Dear Advisors

This is the first of several communications about the review process for the 1704 website project. I hope to be communicating with each of you individually, but for now, here is a general email to everyone.

The review process is very important, and the part you play in it is crucial to the success of this website project. The review process is your opportunity to review what we have written and give us feedback on suggested changes. I will be sending you a review schedule sometime in January to let you know what we need by when. In the meantime, please read these important guidelines that y will help our process move efficiently and cost-effectively. Please call or email me with any questions or comments you may have.

1. Who should review what?

There will be one packet/outline review, and two online reviews for each scene. For example, in the prototype, there is the Attack scene and the March scene. Each will have three reviews: an outline review and two online reviews.

Packet/Outline Review
The outline review will be paper-based, written in WORD. We ask that you review the outline for:

- Description of the illustration
- Introductory tab content
- Tabbed Scene outline content for your group's perspective
- Character Narrative outline content for characters that represent your group's perspective
- Object outline content that relates to objects representing your group

I will email packets to the following primary reviewers for the packet review:

- Kevin Sweeny - English
- Louise Pothier - French
- Marge Bruchac - Abenaki
- Michael Rice - Kanien'kehaka
- Louis Karl Picard - Wendat

We ask that you consult with any of the other reviewers listed for your group and then return ONE set of requested changes to me in one week's time.

Online Reviews
The two online reviews will be for content that has been put online. We ask that you review

- Description of the illustration
- Introductory tab content
- Tabbed Scene outline content for your group's perspective
- Character Narrative outline content for characters that represent your group's perspective
- Object outline content that relates to objects representing your group

I will email a URL to the following reviewers:

<u>English</u>
Kevin
Alice
Marla
Neal
Evan

<u>French</u>
Louise

<u>Abenaki</u>
Marge
Patrick
Colin

<u>Kanien'kehaka</u>
Michael
Brian
Kanatakta
Taiaiake

<u>Wendat</u>
Louis Karl
Stephane
Denys

<u>Black</u>
Ira Berlin

We ask that where possible, you consult with any of the other reviewers listed for your group and then return ONE set of requested changes to me via the primary

reviewer for your group, in one week's time. Where this is not feasible or desirable, you may return your comments individually.

2. How should we return our review comments to you?

We would prefer that you return review comments for the paper-based WORD documents electronically by email (with revision marks turned on in WORD or comments written in the email). This would be the more efficient method; however, you can mark up the document and return it to me via the regular mail, as long as you respond in a timely manner. You can also pick up the phone and deliver comments that way.

You can return review comments for the online version electronically by email (comments written in the email). You can print out the online version, mark it up, and send it via the regular mail. You can call.

3. What if we don't all agree on the changes we want you to make?

While it's true that all reviewers in one group will not necessarily speak with the same voice, it's also true that unless we resolve differences, we will never succeed in publishing our website. Therefore, it is important that you try to resolve any differences of opinion within your perspective group before you send us the requested changes. If you cannot agree on the changes you want, we will serve as the arbitors of any disagreements. If you wish to avoid our making the decision, then it is important to try and achieve agreement within your group of reviewers. PVMA however, must reserve the right to have the final word on all content decisions since PVMA is the grantee of the NEH award.

4. Why is it important to return review comments within one week's time?

We have a very ambitious task ahead of us, and the success of the website in February 2004 is directly related to the efficiency of our process and our adherence to the development schedule. Your return of review comments to us in a timely manner will insure that we can continue iterative process of developing the material for the website. We will allow one week for each review. If we do not have your comments returned within one week's time, the project may not be completed by the website launch date in February of 2004, or, it may be completed without your comments incorporated. If you find that you are having difficulty responding by the deadline, you should contact me at the earliest sign of problems so that we can work something out.

5. How will we be compensated for our time?

As you may know, NEH did not fund us for the total amount we requested. In addition, some of the line item for compensating advisors' for their time and effort must come from matching funds. We are currently in the process of trying to raise funds for numerous line items in the budget. Because we don't yet know how successful we will be, we must adhere to a rather tight budget. We plan to pay you at the rate of $250 for an 8-hour day, or just over $30 per hour. I know that many of you are used to compensation at a much higher rate, but am hoping that you will be willing to work at a reduced rate on this project. If anyone has issues with this compensation, please contact me to discuss it.

We calculate that the reviews should take the following time commitment:

- On call time - approximately one hour per scene
- Packet reviews - approximately two hours per scene
- First online review - approximately one and one half hours per scene
- Second online review - approximately one hour per scene

Again, please let me know if you find that these time estimates are very different from the time you are expending.

We expect you to bill us monthly. You may send the bill directly to Jeanne   at with a cc to me.