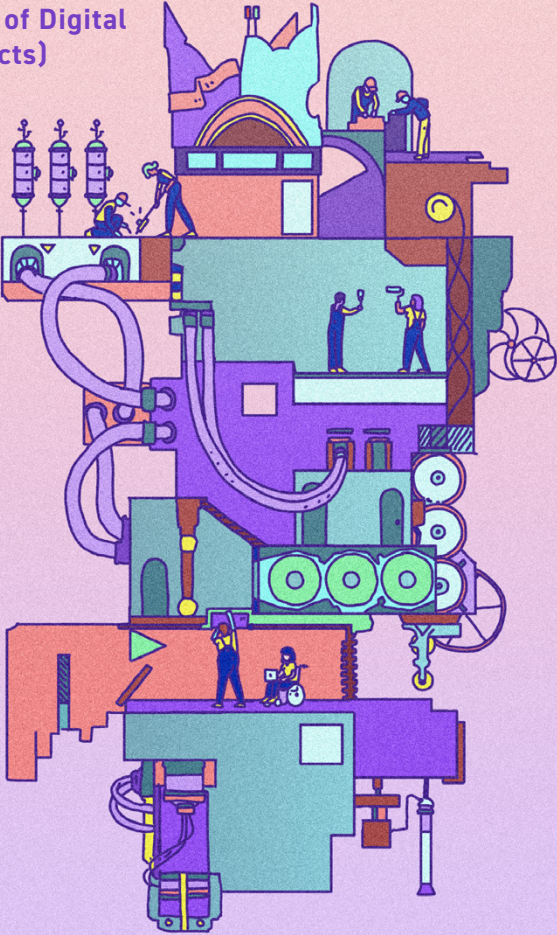


VPN
(Pool of Digital
Projects)





Vivier de Projets Numériques



VPN (Pool of Digital Projects)

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Presentation of VPN

(Vivier de Projets Numériques - Pool of Digital Projects)

This guide aims to support the creation of digital (on-line) tools. Through a website, a game or an app, young people can present their work, simplify the management of their association and/or increase the number of receivers.

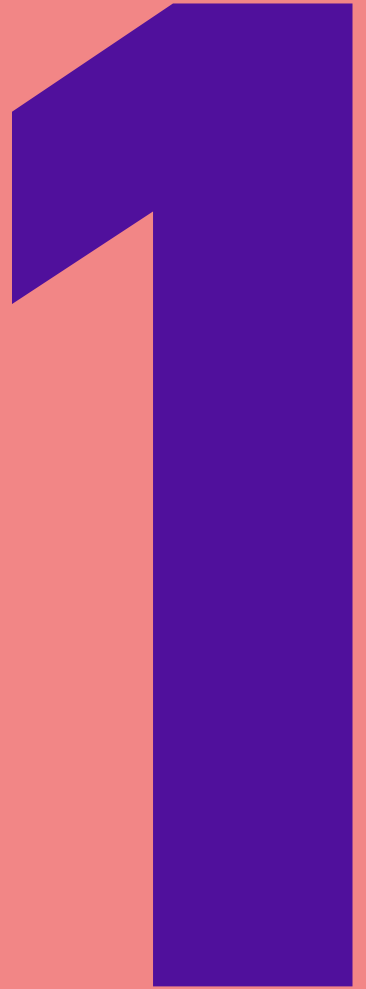
Digital technology and especially the Internet have become essential spaces for many uses of young people: communication, visibility, information storage, collaborative work, management, knowledge sharing, games... Within the framework of the VPN project - Vivier de projets numériques (Pool of Digital Projects), Animafac, AMJ, EPMA and HelloAsso develop different resources to help youth associations, and young people in general, to take control over new ways of using digital technologies that might be useful in their projects.



The tutorials available on vpn.animafac.net/tutorials present how to create your own digital (on-line) project. This guide is a complement containing everything that is not done directly in the project. Digital projects are like any other project, they require preparation, research, consultation with future receivers and of course a team to launch it...

It does not matter whether you are a member of an association or simply a young person wishing to develop digital projects, this guide aims to support the implementation of digital project management adapted to the context of groups, associations and committed people.

In the first part, we will guide you step by step to understand and integrate everything you need to set up your project. You will see the project from inception to on-line launch and we will also help you anticipate its subsequent phases. In the second part, we will go further and cover technical points that are a little more precise to open up the possibilities of your projects, but also, for example, to anticipate computer security or to understand how to explain the principle of your project to people in your environment. ■



Build your digital project

Starting from the needs of the receivers: the design thinking of a digital project

Having a digital project is good, having one that really meets the needs of the people you are targeting is even better! What a pity to make a website or an application that nobody uses... That's why, from the very beginning of your project, you have to think not about what you want, but about what the people who will use your project need. For small scale projects, an informal survey can be enough, but if you want to go further and really respond to the need related to your activities (sales, discussion, providing information...), you can use design thinking: it is a methodology based in marketing that allows, through a series of defined steps and animation techniques/information gathering, to obtain a project result that really corresponds to the needs of the future users.

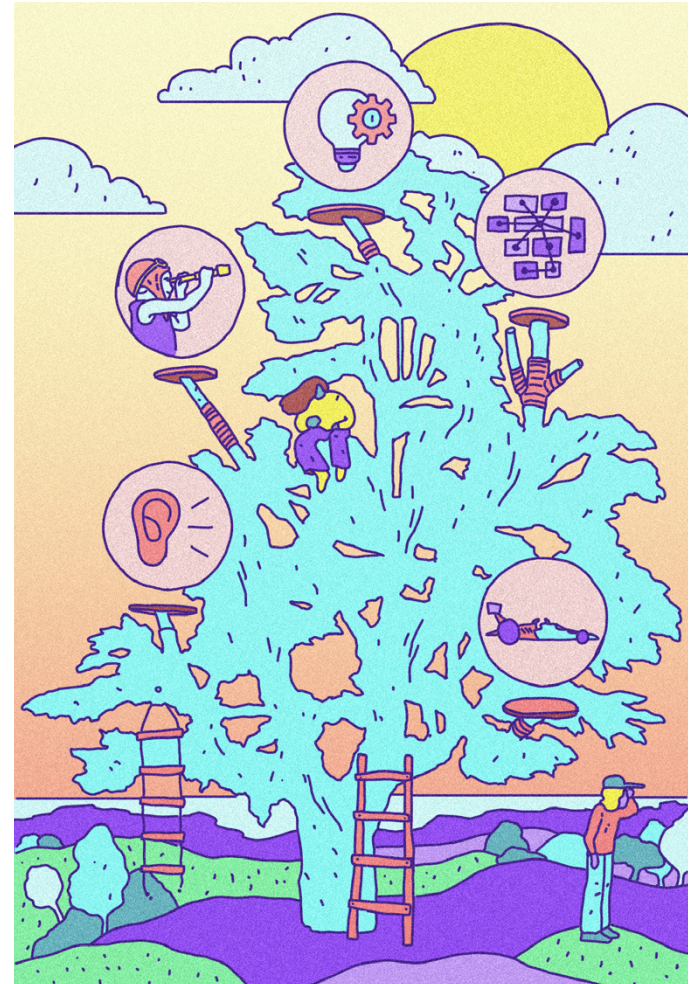
The method has five steps:

Empathy:

It aims to question the users, to put oneself in their place by means of different techniques such as persona (cf. *create your website*), but also by realization of surveys.

Definition:

The purpose of this step is to determine the elements to focus on in order to make the project useful, by analyzing the productions of the previous step. We therefore identify the problems we are trying to solve,



the situations of use and desires, the main obstacles. The starting point is the users' needs and not the team's desires. This can be done through meetings and/or work groups over time.

Ideation:

This step can be broken down into several sub-steps to stimulate the creative process, in small or large groups, with or without potential users:

- **Icebreaker** to make different people working as a team
- **Brainstorming** to gather as many ideas as possible and explore all possibilities, even the less probable ones
- **Sorting of ideas** to choose only a limited number (2 or 3)
- **Deepen these 2-3 ideas** and if necessary start again at the brainstorming stage.

Prototype:

The prototype is a very important step, because it will give the users something to test. The idea is to use all the tools at your disposal (role playing, cardboard, drawings, post-

it notes, modeling clay, no code...) to have a very simplified prototype of your idea. In the case of a digital project, it can be mock-ups, a storyboard, post-its to simulate an interface...

Testing:

Here, the people who will use the project, once it is finished, will test your first prototype and give their first feedback. This feedback will allow you to start the process again to improve this prototype until the result is exactly what they need.

Once you have found the right idea, it's time to formalize it by making a specification. This part is generic enough to suit all digital projects, but you can refer to the tutorials created for each type of project to get more details on this step. ■

Build your specifications

||||| The specifications are a document that sets out the expectations and all the necessary elements of a project, whether digital or not. It is primarily intended for service providers, but can also give a good idea of the project to other people in your association, and even to funders. It can take several different forms and is often completely revised during the interviews with the providers according to their questions and the elements you discuss with them.

We propose a standard form to be adapted according to your needs:

1. Presentation of the project

This part is very important because it will allow the provider to get an idea of your objectives and what you really want to do. Here, it is necessary to make a summary as brief and explicit as possible. Don't hesitate to have it read by people who are not used to digital technology to know what they think.

2. Presentation of the team and the validation circuit

Personalize your project, give the names of the people and their functions but especially talk about who will validate individual parts of the project, about potential places that will be more time-consuming.

3. Technical context (old version, constraints)

In this part, you must specify in detail all the technical constraints surrounding the project. Which media the project will be consulted on, whether there is an old version of the project, other elements to be recovered, planned archiving...

4. Project development (feature descriptions)

You can organize this part in different ways but the simplest is to base it on the different types of visitors and then develop what they do when using the project: what they see, need to find, do etc. The more this part is developed, the easier it will be for providers to position themselves. However, be careful not to lock yourself in; this description is an ideal for you but providers often have very good ideas and knowledge of what already exists.

Feel free to give examples of inspirations, of projects that do what your project should do.

5. Graphic charter

This part aims to specify which colors you want to use, the logo, the fonts, everything that makes the identity of your project. If you don't have any idea although it should be part of the project, you should indicate your inspirations, what you want to show and how your users should feel.

6. Points of attention

These are all the points that are particularly important in your project: accessibility, eco-design, respect of particular constraints... Remember to specify who will take care of the maintenance but also to ask for a technical documentation AND a documentation for the users (we will see later how to write it). If not, it will be up to you to do it (which can also reduce the cost).

7. Schedule and budget

The ideal project timeline will give the provider an idea of your schedule. If possible, establish milestones that allow you to deliver part of the project so that you can mobilize people to test it. Beware, digital projects often have delays. A good way to anticipate this is to allow a minimum of 2 weeks between each phase when you set the schedule.

Indicating the budget will save everyone's time, because it will allow the providers to tell you right away if the project is possible or not. Later we will focus on how to set a budget.

You can also add screens or mockups, i.e. screenshots of the existing screens or diagrams, visualizations, more or less advanced models of what you would like. ■

Risk management

Risk management for a digital project is quite different from that of an event organization for example, but it is no less important. Thinking about all the problems that could happen and trying to find solutions beforehand often allows them not to happen. Moreover, it allows to reassure both the teams and the partners.

To do effective risk management, you can use one, two or more of the tools we will present to you.

Strengths and weaknesses table (SWOT methodology)

////////////////////	Positive	Negative
Internal	Strengths: a graphic designer, project experience	Weaknesses: long validation times
External	Opportunities: a call for projects on your topic	Threats: a change in technology

This table is filled in by making an inventory of the positive and negative organizational elements of the project. The idea is to be as exhaustive as possible in order to anticipate and find solutions later.

Risk assessment table

This technique comes from the industrial world and aims at quantifying the risks in order to find solutions. Each element is classified according to its impact level and its probability level. The following table proposes a quantification but you can also use a scale of 5 instead of 3, depending on your needs. The first number represents the probability and the second the impact. Thus a problem 2.1 will have a medium probability of occurrence and a low impact, so it does not require much time to spend on it.

////////////////////	Impact low/ very low (1)	Impact medium (2)	Impact strong/ very strong (3)
Probability high/ very high (3)	3.1	3.2	3.3
Probability average (2)	2.1	2.2	2.3
Probability low/ very low (1)	1.1	1.2	1.3

Once the scale is defined, you can use this table to detail the risks and associate actions to minimize them!

Working group	People involved	Risk	Probability	Impact	Actions to minimize risk
Com	developer + com team + project manager	misunderstanding	2	delays and declining results	2 preparation of the specifications
	com team	demotivation	2	loss of speed and meaning	1 continuous enhancement and improvement

How to finance your project

What needs?

Your digital project needs funding to be realized.

First of all, it is necessary to identify your real needs:

- **hardware:** computer, software, etc.
- **skills, human resources:** freelance UX designer (designer for accessibility) etc.
- **services:** paid search campaigns (also called SEA), etc.

As is often the case, your financial means are limited, at least you want to spend as little money as possible. Thus, it is necessary to ask yourself the question of the best way to meet this need: Is it really a financing what you need? To meet the material needs, human resources and services, it is possible to call upon the following:

- **financial sponsorship** (financial help given to a structure), but also...
- **skills sponsorship** (donation of professional or personal expertise by volunteers),
- **In-kind sponsorship** (donation of goods or services).

If the means chosen to meet this need is financial sponsorship, or rather funding in the broadest sense, then look into the various funding options. ■



What funding?

There are plenty of financing methods, some are innovative, others are as old as the world. Here are the 2 main types:

Financing from public and private structures

Most public and private entities who wish to fund projects operate through a call for proposals. In concrete terms, they communicate (often online, via a specific document) about the type of project they wish to fund, its objective, its deadline, its criteria, etc. Interested organizations can then respond to the call for projects (according to the framework requested) via a proposal, which will then be studied by the funder. Once the project is selected, the funder may wish to monitor the project's progress through narrative reports.

This method is becoming more and more common because it forces the applicant structures to adapt to the objectives of the funder. However, there are other financing methods: on the public side, subsidies can also be a solution, while private entities practice more sponsoring, i.e. financing in exchange for a counterpart, for example visibility on communication media. ■



Financing from individuals

You also have the possibility of calling on individuals to support your project. Different possibilities are available to you:

- **contribution or donation** (online, but also offline),
- **special events to support the project** (sale of lottery tickets, drinks, etc. whose profit will be donated to finance the project). Please note that this option is limited to 6 occurrences per association if it is not in the statutes of this one to carry this type of events. For informal groups, it will be necessary to determine in advance who collects the money and how it is redistributed,
- **participatory financing** (collection method accompanied by a strong communication campaign to support your project while increasing your visibility),
- **online advertising and other innovative methods**, which allow you to reach audiences far from your project.

These methods have the advantage of allowing you to be creative and give you a greater right to make mistakes than with public and private funding. However, the ideal is to diversify your resources in order to be sure to reach your goal. ■

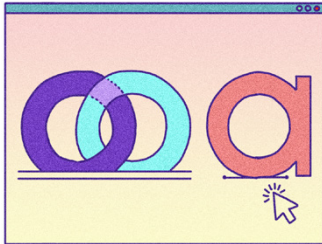
Presentation of various digital professions



Depending on the type of project you want to set up, you will need one or more specific profiles to achieve your ambition. For those who are not experienced, the various digital professions can quickly appear nebulous and you can get lost. We will try to clarify the competencies of each profile in order to guide you to the right people according to the needs of your project.

Which position for which mission?

With the growth of digital usage, different specialties have emerged. Each one of them answers particular needs, thus allowing to develop a digital project in its entirety.

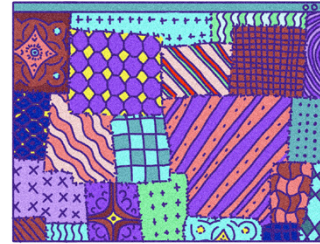


Graphic designer for the visual rendering of the project

Whether it is for the implementation of an application, a website or a software, the Internet users will all be confronted directly with the visual aspect of your project. The graphic designer's mission is to design or create visual elements of all kinds. This profile includes different specialties (such as computer graphic designers or web designers) and will be able to take care of the visual rendering of your project, according to the desires that you will share with him/her.

UX/UI designer for accessibility

Depending on the ambition of your project, it may be more or less intuitive and easy to use for the receivers. The mission of the UX / UI designer is to make your platform more ergonomic for the final receivers, in order to improve their experience. Some graphic designers may have UX skills and can advise you from the design phase of the project.

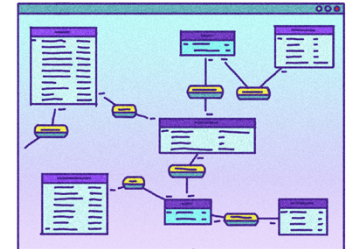


Back-end developer for the hidden phase of your project

Some projects require interaction with users, data management and more advanced technical features than a simple showcase platform. This is where the back-end developers come in. They are in charge of the functional architecture of the website and make sure that the desired functionalities are present on the final rendering.

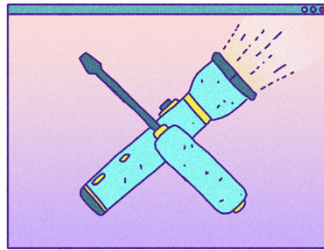
Integrator and front-end developer for the assembly of your project

When the graphic designer has completed his or her mission, you should have the mock-ups of your project. It is necessary to assemble the different elements included in the mock-up (texts, images, etc.) so that your project becomes accessible. This is the role of integrators and front-end developers. These two profiles meet the same business needs but are not attached to the same branches and do not always work in the same way. An integrator is more related to the communication business and a front-end developer to the digital business.



Data scientist and data engineer

If your digital project involves data management, you will need to call on two profiles: data scientists who analyze data in order to guide a structure's decisions and improve the services it offers, and data engineers who implement the tools that allow data scientists to do their job.



Administrator of your project

This is a little-known position, yet it is essential in the digital world. These are the people who check that servers and hardware are working as they should. Their job is to update, repair, backup and improve the technical infrastructure of the digital world. They are also important for securing data and often handle GDPR management.

This is a rather technical job that can be delegated by using platforms hosting digital projects themselves, or by using facilities management, i.e. service providers who do all these technical operations for you.

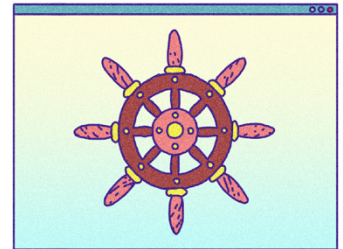
Digital project managers and other facilitators

Thus, project managers (whether they are product owners or any other profile) take care of the overall coordination of the project. They ensure that the functionalities are well adapted to the needs of all stakeholders, including the end-users.

Some professions specialize in the implementation of digital projects: product owners are in charge of coordinating the various stakeholders in the project, in particular by ensuring that the functionalities are well adapted to everyone's needs.



Moreover, different specialties related to marketing can also help to improve your project. Thus, if you are seeking to improve the referencing of your new website or more globally its online visibility, jobs related to digital marketing can help you. ■



Life of the project after delivery

After what is called the delivery, that is when the project is online and in its most definitive version possible. However, it is not yet completely finished, there are still some steps to take into account to ensure its sustainability and facilitate its use.

Documentation

Documentation is a generic word for several different documents. Indeed, good documentation is adapted to the objectives and access level of the people for whom it was written. It is advisable to have a so-called user documentation, which explains the most basic functions (renewing your password, changing your email, performing the available actions...), in the form of frequently asked questions for example. The other highly recommended documentation is the

technical documentation. Here you can choose to write two different ones: one for the administration and installation part of the site as well as all the manipulations that can only be done by the project administrators, for example maintenance, updates, backups, etc.; the other technical documentation will be intended for the people who put the content in your project, manage the registrations, perform actions on the classic users. The more precise these two

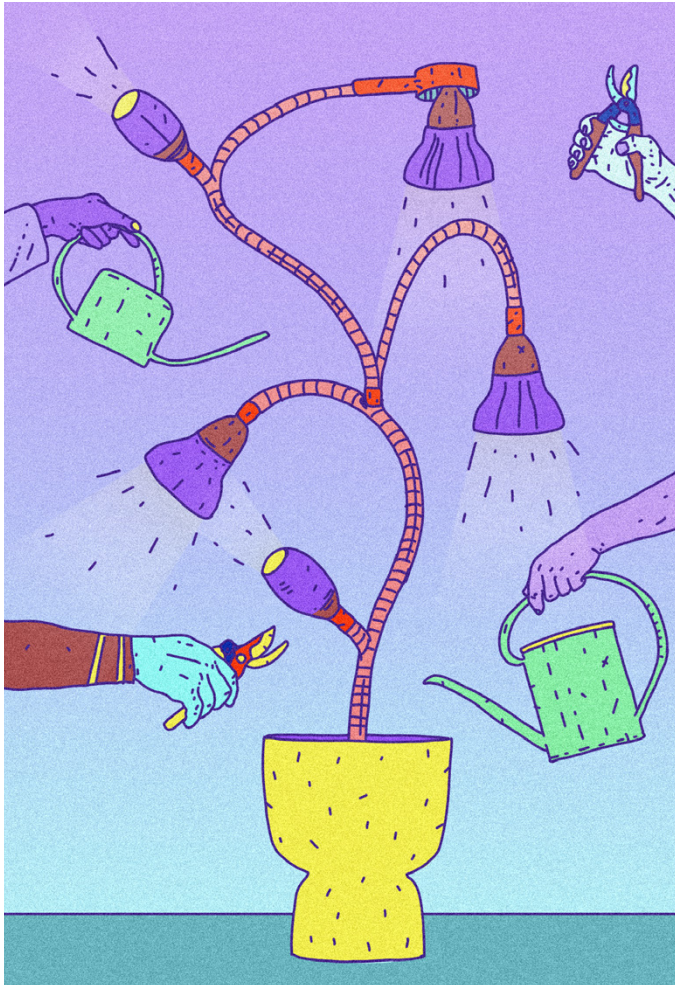


documentations are, with pictures and defined vocabulary, the easier the support will be for you. Nevertheless, a documentation, however exhaustive it may be, is rarely detailed enough; most people using digital tools prefer a human contact, but having a solid and well-structured documentation allows you to refer them to the precise passage concerning their specific problem. This saves time for everyone: you, since you don't have to explain case by case, and the person who ask, since they won't have to read the whole documentation and will be much more satisfied with the advice they have received.

To have a basic structure, you can take the description of your specifications and describe individual steps by a series of screenshots. For

a more original documentation you can also turn it into a short video that shows how to do all the operations. In this case, remember to detail all the steps with subtitles or a description for the hearing impaired.

Be careful, for technical and internal documentation, you will need to describe special cases and bugs. You can dedicate a section to this topic at the end of the documentation and you can gradually extend it. Make sure that the main users can fill in this part of the documentation without you by allowing them to modify the file. This will save you time and accuracy. On the other hand, you will have to regularly remind the existence of this documentation and to sort and reread it (at least once a year). ■



Maintenance: development and updates



Your project is online, functional and well documented, so it should normally work for a while. But that does not mean forever. Digital technologies evolve very quickly and often need to be updated. In addition, in the first year of use, there may be special cases that you have not yet experienced or bugs on your site that will appear over time.

Some updates are optional, but security updates are essential to avoid data leakage, virus installation and hacking. Similarly, changes in computer language versions (PHP, HTML, application language...) occur regularly: about every three to four years for the web and every year for the Android and iOS programming languages. These new versions can make your project unusable in the short term, so it is good to stay informed and when there is an announcement, to start looking for a person and/or resources to enable a transition to this new language.

You must therefore anticipate all these elements and plan a small budget for the maintenance and updating of your projects from the very beginning. We can thus estimate that it is preferable to allocate 20% of the project value in the year following its launch, then 10% over the following 2 to 3 years, and in the 4th or 5th year it is necessary to invest larger sum again (if you wish the project to continue). Because a project that is no longer current, no longer up-to-date enough, or just not used anymore, is to be removed and archived to make sure you don't pay these expenses forever.

These investments will handle most of the worries you might encounter over the years, but they are very general estimates, for applications, video games and website/software projects you will surely need to increase them and make more frequent updates. ■

Evaluate your project

Once the project is complete, it is a good practice to take stock. How did the project implementation go? What could be improved? In the medium term, it is also the digital project itself that should be evaluated.

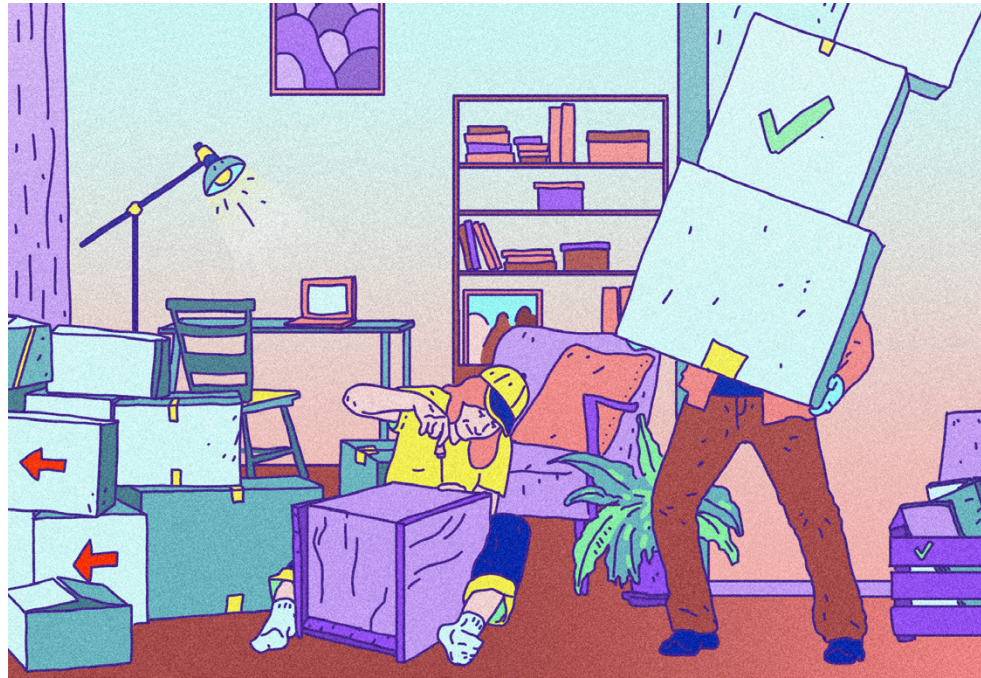
Evaluate the development of the project

Developing a project often requires mobilizing several people within a structure, who are not necessarily used to working together. Consequently, frictions or misunderstandings may arise.

The assessment allows you to identify the points that went well and those where there were more difficulties, in order to try not to face them again. There are several ways to conduct the evaluation.

One solution may be to conduct an analysis based on the major themes of the project: communication, relations with external service providers, team coordination, etc. It is preferable to involve all project members to ensure that all critical points are raised.

As an example, you can sort the different points into 4 main categories: Keep, Increase, Start and Stop. The Keep category corresponds to the practices that have been applied during the development of the project and that have worked well. Increase refers to ideas that have already been implemented, and that should be expanded to improve the management of the project. Start refers



to what has not been put in place, but could in the future make the overall management more fluid or even improve. Finally, Stop refers to practices that have not worked and that should be abandoned.

It is important to share this feedback with everyone in order to improve all practices. ■

Evaluate your digital project in the medium term

In order to evaluate the impact of your digital project, it is necessary to have some distant perspective, to let some time pass to have the first feedbacks on the use of the final product.

The evaluation will depend greatly on the type of product. The ideal is to ensure continuous monitoring of the quantitative performance of the project and to anticipate it by setting up measurement tools: monitor the number of visits per month on a website, the number of downloads of the application, the average time spent on the platform, etc. You will not necessarily have a point of comparison at launch, and it will be complicated to know if the results are positive or not. The follow-up over time allows you to overcome this lack of knowledge. Note that it is necessary to select the data that interests you according to your situation.

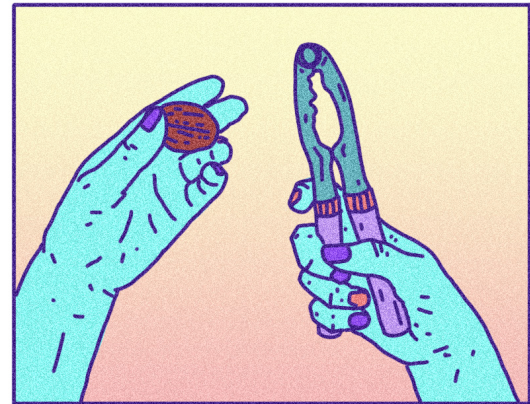
Qualitative feedback completes the evaluation, and is often essential to improve the product. Is your application easy to use? Is the information on your website clear and accessible? Does your software meet the identified need? To answer these questions, it is necessary to exchange directly with the receivers of your project. To do this, you can organize «user feedback» sessions, in individual interviews or in focus groups of 3-4 people. This will allow you to make the right decisions (and/or orientations) in order to increase the impact of your product. ■



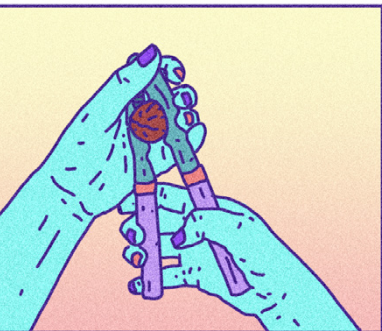
//////////////////// This second part is intended to accompany you further in the realization of digital projects. It is more intended for people wishing to specialize in digital or to develop their skills in this field. It will be a little more technical, but will surely enrich your personal culture with new insights into digital technology.

Popularize digital issues

One of the keys to working in a technical field is being able to communicate your knowledge and explain the issues behind it to others (your association's board, volunteers or even people from your team), who know nothing or not much about it. You will often hear phrases like «I don't understand this» or «computers don't like me anyway» and a whole lot of other things like that. Don't be discouraged, it's precisely because people don't have the time or energy to understand digital, so you'll be super useful to them. To overcome this fear of technology, there are several tips:



- Use as little jargon and technical terms as possible and when necessary, make it explicit without waiting to be asked. If the person has to admit ignorance, he or she will not necessarily do so and may miss part of what you want to convey
- Use lots of concrete examples based on elements of the person's daily life whenever possible. You can also use metaphors, but work them out in advance so as not to confuse the person in front of you.

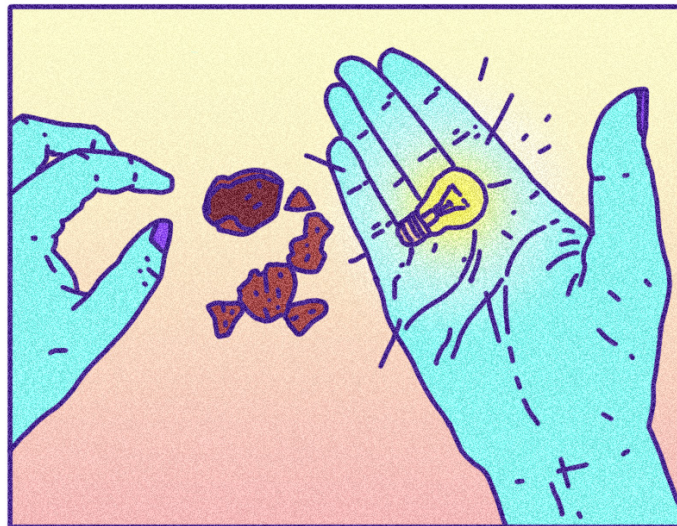


- Have the person rephrase what they understood in their own words, to make sure everything has been integrated.

- When you need the person in front of you to make a decision, for example about a budget or a provider, try to present the pros and cons of each solution in an honest way. For example, if you have to choose between two developers, say, «This one is cheaper and responded quickly, but this one has already made examples of sites that look like what we want. From a technical point of view, they both seem to match and made a good impression on me. So, what do you think?» If, on the other hand, you prefer one or the other solution, explain why.

- When you can, use diagrams or visual aids, it is always easier to make yourself understood by using different demonstration techniques.

- Say it when you yourself don't fully understand an element of the project that doesn't concern the digital aspect (e.g. budget, communication...) which other people in the team can explain to you, people will feel more comfortable not knowing everything about your subject.



- Don't hesitate to confess when you don't have 100% control over a digital element of the project handled by a service provider or subject to uncertainties: no one can control all the technical problems and bugs that may occur, it is perfectly normal.

- Make your explanations as short and concise as possible. If you can't, don't hesitate to ask the person you are talking to if they really want to know everything about your subject, or if a quick version is enough. Indeed, we often tend to want to transmit all the information to the other person, but it is useless if the other person is not listening, does not have the need or the desire. ■

Manage and verify your backups

//////// No one is safe from a fire, a server failure or a major handling error. And unfortunately, this is when you realize that your backups did not work and/or that you do not know how to recover them. The solution is quite simple: you have to take care of it when you put your site online and try at least once a year, every six months at best, to recover and use them.

You may be wondering where to find these backups or if they are available for projects created via code-free authoring platforms.



If you have chosen a custom hosting, your backups are managed by the person who hosts your site (provider or host) and in this case you will have to refer to their respective website. The important things to understand and check are:

- **The location of the backups:** To remain compliant with the GDPR, your data, including backups, must be in Europe. However, if you choose to pay for the service, we recommend that you make sure that the backups are hosted on a location other than your server to avoid a wider range of accidents (blackout, fire, etc.)

- **Automation:** If the technology used by the host doesn't really matter (at least at our level of use for this guide), it is highly recommended to automate the backups so that they are done every day if possible. If you don't, you will have to make regular backups by hand, which is much more technical. We also recommend that you make a backup before any important change (an update of your software for example, a new service going online, etc.).

- **How to make your backups work:** There is no one way that is common to all hosting companies and all types of projects. You have to read the documentation and follow the steps one by one. If you don't succeed, don't hesitate to ask the customer service who will surely be able to help. ■

IT security of your project

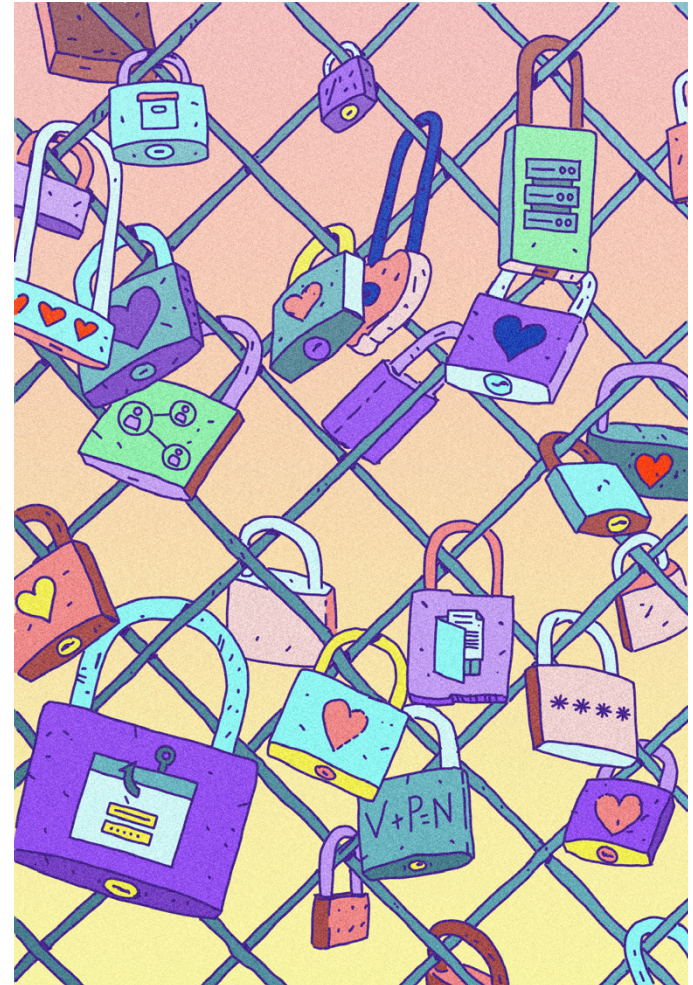


The computer security of your project is often much easier to anticipate than you think since most of the problems that can happen to you are not caused by technical flaws, but by human errors. We will therefore detail in this section a series of tips to help you prevent these problems:



- **Update your software and hardware:** the only technical way to protect yourself against digital attacks is to regularly update your devices (computer, tablet, console and phone) and the software you use to browse and/or store your passwords. Of course, you will also need to update your servers, applications and projects.

- **Create one account per person on your project:** no shared account and at least two administration accounts with a mandatory double authentication. This system, which relies on password authentication and the sending of a validation code to an email or a phone number for example, is a real guarantee of security in most cases. Thanks to the individual accounts, only those who need to have access to the information can do so. The two separate admin accounts allow you to recover if one is compromised. As for double authentication, if it is preferable to apply it everywhere, it should at least be implemented for the admin accounts that are the most sensitive.





- **Digital hygiene of your data and projects:** your project is finished? That is great, so you can archive it, delete all sensitive data from the databases and check that you have not forgotten any questionnaires or anything else about it. Also, once you put your project online, don't forget to delete all drafts and tests done beforehand so as not to occupy memory for nothing, it's eco-responsible and it removes a potential leakage source.

- **Do not collect more information than necessary:** this is called privacy by design. That is to say, in order not to have any leakage of information, the best thing is not to ask for them, and not to store them. In many cases, a few e-mails and passwords is enough information. So there is not much sense in asking for more personal information from the people who use your site.

- **Secure passwords:** once each person has their own account, it is important that the passwords are strong enough. For this purpose, there are random password generators. Another effective option is to create what is called a passphrase. This is a phrase per account that is longer and therefore harder to guess but still easy to remember.



- **Store your passwords:** if you want to have secure passwords, it is often complicated to remember them all. To help you, there are password managers that allow you to store all your passwords in a secure way. However, be careful to choose the one that will correspond to your digital uses and that will allow an easy sharing with other people in the case of an association transfer for example.

- **Hoax and phishing:** Be very careful here! Don't click on messages whose sender is not sure, and never give your password or any confidential information elsewhere than in a secure application/site. We also take care not to install by mistake tracking software and other toolbars that are offered in an unfair way when installing too many software. For cell phones, we check from time to time which authorizations are given to which applications and we refuse to install applications that force us to share our contacts, our geolocation or the contents of our folders.

- **Secured workstations:** Finally, the last recommendation on this subject is to make sure that your devices are as secure as possible. To do this, use a password to access your session (and don't write it down on a post-it note near the device), use an anti-virus program. And remember to lock your session when you don't use your device anymore, or set it to do so automatically after 5 minutes for example. ■

Intellectual property of the source code and legal protection

Who owns your digital project? This is a good question to ask yourself before there is a real problem, or even before the conception of your project. Obviously, intellectual property rights depend on the country in which the contract is signed and on which jurisdiction it depends. In any case, it is necessary to distinguish several elements:

- **The content** (images, texts, video...) that belongs to their authors
- **The graphic design of the site** (colors, presentation...) which belongs to the person having realized it, unless you have this covered by a contract
- **The domain name URL** that belongs to the person who bought it
- **The source code of the site** which belongs to the person who develops it, unless you have this covered by a contract.

As you have understood, discussing, but also formalizing in writing what belongs to whom is essential and a contract with the providers normally defines the different situations. If this is not the case, you can always ask the question and have the clauses added according to what you decide. If you have any doubts, there are usually legal offices in your city where you can ask for advice and assistance. In the case of a digital project, you can turn to the organizations that accompany the creation of companies, the houses of associations as well as for example in France the French tech.

If you or a volunteer is developing the project, it is also important to lay the groundwork with the people you are working with (other volunteers, association, etc.) to avoid any problems later on. ■

Free your project!

||||| If you own all the elements of your project, you may decide to «re-lease» it in whole or in part. This will allow others to enrich, adapt, share and study it. From this point of view we must distinguish the content that can be put under free license thanks to the *creative commons licenses*, such as CC-BY-SA or CC-BY, that provide both an option to reuse your work with attribution, and an option that obliges you to apply the same license to resources created from your own sources.

Freeing your project in terms of the code is a process that goes through several different steps depending on your technical level. Putting it under a free license as indicated in the previous section is the easiest, it allows others to reuse your content and enrich it. For that it is preferable to use a license dedicated to this use like GPL, BSD or MIT. You can use the site <https://choosealicense.com/> for help.

However, to make your project completely free, you must not neglect the technical part which, in addition to the license, also includes making your source code accessible.

If you use a provider, you can ask him to put your code on what is called a software forge (github, gitlab, frama-git...) which are all places where you can publish your code and make it accessible to others. Most of these software forges are based on the code versioning tool git, but there are others like svn or mercurial. Be careful, this must be anticipated from the start of the project so that the provider is warned and can make

this code readable for people who would like to use it. You must also decide if you want to host it on your account or on the account of the person who developed it. It's up to you to decide (according to your skills and your comfort) whether to use a code versioning tool, which is honestly not very easy to use for people who don't practice it on a daily basis.

If you want to do it yourself or just understand how to use this tool, you can do the exercises of *this little game* created to practice the different functionalities; to be completed by a MOOC, online course or tutorials, for example those listed in *this article*, to understand the theory of the software and what it is used for.

Once your code is online, you can add a link on your project that allows access to this code and you will only have to approve the modification proposals that could be made by the users who have the appropriate skills. ■

Links



Page 8 :

Tutorial how to create a website
<https://vpn.animafac.net/tutorials/website.html>



Page 48 :

Presentation of the Creative Commons licenses
<https://creativecommons.org/share-your-work/>



Page 49 :

Help in choosing a license adapted to your project
<https://choosealicense.com/>

Links



Page 49 :

Small game to learn and discover Git
https://learngitbranching.js.org/?locale=fr_FR



Page 49 :

Resource article on «software forges»
<https://cupnet.net/git-github/>

Do you want to create a website,
an application or another digital project
for your association?

This guide is for you!

From your ideas to the archiving of your
project, we accompany you step by step
in the management of digital projects
to give even more impact and visibility
to your association projects!



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