DELIVERABLE

Project Acronym: Europeana Newspapers

Grant Agreement number: 297380

Project Title: A Gateway to European Newspapers Online

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D1.1.1   Project Guide

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Revision: 1.0
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Revision History

Revision	Date	Author	Organisation	Description

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1. Executive Summary

The European Newspapers project aims at the aggregation and refinement of newspapers for The European Library and Europeana. In addition, the project addresses challenges particularly linked with digitised newspapers:

- use of refinement methods for OCR, OLR/article segmentation, and named entity recognition (NER), and page class recognition to enhance search and presentation functionalities for Europeana customers,

- quality evaluation for automatic refinement technologies,

- transformation of local metadata to the Europeana Data Model (EDM),

- metadata standardization in close collaboration with stakeholders from the public and private sector.

Each library participating in the project will distribute digitised newspapers and full-texts to Europeana besides several other tasks. There will be a special focus on newspapers published during the First World War, thus providing a meaningful addition to the resources aggregated by the current Europeana Collections 1914-1918 project.

The document at hand describes the Project Guide, a central online information point within the web-based online workspace for the project partners, providing information on the project partners, schedules, Deliverables and Milestones.

2. Purpose of the Project Guide

The Project Guide is supposed to be the central information point for all project partners. It provides all administrative information needed for the performance of the project as contact details, an overview on contact persons inside the libraries, tracking lists for the project's deliverables and milestones and a project calendar which consolidates all appointments and due-dates within the project.

The availability of this information for all persons participating in the Europeana Newspapers project in one single spot will make the internal communication easier and more efficient.

This Deliverable describes the structure and content of the project guide around mid 2012. As the document is going to be updated according to the current needs of the project, the structure and the content might change during the lifetime of the project.

3. Structure of the Project Guide and Screenshots

3.1 The Project Guide as part of the project's internal web-based online workspace

The Europeana Newspapers project consortium decided to use Microsoft Sharepoint Online 2010 as web-based online workspace. The set up of this online workspace was in charge of the project co-ordinator Staatsbibliothek zu Berlin (MS1.2).

The aim of the Project Guide is to unify all the basic information on the project and its participants in the most accurate and up-to-date version. To avoid difficulties by storing information in several places or even to risk the loss of information, it was decided to integrate the project guide into the web-based online workspace instead of producing a paper version which required constant distribution of the most current version to all the partners.

This solution brings along the following advantages:

- all information within the Project Guide can be updated easily by the Sharepoint administrator or by the users themselves
    - o changes of contact data which may occur with the time of the project can be updated at one central point
    - o the tracking of deliverables and milestones can be managed by an interactive co-operation of all project partners
    - o all partners can update the calendar directly and add new appointments and due dates by themselves
- the project partners always access the latest version of information

3.2 Content of the Project Guide

The Project Guide builds one single access point for any kind of administrative information inside the project. It provides information on:
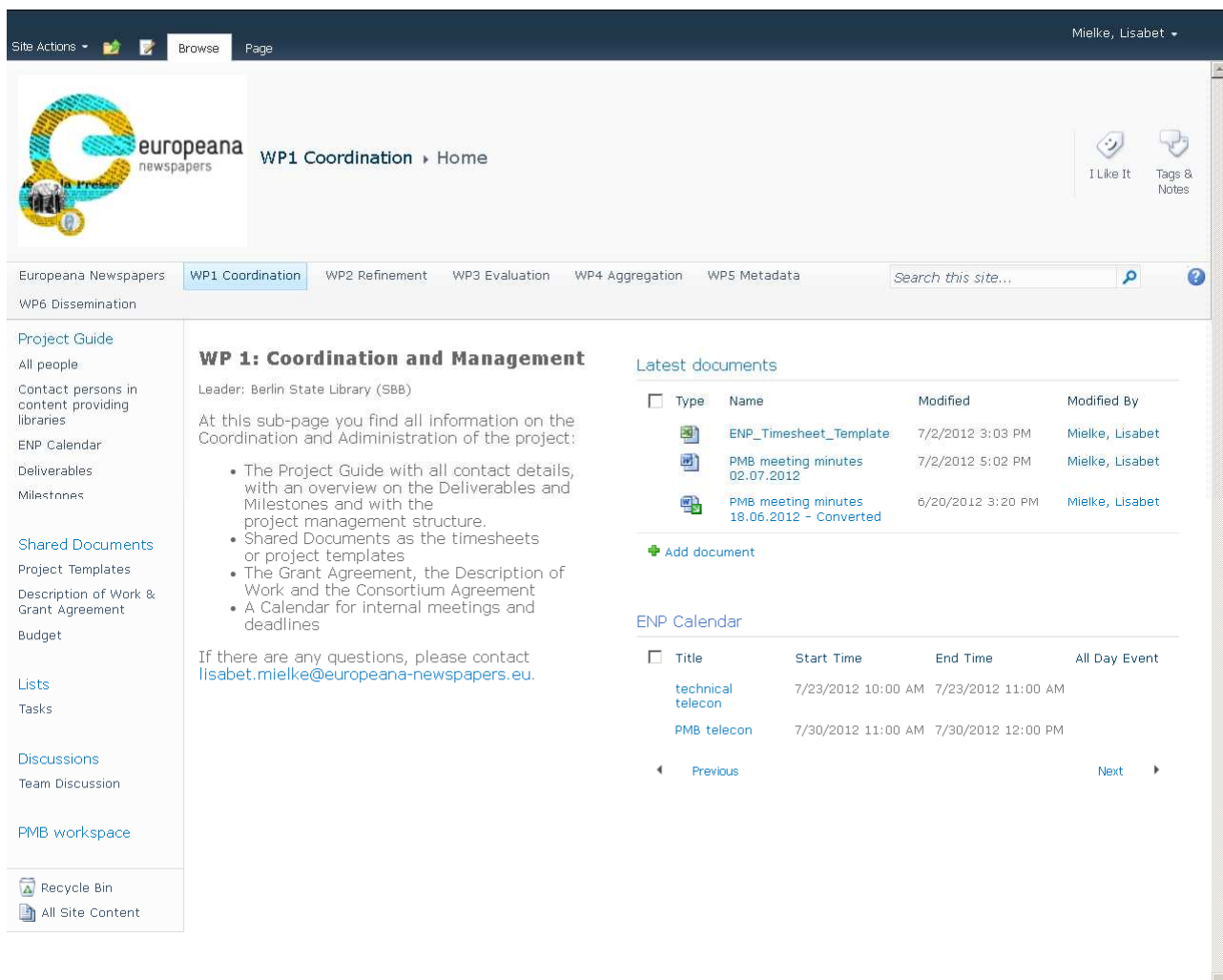
- the consortium members incl. contact details
- Deliverables/Milestones and other tasks within the project
- Events, meetings and further relevant dates like telephone conferences.

It is the central access point to important documents like

- The Grant Agreement
- The Description of Work (DoW)
- The Consortium Agreement (and the information contained within, like decision making etc.)

3.3 Homepage

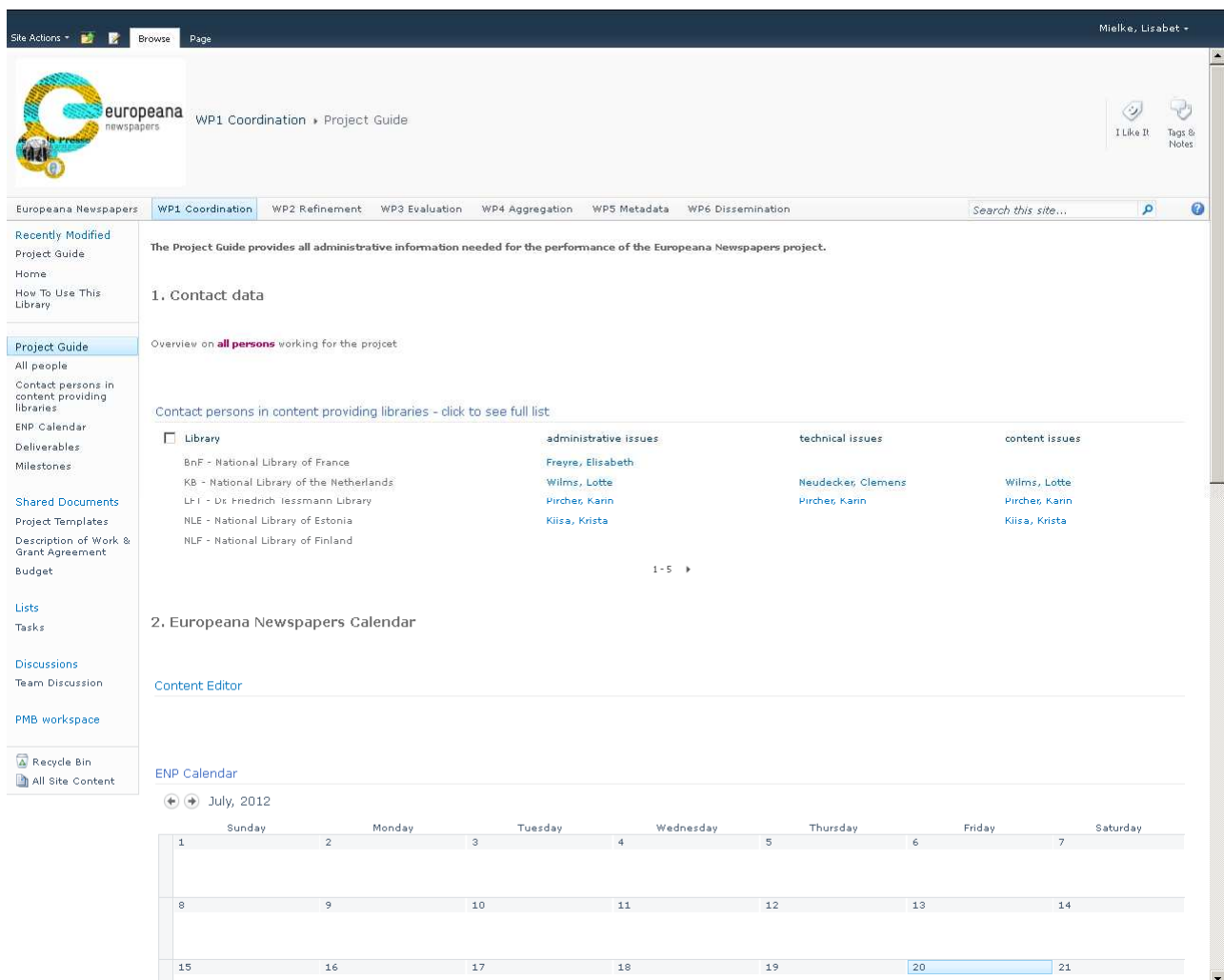Within Sharepoint, the Project Guide is part of the section on co-ordination/management, which is Work Package 1.

Homepage of the Project Guide

A user can either access the summary page of the Project Guide or directly go to specific sub-pages as for example the contact information form on content providing libraries or the project calendar by clicking the link at the sidebar.

3.4 Overview page

At the summary page of the Project Guide the users get an overview on the content of the Project Guide. The first section contains lists concerning contact data, the second section provides the project calendar and the third section helps monitoring the progress of deliverables and milestones.

Within this summary the users find preview versions of all lists and can directly access the full version of the lists by clicking at the list's title. Additionally they still find direct links to the provided lists in the sidebar.

Overview page of the Project Guide (top)

15	16	17	18	19	20	21
22	23 10:00 am - 11:00 am technical telecon	24	25	26	27	28
29	30 11:00 am - 12:00 pm PMB telecon	31	1	2	3	4

3. Deliverables and Milestones

📕 ENP_Deliverables_and_Milestones.pdf

📕 ENP_Deliverables_and_Milestones_WP.pdf

Tracking of Deliverables - click to see full list

☐	Title	Full name	Resp. WP	Due Date	Forecast	Actual delivery	Internal review	Status	📎
	D1.1.9	Kickoff meeting minutes	WP1	2/29/2012				Open	
	D6.1.1	Project Website	WP6					Open	
	D1.1.1	Project Guide	WP1	4/30/2012				Open	
	D6.1.2	Promotional materials	WP6	4/30/2012				Open	
	D1.1.2	Consortium Agreement	WP1	6/30/2012				Open	

1 - 5 ▶

➕ Add new item

Milestones - click to see full list

☐	ID	Title	Milestone name	Resp. WP	Due Date	Forecast	Actual Date	Internal review
	1	MS 1.1.1	Kickoff meeting, including constitution of PMB	WP1	2/29/2012			
	2	MS 6.1.1	Kick-off press conference	WP6	2/29/2012			
	3	MS 1.2	Web-based project workspace online	WP1	3/31/2012			
	4	MS 1.1.2	Consortium Agreement	WP1	6/30/2012			
	5	MS 2.1.1	Test dataset	WP2	7/31/2012			

1 - 5 ▶

➕ Add new item

Overview page of the Project Guide (bottom)

3.5 Contact Data

The Project Guide provides two important lists on contact information:

Firstly, there is one list on all persons participating in the Europeana Newspapers project, giving information on their contact details. To grant the security and accuracy of the central information the contact data can exclusively be changed by the site administrator.[1]

A second list is providing overview on contact persons for specific tasks in the project.

Out of the 17 project partners within the Europeana Newspapers Consortium there are 12 libraries, which are going to provide digitised newspaper pages for technical refinement processes. Because of the complex workflows envisaged in the project, the technical project partners expressed the need to get a detailed list of contact persons within the participating libraries. Each content providing partner has appointed one staff member to be the contact person for administrative issues, one for technical issues and one for content related issues.

For a sound communication it proved to be very helpful to get in contact directly with the person responsible either for administrative, for technical or for content related issues.

The libraries are able to change these pieces of information easily in case of any changes of their personnel structure.

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[1] As this is a public Deliverable, there is no screenshot with the detailed contact data of the consortium members copied into this document.

https://sp.uibk.ac.at/sites/eu-news/coordination/Lists/Contact persons/AllItems.aspx

Google

Site Actions | Browse | List Tools — Items | List

Mielke, Lisabet

europeana newspapers

WP1 Coordination ▸ Contact persons in content providing libraries ▸ All contacts ▾

I Like It   Tags & Notes

Europeana Newspapers | WP1 Coordination | WP2 Refinement | WP3 Evaluation | WP4 Aggregation | WP5 Metadata

WP6 Dissemination

Search this site...

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Deliverables
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Project Templates
Description of Work & Grant Agreement
Budget

Lists
Tasks

Discussions
Team Discussion

PMB workspace

Recycle Bin
All Site Content

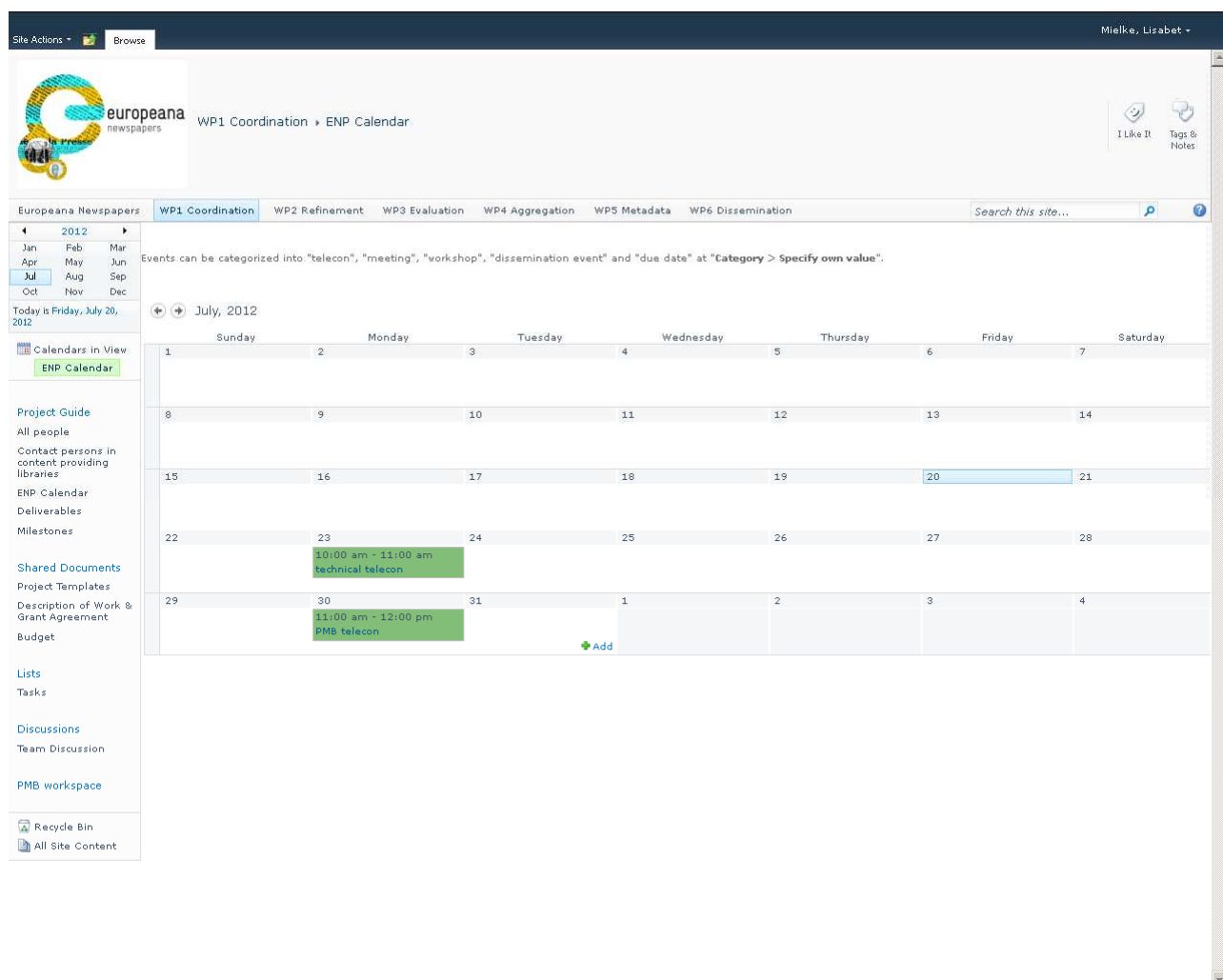| Library	administrative issues	technical issues	content issues
BnF - National Library of France	Freyre, Elisabeth		
KB - National Library of the Netherlands	Wilms, Lotte	Neudecker, Clemens	Wilms, Lotte
LFT - Dr. Friedrich Tessmann Library	Pircher, Karin	Pircher, Karin	Pircher, Karin
NLE - National Library of Estonia	Kiisa, Krista		Kiisa, Krista
NLF - National Library of Finland			
NLL - National Library of Latvia	Bandere, Karina	Zogla, Arturs	Bandere, Karina
NLP - National Library of Poland	Kujawa-Eberharter, Aleksandra	Leszynska, Agnieszka	Leszynska, Agnieszka
NLT - National Library of Turkey	Kilic, Ömer	Kilic, Ömer	Kilic, Ömer
ONB - National Library of Austria	Urdl, Werner	Urdl, Werner	Urdl, Werner
SBB - Berlin State Library	Mielke, Lisabet	Siegmann, Thorsten	Albers, Christoph
SUB HH - The Hamburg State and University Library	Hagenah, Ulrich	Wendt, Kerstin	Hagenah, Ulrich
UB - University of Belgrade, University Library	Filipi Matutinovic, Stela	Sofronijevic, Adam	Sofronijevic, Adam

＋ Add new item

List on contact persons in content providing libraries

3.6 Project Calendar

The Project Calendar is one of the most important tools within the Project Guide and within the whole Sharepoint workspace: It provides an general overview on all meetings, due dates and activities related to the Europeana Newspapers project.

All users of the online workspace are able to add events to the calendar. Different categories of events are visualised by different colours. For instance events can be classified as "telephone conference" or as "workshop" and will be easily identified by all users.

Project calendar

3.7 Tracking of Deliverables and Milestones

At this section the user can find an overview on the Deliverables and Milestones within the Europeana Newspapers project. All the Deliverables and Milestones, presented within two tables, are listed here.

Each Deliverable / Milestone has been assigned to one project partner in charge of it. The current status of a Deliverable / Milestone as well as its relation to the Work Packages can easily be identified from the lists. It provides information on the due date of the reports and its current status (like "open", "draft", "final", "cancelled").

Both lists are sortable in order to enable the users to sort the information according to their needs, e.g. by person in charge of by due date.

Tracking list for Deliverables

Tracking list for Milestones

ID	Title	Milestone name	Resp. WP	Due Date	Forecast	Actual Date	Internal review
1	MS 1.1.1	Kickoff meeting, including constitution of PMB	WP1	2/29/2012			
2	MS 6.1.1	Kick-off press conference	WP6	2/29/2012			
3	MS 1.2	Web-based project workspace online	WP1	3/31/2012			
4	MS 1.1.2	Consortium Agreement	WP1	6/30/2012			
5	MS 2.1.1	Test dataset	WP2	7/31/2012			
6	MS 2.1.2	Refinement workshop	WP2	7/31/2012			
7	MS 3.1	Specification of use scenarios available	WP3	7/31/2012			
8	MS 4.4	Workshop for aligning newspaper metadata to EDM	WP4	7/31/2012			
9	MS 6.1.2	Media communication strategy for newspapers in Europe	WP6	7/31/2012			
10	MS 6.3.1	Stakeholder engagement communication plan	WP6	10/31/2012			
11	MS 1.1.3	Successful project review 1st year	WP1	1/31/2013			
12	MS 3.2	Selection of images	WP3	1/31/2013			
13	MS 3.3	Initial evaluation tools available	WP3	1/31/2013			
14	MS 6.2.1	Workshop on refinement	WP6	1/31/2013			
15	MS 5.1	First internal release of the metadata format	WP5	1/31/2013			
16	MS 2.3.1	2 Million pages upgraded	WP2	1/31/2013			
17	MS 6.1.3	Media report for year 1	WP6	1/31/2013			
18	MS 4.2.1	Newspaper aggregation and indexing plan reviewed	WP4	7/31/2013			
19	MS 6.2.2	Workshop on aggregation and presentation	WP6	7/31/2013			
20	MS 2.3.2	6 Million pages upgraded	WP2	7/31/2013			
21	MS 4.5.1	Newspaper aggregation plan reviewed	WP4	7/31/2013			
22	MS 5.2	First public release of the metadata format	WP5	7/31/2013			
23	MS 1.1.4	Successful project review 2nd year	WP1	1/31/2014			
24	MS 4.2.2	Newspaper aggregation and indexing plan reviewed	WP4	1/31/2014			
25	MS 4.5.2	Newspaper aggregation plan reviewed	WP4	1/31/2014			
26	MS 6.1.4	Media report for year 2	WP6	2/28/2014			
27	MS 2.3.3	10 Million pages upgraded	WP2	7/31/2014			
28	MS 4.2.3	Newspaper aggregation and indexing plan reviewed	WP4	7/31/2014			
29	MS 4.5.3	Newspaper aggregation plan reviewed	WP4	7/31/2014			
30	MS 6.2.3	Workshop on newspapers in Europe and the Digital Agenda for Europe	WP6	7/31/2014			
31	MS 1.1.5	Successful project review 3rd year	WP1	1/31/2015			
32	MS 4.2.4	Newspaper aggregation and indexing plan reviewed	WP4	1/31/2015			
33	MS 4.5.4	Newspaper aggregation plan reviewed	WP4	1/31/2015			
34	MS 5.3	Final public release of metadata format	WP5	1/31/2015			
35	MS 6.1.5	Media report for year 3	WP6	1/31/2015			
36	MS 6.1.6	Final press conference	WP6	1/31/2015			