

**Appendix B. Work packages TO BE COMPLETED**

|  | 0  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
|--|--|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
|  | M  | A | M | J | J | A | S | O | N | D | J  | F  | M  | A  | M  | J  | J  | A  | S  | O  | N  | D  | J  | F  | M  | A  | M  | J  |
| <b>1. The Giles Collection</b>                       | Objective – the digitising and cataloguing of the Giles Collection |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 1.1 Identify and number the images sets              |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 1.2 Cataloguing and re-boxing                        |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 1.3 Digitisation of cartoons                         |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 1.4 Installation of scanning equipment               |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 1.5 Select and digitise paperwork/photos             |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 1.6 Create biographical pages                        |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 1.7 Creation of metadata standards                   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 1.8 Catalogue digitised images                       |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| <b>2: Current Archive</b>                            | Objective – Upgrade the existing archive                           |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 2.1 Investigate – current images into new system     |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 2.2 Redesign look and feel                           |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 2.3 Redesign and redevelop functionality             |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 2.4 Transform metadata for compliance with standards |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 2.5 Port existing catalogued material to new system  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |

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|---|--|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
|   | M  | A | M | J | J | A | S | O | N | D | J  | F  | M  | A  | M  | J  | J  | A  | S  | O  | N  | D  | J  | F  | M  | A  | M  | J  |
| <b>3: New website/portal</b>  | Objective – Create a new web-based system  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 3.1 Investigate suitability of Asset Management software for digital repository |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 3.2 Identify web publishing solution  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 3.3 Integrate DAM and web publishing solutions                                  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 3.4 Shibboleth authentication and membership roles                              |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 3.5 New wikipedia interface   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 3.6 Ecommerce service   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 3.7 Additional pages  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 3.8 A zoom interface (if time and resources allow)                              |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| <b>4: Community teaching and learning</b>                                       | Objective – The creation of sample teaching materials designed to encourage use of the catalogued cartoons |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 4.1 Researching available teaching material and curricula                       |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 4.2 Working with LEA and schools to develop teaching resources                  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 4.3 Liaising with JORUM and provision of 10 sampler packages                    |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| <b>5: Steering and User Groups</b>  | Objective – To establish management and advisory groups  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |

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|   | 0  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
|---|--|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
|   | M  | A | M | J | J | A | S | O | N | D | J  | F  | M  | A  | M  | J  | J  | A  | S  | O  | N  | D  | J  | F  | M  | A  | M  | J  |
| 5.1 Establish a Steering Group                        |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 5.2 Hold regular SG meetings                          |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 5.3 Specialist advisors approached to attend meetings |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 5.4 Establish a User Group                            |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 5.5 User Group hold regular virtual meetings          |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| <b>6: Project management</b>                          | Objective – to ensure the effective and timely management of the project |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 6.1 Management framework established                  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 6.2 Project staff recruited                           |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 6.3 Project Plan submitted and agreed                 |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 6.4 Digitisation contract let                         |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 6.5 Creation and updating of project web-site         |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 6.6 Progress reports submitted                        |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 6.7 Budget reports submitted                          |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 6.8 Submit final report and Case Study                |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 6.9 Dissemination activities                          |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |

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| Work package and activity   | Earliest start date | Latest completion date | Outputs<br>(clearly indicate deliverables & reports in bold)   | Milestone  | Responsibility          |
|---|---------------------|------------------------|--|------------|-------------------------|
| <b>WORKPACKAGE 1: The Giles Collection</b>  |                     |                        |  |            |                         |
| <b><u>Objective: The digitisation and cataloguing of the Giles Collection</u></b> |                     |                        |  |            |                         |
| 1.1 Identifying and numbering the image sets                                      | March 2007          | May 2007               | Numbered series of cartoons and cartoon prints   | <b>Yes</b> | NH , JN                 |
| 1.2 Cataloguing and re-boxing Giles collection                                    | March 2007          | June 2009              | Giles collection re-boxed for archival storage and catalogued  | <b>Yes</b> | Archivist, NH, JN       |
| 1.3 Digitisation of cartoons  | June 2007           | May 2008               | 15,000 master digital images   | <b>Yes</b> | Project Manager, NH, JN |
| 1.4 Installation of scanning equipment  | June 2007           | June 2007              | Scanning equipment in Archive  | <b>Yes</b> | NH, JN                  |
| 1.5 Selection and digitisation of paperwork and photographs                       | March 2007          | August 2008            | 5,000 master digital images  | <b>Yes</b> | Archivist, NH           |
| 1.6 Creation of biographical pages  | March 2007          | August 2008            | Pages on Archive website, linked to digital images of cartoons and paperwork                                 | <b>Yes</b> | NH                      |
| 1.7 Metadata work   | June 2007           | March 2009             | Compliance with standards  | <b>Yes</b> | Consultant, NH, MW      |
| 1.8 Cataloguing digitised images  | September 2007      | June 2009              | Up to 7,500 catalogued records with an estimated 15,000 digitised images, available online                   | <b>Yes</b> | Archivist, NH, JN       |
| <b>WORKPACKAGE 2: Current Archive</b>   |                     |                        |  |            |                         |
| <b><u>Objective: Upgrade the current archive</u></b>                              |                     |                        |  |            |                         |
| 2.1 Investigate transforming current images into new system                       | August 2007         | November 2007          | Check whether any improvements can be made to existing web image sets or whether they should be used 'as is' | <b>Yes</b> | MW                      |
| 2.2 Redesign look and feel of current system                                      | August 2007         | July 2008              | New design which builds on successful elements of current system and introduces new elements                 | <b>Yes</b> | MW                      |

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| Work package and activity   | Earliest start date | Latest completion date | Outputs<br>(clearly indicate deliverables & reports in bold)  | Milestone  | Responsibility |
|---|---------------------|------------------------|---|------------|----------------|
| 2.3 Redesign and redevelop functionality of current system  | December 2007       | March 2008             | New functions which build on existing system  | <b>Yes</b> | MW             |
| 2.4 Transform metadata for compliance with standards  | August 2007         | March 2009             | Compliant metadata from existing system   | <b>Yes</b> | MW             |
| 2.5 Port existing catalogued material to a new system   | August 2007         | June 2009              | New system contains existing material   | <b>Yes</b> | MW             |
| <b>WORKPACKAGE 3: New website</b>   |                     |                        |   |            |                |
| <b>Objective: Create a new web-based system</b>   |                     |                        |   |            |                |
| 3.1 Investigate suitability of Digital Asset Management software for digital repository                           | August 2007         | September 2007         | Report which examines factors and makes a recommendation  | <b>Yes</b> | MW             |
| 3.2 Identify web publishing solution  | August 2007         | September 2007         | A plan for a web publishing architecture which allows for better management of web site and catalogue content | <b>Yes</b> | MW             |
| 3.3 Integrated Digital Asset Management and web publishing solution   | October 2007        | May 2008               | A system which combines the DAM and web publishing aspects  | <b>Yes</b> | MW             |
| 3.4 Shibboleth authentication and membership roles  | April 2008          | March 2009             | Ability to control access to web resource in blended approach for public and education usage                  | <b>Yes</b> | BF             |
| 3.5 New Wikipedia interface   | April 2008          | March 2009             | Membership features allowing contributions and modifications of catalogue entries                             | <b>Yes</b> | MW             |
| 3.6 Ecommerce service   | September 2008      | March 2009             | Option to purchase high resolution images   | <b>Yes</b> | MW             |
| 3.7 Additional pages  | September 2008      | March 2009             | Detailing Giles' life and professional career linked to the 5000 digitised documents                          | <b>Yes</b> | MW             |
| 3.8 Optionally: A zoom interface  | April 2009          | June 2009              | Provides detailed view of high res images to public without releasing full image                              | <b>No</b>  | MW             |
| <b>WORKPACKAGE 4: Community teaching and learning</b>   |                     |                        |   |            |                |
| <b>Objective: The creation of sample teaching materials designed to encourage use of the catalogued cartoons.</b> |                     |                        |   |            |                |

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| Work package and activity  | Earliest start date | Latest completion date | Outputs<br>(clearly indicate deliverables & reports in bold)    | Milestone  | Responsibility      |
|--|---------------------|------------------------|---|------------|---------------------|
| 4.1 Researching available teaching material, and curricula   | May 2008            | August 2008            | Greater understanding of full context of potential teaching use | <b>No</b>  | Project Manager, NH |
| 4.2 Working with LEA and schools to develop teaching resources   | July 2008           | October 2008           | Teaching resources tailored to the full range of institutions   | <b>Yes</b> | Project Manager, NH |
| 4.3 Liaising with JORUM and provision of 10 sampler packages for the repository (Giles, David Low, WWII, The 1960s, etc.). | November 2008       | June 2009              | Varied sampler packages with cartoon content.                   | <b>Yes</b> | Project Manager, NH |
| <b>WORKPACKAGE 5:</b>  |                     |                        |   |            |                     |
| <b>Objective: Steering Group/User Groups</b>   |                     |                        |   |            |                     |
| 5.1 Establish a Steering Group   | March 2007          | March 2007             | Steering Group convened   | <b>Yes</b> | JS                  |
| 5.2 Hold regular Steering Group meetings   | March 2007          | June 2009              | Meetings held at least monthly                                  | <b>Yes</b> | GW                  |
| 5.3 Specialist advisors approached to join meetings  | June 2007           | February 2009          | Advisors attend meetings as appropriate                         | <b>No</b>  | NH                  |
| 5.4 Establish a User Group   | October 2007        | November 2007          | User Group convened   | <b>No</b>  | NH                  |
| 5.5 UG meetings (virtual)  | December 2007       | June 2009              | Meetings held as required                                       | <b>No</b>  | NH                  |
| <b>WORKPACKAGE 6:</b>  |                     |                        |   |            |                     |
| <b>Objective: Project Management</b>   |                     |                        |   |            |                     |
| 6.1 Management framework established   | March 2007          | March 2007             | Roles of Steering Group members established                     | <b>Yes</b> | JS                  |
| 6.2 Project staff recruited  | March 2007          | July 2007              | Staff in post   | <b>Yes</b> | GW                  |
| 6.3 Project plan submitted and agreed  | March 2007          | May 2007               | Project Plan agreed with JISC Programme Manager                 | <b>Yes</b> | GW/NH               |
| 6.4 Digitisation contract let  | March 2007          | September 2007         | Contract in place   | <b>Yes</b> | NH                  |
| 6.5 Creation and updating of project web-site  | May 2007            | June 2009              | Web site in place   | <b>Yes</b> | MW                  |
| 6.6 Progress reports submitted   | September 2007      | January 2009           | Progress reports accepted by JISC Programme Manager             | <b>Yes</b> | Project Manager     |

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| Work package and activity              | Earliest start date | Latest completion date | Outputs<br>(clearly indicate deliverables & reports in bold)                                      | Milestone  | Responsibility  |
|--|---------------------|------------------------|---|------------|-----------------|
| 6.7 Budget reports submitted           | September 2007      | March 2009             | Budget Reports accepted by JISC Programme Manager   | <b>Yes</b> | Project Manager |
| 6.8 Submit final report and case study | April 2009          | June 2009              | Final Report accepted by JISC Programme Manager   | <b>Yes</b> | Project Manager |
| 8. Dissemination activities            | March 2007          | Ongoing                | Increased use of Web Site<br>Teaching resources in use in schools<br>Templates available on JORUM | <b>Yes</b> | NH              |