



LEAF - Linking and Exploring Authority Files

IST-2000-26323

Project Management Plan

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1 Introduction

1.1 Scope

This document is the Project Plan prepared for the Project LEAF (Linking and Exploring Authority Files; project number IST-2000-26323). This document was produced under Work Package 1.1 (*Administration Management*) of the current project.

This is the fourth issue of this document reflecting partner and project details as after one year after the start of the project in March 2001.

In LEAF a model architecture will be developed for a distributed search system harvesting existing name authority information (persons and corporate bodies) aiming at automatically establishing a common name authority file relevant to the cultural heritage of Europe. The project results will be implemented by extending the MALVINE Search and Retrieval service whilst working closely with related standards bodies.

The purpose of this document is to provide all partners of the project with a summary of the project plan and schedule as outlined in the Technical Annex and as such, various elements of the TA are copied here.

The intended audience of this document is all project personnel.

2 Project Synopsis

It is a widely accepted fact that the importance and requirement of high quality authority file information is growing with the increasing communication between heterogeneous data and standardised information is highly desired. Libraries, archives, museums and documentation centers therefore put a special emphasis on authority file activities.

While several national name authority files exist in the libraries sector and attempts are currently made to link those national data files with each other, no national or international name authority file is presently used in libraries or in archives, museums and documentation centers and there is no standardised European name record format available.

The use of existing authority files generally is restricted to bigger organisations and to those institutions that have been or are participating in name authority file projects. Consequently the use of authority files is not very widespread, and smaller institutions use local files which cover their very special needs where the content is generally not known to other institutions. Public users at present hardly benefit from the existence of authority file information because they are generally not even aware of their existence.

A significant degree of research and development has been undertaken in the area of distributed virtual catalogue systems but none of these activities has attempted to consolidate the content of the data, with a view to this being used in harmony with the search and retrieval gateways. LEAF will provide a totally novel approach for solving this problem.

2.1 Objectives

In the LEAF project, a model architecture will be developed for a distributed search system harvesting existing name authority information (persons and corporate bodies) aiming at automatically establishing a common name authority file relevant to the cultural heritage of Europe. The project results will be implemented by extending the international online Search and Retrieval service network of OPACs resulting from the highly prestigious and successful MALVINE project that provides information about modern manuscripts and letters.

The MALVINE system will be extended with the LEAF model into a global multilingual and multimedia information service about persons and corporate bodies. The model architecture is intended to be applicable to other kinds of cultural/scientific objects and data, ensuring through the use of authority file information that the representation of the objects in question is one of high quality. The LEAF demonstrator will thus provide a valuable example of how dynamic user interaction with the cultural/scientific content can considerably enhance the user experience.

2.2 Innovation

It is planned to provide a model for a common authority file which is defined and created by real user queries. This novel approach takes into account for the first time that name authority information is the most important starting point for every activity concerning the documentation of European cultural heritage. The model also assumes that different preconditions that are applicable to smaller and bigger institutions but also the different regional or national practices are the most important obstacle against effective co-operation in any sector of work with the common European cultural heritage. The novel approach of LEAF therefore has to be shown in a very concrete application.

LEAF will be demonstrated in a search and retrieval context of data about modern manuscripts. This scenario will largely depend on the use of biographical information and/or information about corporate bodies. The user her/himself will not only benefit from the novel offer of LEAF but will also be able to

contribute to the existing information and thus enhance the quality of the same. Every users' query will automatically create a name record at the LEAF site that comprises the information of various available authority records about the same person/corporate body and additionally offers the information which institutions own relevant material and/or information related to that particular person/corporate body. The implicit information this newly created name record contains is that the particular person/corporate body was searched for. It therefore shows that this newly created name record is in fact of actual relevance. Thus a common name authority file will be built on the basis of what expert and public users are really asking for.

2.3 Measure of success

The measure of success of LEAF will be on the following criteria:

Technical:

to satisfy the technical system requirements of the demonstrator that will prove the technical design and approach taken.

Requirements:

to use a demonstration period of the project to measure the success of the user tests against initial pre-selected test criteria, and subsequent analysis.

Feedback:

to analyse feedback from users during the trial phase.

Dissemination and feedback:

to gauge the degree of interest in the project from other projects, communities, standards bodies etc.

The project will be conducted in three phases:

Phase 1: Requirements and analysis;

Phase 2: Software development and testing; and,

Phase 3: Evaluation and validation.

3 Project Partners

3.1 Participating Partners

The following table lists the project partners who are actively involved in the project.

Partner Name	Acronym	Status	Associated To	Country Code
Staatsbibliothek zu Berlin	SBB	Co-ordinating Partner		DE
Joanneum Research	JRS	Full Partner		AT
University of Bergen	UoB	Full Partner		NO
Crossnet Systems Ltd.	CNS	Full Partner		UK
Österreichische Nationalbibliothek	ÖNB	Full Partner		AT
Biblioteca Nacional	BN	Full Partner		PT
Biblioteca de Universidad Complutense de Madrid	UCM	Full Partner		ES
Swiss National Library	SNL	Associated Partner	SBB	CH
National and University Library, Ljubljana, Slovenia	NUK	Full Partner		SI
Institut Mémoire de l'Édition Contemporaine	IMEC	Full Partner		FR
Rijksarkivet	RA	Full Partner		SE
Deutsches Literaturarchiv	DLA	Associated Partner	SBB	DE
British Library	BL	Associated Partner	SBB	UK
Goethe- und Schiller-Archiv	GSA	Associated Partner	SBB	DE
Forschungsstelle und Dokumentationszentrum für Österreichische Philosophie	FDÖP	Associated Partner	JRS	AT

3.2 Sponsoring Partners

The following table lists the sponsoring partners who are involved in the project.

Partner Name	Acronym	Status	Country Code
K.G. Saur Verlag	KGS	Sponsoring Partner	DE
J.A. Stargardt Autographenhandlung	JAS	Sponsoring Partner	DE

Library of Congress	LOC	Sponsoring Partner	US
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3.3 Observing Partners

The following table lists the observing partners who are involved in the project.

Partner Name	Status	Country Code
Det Arnamagnæanske Institut Copenhagen	Observing Partner	DK
Biblioteka Jagiellonska, Krakow	Observing Partner	PL
Biblioteca Nacional, Madrid	Observing Partner	ES
Biblioteca Nazionale Centrale di Roma, Rome	Observing Partner	IT
Bibliothèque nationale de France, Paris	Observing Partner	FR
CIMI - Consortium for the Computer Interchange of Museum Information	Observing Partner	US
Constantijn Huygens Instituut voor Tekstedities en Intellectuele Geschiedenis	Observing Partner	NL
Danish Bibliographic Centre, Copenhagen	Observing Partner	DK
Die Deutsche Bibliothek, Frankfurt am Main	Observing Partner	DE
DS Group Holdings Ltd., Nottingham	Observing Partner	UK
Franz-Michael-Felder-Archiv, Bregenz	Observing Partner	AT
Hungarian Academy of Science, Budapest	Observing Partner	HU
Jewish National & University Library, Jerusalem	Observing Partner	IL
National Documentation Centre, Athens	Observing Partner	GR
OCLC (Online Computer Library Center) Dublin, Ohio	Observing Partner	US
ODIS (Onderzoekssteunpunt en Databank Intermediaire Structuren in Vlaanderen)	Observing Partner	NL
Research Libraries Group (RLG), Mountain View	Observing Partner	US
Royal Library of Denmark, Copenhagen	Observing Partner	DK
University of Tartu	Observing Partner	EE
University of Virginia, Charlottesville	Observing Partner	US
Wiener Stadt- und Landesbibliothek, Wien	Observing Partner	AT
Archives de France, Paris	Observing Partner	FR

Partner Name	Status	Country Code
Biblioteka Uniwersytecka w Warszawie (Warsaw University Library)	Observing Partner	PL
Biblioteka Publiczna m.st. Warszawy (Warsaw Public Library)	Observing Partner	PL
ICCU, Istituto Centrale per il Catalogo Unico delle Biblioteche Italiane (Institute for the Union Catalogue of Italian Libraries)	Observing Partner	IT
Interparty, The British Library	Observing Partner	UK
Library of Congress, Washington	Observing Partner	USA
Koninklijke Bibliotheek, National Library of the Netherlands	Observing Partner	NL
Biblioteka Uniwersytecka, Uniwersytet Mikolaja Kopernika w Toruniu, Nicholas Copernicus University Library	Observing Partner	PL

4 Project Organisation and Schedule

4.1 Overview of Organisation and Schedule

4.1.1 Project Phases and Milestones

The project will be conducted in three phases:

- phase 1: requirements and analysis;
- phase 2: software development and testing;
- phase 3: evaluation and validation.

The duration of the project's phases will be:

- Phase 1 month 1-14
- Phase 2 month 15-27
- Phase 3 month 23-36

Note that there is a 5 months overlap of phases 2 and 3.

The end of each phase is a milestone, where deliverables will be submitted to the Commission. Milestones are therefore:

Milestone 1 (end of month 14)	requirements analysis undertaken, scenarios defined, user survey undertaken, user and functional specifications of the demonstrator are defined.
Milestone 2 (end of month 27)	LEAF core system developed, test scenarios defined, test plan defined, compatibility suite developed, testing of the demonstrator undertaken.
Milestone 3 (end of month 36)	assessment and evaluation of testing undertaken, exploitation planning undertaken.

4.2 Details of Organisation and Schedule

The following are extracted from the Project Technical Annex. The Technical Annex should be referred to for aspects relating to budget and task definitions.

WP No.	WP Title	WP Timing (months)
1	Management and Administration Management	1 - 36
WP Tasks	Task Title and Manager	Task Timing (months)
1.1	Administration management, SBB, CNS	1 - 36
1.2	Project management, CNS, SBB	1 - 36
1.3	Meetings, SBB, CNS	1 - 36
1.4	Final report, SBB, CNS	33 - 36

WP No.	WP Title	WP Timing (months)
2	Dissemination and Concertation	1 - 36
WP Tasks	Task Title and Manager	Task Timing (months)
2.1	Creation and administration of project web site, SBB, CNS	1 - 36
2.2	Dissemination of results, RA, SBB	1 - 36

WP No.	WP Title	WP Timing (months)
3	Standards Representation	1 - 36
WP Tasks	Task Title and Manager	Task Timing (months)
3.1	LEAF Maintenance agency, SBB, ÖNB	1 - 36
3.2	Metadata, SBB, CNS	1 - 36
3.3	Partnerships and cooperations, BN, SBB	1 - 36

WP No.	WP Title	WP Timing (months)
4	Data Representation Study	1 - 36
WP Tasks	Task Title and Manager	Task Timing (months)
4	Data representation study, UoB, CNS	1 - 36

WP No.	WP Title	WP Timing (months)
5.1	Model Requirements Analysis	1 - 8
WP Tasks	Task Title and Manager	Task Timing (months)
5.1.1	Analysis of input data, BN, ÖNB	1 - 8
5.1.2	Definition of user groups, SBB, ÖNB	1 - 8
5.1.3	User survey, NUK, ÖNB	1 - 8
5.1.4	Identification of services, UCM, RA	1 - 8

WP No.	WP Title	WP Timing (months)
5.2	Focussing the model with authority file data	9 - 16
WP Tasks	Task Title and Manager	Task Timing (months)
5.2.1	Status quo analysis, BN, SBB	9 - 16
5.2.2	Identification of partnerships, ÖNB, BN	9 - 16
5.2.3	Analysis of practice, RA, SNL	9 - 16
5.2.4	Identification of system requirements, SBB, ÖNB	9 - 16

WP No.	WP Title	WP Timing (months)
6	Functional Specifications of the Demonstrator	9 - 14
WP Tasks	Task Title and Manager	Task Timing (months)
6	Functional specifications, JRS, CNS	9 - 14

WP No.	WP Title	WP Timing (months)
7	System Development and Preparation of Test Environment	15 - 27
WP Tasks	Task Title and Manager	Task Timing (months)
7.1	System development, JRS, UoB	15 - 27
7.2	Preparation of test environment, ÖNB, SBB	15 - 27
7.3	Preparation of guidelines, ÖNB, SBB	15 - 27

WP No.	WP Title	WP Timing (months)
8	Test of the Demonstrator	22 - 27
WP Tasks	Task Title and Manager	Task Timing (months)
8.1	Local tests, ÖNB, RA	22 - 27
8.2	Interoperability tests, NUK, RA	22 - 27
8.3	Test of user services, RA, IMEC	22 - 27

WP No.	WP Title	WP Timing (months)
9	Compatibility/Maintenance Suite	15 - 27
WP Tasks	Task Title and Manager	Task Timing (months)
9	Develop compatibility/maintenance suite, CNS, JRS	15 - 27

WP No.	WP Title	WP Timing (months)
10	Assessment and Evaluation	28 - 36
WP Tasks	Task Title and Manager	Task Timing (months)
10.1	Verification of the system features and functions, BN, SBB	28 - 36
10.2	Validation and evaluation of the user tests, RA, SBB	28 - 36
10.3	Evaluation of the tests, ÖNB, NUK	28 - 36

WP No.	WP Title	WP Timing (months)
11	Exploitation Planning	25 - 36
WP Tasks	Task Title and Manager	Task Timing (months)
11	Exploitation planning, CNS, SBB	25 - 36

4.3 Critical Path

The term *critical path* here is defined as the chain of sequentially related tasks in the project where there is minimum or zero "slack" time available.

The project tasks contain a critical path of the following tasks and work packages:

5.1.1	Analysis of input data, BN, ÖNB	1 - 8
5.1.2	Definition of user groups, SBB, ÖNB	1 - 8
5.1.3	User survey, NUK, ÖNB	1 - 8
5.2.1	Status quo analysis, BN, SBB	9 - 16
5.2.4	Identification of system requirements, SBB, ÖNB	9 - 16
6	Functional specifications, JRS, CNS	9 - 14
7.1	System development, JRS, UoB	15 - 27
7.2	Preparation of test environment, ÖNB, SBB	15 - 27
8.1	Local tests, ÖNB, RA	22 - 27
8.3	Test of user services, RA, IMEC	22 - 27
10.1	Verification of the system features and functions, BN, SBB	28 - 36
10.3	Evaluation of the tests, ÖNB, NUK	28 - 36
11	Exploitation planning, CNS, SBB	25 - 36

Note however, that the critical path can change to other tasks if the WPs and tasks listed above are completed ahead of schedule, or if there are dependencies that the WPs and tasks above require. Note that dependencies may not just be completion of other tasks, but may also be specific project decisions.

5 Work Packages and Deliverables

Work Package/ Task	Deliverables and Output	Responsible WP Partner	Month due for Completion
1.1	D 1.1 Project Administration Documents	SBB	3
1.2	D 1.2 Project Management Plan and Quality Assurance Plan	CNS	3
1.3	D 1.3 Agenda and Minutes of Plenary Meetings	SBB	during project
1.4	D1.4 Final Report	SBB	36
2.1	Project Web site	CNS	1
2.2	D 2.1 Project Presentation	UCM	6
2.2	D 2.2 Dissemination and Use Plan	UCM	during project
2.2	Public Newsletters	SBB	during project
2.2	Public Progress Reports	SBB	during project
3.1	D 3.2 Standards Representation and Participation Manuals	SBB	34
3.2	Metadata Document	SBB	6
3.3	D 3.1 Definition of Standards Co-operation and Participation	SBB	34
4	D 4.1 Report on a Recommended Name DTD	UoB	6
4	D 4.2 Mapping between the name DTD and a name metadata set	UoB	22
4	D 4.3 Report on the XML encoding and conversion tools for the name data	UoB	36
5.1	D 5.1 Model Requirements Analysis Document	SBB	8
5.2	D 5.2 Model Application Requirements Analysis Document	BN	12
6.1	D 6.1 Coverage Matrix	JRS	13
6.2	D 6.2 Architectural Design Document	JRS	14
6.3	D 6.3 Interface Control Document	JRS	14
7.1	D 7.1 LEAF Core System	JRS	27
7.1	D 7.2 LEAF User Guide	JRS	27
7.2	D 7.3 Test Plan	JRS	22
7.3	Guidelines, training material etc.	JRS	22
8.1	D 8.2 – Test Report, part 1	ÖNB	27

8.2	D 8.2 – Test Report, part 2	ÖNB	27
8.3	D 8.2 – Test Report, part 3	RA	27
9	D 9.1 - Model Compatibility Design	CNS	27
9	D 9.2 - Model Compatibility System	CNS	27
10	D 10 - Evaluation/Validation Document	SNL	36
11	D 11 – TIP	CNS	34

6 Quality Assurance

The project management will incorporate a quality assurance model based on the ISO 9000 quality assurance procedures. Since the project will not be formally evaluated by ISO 9000 auditors, the full extent of normal ISO 9000 procedures are not necessary. A formal quality plan will be drawn up. It will address:

- Mission Statement:
 - a project mission statement will be devised. The project contract, technical annex and consortium agreement will be the baseline to which all partners will work to.
- Ensuring that Specifications are met:
 - how deliverables will be verified against their objectives;
 - a procedure for ensuring deliverables are checked before being released.
- Addressing Quality Reviews:
 - all partners will ensure that their deliverables are of the highest standard;
 - quality reviews will be included as formal agenda items at PCC and plenary meetings, such discussions will resemble the process of quality reviews;
 - the issue of quality will be addressed also at the peer reviews.
- Material Logging:
 - all meetings, email discussions and deliverables will be formally logged in the project archive.
- Feedback:
 - reports of tests of the demonstrator will be formally logged and review item discrepancies will be formally addressed by the development teams.

7 Project Contact Information

7.1 Mailing Lists

The LEAF project mailing list address is:

leaf@iis-list.joanneum.ac.at

The LEAF observer mailing list address is:

leaf-observers@iis-list.joanneum.ac.at

7.2 Web Page

The address of the LEAF project Web page is

<http://www.leaf-eu.org>

7.3 LEAF Document Store (BSCW)

The LEAF document store for document exchange:

<http://iis-webwork.joanneum.at/bcsw/bcsw.cgi>