



europæana  
inside

**Grant Agreement 297292**

## ***EUROPEANA INSIDE***

### **Project Initiation Document**

<b>Deliverable number</b>	<i>D6.1</i>
<b>Dissemination level</b>	<i>Public</i>
<b>Delivery date</b>	<i>June 2012</i>
<b>Status</b>	<i>Final</i>
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This project is funded under the  
*ICT Policy Support Programme* part of the  
*Competitiveness and Innovation Framework Programme*.

## Revision History

Revision	Date	Author	Organisation	Description
V0.1	2012-05	Carolien Fokke; Gordon McKenna	CT	Draft for internal discussion
V0.2	2012-06	Carolien Fokke; Gordon McKenna	CT	Draft for internal discussion
V1.0	2012-06	Carolien Fokke; Gordon McKenna	CT	Final

### Statement of originality:

This deliverable contains original unpublished work except where clearly indicated otherwise. Acknowledgement of previously published material and of the work of others has been made through appropriate citation, quotation or both.

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## 1 Introduction

This deliverable (D6.1) is of most use to project partners. Project management for EUROPEANA INSIDE is based on the *PRINCE2* project and programme management methodology. This Project Initiation Document is made up of:

- ***Business case***
- ***Project definition;***
- ***Mission statement;***
- ***Statement of objectives;***
- ***Scope;***
- ***Constraints;***
- ***Project organisation;***
- ***Quality Plan;***
- ***Change Management Process;***
- ***IP Policy (internal);***
- ***Risk Register;***
- ***Stage Plan;***
- ***Schedule of Deliverables;***
- ***Milestones calendar.***

## 2 Business case

The business case for EUROPEANA INSIDE is made up of the benefits the project will deliver for its participants and others by overcoming a set of barriers:

### **Organisational barriers**

The organisational barriers to participation in aggregated services include integrating 3rd party re-use into content, marketing and digital strategy, investing significant staff time in preparing content for aggregation and the management of risk.

EUROPEANA INSIDE will reduce or remove these barriers by:

- Reducing the staff time required to select, prepare and deliver content for aggregation;
- Delivering value back to organisations through improved metadata and enhanced audience reach;
- Reducing the risks associated with participation by providing tools for granular management at object and collection-level.

### **Technical barriers**

The technical barriers to participation include the need to provide multiple mappings between different local and export metadata structures, the de-duplication of multiple records and the application of consistent frameworks for persistent identification.

The lack of persistent URI has been identified by ATHENA and other projects as a consistent issue in the referencing, discovery, distribution and de-duplication of aggregated data from multiple sources.

EUROPEANA INSIDE will reduce or remove these barriers by:

- Providing content providers with a simple drag-and-drop interface for metadata cross-mapping (based on the MINT ingestion tool developed by the ATHENA project) integrated into their collections management system will significantly improve the structure of the data exported from these systems, as well as their semantic consistency, and thereby reduce the overhead of data cleaning at the point of ingestion into Europeana.
- Improving metadata quality, and providing tools to enable institutions to enhance their metadata.
- Integrating protocols for interoperability into existing collections management workflows.
- Using the protocol for Persistent Identifiers proposed by the ATHENA project to cross-reference local identifiers with a standard identifier scheme applied at the point of export. In so doing, EUROPEANA INSIDE will promote referencability as one of the key elements of delivering linked open data.
- Providing a stable, standards-compliant set of tools to support the re-ingestion of enhanced metadata from 3rd party services.
- Providing content contributors with a data mapping tool is beneficial not only to their participation in Europeana, but also more generally for their participation in other national and thematic aggregators and in exporting structured data for other purposes, such as digital preservation.

### **Legal barriers**

Cultural institutions commonly cite concerns over Copyright and the application of open licenses (particularly where these permit secondary commercial use) as a fundamental barrier to making their metadata available through Europeana.

EUROPEANA INSIDE will reduce or remove this barrier in the following ways:

- EUROPEANA INSIDE will make the application of licenses an embedded part of the export of content to Europeana. Hence, rather than having to sign a separate license agreement, acceptance of the licensing terms (based on the *Europeana Data License Agreement*) will be made a more general part of the *Terms of Use* for EUROPEANA INSIDE and will be applied as a default to all exported metadata.
- By providing granular management tools integrated with collections management and digital asset management systems, EUROPEANA INSIDE will enable content providers to have full control (down to item or record level) over the content they make available for aggregation into Europeana. This will enable them both to opt-out in the case of content which cannot be licensed or to have the reassurance that content that is challenged can be withdrawn from future exports.

### **Financial barriers**

Currently, participation in aggregated services places a significant financial burden on the contributing institution. Financial barriers include the need to license or develop new functionality for collections management systems, the need to resource staff time in selecting and preparing metadata and the concern that contributing valuable metadata may impair the organisation's long-term income-generation strategy.

EUROPEANA INSIDE will reduce or remove these barriers by:

- Significantly reducing the time (and hence cost) required to select and prepare metadata for inclusion;
- Provide 'out of the box' functionality to support interoperability, reducing the need for bespoke development or investment;
- Provide granular licensing and metadata management tools enabling the institution to protect valuable digital assets and metadata.

## **3 Project definition**

EUROPEANA INSIDE will lead to a specific increase in content of Europeana by about 960,000 records from 15 cultural heritage institutions and 5 aggregators. It will also open up the potential for up to 7000 cultural institution, the installed user-base of the collections management systems represented in the project, to share an estimated 30 million records with Europeana and its users.

## **4 Mission statement**

The mission of the EUROPEANA INSIDE project is to:

Support the *Digital Agenda for Europe* by achieving a lasting transformation in the quantity, scope and usability of the content available to Europeana from European cultural institutions.

## **5 Statement of objectives**

To fulfil its mission EUROPEANA INSIDE has the objectives:

- To open up a significant critical-mass of new digital cultural content from European cultural institutions for delivery through Europeana,
- To simplify significantly the process of contributing content to Europeana for cultural institutions and aggregators of all scales and types throughout Europe,
- To help cultural institutions and aggregators overcome barriers to participation by part-automating the workflow by which content is made available to Europeana, and creating tools for the management of permissions and licensing,
- To build on the knowledge (people, documentation, standards, best practice, and tools) collected under previous Europeana projects as a knowledge system to support and improve the quality of the Europeana ecosystem.

- To ensure that current and future generations of collections and digital asset management software are ‘Europeana ready’ using the framework of standards and protocols established under previous Europeana projects,
- To build on the knowledge (people, documentation, standards, best practice, and tools) collected under previous Europeana projects as a knowledge system to support and improve the quality of the Europeana ecosystem.

## 6 Scope

EUROPEANA INSIDE will make use of pre-existing knowledge, standards and tools to accelerate the development process, including the work completed under the ATHENA project.

More than 960,000 high-quality records from 15 cultural institutions and 5 national or thematic aggregators will be delivered to Europeana by using the EUROPEANA INSIDE tools.

A pilot programme will evaluate the potential for the dynamic re-ingestion of enriched metadata and user-generated content back into participating systems.

The technical partners in the project will integrate the production version of the *Europeana Connection Kit* into their software platforms, to be made available to their existing database, thereby dramatically increasing the number of potential contributors to Europeana.

The content partners and aggregators in the project will integrate the Europeana Connection Kit into the exchange workflow for the content metadata to overcome existing barriers to participation in the Europeana ecosystem.

The project will build as much as possible on SPECTRUM quality framework. Results will focus on application in the museum domain. Libraries and archives are part of the project so the project results can be tested in those domains as well to deliver recommendations for improvements of participations in the Europeana ecosystem of institutions from the broader cultural domain.

A full production version of the *Europeana Connection Kit* will take the form of an openly-licensed (GPL or equivalent) software package, including source code and documentation, which will be published for free, open re-use via the EUROPEANA INSIDE website and SourceForge.

To support the widest possible community of re-use, the *Europeana Connection Kit* will be supplied with full documentation, including details of how to access and alter the underlying source code.

In order to secure the viability of the EUROPEANA INSIDE Best Practice Network and its outputs, a *Forward Plan* (which includes a business plan) will be developed to address:

- The upkeep and delivery of the body of knowledge that supports the Europeana Ecosystem.
- Future development potential of the *Europeana Connection Kit*,
- The maintenance of the Best Practice Network;
- The promotion and advocacy of the EUROPEANA INSIDE outputs to new partners

## 7 Constraints

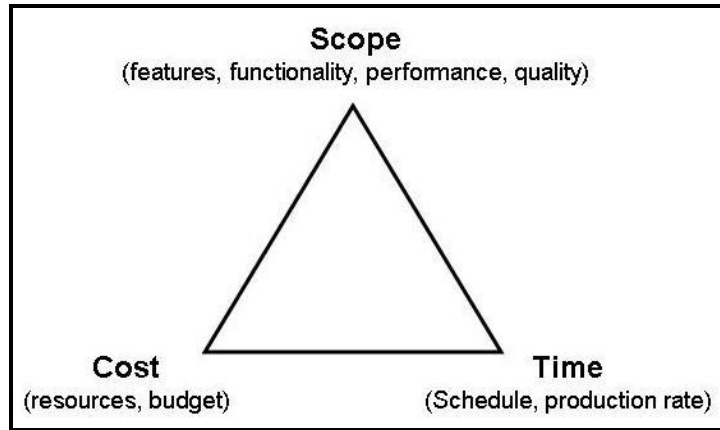
The primary constraints operating on the EUROPEANA INSIDE project are grouped under three categories:

- **Time** – the amount of time available to complete the project;
- **Cost** – the budgeted amount available for the project;

- **Scope** – what must be done to produce the project's end result

These are often competing and interdependent: increased scope might mean increased time and increased cost; a tight time constraint could mean increased costs and reduced scope; and a tight budget could mean increased time and reduced scope.

Below the constraints are displayed as a triangle with each angle of the triangle represents a constraint, and one angle of the triangle cannot be changed without impacting the others:



**Figure 1: Project Constraints**

At the beginning of the project the constraints are:

- **Scope:** The scope of the project is as described in section 5 above;
- **Cost:** The cost for this project is as described in the *Description of Work* (DOW);
- **Time:** The project will run over a period of 30 months, and the final product will be delivered in September 2014.

Where possible, these constraints have been addressed in the *Risk Register* (section 11 below).



## 8 Project organisation

### 8.1 Project partners

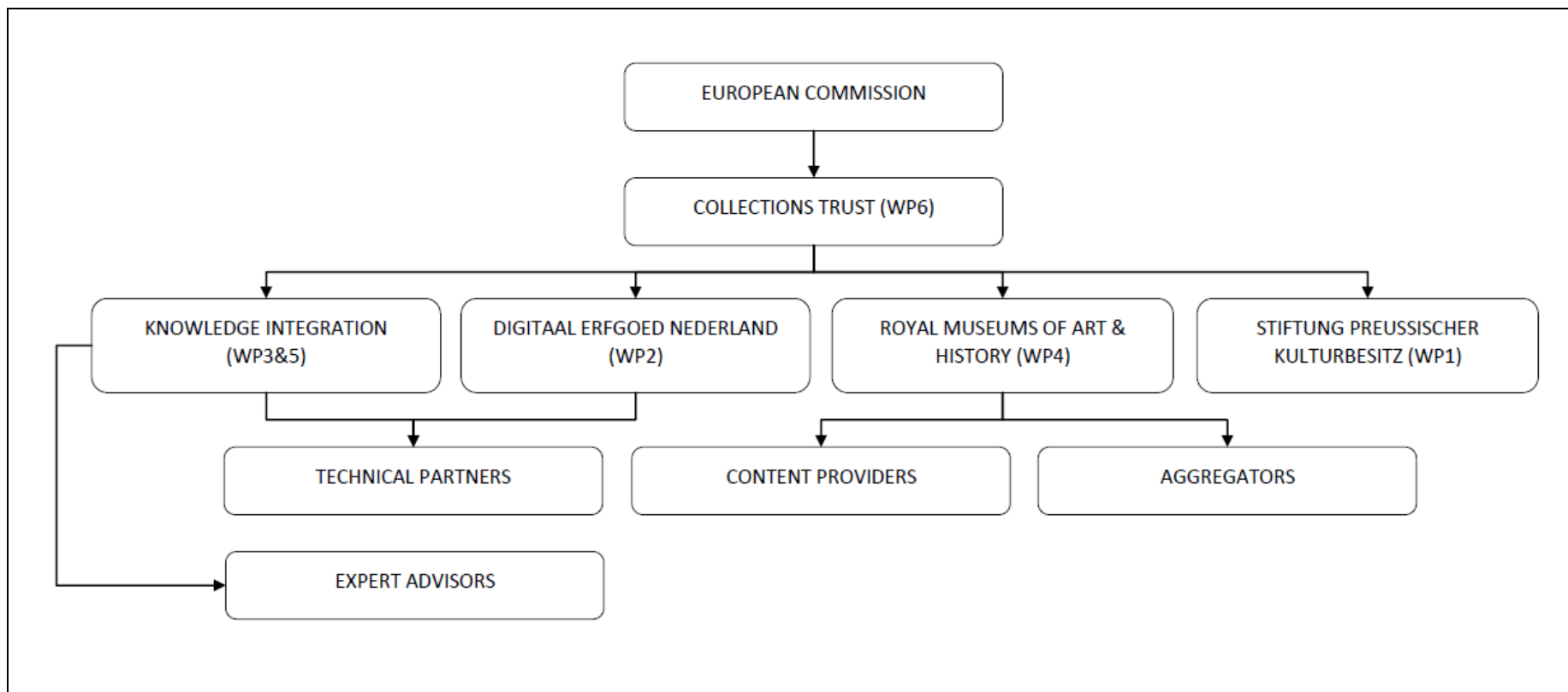
EUROPEANA INSIDE has 26 partners, with the following roles:

No	Partner Name	Short Name	Coordinator?	Work Package Leader?	Technical Partner?	Content Provider?
1	Collections Trust LBG	CT	√	√		
2	Knowledge Integration Ltd	K-INT		√	√	
3	Stiftung Preussischer Kulturbesitz	SPK		√		√
4	zetcom Informatikdienstleistungen Deutschland GmbH	ZET			√	
5	Postscriptum Pliroforiki Epikoinonias EPE	PS			√	
6	Stichting Digitaal Erfgoed Nederland	DEN		√	√	
7	System Simulation Limited	SYS			√	
8	Katholieke Universiteit Leuven	KUL			√	√
9	Szepmuveszeti Muzeum	FAB				√
10	KE Software (UK) Ltd	KE			√	
11	Koninklijke Musea voor Kunst en Geschiedenis	KMKG		√		√
12	Petofi Irodalmi Muzeum	PIM				√
13	National Gallery-Alexandros Soutzos Museum	NAG				√
14	Mobydoc SAS	MOB			√	
15	Interdisciplinary Institute for Broadband Technology	IBBT			√	
16	Magyar Nemzeti Múzeum	MNM				√
17	Stichting Europeana	EUR			√	

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18	Adlib Information Systems BV	ADLIB			√	
19	Stiftelsen Lansmuseet Vasternorrland SLV	SLV				√
20	Monguz Információtechnológiai Kft.	MON			√	
21	Semantika proizvodnja, trgovina in racunalniske storitve d.o.o	SEM			√	
22	Institut Royal des Sciences Naturelles de Belgique	RBINS				√
23	Skinsoft	SKI			√	
24	Benaki Museum	BEN				√
25	Xantys Limited	HIM			√	
26	Município do Seixal	SEI				√

## 8.2 Organisational chart



**Figure 2: EUROPEANA INSIDE Organisational Chart**

As Project Coordinator, Collections Trust will be responsible for reporting to and liaising with the European Commission, including ensuring financial accountability. Furthermore, they will liaise with all participants and stakeholders to ensure excellent communication and project planning, including quality.

### *D6.1 – Project Initiation Document*

The four work package leaders (CT, K-INT, SPK, KMKG and DEN) are the Management Board for EUROPEANA INSIDE, and are responsible for:

- Signing off deliverables;
- Signing off each stage of the project (WP 2 – WP 5);
- Signing off project reports to the Commission;
- Owning the Risk Register.

## 9 Quality Management Plan

An excellent outcome for this project would involve:

- Delivering an excellent project, including the creation of consistently high-quality outputs on time and within budget as agreed with the European Commission;
- A specific increase in content to Europeana of 960,000 records from 15 cultural heritage institutions and 5 aggregators;
- Product flaws, issues and risks are identified quickly and action is taken where necessary;
- The process of quality assurance does not lead to unnecessary delays in the project.

To ensure the quality of the technical deliverables an agile development methodology will be used. This will include a standard cycle of unit tests as well as continuous integration testing.

Quality assurance will be based around the stages of the project, and on the review and signoff of each project deliverable/product by the appropriate authority.

Any changes should be requested using the Change Request form (see *Change Management Process* below).

The quality plan outlined below has been developed to ensure the following project methodology objectives:

- The products of the project are of a consistently high quality;
- Product flaws, issues and risks are identified quickly and action is taken where necessary;
- That the correct quality assurance procedures are applied in the correct circumstances;
- That the process of quality assurance does not lead to unnecessary delays in the project.

Quality assurance will be based around the phases of the project, and on the review and signoff of each project deliverable or product by the appropriate authority.

The following table shows the schedule of products and deliverables and the actors responsible for signoff at key stages:

<b>Product</b>	<b>Authority</b>
Individual outputs from project partners	Individual partners will be responsible for reviewing and amending their own work as necessary.
Work package deliverables <sup>1</sup>	Work package leaders are responsible for reviewing and signing off deliverables under their work packages.
Actions amending the financial structure of the project	Actions amending the financial structure of the project require negotiation with the Commission. These must be taken to the Project Coordinator first.
Reports to the Commission	The Project Coordinator is responsible for reporting to the Commission.

<sup>1</sup> See the section below for more details.

<b>Product</b>	<b>Authority</b>
Communications to the wider community	The work package leader of WP 1 – <i>DISSEMINATION/NETWORKING</i> is responsible to ensuring the quality of all communications before they are issued.
Change requests affecting the schedule of the project or project deliverables	All change requests affecting either the schedule or the deliverables should be made to the Project Coordinator. This is essential to ensure that dependencies between deliverables are managed effectively.

### ***Process for ensuring the quality of report deliverables***

After the creation of a deliverable its quality is assured by a three stage process:

1. The deliverable will be reviewed, where necessary, for English language by the Coordinator (Collections Trust);
2. The revised deliverable will be reviewed by the other work package leaders not responsible for the deliverable;
3. The revised deliverable will be offered to the other partners for short comments.

The deliverable is sent to the Commission by the Coordinator, prior to independent review.

### ***Process for ensuring the quality software deliverables***

After the creation of a deliverable its quality is assured by a two stage process:

1. The deliverable will be tested using industry standard tools;
2. The deliverable will be reviewed by other technical partners not responsible for the deliverable.

The deliverable is sent to the Commission by the Coordinator, prior to independent review.

## **10 Change Management Process**

Change management provides a formal process for requesting significant changes to the scope of our deliverables or individual products throughout the project lifecycle.

The change management process becomes applicable once a full requirement specification or deliverables list is signed-off. It is at that point that changes are likely to affect budget and our proposed schedule of delivery (project plan). For that reason it is important that changes are kept to a minimum and the request process is formalised.

It is not appropriate that this process is adhered to in every instance, only when the wider objectives of the project are likely to be impacted. The decision as to whether to initiate the formal change management process rests with the Project Coordinator.

The process for requesting a significant change to the EUROPEANA INSIDE project is as follows:

- 1) Request the change by filling out the Change Request Form (see below).
- 2) Post the change request on Basecamp, informing the Project Coordinator, the relevant work package lead and any other relevant stakeholders.
- 3) The relevant work package lead will assess the request using the following criteria:


- What will be the impact on overall delivery?
- What will be the impact on cost?
- What will be the impact on other project stakeholders? (i.e. is it likely that other stakeholders of the project will disagree with this change?)
- What will be the impact on other deliverables?
- Is the change necessary and/or beneficial to the project?

The result of the analysis is discussed with the Project Coordinator.

If the impact of the change is minimal and the change is obviously beneficial, the relevant Project Coordinator may at this time approve the change request.

If impact is not minimal, or there are potential negative impacts or dependencies resulting from the change, the Project Coordinator may escalate it to the Commission.

- 4) Final approval of the change request will rest with the Project Coordinator (except where approval is required from the Commission).
- 5) On approval, the original Description of Work (and the schedule of deliverables) will not be amended, rather the change will be noted and explained at the project review.

<b>EUROPEANA INSIDE Project Change Request Form</b> 	
Change Request Log No	Date (raised on)
Requestor	Status
Change relates to (State the Deliverable/WP number):	
Change details:	
Dependencies relating to this change, what will the effect be on other elements of development?	
Impact on delivery/cost/dependencies (to be completed by Project Coordinator).	

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Next step – Decision?	Authorised by:	Date:
Escalated to European Commission Y/N	Date:	
Decision	Authorised by:	Date:



## 11 IP Policy (internal)

All of the content to be contributed by the EUROPEANA INSIDE Best Practice Network will be licensed under the revised *Europeana Data Exchange Agreement* so that it can be made available for a wide variety of uses including as Linked Open Data.

EUROPEANA INSIDE will provide an important proof-of-concept for the embedding of licensing and permissions at a granular level into existing Workflows and Content Management Systems in museums, archives and libraries. By enabling Content Providers to manage the licensing and attribution of their content from within their management systems, we will demonstrate to simplicity and flexibility of the Europeana licensing framework.

All of the content to be provided through this Best Practice Network has already been digitised and rights have either been appropriately licensed or retrospectively cleared. Some content has already been declared into the public domain via CC0, with the remainder being covered under Rights Reserved licenses.

All EUROPEANA INSIDE outputs, including the *Europeana Connection Kit* and any other intellectual property arising from the Best Practice Network will be made openly available for free re-use and development by the community of practice. The outputs will also be available to commercial providers (such as Content Management System vendors) to integrate the EUROPEANA INSIDE tools and workflows into their commercial products and services.

Any and all intellectual property relating to the partner systems or software and their specific functionality will remain the property of the contributing partner.

## 12 Risk Register

A project such as EUROPEANA INSIDE is subject to a wide range of risks, some of which can be managed and many of which will lie outside the scope of the EUROPEANA INSIDE Consortium to mitigate.

Risks arise for a wide variety of reasons, and the most effective ways to manage them are good strategic planning, effective communications and a culture of trust and collaboration between project participants.

The main categories of risk operating on the EUROPEANA INSIDE Project are:

- **Environmental risks** – emergent risks arising from changes in the operating environment
- **Operational risks** – risks arising during the normal operation of the project
- **Financial risks** – risks arising from the funding and financial administration of the project
- **Management risks** – the risk arising from loss of focus or scope creep

In addition to the above generic risk categories, EUROPEANA INSIDE is also subject to two specific risks:

- Failure to deliver working prototype
- Failure to achieve awareness beyond the Best Practice Network, or a lack of adoption of project outputs by broader community

The primary mechanism for the management of Risk in the EUROPEANA INSIDE Project will be the Risk Register (see overleaf).

Description of possible risk	Impact	Probability of occurrence (low, medium, high)	Status	Remedial Actions/Controls
Failure to deliver financial administration	High (3)	Low (1)	3	Sound financial management of the project will be ensured through: <ul style="list-style-type: none"> <li>• Establishment of financial procedures during initiation</li> <li>• Ongoing financial administration</li> <li>• Regular (half-yearly) reporting to the Management Board</li> <li>• Strict controls over expenditure</li> <li>• Regular (half-yearly) reporting to the European Commission</li> <li>• The use of expert staff with experience in the administration of EU projects</li> </ul>
Failure to meet requirements for governance & reporting	High (3)	Low (1)	3	Requirements for Governance and reporting will be met through the Project Management of EUROPEANA INSIDE. Regular reviews and reporting to the European Commission, along with a regularly –reviewed Risk Register and clear lines of ownership will enable potential risks to be identified and addressed.
Failure to achieve content targets	Medium (2)	Low (1)	3	All content described in the EUROPEANA INSIDE proposal has been verified and is available to the project (subject to the provision of suitable connectors and API). Each Content Partner will be provided with support during the Content Export phase in order to ensure the delivery of their quota of content for the project.

Description of possible risk	Impact	Probability of occurrence (low, medium, high)	Status	Remedial Actions/Controls
Failure to secure necessary permissions/licenses	High (3)	Medium (2)	6	<p>Where possible, all content identified for EUROPEANA INSIDE has been pre-cleared and the content partner has been informed about the conditions of the <i>Europeana Data Exchange Agreement</i>. With such a high volume of records, it is likely that some IP issues may arise.</p> <p>To mitigate this risk, expert advice is being sought concerning the integration of the <i>Europeana Data Exchange Agreement</i> into EUROPEANA INSIDE.</p>
Failure to deliver working prototype (WP3)	High (3)	Medium (2)	6	<p>The risk of non-delivery of a working prototype will be managed through:</p> <ul style="list-style-type: none"> <li>• The detailed specification activity carried out under (WP2 SPECIFICATION)</li> <li>• Specification, building and testing will be repeated throughout the project</li> <li>• The Quality Management Plan in the Project Initiation Document</li> <li>• Ongoing review by the work package leaders</li> <li>• Staged signoff by the Management Board</li> <li>• The availability of sufficient technical expertise to deliver the work</li> </ul>

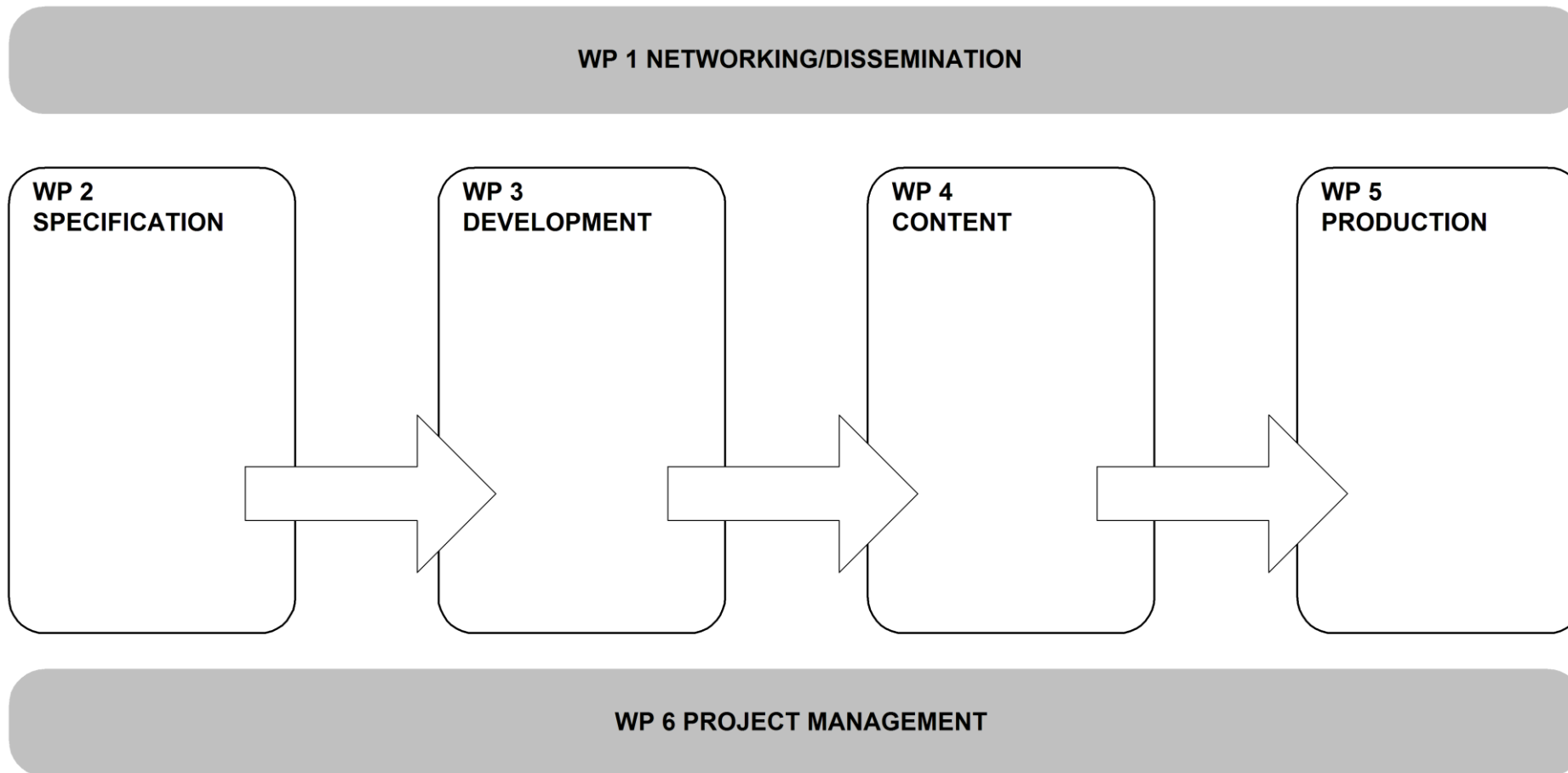
Description of possible risk	Impact	Probability of occurrence (low, medium, high)	Status	Remedial Actions/Controls
Failure to deliver full implementation (WP5)	High (3)	Medium (2)	6	<p>As above, the delivery of the full production version of the <i>Europeana Connection Kit</i> will be managed through:</p> <ul style="list-style-type: none"> <li>• The detailed specification activity carried out under (WP2 SPECIFICATION)</li> <li>• Specification, building and testing will be repeated throughout the project</li> <li>• The Quality Management Plan in the Project Initiation Document</li> <li>• Ongoing review by the Work Package leads</li> <li>• Staged signoff by the Management Board</li> <li>• The availability of sufficient technical expertise to deliver the work</li> <li>• Robust evaluation and testing of the prototype</li> </ul>
Failure to achieve awareness beyond Best Practice Network	Medium (2)	Low (1)	2	<p>This risk will be addressed and controlled through:</p> <ul style="list-style-type: none"> <li>• The implementation of the <i>Dissemination Strategy</i></li> <li>• Ongoing communication throughout the lifetime of the project</li> <li>• Ongoing management and signoff by the Management Board</li> <li>• The use of networks and communications channels available to participating organizations (including specifically the use of the Europeana networks)</li> </ul>

Description of possible risk	Impact	Probability of occurrence (low, medium, high)	Status	Remedial Actions/Controls
Risk of 'scope creep' from original project objectives	Medium (2)	Low (1)	2	<p>This risk will be addressed and controlled through:</p> <ul style="list-style-type: none"> <li>• Clear definition of scope in the <i>Project Initiation Document</i></li> <li>• Change Management Plan and methodology</li> <li>• Ongoing management by the Management Board</li> <li>• Stage planning and signoff by the Management Board</li> </ul>
One or more partners becomes insolvent	Medium (2)	Medium (2)	4	<p>This risk will be addressed and controlled through:</p> <ul style="list-style-type: none"> <li>• Ongoing communication with project participants by the Coordinators</li> <li>• Ongoing maintenance of the Risk Register by the Management Board</li> <li>• Clear delineation of IP status of contributed content</li> </ul> <p>In the event that a partner does become insolvent, we will liaise with the European Commission to apply the relevant procedure.</p>
Lack of adoption of project outputs by broader community	High (3)	Medium (2)	6	<p>This risk will be addressed and controlled through:</p> <ul style="list-style-type: none"> <li>• The activities described under (WP1 DISSEMINATION)</li> <li>• Ongoing engagement with the wider community throughout the lifetime of the project</li> <li>• Participation in other ICT PSP funded projects and initiatives</li> </ul>

Description of possible risk	Impact	Probability of occurrence (low, medium, high)	Status	Remedial Actions/Controls
Failure to secure necessary technical expertise	High (3)	Low (1)	3	<p>To a significant degree, this risk has already been addressed in the selection of partners for EUROPEANA INSIDE, which include some of Europe’s leading developers of software for museums, libraries and archives. This risk will further be controlled through:</p> <ul style="list-style-type: none"> <li>• Ongoing reporting to the Management Board</li> <li>• Ongoing reporting to the European Commission</li> <li>• Maintaining a network of Technical Advisers in the participating organizations</li> </ul>
Divergence of project from the development of Europeana (strategically, tactical and operational)	Medium (2)	Medium (2)	4	<ul style="list-style-type: none"> <li>• Results support also reuse of collection data outside of Europeana</li> <li>• Regularly meeting between project board and Europeana office</li> <li>• Specifications are reviewed by Europeana office</li> <li>• Clear representation from Europeana office in all project stages.</li> </ul>

### 13 Stage Plan

The stages of the EUROPEANA INSIDE project can be represented in outline as:



**Figure 3: EUROPEANA INSIDE stages**

In more detail:

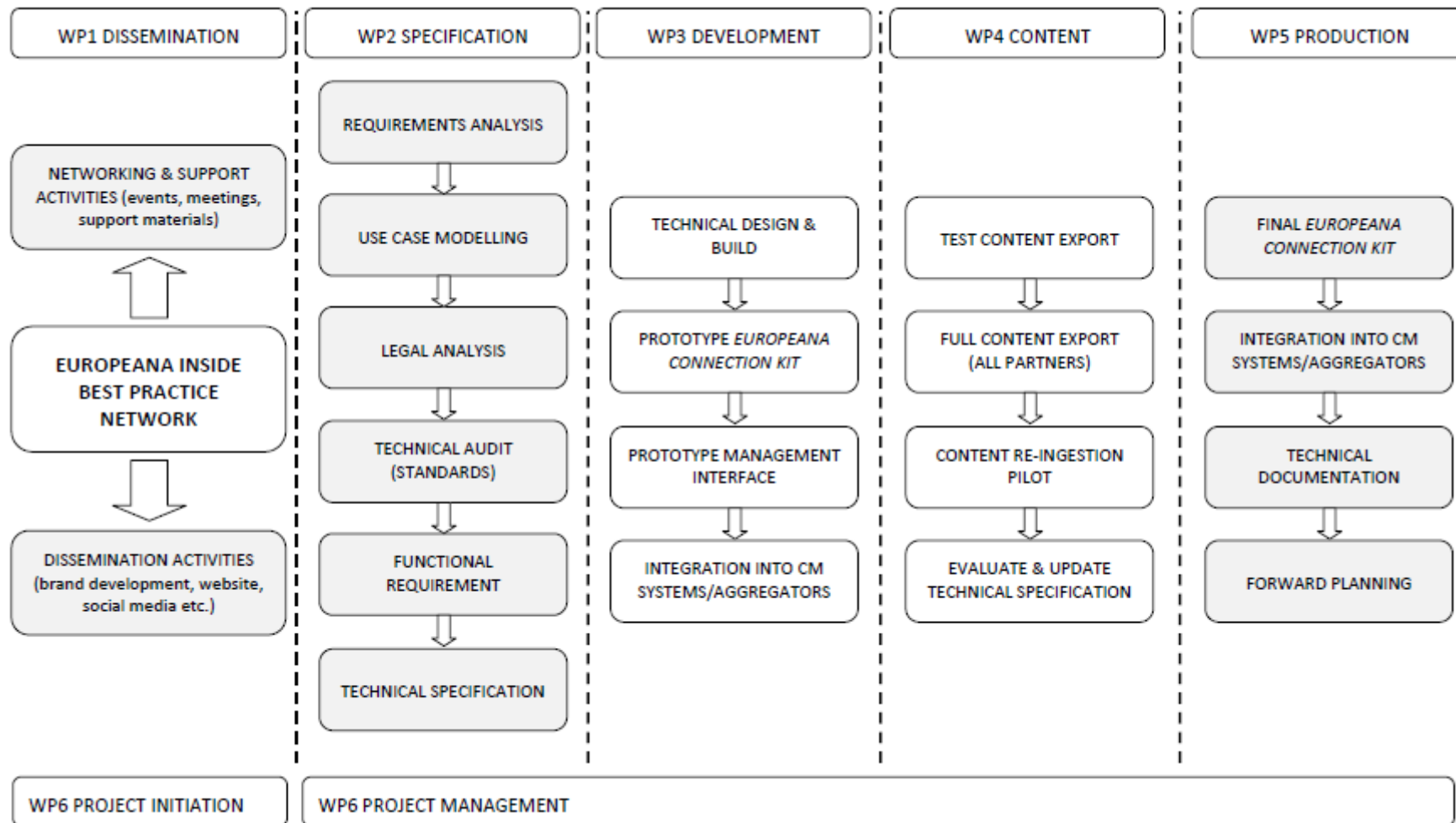


Figure 4: Detailed EUROPEANA INSIDE work package structure





**13.2 WP 2 – SPECIFICATION [Stage 1]**

WP/Task		2012										2013										2014									
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
T2.1	Requirements Analysis			T2.1																											
T2.2	Use Case Modelling			T2.2																											
T2.3	Technical Audit (Standards)			T2.3																											
T2.4	Functional Requirement					T2.4																									
T2.5	Technical Specification					T2.5																									

**13.3 WP 3 – DEVELOPMENT [Stage 2]**

WP/Task		2012										2013										2014											
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	
T3.1	Technical design & build – iteration 1								T3.1																								
T3.2	Technical design & build – iteration 2										T3.2																						
T3.3	Production of Prototype Management Interface										T3.3																						



**13.6 WP 6 – PROJECT MANAGEMENT**

WP/Task		2012										2013										2014									
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
<b>T6.1</b>	Establish Project Organisation	T6.1																													
<b>T6.2</b>	Project Initiation	T6.2																													
<b>T6.3</b>	Project Leadership	T6.3																													
<b>T6.4</b>	Project Reporting				T6.4						T6.4											T6.4									
<b>T6.5</b>	Financial Administration	T6.5																													

## 14 Schedule of deliverables and documents

Deliverables, as described in the EC-funded project’s Description of Work (DOW) have numbers in the form: **Dn.n**.

In addition this PID defines a number of additional documents which have numbers in the form: *DCn*.

Both milestones and meetings have associated: tasks or activities; work packages; responsible lead partners; and delivery dates.

No	Deliverable Title	Associated Task/ Activity	WP number	Lead Partner	Delivery date
<i>DC4</i>	Minutes of the Kick-Off meeting	T6.1	WP6	CT	2012-04
<i>DC5</i>	Minutes of 1 <sup>st</sup> Management Board Meeting	T6.3	WP6	CT	2012-04
<b>D6.1</b>	Project Initiation Document	T6.2	WP6	CT	2012-05
<b>D1.1</b>	Dissemination Strategy	T1.1	WP1	SPK	2012-06
<b>D1.2</b>	EUROPEANA INSIDE branding materials	T1.2	WP1	SPK	2012-06
<b>D1.3</b>	EUROPEANA INSIDE Website & Blog	T1.3	WP1	SPK	2012-06
<b>D1.4</b>	EUROPEANA INSIDE Collaborative platform	T1.4	WP1	SPK	2012-06
<b>D2.1</b>	Requirements Analysis	T2.1	WP2	DEN	2012-08
<i>DC1</i>	Proceedings 1 <sup>st</sup> Network Event	A2 Event 1	WP1	SPK	2012-08
<b>D2.2</b>	Use Cases	T2.2	WP2	DEN	2012-09
<i>DC6</i>	Minutes of 2 <sup>nd</sup> Management Board Meeting	T6.3	WP6	CT	2012-08

<b>D6.2</b>	Phase 1 Project Report <sup>2</sup>	T6.4	WP6	CT	2012-09
<b>D2.3</b>	Recommendations for Technical Standards	T2.3	WP2	DEN	2012-10
<b>D2.4</b>	Functional Requirement	T2.4	WP2	DEN	2012-10
<b>D2.5</b>	Technical Specification	T2.5	WP2	DEN	2012-11
<i>DC7</i>	Minutes of 3 <sup>rd</sup> Management Board Meeting	T6.3	WP6	CT	2013-01
<b>D1.5</b>	Minutes of 1st Technical Partners meeting	A3	WP1	SPK	2013-01
<b>D6.3</b>	Phase 2 Project Report	T6.4	WP6	CT	2013-03
<b>D1.6</b>	Minutes of 2nd Technical Partners meeting	A3	WP1	SPK	2013-04
<b>D3.1</b>	EUROPEANA INSIDE Prototype - Iteration 1	T3.1	WP3	K-INT	2013-04
<b>D3.2</b>	EUROPEANA INSIDE Codebase	T3.2	WP3	K-INT	2013-05
<i>DC2</i>	Proceedings 2 <sup>nd</sup> Network Event	A2 Event 2	WP1	SPK	2013-07
<b>D4.1</b>	Control Export Evaluation Report	T4.1	WP4	KMKG	2013-07
<i>DC8</i>	Minutes of 4 <sup>th</sup> Management Board Meeting	T6.3	WP6	CT	2013-07
<b>D3.3</b>	EUROPEANA INSIDE Management Interface	T3.3	WP3	K-INT	2013-09
<b>D3.4</b>	Technical Integration Report	T3.3	WP3	K-INT	2013-09
<b>D6.4</b>	Phase 3 Project Report	T6.4	WP6	CT	2013-09

<sup>2</sup> The 5 Phase Project Reports are periodic, every 6 months and do not relate to the stages of the project.

D6.1 – Project Initiation Document

<i>DC9</i>	Minutes of 5 <sup>th</sup> Management Board Meeting	T6.3	WP6	CT	2013-11
<b>D4.2</b>	Content Export Schedule	T4.2	WP4	KMKG	2013-11
<b>D4.3</b>	Export Evaluation Report	T4.3	WP4	KMKG	2013-12
<b>D4.4</b>	Content Re-ingestion Report	T4.3	WP4	KMKG	2013-12
<b>D4.5</b>	Summative Evaluation Report	T4.4	WP4	KMKG	2013-12
<b>D4.6</b>	Revised Technical Specification	T4.5	WP4	K-INT	2013-12
<b>D1.7</b>	Minutes of 3rd Technical Partners meeting	A3	WP1	SPK	2014-01
<b>D6.5</b>	Phase 4 Project Report	T6.4	WP6	CT	2014-03
<b>D5.1</b>	Production version of EUROPEANA INSIDE	T5.1	WP5	K-INT	2014-04
<i>DC10</i>	Minutes of 6 <sup>th</sup> Management Board Meeting	T6.3	WP6	CT	2014-05
<i>DC3</i>	Proceedings 3 <sup>rd</sup> Network Event	A2 Event 3	WP1	SPK	2014-05
<b>D1.8</b>	Minutes of 4th Technical Partners meeting	A3	WP1	SPK	2014-06
<b>D5.2</b>	Integration Status Report	T5.2	WP5	K-INT	2014-08
<b>D5.3</b>	Technical Documentation	T5.3	WP5	K-INT	2014-08
<i>DC11</i>	Minutes of Final Management Board Meeting	T6.3	WP6	CT	2014-09
<b>D5.4</b>	Forward Plan	T5.4	WP5	K-INT	2014-09

<b>D6.6</b>	Phase 5 Project Report	T6.4	WP6	K-INT	2014-09
<b>D1.9</b>	Launch announcement & materials	T1.9	WP1	SPK	2014-09

## 15 Milestones and meetings calendar

Milestones, as described in the EC-funded project's Description of Work (DOW) have numbers in the form: **MSnn**.

In addition this PID defines a number of additional meetings which have numbers in the form: *MTnn*.

Both milestones and meetings have associated: tasks or activities; work packages; responsible lead partners; and delivery dates.

No.	Milestone / Meeting Title	Associated Task/ Activity	WP number	Lead Partner	Delivery date
<i>MT5</i>	Kick-Off meeting	T6.1	WP6	CT	2012-04
<b>MS21</b>	Management Board meeting [1]	T6.3	WP6	CT	2012-04
<b>MS1</b>	1st EUROPEANA INSIDE Networking Event	A2 Event 1	WP1	SPK	2012-07
<b>MS22</b>	Management Board meeting [2] <sup>3</sup>	T6.3	WP6	CT	2012-07
<i>MT1</i>	Technical Partner Meeting 1	A3	WP1	SPK	2012-12
<b>MS23</b>	Management Board meeting [3]	T6.3	WP6	CT	2012-12
<i>MT2</i>	Technical Partner Meeting 2	A3	WP1	SPK	2013-03
<b>MS5</b>	EUROPEANA INSIDE Prototype available (1 <sup>st</sup> iteration)	T3.1	WP3	K-INT	2013-03
<b>MS2</b>	2nd EUROPEANA INSIDE Networking Event	A2 Event 2	WP3	SPK	2013-06

<sup>3</sup> Takes place at the 1<sup>st</sup> Networking Event.



<b>MS24</b>	Management Board meeting [4] <sup>4</sup>	T6.3	WP6	CT	2013-06
<b>MS6</b>	EUROPEANA INSIDE prototype available (2 <sup>nd</sup> iteration)	T3.2	WP3	K-INT	2013-09
<b>MS7</b>	EUROPEANA INSIDE Management Interfaces available	T3.3	WP3	K-INT	2013-09
<i>MT6</i>	Management Board meeting [5]	T6.3	WP6	CT	2013-10
<i>MT3</i>	Technical Partner Meeting 3	A3	WP1	SPK	2013-12
<b>MS3</b>	3rd EUROPEANA INSIDE Networking Event	A2 Event 3	WP1	SPK	2014-04
<b>MS25</b>	Management Board meeting [6] <sup>5</sup>	T6.3	WP6	CT	2014-04
<i>MT4</i>	Technical Partner Meeting 4	A3	WP1	SPK	2014-05
<b>MS26</b>	Management Board meeting [Final]	T6.3	WP6	CT	2014-08
<b>MS4</b>	Sector Launch Event	T1.9	WP1	SPK	2014-09

<sup>4</sup> Takes place at the 2<sup>nd</sup> Networking Event.

<sup>5</sup> Takes place at the 3<sup>rd</sup> Networking Event.