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<tr>
<td><strong>Contract Number:</strong></td>
<td>C046229</td>
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<td><strong>Starting date:</strong></td>
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<tr>
<td><strong>Author(s):</strong></td>
<td>Thorsten Siegmann, SPK, Svenja Pokorny, Amitié</td>
</tr>
<tr>
<td><strong>Partner(s) Contributing:</strong></td>
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**Project Co-ordinator**

- **Company name**: Stiftung Preussischer Kulturbesitz
- **Name of representative**: Monika Hagedorn-Saupe
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- **Project-WEB site**: http://www.euromuse-project.net
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1. Executive Summary

This document contains a presentation of the Euromuse project plan for 36 months. This deliverable is to guide both project execution and project control. The primary uses of the project plan are to document planning assumptions and decisions, facilitate cooperation among project partners. It combines both a short descriptive part for every project partner and a detailed implementation schedule/Gantt chart (excel. File) for planning.

2. Methodology used and work done

The Gantt chart is a clear work breakdown into work packages and activities. Timing is indicated with a precise deadline for all activities not only deliverables. Every single activity is clearly assigned to a partner.

The work done during the first 2 months of the project has substantially contributed to the definition of the present deliverable and to its acceptance and agreement among the project partners.

In particular, the following activities have been carried out during the first month and are worth to be mentioned here:

- the kick-off meeting, held in Berlin on 17th and 18th of January, by the coordinating partners in the premises of the Prussian Cultural Heritage Foundation, attended by representatives of all the partners;
- Already before the Berlin kick-off meeting a dedicated mailing list was created where the representatives from all the countries communicate;
- The next project meeting will take place in Vienna on 10th and 11th March, hosted by the Kunsthistorisches Museum Vienna (KHM).
3. General Project Description

euromuse.net is a public access portal providing multilingual information on museums and their exhibitions through Europe. euromuse.net is going to offer both, a ‘one-stop’ web tool to the greatest exhibitions in Europe for the public as well as a special data interface called Harmonise to deliver structured data from the museums for the tourism sector.

The euromuse.net project will initially deploy the existing service, which provides multilingual information about temporary exhibitions and museums as well as other museums resources on a web platform, to develop a wider pan-European data-collection based on public sector information to be re-used by different actors in the cultural and tourism fields.

EU Funding 900.000 €
Duration Start in January 2008 – End in December 2010
Website: Service: http://www.euromuse.net
Project site: http://www.euromuse-project.net

The project is structured in the following work-packages:
WP 1 Project management
WP 2 Technical adaptations and refinements
WP 3 Dissemination
WP 4 Deployment
WP 5 Stakeholder support/ documentation, expanding the service
WP 6 Planning and sustainability
4. General Project Management

Legal basis

According to the Grant Agreement, PP1 (SPK) is responsible for the efficiency and correctness of management.

Main Parts

The reporting system consists of:

Semester Report: it describes the development of the project implementation within given Reporting Period. It has to be prepared by all partners and sent to the LP (SPK).

Deadlines:
- 15th of July 2010 for the Bi-Annual Management Report from January-June 2010
- 15th of January 2011 for the Bi-Annual Management Report from July-December 2010

Periodic Progress Report –PPR, which is a report to be prepared by PP1 (SPK) to illustrate all activities achieved during the milestone.

Deadlines:
- 15th of July 2008 Milestone 1
- 31st of January 2009 Milestone 2
- 31st of January 2010 Milestone 3
- 31st of January 2011 Milestone 4

Final Project Report, is summarizing all activities and financial aspects of the whole project. It has to be prepared by PP1 (SPK).

Deadline:
- 31st of January 2011
5. Concrete Activities and Responsibility of the Partners

5.1 SPK (PP1)

Coordination of WP1 - Coordination
Month of start: January 2008
Month of end: December 2010

a. By preparing an work plan
b. By collecting 6 Bi-Annual reports from the partners
c. By preparing 4 progress reports
d. By preparing 1 final reports
e. By preparing 10 project meetings

Coordination of WP2 – Technical adaptations and refinements
Month of start: January 2008
Month of end: June 2008

Preparation of euromuse platform/website /http://www.euromuse.net (D.2.1)
a. By preparing a short text project description
b. By translating the short text project description into GERMAN
c. By preparing an excel file: terminology website content (front end) to be translated
d. By preparing an excel file terminology content management system (back end) step 1 to be translated
e. By preparing an excel file terminology content management system (back end) step 2 to be translated
f. By preparing the first running version of content management system
g. By preparing the final version of TYPO3 content management system (final euromuse.net platform)

Mapping /harmonising ontology (D.2.2)
a. By contributing to the preparation of the Final version of the Harmonise ontology
b. By connecting the SPK museums to Harmonise
**Participation in WP3 – Dissemination**
Month of start: January 2008
Month of end: December 2010

**Project-website (www.euromuse-project.net) (D.3.1)**
a. by preparing the Project Website (basic version)
b. by setting up the Project Website (final version)
c. by creating the link between www.euromuse.net and www.euromuse-project.net

**Dissemination Strategy (D.3.2)**
a. by filling in the template for Germany collecting information on dissemination opportunities for dissemination plan

**Trans-European Dimension (D.3.3)**
a. By preparing the final version Translation front-end B
b. By preparing the final version Translation content management system C

**Preparation of promotional material (D.3.4)**
a. By translating the multilingual brochure targeting museums (prototype) in German

**National workshops (D.3.5-D.3.6)**
a. By organizing and running 3 workshops in Germany

**Coordination of WP4 – Deployment sites**
Month of start: April 2008
Month of end: December 2010

**Deployment site (D.4.1)**
a. By setting up the German deployment site
b. By preparing a deployment report 1 (activities carried out)

**Reporting and Planning Deployment (D.4.2-D.4.4)**
a. By preparing deployment plan 1 and 2

**Coordination of WP5 – Stakeholder support/Documentation, expanding the service**
Month of start: April 2008
Month of end: November 2010

**Training (D.5.1)**
a. By running 1 half day training course on Harmonise interface use

**Analysis of the impact of the training action (D.5.2)**
a. By preparing an evaluation sheet on the German training course
b. By running an administrator training session on portal system
Coordination of WP6 – Planning of sustainability
Month of start: July 2009
Month of end: December 2010

Preparation of Lobbying material (D.6.1)
a. By preparing lobbying material together with PP3

Networking with funding bodies and stakeholders (D.6.2)
a. By preparing an intermediate report on sustainability opportunities in Germany

Analysis of the legal alternatives (D.6.3)
a. By preparing a Legal Analysis for long-time running of Euromuse service (Report) in Germany
b. By implementing a sustainable Euromuse-net service
5.2 PP2 - Istituto dei beni artistici culturali e naturali della Regione Emilia-Romagna (Ibacn)

**Participation in WP1 - Coordination**
Month of start: January 2008  
Month of end: December 2010

a. By preparing 6 Bi-Annual reports  
b. By participating in 10 project meetings

**Participation in WP2 - Technical adaptations and refinements**
Month of start: January 2008  
Month of end: June 2008

**Preparation of euromuse platform/website /http://www.euromuse.net (D.2.1)**

a. By translating the short text project descriptions into Italian  
b. By translating the terminology: website content (front end) into ITALIAN  
c. By translating the content management system (back end) step 1 into ITALIAN  
d. By translating the content management system (back end) step 2 into ITALIAN

**Mapping /harmonising ontology (D.2.2)**

a. By connecting the Ibacn museums to Harmonise

**Coordination of WP3 - Dissemination**
Month of start: January 2008  
Month of end: December 2010

**Dissemination Strategy (D.3.2)**

a. by preparing a template to collect information on dissemination opportunities for the overall dissemination plan  
b. by filling in the template for Italy collecting information on dissemination opportunities for dissemination plan

**Preparation of promotional material (D.3.4)**

a. By preparing together with PP3 a multilingual brochure targeting museums (prototype) in English  
b. By preparing together with PP2 a brochure targeting tourism industry (prototype) in English

**National workshops (D.3.5-D.3.6)**

a. By organizing and running 3 workshops in Italy together with PP5, PP6 and PP7
Participation in WP4 - Deployment sites  
Month of start: April 2008  
Month of end: December 2010

Deployment site (D.4.1)  
a. By setting up the Italian deployment site for Museums together with PP5  
b. By preparing a deployment report 1 (activities carried out)

Reporting and Planning Deployment (D.4.2-D.4.4)  
a. By preparing deployment plan 1 and 2

Participation in WP5 - Stakeholder support/Documentation, expanding the service  
Month of start: April 2008  
Month of end: November 2010

Training (D.5.1)  
a. By running 1 half day training course on Harmonise interface use together with PP6 and PP7  
b. By running an administrator training session on portal system together with PP5, PP6 and PP7

Analysis of the impact of the training action (D.5.2)  
a. By preparing an Evaluation sheet on the Italian training course

Participation in WP6 - Planning of sustainability  
Month of start: July 2009  
Month of end: December 2010

Networking with funding bodies and stakeholders (D.6.2)  
a. By preparing an intermediate report on sustainability opportunities in Italy

Analysis of the legal alternatives (D.6.3)  
a. By preparing a Legal Analysis for long-time running of Euromuse service (Report) in Italy
5.3 PP3 Kunsthistorisches Museum Vienna (KHM)

**Participation in WP1 - Coordination**
Month of start: January 2008  
Month of end: December 2010

a. By preparing 6 Bi-Annual reports  
b. By participating in 10 project meetings

**Participation in WP2 – Technical adaptations and refinements**
Month of start: January 2008  
Month of end: June 2008

**Preparation of euromuse platform/website /http://www.euromuse.net (D.2.1)**

a. By translating terminology: website content (front end) into GERMAN  
b. By translating the content management system (back end) step 1 into ENGLISH  
c. By translating the content management system (back end) step 2 into ENGLISH

**Mapping /harmonising ontology (D.2.2)**

a. By contributing to the preparation of the Final version of the Harmonise ontology  
b. By connecting the KHM museums to Harmonise

**Participation in WP3 – Dissemination**
Month of start: January 2008  
Month of end: December 2010

**Dissemination Strategy (D.3.2)**

a. by filling in the template for Austria collecting information on dissemination opportunities for dissemination plan

**Preparation of promotional material (D.3.4)**

a. By preparing together with PP2 a multilingual **brochure** targeting museums (prototype) in English  
b. By preparing together with PP2 a brochure targeting tourism industry (prototype) in English

**National workshops (D.3.5-D.3.6)**

a. By organizing and running 3 workshops in Austria
Participation in WP4 – Deployment sites  
Month of start: April 2008  
Month of end: December 2010

Deployment site (D.4.1)  
a. By setting up the Austrian deployment site  
b. By preparing deployment report 1 (activities carried out)

Reporting and Planning Deployment (D.4.2-D.4.4)  
a. By preparing deployment plan 1 and 2

Participation in WP5 – Stakeholder support/Documentation, expanding the service  
Month of start: April 2008  
Month of end: November 2010

Training (D.5.1)  
a. By running 1 half day training course on Harmonise interface use  
b. By running an administrator training session on portal system

Analysis of the impact of the training action (D.5.2)  
a. By preparing an Evaluation sheet on the Austrian training course

Participation in WP6 – Planning of sustainability  
Month of start: July 2009  
Month of end: December 2010

Preparation of Lobbying material (D.6.1)  
a. By preparing lobbying material together with PP1

Networking with funding bodies and stakeholders (D.6.2)  
a. By preparing an intermediate report on sustainability opportunities in Austria

Analysis of the legal alternatives (D.6.3)  
a. By preparing a Legal Analysis for long-time running of Euromuse service (Report) in Austria
5.4 PP4 ECCA – eTourism Competence Center Austria

Participation in WP1 - Coordination
Month of start: January 2008
Month of end: December 2010

a. By preparing 6 Bi-Annual reports
b. By participating in 10 project meetings

Participation in WP2 – Technical adaptations and refinements
Month of start: January 2008
Month of end: June 2008

Mapping /harmonising ontology (D.2.2)

a. By contributing to the preparation of the Final version of the Harmonise ontology
b. By setting up the first operative version of the Harmonise system
c. By connecting the German, Austrian and Italian museums to Harmonise
d. By preparing the final version of the Harmonise system

Participation in WP3 – Dissemination
Month of start: January 2008
Month of end: December 2010

none

Participation in WP4 – Deployment sites
Month of start: April 2008
Month of end: December 2010

Deployment site (D.4.1)

a. By setting up the Deployment site to Tourism Industry 2
b. By preparing deployment report 1 (activities carried out)

Reporting and Planning Deployment (D.4.2-D.4.4)

a. By preparing deployment plan 1 and 2
Participation in WP5 – Stakeholder support/Documentation, expanding the service
Month of start: April 2008
Month of end: November 2010

Training (D.5.1)
a. By preparing the training tool/user guide on Harmonise use in English (pdf.file)

Analysis of the impact of the training action (D.5.2)
a. By preparing the evaluation sheet on training courses and revision of training material

Participation in WP6 – Planning of sustainability
Month of start: July 2009
Month of end: December 2010

Networking with funding bodies and stakeholders (D.6.2)
a. By preparing an intermediate report on sustainability opportunities in Austria

Analysis of the legal alternatives (D.6.3)
a. By preparing a Legal Analysis for long-time running of euromuse service (Report) in Austria
5.5 PP5 Comune di Rimini – Musei di Rimini (MuRN)

**Participation in WP1 - Coordination**
Month of start: January 2008  
Month of end: December 2010

a. By preparing 6 Bi-Annual reports  
b. By participating in 10 project meetings

**Participation in WP2 – Technical adaptations and refinements**
Month of start: January 2008  
Month of end: June 2008

**Preparation of euromuse platform/website /http://www.euromuse.net (D.2.1)**

a. By translating terminology: website content (front end) into ITALIAN  
b. By translating the content management system (back end) step 1 into ITALIAN  
c. By translating the content management system (back end) step 2 into ITALIAN

**Participation in WP3 – Dissemination**
Month of start: January 2008  
Month of end: December 2010

**Dissemination Strategy (D.3.2)**

a. by filling in the template for ITALY collecting information on dissemination opportunities for dissemination plan

**Preparation of promotional material (D.3.4)**

a. By translating the multilingual brochure targeting museums (prototype) into Italian together with PP6

**National workshops (D.3.5-D.3.6)**

b. By organizing and running 3 workshops in Italy together with PP2, PP6 and PP7

**Participation in WP4 – Deployment sites**
Month of start: April 2008  
Month of end: December 2010

**Deployment site (D.4.1)**

a. By setting up the Italian deployment site for museums together with PP2  
b. By preparing a deployment report 1 (activities carried out)

**Reporting and Planning Deployment (D.4.2-D.4.4)**

a. By preparing deployment plan 1 and 2
Participation in WP6 – Planning of sustainability
Month of start: July 2009
Month of end: December 2010

Networking with funding bodies and stakeholders (D.6.2)
a. By preparing an intermediate report on sustainability opportunities in Italy

Analysis of the legal alternatives (D.6.3)
a. By preparing a Legal Analysis for long-time running of euromuse service (Report) in Italy
5.6 PP6 Provincia di Rimini (PrRN)

**Participation in WP1 - Coordination**
Month of start: January 2008
Month of end: December 2010

a. By preparing 6 Bi-Annual reports
b. By participating in 10 project meetings

**Participation in WP2 – Technical adaptations and refinements**
Month of start: January 2008
Month of end: June 2008

**Mapping /harmonising ontology (D.2.2)**
a. By contributing to the preparation of the Final version of the Harmonise ontology
b. By connecting tourism enterprises or tourism bodies connected to Harmonise

**Participation in WP3 – Dissemination**
Month of start: January 2008
Month of end: December 2010

**Dissemination Strategy (D.3.2)**
a. by filling in the template for ITALY collecting information on dissemination opportunities for **dissemination plan**

**Preparation of promotional material (D.3.4)**
a. By translating the multilingual brochure targeting tourism industry (prototype) into Italian

**National workshops (D.3.5-D.3.6)**
a. By organizing and running 3 workshops in Italy together with PP2 and PP5

**Participation in WP4 – Deployment sites**
Month of start: April 2008
Month of end: December 2010

**Deployment site (D.4.1)**
c. By setting up the Italian deployment site for tourism industry
d. By preparing a deployment report 1 (activities carried out)

**Reporting and Planning Deployment (D.4.2-D.4.4)**
b. By preparing deployment plan 1 and 2
Participation in WP5 – Stakeholder support/Documentation, expanding the service
Month of start: April 2008
Month of end: November 2010

Training (D.5.1)
a. By running 1 Half day training course on Harmonise interface use together with PP2
b. By running an Administrator training session on portal system together with PP2, PP5 and PP7

Analysis of the impact of the training action (D.5.2)
a. By preparing an evaluation sheet on the Italian training course

Participation in WP6 – Planning of sustainability
Month of start: July 2009
Month of end: December 2010

Networking with funding bodies and stakeholders (D.6.2)
a. By preparing an intermediate report on sustainability opportunities in Italy

Analysis of the legal alternatives (D.6.3)
a. By preparing a Legal Analysis for long-time running of euromuse service (Report) in Italy
5.7 PP7 Amitié

**Participation in WP1 - Coordination**
Month of start: January 2008  
Month of end: December 2010  

a. By preparing 6 Bi-Annual reports  
b. By participating in 10 project meetings

**Evaluation plan (D.1.2)**

a. By preparing an evaluation plan  
b. By preparing an evaluation report

**Participation in WP2 – Technical adaptations and refinements**
Month of start: January 2008  
Month of end: June 2008

**Preparation of euromuse platform/website /http://www.euromuse.net (D.2.1)**

a. By translating terminology: website content (front end) into ITALIAN

**Participation in WP3 – Dissemination**
Month of start: January 2008  
Month of end: December 2010

**National workshops (D.3.5-D.3.6)**

a. By organizing and running 3 workshops in Italy together with PP2, PP5 and PP6

**Participation in WP4 – Deployment sites**
Month of start: April 2008  
Month of end: December 2010

**Deployment site (D.4.1)**

a. By auditing 5 deployment sites

**Participation in WP5 – Stakeholder support/Documentation, expanding the service**
Month of start: April 2008  
Month of end: November 2010

**Training (D.5.1)**

a. By running 1 half day training course on Harmonise interface use together with PP2, PP5 and PP6  
b. By running an administrator training session on portal system together with PP2, PP5 and PP6
Participation in WP6 – Planning of sustainability
Month of start: July 2009
Month of end: December 2010

Networking with funding bodies and stakeholders (D.6.2)
a. By preparing an intermediate report on sustainability opportunities in Italy

Analysis of the legal alternatives (D.6.3)
a. By preparing a Legal Analysis for long-time running of euromuse service (Report) in Italy
### 6. Deliverables

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<td>Project Plan</td>
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<td>T0+2</td>
<td>D3.1</td>
<td>Web-site</td>
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<td>D3.2</td>
<td>Dissemination strategy</td>
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<td>T0+3</td>
<td>D3.3</td>
<td>Trans-European dimension</td>
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<td>T0+4</td>
<td>D1.2</td>
<td>Evaluation plan</td>
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<td>T0+6</td>
<td>D2.1</td>
<td>Final euromuse.net platform</td>
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<td>T0+6</td>
<td>D2.2</td>
<td>Harmonisation, Interoperability and Standards</td>
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<td>T0+6</td>
<td>D3.4</td>
<td>Promotional material</td>
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<td>T0+12</td>
<td>D3.5</td>
<td>First project workshop in each participating country (Germany, Austria, Italy)</td>
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<td>T0+12</td>
<td>D4.1</td>
<td>First results and report of deployment activities</td>
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<td>T0+12</td>
<td>D5.1</td>
<td>Development of euromuse.net training materials and organisation of the first course</td>
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<td>T0+24</td>
<td>D3.6</td>
<td>Second project workshop in each participating country (Germany, Austria, Italy)</td>
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<td>T0+24</td>
<td>D4.2</td>
<td>Impact of deployment activities and second report</td>
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<tr>
<td>T0+24</td>
<td>D6.1</td>
<td>Final version of lobbying material</td>
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<tr>
<td>T0+24</td>
<td>D6.2</td>
<td>First results of from investigations to reach sustainability</td>
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<tr>
<td>T0+30</td>
<td>D5.2</td>
<td>Analysis of the impact of training actions</td>
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<tr>
<td>T0+35</td>
<td>D3.7</td>
<td>Third project workshop in each participating country (Germany, Austria, Italy)</td>
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<tr>
<td>T0+35</td>
<td>D4.3</td>
<td>Final results of deployment activities</td>
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<tr>
<td>T0+35</td>
<td>D4.4</td>
<td>Full deployment plan</td>
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<td>T0+35</td>
<td>D6.3</td>
<td>Analysis of the legal alternatives</td>
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<td>T0+36</td>
<td>D1.5</td>
<td>Final Report: confidential and public versions</td>
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<td>D1.3</td>
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<td>D1.4</td>
<td>Periodic Progress Reports (PPR)</td>
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Annexes

Annex 1: File D1.1 Annex 1.xls Workflow Gantt (excel. File)