| O_Cataloguing and<br>indexing | BT | N_4.3.5 Cataloguing    | Cataloguing and indexing: Cataloguing<br>and indexing refer to systems that record<br>and order the semantics and syntax of<br>the data, to enable resource discovery<br>and collection management, to improve<br>searchability and access and to allow the<br>data to be collected and shared. | Cataloguing refers to the Activity Type<br>of recording and organizing the<br>semantics and syntax of the data, in<br>order to enable resource discovery<br>and collection management, to<br>improve searchability and access and<br>to allow the data to be collected and<br>shared.   |
|-------------------------------|----|------------------------|---|---|
| O_Other data processing       | NT | N_4 Processing         |   | Processing refers to the Activity Type<br>of performing a series of actions in<br>something (an input) in order to<br>achieve a particular result (output).   |
| O_Coding and standardisation  | NT | N_4.3.19 Standardizing | Coding and standardization: In this<br>context, the term 'Coding and<br>Standardization' refers to the process of<br>translating large amounts of data from<br>diverse sources into standardized codes<br>for data processing.  | Standardizing refers to the Activity<br>Type of translating large amounts of<br>data from diverse sources into<br>standardized codes for data<br>processing.  |
| O_Data modelling              | NT | N_4.221 Modelling      | Data modelling: Refers to the<br>development of a theoretical framework<br>- based on abstract models that describe<br>how data is represented and accessed -<br>by which information is structured for<br>the use in a database system.  | Modeling refers to the Activity Type of<br>describing the elements and the<br>structure of an object of enquiry in a<br>machine-readable, explicit way, in<br>order to construct an actionable<br>representation of some object of<br>research; the result of such modeling<br>can be a schema. Modeling can also<br>refer to the activity of transforming or<br>manipulating a digital object in such a<br>way as to make it compatible with a<br>previously constructed model or<br>schema. |
| O_Practice-Led Research       |    |                        | Practice-led research techniques used<br>for creating digital content such as<br>illustrations, photographs, musical<br>compositions or animations.   |   |

| O_Design and modelling | NT | N_4 Processing    |  | Processing refers to the Activity Type<br>of performing a series of actions in<br>something (an input) in order to<br>achieve a particular result (output).   |
|------------------------|----|-------------------|--|---|
| O_2d graphic design    | NT | N_4.5.3 Designing | 2d graphic design: The technique of<br>using digital drawing software to render<br>two-dimensional visual representations<br>of objects, ideas and messages.   | Designing refers to the Activity Type<br>of the creating a plan or convention<br>for the construction of an object or a<br>system (as in architectural blueprints,<br>engineering drawings, business<br>processes, circuit diagrams and<br>sewing patterns). Designing has<br>different connotations in different<br>fields. In some cases the direct<br>construction of an object (as in<br>pottery, engineering, management,<br>cowboy coding and graphic design) is<br>also considered as designing. |
| O_3d graphic design    | NT | N_4.5.3 Designing | 3d graphic design: The technique of<br>using digital drawing software to render<br>visual representations of three-<br>dimensional objects. The principles are<br>very similar to those of two-dimensional<br>graphic design, but different results are<br>produced. | Designing refers to the Activity Type<br>of the creating a plan or convention<br>for the construction of an object or a<br>system (as in architectural blueprints,<br>engineering drawings, business<br>processes, circuit diagrams and<br>sewing patterns). Designing has<br>different connotations in different<br>fields. In some cases the direct<br>construction of an object (as in<br>pottery, engineering, management,<br>cowboy coding and graphic design) is<br>also considered as designing. |

| O_Interface design | NT | N_4.5.3 Designing       | Interface design: A user interface is the<br>part of a computer program that the<br>user is able to interact with to perform<br>various tasks and conduct activities. In<br>particular, the term 'interface design'<br>refers to the design of websites and<br>software applications.  | Designing refers to the Activity Type<br>of the creating a plan or convention<br>for the construction of an object or a<br>system (as in architectural blueprints,<br>engineering drawings, business<br>processes, circuit diagrams and<br>sewing patterns). Designing has<br>different connotations in different<br>fields. In some cases the direct<br>construction of an object (as in<br>pottery, engineering, management,<br>cowboy coding and graphic design) is<br>also considered as designing. |
|--------------------|----|-------------------------|--|---|
| O_2d illustration  | NT | N_4.2.19.1 Illustrating | 2d illustration: A two-dimensional<br>visualization that stresses subject more<br>than form. Illustrations can include<br>drawings, paintings, photographs or<br>digital images that decorate textual<br>information and act as a visual<br>representation of its content. In<br>particular, illustrations can often provide<br>the reader with a greater understanding<br>of the subject matter than merely a<br>textual description. | Illustrating refers to the Activity Type<br>of using visualization, in order to<br>stress subject more than form.<br>Illustrations can include drawings,<br>paintings, photographs or digital<br>images that decorate textual<br>information and act as a visual<br>representation of its content. In<br>particular, illustrations can often<br>provide the reader with a greater<br>understanding of the subject matter<br>than merely a textual description.  |

| O_3d modelling - vector         | NT | N_4.2.2.1 Modelling | 3d modelling - vector: To choose this<br>method, use the Data Structuring and<br>Enhancement page. Refers to the design<br>of 3-dimensional<br>representations/reconstructions of<br>objects or structures using a vector data<br>model and specialized software.  | Modeling refers to the Activity Type of<br>describing the elements and the<br>structure of an object of enquiry in a<br>machine-readable, explicit way, in<br>order to construct an actionable<br>representation of some object of<br>research; the result of such modeling<br>can be a schema. Modeling can also<br>refer to the activity of transforming or<br>manipulating a digital object in such a<br>way as to make it compatible with a<br>previously constructed model or<br>schema.           |
|---------------------------------|----|---------------------|--|---|
| O_Texture design and<br>mapping | NT | N_4.5.3 Designing   | Texture design and mapping: The<br>production and applying / wrapping of a<br>texture image onto an object to create a<br>realistic representation of the object in<br>3D space. The process is similar to<br>wrapping a plain object in patterned<br>paper. Texture mapping adds detail,<br>surface texture or color to the object. | Designing refers to the Activity Type<br>of the creating a plan or convention<br>for the construction of an object or a<br>system (as in architectural blueprints,<br>engineering drawings, business<br>processes, circuit diagrams and<br>sewing patterns). Designing has<br>different connotations in different<br>fields. In some cases the direct<br>construction of an object (as in<br>pottery, engineering, management,<br>cowboy coding and graphic design) is<br>also considered as designing. |

| O_Virtual world modelling    | NT | N_4.2.2.1 Modelling | Virtual world modelling: To choose this<br>method, use the Data Structuring and<br>Enhancement page. The design and<br>creation of a three dimensional<br>environment, often undertaken with<br>proprietary tools distributed with video<br>games. Usually the term 'virtual worlds'<br>refers to multi-user online environments.<br>Some virtual worlds are designed to<br>simulate a real place, others can be more<br>abstract or fantasy-related. | Modeling refers to the Activity Type of<br>describing the elements and the<br>structure of an object of enquiry in a<br>machine-readable, explicit way, in<br>order to construct an actionable<br>representation of some object of<br>research; the result of such modeling<br>can be a schema. Modeling can also<br>refer to the activity of transforming or<br>manipulating a digital object in such a<br>way as to make it compatible with a<br>previously constructed model or<br>schema. |
|------------------------------|----|---------------------|---|---|
| O_Video and moving<br>images |    |                     |   |   |
| O_Moving image capture       | NT | N_4.2.2 Capturing   | Moving image capture: To choose this<br>method, use the Data Capture page.<br>Moving image capture refers to data<br>captured by means of digital video<br>cameras, webcams and TV cards. The<br>essential parameters of any moving<br>image sequence as a visual presentation<br>are: presence or absence of color, aspect<br>ratio, resolution and image change rate.   | Capturing refers to the Activity Type<br>of transforming existing objects into<br>digital representations, in order to<br>allow them to be manipulated using<br>computer technologies.  |

| O_Storyboarding         | NT | N_4.2.19 Visualizing | Storyboarding: A graphic, sequential<br>depiction of a narrative, which is often<br>similar in appearance to a comic strip.<br>Storyboards are often used to plan and<br>visualize live-action video, animation,<br>theatre, advertising, graphic novels or<br>interactive media (including website<br>interfaces). | Visualizing refers to the Activity Type<br>of summarizing and presenting in a<br>graphical form. These graphical forms<br>can be used analytically, in order to<br>detect patterns, structures, or points<br>of interest in the underlying data.<br>Virtually any kind of data can be<br>visualized, and the forms of<br>visualizations can be images, maps,<br>timelines, graphs, or tables, and the<br>like. Visualization often uses<br>computer graphics software, including<br>virtual reality and 2-D or 3-D<br>animation, as well as static images. |
|-------------------------|----|----------------------|---|--|
| O_Video post-production | NT | N_4.5 Producing      | Video post-production: The term 'video<br>post-production' refers to the process of<br>producing a list of edit decisions and<br>then creating an edited program ready<br>for distribution or viewing. It can apply<br>to any of the processes that occur after<br>the filming and recording has taken<br>place.    | Producing refers to the Activity Type<br>of generating or manufacturing<br>something from components or raw<br>materials.  |
| O_Music and sound       |    |                      |   |  |
| O_Audio dubbing         | NT | N_4.2.10 Enhancing   | Audio dubbing: A process to enhance,<br>add to, or replace totally, the originally<br>recorded audio signal without modifying<br>the original video signal.   | Enhancing refers to the Activity Type<br>of improving the appearance of<br>digital, as well as analogue, objects<br>such as images, audio signals, video<br>files etc.   |

| O_Audio mixing                      | NT | N_4.2.13 Mixing   | Audio mixing: A process or technique<br>used to combine a number of recorded<br>sounds, such as speech, atmosphere,<br>sound effects and music, into one or<br>more tracks. Usually, the intention is to<br>blend the sounds in such a way as to<br>create the illusion that they were all<br>recorded together.   | Mixing refers to the Activity Type of<br>combining, juxtaposing or putting<br>together different objects in order to<br>form one substance or mass.   |
|-------------------------------------|----|-------------------|--|---|
| O_Music composition                 | NT | N_4.5.2 Composing | Music composition: The process of<br>developing a piece of original music<br>designed for repeated performance.<br>Musical compositions are normally<br>written using musical notation, although<br>some pieces are played entirely from<br>memory, or improvised spontaneously<br>during the performance itself. Some<br>performances are recorded in order that<br>they can be played back numerous<br>times; others exist purely as a single live<br>event. | Composing refers to the Activity Type<br>of forming a work of art (a music, text,<br>visual, or dance / theatrical<br>composition), by ordering or<br>arranging the parts / elements,<br>especially in an artistic way. |
| O_Sound generation                  | NT | N_4.5 Producing   | Sound generation: To choose this<br>method, use the Data Capture page. The<br>term 'sound generation' refers to the<br>production of sound by means of digital<br>instruments.   | Producing refers to the Activity Type<br>of generating or manufacturing<br>something from components or raw<br>materials.   |
| O_Scanning, photography, and images |    |                   |  |   |

| O_Image manipulation | NT | N_4.2 Modifying         | Image manipulation: The process of<br>modifying an image in a manner that<br>affects its original visual form. Image<br>manipulation differs from image<br>enhancement or restoration in that the<br>subject matter and meaning of the<br>original image are often changed,<br>sometimes quite dramatically, although<br>some manipulations are more subtle,<br>blurring the boundaries between truth<br>and fiction. | Modifying refers to the Activity Type<br>of making partial or minor changes to<br>something in order to alter specific<br>characteristics of it. In Thus in<br>Modifying activities the output is<br>different than the input.   |
|----------------------|----|-------------------------|---|--|
| O_Photography        | NT | N_4.2.2.2 Photographing | Photography: Photography is the<br>process, activity and art of creating still<br>or moving pictures by recording<br>radiation on a sensitive medium, such as<br>a photographic film (a film camera), or<br>an electronic sensor (a digital camera).<br>The different types of camera are each<br>more suited to different situations and<br>objectives.  | Photographing refers to the Activity<br>Type of creating still or moving<br>pictures by recording radiation on a<br>sensitive medium, such as a<br>photographic film (a film camera), or<br>an electronic sensor (a digital<br>camera). The different types of<br>camera are each more suited to<br>different situations and objectives. |
| O_Photomontage       | NT | N_4.2.8 Editing         | Photomontage: A technique whereby an<br>image is produced by assembling various<br>different photographs. Originally, this<br>was done by physically cutting and<br>pasting different photographs together,<br>then taking a photograph of the result.<br>Now, it is usually performed using digital<br>image editing software.   | Editing refers to the Activity Type of<br>improving the quality of an object that<br>has been "captured" by some means.  |

| O_Physical computing<br>O Strategy and Project | BT | N 4.3.14.4 ProjectManagement    | Physical computing: Physical computing<br>involves designing and building systems<br>that respond to the world around them<br>through sensors and controllers in order<br>to trigger changes in software or<br>hardware systems. It is a creative<br>framework for understanding human<br>beings' relationship to the digital world.<br>The planning, organization and                    | Project Management refers to the  |
|--|----|---------------------------------|---|---|
| Management                                     |    | N_ Hold III Trojectinana Sement | monitoring of ICT-based projects,<br>focusing upon issues such as data<br>security, risk analysis and system<br>usability.  | Activity Type of developing a strategy<br>and assessing risk for conducting a<br>project, as well as task management<br>activities, such as keeping a record of<br>tasks, due dates, and other relevant<br>information. It optionally includes<br>activities such as sending reminders<br>and status reports. Project<br>Management is related to<br>Collaboration. |
| O_ICT security/ backup                         |    |                                 |   |   |
| O_Curation                                     | NT | N_4.4.1 Curating                | Curation: Digital curation refers to the<br>process of managing digital information<br>throughout its lifecycle. It is built upon<br>the notion that the time period that<br>digital information has value to a<br>stakeholder is likely to be greater than<br>the time period that it will be accessible<br>and usable, due to its dependency upon<br>specific technological components. | Curating refers to the Activity Type of<br>selecting, organizing and looking after<br>specific objects typically using<br>professional or expert knowledge.   |

| O_Preservation                | NT  | N_4.4 Preserving   | Preservation: The main objective of<br>digital preservation is to ensure that data<br>continues to remain accessible, even if<br>the original operating environment,<br>encoding format or other dependency is<br>rendered obsolete. This goes beyond the<br>simple long term storage of data to<br>include the means by which a resource is<br>interpreted and retrieved to ensure it<br>remains accessible and useful.  | Preserving refers to the Activity Type<br>of applying specific strategies,<br>activities and technologies for the<br>purpose of ensuring an accurate<br>rendering of digital content over time.<br>It facilitates the reuse of research<br>data, objects, and related resources<br>and may include activities related to<br>sustainability and interoperability. |
|-------------------------------|-----|--------------------|---|--|
| O_Security planning           | NT  | N_4.3.14 Managing  | Security planning: System security exists<br>at many levels, on desktop and laptop<br>computers, as well as mobile devices.<br>Network security includes the provision<br>of adequate infrastructure to protect the<br>network and its resources from<br>unauthorized access, such as hackers or<br>malware attacks. The effectiveness of<br>security measures taken should be<br>consistently monitored, and adapted in<br>the case of any intrusion. Various tools<br>are available to test for vulnerabilities or<br>security holes in a system. | Managing refers to the Activity Type<br>of organization, coordination,<br>monitoring and adaptation of systems<br>development tasks and resources.   |
| O_Version control             | NT  | N_4.4.5 Versioning | Version control: Version control can also<br>be referred to as 'revision control',<br>'source control', or '(source) code<br>management' (SCM). The term refers to<br>the management and control of features<br>and changes made to software<br>throughout the life cycle of an ICT<br>project.   | Versioning refers to the Activity Type<br>of management and control of<br>features and changes made to<br>software throughout the life cycle of<br>an ICT project.   |
| O_Requirements<br>prototyping | and |                    |   |  |

| O_Accessibility analysis | NT | N_4.1.1 AccessibilityAnalysis | Accessibility analysis: Accessibility<br>involves designing a computer system to<br>allow all users equal access to the<br>information contained within it and the<br>benefits it provides. Since the<br>introduction of the final element of the<br>Disability Discrimination Act in late 2004,<br>equal access to publicly-available<br>services for disabled users has been a<br>legal requirement for all organizations<br>operating in the United Kingdom. | Accessibility analysis refers to the<br>Activity Type that involves designing a<br>computer system to allow all users<br>equal access to the information<br>contained within it and the benefits it<br>provides. Since the introduction of the<br>final element of the Disability<br>Discrimination Act in late 2004, equal<br>access to publicly-available services<br>for disabled users has been a legal<br>requirement for all organizations<br>operating in the United Kingdom. |
|--------------------------|----|-------------------------------|---|--|
| O_Human factors analysis | NT | N_4.1.15 HumanFactorsAnalysis | Human factors analysis: The 'human<br>factors' of a computing system covers<br>two main areas: the first is the social<br>impact that the system will have, while<br>the second concerns the relationship<br>that the system's users will have with it.   | Human factors analysis: The 'human<br>factors' of a computing system covers<br>two main areas: the first is the social<br>impact that the system will have,<br>while the second concerns the<br>relationship that the system's users<br>will have with it.   |
| O_Usibility analysis     | NT | N_4.1.37 Usability analysis   | Usability analysis: The "usability" of a<br>computer system is literally its "ease of<br>use": how well it conveys information<br>about its purpose and the methods<br>available for users to achieve their goals.<br>The term can also encompass the<br>standards and guidelines of design for<br>accessibility.   | Usability analysis refers to the Activity<br>Type that determines the "ease of<br>use" of a computer system. It analyses<br>how well it conveys information about<br>its purpose and the methods available<br>for users to achieve their goals. The<br>term can also encompass the<br>standards and guidelines of design for<br>accessibility.   |
| O_Prototyping            | NT | N_4.4.3 Prototyping           | Prototyping: A prototype is a model of a<br>new system or product. It is often used<br>as part of the design process in order to<br>explore alternatives, test theories and<br>confirm performance prior to starting<br>production of a product.  | Prototyping refers to the Activity Type<br>of creating a model of a new system<br>or product. It is often used as part of<br>the design process in order to explore<br>alternatives, test theories and confirm<br>performance prior to starting<br>production of a product.  |

| O_ICT<br>management | project | NT | N_4.3.14.4 ProjectManagement |  | Project Management refers to the<br>Activity Type of developing a strategy<br>and assessing risk for conducting a<br>project, as well as task management<br>activities, such as keeping a record of<br>tasks, due dates, and other relevant<br>information. It optionally includes<br>activities such as sending reminders<br>and status reports. Project<br>Management is related to<br>Collaboration.   |
|---------------------|---------|----|------------------------------|--|---|
| O_Documentation     |         | NT | N_4.3.11 Documenting         | Documentation: The thorough<br>documentation of an information<br>system's design is vital to its<br>sustainability. Programming code can<br>swiftly become akin to a cryptic<br>crossword, and a professional<br>programmer will always ensure that the<br>clues needed to decipher the code are<br>included within it. | Documenting refers to the Activity<br>Type of providing information<br>regarding each and every step of the<br>activities that took place in a Project,<br>in order to describe how everything<br>was done and enable someone that<br>was not initially involved to<br>understand.  |
| O_Iterative design  |         | NT | N_4.5.3 Designing            | Iterative design: Relates to the concept<br>of releasing versions of a design, based<br>on a cycle of prototyping (or<br>initialization), testing, analyzing and<br>refining a product or process. Iterative<br>design is commonly used in the<br>development of human computer<br>interfaces.                           | Designing refers to the Activity Type<br>of the creating a plan or convention<br>for the construction of an object or a<br>system (as in architectural blueprints,<br>engineering drawings, business<br>processes, circuit diagrams and<br>sewing patterns). Designing has<br>different connotations in different<br>fields. In some cases the direct<br>construction of an object (as in<br>pottery, engineering, management,<br>cowboy coding and graphic design) is<br>also considered as designing. |

| O_General<br>management | project | ΝΤ | N_4.3.14.4 ProjectManagement | General project management: The<br>organization, coordination, monitoring<br>and adaptation of systems development<br>tasks and resources, usually in tandem<br>with a documented project plan which<br>may incorporate elements of one or<br>more ICT project management<br>methodologies.   | Project Management refers to the<br>Activity Type of developing a strategy<br>and assessing risk for conducting a<br>project, as well as task management<br>activities, such as keeping a record of<br>tasks, due dates, and other relevant<br>information. It optionally includes<br>activities such as sending reminders<br>and status reports. Project<br>Management is related to<br>Collaboration. |
|-------------------------|---------|----|------------------------------|---|---|
| O_Risk manageme         | ent     | NT | N_4.3.14.5 RiskManagement    | Risk management: A two-step process to<br>analyze the risks inherent in the<br>development of an information system,<br>then develop strategies to mitigate<br>them, depending upon their likely<br>impact. The risk management process<br>should minimize spending, but maximize<br>the reduction of the negative effects of<br>the various possible risks to the project. | Risk management refers to the<br>Activity Type of analyzing the risks<br>inherent in the development of an<br>information system, and developing<br>strategies to mitigate them,<br>depending upon their likely impact.<br>Risk Management should minimize<br>spending, but maximize the reduction<br>of the negative effects of the various<br>possible risks to the project.                          |

| O_System<br>assurance and<br>testing | quality<br>code | NT | N_4.1.13 Evaluating               | System quality assurance and code<br>testing: The term Quality Assurance<br>refers to methods used to test and<br>improve the production process and the<br>quality, security, suitability,<br>maintainability and reliability of a<br>product or system, which take place<br>during its design and manufacture, and<br>prior to its release. | Evaluating refers to the Activity Type<br>of determining systematically a<br>subject's merit, worth and<br>significance, using criteria governed<br>by a set of standards. The primary<br>purpose of evaluation, in addition to<br>gaining insight into prior or existing<br>initiatives, is to enable reflection and<br>assist in the identification of future<br>change. Evaluation is often used to<br>characterize and appraise subjects of<br>interest in a wide range of human<br>enterprises, including the arts,<br>criminal justice, foundations, non-<br>profit organizations, government,<br>health care, and other human<br>services. |
|--------------------------------------|-----------------|----|-----------------------------------|---|---|
| O_Strategic manag                    | gement          | NT | N_4.3.14.6<br>StrategicManagement | Strategic management: Input into<br>networking, coordination, strategic<br>planning, and the legal/ financial<br>elements of digital humanities.  | Strategic Management refers to the<br>Activity Type of providing input into<br>networking, coordination, strategic<br>planning, and the legal/ financial<br>elements of digital humanities.   |