

OpenProject Team Project Management Server by Code Creator

Customer Launch and Administration Guide

1. Product Overview

This product provides a ready to launch OpenProject project management server on AWS. It is designed for teams that want a self hosted project planning and collaboration environment with fast deployment, public IP based access, first boot setup automation, and simple helper commands for daily administration.

Product name	OpenProject Team Project Management Server by Code Creator
Operating system	Ubuntu 24.04 LTS
Application	OpenProject 17.x
Deployment method	Docker Compose
Default OS user	ubuntu
Main access method	Public IPv4 address over HTTP
Application directory	/opt/codecreator-openproject

2. Recommended AWS Configuration

Minimum test instance	t3.large
Recommended production start	m6i.large or larger
Root volume	50 GB minimum, 80 GB preferred
Security group port 22	SSH access from your trusted IP address
Security group port 80	OpenProject web access
Security group port 443	Optional for future HTTPS configuration

Security note: For best security, restrict SSH port 22 to your trusted IP address instead of opening SSH to the entire internet.

3. First Access After Launch

After launching the instance from AWS Marketplace, connect by SSH using your Amazon private key and the **ubuntu** user.

***Note:** First boot may take up to 5 minutes or more to fully complete while OpenProject initializes its containers and database. If the login page is not ready immediately, wait a few more minutes and refresh the browser.

To check whether first boot setup is complete, run:
systemctl status codecreator-openproject-firstboot.service --no-pager -l

When complete, it should show active (exited) and status=0/SUCCESS.

```
ssh -i your-key.pem ubuntu@YOUR_PUBLIC_IP
```

To display the OpenProject URL and help page URL, run:

```
codecreator-openproject-url
```

You can also read the first login notes on the server:

```
cat /home/ubuntu/FIRST_LOGIN.txt
```

4. OpenProject Web Login

Open the OpenProject URL shown by the helper command in your browser.

Default username	admin
Default password	admin

OpenProject will ask you to change the admin password on first login. Save the new password carefully.

5. Suggested First Steps in OpenProject

1. Log in as admin and change the default password.
2. Create your first project.
3. Invite users and assign roles.
4. Review available modules such as Work Packages, Boards, Roadmaps, Wiki, Meetings, and Time Tracking.
5. Configure email and notification settings if needed for your organization.
6. Create a regular backup procedure before using the system for production work.

6. Useful Server Commands

The AMI includes Code Creator helper commands for common administration tasks. Commands that customers type are shown in red.

Show URLs:

```
codecreator-openproject-url
```

Check status:

```
codecreator-openproject-status
```

View live logs:

```
codecreator-openproject-logs
```

Restart OpenProject:

codecreator-openproject-restart

Refresh public IP settings after stop/start:

codecreator-openproject-refresh-ip

Create a basic database and configuration backup:

codecreator-openproject-backup

7. Health Checks

Use the status helper to confirm that Docker, Nginx, and OpenProject containers are running:

codecreator-openproject-status

A healthy system should show Docker active, Nginx active, OpenProject containers running, and the public HTTP check returning a redirect to the login page.

8. Basic Backup

Run the included backup helper to create a basic database dump and configuration backup:

codecreator-openproject-backup

Backup files are stored under:

/opt/codecreator-openproject/backups

For production use, copy backups to durable storage such as Amazon S3, an encrypted EBS snapshot process, or another approved backup destination. Always test restore procedures before relying on backups for production operations.

9. If the Public IP Changes

If you stop and start the EC2 instance, AWS may assign a different public IP address unless you use an Elastic IP. If the public IP changes, run the refresh helper:

codecreator-openproject-refresh-ip

Then restart OpenProject if needed:

codecreator-openproject-restart

10. Optional Domain and HTTPS

This AMI is configured for public IP based access by default because many AWS Marketplace customers launch software before they have a domain name ready. For production public internet use, consider attaching an Elastic IP, creating a DNS A record, and configuring HTTPS with your preferred certificate workflow.

Recommended domain preparation steps:

1. Allocate and associate an AWS Elastic IP with the instance.

2. Create a DNS A record pointing your domain or subdomain to the Elastic IP.
3. Confirm the domain resolves to the instance.
4. Configure HTTPS using your organization's approved certificate method.

11. Troubleshooting

Show current URLs:

```
codecreator-openproject-url
```

Check service and container status:

```
codecreator-openproject-status
```

View OpenProject logs:

```
codecreator-openproject-logs
```

Restart the stack:

```
codecreator-openproject-restart
```

Check Docker service:

```
systemctl status docker --no-pager
```

Check Nginx service:

```
systemctl status nginx --no-pager
```

Validate Nginx configuration:

```
sudo nginx -t
```

Common issue: If the browser does not load, confirm the instance security group allows inbound TCP 80 and that the instance public IP matches the URL from codecreator-openproject-url.

12. Important File Locations

Application directory	/opt/codecreator-openproject
Environment file	/opt/codecreator-openproject/.env
First login file	/home/ubuntu/FIRST_LOGIN.txt
Help page	/var/www/html/codecreator.html
Nginx config	/etc/nginx/conf.d/codecreator-openproject.conf
First boot service	/etc/systemd/system/codecreator-openproject-firstboot.service
Backups directory	/opt/codecreator-openproject/backups

13. Documentation Resources

Useful public documentation resources:

- OpenProject documentation: <https://www.openproject.org/docs/>
- OpenProject system administration guide: <https://www.openproject.org/docs/system-admin-guide/>

- OpenProject Docker installation documentation: <https://www.openproject.org/docs/installation-and-operations/installation/docker/>
- OpenProject Docker Compose repository: <https://github.com/opf/openproject-docker-compose>

14. Quick Command Reference

codecreator-openproject-url

codecreator-openproject-status

codecreator-openproject-logs

codecreator-openproject-restart

codecreator-openproject-refresh-ip

codecreator-openproject-backup