JISC

JISC WORK PACKAGE

WORKPACKAGES	Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
1: Project Management		■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
2: Environmental Assessment								■	■	■	■														
3: Establishing Pilot Repositories for Partners								■	■	■	■	■	■	■	■	■	■	■							
4: Designing metadata analysis and Structures									■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
5: Software enhancement											■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
6: Rights Issues											■	■	■	■	■										
7: Assessing author behaviours								■	■	■	■	■	■	■											
8: Assessing the response of multiple audiences														■	■	■	■	■	■						
9: Data curation and preservation																			■	■	■	■	■	■	
10: Publicity, Evaluation and Impact																	■	■	■	■	■	■	■	■	■

Project start date: 31 March 2007

Project completion date: 31 March 2009

Duration: 24 months

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility

				Milestone	Responsibility
YEAR 1					
WORKPACKAGE 1: Project Management _**Objective: To ensure that all the Work Packages of the project are delivered within the agreed deadlines and budget**_					
Preparation of project plan	17/09/07	19/10/07	**Project Plan** completed and delivered to JISC Programme Manager	**1**	VS
Project webpage on JISC	31/03/07	15/10/07	**Webpage on JISC site**		VS
Consortium Agreement Signed	31/03/07	31/10/07	**Consortium Agreement**	**2**	MB
Project website set up	17/09/07	31/10/07	**Project website live**	**3**	TMB
Contact with and reporting to JISC	31/03/07	31/03/09	**Bi-annual progress reports** delivered to JISC; liaison with programme managers and with other projects in same programme; attendance at programme meetings		VS

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
Draft of Final Report	01/02/09	28/02/09	Draft Final Report		VS
Final Report	01/02/09	31/03/09	**Final Report**	*See WP 10*	VS
Completion Report	01/03/09	31/03/09	**Completion Report**		VS
Manage budget	31/03/07	31/03/09	Monitor budget; administer flow of funds to partners; ensure efficient expenditure of funds		RW, MB
Collaboration within Project Management Group	17/09/07	31/03/09	Quarterly meetings between project manager and all project officers chaired by Southampton repository Manager; regular email and telephone conferencing		WW, VS, TMB, PO (UCCA), PO (UAL)
Project Board Meetings to oversee activity and advise project management group, consider/approve any changes to original work plan, and represent interests of the project partners	17/09/07	31/03/09	Bi-annual meetings between Project Director, Project Manager and representatives from partner institutions		MB, VS, RL, JC
Liaison with repository steering group at Southampton	17/09/07	31/03/09	Project Manager to attend fortnightly meetings		VS
WORKPACKAGE 2: Environmental Assessment **Objective:** *to assess potential barriers and incentives to participation and to provide a solid basis from which to determine priorities and workflow*					
External summary of existing/past projects and research	01/10/07	30/11/07	Projects and literature review	**4a**	VS
Scoping study of partner institutions	01/11/07	31/12/07	Institutional profiles		PO (UAL) and PO (UCCA)
Case studies of users	01/11/07	31/12/07	User case studies		PO (UAL), PO (UCCA)

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
Report reflecting on the findings from the user profiles and case studies. It will outline key barriers to participation from the academic community and success criteria	01/11/07	31/01/08	Environmental analysis report	**4b**	PO (UAL) and PO (UCCA), VS
WORKPACKAGE 3: *Establishing Pilot Repositories for Partners* **Objective: to make pilot repositories available early in the project to aid advocacy and provide the basis for metadata analysis**					
Setting up a demonstrator repository with artistic/cultural objects	01/10/07	30/11/07	Demonstrator		LC/TMB
Advocacy workshop at Southampton	01/11/07	31/12/07	Workshop		All
Pilot repository populated with examples from the partner institutions, to work alongside academic community for advocacy	01/12/07	31/03/08	Pilot populated repositories		TMB
Write guidance for depositors and develop depositor agreement (intersects with WP6 – Rights)	01/02/08	30/05/08	Guidance for depositors on pilot repository website		VS
Advocacy activities with pilot repositories	01/02/08	31/03/09	Advocacy activities		All
Increase population of repositories	30/03/08	31/03/09	Two fully working institutional repositories	**5**	All

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
WORKPACKAGE 4: *Designing Metadata Analysis and Structures* **Objective: to provide a framework of non-text based outputs based on discipline need and responsive to local policies for input and retrieval**					
Evaluation of standards for visual and multimedia digital objects	01/11/07	31/01/08	Report		VS, PO (UAL), PO (UCCA), ME
Review of discipline's perception of use and re-purposing of non-text based outputs	01/01/08	30/05/08	Review		PO (UAL), PO (UCCA)
Developing metadata structure appropriate to object types in repository, and reflecting the likely uses and re-purposing of IR content	01/12/07	31/03/09	Metadata structure for artistic and cultural outputs, to be embedded within pilot repositories	**6**	VS, PO (UAL), PO (UCCA), TMB
WORKPACKAGE 5: *Software Enhancement* **Objective: to match the metadata structure with an appropriate repository structure**					
Test and review of metadata framework developed in WP4	01/01/08	30/06/08	Review		VS, PO (UCCA), PO (UAL), TMB
Obtain user feedback on interface design and usability	01/03/08	31/08/08	User assessment report		VS, PO (UCCA), PO (UAL), TMB
Research into potential for cross-repository linkages	01/03/08	31/08/08	Links in place		TMB

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
Enhancement of software to reflect findings of metadata review, user feedback and to incorporate relevant links with other repositories	30/06/08	31/03/09	Working institutional repository model for cultural and artistic outputs based on local policies	**7**	TMB
WORKPACKAGE 6: *Rights Issues* **Objective: to provide an acceptable use model for rights issues which can be included in institutional policies**					
Review of rights issues and policies relating to artistic and cultural outputs	01/01/08	29/02/08	Review		PO (UAL) and PO (UCCA), ME
Establish a best practice method for optimising repository content. Provide an acceptable use model for rights issues	01/02/08	30/04/08	A rights framework which can be included in institutional policies	**8**	
Write IPR guidance document for users	01/03/08	30/05/08	Copyright guidelines aimed at repository users, and for use in promotional activities		PO (UAL), PO (UCCA), VS
YEAR 2					
WORKPACKAGE 7: *Assessing author behaviours* **Objective: to ensure that the repository is responding to potential users and to develop policies suitable for the management, promotion and population of the repository**					
Survey of institutional stakeholders, investigating their perceptions of the value and problems of the repository	01/11/07	29/02/08	Stakeholder survey		VS, PO (UAL), PO (UCCA)
Development of policies for promoting, managing and populating the repository	01/02/08	31/03/08	Report on cultural barriers and framework for enhancing the repository	**9**	VS, PO (UAL), PO (UCCA)

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WORKPACKAGE 8: *Assessing the response of multiple audiences* **Objective: to determine the effectiveness of the repository in reaching out to audiences both within HE and beyond**					
Audience user survey aimed at HE audiences, assessing response to interface design, federated searching and access via Google etc, as well as perceptions of value in terms of re-purposing	01/04/08	30/06/08	Survey results/statistics		VS, PO (UCCA), PO (UAL)
User survey aimed at artistic and cultural audiences outside of HE, including galleries and museums	01/04/08	30/06/08	Survey results/statistics		VS, PO (UCCA), PO (UAL)
Evaluation of user surveys and development of strategies for ensuring the effectiveness of the repository in reaching out to multiple audiences	01/07/08	30/09/08	Assessment report and framework for enhancing the repository	**10**	VS, PO (UCCA), PO (UAL)
WORKPACKAGE 9: *Data Curation and preservation* **Objective: to outline the key elements for a sustainable model for data curation and preservation**					
Collaboration with VADS. Also working with existing JISC funded projects, possibly using repository to provide PRESERV2 material to work with in developing their preservation strategy.	01/09/08	28/02/09	Advice on the implications for the curation and preservation of artistic and cultural material	**11**	All

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
WORKPACKAGE 10: *Publicity, Evaluation and Impact* **Objective: to develop an effective communication and evaluation plan**					
Updating website for closing stages of project and developing publicity materials	01/07/08	31/03/09	**Website and marketing materials**		Various
Press releases and postings to relevant lists	01/07/08	31/03/09	Press releases		VS, PO (UAL), PO (UCCA)
Presentations at relevant conferences and articles	01/07/08	31/03/09	**Presentations and publications**		VS, PO (UCCA), PO (UAL)
One-day activity conference	01/02/09	31/03/09	Day conference	**12**	All
Survey work with users	01/01/09	31/03/09	Reports		VS, PO (UCCA), PO (UAL)
Summative external evaluation	01/02/09	31/03/09	**Final Report**	**13**	VS

<u>Members of Project Team</u>

Southampton:
MB = Mark Brown, Project Director
RW = Richard Wake, Budget Manager
WW = Southampton Institutional Repositories Manager
VS = Victoria Sheppard, Project Manager
TMB = Tim Miles-Board, Technical Project Officer
LC = Leslie Carr, EPrints Liaison

Partner Institutions:
University of the Arts London
JC = Jess Crilly, Learning Resources Manager

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility

PO (UAL) = Project Officer (tbc)

University College for the Creative Arts
RL = Rosemary Lynch, Director of Library and Learning Centres
PO (UCCA) = Project Officer (tbc)

Visual Arts Data Service
ME = Mick Eadie, Visual Arts Data Service (VADS)

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