



## NoTube

*Networks and ontologies for the transformation and unification of broadcasting and the Internet*

FP7 – 231761

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# D10.1 Project Quality Plan

# D10.2 Project Communication Plan

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## EXECUTIVE SUMMARY

This document describes the internal quality and communication procedures of NoTube. It will be updated whenever the Project decides to update these procedures.

The document combines the two deliverable D10.1 and D10.2.

## DOCUMENT INFORMATION

<b>IST Project Number</b>	FP7 - 231761	<b>Acronym</b>	NoTube
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<b>Abstract (for dissemination)</b>	This document describes the internal quality and communication procedures of NoTube. It will be updated whenever the Project decides to update these procedures. The document combines the two deliverable D10.1 and D10.2.
<b>Keywords</b>	Quality plan, communication plan

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## List of Acronyms

<u>Acronym</u>	<u>Description</u>
QAP	Quality Assurance Procedure
QC	Quality Controller
PB	Project Board
TB	Technical Board
EB	Executive Board
PC	Project Coordinator
TC	Technical Coordinator
PM	Project Manager
FM	Financial Manager
CM	Communication Manager
EM	Exploitation Manager

## 1. Quality Plan

### 1.1. Procedure for quality assurance of deliverables

To ensure the submission of high-quality deliverables, which are delivered according to the contractual deadlines, the project consortium has implemented the following Quality Assurance Procedure (QAP):

- No grace period for submission of deliverables: due date = submission date.
- To implement effective quality assurance the Quality Assurance Process (QAP) needs to start 3 weeks before due date.
- The following templates are available:
  - **deliverable template** (see this document)
  - **review template** (see Appendix).
- We implement a 4-step QAP:
  - 0) *Deadline – 1 month*: The WP Leader should assign a Quality Assessor for the deliverable. Preferably this is done much further in advance.
  - 1) *Deadline – 3 weeks*: The deliverable is submitted by the coordinating author to the Quality Assessor. The assessor should be a person not directly involved in the WP in which deliverable is produced. The assessor communicates directly to the author(s) with respect to required changes. All messages about the deliverable should go be cc-ed to the WP mailing list.
  - 2) *Deadline -2 weeks*: The deliverable is submitted by the corresponding author to the Quality Controller. In the standard case the Quality Controller is the WP leader, In certain cases (to be decided by the Technical Board) the Technical Coordinator may take this role.
  - 3) *Deadline –1 week*: The QC does a marginal check on the deliverable, checking whether all formal requirements are met. S/he asks the coordinating author to submit the final version deliverable together with the review to the Project Manager.

The last week serves as a buffer period. Any delay must be reported as soon as possible to the Project Manager.

### 1.2. Review guidelines

- All reports must clearly state the role of the deliverable in the context of the project, i.e. the relation with other tasks, deliverables and WPs of the project.
- All technical deliverables should specify on which external standards and specifications the deliverable depends.
- All demonstrators should have descriptions of at least one use case that describes how the demonstrator should work in practice.

- All demonstrators should specify on which technical deliverable and other non-rproject specifications it is based.

### 1.3. Roles

- The **Technical Board** oversees the quality of the content of deliverables.
- The **Technical Coordinator** chairs the Technical Board and may take proactive action if s/he suspects the quality of a deliverable is at risk.
- The **Project Manager** is in charge of a timely QAP. S/he is responsible for submitting the deliverable to the EC.
- The **Project Coordinator** will inform the EC through the project officer in cases where there is a problem in submitting a deliverable in time. If time allows it, the Project Coordinator will do this after consultation with the **Executive Board**.
- The Project Coordinator will report to the **Project Board** about irregularities in the QAP.

At the time of writing the roles mentioned are fulfilled in the following way:

*Project Coordinator (PC):* Guus Schreiber, VUA

*Project manager (PM):* Alice Carpentier, STI International

*Technical Coordinator (TC):* Lora Aroyo, VUA

*Communication Manager (CM):* Alice Carpentier, STI International

*Exploitation Manager (EM):* Alexander Wahler, STI International.

*Financial Manager (FM):* Rene Maasse van den Brink, VUA,

*Technical Board (TB):* all WP Leaders + Project Manager + Technical Coordinator (chair) + Communication Manager (advisor) + Exploitation Manager (advisor)

WP Leaders:

- WP1: Lora Aroyo, VUA,
- WP2: Gerhard Stoll, IRT,
- WP3: Davide Palmisano, Asemantics,
- WP4: Milena Yankova, Ontotext,
- WP5: Stefan Dietze, OU,,
- WP6: Alex Conconi, TXT,
- WP7: Lyndon Nixon, STI International,
- WP7a: Luca Vignaroli, RAI,
- WP7b: Annelies Kaptein, Stoneroos,
- WP7c: Libby Miller, BBC,

- WP8: Annelies Kaptein, Stoneroos,
- WP9: Lyndon Nixon, STI International,
- WP10: Guus Schreiber, VUA.

*Project Board (PB):* all Partner Representatives + Project Coordinator (chair) + Project Manager (advisor) + Technical Coordinator + Financial Manager (advisor) + Exploitation Manager (advisor):

Partner representatives:

- Guus Schreiber, VUA
- Clare Munday, BBC,
- Alberto Reggiori, Asemantic,
- Ron van der Heiden, Engin,
- Luca Vignaroli, RAI,
- Gerhard Stoll, IRT,
- John Domingue, Open University,
- Alexander Wahler, STI International,
- Atanas Kiryakov, Ontotext,
- Annelies Kaptein, Stoneroos,
- Sergio Gusmeroli, TXT,
- Myoungwan Koo, KT,
- Raoul Monnier, Thomson Grass Valley.

*Executive Board (EB):* Project Coordinator + Technical Coordinator + Project Manager + Financial Manager + Communication Manager (advisor) + Exploitation Manager (advisor) + three members selected by Project Board:

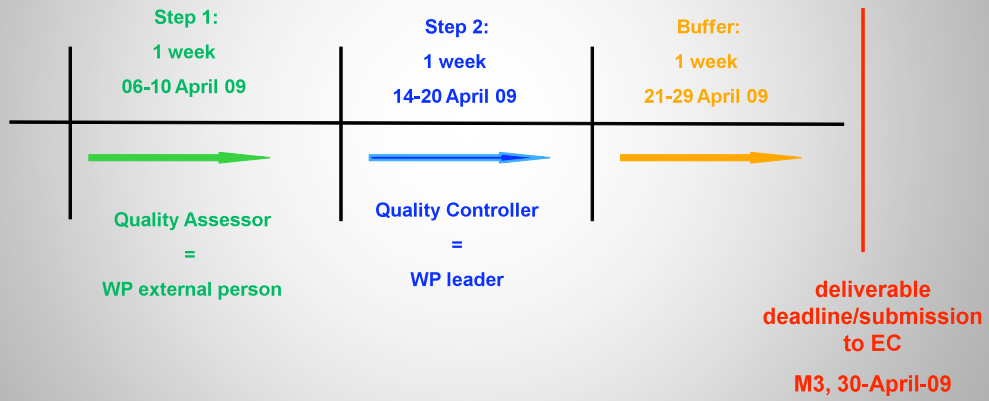
Selected EB members for Year 1:

- John Domingue, OU,
- Sergio Gusmeroli, TXT,
- Raoul Monnier, Thomson Grass Valley.

## Deliverables Quality Assurance for deliverables, schedule



Any delay must be reported ASAP to the Project Manager who will handle the situation accordingly.



## 2. Communication Plan

### 2.1. Meetings

#### Consortium meetings

The project hold 3-4 times a year consortium meetings of typically two days. Each partner is expect to host one consortium meeting during the lifetime of the project. The host ensures that the facilities allow for a good working environment. In particular high-bandwidth Internet access needs to be available for all participants.

Each partner is expected to be present with 2-4 people (depending on the size of the partner contribution), all actively involved in project work.

Meetings scheduled/held at this point in time:

- 3-4 February 2009, kickoff meeting, Vienna,.  
Host : STI International
- 9-10 June 2009, Tuscany.  
Host: Asemantics
- 16-17 September 2009, Amsterdam.  
Host VUA.

#### WP meetings

WP meetings are held on a monthly basis through telecon. The Communication Manager is responsible for making general information about the telecon facility available; WP leaders should use this to enable telecon activity for their WP. The WP telecons are typically grouped together. The current schedule is shown below (screenshot from the Wiki), see below):

### WP meetings

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Monthly WP telecons:

Every **second Tuesday** of the month  
(5-May-09, 9-Jun-09, 14-Jul-09, 11-Aug-09, 8-Sep-09, 13-Oct-09, 10-Nov-09, 8-Dec-09)

- \* WP2 10:00-11:00 CET
- \* WP4 11:00-12:00 CET
- \* WP1 13:00-14:00 CET
- \* WP7 14:00-15:00 CET

Every **second Wednesday** of the month  
(6-May-09, 10-Jun-09, 15-Jul-09, 10-Aug-09, 9-Sep-09, 14-Oct-09, 11-Nov-09, 9-Dec-09)

- \* WP5 10:00-11:00 CET
- \* WP6 11:00-12:00 CET
- \* WP3 13:00-14:00 CET

#### Site visits

Where necessary, smaller scale site visits are organized.

## **2.2. Mailing lists**

The project has set up the following mailing lists:

- A mailing list c.q. alias for communication between the project and the EC:

[notube-pc@few.vu.nl](mailto:notube-pc@few.vu.nl)

The project will ensure that messages sent by the EC to this list get answered promptly. The Project Coordinator, the Technical Coordinator and the Project Manager are subscribed to this list.

- Project-wide mailing list for general announcements of consortium meetings, reviews, demo's etc.
- EB mailing list will have restricted access and may be used to discuss internal problems within the project.
- PB mailing list will be used for distribution of general project management information, such as reports, requests for information. Each partner is responsible for monitoring this list for outstanding requests.
- TB mailing list(s) for project-wide technical issues.
- Discussion mailing lists for all work packages.

## **2.3. Chat channels**

All meetings will use electronic means for note taking, using existing chat channels. The project will use established Chat mechanisms such as Skype and IRC for this.

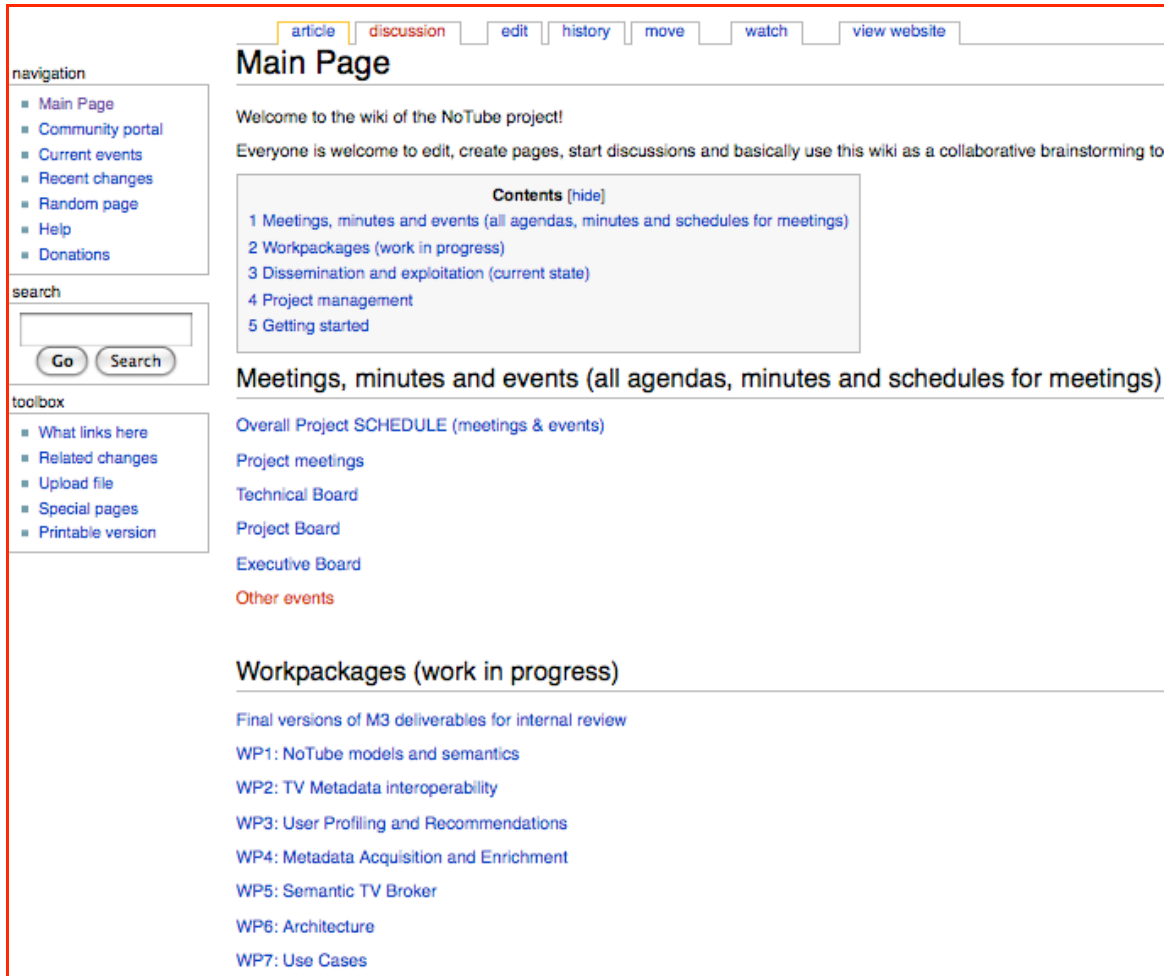
Minutes are published on the Wiki (see below).

## **2.4. Document repository**

All asynchronous document communication is done via the internal project Wiki, accessible only for project participants. The Wiki is hosted by STI International as the internal part of the NoTube web site (see below). The Wiki URL is:

<http://notube.sti2.org/internal/wiki>

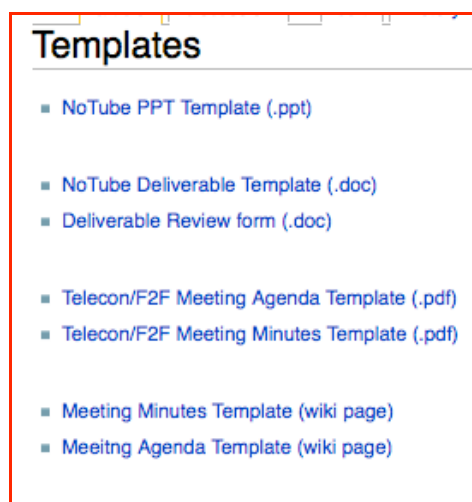
Below is a screenshot of the main page of the NoTube Wiki. Documents distributed within the consortium should not be sent as attachments but as a link to the document in the Wiki.



The screenshot shows the 'Main Page' of the NoTube project wiki. At the top, there are tabs for 'article', 'discussion', 'edit', 'history', 'move', 'watch', and 'view website'. The main heading is 'Main Page'. Below it, a welcome message reads: 'Welcome to the wiki of the NoTube project! Everyone is welcome to edit, create pages, start discussions and basically use this wiki as a collaborative brainstorming tool'. A 'Contents' box lists five items: 1 Meetings, minutes and events (all agendas, minutes and schedules for meetings); 2 Workpackages (work in progress); 3 Dissemination and exploitation (current state); 4 Project management; 5 Getting started. The first item is expanded to show a list of links: 'Overall Project SCHEDULE (meetings & events)', 'Project meetings', 'Technical Board', 'Project Board', 'Executive Board', and 'Other events'. The second item, 'Workpackages (work in progress)', is also expanded to show a list of links: 'Final versions of M3 deliverables for internal review', 'WP1: NoTube models and semantics', 'WP2: TV Metadata interoperability', 'WP3: User Profiling and Recommendations', 'WP4: Metadata Acquisition and Enrichment', 'WP5: Semantic TV Broker', 'WP6: Architecture', and 'WP7: Use Cases'. On the left side, there are navigation and search boxes. The navigation box includes links for 'Main Page', 'Community portal', 'Current events', 'Recent changes', 'Random page', 'Help', and 'Donations'. The search box has a text input field and 'Go' and 'Search' buttons. The toolbox on the left includes links for 'What links here', 'Related changes', 'Upload file', 'Special pages', and 'Printable version'.

## 2.5. Templates

The Communication Manager provides templates for all commonly-used project communication documents. This includes meeting notes, deliverables and presentations. A screenshot of the current set of templates is included below.



The screenshot shows the 'Templates' page of the NoTube project wiki. The heading is 'Templates'. Below it, there is a list of template links:

- NoTube PPT Template (.ppt)
- NoTube Deliverable Template (.doc)
- Deliverable Review form (.doc)
- Telecon/F2F Meeting Agenda Template (.pdf)
- Telecon/F2F Meeting Minutes Template (.pdf)
- Meeting Minutes Template (wiki page)
- Meeting Agenda Template (wiki page)

## 2.6. Web site

The NoTube web site is hosted by STI International. The web site falls under the responsibility of the Exploitation Manager (also WP9 Leader).

Next to the ST International URL (<http://notube.sti2.org/>) the NoTube website can also be accessed via the following two URLs:

<http://notube.tv/>

<http://notube.org/>

In addition, the project is claiming <http://notube-project.eu> as <http://notube.eu> was not available anymore. Below is a screenshot of the current home page.

The home page contains a news blog for news items in the NoTube area.

**NoTube** Home News Blog Events Publications Tools Showcases

## Making Television More Personal

NoTube is the first project to focus on TV content as a medium for personalized interaction

The **core objectives** of this project are targeted at putting the TV viewer back in the driver's seat by developing semantics-based and context aware tools and services for

- (1) personalized content selection,
- (2) packaging of content with additional information (e.g. relevant Web info on program subjects), and
- (3) social interaction in consumer communities.

To realize this vision the NoTube project will deliver a service-oriented architecture with four corner stones:

- (1) novel deployment of existing **methods for information integration** in the combined TV-Internet environment;
- (2) extensions of existing **user and context modeling techniques** to meet the demands of the distributed world;
- (3) development of **novel reasoning services** for personalized content recommendation; and
- (4) integration of community-oriented software and social interaction tools, such as chat channels.

The work in the project is steered by three visionary use cases, namely:

1. **personalized semantic news;**
2. **personalized TV guide with adaptive advertising;**
3. **Internet TV in the Social Web.**

The overall result of this project will be twofold:

- Architecture, Services and Models for Personalized Access of TV Content.
- Three **showcase implementations** that demonstrate the use of this architecture to realize challenging use cases with different combinations of NoTube services and models.

**Subscribe to NoTube news**

### News

NoTube has kicked off



[See/read more here](#)

### Materials

Get the [project summary \(PDF\)](#)



The diagram illustrates the NoTube architecture. At the center is a circle labeled "Shows & Reality TV" containing icons for a TV, a person, and a computer. This central hub is surrounded by three main spaces: "Virtual Space" (top left), "Physical Space" (top right), and "Mobile Space" (bottom). Arrows indicate interactions between these spaces and the central content. The top arc is labeled "manipulate from a distance". The left arc is labeled "browse". The right arc is labeled "consume". The bottom arc is labeled "identify and interact". The diagram also includes terms like "search", "recommendation", "aggregators", and "information services".

Partners Related Websites Workpackages About Contact Internal Logout



### **3. Status of this document**

This consortium expects to update this document at a regular basis, such that it correctly reflects the quality and communication plans at any given point during the project life time.

## Appendix: Deliverable Review Form

### NoTube deliverable review form

#### Part I - Comments List

deliverable name		deliverable number	
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month deliverable due	
-----------------------	--

lead participant		Other participants	
Responsible person			

reviewer			
Sent for review (date)		Sent back to authors (date)	

SCIENTIFIC		
	comment	(C)ompulsory (H)ighly advisable (O)ptional <sup>1</sup>
1		
2		
3		

ADMINISTRATIVE (e.g layout problems (empty pages, track changes/comments visible), broken links, missing sections (Introduction, Conclusion, etc.), incomplete TOC, spelling/grammar mistakes		
	comment	(C)ompulsory (H)ighly advisable (O)ptional <sup>2</sup>
1		
2		
3		

#### Part II – Summary

overall marking	VG (very good) / G (good) / S (generally satisfactory) / P (poor)
Comments	

**After addressing the Quality Assessor’s comments, report back to him/her re-using this review form.**

<sup>1</sup> Do the authors have to address the comment in order to make the deliverable final (Compulsory)? Is it advisable but not compulsory to address the comment to make the deliverable final (Advisable)? Is it a minor comment that is optional to be addressed by the authors for the final version (Optional)?

<sup>2</sup> Do the authors have to address the comment in order to make the deliverable final (Compulsory)? Is it advisable but not compulsory to address the comment to make the deliverable final (Advisable)? Is it a minor comment that is optional to be addressed by the authors for the final version (Optional)?