Grant Agreement 297292

EUROPEANA INSIDE

EUROPEANA INSIDE Collaborative Platform

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Revision History

Revision	Date	Author	Organisation	Description
1	28/06/2012	Dr. Stefan Rohde-Enslin, Isabell Ehrlicher	SPK	Third Version
2	17/07/2012	Gordon McKenna, Carolien Fokke	CT	Final Version

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This deliverable contains original unpublished work except where clearly indicated otherwise.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.

Contents

1   Introduction

The Europeana Inside Description of Work defines Task 1.5 as follows:

"Europeana Inside involves more than 50 people working across more than 8 countries in at least 4 different languages. Ensuring that there is a robust platform for collaboration, file-sharing, communication and development is vital to the smooth running of the consortium.
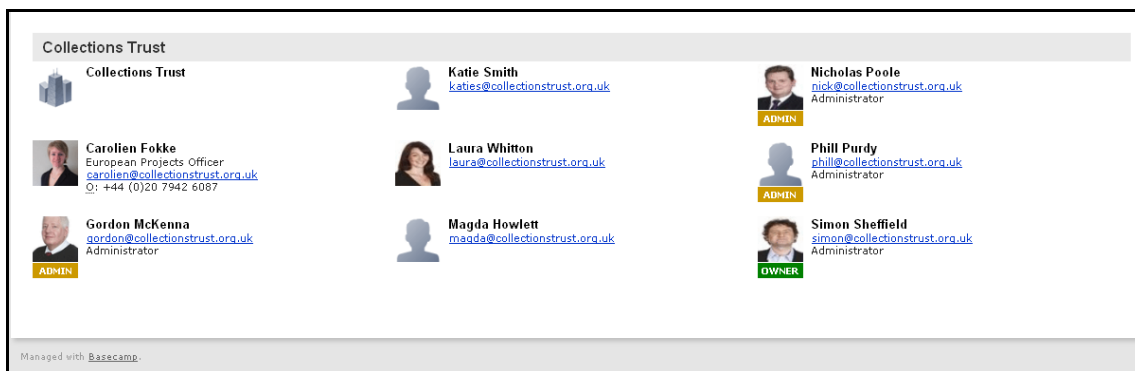
This task will develop a European Inside Collaborative Platform which enables consortium members to work together effectively and to:

- *share and upload files*
- *communicate about current activities*
- *coordinate activity around events and meetings*
- *access and evaluate test releases of Europeana Connection Kit."*

2   Collaborative Platform

2.1 Administrator

Access to the Collaborative Platform is approved by the administrator, which for Europeana Inside is also the project coordinator (Collections Trust). Several persons are marked as "admins" which guarantees the function of administration and access.

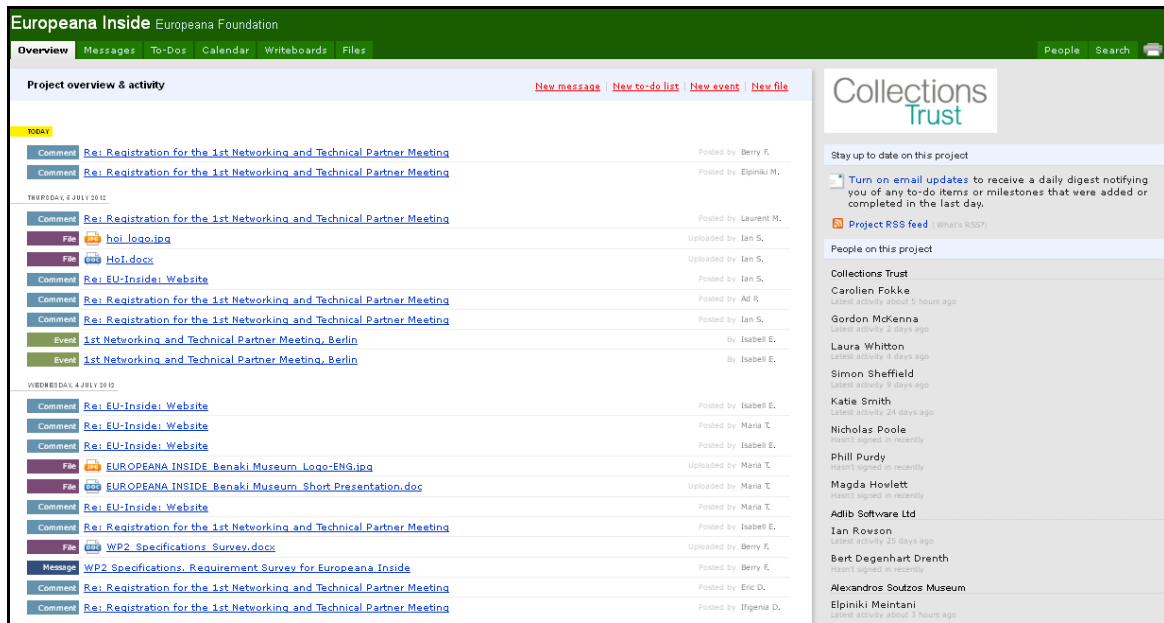***Screenshot Basecamp Admins***

2.2 Basecamp functionality

The Collaborative Platform used for the Europeana Inside Best Practice Network is the web-based project-management software Basecamp. Already since the preparation phase for the project proposal the software-tool and –service has offered most of the things that are in demand:

- Messages (i.e. announcements, call for papers etc.)
- File-sharing (i.e. surveys, guidelines, presentations etc.);
- Discussion;
- To-Dos;
- Calendar-Function;
- Contact persons and e-mail-addresses.

It was decided to continue using it for the moment but to be prepared for changes if the need arises.
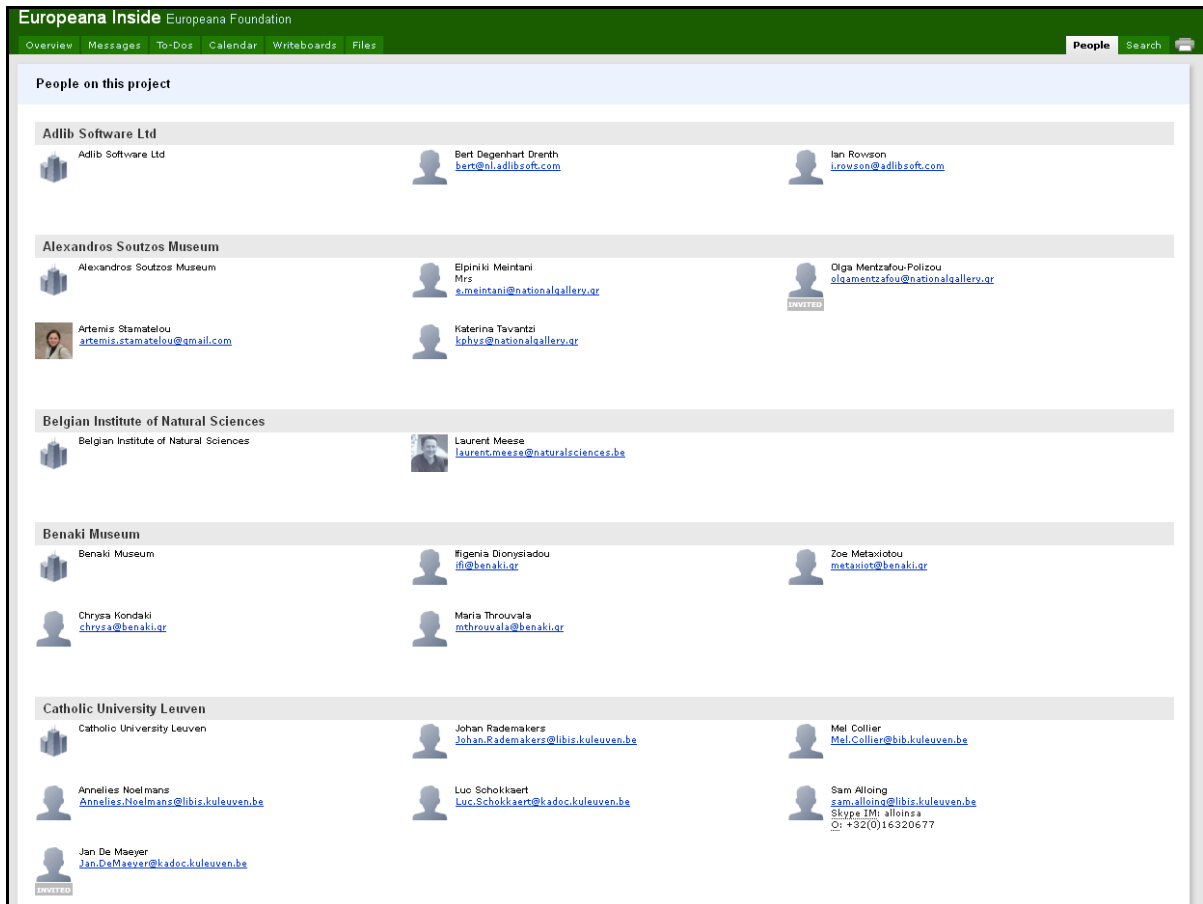
Screenshot Basecamp Menu with

'Overview', 'Messages', 'To-Dos', 'Calendar', 'Writeboards', 'Files'

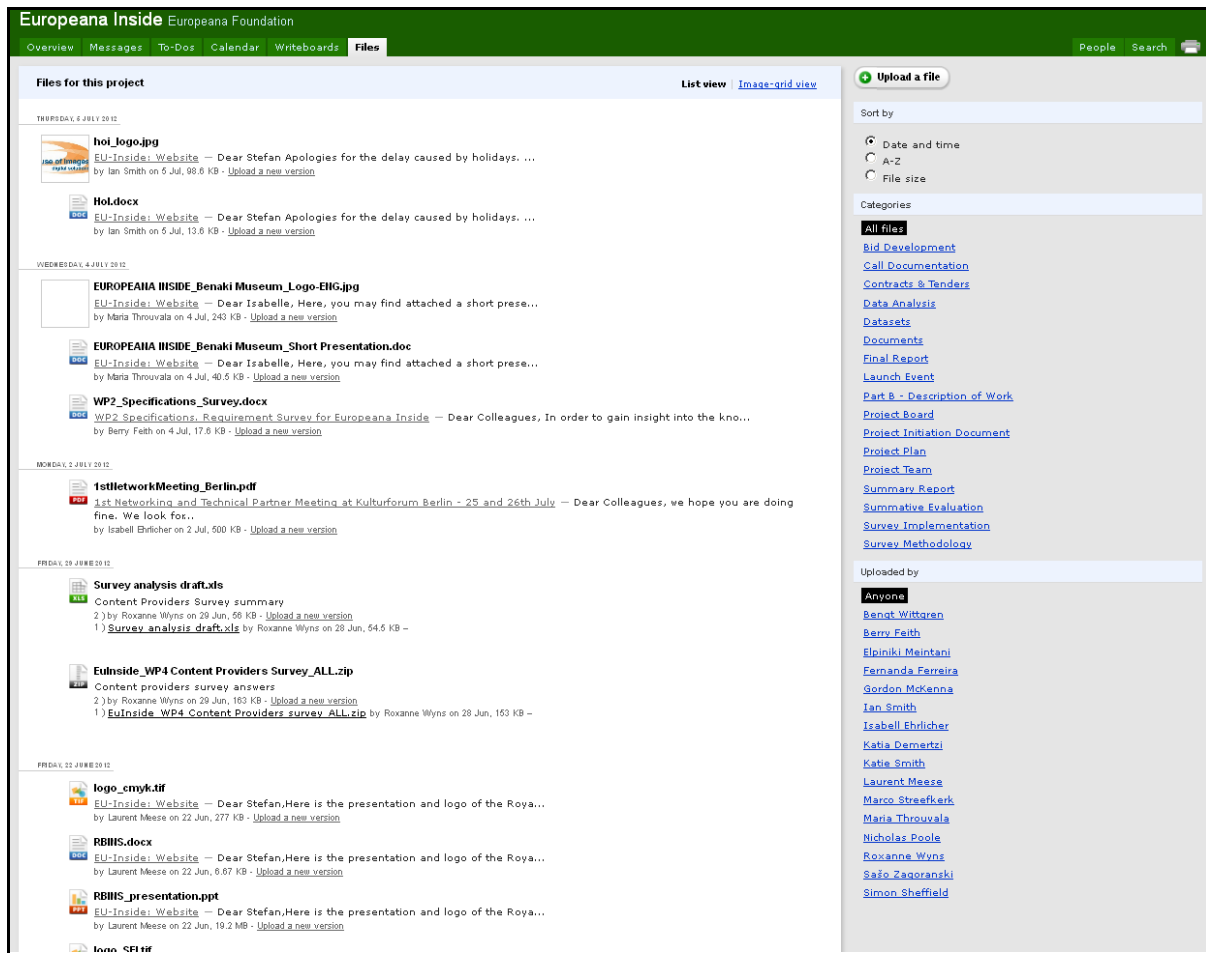**Screenshot Basecamp, Tab 'Overview'**

In the Basecamp software we have implemented a closed section, only accessible by project participants. The access will be given by the administrators. Each participant can find the contact details and an image of all the others, and they can communicate with either all project participants, or with all participants from one partner organisation, or directly with one person involved in the project.

Screenshot Basecamp, Tab 'People'

Groups can be built as needed. A separate group for the Project Management Board has been created, for example. The members of such groups can communicate among themselves without needlessly involving all project participants. Such a group can be set up for every work package if this proves necessary.

Files can be shared and uploaded to make them available only inside a group (e.g. the partners in one work package) or among all project participants. With the software whatever is needed can be communicated and the coordination of events and meetings at group- , and at project level is easily realised. The participants are used to it and it will continue to be used. All communication is in English only, which has shown to be sufficient.

Screenshot Basecamp, Tab 'Files'

With the Basecamp-tool and -service we will only be able to access indirectly and evaluate test releases of Europeana Connection Kit (ECK). Evaluation has shown that this would be the case with any communication software tool. Special access mechanisms to the ECK are needed and it is best to build these around the ECK itself – and to build them together with the ECK. At the moment there is no ECK and we can neither define nor establish such ways entirely.

There are many people involved in the project and they have different backgrounds, different tasks and different ways and needs for communication. On one side there are content providers who come from cultural heritage institutions and who may use and test the ECK – and on the other side there are software providers who develop the ECK.

2.3 Development environment

Especially those involved in developing software collaboratively are used to Github, Sourceforge and the like, to platforms which especially fulfil their needs. There is no need to force the software providers to use a specifically created collaborative platform for the creation of the ECK. They will find out among themselves which existing platform is most common and will decide which platform they are going to use – the choice may also depend on the more exact specification of the ECK (created during Work Package 2). In the

development of software you need a controlled versioning, a very fine tuned task management tool, the exchange and test-possibility for fragments of programs …

A 'collaboration platform' or better a 'development environment' for the software developers has to:

- follow the specification of the ECK
- follow the habits and likes of the developers themselves
- if possible to safeguard that the access to beta-testing can be offered and controlled

2.4 Beta-Test environment

If the software is developed into a beta stadium it can be transferred into a system (if the development-platform does not allow this) that offers control over the access for beta testing – and of course the beta test itself. This testing environment has to also be able to be connected to the website where people will be invited to beta-test the ECK.

The 'development environment' and the 'beta-test environment' are necessarily different from a broader communication platform like Basecamp which is in use in the project. Software development has other needs for an environment than a project-management platform can offer. Software developers communicate in other ways and need a platform which offers a more detailed functionality to mark changes in programming progression to be reconstructed by every software developer at any time.

The intentionally left free space on the website-navigation of Europeana Inside (D1.3 Website, 3.9) will be the place where the registration for the participation as beta-tester will be made possible. At the moment it cannot be foreseen where (which servers) the beta-test environment will be running nor how close the integration in the projects website can be.