

BRITISH GOVERNANCE IN THE 20TH CENTURY PROJECT

WORKPACKAGES	Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
1: Project Management	April 07 – beginning July 07		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2: Process Documentation	End March 07 - end December 07	X	X	X	X	X	X	X	X	X	X														
3: Scanning	July 07 – Feb 08					X	X	X	X	X	X	X													
4: OCR and Transcription	End March 07 – May 08	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X									
5: Documents Online Enhancements	April 07 – Beginning Feb 08		X	X	X	X	X	X	X	X	X	X	X												
6: Search	April 07 – Beginning Feb 08		X	X	X	X	X	X	X	X	X	X	X												
7: Study Packages	End May 07 – End Feb 09			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8: Final Stage	Beginning Feb 08 – End Feb 09 (Publicity continues to end of year)												X	X	X	X	X	X	X	X	X	X	X	X	X

Project Plan Workpackages – V1.0 – 10 May 20-07

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
7. ICTD change board sign off	10/04/07	1/08/07	Formal approval to amendments to DoL received from ICTD department		
WORKPACKAGE 2: Process Documentation <u>Objective:</u> To create and manage required documentation for procurement for scanning, OCR, Transcription, changes to Documents Online and Search and for the procedures around redacted items.					
8. Statements of requirements	14/05/07	15/06/07	Detailed statement of requirements for the supply market to respond to, are documented for the following: Scanning OCR DocumentsOnline Transcription Search		
9. Procurement justifications	21/05/07	15/06/07	Reports are created on the justification for procuring the following: Scanning DocumentsOnline enhancements Transcription Search enhancements		
10. OCR procurement strategy	08/05/07	15/06/07	Report produced on the procurement strategy to be used for procuring OCR services		
11. Define redactions process in scanning	28/03/07	29/09/07	The process for ensuring the most up to date open records are available and closed records are not published on the site is documented		
12. Define redactions process post project	03/09/07	26/12/07	Strategy produced for making future images available online as records become open		

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Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
WORKPACKAGE 3: Scanning					
<u>Objective:</u> to produce digitised images from microfilm and update the images where required from the originals					
13. Scanning	13/08/07	12/02/08	Images are digitised from the microfilm	Completion of scanning - Feb 2008	
14. Implement redactions process	20/08/07	12/02/08	Closed records which should remain redacted and open records which should be un-redacted are identified and updated accordingly within the digitised images		
15. Scanning/Redactions QA	27/08/07	19/02/08	Images monitored to meet requirements of QA and redactions process		
WORKPACKAGE 4: OCR and Transcription					
<u>Objective:</u> OCR is proven either to work to an acceptable level or not, for use in the project. If OCR works, it is carried out on all images. If not to an acceptable standard then field specific metadata is used					
16. OCR Proof of concept (1 st & 2 nd run)	30/03/07	15/06/07	OCR is tested on sample images and proof of concept report is produced		
17. OCR Procurement	13/08/07	07/09/07	A decision is made on procurement and a supplier is obtained		
18. OCRing	10/09/07	04/05/08	OCR carried out on all images		
19. OCRing QA	17/09/07	04/05/08	OCR monitored to meet standards and requirements (see Appendix D)	Completion of data creation - May 2008	
20. Metadata transcription	03/09/07	28/05/08	Images transcribed by external		

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21. Metadata QA	17/09/07	28/05/08	transcription bureau Metadata monitored to meet QA requirements	Completion of data creation - May 2008	
WORKPACKAGE 5: DocumentsOnline Enhancements <u>Objective:</u> Enhancements made to DocumentsOnline to allow required functionalities to be implemented e.g. metadata search					
22. DoL Project Manager in place	04/06/07	29/07/07	New appointment		
23. Enhancements quote	13/08/07	31/08/07	Final quote documented		
24. DoL enhancements	03/09/07	02/11/07	Updates made to DoL databases and interfaces		
25. Load data into DoL	05/11/07	18/05/08	Images and metadata input into DoL		
26. Remove old CAB data from DoL	04/02/08	08/02/08	Duplicate poorer images removed from system		
WORKPACKAGE 6: Search <u>Objective:</u> development & testing of new search functionalities and topic mapping					
27. Load CAB pilot data	18/06/07	18/06/07	Input images and OCR from Proof of concept		
28. Clustering Proof of Concept	18/06/07	29/06/07	Clustering is proved to be effective for use in project or not		
29. Initial testing accuracy of search	18/06/07	29/06/07	Search accuracy documented		
30. Search concept decision	02/07/07	02/07/07	Agree that search results meets agreed criteria		
31. Load batches and complete technical tests	26/11/07	04/05/08	Images and OCR input into search database		
WORKPACKAGE 7: Study Packages					

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Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
<u>Objective:</u> Creation and approval of Study packages and online presentation of these					
32. Content Manager in Place	21/05/07	22/08/07	New appointment		
33. Template designer in place	02/07/07	03/09/07	New appointment		
34. A-level content provider in place	04/06/07	31/08/07	New appointment		
35. HE assistant content provider in place	04/06/07	29/08/07	New appointment		
36. HE study packages templates	06/08/07	28/09/07	Templates designed for presentation of study packages		
37. Creation of HE study packages and evaluation	02/07/07	14/10/08	Content created and to acceptable standards with parallel evaluation	Completion of HE contextualised packages which encourages use of this online resource in HE institutions - October 2008	
38. A-level study package template	01/10/07	09/11/07	Templates designed for presentation of study packages		
39. 2 A-level study packages produced and evaluation of each	03/09/07	08/09/08	Content created and to acceptable standards with parallel evaluation	Completion of A level study packages which receive positive comments for the schools community,	

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				match with curricula and complement TNA's existing educational packages - September 2008	
40. Peer reviews	17/03/08	06/09/08	Completed study packages peer reviewed		
41. Online help content	19/01/09	27/02/09	Contextual information on Cabinet papers and technical help information created for study packages pages		
42. Final technical tests	01/01/09	28/02/09	Functioning of online service checked		
43. All study packages live	28/02/09	28/02/09	Study packages launched online		
44. In principle agreement from exam board	03/12/07	14/12/07	Provisional approval of A-level study packages		
45. Formal sign off from exam board	09/06/08	25/12/08	Formal approval report received for A-level study packages		
WORKPACKAGE 8: Final Stage Objective: Completion and project evaluation					
46. Communications plan	04/02/08	07/03/08	Communications plan approved by Project Board		
47. Final Evaluation	01/01/09	28/02/09	Final Report and Completion Report	Formal evaluation of both HE and A-level study packages and content - Feb 2009	
48. Launch	01/01/09	28/02/09	Whole service goes live online		

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Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
49. Publicity	28/02/09	06/11/09	Ongoing publicity carried out		