



Case Study

Project Name	Digitization of historical collection
Client	Prestigious educational institution in USA
Volumes	Over 100,000 pages of rare collection from WW II period
Mode of delivery of Source	Hardcopies physically shipped to Tricom's USA facility
Mode of upload of data to client	Images and XML files were delivered over secured File Transfer Protocol Hardcopies were shipped back to the client
Turnaround time	12 months' project with weekly deliveries
Process followed	Pre-production analysis of hardcopies Scanning of hardcopies Image processing—Black border removal and Deskewing Data extraction from images through double-pass method Electronic proofing of data Data integrity checks Development of conversion tools Tagging of data using TEI Lite DTD Parsing and validation of tagged data Final checks Delivery of validate XML files
Challenges faced	Fragile hardcopies to be handled carefully to avoid any damages
	Client's expectation of 99.95% of data accuracy
	100% tagging accuracy
	Strict schedule adherence

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<p><i>How Tricom helped transform client's business</i></p>	<p>Tricom deployed following time tested project management methodologies—</p> <ul style="list-style-type: none"> a. Detailed pre-production analysis of client supplied source materials, keying guidelines and specifications b. Role and responsibility definition to all the members of the project team c. Client communication and project status reporting templates used d. Queries posted to client at the appropriate time to seek clarification and avoid any possible errors e. Project is monitored through well defined trackers and dashboards
	<p>Hardcopies were scanned with utmost care to ensure proper handling of the same and produce highest quality images</p>
	<p>Tricom developed the necessary software tools in-house to prompt the coders avoid any errors and ensure the expected quality</p>
	<p>Suggested best practices and new methodologies to the client to improve the overall standards of the deliverables</p>
<p><i>Client appreciation</i></p>	<p>Client valued the immaculate execution of the project and appreciated careful handling of the hardcopies</p> <p>Tricom voluntarily listed out the unique data formats which, were not addressed in the DTD . This was appreciated by the client</p>