



LetsMT!

**Platform for Online Sharing of Training Data and Building
User Tailored MT**

www.letsmt.eu/

Project no. 250456

**Deliverable D8.2
Project management plan**

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0.2	30/04/2010	Final version	Andrejs Vasiljevs	Final version completed	Ready for submission to EC

EXECUTIVE SUMMARY

Project management plan defines project governing structure, management procedures and communication and decision making mechanisms to ensure success in achieving project objectives and goals.

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Abbreviations

Abbreviation	Term/definition
LetsMT!	Platform for Online Sharing of Training Data and Building User Tailored MT
SB	Supervisory board
CA	Consortium Agreement
DIS	Dissemination
EC-GA Annex 1	Description of work
EB	Executive Board
EC	European Commission
EC-GA	Grant Agreement
IPR	Intellectual property rights
IT	Information technology
LA	Local administrator
M	Month
MT	Machine translation
PC	Project Coordinator
PM	Project management
PMT	Project management team
QA	Quality assurance
RBMT	Rule based machine translation
RQMP	Risk and quality management plan
RTD	Research and development
SB	Supervisory Board
SC	Scientific report
S&T	Scientific and technological
SMT	Statistic machine translation
T.	Task
TFS	Microsoft Team Foundation Server
TQ	Technical quality
WP	Work package
WPL	Work package leader

1. Overview

1.1. Project Purpose, Objectives, and Success Criteria

The purpose of the LetsMT! project is to increase availability of parallel translation resources and to improve machine translation quality for under-resourced languages and domains.

The main objective of the LetsMT! project is to provide innovative online MT services through sharing of parallel corpora provided by users and cloud services for MT generation, with emphasis on less-covered languages and specialized domains.

The success criterion for the project is working LetsMT! platform with the following features:

- Uploading of parallel texts for users that will contribute their content;
- Directory of web and offline resources gathered by LetsMT! as well as links provided by users to other sources not included in the LetsMT! repository;
- Automated training of SMT systems from specified collections of training data;
- Generation of custom MT engines from selected pool of training data, for larger donors or paying customers;
- MT evaluation facilities.

The output of the project will be:

- website for upload of parallel corpora and building of specific MT solutions;
- website for translation where source text can be typed and translated;
- translation widget provided for inclusion into websites to translate their content;
- browser plug-ins that will provide the quickest access to translation;
- integration in CAT tools and other applications;

1.2. Project ID card

Project start date	01/03/2010
Project end date	31/08/2012
Duration	30M
Budget	3,340,000.00 EUR
EU contribution	1, 670, 000.00EUR
Project no.	250456

Table 1 Project ID

2. Project Commitments

By signing EC-GA, consortium has undertaken the following commitments:

Commitment	Made By	Made To
Implement Platform for Online Sharing of Training Data and Building User Tailored MT till August 31 2012 within total budget equal to 3,340,000 EUR .	Consortium	EC
Be the intermediary between the beneficiaries and the Commission.	Coordinator	EC
Make payment requests on behalf of the beneficiaries. Transfer received payments to beneficiaries.	Coordinator	EC and UCPH, FFZH, UUP, UEDIN, SEM, MOR
Keep records and financial accounts.	Coordinator	EC
Inform the Commission of the distribution of the financial contribution and of the date of transfer to the beneficiaries.	Coordinator	EC
Review the reports and deliverables to verify consistency with the project tasks before transmitting them to the Commission.	Coordinator	EC
Monitor the compliance by beneficiaries with their obligations under Grant Agreement.	Coordinator	EC
Inform other beneficiaries and the Commission of any event which can substantially affect the project.	Coordinator	EC and UCPH, FFZH, UUP, UEDIN, SEM, MOR
Provide all data requested by the Commission for the purpose of the proper administration of the project	Tilde, UCPH, FFZH, UUP, UEDIN, SEM, MOR	EC
Take all necessary and reasonable measures to ensure that the project is carried out in accordance with the terms and conditions of the Grant Agreement	Tilde, UCPH, FFZH, UUP, UEDIN, SEM, MOR	EC
Allow the Commission to take part in meetings concerning the project.	Tilde, UCPH, FFZH, UUP, UEDIN, SEM, MOR	EC
Carry out the work described in the Annex I in required quality and timely fashion	Tilde, UCPH, FFZH, UUP, UEDIN, SEM, MOR	Coordinator, EC
Inform the Consortium and the Commission through the coordinator in due time of: <ul style="list-style-type: none"> its contact address as well as any changes to that information; the names and contact details of the person(s) who are to manage and monitor its work and ensure that the tasks assigned are correctly performed, as well as any changes to this information; any event that might affect the implementation of the project and the rights of the Union; any change in its legal name, address and its legal representatives, and any changes with regard to its 	Tilde, UCPH, FFZH, UUP, UEDIN, SEM, MOR	Coordinator, EC

legal, financial, organisational or technical situation, including any change of control.		
Keep duly signed original copies of subcontracts, if any have been concluded.	UCPH, FFZH, UUP, UEDIN, SEM, MOR	Coordinator, EC
Forward to the coordinator the data needed to draw up the reports and deliverables and forward any corresponding financial statements.	UCPH, FFZH, UUP, UEDIN, SEM, MOR	Coordinator, EC
Take part in meetings concerning the supervision, monitoring and evaluation of the project which are relevant.	UCPH, FFZH, UUP, UEDIN, SEM, MOR	Coordinator, EC
Provide all detailed information requested by the Commission for the purpose of the proper administration of the Grant Agreement.	Tilde, UCPH, FFZH, UUP, UEDIN, SEM, MOR	EC
Take all the necessary measures to prevent any risk of conflicts of interest which could affect the impartial and objective performance of the agreement.	Tilde, UCPH, FFZH, UUP, UEDIN, SEM, MOR	EC
Provide the Commission, including the European Anti-Fraud Office (OLAF) and the Court of Auditors directly with all information requested in connection with controls and audits.	Tilde, UCPH, FFZH, UUP, UEDIN, SEM, MOR	EC

3. Project Governing Structure

This section describes the internal project structure, and defines roles and responsibilities for the project.

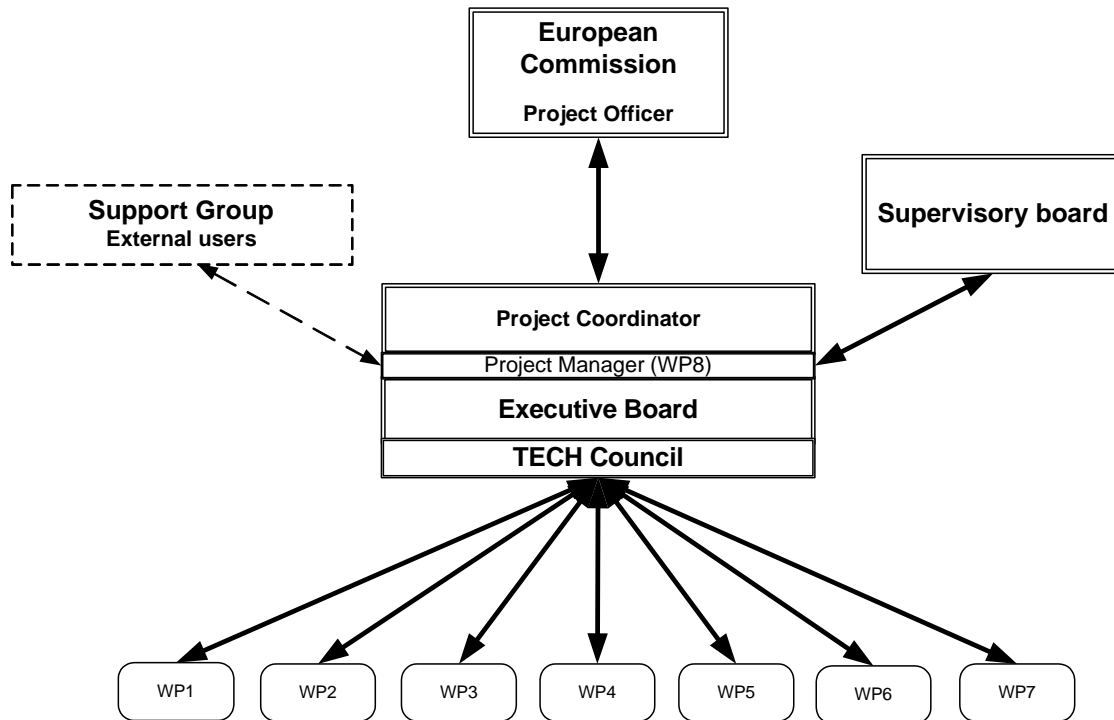
3.1. External stakeholders

March 12 year 2010 EC and Tilde signed Grant Agreement for project LetsMT! Implementation. In accordance with procedure Tilde and all project partners have signed accession forms.

EC financial contribution is granted for the implementation of the *project* LetsMT! under the Information and Communications Technologies Policy Support Programme (the "ICT PSP"). In accordance with the EC-GA, EC is included in the LetsMT! project management structure as an external stakeholder.

3.2. Management Structure of project

LetsMT! project management structure is composed of the Consortium Assembly and Executive Board that includes Technical Council with particular role in coordination of technical development. To ensure development of a user-friendly multilingual web platform of high quality, Executive board will be consulted by external experts from Support Group (note: some of the partners have proposed to rename Support Group to Advisory Council or other more appropriate name; Executive Board will discuss this proposal).



3.3. Roles and Responsibilities

This section provides information regarding major roles and responsibilities in this project in accordance with governing structure.

Role	Responsibilities	Responsible Person
Project officer	<ul style="list-style-type: none"> Supervises project from EC perspective 	Kimmo Rossi (EC)
Chairman of the Supervisory board	<ul style="list-style-type: none"> Chairs Supervisory board; Organises work of Supervisory board; Ensures implementation of Supervisory board decisions. 	
Project Coordinator	<ul style="list-style-type: none"> Monitors that the Partners comply with their obligations under the GA and CA; Verifies whether the Partners identified in the GA complete the necessary formalities for accession to the GA in accordance with the GA; 	Andrejs Vasiljevs (Tilde)

	<ul style="list-style-type: none"> • Receives the Community financial contribution and distribute it in accordance with CA and the GA; • Keeps the records and financial accounts relevant for the Community financial contribution and informs the Commission of its distribution thereof; • Intermediary for efficient and correct communication between the Partners and the Commission on the progress of the Project; • Implementation and maintenance of the necessary infrastructure for intra-project communication; • Administration, preparation of minutes and provision of the chairperson of the Executive Board, and follow-up of their decisions; • On request, transmission of any documents and information connected with the project between the partners concerned. 	
Chairman of the Executive Board	<ul style="list-style-type: none"> • Chairs the Executive Board; • Organises work of the Executive Board; • Ensures implementation of the Executive Board decisions. 	Andrejs Vasiljevs (Tilde)
Project Manager/WP8 leader	<ul style="list-style-type: none"> • Responsible for technical management and coordination of the project • Realization of all project tasks according to the project plan • Responsible for gathering and maintaining project management reports and financial reports; • Provision of necessary activities for operational management and administration of the project; • Responsibility for achieving project goals in time and in budget; • Creation and maintenance of Management plan with road map of work as an integral part; • Coordinating the integration of the activities according to the work plan; • Responsibility for implementation of suggestions provided by Executive Board; • Supervision of deliverable creation to ensure their quality and timely delivery to the EC. 	Aivars Bērziņš (Tilde)
Technical leader	<ul style="list-style-type: none"> • Chairs TECH council 	Raivis Skadiņš (Tilde)

	<ul style="list-style-type: none"> Organises work of TECH council Supervises implementation of TECH council tasks 	
WP leaders	<ul style="list-style-type: none"> Coordinate development of LetsMT! platform and infrastructure; Coordinate delivery of deliverables on time; Identify and evaluate new risks and communicates them to the Project Manager. 	WP1- Raivis Skadiņš (Tilde) WP2 - Jorg Tiedeman (UUP) WP3 - Philipp Koehn (UEDIN) WP4 - Lene Offergaard (UCPH) WP5 - Mark Vreijling (SEM) WP6 - David Filip (MOR) WP7 - Marko Tadić (FFZG)
WP7 leader	<ul style="list-style-type: none"> Coordinate dissemination activities and development of plans for sustainability of platform after the end of the project 	Marko Tadić (FFZG)

3.1. Meeting plan

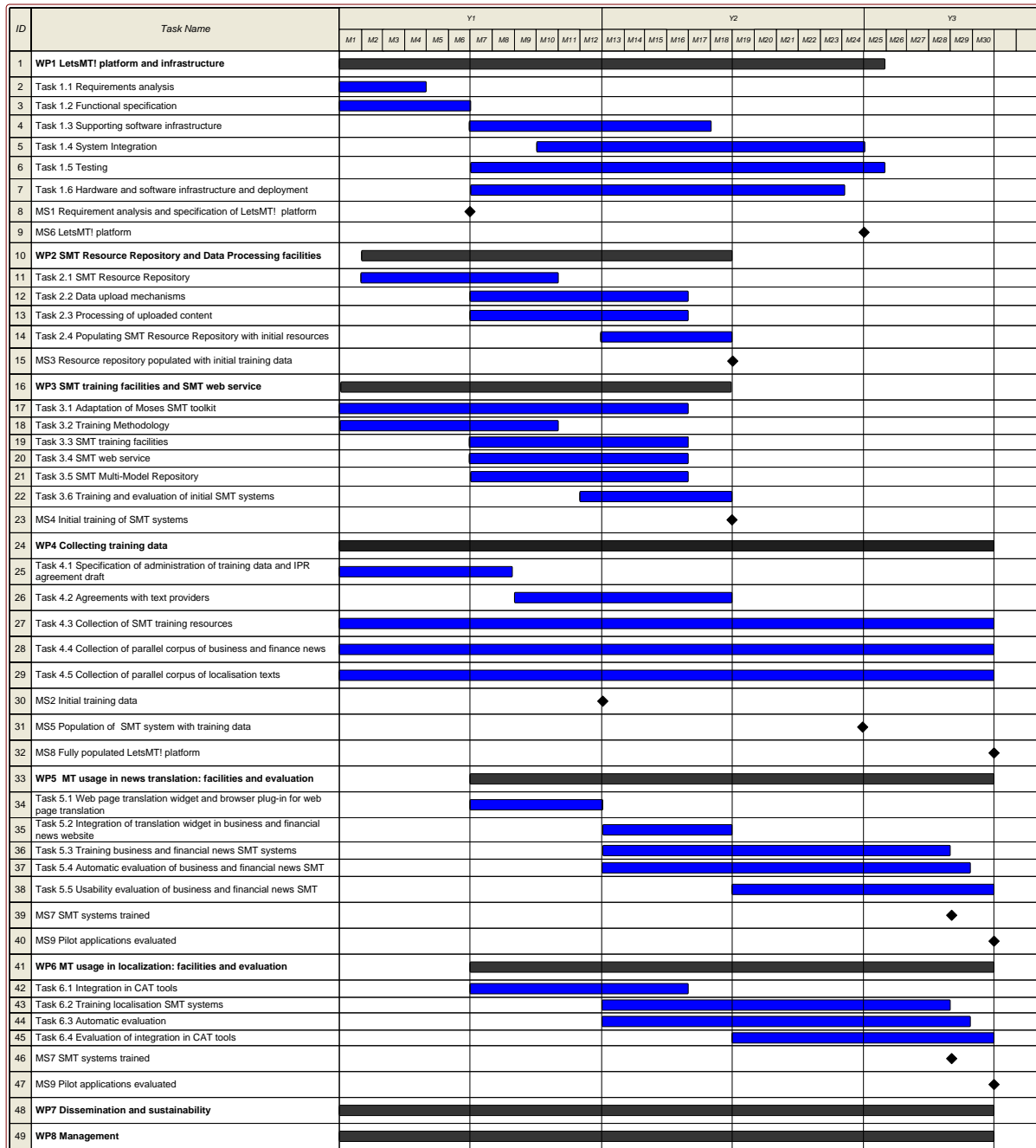
Frequency	Type of meeting	Purpose	Participants	Venue
By request of chairpers on or any SB member	Decision meeting	Supervisory Board meets by request of Coordinator or any member, to have agreement about – changes of budget, changes of scope, changes regarding project agreements (CA, EC-GA) and actions to be taken in the case of misconduct of a partner	Supervisory Board and Project Officer	Suitable project site, to be decided by members of the Board.
At least every 6 months	Progress meeting	To review progress and discuss any significant problems and deviations.	Executive Board	Suitable project site, to be decided by members of the Board.
At request of its chairpers on or any council member	Progress meeting	To review progress and discuss any significant problems or development procedures	TECH council	Suitable project site, to be decided among members of council or a remote meeting via Skype
1 per calendar year	Review meeting	To evaluate intermediate and final results. To assess quality, impact and effectiveness of project work.	Coordinator and relevant workpackage leaders, Project Officer, Peer Reviewers	Luxembourg or suitable project site, to be decided in agreement with the Project Officer

At least two events	Dissemination and demonstration meeting	To actively participate in discussions and demonstrations organised by the Programme. To present work in progress and demonstrate intermediate results. To identify and discuss areas of common interest. To plan joint investigations and dissemination activities.	Coordinators of consortia and/or workpackage leaders, plus external experts, suppliers and users where appropriate	Event venue
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4. Managerial Process

4.1. Work Plan

LetsMT! project has 40 tasks (T) in 8 work packages (WP), which are designed to reach the major milestones, provide a framework for project integration and manage risk through a modular progressive approach to innovation.



Graph 1 Timing of the project

4.2. Progress and schedule control plan

Project progress are controlled through major milestones. Every milestone has a specified due date marking significant progress in achieving goals of the project. WP leaders are responsible for reaching project milestones in time and quality. Project manager controls the progress by requiring quarterly reports. If any deviations will be discovered, WP leader together with project manager will reschedule development plan for affected milestone.

Milestone no.	Milestone name	Lead beneficiary	Due date for Milestone	WPs	Verification
MS1	Requirement analysis and specification of LetsMT! platform	Tilde	31/08/2010	WP1	Requirement analysis and specification of LetsMT! platform prepared
MS2	Initial training data	UCPH	28/02/2011	WP4	Initial training data (D4.3, D4.5 and D4.7) collected
MS3	Resource repository populated with initial training data	UUP	31/08/2011	WP2	Training data for 10 language pairs and 3 domains are collected and processed, D2.3
MS4	Initial training of SMT systems	UEDIN	31/08/2011	WP3	10 systems trained, D3.6
MS5	Population of SMT system with training data	UCPH	29/02/2012	WP4	15 language pairs, 4 domains
MS6	LetsMT! platform	Tilde	29/02/2012	WP1	LetsMT! system built, and deployed. D1.7
MS7	SMT systems trained	SEM/MOR	30/04/2012	WP5/WP6	20 systems are trained D5.3/D6.2
MS8	Fully populated LetsMT! platform	UCPH	31/08/2012	WP4	20 language pairs, 5 domains, 25 trained systems D4.4, D4.6, D4.8
MS9	Pilot applications evaluated	SEM/MOR	31/08/2012	WP5/WP6	Pilot applications are implemented and evaluated

Table 2 Major Milestones

Each project milestone has specific deliverables that has to be submitted in specified due date in accordance with EC-GA Annex 1. Each deliverable has its responsible partner who ensures timely submission of deliverables. Overall progress of delivery will be controlled by WP leader and Project coordinator. To have timely delivery of deliverables, internal procedure is set and described in Section 4.2.1. Table 3 describes major deliverables, due dates and responsible partners.

WP	No	Title	Assigned	Due date
WP8	D8.1	Project Web page (restricted part)	Tilde	31/03/2010
WP8	D8.2	Project management plan	Tilde	30/04/2010
WP7	D7.1	Dissemination plan	FFZG	31/05/2010
WP7	D7.4	LetsMT! leaflets and posters	FFZG	31/05/2010
WP1	D1.1	Report on requirements analysis	UCPH	01/06/2010

WP1	D1.2	Functional specification	Tilde	31/08/2010
WP2	D2.1	Specification of data formats allowed	Tilde	31/08/2010
WP4	D4.1	Specification of administration of training data and IPR agreement draft	UCPH	31/10/2010
WP3	D3.2	Training methodology	UEDIN	31/12/2010
WP3	D3.5	SMT Multi-Model Repository ready for integration	Tilde	28/02/2011
WP5	D5.6	News translation scenario: status report	SEM	28/02/2011
WP6	D6.5	Localisation scenario: status report	MOR	28/02/2011
WP5	D5.1	Widget for web page translation/ Browser plug-in for web page translation	FFZG	28/02/2011
WP4	D4.3	Initial SMT training resources collected from partners and initial text providers	UCPH	28/02/2011
WP4	D4.5	Initial parallel corpus of business and finance news	SEM	28/02/2011
WP4	D4.7	Initial parallel corpus of localisation texts	MOR	28/02/2011
WP4	D4.9	Status report on data collection	UCPH	28/02/2011
WP7	D7.3	IPR report, user contracts	FFZG	28/02/2011
WP7	D7.5	LetsMT! seminars and workshops	FFZG	31/12/2010
WP7	D7.5	LetsMT! seminars and workshops	FFZG	31/10/2011
WP7	D7.5	LetsMT! seminars and workshops	FFZG	31/08/2012
Wp1	D1.3	Hardware infrastructure	Tilde	30/06/2011
Wp1	D1.3	Hardware infrastructure	Tilde	31/01/2012
WP2	D2.2	SMT resource repository and data processing facilities ready for integration	UUP	30/06/2011
WP3	D3.1	Adapted Moses toolkit	UEDIN	30/06/2011
WP3	D3.3	SMT training facilities ready for integration	Tilde	30/06/2011
WP3	D3.4	SMT web service ready for integration	Tilde	30/06/2011
Wp5	D5.3	SMT systems trained for business and financial news translation	SEM	30/06/2011
Wp5	D5.3	SMT systems trained for business and financial news translation	SEM	30/06/2012
WP5	D5.4	Automatic evaluation report of business and financial news SMT	UCPH	30/06/2011
WP5	D5.4	Automatic evaluation report of business and financial news SMT	UCPH	31/01/2012
WP5	D5.4	Automatic evaluation report of business and financial news SMT	UCPH	31/07/2012
WP6	D6.1	Integration in CAT tools	MOR	30/06/2011
WP1	D1.4	LetsMT! platform deployed	Tilde	31/07/2011
Wp1	D1.5	Report on testing	UCPH	31/08/2011
WP2	D2.3	System populated with Initial SMT training resources	UUP	31/08/2011
WP3	D3.6	Initial SMT systems trained and evaluated	UCPH	31/08/2011
WP4	D4.2	Status report on agreements with text providers	FFZG	31/08/2011

WP5	D5.2	Business and financial news website with translation widget	SEM	31/08/2011
WP6	D6.3	Automatic evaluation report of domain specific SMT systems	UCPH	31/08/2011
WP6	D6.3	Automatic evaluation report of domain specific SMT systems	UCPH	31/10/2011
WP6	D6.3	Automatic evaluation report of domain specific SMT systems	UCPH	31/07/2012
WP6	D6.2	SMT systems trained on domain specific data for usage in CAT tools	Tilde	31/10/2011
WP6	D6.2	SMT systems trained on domain specific data for usage in CAT tools	Tilde	30/06/2012
Wp1	D1.6	Revised functional specification	Tilde	29/02/2012
WP1	D1.7	Elaborated LetsMT! platform deployed	Tilde	29/02/2012
WP5	D5.5	Evaluation report on usability of SMT in business and financial news translation	SEM	29/02/2012
WP5	D5.5	Evaluation report on usability of SMT in business and financial news translation	SEM	31/08/2012
WP6	D6.4	Evaluation report on usability of SMT in CAT tools	MOR	29/02/2012
WP6	D6.4	Evaluation report on usability of SMT in CAT tools	MOR	31/08/2012
WP7	D7.2	Exploitation and business plan	Tilde	29/02/2012
Wp1	D1.8	Report on testing of elaborated system	UCPH	31/03/2012
WP4	D4.4	SMT training resources collected from text providers	UCPH	31/08/2012
WP4	D4.6	Full parallel corpus of business and finance news	SEM	31/08/2012
WP4	D4.8	Full parallel corpus of localisation texts	MOR	31/08/2012
X	DX (b)	Public Web site	FFZG	31/05/2010
X	DX (c)	Presentation	Tilde	31/05/2010
X	DX (d)	Showcase	Tilde	30/09/2012

Table 3 Deliverables

4.2.1 Deliverable control

Each project deliverable will undergo internal review. Generally, the project partner responsible for the deliverable will submit the deliverable to the Coordinator four weeks prior to the submission date to the EC. The Coordinator and the assigned project partner will review and verify the results to determine if the deliverable meets the acceptance criteria. If the acceptance criteria have been met, the assigned reviewer will provide the Coordinator with written notification that no further corrections are necessary. If the acceptance criteria have not been met, the assigned reviewer will provide the Coordinator and the responsible partner with written suggestions stating what should be improved to meet the acceptance criteria. After correcting deliverable, the responsible partner will submit the corrected deliverable to the Coordinator for the final review and delivery to the EC.

4.2.1.1 Document Reference Rules

- when the document is in preparation process it takes the edition id 0.xy and is increased by 0.1. (D*.*_Name of Deliverable_draft_v.*)
- when a document is submitted for internal review the version becomes 1.00. and is increased by 0.1.
- D*.*_Name of Deliverable_final_v.1.xy

4.2.1.2 Acceptance process

The acceptance process for the project deliverables is as follows:

- Responsible partner provides the Coordinator with a draft copy of the deliverable document for review four weeks prior to submission to EC in accordance with the agreed project schedule set in EC-GA Annex 1.
- Coordinator acknowledges the receipt of the deliverable from the responsible partner.
- Coordinator distributes the Deliverable for internal review to the assigned project partner.
- Within 5 (five) working days of receipt of the draft, the assigned project partner provides in writing by e-mail to Coordinator and the responsible partner any changes for inclusion in the final document.
- If changes have been requested, the responsible partner delivers within 5 (five) working days the corrected Deliverable to Coordinator for final review.
- If all quality criteria have been met, the Coordinator delivers the Deliverable to the EC.
- If all quality criteria have not been met, the Coordinator sends a written notice to the responsible partner with an explanation regarding requested changes.
- Within 5 (five) working days of receipt of the request for corrections, the responsible partner delivers the final Deliverable to the Coordinator.
- The Final copy shall be delivered to the EC in accordance with schedule set in EC-GA Annex 1.
- However for short term deliverables Coordinator can set shorter deadlines.

4.2.2 Budget Control Plan

Initial budget and effort necessary to complete tasks and reach project goals is set in EC-GA Annex 1. It will serve as a baseline for project budget and effort planning. Quarterly reports are used to control effort usage against baseline. Partners should also provide forecast for the next three month period.

Each quarterly report contains section about planned and actual effort spent on the project in reporting period. Any deviations by more than 20% should be explained and plan for corrective actions should be provided.

Financial control of the project against baseline will be provided through specific financial reports that should be provided by each project partner at the middle of each project period (6 month).

4.2.3 Tracking and reporting

Project reporting has two major parts – internal reporting and reporting to EC.

4.2.3.1 Internal reporting

Reporting frequency	Title	Coverage	Delivery	Distribution
Monthly, Initiated by project coordinator 3 days before meeting	Status meeting	Overview of the status of the tasks scheduled for period from previous meeting, work completed, major results and events, problems and delays encountered, corrective actions taken	Skype meeting	Coordinator
Quarterly, sent to the Coordinator 5 working days after the end of the three month period	Progress Report	Overview of the status of the tasks scheduled for period in accordance with EC-GA Annex 1. Overview of the effort spent for work on respective tasks, any deviations from planned, planned effort for next period.	In accordance with Template 2.	Coordinator

4.2.3.2 External Reporting

Due Date	Title	Coverage	Distribution
M6, M18	6-monthly report	Overview of the work completed resp. launched in the reporting period, major results and events, problems and delays encountered, corrective actions taken. Update of measurable intermediate and final objectives. Overall resource consumption. Such report will be drawn up according to a template supplied by the EC.	Project Officer and Peer Reviewers
M12, M24	Yearly report	Established in accordance with Article II.4 and combined with any deliverables due at the end of the reporting period and the beneficiaries' financial statements. Such report will be drawn up according to a template supplied by the EC.	Project Officer and Peer Reviewers
November 15 of each calendar year	Annual public reports	Designed for Web publishing, for a broad public outside the consortium. To document the main results obtained and promote the objectives of the project. Such report will be drawn up according to a template supplied by the EC.	Public
M30	Final report	In addition to the provisions laid in the Article II.4, the final report is to summarize the work carried out and the results obtained under the grant agreement. It will be a means to assess the output of the project. A non-public part will include inter alia functional and technical documentation, results arising from tests and assessments, prospects for further development and deployment, and exploitation plans and channels. A chapter of the final report will review the extent to which stated goals have been achieved, and assess the portability of the results arrived at and their scalability and suitability for other domains.	Public synthesis report. Main report reserved to Project Officer and Peer Reviewers

To coordinate external reporting in accordance with schedule and requirements, the following procedure has been set:

- Periodic 6 month reports (M6 and M18) should be submitted to Coordinator 4 weeks after the end of the 6 month period.
- Periodic reports should be submitted to project Coordinator 4 weeks after end of the respective project period.

4.3. Risk Management

Risks are an inherent element of the project. Unmanaged risks may have a detrimental impact on the project schedule and quality results, and may even eventually give rise to contractual litigation. The risk management within the LetsMT! project addresses issues that could endanger achievement of critical objectives. Effective risk management has to consider sources for cost, schedule and performance risks as well as other risks and specify practices to systematically plan, anticipate and mitigate these risks in order to minimize their impact on the project.

While some risks have been identified during the project preparation stage and strategies for risk management are implemented in the project work plan, others, either internal (major equipment

failure, non performing or defaulting partner, etc.) or external to the project (technical developments outside the project etc.) may appear during the project implementation and will require timely management decisions.

4.3.1 Risk identification and analysis

Major risk categories were determined according to the phases of the project lifecycle:

- Analysis and system design phase;
- Implementation phase;
- Evaluation phase;
- Dissemination and exploitation development;
- Project management.

The main risks have been identified and listed in EC-GA Annex 1. They have been evaluated and classified in accordance with defined risk parameters and categorized according to the defined categories to facilitate risk handling. Regular monitoring and assessment will be performed at all milestones to anticipate any impact on the work plan and objectives

4.3.2 Risk Monitoring and Control

The risk status will be reviewed periodically during the consortium meetings to re-examine possible sources of risks, changing specifications and management decisions to uncover risks overlooked or non-existent in the project planning phase and reassess already identified risks. The work package leaders are responsible for identifying and evaluating new risks and communicating them to the other partners. Risk identification and analysis have to be performed according to the approaches identified during the project planning phase. Depending on the reassigned priority and consequences of each risk, the Executive Board decides on further risk handling when monitored risks become critical. Risk handling may range from simple acceptance and monitoring in case a risk is judged as negligible to development and implementation of risk mitigation plans for risks, which become unacceptable. The responsibility for development and implementation of a mitigation plan as needed to reduce the risk to an acceptable level lies with the associated work package leader.

Risk mitigation plans will address the following issues:

- Development of alternative courses of action;
- Workarounds;
- Fallback positions;
- Schedule or period of performance for each risk handling activity;
- Performance measures on the risk-handling activities;
- Recommended course of action.

After a risk mitigation plan is initiated, the risk will still be monitored and the progress of open actions will be tracked to closure. Despite all attempts to mitigate a risk, some risks may be unavoidable and become an issue that affects the project. To deal with a potential impact of risk occurrence extra project meetings may be convened. In these meetings, appropriate response actions will be defined and documented in a contingency plan. The resulting contingency plan will be executed by the responsible project partner and monitored by the Project Management team.

4.4. Management tools

In order to facilitate the project management processes and assure overall quality, all consortium partners will adapt a number of management tools as listed below:

- Skype for instant messaging and teleconferences.

- E-Mail for day-to-day communication, with the following conventions:
 - Subject field: [LetsMT!] subject
 - Existing general e-mail list: letsmt@tilde.lv, for general information;
 - Administrative e-mail list: letsmt-adm@tilde.lv, for administrative issues;
 - Technical e-mail list: letsmt-tec@tilde.lv, for specific technical tasks and TECH council communication.
- Doodle for events scheduling (<http://www.doodle.com/>).
- Microsoft SharePoint Server for document management.
- Microsoft Office for documentation, budgetary and presentation purposes.
- Microsoft SharePoint Server for development and maintenance of the project website.
- Charts, graphs and diagrams to show the project overall and technical progress.
- Face-to-Face communication during consortium meetings.

In addition each partner may use other tools in its day-to-day workflow, but has to ensure that communication and integration processes run smoothly.

5. Rule for publications

To avoid any disagreements on foreground dissemination as well to take under consideration interests of project partners, the following aspects of publications should be taken under consideration:

- Prior notice of any planned publication shall be made 45 days before the publication.
- Any objection to the planned publication shall be made in writing to the Coordinator and to any Party concerned within 30 days after receipt of the notice.
- An objection is justified if:
 - (a) the objecting Party's legitimate academic or commercial interests are compromised by the publication;
 - (b) the protection of the objecting Party's Foreground or Background is adversely affected.
- The objection has to include a precise request for necessary modifications.

In accordance with EC-GA, all publications that are created under this Project, should contain reference, that „The work within the project LetsMT! leading to these results has received funding from the ICT Policy Support Programme (ICT PSP), Theme 5 – Multilingual web, grant agreement n^o 250456”.

6. Confidentiality rule

To avoid any dispute among partners during the Project implementation, due to reason that information disclosed by Project partner might harm respective partner in case if this information is circulate outside the Project, any confidential information should be explicitly marked as “confidential”. When information is disclosed orally, it should be identified as confidential at this time and then confirmed in writing within 15 days. To avoid any confidential information disclosure, following conditions should be treated seriously:

- Not to use confidential otherwise than for the purpose for which it was disclosed;
- Do not disclose confidential information to any third party without prior written consent by the partner disclosed such information;
- Internal distribution of confidential information takes place on a strict need-to-know basis;
- On demand, return to the confidential information to partner that made this information available;
- Advise the concerned party in writing of any unauthorized disclosure, misappropriation or misuse of Confidential Information.

7. Project Logo



8. Supporting Documents

Documents are located in ACCURAT project extranet. Following documents are available:

- Template for deliverables.
- Template for three-monthly report.

Template 1



LetsMT!

**Platform for Online Sharing of Training Data and Building
User Tailored MT**

www.letsmt.eu/

Project no. 250456

**Deliverable D*.*
Name of deliverable**

**Version No. 1.0
01/03/2010**

Document Information

Deliverable number:	
Deliverable title:	
Due date of deliverable according to DoW:	
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History of Versions

Versio n	Dat e	Statu s	Name of the Author (Partner)	Contributio ns	Description/Appro val Level

EXECUTIVE SUMMARY

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Template 2

Quarterly Report

1. Progress

Progress towards stated objectives, distinguishing between:

- Scientific and technical aspects
- User and market related aspects (where relevant)
- Management and partnership aspects (where applicable)

- WP1 LetsMT! platform and infrastructure
 - **Task 1.1 Requirements analysis (D1.1)**
 - **Task 1.2 Functional specification (D1.2, D1.6)**
 - **Task 1.3 Supporting software infrastructure (D1.4, D1.7)**
 - **Task 1.4 System Integration (D1.4, D1.7)**
 - **Task 1.5 Testing (D1.5, D1.8)**
 - **Task 1.6 Hardware and software infrastructure and deployment (D1.3)**
- WP2 SMT resource repository and data processing facilities
 - **Task 2.1 SMT Resource Repository (D2.1, D2.2)**
 - **Task 2.2 Data upload mechanisms (D2.2)**
 - **Task 2.3 Processing of uploaded content (D2.2)**
 - **Task 2.4 Populating SMT Resource Repository with initial resources (D2.3)**
- WP3 SMT training facilities and SMT web service
 - **Task 3.1 Adaptation of Moses SMT toolkit (D3.1)**
 - **Task 3.2 Training Methodology (D3.2)**
 - **Task 3.3 SMT training facilities (D3.3)**
 - **Task 3.4 SMT web service (D3.4)**
 - **Task 3.5 SMT Multi-Model Repository (D3.5)**
 - **Task 3.6 Training and evaluation of initial SMT systems (D3.6)**
- WP4 Collecting training data
 - **Task 4.1 Specification of administration of training data and IPR agreement draft (D4.1)**
 - **Task 4.2 Agreements with text providers (D4.2)**
 - **Task 4.3 Collection of SMT training resources (D4.3, D4.4, D4.9)**
 - **Task 4.4 Collection of parallel corpus of business and finance news (D4.5, D4.6, D4.9)**
 - **Task 4.5 Collection of parallel corpus of localisation texts (D4.7, D4.8, D4.9)**
- WP5 MT usage in news translation: facilities and evaluation
 - **Task 5.1 Web page translation widget and browser plug-in for web page translation (D5.1, D5.6)**
 - **Task 5.2 Integration of translation widget in business and financial news website (D5.2)**
 - **Task 5.3 Training business and financial news SMT systems (D5.3)**
 - **Task 5.4 Automatic evaluation of business and financial news SMT (D5.4)**
 - **Task 5.5 Usability evaluation of business and financial news SMT (D5.5)**
- WP6 MT usage in localisation: facilities and evaluation

- Task 6.1 Integration in CAT tools (D6.1, D6.5)
- Task 6.2 Training localisation SMT systems (D6.2)
- Task 6.3 Automatic evaluation (D6.3)
- Task 6.4 Evaluation of integration in CAT tools (D6.4)
- WP7 Dissemination and sustainability

2. Deviations

No deviations

3. Resources

Participant's short name	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	TOTAL
TILDE									
UEDIN									
FFZG									
UCPH									
UUP									
SEM									
MOR									
TOTAL									

4. Cumulative

4.1. Project effort

Project <u>actual</u> vs <u>planned</u> effort in person-months				
Participant's short name	Old Total, carried over from last Report	This period's Total, carried over from 3. Resources	New <u>actual</u> TOTAL	<i>Planned TOTAL at this period</i>
TILDE				
UEDIN				
FFZG				
UCPH				
UUP				
SEM				
MOR				
TOTAL				

|Planned – Actual| Resources – comments on main ($\pm 20\%$) deviations

Appendix:

Meeting records and participants lists, conference/workshop proceedings, etc, which have not been listed in 1.1