



Annex B

Project: InView: Moving Images in the Public Sphere (former project title: Voices)

Work Packages

Work package and activity	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
WORKPACKAGE 1: Project Start-up and process																								
1. Project Manager Hired [milestone]																								
2. Project Technical Developer Hired [milestone]																								
3. Materials for Project Identified																								
4. Project Plan signed off and lodged with JISC [milestone]																								
5. Project Board -- First Meeting [milestone]																								
6. Project Board -- regular meetings																								
7. Academic Advisory Group set up [milestone]																								
WORKPACKAGE 2: Educational Outreach																								
8. Hire Education Officer [milestone]																								
9. Coordinate and undertake programme of seminars, visits, and presentations																								
WORKPACKAGE 3: Set up																								
10. Conduct selection and material preparation trial																								
11. Academic Advisory Group meets [milestone]																								
12. QA Plan signed off by Project Board [milestone]																								
13. Tendering and Procurement process																								
14. Tendering and Procurement process completed [milestone]																								
15. Recruitment and Hiring of rest of team																								
WORKPACKAGE 4: Digital Asset Management Implementation																								
16. Technology scoping document																								
17. User Requirements Document signed off																								

Work package and activity	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
18. Hardware and Software Investigation, Delivery and Testing																								
19. Hardware and Software Delivery and Testing finally complete [milestone]																								
20. Metadata Schema developed and finalised																								
WORKPACKAGE 5: Contextualisation																								
21. Existing data on materials identified																								
22. Authority and vocabulary developed and completed																								
23. Material discovery and contextualisation																								
WORKPACKAGE 6: Materials Conservation																								
24. Prepare materials - including repair and other conservation																								
25. Telecine and tape duplication																								
26. Prepare materials for return to vaults																								
WORKPACKAGE 7: Partner Coordination																								
27. Partnership agreements																								
28. Partnership meetings																								
29. Ongoing efforts in outreach																								
WORKPACKAGE 8: Encoding and Digitisation																								
30. Metadata Mapping																								
31. Encoding /Scanning/ upload																								
32. QA																								
WORKPACKAGE 9: Web Design and Hosting set up																								
33. Web Design																								
34. Hosting implemented and tested																								
WORKPACKAGE 10: Launch and Project Completion																								
35. Marketing and Outreach																								

	Month																							
Work package and activity	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
36. Final Project Report																								

Work package and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
WORKPACKAGE 1: Project Start-up and process	01/04/2007	31/03/2009			
1. Project Manager Hired [milestone]	01/04/2007	23/04/2007	Project manager hired	Arrival date	Project Director
2. Project Technical Developer Hired [milestone]	01/04/2007	31/07/2007	Technical Developer Hired		Project Director / Project Manager
3. Materials for Project Identified	01/04/2007	30/09/2007	List of Materials ready for implementation		Project Director / Project Manager
4. Project Plan signed off and lodged with JISC [milestone]	01/06/2007	30/06/2007	Project plan and supporting documents	Project plan accepted	Project Manager / Project Director
5. Project Board -- First Meeting [milestone]	01/04/2007	30/06/2007		First project board meeting held	Project Manager
6. Project Board -- regular meetings	01/07/2007	31/03/2009	Full Risk Register Signed off by Board	Risk register signed off	Project Director / Project Manager
7. Academic Advisory Group set up [milestone]	01/04/2007	30/06/2007	Appoint advisory Group membership		Head of BFI Collections and Information/Project Director/Project Manager
WORKPACKAGE 2: Educational Outreach	01/06/2007	30/03/2009			
8. Hire Education Officer [milestone]	01/06/2007	30/09/2007	Dedicated Educational Support	Education Officer starts	Project Manager / Project Director

Work package and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
9. Coordinate and undertake programme of seminars, visits, and presentations	01/10/2007	30/03/2009	Outreach to Education	Outreach plan begins Outreach activities complete	Project Manager / Education Officer
WORKPACKAGE 3: Set up	01/04/2007	01/10/2007			
10. Conduct selection and material preparation trial	01/06/2007	31/07/2007	Organise pilot	Pilot takes place	Project Manager/Project Director
11. Academic Advisory Group meets [milestone]	01/06/2007	30/06/2007	Advice and guidance received from Advisory Group	First meeting of Advisory Group	Head of BFI Collections and Information/Project Director/Project Manager
12. QA Plan signed off by Project Board [milestone]	01/07/2007	31/07/2007	QA Plan implemented	QA begins QA complete	Project Manager
13. Tendering and Procurement process	01/04/2007	01/10/2007	Comply with BFI procurement procedures and OJEU, if in range	Tendering in process Contracts drafted	Project Manager / Project Director / Technical Developer
14. Tendering and Procurement process completed [milestone]	01/10/2007	01/10/2007	Contracts agreed and signed	Tendering complete	BFI Procurement Manager / Project Manager / Technical Developer / Project Director
15. Recruitment and Hiring of rest of team	01/04/2007	01/09/2007		Team recruited and in place	Project Director/ Project Manager

Work package and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
WORKPACKAGE 4: Digital Asset Management Implementation	01/04/2007	01/11/2007			
16. Technology scoping document	01/04/2007	30/06/2007	Document finalised	Document delivered Recommendations actioned	Rick Prelinger
17. User Requirements Document signed off	01/08/2007	31/08/2007			
18. Hardware and Software Investigation, Delivery and Testing	01/05/2007	01/11/2007	All Services and Equipment acquired	Testing complete Supplies signed off	Technical Developer / Project Manager / Project Director / Charles Fairall
20. Metadata Schema developed and finalised	01/04/2007	31/08/2007	Metadata schema drafted Data dictionary drafted	Metadata schema adopted and actioned	Project Manager / Technical Developer / Curators
WORKPACKAGE 5: Contextualisation	01/07/2007	31/03/2009			
21. Existing data on materials identified	01/06/2007	01/09/2007	Easily accessible source of all existing metadata and sources		Project Manager / Curators
22. Authority and vocabulary developed and completed	01/07/2007	31/08/2007	Set of terms for this project available for standardised use		Project Manager / Project Director / Curators
23. Material discovery and contextualisation	01/07/2007	31/12/2008	Interpretive and descriptive metadata added and augmented		Curators / Project Manager

Work package and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
WORKPACKAGE 6: Materials Conservation	01/06/2007	28/02/2009			
24. Prepare materials - including repair and other conservation	01/07/2007	31/12/2008	Materials will be telecined without breakage or other risk	Activity Starts Activity complete	Technical Archivists
25. Telecine and tape duplication	01/08/2007	31/01/2009	Resource for ongoing preservation	Activity Starts Activity complete	Contractors / Technical Archivists
26. Prepare materials for return to vaults	01/09/2007	28/02/2009	Materials are returned to shelves in good condition	Activity Starts Activity complete	Technical Archivists
WORKPACKAGE 7: Partner Coordination	01/04/2007	31/03/2009			
27. Partnership agreements	01/04/2007	31/07/2007	Expectations are set	Agreements signed off	Project Manager
28. Partnership meetings	01/06/2007	31/03/2009	Communication is strong		Project Manager
29. Ongoing efforts in outreach	01/04/2007	31/03/2009	Outreach effort is maximised	Reports on outreach activities	Project Manager / Education Officer
WORKPACKAGE 8: Encoding and Digitisation	01/06/2007	31/03/2009			
30. Metadata Mapping	01/06/2007	30/09/2007	Digital Objects searchable	Mapping complete	Technical Developer / Project Partner staff

Work package and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
31. Encoding /Scanning/ upload	01/11/2007	31/03/2009	Digital Objects online	<ul style="list-style-type: none"> • Encoding begins • Encoding completed • Scanning begins • Scanning completed • Upload begins • Upload complete 	Project Director/ Project Manager / Technical Developer / Technical Archivists
32. QA	01/11/2007	31/03/2009	Digital Objects accurate and viewable	QA complete	Project Director / Project Manager / Technical Developer / curators / Technical Archivists
WORKPACKAGE 9: Web Design and Hosting set up	01/03/2008	31/03/2009			
33. Web Design	01/03/2008	01/10/2008	Usable and creative user experience	Web design complete	Project Director / Project Manager / Technical Developer / BFI
34. Hosting implemented and tested	01/07/2008	01/10/2008	User experience is technically robust	Testing complete	Project Director / Project Manager / Technical Developer / BFI
WORKPACKAGE 10: Launch and Project Completion	01/08/2007	31/03/2009			
35. Marketing and Outreach	01/08/2007	31/03/2009	End Users are aware of project	Outreach begins Outreach complete	Project Manager / Education Officer / BFI / Project Partners

Work package and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
36. Final Project Report	01/02/2009	31/03/2009	Public presentation of project	Final report complete and submitted	Project Manager / Project Director

Members of Project Team:

Overall Head of Project [Darren Long, Head of BFI Collections and Information]

Project Director [Andrea Kalas, Senior Preservation Manager - Film Labs]

Project Manager [Jeff Hulbert]

1 Technical Developer [Currently being recruited]

1 Project Assistant [To be recruited]

4 Curators [Becky Vick, Sue Woods, and 2 to be recruited/assigned]

3 Technical Archivists [David Jones, Felicity Nesbitt and Kirsty Shanks]

1 Educational Co-ordinator [TBA]

1 Technical Co-ordinator [Helen Edmunds]