

Cover Sheet for Proposals*(All sections must be completed)***Name of Capital Programme: Repositories and Preservation Programme****Bid for Calls :** (Please tick ONE BOX ONLY, as appropriate)**Discovery to Delivery and Interoperability Demonstrators (Strand C)****Call I – Interoperability Demonstrators** a) Interoperability demonstrators**Repository Start-Up and Enhancement (Strand D)****Call II – Repository Start-Up and Enhancement Projects**

- a) Repository start-up projects
- b) Repository enhancement projects
- c) Rapid innovation projects: enhancing repository content

Digital Preservation Across the Lifecycle (Strand H)**Call III – Digital Preservation Across the Lifecycle** a) Digital preservation across the lifecycle**Name of Lead Institution** University of Plymouth Colleges - University of Plymouth**Name of Proposed Project:** UPC Repository**Name(s) of Project Partner(s):** none**Full Contact Details for Primary Contact:**

Name: Dr Neil Witt
Position: Technical Director, HELP CETL
Email: nwitt@plymouth.ac.uk
Address: University of Plymouth, Drake Circus, Plymouth, PL4 8AA
Tel: 01752 587908 **Fax No:**

Length of Project: 18 Months**Project Start Date:** 1st September 2007 **Project End Date:** 28th February 2009**Total Funding Requested from JISC:** £30,000**Funding Broken Down over Financial Years (Mar – Apr):****Sep07 - Mar08**

£11,667

Apr08 – Mar09

£18,333

Total Institutional Contributions:**Outline Project Description**

The University of Plymouth Colleges (UPC) Faculty at the University of Plymouth has a requirement to develop a repository which will meet the needs of a regional partnership and is capable of storing a range of materials including:

- teaching materials that can be used with a range of VLEs in use across the partnership;
- research outputs that can be used in a research informed teaching context;
- administrative documentation used to support a range of programmes;
- documentation to assist with Integrated Quality and Enhancement Reviews (IQERs).

There is a requirement for sharing good practice and making learning materials available to students in a manner which places students' needs at the heart of their learning experience in both the college and work based learning environments. The UPC Repository will allow the sharing of materials across a network of colleges and allow staff access to a range of support materials. The lessons learned in delivering and using the UPC Repository across institutions would be transferable to other partnerships within HE and HE in FE.

I have looked at the example FOI form at Appendix A and included an FOI form in the attached bid (Tick Box)**YES**
✓**NO****I have read the Circular and associated Terms and Conditions of Grant at Appendix B (Tick Box)****YES**
✓**NO**

FOI Withheld Information Form

We would like JISC to consider withholding the following sections or paragraphs from disclosure, should the contents of this proposal be requested under the Freedom of Information Act, or if we are successful in our bid for funding and our project proposal is made available on JISC's website.

We acknowledge that the FOI Withheld Information Form is of indicative value only and that JISC may nevertheless be obliged to disclose this information in accordance with the requirements of the Act. We acknowledge that the final decision on disclosure rests with JISC.

Section / Paragraph No.	Relevant exemption from disclosure under FOI	Justification
None		

Please see <http://www.ico.gov.uk> for further information on the Freedom of Information Act and the exemptions to disclosure it contains.

1. Introduction

1.1. Rationale

The University of Plymouth operates one of the largest and longest established *HE in FE* partnerships in the country. It brings together the strengths of an increasingly research-informed University with the local and vocational focus provided by FE colleges across the South West. The Partnership currently has some 8,500 students undertaking 230 HE programmes at 18 college sites across the South West region. Over the last fifteen years, it has developed a genuinely collaborative approach to ensuring high quality learning for all HE students.

The University has introduced a unique organisational structure for its partnership, built around a new Faculty, **University of Plymouth Colleges (UPC)**. Formed in 2003, it has quickly established policies, a management structure and quality processes that recognise the importance of shared responsibility and open relationships between the Partners. The UPC Repository project will assist UPC in achieving the twin aims of providing learners with access to the best possible learning experience and supporting over 1,000 staff based in FE colleges teaching on HE programmes. There is a requirement for sharing good practice and making learning materials available to students in a manner which places students' needs at the heart of their learning experience in both the college and work based learning environments. The UPC Repository will allow the sharing of learning materials across partner colleges and allow staff access to a range of support materials. The lessons learned in delivering and using the UPC Repository across a network of institutions would be easily transferable to other partnerships within the HE and HE in FE sector.

UPC has a need to develop a repository which will meet the needs of a regional partnership and is capable of storing a range of materials including:

- teaching materials that can be used with a range of VLEs in use across the partnership;
- research outputs that can be used in a research informed teaching context;
- administrative documentation used to support a range of programmes;
- documentation to assist with Integrated Quality and Enhancement Reviews (IQERs).

For the full potential of such a repository to be realised it will be necessary for partner colleges to embed its use into practice and as such the UPC Repository project is seeking funding to:

- conduct a needs assessment survey of the partnership;
- develop use cases;
- develop a service model, including a service definition;
- develop a set of priorities for repository content;
- produce a model of content organisation;
- develop a detailed project implementation plan and service and technical models;
- implement an repository based on user needs;
- develop a strategy to extend the repository beyond the start-up phase.

1.2. Contribution to the programme and JISC community

This project will commence in September 2007, and by September 2008 UPC will have a functioning repository which is structured to suit the needs of the partners across the South West peninsula. At this stage the UPC Repository will contain content provided by existing UPC eLearning projects and outputs from Blended Learning activities funded by the Higher Education Learning Partnerships Centre of Excellence for Teaching and Learning (HELP CETL) and from stakeholders from the Partner Colleges engaged in the initial needs assessment survey of the partnership.

Existing networks and communities will be utilised. The HELP CETL has been working with, supporting and establishing a number of Communities of Practice over the past two years, including Blended Learning, Library & Information Services and HE Administrators communities, all of which will be engaged for this project to assist with the issue of advocacy as it recognised there will be challenges with both the population and usage of the repository.

This project is part of a longer term commitment and as such the second phase of usage and embedding will run until February 2009 by which time it is envisaged that the UPC Repository will be an accepted element of the UPC infrastructure.

This project will provide benefits both locally and across the sector as follows:

- enabling the creation, sharing, storage, discovery, retrieval and repurposing of resources which can improve the quality of learning for students involved in lifelong learning;
- supporting staff in the delivery, administration and quality enhancement of programmes;

- exploring the use of virtual Communities of Practice in supporting learners and staff in using and benefitting from using the UPC Repository;
- creating a Repository which is suitable for use HE in FE as well as in HE and which can be evaluated by the University of Plymouth for institutional usage at a later date;
- involves multiple staff from multiple institutions to assist with capacity building across the partnership;
- facilitating the uptake of e-learning across multiple institutions who are part of the UPC network to support widening participation, work place learning, flexible delivery and lifelong learning;
- producing evidence and in-depth lessons learned on the cross institutional use of technology to support lifelong learners.

The UPC Repository project is related to the JISC's strategic themes of the Information Environment, e-Resources and e-Learning as it will be part of a network of digital resources and services and will allow users to discover and access resources of interest and re-use these for learning and research purposes. It actively promotes links between colleges and universities and supports learning across different organisations by providing users with suitable resources whilst using metadata standards to support the e-framework commitment to open standards, and the e-learning programme's commitment to providing easy access to high quality flexible learning materials.

The UPC Repository project will deliver experience to the sector in setting up a repository based on open source software and employing open standards. The project will utilise the expertise and guidance provided as a result of other JISC funded projects, including the JISC Repositories Support Project and JORUM.

2. Project Description

2.1. Aims and objectives

The UPC Repository project will investigate methodologies and technologies to support:

- academic staff involved in HE in FE to search, access, use and repackage Learning Objects;
- the storage and access to suitable research outputs for use in a research informed teaching context;
- the storage and access to administrative documentation used to support a range of programmes;
- the storage and access documentation to assist with Integrated Quality and Enhancement Reviews (IQERs).

The UPC Repository project aims to support the needs of lifelong learners, academic and administrative staff via the sharing of resources and by providing suitable support in the use and embedding of the Repository.

Additionally the UPC Repository project will use existing and newly formed Communities of Practice to allow participants across the region to interact, communicate and the share of ideas, experiences and knowledge.

The objectives of the UPC Repository project are to:

- conduct a needs assessment survey of the partnership to ascertain current needs and future usage;
- to build a critical mass of users and contributors using a Community of Practice approach;
- agree a set of priorities for repository content based on user needs;
- develop use cases to assist with advocacy;
- develop a service model, including a service definition;
- produce a model of content organisation based on content priorities;
- develop a detailed project implementation plan and service and technical models for implementation
- implement an repository based on user needs;
- develop a strategy to extend the Repository beyond the start-up phase;
- develop support materials on the use of the UPC Repository;
- tailor and repackage existing content such as the outputs from SURF WBL and SPAT already identified as a need by the HELP CETL.

2.2. Project Plan and Activities

The UPC Repository project is divided into 10 work packages (WP).

- WP1 Project Management
- WP2 Needs assessment survey of the partnership
- WP3 Advocacy
- WP4 Repository software investigation
- WP5 System Design
- WP6 Repository Development and Implementation
- WP7 Support Materials

- WP8 Evaluation
- WP9 Sustainability and Embedding
- WP10 Dissemination.

WP1 Project Management

This WP will be led by the Project Coordinator.

- The project consists of four sub-areas: (1) System Development; (2) User Focus; (3) Evaluation and Embedding; (4) Support and Dissemination. Figure 1 illustrates the management structure.
- Project Academic Directors (PADs) will be assigned to lead each sub-area, the Project Coordinator will interface between the PADs.
- A Project Management Group (PMG) consisting of the PADs and relevant project staff will be responsible for overseeing strategy, operation and monitoring of the UPC Repository project. The PMG will meet at least every six weeks and will be chaired by the Dean of the University of Plymouth Colleges (UPC) faculty. The HELP CETL's regional videoconferencing infrastructure will be used when applicable.

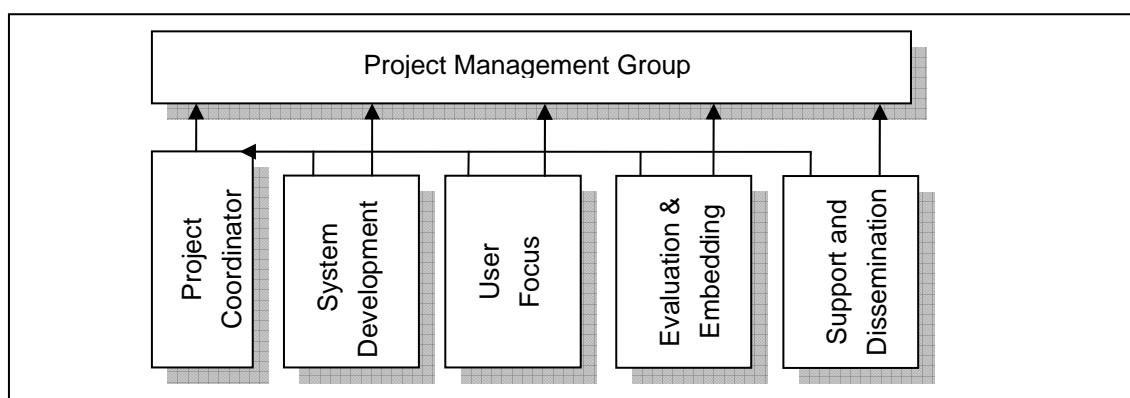


Figure 1. Project Management Structure.

WP2 Needs assessment survey of the partnership

This WP will be led by the User Focus PAD. A need for a UPC Repository has been identified both in the strategic aims of UPC and from the Blended Learning requirements identified by UPC and the HELP CETL. A detailed analysis of user needs is required to ensure that developments meet the requirements of all users across the UPC network.

It will be necessary to define the type and formats of materials and objects which may need to be deposited, stored and re-used. Existing intelligence shows these are diverse in nature and could include policy documentation, processes, learning objects (both simple files and content packages), video and audio podcasts, research papers and other research outputs.

From this assessment it will be possible to:

- develop a set of prioritised user needs;
- make available a meaningful set of resources and content;
- illustrate future usage with exemplars of materials and objects;
- identify if there is a need for both open access and federated / closed access;
- highlight issues associated with intellectual property rights and copyright.

WP3 Advocacy

This WP will be led by the User Focus PAD. For this project to succeed it will be necessary that the use of the UPC Repository becomes embedded into practice, its importance is recognised by teaching and administrative staff and by management. Buy-in from key stakeholders (defined by WP2) is essential in realising an important asset and critical mass needs to be achieved in terms of population with learning materials, research papers and suitable administrative support materials. Existing networks and communities will be approached as the starting point of a programme of advocacy to achieve stakeholder buy-in and to disseminate the positive attributes such as:

- the benefits of having access to a repository of shared and reusable learning and teaching material in terms of both a user and contributor;
- the benefits of having access to a repository of research outputs and material in terms of both a user and contributor;

- the role of the repository in allowing access to administrative documents and academic support material.

This WP will attempt to engender a repository use culture and encourage willingness to deposit materials amongst staff in UPC and the partner colleges.

WP4 Repository software investigation

This WP will be led by the System Development PAD. Following the analysis undertaken as part of WP2, the project team and representatives from relevant CoPs such as Blended Learning, Library & Information Services and HE Administrators) will undertake a review of potential software solutions. This will be further informed by dialogue with and outputs from projects funded from the previous JISC call for Start-up repositories and the JISC Repositories Support Project (RSP). The principal investigator for the UPC Repositories project will be attending the Repositories Summer School organised by the RSP.

Criteria for software selection will also include the need to be extendable and/or portable to meet future needs as more users come on stream. The project team are committed to using Open Source solutions where available and applicable and will endeavour to do so in this project.

WP5 System Design

This WP will be led by the System Development PAD. From the findings of WP2 a service definition will be developed in order to address issues such as:

- defining the type of user who will be able to deposit material in the repository;
- defining what materials will be in the repository;
- defining metadata that should be associated with resources;
- developing policies on who should create metadata;
- defining storage allocation and resource requirements;
- developing an organisational structure of the repository.

As potential users may be using different VLEs and other systems, interoperability will be essential to ensure compatibility with other systems. Design issues such as converting to XML during the ingest process and having metadata as XML and UTF-8 compliant will be investigated. Based on an initial user needs analysis the UPC Repository must allow resources to be cross-searchable to allow users to locate and retrieve a learning object and make it accessible via their own VLE.

WP6 Repository Development and Implementation

This WP will be led by the System Development PAD. After a suitable software product has been identified, the project team will specify an applicable database structure and develop, in conjunction with advice and good practice from the sector, the following:

- policies associated with metadata standard(s) and metadata creation;
- policies associated with data access and re-use;
- policies associated with content types;
- submission protocols;
- a statement on preservation;
- policies associated with workflow issues;
- policies associated with self-deposit or the use of information managers.

WP7 Support Materials

This WP will be led by the Support and Dissemination PAD.

- A User Community will be established and linked to communities defined in WP2.
- A support process (online materials, workshops etc) will be established to assist users in the embedding of the UPC Repository in their practice.
- On-going user support, both virtual and physical, will be provided for the lifecycle of the project.

WP8 Evaluation

This WP will be led by the Evaluation and Embedding PAD.

- The project will be evaluated by stakeholder groups to ensure it meets its aims in delivering a solution for both UPC and the users.
- Usability testing will look at practical issues such as navigation, information structure and logical progression through tasks.
- The evaluation will employ a number of methods to capture data, including:

- informal dialogue with both internal and external stakeholders;
- confidence logs;
- questionnaires;
- interviews;
- focus groups;
- usage monitoring including both the rate of population of the database and usage statistics;
- analysis of the source of materials.
- The evaluation findings will be used to support the ongoing development of the UPC Repository.

WP9 Sustainability and Embedding

This WP will be led by the Evaluation and Embedding PAD.

- With the use of Open Source software being employed in the UPC Repository Project it will be necessary to engage with the relevant community associated with the product to gain intelligence about updates, fixes and new versions.
- Through the Support Materials WP it will be possible to achieve to aim of capacity building to ensure the skills and experience of using the UPC Repository remain in UPC. To aid this, the HELP CETL's Knowledge Exchange Network (a system for Knowledge Management and CoP facilitation) will be utilised to allow the sharing of information and experiences.
- The embedding and support of this project both within UPC and the HELP CETL will greatly assist buy-in from the stakeholders and this process will be further supported by the WPs in Advocacy, Evaluation, Support and Dissemination.
- Future sources of funding will be sought to take this project beyond the start-up phase and a relationship has been established with the Combined Universities for Cornwall with a view of using this project as a pilot for a wider Regional Repository.

WP10 Dissemination

This WP will be led by the Support and Dissemination PAD. A range of dissemination activities will occur with the main targets being:

- 1 dissemination for awareness;
- 2 dissemination for understanding;
- 3 dissemination for action.

The key principles which will drive the dissemination activity include:

- the obligation to provide feedback to JISC;
- starting the dissemination process early by involving users in the needs assessment survey;
- using a variety of methods to reach end users, including a recognition that time spent with end users is crucial to effective embedding;
- joining with other related JISC projects to share information and experiences.

The outcomes of the project will be available to institutions within the UPC network and all higher education institutions and FECs. Institutions will be encouraged to take up the project outcomes because the best practice will be 'packaged' to include:

- good practice collated from a range of departments, faculties and colleges;
- case studies of the use and implementation of this best practice;
- implementation strategies and staff development resources.

Dissemination processes will also endeavour to include:

- the publication of academic papers;
- the development of UPC Repository communities;
- workshops at learning and teaching conferences;

2.3. Project Timetable

WP	Work package title	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F
WP1	Project management																		
WP2	Needs assessment survey of the partnership																		
WP3	Advocacy																		
WP4	Repository software investigation																		
WP5	System Design																		
WP6	Repository Development and Implementation																		
WP7	Support Materials																		
WP8	Evaluation																		
WP9	Sustainability and Embedding																		
WP10	Dissemination																		

Table 1 Project Timetable

2.4. Deliverables

The deliverables of the UPC Repository project will be:

- a repository for the UPC faculty;
- workflows involved in the storage of material from across multiple partner colleges in a digital repository;
- published procedures and training and support materials;
- system related documentation;
- a case study on the process of creating a digital repository;
- reports for publication related to implementation, outcomes and impact;
- outcomes of this project will also be written up as a briefing document for UPC and its partner colleges.

2.5. Project Management Arrangements

The project management arrangements are outlined in WP1 Project Management using a model successfully employed in the Shellfish and Shellfish 2 JISC projects.

2.6. Analysis of Risks

The core of the project team has previously worked with each other successfully and the majority of staff have been identified or are in place to commence work on the project once funding is secured. Frequent user testing and evaluation will be used to ensure that the project does not deviate from its intended outcomes.

Risk	Probability (1-5)	Severity (1-5)	Score (P x S)	Action to Prevent/Manage Risk
Staffing	2	3	6	Staff are identified and the majority are in post. Key staff are experienced and can support an RA and can take over each other's role if required
Lack of stakeholder buy-in	3	4	12	An advocacy work package is essential to address this issue
Technical failure	3	4	12	Potential software needs to be analysed and feedback on its applicability gained from the sector
Sustainability Issues	2	4	8	The longer terms needs of UPC and stakeholders need to be identified.

2.7. Intellectual Property

Project outputs will be made available, free at the point of use, to the UK HE and FE communities in perpetuity, and they will be disseminated widely by the project in partnership with JISC, and through other e-learning network organisations. The project team have experience of working with the within the JISC quality plan framework

Software components of the deliverables will be released under appropriate open source licences to ensure that they be freely shared with organisations and communities with which JISC has close working arrangements. All software that is developed will be made available free of charge to the education community in perpetuity and all code developed will be made available through open source models. Outputs will be licensed under an Open Source agreement that promotes their reuse.

2.8. Sustainability Issues

It is envisaged that the UPC Repository will be used in an HE in FE context by the partner colleges after the start-up phase is complete. An embedding strategy will be developed after the start-up phase and presented to UPC. The issue of sustainability is embedded within the project through WP 9.

3. Dissemination and Evaluation

This project will provide a valuable insight into the issues associated with deploying a repository to support HE in FE students and staff. The information gained will be able to inform practice across the sector. It is anticipated that institutions will be able to plan their delivery around suitable processes as a result of this work. Outcomes will also complement work undertaken in the JISC circular 04/06 and subsequent projects funded under JISC circular 01/07.

The implications for institutions raised from the case studies will help develop recommendations for policy, practice and further research and the project will contribute to building shared understanding related to the use of repositories.

Dissemination is a fundamental component of this project in order that the outcomes will have a significant impact on the HE in FE and HE communities. Dissemination will commence from the initial stages in order to raise the sector's awareness of the aims and objectives of the project. The Principal Investigators of the project also working with the HELP CETL, and as such are able to access the HE in FE community as well as disseminating through CETL publications such as the newly formed British Journal of HE in FE (BJHEinFE).

Appropriate dissemination routes will be identified throughout the lifespan of the project and will include

- Project website for awareness raising;
- Relevant conferences such as ALT-C to reach the academic research community;
- HE subject centre events to reach subject practitioners;
- Internal UPC conferences to reach the institutional decision makers;
- Foundation Degree Forward and HELP CETL events to reach the HE in FE practitioners and policy makers;
- Submission to the FDF *forward* publication;
- Events with other suitable CETLs (such as Foundation Direct);
- Collaboration with the HEA for the dissemination of workshops and briefing papers;
- Regular project updates in the BJHEinFE;
- Peer reviewed papers to be submitted related to the project findings and the methodology employed;
- Attend relevant JIS special interest groups and other appropriate meetings.

Evaluation is embedded throughout the project and the project will be reviewed and monitored by the Project Management Group.

4. Key Personnel and Project Management

4.1 Project Management

The project management arrangements are outlined in WP1Project Management using a model successfully employed in the Shellfish and Shellfish 2 JISC projects.

4.2 Collaborative working and governance

All stakeholders involved in the UPC Repository project are part of University of Plymouth Colleges and as such have entered into an Academic Co-operation Agreement. The UPC Repository project will be informed

by current partnership strategies and can inform the further development or implementation of these strategies via routes such as the established Subject Forums, Communities of Practice supported by the HELP CETL and Joint Boards of Study.

The implementation of a UPC Repository is a need identified both locally and across the region and is also an area being investigated by Development Activities within the HELP CETL and the UPC Repository will complement with work being undertaken by the CETL.

4.3 Key personnel (CVs in appendix)

Name	Role	Previous experience
Dr Neil Witt	Project Director	Technical Director HELP CETL, Project Director Shell-fish and Shell-fish 2, JISC Emerge project member, Project Academic Director SPAT project. Successfully run over 35 funded IT and education research projects
Dr Anne McDermott	Evaluation and Project Management	Research Fellow HELP CETL, Project Management Shell-fish and Shell-fish 2, JISC Emerge project member. Has Managed 10 funded projects
Mark Stone	HELP CETL Director	Director HELP CETL, Director SPAT project. Successfully run over 35 funded IT and education research projects
Mike Peters	Technical Support	IT Lecturer with Systems and Network experience
Julie Johns	Advocacy and User Engagement	Blended Learning Coordinator UPC
Claire Grey	Advocacy and User Engagement	Staff Developer
Dr Colin Williams	Advocacy	Dean of UPC
To be appointed	Project Worker	To be seconded from HELP CETL Development Activities or a Partner College

5. Proposed Budget

Total Directly Incurred Non-Staff (B)	£	£	£
Directly Incurred Total (A+B=C) (C)	£11,662	£18,325	£29,987
Directly Allocated	April 07– March 08	April 08– March 09	TOTAL £
Estates	£168	£263	£431
Directly Allocated Total (D)	£1,813	£2,847	£4,660
Indirect Costs (E)	£962	£1,512	£2,474
Total Project Cost (C+D+E)	£14,437	£22,684	£37,121
Amount Requested from JISC	£11,667	£18,333	£30,000
Institutional Contributions¹	£24,252	£38,120	£62,372
Percentage Contributions over the life of the project	JISC 30.79 %	Partners 69.21%	Total 100%

¹ If the institutional contributions include a contribution towards the direct costs of the project please complete a table along the lines of the example overleaf

Appendix A. Curriculum Vitae for the UPC Repository Project Team

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Julie Johns

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Appendix B. Letters of Support

MW/st

19 June 2007

JISC
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Professor Mary Watkins

PhD MN RN RMN
Deputy Vice-Chancellor

Dear Sir/Madam

University of Plymouth – JISC Capital Programme Bid: Repositories and Preservation Programme

I am writing to provide support from the University of Plymouth regarding this proposal.

The project aligns to the UP strategy of developing and exploiting eLearning technologies to support lifelong learning and the University will benefit from this project as it can use the outputs and outcomes to evaluate the appropriateness of repository usage and learn from the UPC experience.

If you require any further information please let me know.

Yours faithfully

Professor Mary Watkins
Deputy Vice-Chancellor



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Dr Colin Williams BSc MSc DUC PhD
Dean University of Plymouth Colleges

JISC
Northavon House
Coldharbour Lane
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BS16 1QD

18th June 2007

Dear Sir

Re: Circular 1/07 Repositories and Preservation Programme

On behalf of the University of Plymouth Colleges Faculty I am pleased to confirm our support for the UPC Repositories Project.

UPC is committed to the development of a Repository and is working closely with the HELP CETL to ensure the enhancement of eLearning across the UPC network.

We are prepared to commit support in kind and £20,000 of funding has been allocated to repository development from the HELP CETL budget. We would like JISC funding to enhance and embed this work.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Colin Williams'.

Dr Colin Williams
Dean of Faculty
University of Plymouth Colleges