

## Review and Submission of Deliverables and Milestones

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### Revisions

Version	Status	Author	Date	Changes
0.1	Draft	Katharina Holas	April 10, 2013	Initial version
0.2	Final draft	Katharina Holas	April 18, 2013	Comments by MK integrated
1.0	Final	Katharina Holas	April 23, 2013	Comments by LK and MK integrated

### Distribution

Version	Date of sending	Name	Role in project
0.1	April 11, 2013	Max Kaiser	Project Coordinator
0.2	April 19, 2013	Lizzy Komen	WP4 Lead
1.0	April 24, 2013	All partners	

## 1. Review of Deliverables

### 1.1 Reviewers of Deliverables

- Each deliverable to be reviewed by **two experts** not active in the concerned Work Package (if possible) and not involved in the concerned task, from two different institutions.
- Reviewers of deliverables to be named in the eCreative\_List\_of\_Deliverables\_Reviewers document available on Google Drive (see WP8 folder).
- From this document all reviewers know when they are expected to review deliverables.
- In addition ONB to remind reviewers two weeks in advance of the requested review.

### 1.2 Submission of Draft Deliverables

- Draft deliverables to be uploaded as a Word document on Google Drive in the respective WP folder **three weeks prior to the contractual due date** and ONB has to be notified.
- Use deliverable template, available on Europeana Pro (see Templates folder in the Project Documents section).
- File size of document deliverables: not more than **3 MB**.
- Software deliverables to be submitted to Technical Lead Pavel Kats; ONB has to be notified. Fill out the software deliverable cover sheet, template available on Europeana Pro (see Templates folder in the Project Documents section).

### 1.3 Review Process

- ONB to inform reviewers about draft deliverable to be reviewed.
- Reviewers to send their review comments **within one week** to authors and ONB.
- Reviewers to use track changes in Word for all changes and comments.
- Reviewers and authors to indicate revisions (version, status, author, date, changes) and distribution (version, date of sending, name, role in project).

#### 1.4 Final Internal Approval and Submission of Final Deliverables

- Authors to revise deliverable according to reviewers' comments, to upload final draft on Google Drive **within one week** and to inform ONB about finalisation.
- ONB to perform final check and ask authors for final amendments where necessary. Final internal approval by ONB, and Technical Lead Pavel Kats (software deliverables).
- ONB to finalise layout and to create PDF version of deliverable document.
- ONB to send final PDF version of deliverable document to WP Lead for final check, if requested.
- ONB to submit deliverable document or software deliverable cover sheet to the European Commission.
- ONB to upload final version of deliverable document or software deliverable cover sheet as PDF on Europeana Pro (see Deliverables folder, access restricted) and to upload public deliverable on the public project documents page on Europeana Pro.

## 2. Review of Milestones

### 2.1 Reviewers of Milestones

- Each milestone to be reviewed by **one expert** not active in the concerned Work Package (if possible) and not involved in the concerned task, from another institution.
- Reviewers of milestones to be named in the eCreative\_List\_of\_Deliverables\_Reviewers document available on Google Drive (see WP8 folder).
- From this document all reviewers know when they are expected to review milestones.
- In addition ONB to remind reviewers two weeks in advance of the requested review.

## 2.2 Submission of Draft Milestones

- Draft milestones to be uploaded on Google Drive in the respective WP folder **three weeks prior to the contractual due date** and ONB has to be notified.
- Use milestone template, available on Europeana Pro (see Templates folder in the Project Documents section).
- File size of document deliverables: not more than **3 MB**.
- Software milestones to be submitted to Technical Lead Pavel Kats; ONB has to be notified. Fill out the software milestone cover sheet, template available Europeana Pro (see Templates folder in the Project Documents section).

## 2.3 Review Process

- ONB to inform reviewers about draft milestone to be reviewed.
- Reviewers to send their review comments **within one week** to authors and ONB.
- Reviewers to use track changes in Word for all changes and comments.
- Reviewers and authors to indicate revisions (version, status, author, date, changes) and distribution (version, date of sending, name, role in project).

## 2.4 Submission of Final Milestones

- Authors to revise milestone according to reviewer's comments, to upload final draft on Google Drive **within one week** and to inform ONB about finalisation.
- ONB to perform final check and ask authors for final amendments where necessary. Final internal approval by ONB, and Technical Lead Pavel Kats (software milestones).
- ONB to finalise layout and to create PDF version of milestone document.
- ONB to send final PDF version of milestone document to WP Lead for final check, if requested.
- ONB to upload final version of milestone document or software milestone cover sheet as PDF on Europeana Pro (see Milestones folder, access restricted).