UNIVERSITY OF EXETER

Project Initiation Document (PO003)

Document Control

Project Title:	CHARTER (**C**reating **H**eritage **A**rtefacts for **R**esearch and **T**eaching in an **E-R**epository)
Project Manager:	**James Green**
Date:	**15 October 2008**

Version	Date	Author(s)	Notes on Revisions
0.1	08.09.08	James Green	Initial Draft
0.2	24.09.08	James Green	Second Revision
0.3	01.10.08	James Green	Final Amendments following review by Dr Jessica Gardner and Chris Austin
0.4	10.10.08	James Green	Amendments following initial team meeting held on 8 October

Consultation with: (To provide details of who has been consulted on the PID)

Date	Person	Service/School
16.09.08	Jessica Gardner	Special Collections
16.09.08	Chris Austin	Projects Office
8.10.08	Project Resources	Various

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1.   PROJECT OVERVIEW

CHARTER is a small-scale digitisation pilot which will deliver an open-access repository populated with a critical mass of 4000 digital images drawn from the unique and rare resources in the Special Collections of the University of Exeter. CHARTER will select, digitise and deposit 2000 new images and will transfer another 2000 existing images (held in the online EVE database facility of the University's museum, the Bill Douglas Centre) into the repository.

The project will also create 2000 new metadata records and the creation of a tool for transferring 2000 metadata records from EVE into the repository. The selection theme of the 2000 new images will be popular culture in the long-nineteenth-century, 1800-1914, drawn from across the University's special collections (Bill Douglas Centre, plus Archives & Rare Books). The selected items have no Intellectual Property Rights (IPR) or copyright issues and have interdisciplinary subject appeal through a wide academic base in the arts and humanities. Academics will participate throughout the project in the process of selection for digitisation and through the creation and testing of an e-learning module.

The 2000 existing images already held on EVE all relate to popular culture but a proportion have dates post-1914. All will be transferred to the new repository to aid their long-term preservation.

CHARTER will deliver the next phase of Exeter's strategy to capture and preserve digital artefacts and make them freely available for research and teaching (in a key move from a legacy database (EVE) to a sustainable open access model). The new repository will become the centralised location for storage and access to all digital images drawn from the Special Collections and Bill Douglas Centre. The EVE facility will continue in existence for the time being (as its functionality is much broader than digital image management). EVE will be fully decommissioned in a future project, probably through a managed migration to the established collection management system, DS CALM.

This project will run from October 2008 through to the end of September 2009.

2.   PROJECT OBJECTIVES

The project aim is to create the infrastructure for digital asset management (through the creation of a repository) and to deliver digital assets for research and teaching (by populating the repository with in-demand digital artefacts). This will operate as a single open-access portal to reusable digital surrogates from any source in the University's collections regardless of their physical location or collection origin.

This will be stage one of a strategic move away from legacy systems, like EVE, towards a sustainable open-source digital asset infrastructure. The reusability of the digital artefacts is essential in how this project will enable greater access to resources that may otherwise be hidden or underexploited by academics and students. By integrating users in to the process of selecting material for digitisation and in the creation of the e-learning module, our aim is to embed the resource within its target user community and to facilitate peer-to-peer (student to student and academic to academic) endorsement. CHARTER will also establish the basis for future expansion and sharing of our materials in an open-access and inter-operable environment.

OBJECTIVE	MEASURE
To establish by September 2009 the digital repository as a sustainable portal for users to access online digital artefacts drawn from the University's heritage collections regardless of their physical location or collection-origin.	Delivery of a user friendly, functional facility
To populate by September 2009 the repository with 4000 in-demand popular culture digital artefacts and related metadata (2000 images digitised during the project; 2000	Population of repository with 4000 images (progress measured via project targets & milestones).

existing images migrated over from a legacy database).	
To create an e-learning module using the digital artefacts in the repository to demonstrate their value and reusability to academics and students.	Completion and uptake of e-learning module (deposit on Jorum).
To evaluate and disseminate the processes and outputs of the project as case-studies and resources of benefit to research, teaching, e-learning, heritage and technical communities of practice.	Delivery of conference papers, reports, focus groups, newsletters, and workshops as per evaluation and dissemination plans.

2.1. METRICS

This project will have a positive impact on the University Metrics. The result of this project will be to populate the repository with digital artefacts in-demand for teaching and research. There are 11 taught courses (undergraduate and postgraduate) already positioned to integrate the popular content from the repository into the curriculum on completion of CHARTER. The production of such a facility will enhance the environment for research and will in turn improve the likelihood of research income where digital assets are a key part of the bid.

An improved facility and resource centre may improve the student experience for those using it during their time of study at the University and subsequently may continue to do so afterwards.

This project will directly contribute to the follow metric:
- Research
    - o REF Outcomes
    - o Research income per staff FTE
    - o PGR per staff FTE
    - o Earned income

And indirectly contribute to the following metric:
- UG Students and Student Experience
    - o Progression and Achievement
    - o National Student Survey

2.2   SUSTAINABILITY/ENVIRONMENTAL ISSUES

This section relates specifically to environmental preservation issues. See Operational responsibility at 5.2.4. for ICT sustainability issues.

By digitising rare artefacts held in its Special Collection, the University can help sustain the originals by reducing the need for physical access to them and thus prolonging their useful life.

Any hardware purchases made on the project will be subject to University environmental policies for disposal.

3.   SCOPE & TIMESCALE OF THE PROJECT

The project covers the creation of an open access repository with a web interface and search tools. An e-learning module incorporating digital artefacts in the repository will be produced and deposited as a case study in Jorum.

The whole project, including Post Project Review, is to be completed by September 2009.

Phases of the project have been detailed below

Phase 1	Project Set-Up
Scope:	Establish operational basis for project to begin
Dates/Duration:	2-3 months: September 08 to November 08
Deliverables:	Appoint Project Manager; recruitment of digitisation staff (to start Jan 09); set up project blog & website; agree reporting & documentation schedule with JISC; purchase equipment.
Provided by:	Principal Investigator; Project Manager; Project Team

Phase 2	Repository Workflow
Scope:	Set-up repository (using Fedora software) and establish migration processes from legacy database (EVE); initial technical exploration will take place in a virtual development environment.
Dates/Duration:	End of October 08 to completion of repository. .
Deliverables:	Repository and web interface; migration processes from EVE; digital storage processes; transfer of 2000 images & related metadata from EVE; documentation of technical processes and practices; usability testing.
Provided by:	Head of Integration Web Services; with Systems Programmer, Digital Storage Manager (close working with Principal Investigator, Digital Assets Manager and Curator).

Phase 3	Metadata Workflow
Scope:	Adapt Dublin Core metadata fields for repository; map from EVE to repository (Spectrum to Dublin Core); editing and creation of metadata records
Dates/Duration:	12 months: October 08 to September 09
Deliverables:	Metadata framework for repository; documentation of mapping between systems.
Provided by:	Digital Assets Manager, Curator, Principal Investigator (with Systems Programmer).

Phase 4	Selection Workflow
Scope:	Selection of objects for digitisation via Selection Panels with input from academic liaison librarians, time-tabled teaching sessions in Special Collections & ongoing curatorial work
Dates/Duration:	12 months (with 3 formal selection panels)
Deliverables:	Selection of 2000 new digitised popular culture images; selection criteria and case-studies.
Provided by:	Curator, Principal Investigator; interdisciplinary team of academics; Digital Assets Manager & Digitisation staff.

Phase 5	Digitisation Workflow
Scope:	Digitisation and manipulation of 2000 objects & quality review processes
Dates/Duration:	9 months: January to September 09
Deliverables:	2000 digital artefacts uploaded to the repository with associate metadata records; documentation of processes and case-studies; back-up CD-ROMs of digital objects.
Provided by:	Digital Assets Manager, with Digitisation staff. Input from Principal Investigator & Curator.

Phase 6	E-Learning Workflow
Scope:	Creation of an e-learning module using digital artefacts from the repository.
Dates/Duration:	2 months: June to July 09
Deliverables:	E-learning module (deposit on Jorum); evaluative case-study and documentation; integration of repository in to curriculum.
Provided by:	Head of E-Learning, Educational Technologist, Academics, Curator (with Principal Investigator and input from Academic Liaison librarians)

Phase 7	Evaluation and Dissemination

Scope:	Evaluation and dissemination of the processes, practices and outputs of the project; project websites at Exeter and JISC
Dates/Duration:	12 + months: October 08 to September 09, and beyond; *JISC Project Plan and websites by 5 November.
Deliverables:	Focus Group reports for repository and e-learning usability testing; documentation of the project via blog; reports to JISC and Project Board; conference papers, workshops, newsletter articles etc.
Provided by:	Led by Project Manager, with full Project Team

3.1   RELATED PROJECTS

There are various resources identified to work on this project that will have pressure on their time from other projects but not one specific stream of work. This is identified as a risk in Appendix A.

3.2   OUT OF SCOPE

Any objects that are outside of the Special Collections section in the Old Library are deemed to be out of scope. This includes all materials held on the Cornwall Campus as well as in the Devon and Exeter Institution.

All Audio Visual material is also excluded regardless of location.

4.   RISKS, CONSTRAINTS AND ASSUMPTIONS

4.1   RISKS

Risks that have been identified for this project are defined in Appendix A.

4.2   CONSTRAINTS & DEPENDENCIES

There are very clear budgetary constraints set out by JISC and the University. This project must conform to JISC standards for project management, reporting, updates and delivery.

There is mobile storage being implemented into the lower floor of the Old Library which may limit physical access to some artefacts. The time for this work is yet to be confirmed. Access to the stores will be negotiated as required with Buildings & Estate but any constraint this may have can be built into the overall project schedule.

4.3   ASSUMPTIONS

It is assumed at this time that all resources required to carry out the project will be available for the time periods they are required to fulfil the project objectives. It is also assumed that the recruitment of the Digitisation Officer and Digitisation Assistant will not delay the current timescales.

5.   RESOURCE FOR THE PROJECT

5.1   FINANCE

The total budget for this project is £154,098.60 of which 50% has been provided by JISC with the remainder being matched by the University.

£17,500 has been identified as a contingency and will not be released for other purposes until after the end of the project. [Nb £1364 of this contingency has already been committed to the project to meet the higher than predicted inflationary costs of the new digitisation staff. This

leaves a contingency of £16,136.]

5.2   RESOURCES

5.2.1   Project Board

The Project Board will meet not less than six times during the course of the project

Board Member Role	Name and Job Title
Chair	Jessica Gardner (Head of Special Collections)
Professional Services Representative (s)	Ahmed Abu-Zayed (Digital Assets Manager) Martin Myhill (Assistant Director Academic Services)
School Representatives	Ian Cook (Geography) Gary Stringer (Creative Media & Information Technology Unit – SELL)
Project Manager	James Green (Projects Office)

5.2.2   Project Team

The Project Team will meet not less than once a month during the course of the project.

Project Role	Name
Project Manager	James Green
Principal Investigator	Dr Jessica Gardner
Work Stream Managers	
Repository	Sue Milward
Metadata and Digitisation	Ahmed Abu-Zayed
Selection	Philip Wickham
E-Learning	Matt Newcombe

5.2.3   Project Resources

Project Role	Name	Days required or % of time	Timescale required
Project Manager	James Green	20%	1 year
Principal Investigator	Dr Jessica Gardner	10%	1 year
Digitisation Team	Digitisation Officer and Assistant	100%	January 09 for 9 months
Repository Workflow	Ray Burnley	50%	November 08 for 6 months
	Sue Milward	10%	October 08 for 6 months
	Ahmed Abu-Zayed	15%	1 year
	Bill Edmund		1 week
Selection Panel	Joanne Parker, Paul Young, Joe Kember, Nicola Thomas, Jude Hill, James Ryan, Bruce Coleman, Richard Noakes, Richard Toye, Caroline Gale and Diane Workman.		4 – 8 hours
	Philip Wickham	5%	1 year
E-Learning	Simon Tapper	100%	June 09 for 2 months
	Matt Newcombe	10%	June 09 for 2 months
	John Plunkett		30 hours
	Diane Workman		April 09 for 2 months – part-time contribution as required

5.2.4   Hardware requirements/replacement schedule & responsibility

The 2 new members of staff employed to carry out the digitisation work will require a workstation each with Adobe Photoshop on it, as well as a networked colour laser jet printer. In addition to this, the project will require a large format flatbed scanner, a slide scanner and a camera to collate the images of the selected artefacts.

To store the repository, a mirrored server will be required along with a back-up provision provided by this project.

All of the above items have been accounted for in the budget. At the end of the project the hardware will become the responsibility of the Special Collections department at Exeter University. The University standard for server replacement is every 4 years. This cost will be borne by Academic Services.

5.2.4   Operational responsibility for the system and resource required

The project does not exist in a vacuum. It sits within the University's strategic plans for research and teaching and it is aligned to JISC's digitisation strategy. The knowledge and processes and impact of CHARTER will extend beyond the life of the project and will inform

the next phase of user-led digital developments at Exeter. Our aim will be to facilitate ongoing development and expansion of the repository (e.g. developing from its start-up as an image library to hold other digital artefacts like sound and film recordings) and exploration of mapping and migration between the repository and DS CALM software (for archives).

The repository will be developed by the Integration and Web Services Team (BISS) during CHARTER. Once the repository is built and documented, responsibility for maintenance will be handed over to the Academic Systems Team (BISS). Responsibility for hardware and technical development and problem solving will be undertaken by the Integration and Web Services Team, in liaison with Academic Systems. Operational responsibility for content and user administration remains with the Digital Assets Team (CRS).

There are also sustainability commitments to be made to the JISC. CHARTER's outputs and project website must be sustained by the institution for 3 years on conclusion of the project. The project will also comply with the technical and quality standards outlined by the JISC and the e-learning module produced will be deposited with JISC in Jorum.

5.2.5   Training requirements & ongoing training provision

Matt Newcombe and Simon Tapper will create an e-learning module as a case study in order to show how the digital objects in the repository can be reused in the curriculum. Training for use of this module will be shared between the E-Learning Team, Academic Liaison and Collection Development Team and Special Collections, as required by existing and potential users of the resource. Diane Workman (Academic Liaison Consultant for English) will have a key role to play, as the e-learning module will be developed with the Department of English.

The E-learning team will also deposit a version of the module in JISC's JORUM facility for long-term preservation.

6.   MANAGING THE PROJECT

Project Management documents to be produced by this project include

- o   Project Initiation Document plus appendices
     Risk Log
     Issue Log
     Action Logs
- o   Budget
- o   Project plan
- o   Project status reports
- o   Post Project Evaluation report

6.1   ISSUE CONTROL

Issues will be recorded in the Issue Log and can be seen in appendix A.

6.2   ACTIONS REGISTER

The Project Manager will keep and update the actions register and disseminate accordingly to the project team. The current action log can be seen in appendix A.

6.3   FINANCIAL CONTROL

Financial control of this project will be handled by Jessica Gardner.

6.4   INFORMATION MANAGEMENT

Information relating to this project will be available on the project website (give url when

available) and on the project blog. The JISC deadline for this is 5 November 2008.

7.   STAKEHOLDERS

Stakeholder	Expected Communications	Frequency	Media
Project Programme Board	Briefing on project progress; resolution of problems; financial and technical concerns	As requested by Project Programme Board; As required by the project	Project Plan; Project Reports; E-Mail; Phone; f2f meetings
Project Board	Up to date awareness of Project activities and progress against plans. Problem-solving.	As requested by Project Board; as required by the project	Reports, Project Plans, Project Web Pages, Blog, e-mail
Project Team	Progress, decision-making and problem solving; sharing expertise and learning	Monthly / as required	Initial f2f meeting followed by e-mail communication; web-pages, blog, 1:1 / small group discussions
Line managers of staff	PID Agreement; Project Updates; changes to scope and timescale;	As required	Reports / e-mails / phone
Academic and Academic Lisison staff participating in selection panels	Discussion over selection criteria and process progress	As required	Selection panel meeting f2f; e-mails
Academic and Academic Liaison staff participating in E-Learning workflow	Discussion over scope and content and training of e-learning module	As required	Initial f2f meeting; e-mails
Other JISC projects under Digitisation Programme	Discussion over scope, progress and problems; skills and expertise sharing	As required	JISC meetings; e-mail, blog
Academic and Students (customers)	Promotion of the scope and relevance of the resource; focus group testing	As required	Focus groups, e-mail, newsletters
Heritage and digitisation community	Promotion of the scope and relevance of the resource and expertise sharing	As required	E-Mail groups, newsletters, publication

8.   PLANNING

Initial project plan can be found in Appendix B. This plan has yet to be baselined pending PID authorisation.

9.   APPROVAL

	Name	Signature	Date
Project Sponsor	Martin Myhill		
Project Customer	Jessica Gardner		
Project Manager	James Green		

Capital Expenditure Approval

		Name	Signature	Date
100k	Head of School/Service			
100k – 200k	DVC/ Registrar			
200k – 1 million	ICoG and ISG approval within Capital Planning Processes			
1 million +	Follow Capital Planning Processes			

APPENDIX A - RISK, ISSUES AND ACTION LOG

RAG STATUS

R = Requires urgent action
A = New Risk/Issue requires assessment or existing risk/issue requires (non-urgent) action
G = Risk/Issue has been dealt with and can now be closed

Risk Identifier	Risk Description	RAG Status (R, A, G)	Author	Owner	Date Identified	Date of last Update	Category	Impact	Probability	Proximity	Current status	Counter-measures
RL1	Recruitment and retention of Staff	A	JG		01/07/2008	11/09/2008	Staffing	Medium 3	Medium 2	Immediate	Open	Four months allowed for recruitment of digitisation staff. Project Manager to be recruited from the University's Project Team. All practices and processes will be recorded to facilitate knowledge transfer should staff leave during the project
RL2	Failure of the project	A	JG		01/07/2008	11/09/2008	Organisational	High 5	Low 1	Continuous	Open	CHARTER is aligned to the institution's strategy for research and teaching. The expertise of JISC (AHDS etc) and the Project Board will be utilised to

											address problems and prevent project failure
RL3	*Failure to deliver project to JISC procedures or standards*	*A*	*JBG*		*11/09/2008*		*Organisational*	*High 4*	*Low 1*	*Continuous*	*Open*	*Guidance from JISC to be sought to mitigate this.*
RL4	*Metadata Creation*	*A*	*JG*		*01/07/2008*	*11/09/2008*	*Technical*	*Medium 3*	*Low 1*	*Future*	*Open*	*ISAD (G), SPECTRUM, MARC and Dublin Core already established. Team has experience of mapping between standards. A well-documented area of work with high value learning outcomes.*
RL5	*Digitisation*	*A*	*JG*		*01/07/2008*	*11/09/2008*	*Technical*	*High 4*	*Low 2*	*Future*	*Open*	*Well-embedded image capture practices. Some items may prove unsuitable for capture (binding too tight or items too fragile). The collection is large enough for alternative selections to be made.*
RL6	*Transfer of images and metadata from EVE*	*A*	*JG*		*01/07/2008*	*11/09/2008*	*Technical*	*Medium 3*	*Low 2*	*Future*	*Open*	*This is an experimental part of the project. If necessary, the architects of EVE will be 'bought-in' to help by*

												Academic Services. High value learning outcomes.
RL7	*Implementation of FEDORA*	*A*	*JG*		*01/07/2008*	*11/09/2008*	*Technical*	*High 5*	*Low 1*	*Future*	*Open*	*The Fedora software has been tried and tested in other organisations. Sector advice will be sought. Problems and solutions will be discussed with JISC. The implementation process has been investigated carefully by the Integration and Web Services Team.*
RL8	*Digital Storage*	*A*	*JG*		*01/07/2008*	*11/09/2008*	*Technical*	*Low 1*	*Low 1*	*Future*	*Open*	*Industry standard digital storage processes and procedures are already in place at Exeter. Back-ups will be made on DVD.*
RL9	*Supply of 100 out-sourced digital images*	*A*	*JG*		*01/07/2008*	*11/09/2008*	*External Suppliers*	*Low 1*	*Low 1*	*Immediate*	*Open*	*Out-source to another supplier or an alternate selection of objects can be digitised.*
RL10	*Purchase of Hardware and Software*	*A*	*JG*		*01/07/2008*	*11/09/2008*	*External Suppliers*	*Low 1*	*Low 1*	*Future*	*Open*	*2-3 months allowed for purchasing*

| RL11 | IPR and Copyright risks: existing images on EVE | A | JG | | 01/07/2008 | 11/09/2008 | Legal | Low 1 | Low 1 | Future | Open | A small quantity of the existing images are in copyright. Rights have either been cleared through the EVE project or are considered very low risk. Images can be removed. An appropriate creative commons licence will also be selected. There are no IPR or copyright risks associated with the new images. |

APPENDIX B - PROJECT PLAN

ID		Task Name	Duration	Start	Finish	Predecess	Resource Names
1		**Finance**	**278 days**	**Mon 08/09/08**	**Wed 30/09/09**		
2		Identify Costs	20 days	Mon 08/09/08	Fri 03/10/08		Dr Jessica Gardner
3		Monitor Budget	265 days	Mon 08/09/08	Wed 30/09/09		Dr Jessica Gardner,Martin Myhill
4		**Pre Project Planning**	**43 days**	**Mon 08/09/08**	**Wed 05/11/08**		
5	✓	Creation of the PID	2 days	Mon 08/09/08	Tue 09/09/08		James Green
6	✓	PID sent to Principal Investigator for review	0.5 days	Fri 19/09/08	Fri 19/09/08	5	James Green
7	✓	Principal Investigator review and return to Project Manager	0.5 days	Fri 26/09/08	Fri 26/09/08	6	Dr Jessica Gardner,Martin Myhill,Chris Austin
8	✓	Final PID circulated for comment	0.5 days	Mon 29/09/08	Mon 29/09/08	7	James Green
9	✓	PID reviewed by Project Manager and distributed to Project Resources	2 days	Mon 29/09/08	Wed 01/10/08	8	James Green
10	✓	PID reviewed at Initial Team Meeting	0.5 days	Wed 08/10/08	Wed 08/10/08	9	All Project Resources
11		PID submitted to Project Board for approval	10 days	Wed 15/10/08	Tue 28/10/08	10,27	James Green
12		PID authorised and Project 'Start'	0.5 days	Wed 29/10/08	Wed 29/10/08	11	Martin Myhill
13		Draft JISC Projec Plan	5 days	Thu 09/10/08	Wed 15/10/08		Dr Jessica Gardner
14		JISC Project Plan sent to Workflow managers and Project Manager for review	10 days	Thu 16/10/08	Wed 29/10/08	13	James Green,Ahmed Abu-Zayed,Ray Burnley
15		Final JISC Project Plan sent to JISC	5 days	Thu 30/10/08	Wed 05/11/08	14	Dr Jessica Gardner
16		**Staff Recruitment**	**55 days**	**Mon 08/09/08**	**Fri 21/11/08**		
17	✓	Appoint Project Manager	0.5 days	Mon 08/09/08	Mon 08/09/08		Emma Baker
18		**Recruitment of Digitisation staff**	**40 days**	**Mon 29/09/08**	**Fri 21/11/08**		
19	✓	Advertise for Digitisation staff	10 days	Mon 29/09/08	Fri 10/10/08		Ahmed Abu-Zayed
20		Interview for Digitisation Staff	10 days	Mon 27/10/08	Fri 07/11/08	19	Dr Jessica Gardner,Ahmed Abu-Zayed,Philip Wickham
21		Recruit staff	10 days	Mon 10/11/08	Fri 21/11/08	20	Ahmed Abu-Zayed
22		**Project Planning**	**257 days**	**Tue 30/09/08**	**Wed 23/09/09**		
23		Set up project blog and Website	10 days	Wed 29/10/08	Wed 12/11/08	12	Dr Jessica Gardner
24		Agree Reporting and Documentation Schedule with JISC	1 day	Mon 13/10/08	Mon 13/10/08		Dr Jessica Gardner
25		**Project Team**	**237 days**	**Tue 30/09/08**	**Wed 26/08/09**		
26		Schedule monthly meetings	2 days	Tue 30/09/08	Wed 01/10/08		James Green
27	✓	Initial Team Meeting	1 day	Wed 08/10/08	Wed 08/10/08		All Project Resources
28		November Team Meeting	1 day	Wed 12/11/08	Wed 12/11/08		Project Team
29		December Team Meeting	1 day	Wed 17/12/08	Wed 17/12/08		Project Team
30		January Team Meeting	1 day	Wed 28/01/09	Wed 28/01/09		Project Team
31		February Team Meeting	1 day	Wed 25/02/09	Wed 25/02/09		Project Team
32		March Team Meeting	1 day	Wed 25/03/09	Wed 25/03/09		Project Team
33		April Team Meeting	1 day	Wed 29/04/09	Wed 29/04/09		Project Team
34		May Team Meeting	1 day	Wed 27/05/09	Wed 27/05/09		Project Team
35		June Team Meeting	1 day	Wed 24/06/09	Wed 24/06/09		Project Team
36		July Team Meeting	1 day	Wed 29/07/09	Wed 29/07/09		Project Team
37		August Team Meeting	1 day	Wed 26/08/09	Wed 26/08/09		Project Team
38		**Project Board**	**257 days**	**Tue 30/09/08**	**Wed 23/09/09**		
39		Schedule Board meetings	2 days	Tue 30/09/08	Wed 01/10/08		James Green
40		December Board Meeting	1 day	Wed 10/12/08	Wed 10/12/08		Project Board
41		February Meeting? TBC	1 day	Wed 18/02/09	Wed 18/02/09		Project Board
42		April Meeting? TBC	1 day	Wed 22/04/09	Wed 22/04/09		Project Board
43		June Meeting? TBC	1 day	Wed 17/06/09	Wed 17/06/09		Project Board
44		August Meeting? TBC	1 day	Wed 19/08/09	Wed 19/08/09		Project Board
45		September Meeting? TBC - Project Closure and PPER	1 day	Wed 23/09/09	Wed 23/09/09	106	Project Board
46		**JISC Reporting Dates**	**170 days**	**Mon 05/01/09**	**Fri 28/08/09**		
47		1st Project Report for JISC	10 days	Mon 05/01/09	Fri 16/01/09		Dr Jessica Gardner,James Green
48		2nd Project Report for JISC	10 days	Mon 06/07/09	Fri 17/07/09		Dr Jessica Gardner,James Green
49		Draft Final Report for JISC	20 days	Mon 03/08/09	Fri 28/08/09		Dr Jessica Gardner,James Green
50		**Communication**	**62.9 days**	**Wed 10/09/08**	**Fri 05/12/08**		
51	✓	Initial briefing meeting	1 day	Wed 10/09/08	Wed 10/09/08		James Green,Chris Austin,Dr Jessica Gardner
52	✓	E-mail introduction to all project resources	1 day	Thu 18/09/08	Thu 18/09/08		James Green
53		Meeting with all workflow managers	10 days	Tue 23/09/08	Mon 06/10/08		James Green,Philip Wickham,Ahmed Abu-Zayed,Sue Milward,Bill Edmund,Matt Newcombe
54	✓	Project Office Website news update	1 day	Thu 25/09/08	Thu 25/09/08		James Green
55	✓	Speed updating session at BISS Meeting	1 day	Thu 16/10/08	Thu 16/10/08		James Green
56		Fyi article	1 day	Wed 29/10/08	Wed 29/10/08		Dr Jessica Gardner
57		News in brief article	2 days	Wed 26/11/08	Fri 05/12/08		Dr Jessica Gardner,James Green
58		JISC meeting and programme workshop	2 days	Mon 17/11/08	Tue 18/11/08		Dr Jessica Gardner
59		**Purchase Hardware**	**35 days**	**Mon 29/09/08**	**Mon 17/11/08**		
60		Purchase Scanners, Camera and workstations	30 days	Mon 29/09/08	Mon 10/11/08	8	Ahmed Abu-Zayed
61		**Purchase Server(s) and Mirrored File Store**	**35 days**	**Mon 29/09/08**	**Mon 17/11/08**	8	
62		Define specifications for the server hardware	10 days	Mon 29/09/08	Mon 13/10/08		Ahmed Abu-Zayed,Ray Burnley,Bill Edmund
63		Place order for Server(s)	10 days	Mon 13/10/08	Mon 27/10/08	62	Bill Edmund
64		Install Server(s)	10 days	Mon 27/10/08	Mon 10/11/08	63	Bill Edmund
65		Install and configure software for Server(s)	5 days	Mon 10/11/08	Mon 17/11/08	64	Bill Edmund,Ray Burnley
66		Allocate space on Mirrored file store	1 day	Mon 29/09/08	Tue 30/09/08		Bill Edmund
67		**Repository Workflow**	**240 days**	**Mon 29/09/08**	**Fri 28/08/09**		
68		**Fedora Repository**	**95 days**	**Mon 27/10/08**	**Fri 06/03/09**		
69		Requirements gathering for repository	30 days	Mon 27/10/08	Fri 05/12/08		Dr Jessica Gardner,Ahmed Abu-Zayed,Ray Burnley
70		Set-up repository and create content model	65 days	Mon 08/12/08	Fri 06/03/09	69	Ray Burnley,Sue Milward
71		**Web front end**	**35 days**	**Mon 10/11/08**	**Fri 26/12/08**		
72		Define requirements	5 days	Mon 10/11/08	Fri 14/11/08		Dr Jessica Gardner,Ahmed Abu-Zayed,Ray Burnley

ID		Task Name	Duration	Start	Finish	Predecess	Resource Names
73		Build Web front end	20 days	Mon 17/11/08	Fri 12/12/08	72	Ray Burnley
74		Build search capability	10 days	Mon 17/11/08	Fri 28/11/08	72	Ray Burnley
75		Define and Build administration area	10 days	Mon 17/11/08	Fri 28/11/08	72	Ray Burnley
76		Integrate with repository	10 days	Mon 15/12/08	Fri 26/12/08	73,74,75	Ray Burnley
77		**Metadata Data Migration**	**240 days**	**Mon 29/09/08**	**Fri 28/08/09**		
78		Define data held on EVE and mapping to Dublin Core	20 days	Mon 29/09/08	Fri 24/10/08		Ahmed Abu-Zayed,Dr Jessica Gardner,Philip Wickham
79		Creation of 2000 metadata records and quality review processes for 4000 records	100 days	Thu 22/01/09	Wed 10/06/09		Ahmed Abu-Zayed,Digitisation Officer,Digitisation Assistant
80		Adapt Dublin Core metadata fields for repository	85 days	Mon 29/12/08	Fri 24/04/09	78,76	Ray Burnely
81		Import Metadata records from EVE to repository	85 days	Mon 27/04/09	Fri 21/08/09	80,76	Ray Burnley
82		Confirm data held within new repository matches extracted data from EVE	5 days	Mon 24/08/09	Fri 28/08/09	81	Ahmed Abu-Zayed,Ray Burnley
83		**Selection of objects for digitisation via Selection Panels and ongoing curatorial work**	**111 days**	**Wed 17/12/08**	**Wed 20/05/09**	**8**	
84		**Scoping Review meetings**	**46 days**	**Wed 17/12/08**	**Wed 18/02/09**		
85		December scoping meeting	1 day	Wed 17/12/08	Wed 17/12/08		Philip Wickham,Team Of Academics
86		January scoping meeting	1 day	Wed 14/01/09	Wed 14/01/09		Philip Wickham,Team Of Academics
87		February scoping meeting	1 day	Wed 18/02/09	Wed 18/02/09		Philip Wickham,Team Of Academics
88		**Selection Panels**	**86 days**	**Wed 21/01/09**	**Wed 20/05/09**		
89		January Selection Panel	1 day	Wed 21/01/09	Wed 21/01/09	85	Philip Wickham,Team Of Academics
90		March Selection Panel	1 day	Wed 18/03/09	Wed 18/03/09	86	Philip Wickham,Team Of Academics
91		May Selection Panel	1 day	Wed 20/05/09	Wed 20/05/09	87	Philip Wickham,Team Of Academics
92		**Digitisation Workflow**	**108 days**	**Mon 12/01/09**	**Wed 10/06/09**		
93		Train Digitisation Assistant and Officer in handling artefacts	1 day	Mon 12/01/09	Mon 12/01/09		Philip Wickham
94		Train Digitisation Assistant and Officer in capturing and manipulating images	1 day	Tue 13/01/09	Tue 13/01/09	93	Ahmed Abu-Zayed,Philip Wickham
95		Train Digitisation Assistant and Officer in cataloguing items	2 days	Wed 14/01/09	Thu 15/01/09	94	Philip Wickham,Ahmed Abu-Zayed
96		Train Digitisation Assistant and Officer assigning metadata	1 day	Fri 16/01/09	Fri 16/01/09	95	Philip Wickham,Ahmed Abu-Zayed
97		Digitisation of 2000 objects and creation of metadata and quality review processes	100 days	Thu 22/01/09	Wed 10/06/09	96,89	Ahmed Abu-Zayed,Digitisation Officer,Digitisation Assistant
98		**E-Learning Workflow**	**150 days**	**Mon 05/01/09**	**Fri 31/07/09**		
99		Creation of the E-Learning course materials	5 days	Mon 05/01/09	Fri 09/01/09		John Plunkett,Jo Kember
100		Digitise course materials	10 days	Mon 12/01/09	Fri 23/01/09	99	Digitisation Officer,Digitisation Assistant
101		Creation of e-learning module using digital artefacts from the repository	45 days	Mon 01/06/09	Fri 31/07/09		Matt Newcombe,Simon Tapper
102		**Evaluation and Dissemination**	**38 days**	**Thu 11/06/09**	**Mon 03/08/09**		
103		Evaluation and dissemination of the processes, practices and outputs of the project	20 days	Thu 11/06/09	Wed 08/07/09	97	Matt Newcombe,Simon Tapper,Team Of Academics,Philip Wickham
104		Advertise and Publicise the E-Learning module	1 day	Mon 03/08/09	Mon 03/08/09	101	John Plunkett,Team Of Academics
105		**Project Closure**	**47 days**	**Thu 09/07/09**	**Fri 11/09/09**	**103**	
106		Internal Project Closure report	10 days	Thu 09/07/09	Wed 22/07/09		James Green
107		JISC Project Closure Report	10 days	Mon 31/08/09	Fri 11/09/09	49	James Green,Dr Jessica Gardner