

Project Acronym: CeDAAME
 Version: 1.0
 Contact: Malcolm Raggett
 Date: 10-Sept-2009



Project Document Cover Sheet

Project Information			
Project Acronym	CeDAAME		
Project Title	Centre for Digital Africa, Asia and the Middle East		
Start Date	1 September 2009	End Date	28 February 2011
Lead Institution	School of Oriental and African Studies		
Project Director	John Robinson		
Project Manager & contact details	Mr Malcolm Raggett School of Oriental and African Studies Thornhaugh Street Russell Square London WC1H 0XG		
Partner Institutions			
Project Web URL	http://www.soas.ac.uk/cedaame		
Programme Name (and number)	e-content capital programme 2008-2011		
Programme Manager	Alastair Dunning		

Document Name			
Document Title	Project plan		
Reporting Period			
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v2.0	12/11/09	



JISC Project Plan

Overview of Project

1. Background

SOAS is widely recognised as a leader in the study of Africa, Asia and the Middle East. That reputation depends, in large part, on the SOAS Library, which is one of five HEFCE-designated National Research Libraries. With more than one million books and one of the largest archives in the University of London, the SOAS Library "is recognised to be unmatched in scope and depth elsewhere in the UK, including the British Library" [Sir Ivor Crewe 2008 Report to HEFCE, p.7, para 14]. The Archive and Special Collections section alone contains thousands of manuscripts, rare printed books, pamphlets, scrolls, maps and plans, the earliest item dating from the 9th century. Ethnographic films and about 70,000 photographs are also included. There are more than 2,500 non-European manuscripts in 109 (mostly Asian, African and Middle Eastern) languages, including some from the 16th century and earlier, as well as personal papers of influential scholars from the late nineteenth century onward. SOAS also holds the largest collection of missionary archives in the UK, recording some of the earliest histories of the operation of the missions as well as the dictionaries and other materials produced by missionaries in their attempts to translate religious texts into regional languages. The Library holds one of the most substantial collections of printed material in the UK relating to China in the 19th and 20th centuries, as well as rich African language and literature holdings, and an immense range of manuscripts and scholarly papers relating to South Asia, South East Asia and the Pacific. However, as the Crewe Report [p.23, para 39] notes, SOAS has little of its collection digitised, especially material in the Special Collections Department in the Library.

SOAS has started to address this issue and has recently completed a project to digitise the Fürer-Haimendorf archive in our Library as part of JISC's Enriching Digital Resources programme. We have also just begun a JISC/NEH-funded project to digitise Islamic manuscripts at SOAS and Yale University and a privately funded project to digitize the collection of Sheik Yayah. In addition, SOAS has participated in other projects involving digitisation (Mundus: Gateway to Missionary Collections in the UK www.mundus.ac.uk; Swahili Manuscripts Project, <http://www.swahilimanuscripts.soas.ac.uk>; the Internet Mission Photography Archive www.usc.edu/imp; the Historical Photographs of China project <http://chp.ish-lyon.cnrs.fr>). From this experience, we are learning to deliver our electronic resources by improving the accuracy of metadata and by developing Eprints repository software to expand usability. More importantly, from these content-based projects, we have realised the need for an underlying strategy to replace a piecemeal approach.

We are also conscious of the advantages of linking with digitised material in other repositories. Although SOAS holds significant resources concerning Asia, Africa and the Middle East, complementary repositories exist in the UK and elsewhere. Most of these resources are not on open access, however, and some have not even been digitised or catalogued. Speaking with several institutions, we have agreed that the value of these independently-held repositories will be enhanced when their complementarity is recognised and cross-repository searching is possible. While a few of these institutions are currently involved in or planning their own digital enhancement projects, at present there is no coordination (and considerable overlap) between our various efforts.

2. Aims and Objectives

2.1 Establish a Centre for Digital Africa, Asia and the Middle East at SOAS

2.2 Develop a digital collection, curation, preservation and dissemination strategy for SOAS

- plan and implement audit of resources
- undertake consultation process
- develop digitisation strategy
- embed strategy within SOAS overall development strategy

2.3 Create a network of partnerships

- identify complementary resources held by other institutions
- collaborate with partners to ensure compliance with standards
- create a gateway that will enable cross-repository searching

2.4 Disseminate outputs

- develop strategies for disseminating outputs
- adapt and develop software that allows users to select and organise 'albums' for teaching and learning
- make training materials, documentation and best practices available on-line

3. Overall Approach

Two themes run in parallel through this project: SOAS strategy development and collaboration with partners.

In order to develop our strategy for digital collection, curation, preservation and dissemination at SOAS, we will first plan and implement an internal audit. The audit will be in 2 parts: an assessment of institutional readiness for digital delivery of resources; a sampling of our collections for appropriateness for digitisation.

Institutional readiness will be assessed using the AIDA methodology created by ULCC, with whom we will be working as a case study. This audit will examine SOAS's organisational, technological and resource readiness.

For collections, we will (by necessity) sample major categories of resources (such as printed books, journals, photographs, cinefilm, maps, manuscripts, personal papers, objects) for key information (such as medium, condition, significance, scanning potential, user frequency [when appropriate], copyright and cost of digitisation).

The audit will be followed by a wide consultation process within SOAS and with Library users. A careful and thorough consultation with SOAS staff, especially in the Library and Special Collections, is essential to the overall success of the project.

Both the audit and consultation will then inform the process of developing our strategy, which will identify priorities for deciding what should be digitised, when and why. This strategy will attempt to embed digitisation within SOAS's overall development strategy, from teaching, learning and research, to Library acquisition, storage and use, to estates, infrastructure and external relations. We recognise that, in the end, we will have to make the case that the benefits of a high-level digitisation programme (retaining our status as a National Research Library, enhanced teaching, learning and research, preservation of resources, economies of scale and storage) equal or exceed its staffing and cost implications.

The second theme is collaboration with partners. After the initial relationship-building phase, we will work together to ensure compliance with standards leading to the creation of a gateway that will enable federated search and discovery. This will require visits to the partner institutions and considerable follow-up consultation in order to prepare and submit collaborative bids for further funding. We will, for example, build up our partnership with Yale University, initiated with the NEH/JISC project. We also aim to cluster together collections, thus moving our approach from a project-by-project basis to a coherent programme of digitisation. We expect to apply this approach to extending the Fürer-Haimendorf online archive of photographs of tribal populations in South Asia and the Himalayas (a recent JISC-funded project). The development programme will lead to the addition of relevant film footage, written documents and audio recordings from within SOAS, and to the linking of complementary resources from other institutions so that researchers and the general public will be able to access all these materials from a single Website. Delivering these parallel collections available online (they are in various stages along the spectrum from lying in a box to online availability) will require considerable additional funding. Preparing collaborative bids as part of a programme of digitisation will be the final task in this second strand of the project.

As the project unfolds, and especially in the first six months, we will regularly take stock of the integration of the two themes of the project, and some revision of our timetable may be required. We have, for example, decided to move back the meeting with partners at SOAS in order to enable us to identify more partners and complete initial discussions. In the final six months, we will increasingly focus on dissemination, especially on the closing conference, at which we will present our outputs.

We are also aware that the Centre, if it is to be successful within SOAS, will become a hub for all digitisation activity at the School. We will therefore offer advice and support to staff who come to us with possible digitisation projects and help them to find funding for those projects. We will also seek funding to extend the scope and activities of the Centre (for example, we have recently submitted a bid to AHRC for a robotic book scanner, in partnership with three other HE institutions in Bloomsbury).

Overall, we view the project as a catalyst for debate within SOAS that will stimulate a fundamental shift in pedagogy and research techniques. Critical to the success of the project will be the embedding of our strategy within the overall development strategy of the School. We anticipate general support but also resistance to change, and we will use elements of the project (audit, consultation, Project Board, Strategy Development Committee) as well as informal meetings and discussions to ensure that the work of the Centre and the benefits of a digitisation strategy are widely recognised and accepted throughout the institution.

4. Project Outputs

1. A Digitisation Strategy document for SOAS, which guides the collection, curation, preservation and dissemination of research materials
2. A SOAS Centre for Digital Africa, Asia and the Middle East, which works collaboratively with other institutions to coordinate digitisation activities
3. A SOAS-based gateway that enables cross-repository searching of our own and our partners' resources
4. Training materials, documentation and best practices available electronically
5. 2 progress reports
6. A final project report

5. Project Outcomes

1. The integration of a digital collection, curation, preservation and dissemination strategy within SOAS's overall development strategy. The strategy will be a catalyst to shift teaching and research method towards a digitally-orientated approach

2. The SOAS Library will be both a physical and virtual repository in accord with its status as the UK National Research Library for Africa, Asia and the Middle East. This will enhance the library's benefit to the research community into the 21st century and beyond
3. A Centre that works with partner institutions, leading to more collaborative networks between institutions and groups of researchers. Preparing and submitting collaborative bids for funding, such as the project to extend the online Fürer-Haimendorf archive
4. Dissemination of the project's results to a wide audience of potential users

6. Stakeholder Analysis

6.1 SOAS stakeholders

Stakeholder	Interest/Stake	Importance
SOAS	status as a leader in the study of Africa, Asia and the Middle East requires digitisation strategy	High
SOAS Library	future depends on making resources available digitally	High
SOAS Special Collections	preservation of fragile resources	Medium
SOAS students	learning will be enhanced by developing digitisation strategy	Medium to High
SOAS staff	teaching will be enhanced by developing digitisation strategy	Medium to High

6.2 External stakeholders

Stakeholder	Interest/Stake	Importance
UK HE	enhanced ability to access rare research resources	Medium to High
JISC	Promotion of digitisation in HE	High
Researchers interested in African, Asian and Middle Eastern societies	enhanced ability to access rare research resources	Medium
Researchers interested in African, Asian and Middle Eastern languages	enhanced ability to access rare research resources	Medium
general public interested in African, Asian and Middle	enhanced ability to access rare research resources	Medium

Eastern societies and languages		
Pitt Rivers Museum	enhance resources through cross-repository searching	Medium
British Library	enhance resources through cross-repository searching	Medium
British Museum	enhance resources through cross-repository searching	Medium
Ludwig Maximilians University	enhance resources through cross-repository searching	Medium
Cambridge University	enhance resources through cross-repository searching	Medium
Humboldt University	enhance resources through cross-repository searching	Medium
Heidelberg University	enhance resources through cross-repository searching	Medium

7. Risk Analysis

Risk	Probability (1-5)	Severity (1-5)	Score (P x S)	Action to Prevent/Manage Risk
Staffing				
cannot recruit suitable staff	1	4	4	advertise early; revise schedule
delay in recruiting staff	5	3	15	Recruit temporary staff until suitable permanent staff appointed
staff sickness/absence/resignation	3	2	6	build in contingency; if insufficient, revise schedule; recruit 2 part-time staff in place of 1 full-time.
Organisational				
cannot get agreement on strategy	2	4	8	widen consultation; narrow decision-making; work more closely with internal stakeholders
Centre takes on too many activities and projects (project creep)	2	4	8	monitor workload closely; ensure that staff proposing projects commit sufficient time;

Risk	Probability (1-5)	Severity (1-5)	Score (P x S)	Action to Prevent/Manage Risk
				accept that we may have to postpone some projects
SOAS does not support Centre post-project	1	4	4	ensure value of project is widely known and acknowledged within SOAS; seek external funding
office accommodation not ideally situated	3	1	3	incorporate adverse effects in detailed planning
Technical				
cannot enable cross-repository searching	2	4	8	ensure standards compliance amongst partners
External Suppliers				
cannot access collaborators' resources	3	2	6	do not rely on single source
Legal				
cannot obtain agreement with some potential partners	2	2	4	accept that some partners may not be able to deliver an agreement

8. Standards

Name of Standard or Specification	Version	Notes
Web standards	XHTML version 1.0: http://www.w3.org/TR/xhtml1/ CSS 2.1: http://www.w3.org/TR/CSS21/ Accessibility: http://www.w3.org/TR/WCAG20/	Web pages will be developed to XHTML standards using style sheets to CSS standards; accessibility will comply with Web Content Accessibility Guidelines version 2.0 at level AA
still image standards	TIFF 6.0 JPEG 1.02 DNG 1.2.0.0	original images will be stored in uncompressed TIFF and DNG formats; surrogate images intended for Web reproduction will be compressed JPEG standard
moving image standards	MPEG standards, especially	MPEG2 is our preferred standard

Name of Standard or Specification	Version	Notes
	MPEG-2	when converting analogue material to digital files
sound recording standards	MPEG-1	there is no clear universal standard for sound recording, so our preference is to maintain as much future-proofing as possible by using MPEG standards
metadata standards	Z39.50 OAI-PMH	client/server interactions will adhere to this standard unless the end system precludes it the Open Archive Initiative standards will be adhered to; of particular relevance to this project is the protocol for metadata harvesting
repository standard	Eprints OAIS-compliance	Eprints will be used as the repository software of choice at SOAS as it complies with most open standards
audit	Data Audit Framework (DAF) Assessing Institutional Digital Assets (AIDA) Digital Repository Audit Method Based on Risk Assessment (DRAMBORA)	AIDA, DRAMBORA and DAF will be used as frameworks for auditing SOAS holdings

9. Technical Development

Working with our partners and with JISC, we aim to create a gateway to enable cross-repository searching among collections. While we will focus on the Fürer-Haimendorf online archive, we aim to develop a generic approach capable of operating across collections independently of content.

10. Intellectual Property Rights

Responsibility for the IPR in the digitised material and metadata will lie with the originating institution. IPR for all training materials and documentation developed as part of this project will lie with SOAS and will be made available on an open source basis. SOAS will develop licences to ensure successful use and re-use of digitised material.

Project Resources

11. Project Partners

Although there are no formal partners in this project, we will work in close collaboration with other institutions holding complementary archives. The following have already expressed an interest: Pitt Rivers Museum (Oxford), the British Museum, the British Library, Ludwig Maximilians

University (Munich,) Humboldt University (Berlin), Heidelberg University and the University of Cambridge. Others will be identified as the project progresses.

12. Project Management

Standard project planning methodology will be used to manage this project. Full PRINCE2 methodology would not be justified for this project due to its size. Techniques from PRINCE2 lite will applied as appropriate and the JISC Managing Successful Projects (MSP) will be adhered to.

The project will be steered by a Project Board chaired by the Project Sponsor and consisting of the Project Manager as Secretary, Pro-Director of Research, Academic Consultant, Consultant Archivist, three faculty representatives and three externals (John Falconer of the British Library, Christy Henshaw of the Wellcome Institute and Alastair Dunning of JISC). Peter Colvin and Huie-Lan Lui will represent the NEH/JISC Islamic Manuscripts project on the Board. The composition of this Board, with the directors of Library and Research, plus senior staff from Special Collections and the three faculties, will give the project high visibility and acceptance within SOAS. Most of these persons (except the externals) will also serve on the Strategy Development Committee.

The Project Team will implement the project on a day-to-day basis. The Project Team will be led by the Project Manager, who will devote 100% of his time to this function.

Project team:

Name	Project title	Contact details
John Robinson	Project Sponsor	j.robinson@soas.ac.uk
Malcolm Raggett	Project Manager	mr@soas.ac.uk
Stuart Blackburn	Academic Coordinator	sb12@soas.ac.uk
Susannah Rayner	Consultant Archivist	sr30@soas.ac.uk
to be recruited	Centre Administrator	
to be recruited	Technical Consultant	

This project team possesses the combination of managerial, technical, archival and academic expertise required for this project. The combination of specialisations is also complementary: different enough to cover the spectrum of tasks required, yet also close enough to ensure effective team-working. The Project Manager, Academic Coordinator and Consultant Archivist are working together on a digitisation project at SOAS, while the Project Sponsor adds top-level managerial experience. Because not all the work required for this project can be provided internally we will hire an administrator, who will work under the guidance of the Project and Centre Manager as well as the Consultant Archivist and Academic Coordinator. Where generic skills and knowledge are required, these will be brought in by hiring a consultant under the supervision of the Project Manager.

John Robinson is Director of Information Services and Learning Support at SOAS. He has previously worked as Director of Services for JISC and as Head of ICT in a number of institutions. He has extensive knowledge of best practices in the field of collection and

management of complex digital resources in the HE sector from close involvement with Edina, MIMAS and the AHDS.

Malcolm Raggett has been IT Manager at SOAS for ten years. Prior to this he was an academic and enthusiastic proponent of e-learning. He was Project Technical Advisor on the JISC-funded digitisation of the Fürer-Haimendorf archive at SOAS. His project management experience includes the recent introduction of Google Mail and Apps to staff and students at the School.

Stuart Blackburn, Senior Research Associate at SOAS, was the academic on the JISC-funded digitisation of the Fürer-Haimendorf archive at SOAS. He recently directed a 5-year ESRC collaborative research project and has extensive work experience in continental Europe, especially with several of the partners in this bid.

Susannah Rayner, Head of Archives & Special Collections at SOAS, was Project Manager for the JISC-funded project to digitise the Fürer-Haimendorf archive as part of the Enriching Digital Resources programme. She is also a recent graduate of the Digital Futures Academy based at King's College London.

The training of staff will be directed at acquiring the skills needed to support the project. This will involve attendance at relevant training courses, workshops and conferences during the first few months of the project, followed by conferences at which it is hoped that project staff will be able to report on progress and present interim findings.

13. Programme Support

We welcome advice about setting up and running a network of partnerships in the context of this project. In particular, we would like to learn more about existing cross-repository search tools, perhaps through a programme workshop on this topic. In addition, we will ask JISC for advice in developing licenses for use and re-use of digitised materials. We will also request advice concerning venues and forum for disseminating best practices and outcomes. We have included 15 person-days in our budget for liaison between project and JISC personnel and look forward to these discussions.

14. Budget

See Appendix A for the project budget. The position of Academic Coordinator has been revised to a Grade 8 post at point 43 for 75% fte.

Detailed Project Planning

15. Workpackages

See Appendix B

16. Evaluation Plan

Timing	Factor to Evaluate	Questions to Address	Method(s)	Measure of Success
9 months from start of project	methodology for strategy development	is the methodology for strategy development effective? if not, how could it be improved?	formative: focus group	approval of SOAS Director of Information Services
end of project	establishment of Centre for Digital Africa, Asia and the Middle East	has the Centre been established in a sustainable manner?	summative: interviews with: Principal of SOAS; SOAS Director of Information Services; contacts at partner institutions	Centre continues after the project
end of project	development of a digitisation strategy	has an effective strategy been developed?	summative: interviews with: Principal of SOAS; SOAS Director of Information Services	a published strategy agreed by senior management
end of project	network of partners	has a network of partner institutions been established?	summative: focus group of partners summative: opinion of Project Board	partners and Project Board agree that an effective network of partners has been formed
end of project	dissemination of outcomes	have the outputs of the project been made available on-line or otherwise disseminated?	summative: opinion of Project Board	all documentation, best practices and training material available on-line
12 month point and end of project	effectiveness of cross-repository searching	is searching fully effective? if not, what needs to be done to make it so?	formative: focus group of potential users: usability testing. summative: comparison of specification to functionality	how well the searching meets specification

17. Quality Plan

Timing	Quality criteria	QA Method(s)	Evidence of Compliance	Quality responsibilities	Quality tools (if applicable)
within 1 month of start date	project plan compliant with JISC Infokit on Project Management	third party check	Project Sponsor approval	Project Manager	JISC Infokit
within 3 months of start date	physical establishment of Centre for Digital Africa, Asia and the Middle East	third party check	Project Sponsor approval	Project Manager	
within 9 months of start date	specification for cross-repository searching	third party check	Project Board approval	Project Manager	
within 17 months of start date	cross-repository searching satisfies stakeholders	usability testing	compliance with specification; user satisfaction survey	Project Sponsor	
18 months from start date	digitisation strategy satisfies stakeholders	stakeholder approval	official acceptance and publication of strategy by SOAS	Project Sponsor	
18 months from start date	results disseminated	third party check	compliance with specification; user feedback	Project Manager	

18. Dissemination Plan

Timing	Activity	Audience	Purpose	Key message
4-8 months after start of project	meeting/workshop	network partners	achieve standards compliance; plan gateway for cross-repository	where we are; where we want to go.

Timing	Activity	Audience	Purpose	Key message
			searching; discuss future collaborations; identify potential funders for future projects present partner development strategies	
6 th month-end of project	publicise project activities and findings	archivists; librarians; research community; developers of digital repositories	promote the work of CeDAAME; share experience	how we are doing
13-17 months after start of project	gateway for cross-repository searching	users world-wide; network partners; repository managers world-wide	launch of gateway that makes partner repositories searchable	improved accessibility to resources
end of project	Web site for dissemination of documentation, best practices and training materials	archivists; librarians; research community; repository managers world-wide	provide outcomes of project	sharing successful outcomes of project
end of project	conference at SOAS	archivists; librarians; research community; repository managers world-wide	disseminate results; identify future plans	sharing successful outcomes of project; Centre continues to coordinate developments

19. Exit and Sustainability Plans

Project Outputs	Action for Take-up and Embedding	Action for Exit
reports, training materials and documentation	publicise availability	deliver to JISC; put on Web site

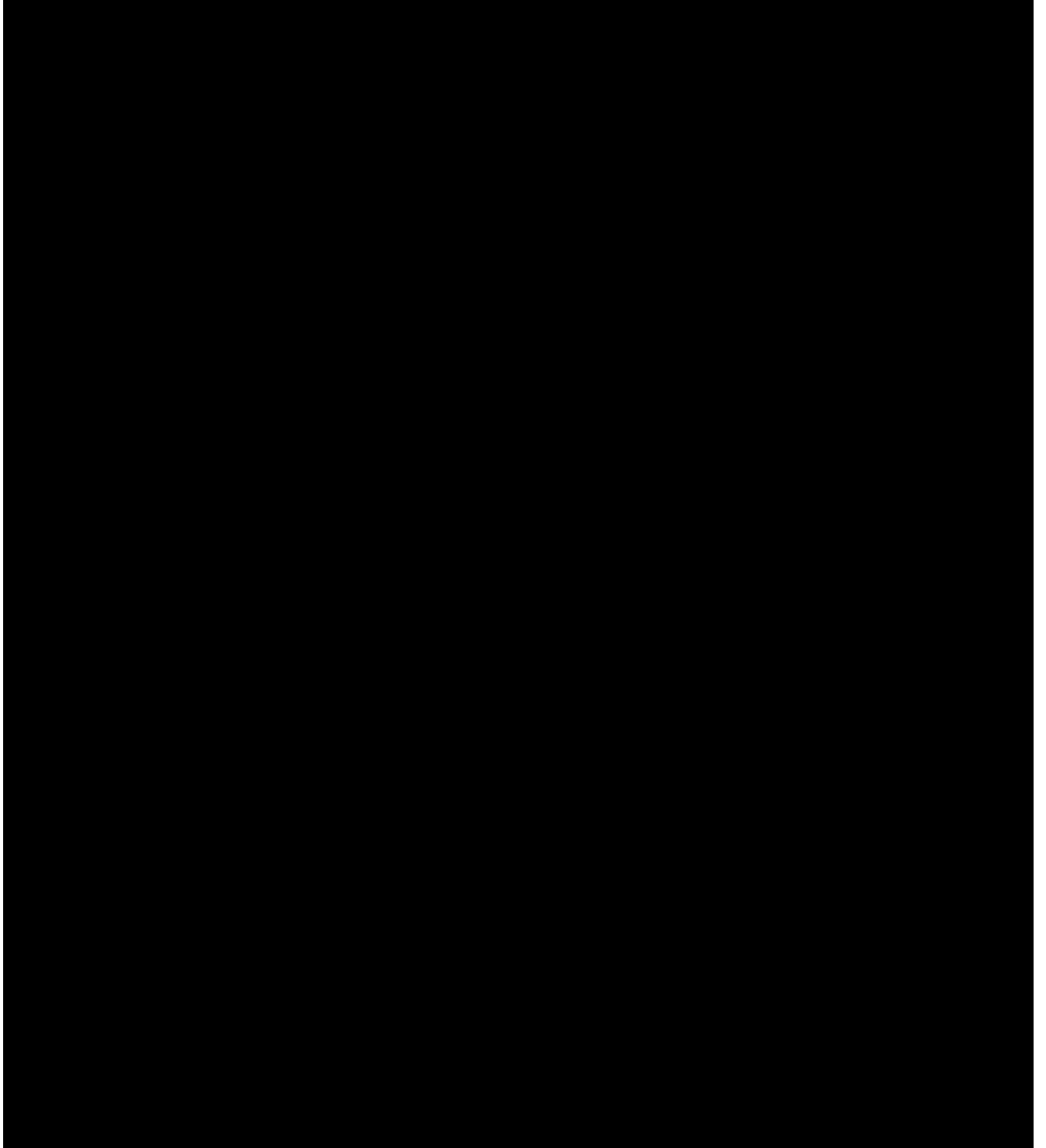
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Centre and strategy	publicise inside and outside SOAS	endorsement by SOAS Governing Body
gateway for cross-repository searching	developed by Centre in collaboration with partners	launch at final conference

Project Outputs	Why Sustainable	Scenarios for Taking Forward	Issues to Address
reports, training materials and documentation	based on project results being made available on Web site at end of project	keep on Web site for 3-5 years	how to best disseminate
Centre and strategy	essential for SOAS and Library	SOAS support post-project; seek external funding	internal and external funding
gateway for cross-repository searching	essential for enhancement of parallel repositories	further refinements in collaboration with partners	availability of resources for further development

Appendixes

Appendix A. Project Budget



Appendix B: Workpackages



Project: Centre for Digital Africa, Asia and the Middle East
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<i>WORKPACKAGES</i>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1:	X	X	X															
2:	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3:	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4:	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5:		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
6:	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7:									X	X	X	X	X	X	X	X	X	X

Project start date: 01/09/09
 Project completion date: 28/02/11
 Duration: 18 months

	Earliest start Date	Latest completion date	Outputs	Milestones	Responsibility
<i>WORKPACKAGE 1: Project Initiation</i>					
<u>Objective:</u> to establish a Centre for Digital Africa, Asia and the Middle East					
1. set up Centre in its physical space	01/09/09	30/09/09	Centre put in suitable space and location		MR/JR
2. recruit staff	01/09/09	30/11/09	full Project Team in place		MR/SB/SR

	Earliest start Date	Latest completion date	Outputs	Milestones	Responsibility
3. purchase equipment	01/09/09	30/09/09			MR
4. hold initial meeting with Project Team	01/09/09	15/09/09	specific action points for each Project Team member		MR
<p><i>WORKPACKAGE 2: Project Management</i></p> <p><u>Objective:</u> to plan, manage and deliver the project</p>					
5. set up Project Board	01/09/09	30/09/09	Board with overall responsibility for the project with final decision-making authority		MR/JR
6. write Project Plan	01/09/09	30/09/09	Project Plan to outline main objectives, methods, deliverable and outcomes; to be sent to JISC and shared with partners	1	MR/SB
7. write 2 progress reports	01/02/10 01/08/10	28/02/10 31/08/10	Progress Reports; to inform JISC and partners of progress and problems		MR/SB
8. hold Project Team meetings	01/09/09	28/02/11	effective project management; weekly during first month, monthly thereafter		MR
9. hold Project Board meetings	01/09/09	28/02/11	effective project management; monthly during first three months; quarterly thereafter		MR/JR
10. write Final Report	01/01/11	28/02/11	Final Report to	12	MR/SB

	Earliest start Date	Latest completion date	Outputs	Milestones	Responsibility
			highlight lessons learned and to describe outcomes and deliverables		
11. write Completion Report	15/02/11	28/02/11	Completion Report (including financial statement), to 'sign off' on project	13	MR/JR/SB
<p>WORKPACKAGE 3: <i>Digitisation Strategy</i></p> <p>Objective: to produce a digitisation strategy</p>					
12. set up Digitisation Strategy Committee	01/09/09	30/11/09	committee of senior staff with ownership of library development, teaching and learning, research, information and communication strategies, chaired by Pro-Director for Research		MR/JR
13. plan internal audit of resources	01/09/09	31/12/09	criteria and methodology for audit		MR/SR/SB/ Cadmin
14. carry out audit	01/11/09	30/06/10	set of preliminary priorities for digitisation of resources	5	Cadmin/SB/S R
15. consult with SOAS staff and students and external users of Library about priorities established in audit	01/04/10	31/08/10	set of revised priorities for digitisation of resources	6	SB/MR/SR/ Cadmin
16. develop a digitisation	01/06/10	28/02/11	Digitisation	8	JR/MR

	Earliest start Date	Latest completion date	Outputs	Milestones	Responsibility
strategy, after feeding results of audit and consultation to Digitisation Strategy Committee			strategy document		
<i>WORKPACKAGE 4: Partnerships</i> <u>Objective:</u> to establish a network of partners with parallel repositories in order to enhance their value					
17. identify and visit partner institutions; hold discussions on standards for cross-repository searching	01/09/09	30/11/09	set of agreed goals and guidelines		SB/MR
18. host meeting at SOAS for partners to plan development of gateway for cross-repository searching	01/12/09	30/04/10	written plan for collaborative activities and development of gateway for cross-repository searching	4	SB/MR/Cadmin
19. develop a shared thesaurus for Africa, Asia and the Middle East	1/12/09	31/01/11	make thesaurus public on Web site		Cadmin/SR
20. maintain ongoing discussions with partners; share skills and knowledge	01/09/09	28/02/11	effective collaboration		SB/MR
21. prepare and submit collaborative bid for funding to add collections to the Fürer-Haimendorf online archive	01/01/11	28/02/11	bid		SB
<i>WORKPACKAGE 5: Gateway</i> <u>Objective:</u> to develop a gateway that will enable cross-repository searching					
22. analyse data structures of partner institutions,	01/10/09	31/05/10	partner systems audit and data		MR/TCon

	Earliest start Date	Latest completion date	Outputs	Milestones	Responsibility
generating field mappings where appropriate			mappings		
23. specify requirements for cross-repository searching	01/02/10	30/06/10	specification of requirements	7	MR/TCon
24. develop gateway to allow cross-repository searching	01/04/10	31/12/10	gateway developed		MR/TCon
25. make gateway live	01/10/10	31/01/11	gateway live	9	MR/TCon
<p>WORKPACKAGE 6: Dissemination</p> <p>Objective: to disseminate outputs to HE and research communities</p>					
26. project Web page	01/09/09	31/10/09	Web page on JISC Web site, including copy of accepted Project Plan	2	MR/SB
27. launch of Web gateway at SOAS	01/10/10	31/01/11	Web gateway for enabling cross-repository searching		MR/SB/Cadmi n
28. project Web site	01/11/09	30/11/09	Web site hosted by SOAS	3	Prog/MR/SB/ Cadmin
29. on-line package of training materials, documentation and best practices	01/08/10	28/02/11	on-line training materials, documentation and best practices	10	MR/TCon
30. final conference	01/02/11	28/02/11	conference held to disseminate results of project	11	SB/MR/Cadmi n

Project Acronym: CeDAAME
Version: 1.0
Contact: Malcolm Raggett
Date: 20-Sept-2009

	Earliest start Date	Latest completion date	Outputs	Milestones	Responsibility
WORKPACKAGE 7: Evaluation <u>Objective:</u> evaluate the project					
31. follow evaluation plan, see section 17	01/05/10	28/02/11	feedback during project to improve outcomes; document lessons learned during project in final report		JR/MR/SB/SR /Cadmin/TCon

Members of Project Team:

JR - John Robinson
MR - Malcolm Raggett
SB- Stuart Blackburn
SR- Susannah Rayner
Cadmin- Centre Administrator
TCon- Technical Consultant