunteers called FlowMates.

Key features

Shared documents and calendars, standard project templates, forms and automations for reminders and approvals, volunteer pages with schedules, resources, uploads, and mentoring contact.

Benefits

Faster coordination, clearer learner pathways, fewer manual tasks, better data and continuity, and a setup that is secure, low-cost, and easy to maintain.

Solutions Considered

After research and development, we found two possible solutions to develop the application to answer our needs within the time and the budget of the project.

CUSTOM APPLICATION

A fully custom web or mobile app could include any features and a tailor-made user experience.

STRENGTHS

- Full control over features, UX, data model, and roadmap
- Unique branding and workflows that match our processes exactly
- Flexible integrations with external tools and APIs as needed
- Own the intellectual property, potential to license or reuse across projects
- Offline or mobile-specific capabilities if designed for them

WEAKNESSES

- High build cost and long development time, plus ongoing hosting and maintenance
- Security, privacy, and compliance are our responsibility, higher risk and workload
- Requires DevOps, monitoring, backups, and regular updates to frameworks and OS versions

OPPORTUNITIES

- Create advanced analytics and research dashboards tailored to youth mobility outcomes
- Build a model that can scale to other programmes, VET, training, ESC, and be replicated by partners

THREATS

- Budget overruns, delays, and shifting requirements across partners
- Evolving GDPR and accessibility requirements, risk of non-compliance penalties
- Security incidents, dependency vulnerabilities, app store policy changes for mobile releases



RECAP

Building from scratch has a high upfront cost for design and development, a longer delivery time, and ongoing hosting and maintenance needs. Security, data protection, and compliance add further complexity, especially when handling personal data, identity documents, or sensitive reports.

Solutions Considered

MICROSOFT 365 FOR NON PROFITS

Microsoft's Tech for Social Impact programme gives nonprofits free or discounted access to Microsoft 365. This includes Word, PowerPoint, Excel, SharePoint, Teams, Power Apps, Power Automate, Forms, and more, all integrated and secure tools.

STRENGTHS

- Fast to prototype and iterate using SharePoint, Power Automate, Forms, and Teams
- Low total cost of ownership with nonprofit licensing, hosting and updates included
- Built-in security, identity, and compliance, audit logs and permissions
- Native collaboration, files, meetings, and calendars in one ecosystem
- Easy handover and maintenance for partner staff after the project

WEAKNESSES

- Visual design and UX flexibility are limited compared to a custom app
- Some advanced features may require premium licences or extra configuration
- Need of a professional to set up the application to meet the expectations of the features required.

OPPORTUNITIES

- Improve data-driven decisions with simple reporting, later expand to Power BI
- Reuse the same templates and site structure for future cohorts and projects

THREATS

- Platform changes or deprecations can require periodic rework to stay current
-



RECAP

With a budget of €11,000, Microsoft 365 provides the best balance of cost, speed, security, and sustainability. It gets us a working platform that we can iterate during the project, and that partners can continue to use afterwards.

The current state

What solution did we choose according to the budget

COMPARISON BETWEEN THE TWO SOLUTIONS

Here is a comparative table of the two solutions that we considered to develop the application for FLOW.

SOLUTION	PROS	CONS
Custom app	• Full control • Any featured we require is possible • Tailored UX	• Higher cost • Longer development phase • Complicated and costly maintenance • Security issue • Hosting costs
M365	• Fast prototyping • Free licenses through Microsoft for Non Profit program • Easy to create Security • Low maintenance • Easy updates • Easy solution to implement different features	• Design constraints • Advanced features may require premium licenses or more work • Requires a professional to set it up and keep the expected features

CONCLUSION

Given our €11,000 budget, Microsoft 365 provides the best value and the fastest, safest path to a working platform.

We chose Microsoft SharePoint as the backbone and created two sites, one for management and one for volunteers (called FlowMates). Most core features are already in place, and the setup can grow as needs evolve.

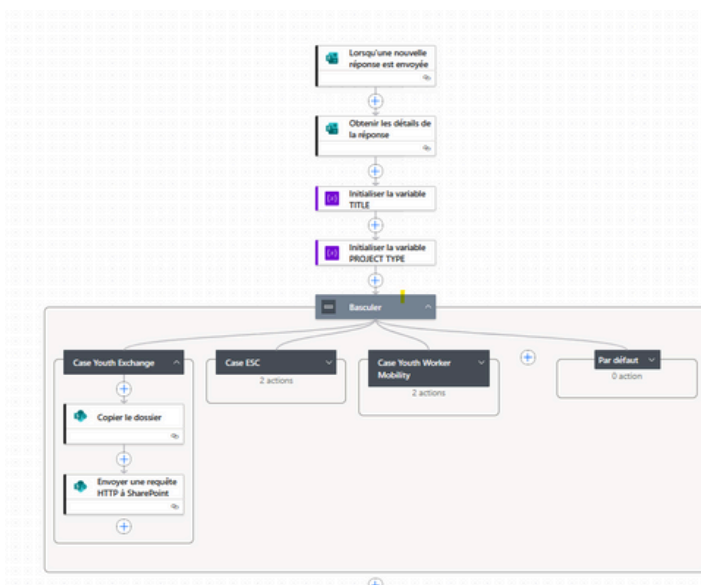
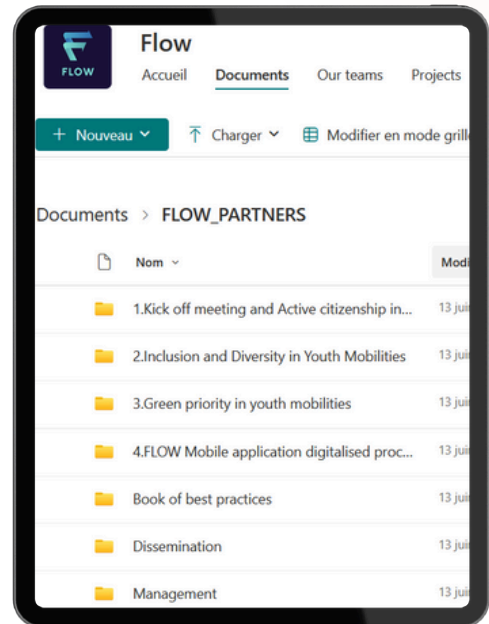
FLOW MANAGEMENT APP

Explanation of the features

SHARED FILE EXPLORER

Microsoft Sharepoint

SharePoint provides a managed file library with folders, permissions, and version history. Partners can access the right documents, co-author in real time, and follow a clear structure for administrative work.



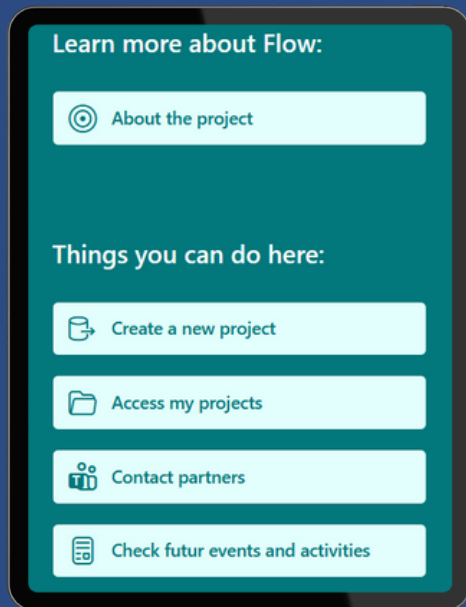
AUTOMATED PROCESSES

Microsoft Power Automate

We use Power Automate to trigger project setup from a simple form. The flow creates the standard folders from a template, applies permissions, and sends confirmation and reminder emails.

FLOW MANAGEMENT APP

Explanation of the features



TEAMS INTEGRATION

Microsoft Teams

Teams is integrated for meetings and collaboration, so staff and partners can schedule sessions, join with one click, and keep chat, files, and notes in the same place. Recordings, attendance, and follow-up tasks stay linked to the project, which makes coordination and handovers easier.

CALENDAR

Microsoft Calendar

A central calendar lists upcoming events and meetings, lets everyone add items to their own calendar, and keeps dates aligned across partners.

Flow meetings

Affich

+ Ajouter un événement



Créer un événement

Ce dernier s'affichera ici et vos lecteurs pourront le voir.

Mois
01

Titre de l'événement

Mardi 12:00 - 13:00

Mois
01

Titre de l'événement

Mardi 12:00 - 13:00

Mois
01

Titre de l'événement

Mardi 12:00 - 13:00

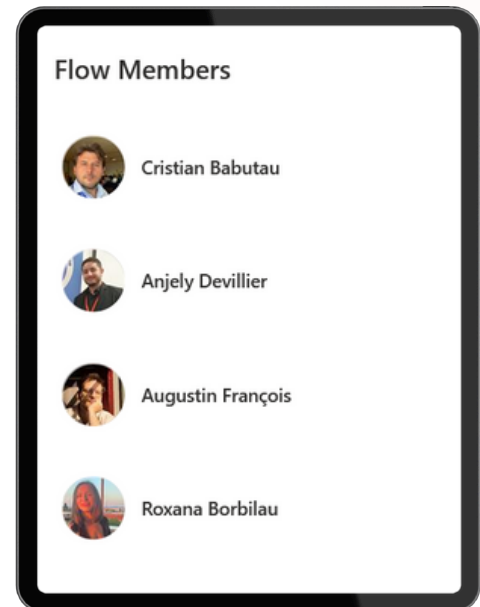
FLOW MANAGEMENT APP

Explanation of the features

CONTACT DIRECTORY

Microsoft Sharepoint

A simple directory lists staff and partner contacts with roles, emails, and phone numbers, so people can quickly find the right person and reach them.



AUTOMATED PROCESSES

Microsoft Groups

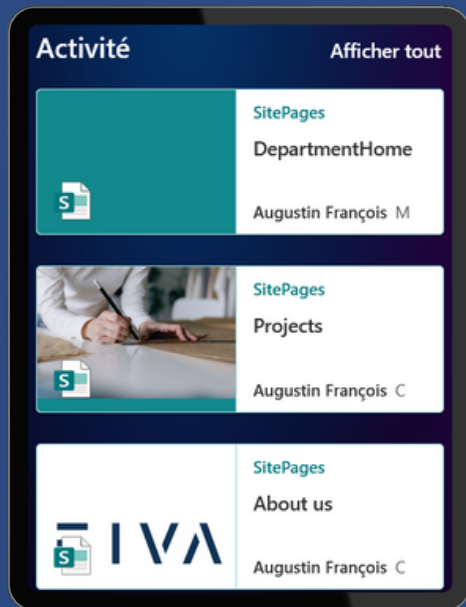
On-site discussions let teams post updates, comment, and tag colleagues directly on SharePoint pages, keeping decisions next to the work and visible to everyone.



Démarrer une conversation

FLOW MANAGEMENT APP

Explanation of the features



RECENT ACTIVITY

Microsoft Sharepoint

Recent activity shows who changed what and when, so teams can track progress, follow up quickly, and avoid version confusion.

AUTOMATIC EMAIL

Microsoft Outlook and Power Automate

Automatic email reminders nudge the right people before deadlines, sending clear prompts for tasks, documents, or approvals.

Welcome to Flow

This Microsoft 365 website was created through the Erasmus+ project **FLOW** to support partner organizations in managing youth mobility projects.

It provides a shared space for coordinating activities, storing documents, and tracking progress across all project phases.

Learn more about Flow:



About the project

FlowMates volunteers hub

Explanation of the features



HUB

This platform is designed to be the central hub for all volunteers and participants involved in our project.

Keep your project organized by uploading and accessing key documents, media, and resources in one secure place. This initiative was started through the FLOW project, funded by the...

FlowMates is a hub for the learners of the associations. To facilitate the management and increase the safety, we decided to create another Sharepoint site specifically for the participants of the projects. This hub is directly linked to the management hub, the documents that the volunteers will upload will be sent to the management folders.

File area

Documents > Documents volunteers

 Nom ▾	Modifié ⓘ ▾
 ESC	6 octobre
 Volunteer folder template	6 octobre

Volunteers can download and upload documents in a dedicated library, with permissions that protect management files and limit access to only what they need.

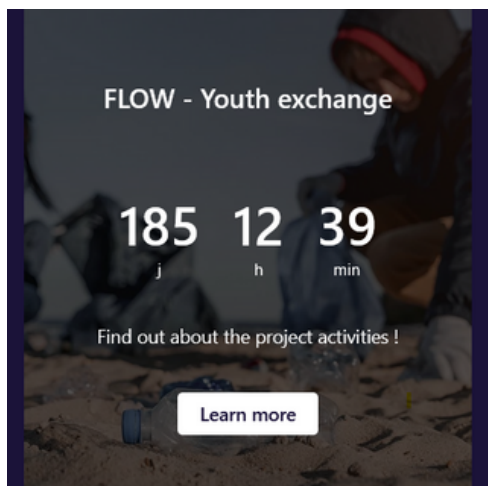


Specific project page

Each volunteer sees a specific project page with their cohort information, next steps, and links to required actions.

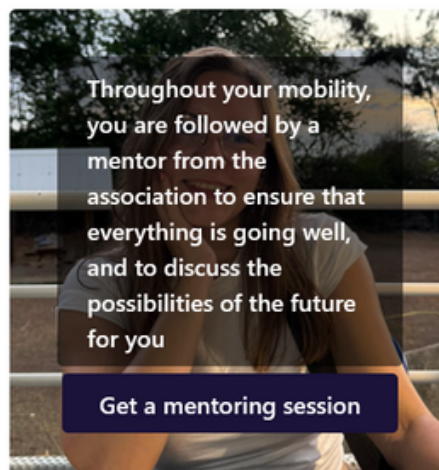
FlowMates volunteers hub

Explanation of the features



Downloadable resources

The hub provides key resources, guides, and a calendar of activities, so volunteers can see upcoming sessions and prepare in advance.



Contact for support and mentoring

A clear contact section lets volunteers message their mentor or the support team, and request a call or meeting when needed.



Conclusion

Flow App aims to facilitate the partnership between our three organisations, with this automation processes and shared central hub, we will be able to implement new projects much more easily and effectively.

The use of Microsoft 365 allows us to add new features if needed in the future and to keep this application sustainable which is the goal of this project, to make this partnership sustainable and beneficial for the communities.