



# EUROPEANA SOUNDS

Project Number: 620591

## D7.1 Quality Assurance Plan

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### Abstract

This document describes the quality management procedures, document handling procedures and quality principles used within the Europeana Sounds project, as well as project tools and project management structure. It describes the review procedure that is used for the project's milestones and deliverables. The document includes a list of the project performance indicators that will be used to monitor the performance of the project.

Dissemination level		
P	Public	X
C	Confidential, only for the members of the Consortium and Commission Services	

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[http://ec.europa.eu/information\\_society/activities/ict\\_psp/](http://ec.europa.eu/information_society/activities/ict_psp/)



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## II. REVISIONS

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## III. DELIVERY SLIP

	Name	Partner/WP	Date
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<b>Reviewed by</b>	<b>Reviewers:</b> Nicole Emmenegger Maarten Brinkerink	EF / PMB NISV / PMB	10/03/2014 7/03/2014
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## IV. DISTRIBUTION

No.	Date	Comment	Partner / WP
1	28/03/2014	Submitted to the European Commission	BL/WP7
2	28/03/2014	Posted on Europeana Pro website	BL/WP7
3	28/03/2014	Distributed to project consortium	BL/WP7

## V. APPLICATION AREA

This document is a formal output for the European Commission, applicable to all members of the Europeana Sounds project and beneficiaries. This document reflects only the authors' views and the European Union is not liable for any use that might be made of information contained therein.

## VI. DOCUMENT AMENDMENT PROCEDURE

Amendments, comments and suggestions should be sent to the authors named in the Delivery Slip.

## VII. TERMINOLOGY

A complete project glossary is provided at the following page:

<http://pro.europeana.eu/web/guest/glossary>

Further terms are defined below as required:

TERM	DEFINITION
AB	Advisory Board
APEX	Archives Portal Europe network of excellence
EC-GA	Grant Agreement (including Annex I, the Description of Work) signed with the European Commission
GA	General Assembly
PC	Project Coordinator
PI	Performance Indicator
PM	Project Manager
PMB	Project Management Board
PSO	Project Support Officer
TEL	The European Library
TD	Technical Director
UAP	User Advisory Panel
WP	Work Package

## VIII. PROJECT SUMMARY

Europeana Sounds is Europeana's 'missing' fifth domain aggregator, joining APEX (Archives), EUscreen (television), the Europeana film Gateway (film) and TEL (libraries). It will increase the opportunities for access to and creative re-use of Europeana's audio and audio-related content and will build a sustainable best practice network of stakeholders in the content value chain to aggregate, enrich and share a critical mass of audio that meets the needs of public audiences, the creative industries (notably publishers) and researchers. The consortium of 24 partners will:

- Double the number of audio items accessible through Europeana to over 1 million and improve geographical and thematic coverage by aggregating items with widespread popular appeal such as contemporary and classical music, traditional and folk music, the natural world, oral memory and languages and dialects.
- Add meaningful contextual knowledge and medium-specific metadata to 2 million items in Europeana's audio and audio-related collections, developing techniques for cross-media and cross-collection linking.
- Develop and validate audience specific sound channels and a distributed crowd-sourcing infrastructure for end-users that will improve Europeana's search facility, navigation and user experience. These can then be used for other communities and other media.
- Engage music publishers and rights holders in efforts to make more material accessible online through Europeana by resolving domain constraints and lack of access to commercially unviable (i.e. out-of-commerce) content.

These outcomes will be achieved through a network of leading sound archives working with specialists in audiovisual technology, rights issues, and software development. The network will expand to include other content-providers and mainstream distribution platforms (Historypin, Spotify, Soundcloud) to ensure the widest possible availability of their content.

For more information, visit <http://pro.europeana.eu/web/europeana-sounds>.

## IX. STATEMENT OF ORIGINALITY

This document 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.

## X. EXECUTIVE SUMMARY: QUALITY ASSURANCE PLAN

This document describes the quality assurance plan and performance indicators for Work Packages within the Europeana Sounds project. The formal outputs from the project – the milestones and deliverables – are reviewed internally within each Work Package and then externally to the Work Package, using external expertise where needed. This provides a broad input into the work and allows reviewers from the target audience to assess the document before it is formally published where appropriate. The final approval stage of the review is carried by the Project Management Board (PMB) and the Project Coordinator.

Performance indicators have been developed within each Work Package within the project. Targets are set in the Description of Work [Ref1] and will be tracked through the three years of the project.

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## 1 INTRODUCTION

This document records the quality assurance processes that will be employed during the project, including a statement of the performance indicators and the targets proposed for the three years of the project.

### 1.1 Purpose of the Quality Assurance Plan

The D1.1 Quality Assurance Plan outlines and defines the quality related procedures and methodology that all the project partners will use during the Europeana Sounds project.

The purpose of the document is to:

- Identify processes that will be applied to assure quality.
- Define roles and responsibilities to ensure a successful project.
- Describe procedures for the milestones and deliverables of the project
- Outline performance indicators and targets to track progress.

### 1.2 Evolving the Quality Assurance Plan

The Quality Assurance Plan will be assessed annually and updated as required. This may be in response to changes to the project characteristics, or changes to procedures, techniques and tools.

Amendments may be requested by any project partner but each amendment must be reviewed by the Project Coordinator and Project Management Board.

### 1.3 Quality Objectives

The quality objectives for Europeana Sounds, covered by this document, are to provide support to partners in the area of quality management and to track compliance with the quality management procedures applied during the project.

The application of the quality procedures will be through the Project Management Board and the Project Support Team. This will include reviewing official project documents, presenting quality management procedures as part of reviews and audits, as well as tracking and analysing the performance indicators (PIs).

### 1.4 Quality Management

Quality management procedures are based on current best practice in EU funded projects and the PRINCE2 project management methodology. This includes applying the underlying PRINCE2 principles, including establishing a business case, learning from experience throughout the project,

setting up defined and agreed roles and responsibilities, managing through stages, management by exception, focusing on products and tailoring the methodology to suit the environment.

Quality management will ensure that the following quality metrics are upheld:

- Reliable and efficient communication between project partners, users and stakeholders.
- Defined and agreed methods for decision making and conflict resolution.
- Efficient and timely management of administrative and financial tasks relating to the project.
- Compliance with the terms of the EC Grant Agreement and the Consortium Agreement.
- Monitoring, coordinating and reporting on the progress of project results, such as Deliverables (see table WT2 in pp 2-5 EC-GA), and Milestones (WT4 in pp36-38 EC-GA).[Ref1]
- Maintaining and updating the Project Guide and all other project planning documents to ensure delivery of the project objectives on time and on budget.

### **1.5 Risk Management**

The management of risk within the project is the responsibility of the Project Management Board.

The Risk Register and procedures for the mitigation of risks are outlined in a separate document, D7.2 Risk Plan.[Ref2]

### **1.6 Software development methodology**

The development methodology is based on the principles of the Agile<sup>1</sup> software development method for iterative and incremental development, where requirements and solutions evolve through collaboration between cross-functional teams. It enables adaptive planning, evolutionary development and delivery and encourages rapid and flexible response to change.

The technical partners in the project have experience with applying Agile software development. The aim is to break tasks into small increments with minimal planning and to not directly involve long-term planning. Iterations are short time frames that should last from one to four weeks. Each iteration will involve a team working through a full software development cycle, including planning, requirements analysis, design, coding, unit testing, and acceptance testing. This minimises technical risks, as defined in the D7.2 Risk Plan and allows the project to adapt to changes quickly.

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<sup>1</sup> [http://en.wikipedia.org/wiki/Agile\\_software\\_development](http://en.wikipedia.org/wiki/Agile_software_development)

Specific tools and techniques will be examined, such as continuous integration, automated or xUnit<sup>2</sup> testing, pair programming, test-driven development, design patterns, domain driven design and code refactoring, to improve quality and enhance project agility.

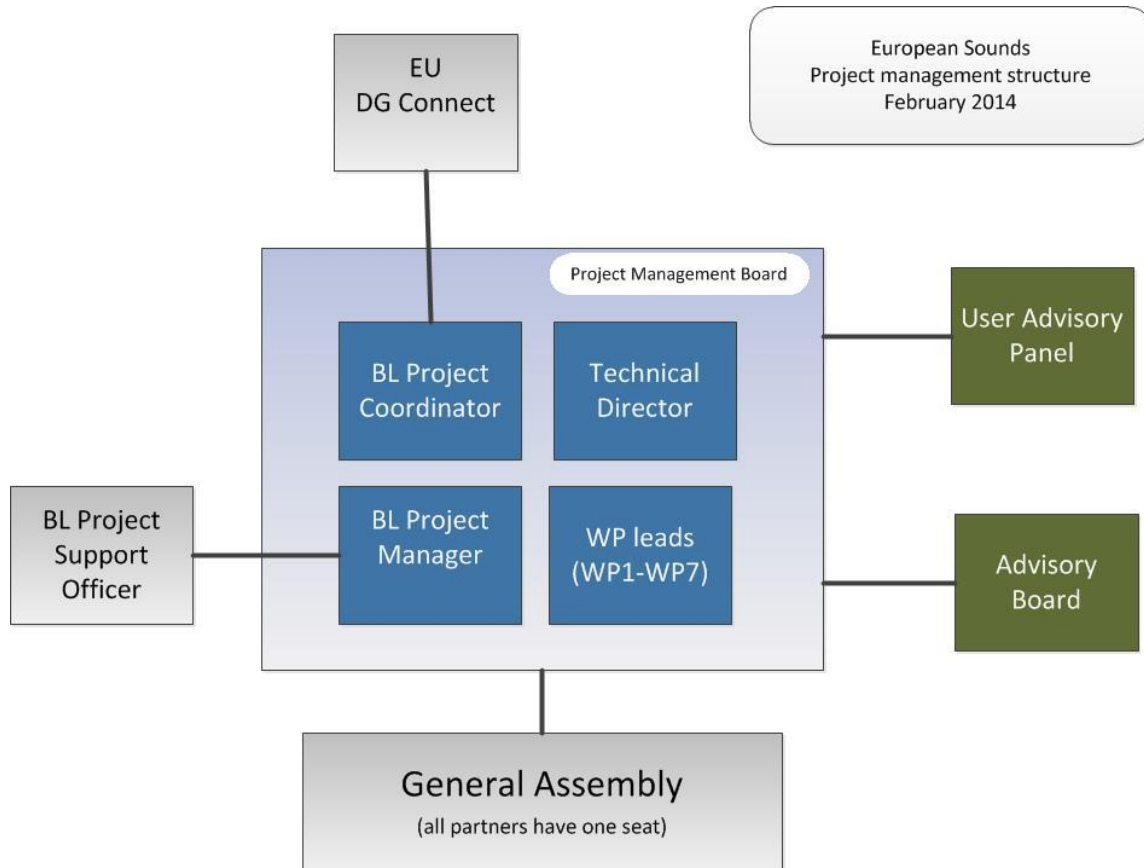
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<sup>2</sup> <https://github.com/xunit/xunit>



## 2 PROJECT MANAGEMENT STRUCTURE

The structure of project management in Europeana Sounds is below:



### 2.1 Main actors

The main actors in the overall management processes are:

- Project Management Board (PMB)
- Project Coordinator (PC)
- Technical Director (TD)
- Work Package (WPs) Leaders
- Project Support Team, comprising the Project Manager (PM) and Project Support Officer (PSO)
- Advisory Board (AB)
- User Advisory panel (UAP)
- General Assembly (GA)

### 2.1.1 Project Management Board

The Project Management Board is empowered to take decisions for the project as a whole. It comprises the Project Coordinator, the Project Manager, the Technical Director and all Work Package leaders. The PMB meets physically bi-annually, and via teleconference on a fortnightly to monthly basis.

The PMB negotiates and finalises the Consortium Agreement for all project partners. The PMB supports the Coordinator in creating and maintaining a Project Guide, which details the course and all tasks of the project over time, and will administer changes to it as is necessary. The PMB also supports the Coordinator in preparing Project Review meetings. The Project Coordinator chairs and the Project Manager minutes all plenary meetings including the kick-off meeting. The Project Coordinator represents the project at high level events such as project review meetings.

### 2.1.2 Project Coordinator

Richard Ranft, Head of Sound and Vision at the British Library, is Project Coordinator with overall management of the project in WP7, with support of a Project Manager and Project Support Officer.

The Project Coordinator and the Project Support Team between them have the following responsibilities:

- Manage all communication with the EC.
- Draft, negotiate and maintain the Consortium Agreement.
- Handle all administrative and financial responsibilities in the project.
- Maintain oversight of the project's finances, process partners' financial statements, receive pre-financing and grant payments from the EC and distribute it to project partners.
- Ensure timely delivery of the project's progress reports.
- Monitor and review the completion of milestones and deliverables.
- Formally submit deliverables and other official communication to the European Commission.
- Manage the quality assurance procedure for deliverables with the support of the PMB.
- Maintain and if necessary update the Project Plan with support of the PMB.
- Ensure that the project plan and the project's deliverables are aligned as far as possible to the needs of Europeana.
- Organise and chair General Assembly and PMB meetings.
- Represent the project Consortium in high level events and bodies.
- After the end of the project, archive necessary project records for the period required by the European Commission.
- Ensure that overall documentation of the project is available and meets stakeholders' needs.

### 2.1.3 Technical Director and Work Packages

The role of the Technical Director is to facilitate technical coordination and integration between the work packages and with Europeana. The Technical Director is Johan Oomen of Netherlands Institute of Sound and Vision. He will report to the Project Coordinator and the Project Management Board of which he is a member. Day-to-day management of the work is delegated to leaders of the seven Work Packages (WP).

### 2.1.4 User Advisory Panel

This will consist of five experts, representing the target groups of the project: consumers, creative industries, publishers, researchers and memory institutions. This group will be installed in M2 as part of Task 7.2. Three members will be drafted from within the Consortium; two (consumers, publishers) will be external. They will meet face to face once, as part of the Project Management Board meeting at the end of year 1, in time to reflect on the Europeana channels approach, T4.1.2. The User Advisory Panel will also be consulted regarding the work of T2.1.1. This task will define requirements for crowdsourcing of metadata in the context of Europeana Sounds. Requirements will be gathered through focus group sessions, desk research and complimentary questionnaires circulated to the Europeana Network. The requirements will differentiate between two target groups: the general public and experts. This sub-task will also define preconditions for all end-user contributions (exchange policies) created in the context of WP2 to be offered to the content providers. This will be reported as part of D2.1 Crowdsourcing infrastructure and exchange policy.

The User Advisory Panel will be consulted in other key phases of the project, with the explicit request to judge whether the project delivers results relevant to the users represented by the user group. They will be asked to assess the development method adopted by the project. As part of the Quality Assurance procedure of the project, selected members of the Panel will be asked to review deliverables relevant to end-user services, notably deliverables from WP2 and WP4, where appropriate.

### 2.1.5 Advisory Board

This Board will meet face to face twice during the course of the project: after the first project review and before the second project review, with a formal agenda related to the project progress, exploitation trends and policy. The Board members have been selected for their specific expertise and for the networks they represent, including: digital music distribution, machine-led music information retrieval and search; crowdsourcing and public participation in online digital platforms. Acting as advisors to the project is mutually beneficial for both the project and the Advisory Board members:

- It provides Advisory Board members with first-hand information on the project. The envisioned dialogue will influence the strategic decisions taken by Europeana Sounds.
- It provides the project with external knowledge on trends that will be valuable in informing and positioning Europeana.

### 2.1.6 General Assembly

One representative from each partner organisation comprises a General Assembly, which meets annually to:

- Ratify any proposed changes to the Project Plan and Budget.
- Approve any proposal to the EC for modification of the Grant Agreement or the Description of Work including Consortium membership.
- Approve all progress reports prior to submission to the EC i.e. D7.3, D7.6 and D7.8.

## 3 DOCUMENT MANAGEMENT

### 3.1 Document Repository

All documents, presentations and other reports that constitute an official output of the project (including milestones and deliverables) will be placed in the document repository in the Europeana Sounds area of the Europeana Pro website<sup>3</sup>. This will provide a managed central location for all materials, which is also available to project partners, the Europeana community and the general public where appropriate.

The templates for the documents are available in the Europeana Sounds Google Drive for partners to work on documents collaboratively.

The following templates will be available:

Template Name	Google Drive Directory URL
Milestone/Deliverable	<a href="#">Deliverables and Milestones</a>
Presentation	<a href="#">Presentations folder</a>
Deliverable review document	<a href="#">Deliverables and milestones</a>
Quarterly report document	<a href="#">Quarterly reports</a>
Bi-annual report document	<a href="#">Bi-annual reports</a>
Monthly effort report timesheet	<a href="#">Monthly project timesheets</a>
Quarterly financial report	<a href="#">Quarterly project reports</a>

### 3.2 Naming Conventions

Filenames must use the following format in order to ensure consistency across the project outputs.

The filename format is:

**EuropeanaSounds-<DOCUMENT IDENTIFIER>-<DESCRIPTION>-V<VERSION>**

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<sup>3</sup> <http://pro.europeana.eu/web/europeana-sounds>

DOCUMENT IDENTIFIER	<p>The document identifier is dependent on the document type. If the document is:</p> <ul style="list-style-type: none"> <li>• <b>Deliverable:</b> Use the deliverable name: e.g. D1.1, D2.2, etc.</li> <li>• <b>Milestone:</b> Use the milestone name: e.g. MS40, MS50, etc.</li> <li>• <b>Committee/Board:</b> Use an acronym based on the committee or board name: e.g. PMB, UAP, GA etc.</li> <li>• <b>Other:</b> If the source of the material cannot be identified then disregard this section.</li> </ul>
DESCRIPTION	A short title for the document e.g. Quality Assurance Plan, Risk Plan.
VERSION	This is the version number for the document depending on the draft number e.g. v0.1 (ToC), v1.0 (draft)

### 3.3 Document Metadata

#### 3.3.1 Cover page

The cover page of the document contains metadata that must be reviewed and completed:

- **Title:** This must be the title of the milestone or deliverable as described in the Description of Work.
- **Deliverable/Milestone code:** e.g. D1.1 or MS40. Delete if not required.
- **Document identifier:** With a correctly formulated filename (see 'Naming Convention') this field can be updated in MS Word by highlighting, right clicking and selecting 'Update Field' (also update in the Cover Page header).
- **Document link:** Permanent link to the document folder in Europeana Sounds area of the Europeana Pro website (document uploaded at the final stage of publication by the Project Support Team).
- **Date:** This field records the last date the document was saved and can be updated in MS Word by highlighting, right clicking and selecting 'Update Field'.
- **Abstract:** An abstract describing the document's contents and main conclusions. On submission of the final version this should be entered into the Description field in the Europeana pro document upload metadata.
- **Dissemination level:**
  - PUBLIC: The document is publicly available.

- CONFIDENTIAL: The document is available to the project and the European Commission and its staff and reviewers, but must not be disclosed any further.
- INTERNAL: The document is internal to the project consortium and will not be passed onto the European Commission or the reviewers.
- **Cover page footer:** Contains details of the project funding programme, the project coordinator and EC logos. (Fixed content, not to be updated).

### 3.3.2 Document preamble

Sections I to X contain introductory material to the document, some of which should be updated by the document author where indicated.

- **I. Copyright notice:** Not to be updated
- **II. Revisions:** Author completes the sections summarising the document's revision history.
- **III. Delivery slip:** Project Support Team completes the sections for document author and contact details, date final draft is ready for review, names and affiliations of reviewers and date of review completion, and final date of approval by the Project Coordinator and PMB.
- **IV. Distribution:** Project Support Team completes the sections detailing the distribution of the document after final approval.
- **V. Application area:** Not to be updated.
- **VI. Document amendment procedure:** Not to be updated.
- **VII. Terminology:** Certain global terms are defined in the European Pro glossary at <http://pro.europeana.eu/web/guest/glossary>. Author defines other terms in the table as required.
- **VIII. Project summary:** Not to be updated.
- **IX. Statement of originality:** Not to be updated.
- **X. Executive summary:** Author adds document title and executive summary of the document which covers the whole document.

### 3.3.3 Document header (main body)

The document title (Doc ID) must be repeated into the header by updating the MS Word field. The date of the document should also be updated in the same way.

### 3.3.4 Document footer (main body)

The document footer contains:

- Project name and project number
- Copyright information

- Dissemination level:
  - PUBLIC: The document is publicly available.
  - CONFIDENTIAL: The document is available to the project and the European Commission and its staff and reviewers, but must not be disclosed any further.
  - INTERNAL: The document is internal to the project consortium and will not be passed onto the European Commission or the reviewers.
- Page number

Only the dissemination level should be updated in the footer of the document. The permitted dissemination level for each project Deliverables is provided in the EC-GA WT2 List of Deliverables. [Ref1]

### 3.4 Repository Metadata

When creating the entry in the Europeana Sounds section of the Europeana Pro repository there are a number of compulsory metadata fields that need to be completed. These should be copied from the document metadata where duplicated. This stage will be completed by the Project Support Team:

#### Europeana mandatory metadata (from Europeana Pro website<sup>4</sup>)

- **Title:** a clear document name, without symbols (the system will flag an error if a symbol is used in the title field).
- **Categories:** An option from the Topics (Global) sub-folders only (ignore other folders) to indicate the topic/subject of the document. Collapse large topics to find subtopics. Marking more than one subtopic is possible. Indications are added automatically.
- **Permissions:** Viewable by: an option from the drop-down menu.
  - **Anyone (Guest Role)** – anyone on the internet can see the document. If you select this permission the document will appear in the Outcomes area.
  - **Community members** – restricted access, the document can only be viewed by members of this community. If you select this permission, your document will appear in the Documents section, which only members of the community have access to.
  - **Owner** - only the uploader of the folder/document can access its contents.

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<sup>4</sup><http://pro.europeana.eu/documents/858566/1593031/Getting+started+with+Europeana+Professional?version=1.0> ( accessed 28/02/2014)



**Required metadata for Europeana Sounds (from Europeana Pro website<sup>5</sup>):**

- **Description:** Add the document abstract into this field. The abstract should be brief (150-200 words).
- **Content Type:** Select an option from the drop-down list to indicate what type of document you are uploading (report, guidelines, etc.).
- **Date:** Indicate the creation date of the document. This should match the final date in the header of the document. (Note that this does not need to match the date of actual upload).
- **URL:** Please leave this field empty.
- **Tags:** Add your own Europeana Sounds related tags one by one by writing in the tags field and clicking Add or click Suggestions to choose from existing tags. These are automatically generated. Tags could include:
  - Work Package number e.g. WP1
  - Deliverable / milestone number e.g. D1.1, MS40
  - Consortium body e.g. PMB, General Assembly, User Advisory Panel

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<sup>5</sup><http://pro.europeana.eu/documents/858566/1593031/Getting+started+with+Europeana+Professional?version=1.0> ( accessed 28/02/2014)

## 4 DOCUMENT REVIEW PROCESS

The formal outputs of the project (milestones and deliverables) will pass through a formal review process. The review process is timed to ensure the output is available to the EC at the *end of the project month* (M) that the material is due. Deliverable review forms are also available for overview comments on the document from <https://drive.google.com/folderview?id=0B-zlg8G7CSSzQzVyUFdZRkk3ZTg&usp=sharing>

### 4.1 Deliverables

The Europeana Sounds review process for Deliverable documents is outlined below:

Time before submission	Status	Material
6 weeks	Table of Contents (ToC)	Document skeleton created and first version of the document with the table of contents entered into the document
4 weeks	Draft	A full draft is available that has been reviewed within the activity.
2 weeks	Review	A review by 2 reviewers using the document comments form has been completed and responded to by the document authors. This may take multiple cycles.
2 weeks	Management Review	Document starts being reviewed by the Project Coordinator and Project Management Board
Deadline	With EC	A clean version of the document is in the document repository and sent to the EC Project Officer.

The review is led by the Project Coordinator. Two reviewers are drawn from the relevant area of expertise, both of whom will be either a PMB member not involved in the production of the document, a member of the wider project consortium, or an expert from a relevant field who is external to the project.

### 4.2 Milestones

The project milestones for Europeana Sounds take a number of forms. Some are events, websites, pilots and workshops, or tranches of content and metadata ready for ingestion, among others.

For milestones that are also documents, the following internal review process will take place:

<b>Time before submission</b>	<b>Status</b>	<b>Material</b>
6 weeks	ToC	Document skeleton created and first version of the document with the table of contents entered into the document.
4 weeks	Draft	A full draft is available that has been reviewed within the activity.
2 weeks	Management review	Document starts being reviewed by the Project Coordinator and Project Management Board if necessary.
Deadline	With EC	A clean version of the document is in the document repository and confirmation of achievement of the milestone is sent to the EC Project Officer.

### **4.3 Submission to EC**

Once the review process has been completed and approved by the PMB and Project Coordinator, the Project Support Team will produce a PDF of the document, upload this to the document repository and the Project Coordinator will submit the material to the EC.

## 5 DOCUMENT REVIEW PRODUCTION

### 5.1 Content

All documents will be written in UK English and use document formats described in the following section. In addition to the fields and sections already described in the document template, deliverables must include an Executive Summary and, if required, one or more Annexes. References to external document and a Glossary to terms not listed on the website must be recorded.

The correct version of the project name is Europeana Sounds.

English date format must be used (DD/MM/YYYY) when required.

### 5.2 Formats

The following document formats will be recognised within the project:

- **Word Processing:** 'Word 97-2003 Format' or later allowing its use on MS Office on Windows/Mac and OpenOffice on Linux, or Google Document.
- **Spreadsheet:** 'Excel 97-2003 Format' or later allowing the use of MS Office on Windows/Mac and OpenOffice on Linux, or Google Spreadsheet.
- **Presentation:** 'Powerpoint 97-2003 Format' or later allowing the use of MS Office on Windows/Mac and OpenOffice on Linux, or PDF.

Final versions of all formal documents (milestones and deliverables) will be made available as PDF files by the Project Support Team.

### 5.3 Project Administration and Communication Tools

The following project administration tools will be used within the project:

- **Collaborative work spaces:** Basecamp<sup>6</sup>, Google Drive
- **Mailing lists:** Basecamp, JISCmail<sup>7</sup>
- **Event calendars:** Basecamp
- **Event planning:** Basecamp, Eventbrite<sup>8</sup>
- **Website:** Europeana Pro, additional website CMS as required
- **Partner reporting:** Excel, Word, Google docs

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<sup>6</sup> <https://basecamp.com/>

<sup>7</sup> <http://www.jiscmail.ac.uk/>

<sup>8</sup> <https://www.eventbrite.co.uk/>

Project tools will be reviewed periodically during the project for effectiveness, continued relevance and usage levels. New tools may be used as required. All major project materials hosted in cloud based tools will remain available after the close of the project.

## 6 PROJECT OBJECTIVES

Europeana Sounds creates a much-needed gateway to Europe's incomparably rich sound and music collections. Many of Europe's leading cultural heritage institutions have large, high quality audio collections which have great value for a wide range of general and professional audiences, but access to them is fragmented and constrained. So while audio is one of the most popular media types available through Europeana (equally true of the Web as a whole), it represents just 2% of Europeana overall. This project will bring together for the first time major European audio collections and specialist technologists to solve the problem. The project has six specific objectives (Project Objectives 1-6) which will result in delivery of the measurable outcomes listed in Section 7.

- **PO1 Aggregation:** provide a critical mass of digital audio tracks and supporting objects through Europeana to meet the needs of public audiences, creative industries and academic researchers.
- **PO2 Enrichment:** support discovery and use by improving metadata through innovative methods including semantic enrichment and crowdsourcing.
- **PO3 Access:** work with our content providers as well as publishers, the recorded music industry, rights holders, and libraries to improve access to out-of-commerce audio content and increase the opportunities for creative re-use of Europeana content.
- **PO4 Channels:** enhance the existing Europeana portal by implementing a mechanism for providing channels that enable specific user communities to discover, share and annotate digital audio content and which can be extended to address other communities of interest and media.
- **PO5 Infrastructure:** underpin the technical infrastructure required to enable the aggregation of metadata from archived digital content, primarily music and speech audio, including out-of-commerce recordings and crowd-sourced content, through the Europeana portal.
- **PO6 Dissemination and networking:** expand the work of the Europeana Sounds Best Practice Network among target audiences, acting as a catalyst for the inclusion of a significant quantity of items from collection holders not yet engaged with Europeana.

## 7 PERFORMANCE INDICATORS

The following performance indicators (PI), repeated from the EC-GA, will be tracked during the lifetime of the project. The PIs will be tracked by the Project Coordinator and Project Management Board, and reported in the bi-annual and Periodic reports, and at the Annual Project Reviews.

Indicator No.	Relating to objective/result	Indicator name	Expected progress (cumulative)		
			Project Year 1	Project Year 2	Project Year 3
1	PO1 Aggregation (WP1)	Number of audio items aggregated	50,000	250,000	500,000
2	PO1 Aggregation (WP1)	Number of other items aggregated	30,000	90,000	225,000
3	PO1 Aggregation (WP1)	Number of items freely available for re-use	10,000	40,000	90,000
4	PO1 Aggregation (WP1)	Number of content providers using new EDM profile	50%	100%	100%
5	PO1 Aggregation (WP1, WP5)	Number of Consortium partners to have made use of training resources	33%	66%	100%
6	PO4 User engagement (WP4)	User satisfaction. Channels will be evaluated annually in a user survey where the KPI is that 70% of users rate the channels as good or excellent	NA	70%	70%
7	PO5 Technical platform (WP5)	Number of services developed and implemented in the Europeana infrastructure	3 Registration, Mapping and Publication	3 Cleaning, Normalisation and Channels	2 Quality Checking and Resource Discovery
8	P02 Enrichment (WP2)	Number of metadata records enriched through semantic enrichment	10,000	500,000	2,000,000 (all audio-related records in Europeana)

Indicator No.	Relating to objective/result	Indicator name	Expected progress (cumulative)		
			Project Year 1	Project Year 2	Project Year 3
9	P02 Enrichment (WP2)	Number of annotations (tags) added by users	0	200,000	1,500,000
10	P02 Enrichment (WP2)	Number of new connections among records established by users and automatically	0	5,000	10,000
11	P02 Enrichment and contextualisation (WP2)	Number of participants in the GLAMwiki edit-a-thons	50	150	300
12	P02 Music information retrieval (WP2)	Number of items accessible through the music retrieval service	10,000	15,000	25,000
13	PO6 Dissemination (WP6)	Participation of programmers in the hackathon (M24)		40	
14	PO6 Dissemination (WP6)	Publications about the project (including external blogs)	200	500	800
15	PO6 Dissemination (WP6)	Number of events where the project is presented	10	20	40
16	PO3 Policy (WP3)	Number of publishers added to the Europeana Network and actively engaged in the stakeholder dialogue	3	5	5



## 8 PROJECT EVALUATION

Evaluation of the impact of the project will be undertaken by task T7.5 Project Evaluation. This task will start in M12, lasting 24 months and will be carried out by the Coordinating Partner, the British Library.

An external independent expert will be sub-contracted to assess project performance and the impact of the project from users' perspectives. The task will include a co-ordinating role for the evaluation of WPs 2, 4, 5 and 6. Evaluation Reports will be issued in M12 and M31. These will be submitted as D7.4 Evaluation Report 1 and D 7.7 Evaluation Report 2.

## 9 REFERENCES

<b>Ref 1</b>	EC-GA including Annexe I ("Description of Work")  <a href="http://pro.europeana.eu/documents/2011409/8d0e9833-4608-494e-af77-681e68f8a8c8">http://pro.europeana.eu/documents/2011409/8d0e9833-4608-494e-af77-681e68f8a8c8</a>
<b>Ref 2</b>	D7.2 Risk Plan  <a href="http://pro.europeana.eu/web/europeana-sounds/documents">http://pro.europeana.eu/web/europeana-sounds/documents</a>