TEMPorary USes as start-up actions to enhance port (in)tangible heritage

D5.1.2 – TF Operative Manual

Document control

Deliverable	D5.1.2 – TF Operative Manual
Due month	M4
Delivery date	15.11.2019
Document status	Draft
Authors	P.L. Scala (ITC-CNR)
Reviewers	A. Uttaro (UNIBO), F. Picenni, A. Cascardi, M. Stella (ITC-CNR)

Revision history

Version	Date	Author(s)	Comments
V1.0	25.11.2019	P.L. Scala	First Draft
V2.0	10.12.2019	A. Uttaro	Comments integration
V3.0	15.12.2019	P.L. Scala, F. Picenni, A.	Document finalizations
V4.0	18.06.2020	P.L. Scala, F. Picenni, A. Cascardi	Document integration
V5.0	22.06.2020	A. Uttaro	Comments integration
V6.0	29.06.2020	P.L. Scala, A. Cascardi	Document finalization

TABLE OF CONTENTS

1. INTRODUCTION

TEMPUS Task-Force 3 (TF3) is in charge of the design and development of one of the main project outputs, the TEMPUS Platform. The platform will encompass a wide variety of functionalities and data collected during the whole project lifespan, making it available to different stakeholders with different backgrounds and interests. Because of its functional heterogeneity it is of paramount importance for TF3 members to cover all the technical and operative competences needed to develop an efficient and useable tool able to achieve the objectives set.

The TEMPUS platform will act as a collector of many of the project outputs, which constitute both the informative content and, through its interactive rendering inside the platform, the functions available to its users. This imposes a strict link between TF3 development activities and other Work-packages activities whose output will be used by the platform. In order to better manage the integration between the platform and these dependencies, the platform development should be split into sub-tasks carefully planned on the basis of the delivery date of the aforementioned outputs.

This deliverable is organized as follows: Section 2 will describe the TF3 composition together with each partner competences and how they will be employed for the platform development. Section 3 will describe other work-packages' outputs and how they will be used inside the platform. Section 4 will identify and organize the sub-tasks in which the platform development activity will be split into. Section 5 will draw this deliverable's conclusions.

2. TF3 COMPOSITION AND KNOW-HOW

Table 1: TF3 composition, roles and tasks

Partner name	Project Role	Partner's TF3 tasks
ITC-CNR	TF3 Leader, Lead Partner	TF3 coordination, software design and development
UniBo	WP5 Leader	community of practice development, mixing offline and online tools
RERA	WP2 Leader	Project Webpage and visual identity, platform usage metrics
external experts		Graphic and Web design
All PPs Comm. Mgrs.		Contribute by providing data to gradually populate the platform

Table 1 summarizes the TF3 composition: for each partner, its role in the project and the tasks they are involved into is specified. Communication managers from all project partners will be involved when needed.

Following a more detailed description of each of the TF3 members skill set.

2.1. ITC-CNR

ITC-CNR will coordinate the TF work and will be in charge of the platform design and development. TF3 members are software developers specialized in the development of ad-hoc Web applications and GIS-oriented interactive tools, both from scratch by employing technologies such as Google APIs, Laravel PHP framework, JQuery UI, and inside a CMS-based environment such as Joomla and Wordpress.

2.2.UniBo

The UNIBO Team members will coordinate WP5 activities through their competence and experience in the field of community archaeology and their solid background in the archaeological/historical research in the Adriatic Sea area. In particular, UNIBO will be in charge of the following actions:

- Producing and collecting contents such as images, texts, photo gallery, virtual tours and 3D models for each Point of Interest that will be stored in the platform;
- Sharing and transfer ideas, projects and outcomes through the platform, resulting in an increased port cultural resources valorisation, and in acceleration of urban ports development;
- creating the TEMPUS Community of Practice (CoP), through offline events and practices which will be supported by online tools.

2.3.RERA

RERA is in charge of the development of the project visual identity, together with the graphic elements that will implement it in the platform. It will also develop the official TEMPUS Web page and collect the platform usage metrics.

3. PLATFORM STRUCTURE AND ITS DEPENDENCIES

The TEMPUS platform will host a variety of heterogeneous multimedia contents that will come from activities performed during the whole project lifespan. This makes the platform development process highly dependent on two main external factors:

1. Data/ content typology and structure
2. Data/ content delivery date

Both factors have to be taken into consideration while planning A5.2 activities in order to ensure a timely delivery of the WP5 outputs.

Moreover, the typology of the content will dictate the area of the platform in which it will be integrated into; the three content areas are:

1. Mapping: public area hosting geo-referenced multimedia contents

2. Promoting: public area collecting promotional and informative material for communication, dissemination and awareness raising on port's latent cultural and entrepreneurial potential

3. Practicing: restricted-access area offering interactive tools for project outputs exploitation and a virtual meeting room for discussions

Each content area is structured as follows:

- Mapping
    - Sail-it maps: a geo-referenced representation of the mapped Points of interest
    - Information collected during the mapping phase: all the multimedia contents that are not used for Sail-it maps

- Promoting
    - Temporary Uses Actions storytelling: Interactive storytelling of TUAs
    - Virtual exhibitions: Interactive representation of the exhibitions
    - Informative content about project's activities and awareness-raising material on ports' latent cultural and entrepreneurial potential

- Practicing
    - Capacity building online course: online course built on the reports of the capacity building activities' reports
    - Interactive tools for project outputs exploitation:
    - Forum and structured social virtual spaces: a digital space structured in forums and topics, together with a self-hosted collaborative Cloud environment where registered users can exchange knowledge, suggestions and discuss about open issues
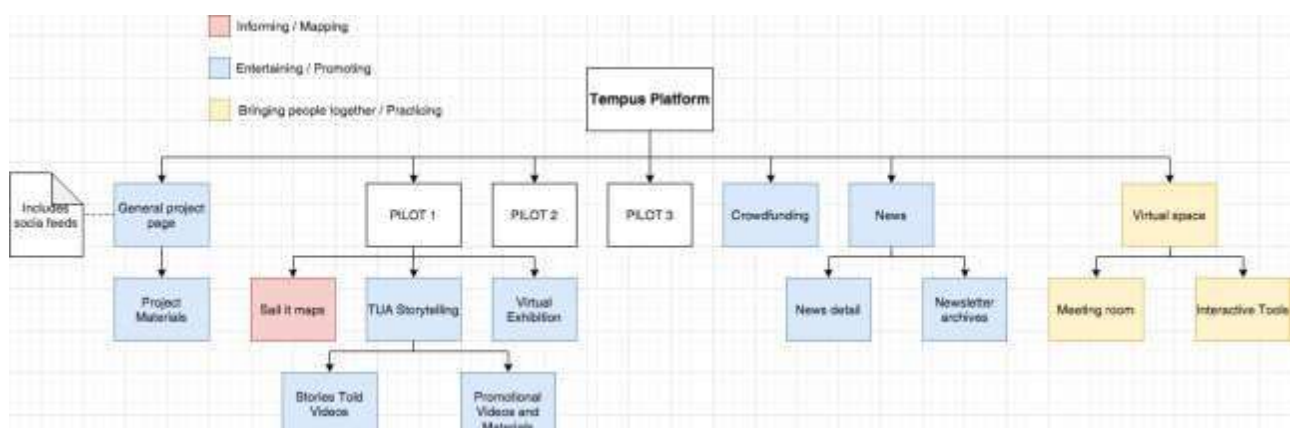

Figure 1: Content areas implemented as platform sections

The content areas described above will then be translated into platform sections as illustrated in Figure 1.

Table 2: Project outputs, their due date and the platform section that will host them

Output-related deliverables	Section	Due Date
D2.1.5: Ad-hoc TEMPUS branding	All	M11
D3.2.4: Metadata structure for Platform and "Sail-it" map	Mapping	M13
D3.2.2: Report including data sheets on port heritage	Mapping	M18
D.3.2.3: Report including data sheets on Nature 2000 sites	Mapping	M18
D4.3.1: Entrepreneurial Local Maps	Mapping	M20-M24
D4.2.2: First Two-stage exhibitions description	Promoting	M26
D3.3.3: First TUA storytelling	Promoting	M31
D3.3.3: Second TUA storytelling	Promoting	M37
D4.3.3: Virtual exhibitions	Promoting	M38
D4.4.1: Capacity building sessions reports	Practicing	M34
D2.4.6: Interactive excerpt of TEMPUS Methodology & Toolkit	Practicing	M34
D4.2.2: Second Two-stage exhibitions description	Promoting	M38

Table 2 shows the project deliverables related to the outputs the platform depends on, the platform sections that will host them and their due date. The Gantt of A5.2 sub-activities is built upon deliverables deadlines listed in Table 2 above.

4. ACTIVITIES ORGANIZATION

The attached Gantt diagram shows the timeline of the A5.2 Platform development sub-activities (lower half of the diagram) and the deliverables they depend on (upper half of the diagram). A description of each sub-activity together with its duration, dependencies and expected outputs.

- Platform design
    - o Duration: M9-M17
    - o Dependencies: D2.1.5 (M11)
    - o Description: Overall design of the platform sections and functionalities to be offered. Starting from D5.1.1 and D5.1.2, functional requirements shall be identified and agreed upon. Fundamental architectural choices shall be made, such as: adoption of an already existing CMS vs. built-from-scratch approach; platform users categories and the sections they are allowed to access; website performance metrics to be adopted (e.g. number of unique visitors per day) and related assessment tools; server hosting, domain name and system administration duties. D2.1.5 Ad-hoc TEMPUS branding will be taken into account while designing all the platform sections layout.
    The architectural choices made so far foresee the use of WordPress as base CMS and development framework: this will allow to rapidly implement a subset of the desired functionalities by adopting and configuring specific ready-made plugins (e.g. forums and users management). The platform will be hosted and managed by ITC-CNR, and Google Analytics will be activated on it as soon as the platform will be published.
    - o Output: D5.2.1 Platform Description
- Internal forum setup
    - o Duration: M13
    - o Dependencies: /
    - o Description: Integration of a forum section into the platform which will allow to discuss about the platform development stage, open issues and suggestions. The forum sections layout shall be setup, taking into consideration possible public sections devoted to users' interaction.

In particular, a digital interaction space dedicated to the LSG tables has been setup in order to overcome the impracticability of face-to-face meetings due to the CoViD-19 emergency. It could be used also by LAG tables, if they meet face to face or online.

It consists of a forum and threads dedicated to specific topics where registered users can discuss and share data supported by a private cloud storage infrastructure

- Platform prototyping
  - o Duration: M13-M17
  - o Dependencies: /
  - o Description: A first prototype of the platform will be produced and made accessible to a restricted group of users (TF3 members) in order to spot as soon as possible flaws and inconsistencies.

- Sail-it Maps section development
  - o Duration: M14-M16
  - o Dependencies: D3.2.4. (M13)
  - o Description: The geo-referenced tool that will host the Points of Interest (PoIs) coming from the Sail-it maps will be designed and developed, on the basis of D3.2.4 that defines a set of tags and key-words representing categories of relations among mapped assets. The keywords will be used to implement the PoIs search engine and the mechanism behind the virtual itineraries that will be offered.

- Platform Deployment
  - o Duration: M18
  - o Dependencies: /
  - o Description: The server that will host the platform will be properly configured, together with automatic backup procedures and remote access control. The platform source code will be then transferred on the server.

- Sail-it Maps integration
  - o Duration: M21-M23
  - o Dependencies: D3.2.2 (M18), D3.2.3 (M18), D4.3.1 (M20 – Interim, M24 - Final)
  - o Description: PoIs' data will be used to populate the Sail-it maps section of the platform.
  - o Output: D5.3.2 Sail-It-Maps

- TUA storytelling section development
    - o Duration: M21-M23
    - o Dependencies: /
    - o Description: As soon as information about the kind of material constituting the TUA storytelling will be acquired, the section that will contain the storytelling of the Temporary Uses Actions will be designed and developed.
- First TUA storytelling integration
    - o Duration: M32
    - o Dependencies: D3.3.3 (M31)
    - o Description: Multimedia data constituting the first TUA storytelling will be used to populate the TUA storytelling section
- Interactive tools for project outputs exploitation design and prototyping
    - o Duration: M25-M34
    - o Dependencies: /
    - o Description: Project outputs that will be made available shall be identified. On the basis of their nature and structure, ad-hoc tools will be setup in order for the users to interact with them through a user-friendly environment. An easy-to-share interactive excerpt of TEMPUS M&T that can be widely published and will serve as an "explorer" to different Target groups will be also developed.
    - o Output: D2.4.6 (M29)
- Second TUA storytelling integration
    - o Duration: M38
    - o Dependencies: D3.3.3 (M37)
    - o Description: Multimedia data constituting the second TUA storytelling will be used to populate the TUA storytelling section
- Virtual Exhibition section development
    - o Duration: M31-M33
    - o Dependencies: /
    - o Description: The section that will contain the virtual exhibitions will be developed as a digital counterpart of the physical spaces where the exhibitions will take part.

Due to the CoViD-19 pandemic, the first exhibition will be held exclusively online, and will employ ad-hoc material that will be provided by PPMHP, the partner in charge together with UniBO to create the exhibitions.

For the second exhibition, assuming it will be held in presence, PPMHP have been asked to produce the following material to be used for the corresponding virtual exhibition:

- all the designed panel files;
- files of the single graphic elements and texts included in the panels;
- all multimedia files produced to be displayed in the exhibitions (e.g. videos);
- plan of the exhibitions space with details on the placement of each artefact/panel/monitor/etc.
- min. 3 pictures of each artefact (frontal, sagittal and transversal plane).

The different nature of the first and the second virtual exhibition will require the setup of two different sections' templates in order to accommodate for the heterogeneity of the data produced.

The effort that will be made will be to use this material not only to digitally reproduce the content of the exhibitions but also its spatial arrangement to make it interactive.

- LMS platform section development
  - o Duration: M33
  - o Dependencies: /
  - o Description: A section with e-learning capabilities will be set up in the platform, possibly by exploiting already existing technologies according to the platform architecture.

- Capacity Building Course Integration
  - o Duration: M35
  - o Dependencies: D4.4.1 (M34)
  - o Description: D4.4.1 capacity building sessions' final report materials will be used to develop teaching contents for the LMS section of the platform, in accordance with the format the LMS implements.

- Virtual exhibition integration
    - Duration: M39
    - Dependencies: D4.3.3 (M38)
    - Description: Multimedia data constituting the virtual exhibition will be used to populate the virtual exhibition section

5. CONCLUSIONS

In this document different operative aspects concerning the TEMPUS platform have been gathered and described. The Task Force 3 composition has been described by identifying, for each partner involved in it, its skill set and the tasks it is involved into.

An effort has been made in order to clarify the various tools and environments offered by the platform and the interplay between WP5 A5.2 activity and other work packages' activities/ outputs: each Deliverable coming from WP2, WP3 and WP4 that is of some interest for the platform development activity has been identified and put in relation with the platform section that will exploit it. The next step has been the decomposition of the macro-activity A5.2 Platform Development into sub-activities.

In order to better organize the platform development, a Gantt diagram collecting all the aforementioned information has been produced, putting on a timeline each A5.2 sub-activity and the deliverable produced/ consumed by each activity.