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JISC Project Plan

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Partner Institutions	History and Philosophy of Science Department, University of Cambridge (HPS) National Maritime Museum (NMM)		
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1. Project Overview

1.1 Project Summary

We will build a substantial digital collection based around the Board of Longitude Archive and associated papers, comprising some 65,000 pages of content - consolidating previously separate textual material (including the complete archive of the Board, held within the Royal Greenwich Observatory archives in CUL, and associated manuscripts and printed materials held by CUL and the NMM), and also making use of extensive links through to the NMM's online catalogue of instruments and museum objects to create a truly integrated resource. In conjunction with the digitised collection, we will provide resources and tools for learners, researchers and the interested public, and will open up the metadata and content to ensure that the Longitude collections are accessible and easily reused.

The Archive documents a remarkable 18th Century government-sponsored competition to solve the critical problem of safe navigation at sea. This attracted hundreds of submissions from the whole cross-section of society - from the greatest scientific minds of the day through to amateurs and eccentrics. Some proposals were carefully considered and tested by the Board over a number of years, others were quickly labelled "impractical". All, however, were carefully filed and provide a fascinating insight into Georgian society and thought. The resulting archive charts the development of science and technology throughout the century, captures the concerns and politics of the time, and charts the expansion of the British Empire through the great voyages of discovery, acquisition and trade. It also has much to tell us of the natural world 200-250 years ago, recording celestial observations, occurrences of storms, and extent of ice sheets.

We will derive considerable benefit from two large associated projects. The sophisticated digital library infrastructure developed under CUL's "Foundations Project" will provide the main management and delivery mechanism for the content. The AHRC-funded "Board of Longitude Project", which is researching and writing the history of the Board, will provide an intellectual context for the material, as well as a far-reaching public engagement programme. We will build on and contribute to these technical, intellectual and public engagement infrastructures, and will be able to make a significant contribution towards their success.

1.2 Objectives

The broad objective of the project is to create a substantial resource of primary materials related to the 18th Century, supporting a wide range of research interests and curriculum requirements across many disciplines. More specifically, the project aims:

- To bring together content concerning the Board of Longitude from CUL and the NMM onto a single platform, where it will integrate with closely-related material (both existing and prioritised for future digitisation).
- To draw on and extend the existing scholarly and public interest in the Board, taking advantage of the AHRC project's dissemination plans and NMM's public engagement expertise to highlight the significance of the Archive, and embedding the content in educational contexts to facilitate its use in teaching.
- To take advantage of our partnerships with the AHRC project and the NMM to enrich our descriptions (and in the case of the minute books, transcription) of the digitised content to make the Archive accessible and discoverable, and to place it in an authoritative intellectual framework.

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- To use extensive linking to integrate the digitised papers with the NMM's existing online records for related museum objects, such as Harrison's clocks and scientific instruments.
- To use well established metadata standards and vocabularies to ensure that the collection is easy to discover and navigate, that issues of sustainability are addressed, and to facilitate re-use alongside other content.
- To manage IPR issues to, as far as possible, enable such re-use of the metadata and digitised content.
- To utilise the challenges arising from the project to enhance the functionality of our systems, and also to extend our knowledge-base - along with that of our partners and the community.
- To share the outcomes of the project as widely as possible – sharing the digitised content and contextual material with users, and also skills, knowledge and expertise with other projects.

1.3 Anticipated Outputs and Outcomes

Output / Outcome Type (e.g. report, publication, software, knowledge built)	Brief Description
Content	c. 65,000 400-600ppi TIFF 6.0 digital images of the Board's Archive and related papers
Content	Completion of full P5 TEI transcriptions of the minutes of the Board
Content	Full METS/MODS metadata to item level for the whole collection, incorporating data from existing EAD records, the card name index, and the longer, authoritative descriptions of selected material and biographies of prominent individuals to be provided by the AHRC project
Content/Software	Delivery of images, metadata and associated transcription and contextual material via CUL's digital library infrastructure
Content/Software	Embedding and enabling of stable links from the metadata and transcriptions to relevant items in the NMM's Collections Online
Content/Software	Development of educational resources for NMM's website, with stable links through to the digitised collection and museum objects
Software	Development of CUL's digital library system to address the delivery of material which incorporates varying levels of hierarchy
Software	Enhancement of CUL's digital library system to facilitate search and browse functions across a large corpus of diverse material
Software/Knowledge	Extension of CUL's use of metadata standards (METS/MODS, TEI) and authorised vocabularies to cover a broad range of complex material
Content/Knowledge	Exchange of expertise between project partners, in particular use of AHRC project outputs to enhance and contextualise digital collections, and additional insight into

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	collections provided by cross linking textual material and museum objects
Knowledge	Experience gained by all partners in working closely together on a long-running project between a major research library, high-profile research project and internationally important museum.
Knowledge	Project reporting, publications, output and infrastructure to act as a guide and exemplar for the community

1.4 Overall Approach

Strategy and Methodology

The specific tasks and timeline which make up the project are outlined in detail in the Work Packages (see Appendix B). Ensuring the timely delivery of the outputs and deliverables will be the responsibility of the Project Manager in the first instance, working under the supervision of the Project Director.

Metadata creation and digitisation will overlap, which will call for close planning to ensure that the overall structure of the collection is well understood at an early stage. Metadata creation (including the incorporation of the card name index) will take place in EAD using established software already in use at CUL. Records will be mapped into METS/MODS for ingest into CUL's digital library system, where links to images, TEI transcriptions and NMM's Collections Online will be added. While the longer abstracts and biographies to be created by the AHRC will be incorporated into the metadata at a later stage, it will be important for CUL to have sample texts early in the project to address any potential issues with delivery and retrieval.

It is envisaged that links to NMM museum objects will be embedded in both the transcriptions and the metadata. It will be important to establish the exact form of this linking at the planning stage, particularly if any data (i.e. thumbnails, summary text) is to be drawn back to the CUL side. Careful planning will be needed in the transcription and metadata creation stage to enable automated linking. Two possible strategies present themselves – identifying potential links directly at the transcription and metadata stage, or reviewing and identifying across the whole corpus at a later stage when transcription and metadata creation is complete. These alternatives will be discussed in initial project meetings.

Digital images will be created at CUL according to an established workflow and filenames procedure. CUL will liaise with the NMM early in the project to ensure that image standards and filenames rules are standard across the material digitised by CUL and that outsourced by NMM. As regards delivery of content (both metadata and digitised images) we will need to adhere to internal project deadlines so as not to delay any interface development required for delivery.

CUL already has a functioning digital library delivery system, which will cater for most of the demands of the material. However, there will be some useful development to be done, particularly in improving search and browse functionality, supporting direct linking through to external sites, and dealing with the multiple layers of hierarchy inherent in the content. It will be important that representative samples of the content are available to CUL's developers at an early stage, and that the delivery of the content as a whole is timely to avoid any delays in the later stages of the project.

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Important Issues

These relate generally to coordination of activities, particularly with regards to collaborative work between project partners. The early resolution of some critical issues, and continued communication throughout the project, will be instrumental in dealing with a number of potential concerns:

- Metadata: ensuring that the expected nature and structure of the content is established to avoid development and delivery delays in the latter stages
- Digitisation: coordination over imaging work, ensuring conservation concerns are addressed, uniformity of image standards and compatibility of file naming across CUL and NMM (outsourced) digitisation workflows.
- Linking: formalisation of the exact nature of linking between CUL and NMM collections. Where the links will appear, how they will operate (particularly with regard to data transfer between sites), at what stage they will be added, and issues of long-term sustainability.
- Shared deliverables: coordination over shared deliverables – i.e. the fuller descriptions which will be created by the AHRC project but also used by CUL. Ensure that they meet the needs of all partners, and that early samples are available.
- IPR: while the official outputs of the Board are Crown Copyright and can be used under licence, much of the Archive is comprised of orphan works. The project will need to develop a clear strategy for researching rights and managing any associated risks.

Scope and Boundaries

In terms of material to be digitised, the scope and boundaries of the project have been well established:

Collection	Quantity (images)	Notes
Papers of the Board of Longitude (CUL RGO/14)	39,100	Complete Archive, mostly manuscripts,
Official papers of Neville Maskelyne (CUL RGO/4)	5,000	Selection from larger archive. Manuscripts.
Personal papers of Nevil Maskelyne and other Board-related manuscripts (NMM)	1,100	Complete Maskelyne archive at NMM; selection from others, including Viscount Barrington. Manuscripts.
All known publications of the Board (apart from <i>Nautical Almanac</i> , NMM)	6,000	Printed books, pamphlets and tables
<i>Nautical Almanac</i> , 1767-1831 (NMM)	13,700	Printed books with astronomical data
Total	64,900	

There will be an opportunity to finalise selection of additional materials at an early stage in planning (see Appendix, Work Plan Package 2).

Critical Success Factors

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Many of the critical success factors have been touched on in preceding sections, but the major points are:

- Effective communication and collaborative strategies between the three project partners over the whole life of the project
- Cementing a definitive form of project outputs (images, metadata, transcription) at an early stage (including possible production of sample data) to avoid conflicts and delays in latter stages
- Timely delivery of content to allow time for development and testing of interface

1.5 Anticipated Impact

Impact Area	Anticipated Impact Description
Maintain research excellence	Our alignment with a major AHRC research project will immediately give us a high level of impact in this area – through the research work undertaken by the AHRC Project, and also through the project's programme of dissemination and publication. The material covers a very broad range of research interests – from the historical and sociological to the scientific. For instance, some of the data captured in the material could have an immediate contemporary interest for climatologists, as well as being of historical value. The consolidation of previously separate material will in itself be of great benefit to researchers, and this general good will be amplified by our use of linking and metadata standards to enable internal and cross-collection navigation. Our aim is to present this very rich material in such a way as to not only facilitate present work, but also open up new avenues of research.
Maintain teaching & learning excellence	Provision of direct access to a very important collection of primary sources for a wider community excluded from accessing the physical material itself. Existing public interest in the longitude problem, combined with the variety and richness of the material makes the Archive a prime asset for use in teaching and learning. In a very direct way, the collection will form the basis of new courses being developed for final year undergraduates in the Cambridge natural science tripos and for graduate students in the history of science and technology. On a broader level, the AHRC Project will engage in a comprehensive engagement programme targeted partly at schools – which will combine with CUL and NMM's own outreach efforts. The material itself will be enriched with contextual and educational materials to facilitate use in a teaching context.
Be more effective/save money	While some development is built into the project plan, essentially we will be using existing infrastructures to create, manage and deliver the content. Partnership with a research project is a very effective strategy for content creation, as it ensures that the material is immediately and practically useful. An additional benefit is that development and project strategy is shaped and directed by real research questions. Sharing of skills and resources amongst project partners will introduce great efficiencies, as well ensuring that project deliverables have the benefit of real expertise in all areas. We hope that our project reporting, publications, output and infrastructure will act as a guide and exemplar for the community and similar projects
Have a positive impact on wider	There is a real educational and societal benefit to the project,

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society	not just as regards access to content, but also in enabling development of the very important skills and methodologies needed to make use of digitised content. By presenting our content alongside other relevant material, forming links through to museum object, and providing a sound intellectual framework, we hope to contribute to the ongoing growth of digital literacy not just in academia, but also in schools, colleges and across the wider community. We will also be contributing back to digital scholars and institutions involved in producing digital content, particularly around our innovative presentation of related content, and in the area of standardisation of metadata and vocabularies. Study of the content itself has the potential to produce real societal benefits, both in the broad sense that historical research allows us to better understand issues in our own society, and also in very specific ways, such as the value of historical climate data to present day climatologists.
Be ready for technology needs in the future	Our use of well-established metadata standards, vocabularies and imaging technologies will ensure the long-term sustainability of the content, including possible future migration to emerging formats. Similarly, our utilisation of open-source software will allow us to adapt to emerging technologies without the accompanying "lump sum" financial overhead of procuring new commercial systems. Building on the skills and experience of our team is the best way to be prepared for technological change, and we will be extending our knowledge of standards and systems throughout the project. We hope to be able to disseminate what we learn to the wider community via project reports, publications and deliverables.

Impact Areas : maintain research excellence; maintain teaching & learning excellence; be more effective/save money; have a positive impact on wider society; be ready for technology needs in the future.

1.6 Stakeholder Analysis

Stakeholder	Interest / stake	Importance (H/M/L)
Researchers in relevant subjects	Collection provides an important source of research data	M-H
Educators in relevant subjects	Collection provides resources to enliven teaching and engage students	M-H
Wider public	Wide range of interests (e.g. technology, astronomy, maritime history, local and family history)	M
CUL	Project is high-profile, targets a priority collection, and develops relationships with funder and partners	H
HPS	Expands AHRC project and provides resources for research and teaching	H
NMM	Expands AHRC project, collection information, learning resources and exhibition	H

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	materials	
JISC	JISC seeks to meet the objectives of its programme and achieve good value from its investment	M

1.7 Related Projects

We will seek to identify other research or digitisation projects with which to work and share data. The Leverhulme-funded Arcdoc project have already expressed an interest in the material related to polar exploration. The project ties in well with CUL's programme of digitisation and will feed into related internal projects such as the digitisation of Isaac Newton's papers (<http://cudl.lib.cam.ac.uk/>). We look forward to playing a full part in Programme events, and to collaborating and consulting with the other successful projects, particularly the Digital Exposure of English Place Names over vocabularies for location data and the Rescue of Historical UK Sea Level Charts and Ledgers over the extraction of scientific data from historical materials. Finally, we are interested in contributing content to relevant portals, such as 18thConnect and Connected Histories.

1.8 Constraints

- Time: ensuring timelines outlined in Work Plan are adhered to, particularly where project dependencies are identified
- Planning: ensuring key decisions regarding metadata, imaging and partner contribution are made at an early stage to avoid delays later in project
- Communication: ensuring good communication through the life of the project, both through formal management and meetings and informal communication channels

1.9 Assumptions

- Recruitment: suitable candidates will be found in an appropriate time-frame for the Metadata Officer, Project Assistant and (less pressingly) Engagement Officer posts
- Conservation: any delays due to conservation issues can be managed by reordering digitisation priorities without delay to delivery of digitised content
- Staff retention: staff in key positions remain in post for the duration of the project
- Deadlines: digitisation, transcription and metadata creation will proceed on schedule
- Legal: due diligence/risk management process will work smoothly, consortium agreement is quickly and easily concluded

1.10 Risk Analysis

While digitisation projects frequently face delays in recruitment, throughput, quality or delayed online delivery, we believe this to be a comparatively low-risk project, as set out in the table below.

Risk Description	Probability (P) 1 – 5 (1 = low 5 = high)	Severity (S) 1 – 5 (1 = low 5 = high)	Risk Score (PxS)	Detail of action to be taken (mitigation / reduction / transfer / acceptance)
Staffing	2	3	6	Key roles are performed by existing staff; we have allowed time to recruit where necessary.

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Organisational	1	3	3	All partners have important stakes and the project builds on existing relationships (especially through AHRC project)
Financial	1	4	4	Staff experienced in managing budgets for similar JISC projects. Appropriate financial controls in place
Technical	1	3	3	Project draws on considerable expertise and utilises existing technical infrastructures. Open standards and technologies favoured.
Legal	1	4	4	Consortium agreement. Copyright carefully managed. Outputs placed under open licenses.
Damage	1	3	3	Inspections and stabilisation prior to digitisation. Conservators available as required.
Schedule	2	2	4	Contingency built into timings. Main tasks are staggered to minimise impact on dependant tasks.

1.11 Technical Development

Delivery

The project will utilise the existing technical infrastructures of CUL and NMM. NMM's Collections Online pulls data from its Multi MIMSY collection management system into a specially tailored interface. The project will automatically add links from relevant objects to the collection delivered by CUL. Cambridge's infrastructure is in development but is sufficiently advanced to pose no threat to the project's delivery. It is already being used to deliver the papers of Isaac Newton (<http://www.cudl.lib.cam.ac.uk>). CUL is using a set of linked open source systems, chiefly Goobi to manage its production of images and METS objects and the eXtensible Text Framework to provide other outputs and functionality. Content, metadata and indexes from these systems is combined within an interface that can be configured and styled to the needs of particular collections or projects and will enable personalisation and Web 2.0 functionality.

Digital Images

CUL has one of the best digitisation units in a UK HEI and is geared towards "mass" digitisation of difficult content. We have budgeted for a P65 camera station as a base unit, since this will offer the best flexibility, quality and speed for the project, but will also draw on a wide range of other digitisation equipment available within the unit. Images will be captured in colour at 400-600ppi (depending on size and legibility of analogue original) and saved in TIFF 6.0 (CUL is also evaluating JPEG 2000). Where appropriate (a minority of content), OCR will be performed and the results fed into search indexes. Images will be delivered at full resolution through a zooming interface and made available for download and reuse at a high resolution.

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Metadata

CUL already has very good collection and series level description for the Board of Longitude papers (in EAD) with some item-level description. The project will extend these archival records to include comprehensive description at the item level, and then map the resulting records into MODS and Dublin Core for use within the digital library. Descriptive metadata will be embedded in METS to form a complete digital object with structural and rights metadata, links to images, and to OCR text or transcription (where available). Transcriptions have already been prepared by the AHRC project for a significant proportion of the minutes of the Board. This project will complete transcription of minutes and mark them up in TEI P5 to facilitate searching and enable display alongside facsimiles. CUL holds a handwritten card index to names within the Board papers (c4,500 cards). This will be converted into a database, automatically matched against relevant authority files (using VIAF), and then automatically fed into the EAD records, METS files, and the TEI transcriptions – providing authorised name access across the collection and facilitating cross-connection with other, similarly authorised collections (in CUL, NMM and beyond). We will also create short biographies for key individuals and abstracts for some documents. A key goal of the project is to facilitate good discovery of the resources we create. To this end we will publish our metadata via OAI-PMH and as linked data, work with Connected Histories, 18thConnect and others to provide metadata in suitable formats for use within their portals, and contribute linked content to Wikipedia.

1.12 Standards

Name of standard or specification	Version	Notes
Metadata		
XML	1.1	All transcriptions and metadata will be encoded or available in XML according to the schemes outlined below
TEI P5 Guidelines		Used for encoding transcriptions
METS	1.9	Used as the base structure for metadata
MODS	3.4	Embedded in METS - used for descriptive metadata
METS Rights		Embedded in METS – used for rights metadata for images, transcriptions, metadata etc
OAI-PMH		Metadata will be made available for harvesting via OAI-PMH for incorporation into federated/harvest-based discovery tools.
Vocabularies		
Library of Congress Subject Headings		LCSH will be used to give standardised subject access to collection
VIAF/Library of Congress Name Headings		We will use VIAF to provide centrally authorised headings for names (VIAF incorporates LC Name Headings, so compatibility will be achieved)
Unlock Places		We plan on using the JISC funded Unlock Places service to provide centrally authorised headings for places
ISO 8601		Will be used for formatting of dates
ISO 639-3		Will be used for languages

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Interface		
xHTML/HTML	XHTML 1.1 & HTML 4.01 Transitional	The interface will be XHTML 1.0 compliant using HTML 4.01 features
Images		
TIFF	6.0	Used for high quality master images of manuscripts
JPEG		Used as basis of web delivery for facsimile images, and also for image download
DZI (Deep Zoom Image)		An open format used for web delivery of zoomable images

1.13 Intellectual Property Rights

Published materials included in the project are in the public domain, but unpublished manuscripts (the majority of the content) will be in copyright. Anything produced or commissioned by the Board or Astronomer Royal in their official capacity is Crown Copyright and can be reproduced under the Open Government Licence. Unpublished private papers or correspondence sent to the Board will be in copyright until 2039 and most, if not all, will be orphan works, i.e. the current rights holder is unknown or cannot be traced. To exclude this material would significantly reduce the worth of the archive and we are not aware of any examples of rights being firmly established for pre-19th Century figures. In view of these circumstances we propose to adopt a risk-managed approach that follows best practice and includes: (1) undertaking reasonable searches to trace rights holders; (2) contacting institutions holding or publishing archival materials by significant figures in the archive to see if they have any information about rights holders (Work Package 2); (3) offering to take down any material should rights holders become apparent and (4) limiting the end user licence to non-commercial use. This approach is used in similar projects and has been agreed with the University of Cambridge's Legal Services Office.

We propose to make all material digitised within this project available under the Creative Commons Licence BY-NC licence. Learning and contextual resources will also be placed under this licence. Access to highest resolution images or commercial uses of the content will be managed by CUL or NMM (whoever owns the digital content) in order to manage copyright risk and derive income to help sustain the collection. Our metadata will be freely licensed for both non-commercial and commercial uses in order to maximise resource discovery.

2 Project Resources

2.1 Project Partners

Role	Name	Main Contact	Consortium Agreement
Project Partner	National Maritime Museum	Lucinda Blaser, Digital Project Manager	Pending
Project Partner	History and Philosophy Dept., University of Cambridge	Professor Simon Schaffer, PI for AHRC Project	N/A

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2.2 Project Management

Project management, communication and coordination will be essential to the success of this project, involving three partners with distinct inputs and contributions over a considerable time period. In this area we will rely heavily on the considerable project management experience and expertise within the team. The particular tasks and timeline which make up the project are outlined in detail in the Work Plan and Work Packages (see Appendix B). Ensuring the timely delivery of the outputs and deliverables will in the first instance be the responsibility of the Project Manager, working under the supervision of the Project Director.

High-level coordination and general oversight will be provided by a Management Group comprised of the Project Director, Project Manager and representatives from HPS and NMM, who will oversee the project and will hold quarterly meetings. A stakeholder Steering Group will be established during Work Package 2 (see Appendix B) and will meet three times during the project to inform and review its progress. The steering groups of CUL's digital library project and the AHRC project will also be kept apprised of the project and invited to review its progress and outputs. In addition, senior staff and advisors will allocate time to the project, undertaking management roles and making small contributions to the project outputs.

2.3 Project Roles

Team Member Name	Role	Contact Details	Days per week to be spent on the project
Grant Young	CUL Project Director	gy219@cam.ac.uk	0.25
Huw Jones	CUL Project Manager	hej23@cam.ac.uk	2.5
to be appointed	CUL Metadata Officer	via hej23@cam.ac.uk	2.5
to be appointed	CUL Project Assistant	via hej23@cam.ac.uk	5 (1/12-6/13)
Don Manning	CUL Project Advisor (Imaging)	dm10009@cam.ac.uk	0.25
Adam Perkins	CUL Project Advisor (Content)	ajp21@cam.ac.uk	0.25
to be assigned	CUL Conservator	via hej23@cam.ac.uk	30 days in total over the life of the project
to be assigned	CUL Photographers	via hej23@cam.ac.uk	7.5* (1/12-12/12) *1.5 FTE
Simon Schaffer	HPS Principal investigator	sjs16@cam.ac.uk	0.25
to be appointed	HPS Post Docs (x2)	via sjs16@cam.ac.uk	0.5 (11/11-04/13)
to be appointed	HPS PhD students (x2)	via sjs16@cam.ac.uk	0.8 (01/12-06/13)
Lucinda Blaser	NMM Project Manager	LDonnachie@nmm.ac.uk	As required
Richard Dunn	NMM Project Advisor	RDunn@nmm.ac.uk	0.25
to be appointed	NMM Engagement Officer	via LDonnachie@nmm.ac.uk	5 (8/12-7/13)

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2.4 Programme Support

The two main areas where we would welcome Programme support are in communication and collaboration with related JISC projects, and in disseminating project outcomes (particularly methodologies and standards) to the wider UKHE community.

3.1 Evaluation Plan

Timing	Factor to Evaluate	Questions to Address	Method(s)	Measure of Success
Formative				
Ongoing	Communication and Collaboration	Are project partners communicating and contributing effectively?	Setting up of management structures (see 2.2)	Internal project deadlines are met; deliverables are of adequate quality and conform to project standards
11/11-02/12	Conservation	Have conservation issues been addressed? Has imaging work been planned to avoid delays due to conservation?	Engagement with conservation department and imaging staff; drawing up of conservation and imaging schedule; monitoring of internal deadlines	Timely delivery of digitised content; absence of holdups or "downtime" in imaging due to conservation issues
11/11-02/02	Copyright policies and procedures	Have we undertaken appropriate 'due diligence' on collections? Do we have robust plans for managing rights/risks?	Ask experts to review policies and procedures	Experts provide endorsement of approach; project does not face legal challenge
11/11-02/12	Metadata production	What is our exact format/structure for metadata production? What timetable will we need to adopt for delivery? What interface development will be necessitated by demands of metadata?	Survey of existing metadata (incl. card index) and collection; drawing up of guidance on metadata creation and timetable for production; monitoring internal deadlines; provision of metadata sample to interface developers	Timely delivery of standardised metadata; no surprises or holdups for developers at interface development stage
11/11-02/12	Image production	Will images produced by CUL and NMM (outsourced) be compatible with each other (standards and filenaming) and with expectations of interface developers? Policies on rulers, colourbars, rotation, cropping?	Liaison between CUL imaging services and NMM over standards. Assessment of collections and drawing up of filenaming schema; delivery of sample images to developers	No development holdups owing to filenaming or image standard issues
11/11-	Transcription	Is transcription fully	Assessment of	Linking between

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02/12		compatible TEI P5? How will linking from transcription to METS/MODS be generated? What facets do we want to mark up in transcription?	existing transcription; liaison between project partners to discuss requirements for transcription	images and transcription happens easily; transcription mark-up meets expectations of project partners and expected users
11/11-02/12	Linking	Where do we want links to NMM objects to appear (metadata, transcriptions, both)? What process will be used to generate and check the links? What are the implications for metadata creation?	Liaison with project partners over where links should appear; strategy for insertion of links; amendment of metadata creation guidelines to facilitate linking	Links can be easily generated and operate according to project partners' expectations
08/12-09/12	Creation of contextual resources	Will contextual resources be easily embeddable in delivery interface? Will they fit naturally into metadata? Will they follow same structure?	Early liaison between Project Manager, Metadata Officer, interface developer and AHRC staff over contextual resources – form and structure	Contextual resources can be embedded seamlessly into metadata
Qualitative				
01/12-07/13	Content (images, metadata, transcriptions, contextual resources)	Do the delivery interface and contextual resources meet user needs and expectations?	Incorporate testing and external evaluation into NMM's engagement programme and AHRC event programme; regularly assess interface and content with AHRC staff	Content meets needs and expectations of expected users – research, education, wider public
01/13-	Interface	Does the delivery interface meet user needs and expectations?	User testing; incorporate feedback mechanisms into interface	Interface is easy to navigate, meets user needs and expectations
01/13-	Interface	Are people accessing the site? Who is accessing the site?	Embed Google Analytics in interface and analyse statistics (i.e. re: geography, term dates etc) to establish user patterns	Statistics indicate a wide range of use both geographically and in terms of research, education, wider community use

3.2 Quality Assurance

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Date:

Output / Outcome Name	CUL Digital Images	
When will QA be carried out?	Who will carry out the QA work?	What QA methods / measures will be used?
01/12-12/12	CUL Photographers, CUL Project Advisor (imaging), CUL Project Manager	Onscreen assessment at point of capture; sample assessments by Project Advisor and Project Manager

Output / Outcome Name	NMM Digital Images	
When will QA be carried out?	Who will carry out the QA work?	What QA methods / measures will be used?
01/12-12/12	NMM outsource company, CUL Photographers, CUL Project Advisor (imaging)	Onscreen assessment at point of capture; assessments during post-processing by CUL Photographers and CUL Project Advisor (imaging)

Output / Outcome Name	TEI Transcriptions	
When will QA be carried out?	Who will carry out the QA work?	What QA methods / measures will be used?
11/11-07/13	CUL Metadata Officer, CUL Project Advisor (content)	Validation by schema; ongoing checks for quality and accuracy of markup; checking that transcription "pages" match digitised images

Output / Outcome Name	METS/MODS Metadata	
When will QA be carried out?	Who will carry out the QA work?	What QA methods / measures will be used?
11/11-07/13	CUL Metadata Officer, CUL Project Advisor (content)	Validation by schema; checks for accuracy of content; check that related material (images, transcriptions) linked correctly, check hierarchies are represented accurately; authority checks

Output / Outcome Name	Linking Mechanism	
When will QA be carried out?	Who will carry out the QA work?	What QA methods / measures will be used?
11/11-07/13	CUL Metadata Officer, NMM Project Manager, CUL Project Manager	Check that links are being generated accurately and function according to requirements

Output / Outcome Name	Contextual Resources	
When will QA be carried out?	Who will carry out the QA work?	What QA methods / measures will be used?
01/13-07/13	CUL Project Manager, CUL Project Advisor (content), AHRC Principal Investigator, NMM Project Manager	Check that contextual resources are fit for purpose and will integrate well into delivery interface, either as part of metadata or as standalone resources

Output / Outcome Name	Educational Resources	
When will QA be carried out?	Who will carry out the QA work?	What QA methods / measures will be used?

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01/13-07/13	CUL Project Manager, AHRC Principal Investigator, NMM Project Manager, External Evaluator	Check that educational resources are fit for purpose and integrate well with digitised content and museum objects
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Output / Outcome Name	Online Delivery	
When will QA be carried out?	Who will carry out the QA work?	What QA methods / measures will be used?
01/13-07/13	All project partners, plus external evaluation	Thorough testing that all content and contextual material displays well, is easily retrievable, and links together correctly; review by project Steering Group; user feedback sought

3.3 Dissemination Plan

Our dissemination work will be largely dependent on the NMM Engagement Officer post, so detailed planning will take place after appointment in Summer 2012.

Timing	Dissemination Activity	Audience	Purpose	Key Message
01/12-07/13	Project Website	All interested parties	Raise awareness; disseminate project documentation and conclusions	Collection as a resource for research, education and public
07/12-07/13	NMM Engagement Programme	Schools, undergraduates, public	Raise awareness of collection	Collection as a resource for research, education and public
10/12-07/13	HPS Undergraduate Teaching	Undergraduates	Collection used as teaching resource	Collection as a resource for research, education
01/13-07/13	CUL Digital Library	Researchers, educators, wider public	Raise awareness; present collection alongside relevant material	Collection as a resource; connection to other collections
11/11-07/13	AHRC Project Dissemination	Researchers, educators, public	Collection as a resource for research	Collection as a resource for research
04/13-07/13	Metadata Release	Aggregators, subject portals, union catalogues	Raise awareness; integrate collection with relevant resources	Contribute material to relevant portals/projects; open data up for reuse
11/11-07/13	Liaison with related projects	Related digitisation projects	Disseminate project documentation and conclusions	Interaction with community; dissemination of standards

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3.4 Exit and Embedding Plans

Our exit and embedding plans comprise two broad strands. The first is the use of open source software, open standards and a transparent development strategy to ensure that our work is reusable and that we benefit from engagement with the wider community. The second is to cement the digital library as a high-profile and well-used aspect of CUL's work - with the concurrent allocation of resources for upkeep, dissemination, maintenance of existing content and addition of new material. More specific plans for project outcomes are listed below.

Project Outputs/Outcomes	Action for Take-up & Embedding	Action for Exit
Delivery via CUL's digital library system	Take advantage of existing profile as digital delivery mechanism of major research library; dissemination as outlined in plan; development in line with feedback to ensure meets research, educational and broader needs; linking from relevant content i.e. NMM collection; designed for easy, cross-browser use	Continued development of interface as core component of CUL's digital strategy; use of open-source software to benefit from others' development and to contribute development back to the community; use of metadata and vocabulary standards to link to related content; addition of further related content; harvesting of content into high-profile aggregators via OAI-PMH
Digital Images	Digital images will be presented, firmly embedded in context, in CUL's digital library delivery system; the use of mets alongside rich metadata will allow the images to be easily discovered and presented alongside relevant material (transcriptions etc.); mechanism in place to allow direct citation of image "page" allowing images to be embedded in relevant scholarship; download of preservation images for non-commercial use where rights allow	Continued development of interface to improve aspects of presentation (i.e. zoom, rotation, 3D) and any emerging image formats; ongoing production of relevant materials (transcription, translation, description) to improve discovery embed images firmly in intellectual framework
Metadata	Consistent use of open standards and vocabularies to aid discovery and promote interoperability with other data; implement metadata download and OAI-PMH harvesting to promote metadata re-use	Document metadata options and implications on project website; discuss metadata standards and interoperability with community; feed metadata experience and implementation into future projects
Transcriptions	Present transcriptions alongside appropriate images via CUL's digital library delivery system; use standard TEI P5 and (where appropriate) authorised vocabularies to promote integration and reuse	Document use of TEI on project website; continued use of TEI for future projects; engagement with TEI community; ensure compatibility with future versions of TEI or other emerging transcription standards
Research output	Work closely with AHRC project to ensure as much research output as possible is made available as contextual material via the digital library delivery system	Put in place long term strategies to ensure that future research output, whether from HPS or other bodies, can be integrated alongside context
Collection linking	Close liaison with NMM to establish	Liaison with NMM over long-

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	nature of linking between textual content and museum objects; establish technical details at an early stage	term maintenance of existing links and mechanisms for future integration as understanding of collections grows
Project documentation	As far as possible, document project strategies, decisions and methodologies on project website	Integrate aspects of project website into more general documentation for CUL's digital library system

3.5 Sustainability Plans

As with 3.4 Exit and Embedding Plans, the open nature of our metadata and development strategies, alongside the central position of the digital library in CUL's institutional strategy are at the heart of our sustainability plans. More specific aspects are:

Project Outputs	Why Sustainable	Scenarios for Taking Forward	Issues to Address
Delivery via CUL's digital library system	Digital library system at heart of CUL's long-term institutional strategy; use of open source software	Digital library system will continue to develop; additional content and functionality will be incorporated; advantage will be taken of development in the broader community; code will be contributed back to community	Ensure that as new functionality and content is added, existing content is managed so as to ensure compatibility and facilitate integration
Digital images	High-quality TIFF 6.0 originals; use of standard for possible conversion to emerging formats; archiving in institutional repository	Archiving of original images in institutional repository, alongside metadata for easy management and retrieval; possible conversion to emerging formats in future	Identifiable links between images in storage and archived images; ensure format changes don't entail data loss
Metadata	Use of open standards and authorities; engagement with community; conversion to emerging formats; archiving in institutional repository	Archiving of metadata alongside images in institutional repository; use of open standards and authorities will help with documentation issues, and facilitate conversion to emerging formats	Make sure metadata standards are applied uniformly across collections, including any sections contributed by project partners
Transcriptions	Use of latest version of established standard (TEI); archiving in institutional repository	Engage with TEI community over practice; convert to latest versions of TEI as appropriate; document any local practice	TEI is a very broad standard – will need to establish local requirements as a basis for functionality and display
Research output	Will form a core part of delivery via interface; incorporated into metadata where appropriate	Liaise with AHRC project re: strategies for keeping contextual material produced by research project up-to-date	Need to ensure that contextual material remains current in context of changes in scholarship

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Collection linking	Will form a core part of delivery via interface; CUL's digital library system and NMM's Collections Online both high-profile, central services	Liaise with NMM over strategy for stable linking between collections; strategy for informing of or detecting changes in external systems; strategy for alerting of new relevant content	Need to ensure linking remains functional and relevant
Project documentation	To be made available via project website, plus feed into general project documentation; will feed into overall development of CUL's digital library service	Ensure documentation is kept up-to-date, and reviewed at end of project for integration with core CUL documentation	

Appendices

Appendix A. Project Budget

Appendix B. Workpackages



JISC WORK PACKAGE .

WORKPACKAGES	Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
1: Project Management																							
2: Preparation (CUL/NMM)																							
3: Metadata																							
4: Digitisation (CUL)																							
5: Digitisation (NMM)																							
6: Contextual Resources																							
7: Educational Resources																							
8: Online Delivery																							
9: Data release																							
10: Dissemination																							
11: Evaluation																							

Project start date: November 2011

Project completion date: July 2013

Duration: 21 months

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
WORKPACKAGE 1: Project Management					
<i>Objective:</i> To ensure effective communication through life of project, compliance with timelines and delivery of outputs					
1. Set up project website	Nov 2011	Nov 2011	Project website for dissemination of documentation, news and outputs		HJ
2. Complete and submit project plan	Nov 2011	Dec 2011	Project plan and appendices submitted to JISC and published on project website		HJ, GY
3. Complete and submit Consortium Agreement	Nov 2011	Jan 2012	Consortium agreement between CUL and NMM		HJ, GY, LB, RD
4. Recruitment organised - job descriptions, advertising, interviews, appointment	Nov 2011	Jan 2012	Recruitment of MO and PA		HJ, GY
5. Set up Project Management Group, organise first meeting	Nov 2011	Dec 2011	First meeting of Group; decisions on key aspects (see below); schedule for further meetings		HJ, GY
6. Quarterly meetings of Management Group	Dec 2011	July 2013	Communication between partners; review of project timelines and outputs; decisions on key aspects		HJ, GY, SS, LB, RD
7. Set up Stakeholder Steering Group, organise first meeting	Nov 2011	Feb 2012	First meeting of Steering Group; establish remit; schedule for further meetings		HJ, GY, SS, LB, RD
8. Meetings of Steering Group	Jan 2011	July 2013	Inform and review progress of project		HJ, GY, SS, LB, RD
9. Monitor finance	Nov 2011	July 2013	Ensure project remains in budget		HJ, GY
10. Project closure	June 2013	July 2013	Review and disseminate project outputs and experience; draw up project's final report and publish on website		HJ, GY

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
WORKPACKAGE 2:					
<u>Objective:</u> Preparation (CUL/NMM)					
11. Identify stakeholders for Steering Group	Nov 2011	Dec 2011	Stakeholder Steering Group organised		HJ, GY, SS, LB, RD
12. Finalise selection of additional materials from the Official Papers of Nevil Maskelyne and Viscount Barrington manuscripts	Nov 2011	Feb 2012	Corpus of material to be digitised and described finalised		HJ, GY, SS, LB, RD
13. Review collection for conservation issues	Nov 2011	Jan 2012	Items with conservation issues identified; conservation schedule drawn up; digitisation reprioritised accordingly (see 14 and 15)		HJ, GY, CO
14. Review collection for metadata purposes (see WP3 Metadata)	Nov 2011	Jan 2012	Metadata issues identified and timeline established; metadata creation schedule drawn up (to fit with imaging and conservation schedules)		HJ, GY, AP
15. Review collection for imaging purposes (see WP4 and 5) digitisation	Nov 2011	Jan 2012	Imaging issues identified; digitisation schedule drawn up (to fit with imaging and conservation schedules)		HJ, GY, DM
16. Undertake copyright research	Nov 2011	Feb 2012	Copyright issues identified and resolved; appropriate licenses adopted or drawn up for material		HJ, GY
WORKPACKAGE 3: Metadata Creation					
<u>Objective:</u> Create standardised Metadata across collection					
17. Review existing metadata - CUL's EAD data and card name index, NMM data, existing	Nov 2011	Jan 2012	"Map" of metadata structure; detailed evaluation of timeline for metadata		HJ, AP, MO?

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
transcription data for minute books, existing catalogues and resources			creation; workflow and schedule		
18. Establish hierarchical levels inherent in metadata	Nov 2011	Jan 2012	Establish implications for hierarchy in METS; liaise with interface developers over possible display issues; production of sample hierarchy		HJ, AP, MO?
19. Establish authorised vocabularies and usage within metadata	Nov 2011	Jan 2012	Confirm authorities for names (VIAF?), places (Unlock/Getty?) and subjects (LoC?); establish practice for use of authorities in Metadata		
20. Establish mechanism for linking between metadata/transcriptions and NMM museum objects	Nov 2011	Jan 2012	Mechanism for stable linking		HJ, LB
21. Create item level metadata in EAD across CUL collection, identifying names, places, subjects, museum objects	Jan 2012	Jan 2013	Item level metadata in EAD; extension of Janus catalogue to item level		MO, PA
22. Review and enhance NMM metadata as appropriate, identifying names, places, subjects, museum objects	Jan 2012	Jan 2013	Item level metadata produced for NMM archive records		MO, PA, HJ, LB
23. Review existing transcription metadata and convert to P5 TEI	Jan 2012	June 2012	P5 TEI data for existing transcriptions; workflow/schema for aspects to mark up		HJ, MO
24. Complete transcription in P5 TEI, identifying names, places, subjects, museum objects	July 2012	Jan 2013	Complete P5 TEI transcription for minute books		MO, PA
25. Review OCR	Jan 2013	Mar 2013	OCR ready for processing and integration with METS		MO, HJ, PA
26. Map CUL and NMM metadata into METS/MODS	Jan 2013	Mar 2013	METS/MODS records for CUL and NMM collections; XSLT mapping from EAD to METS/MODS		MO, HJ
27. Review and embed contextual resources (see below); embed into MODS	Jan 2013	Mar 2013	MODS enriched with contextual resources		MO, HJ, PA
28. Introduce authorised name, places, subjects across CUL, NMM and transcription metadata (automate where possible)	Jan 2013	Mar 2013	Authorised name, place and subjects across metadata		MO, HJ, PA

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
29. Introduce links to NMM museum objects across CUL, NMM and transcription metadata	Jan 2013	Mar 2013	Links to NMM museum objects across metadata and transcription		MO, LB, PA, HJ
30. Incorporate links for images, transcription and OCR into METS	Jan 2013	Mar 2013	METS/MODS for each volume incorporating links to images, OCR and transcriptions		MO, HJ, PA
31. Establish rights statements for images and metadata; embed in METS/MODS	Jan 2013	Mar 2013	Full METS/MODS with correctly linked rights statements		MO, HJ, PA
32. Handover of full METS/MODS records to interface developer	April 2013	April 2013	Full MET/MODS records and associated files delivered to interface developers		MO, HJ
33. Metadata archived in institutional repository as part of object package	July 2013	July 2013	Metadata archived		HJ, JF
WORKPACKAGE 4: Digitisation (CUL)					
<u>Objective:</u> Digitise CUL material					
34. Create filenames schema for collection	Nov 2011	Dec 2011	Filenames schema for collection which works alongside CUL classmarks		HJ, DM, PH
35. Creation of digital images, ongoing QA	Jan 2012	Nov 2012	Digital images of CUL material		PH, DM
36. OCR (where relevant)	Jan 2012	Nov 2012	OCR of CUL material where relevant		PH, DM
37. Final QA, post-processing, generation of delivery images	Nov 2012	Dec 2012	Processed images for delivery		PH, DM, PA
38. Handover of image and OCR files	Dec 2012	Dec 2012	Image and OCR files ready for integration into METS/MODS		PH, DM, HJ
39. Images archived in institutional repository as part of object package	July 2013	July 2013	Images archived		HJ, JF

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
WORKPACKAGE 5: Digitisation (NMM)					
Objective: Digitise NMM material					
40. Liaise with CUL over filenaming	Nov 2011	Dec 2011	Filenaming scheme for collection which integrates with that for CUL material		RD, LB, HJ, DM
41. Creation of digital images	Jan 2012	Nov 2012	Digital images of NMM material		Outsourced
42. Handover of digital images to CUL Imaging Services	Nov 2012	Nov 2012	Digital images with CUL Imaging Services		LB, HJ, DM
43. OCR (where relevant)	Nov 2012	Dec 2012	OCR of NNM material where relevant		PH, DM
44. Final QA, post-processing, generation of delivery images	Nov 2012	Dec 2012	Processed images for delivery		PH, DM, PA
45. Handover of image and OCR files	Dec 2012	Dec 2012	Image and OCR files ready for integration into METS/MODS		PH, DM, HJ
46. Images archived in institutional repository as part of object package	July 2013	July 2013	Images archived		HJ, JF
WORKPACKAGE 6: Contextual Resources					
Objective: Production of contextual resources to be integrated into metadata/delivery interface					
47. Identification and allocation of tasks; schedule for production of material	Nov 2011	Dec 2011	Tasks allocated; schedule agreed		HJ, SS, PD, PS
48. Production of schema for indication of where internal and external links should go in abstracts and biographies	Nov 2011	Dec 2011	Schema for indication of links produced		HJ, PD, PS
49. Creation of abstracts for 68 volumes of Archive	Jan 2012	Dec 2012	Abstracts suitable for embedding in MODS produced for volumes in Archive		PD, PS
50. Handover of abstracts for processing and embedding in METS/MODS	Jan 2013	Jan 2013	Abstracts handed over to CUL for embedding in METS/MODS		MO, PD, PS

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
51. Abstracts processed, internal links to images and external links to NMM museum objects added; embedded in METS	Jan 2013	Mar 2013	Processed abstracts embedded in METS/MODS		MO, HJ, PA
52. Creation of biographies for prominent individuals related to the Board	Jan 2013	April 2013	Biographies of prominent individuals created, including indications where internal and external links should appear		PD, PS
53. Handover of biographies for processing and addition to interface	May 2013	May 2013	Biographies ready for processing and integration		PS, PD, HJ, MO
54. Biographies processed to add external and internal links	May 2013	May 2013	Biographies ready for integration into interface		HJ, MO
55. Biographies integrated into interface	June 2013	July 2013	Biographies integrated into interface with internal and external links		Developer
56. Abstracts archived in institutional repository as part of object package	July 2013	July 2013	Abstracts archived		HJ, JF
WORKPACKAGE 7: Educational Resources					
<u>Objective:</u> Production of educational resources for NMM website to link through to digitised collection					
57. Liaison over themes for educational resources and appropriate content from collection	Aug 2012	Sept 2012	Themes and content identified		EO, RD, LB, SS, PD, PS
58. Development of workflow for linking from educational resources to content	Aug 2012	Sept 2012	Linking workflow established		EO, LB, HJ, MO
59. Creation of educational resources	Sept 2012	May 2013	Educational resources created		EO, LB
60. Links to content checked and enabled	May 2013	June 2013	Links between resources and development version of content functional		EO, MO
61. Links switched to live; content mounted	July 2013	July 2013	Educational resources live on NMM site		EO, LB

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
WORKPACKAGE 8: Online Delivery					
Objective: Delivery of content and associated resources via CUL's digital library interface					
62. Identification of development issues and production of sample data	Nov 2011	Jan 2013	Development issues identified; testing on sample data		HJ, JF
63. Development of interface to express multiple levels of hierarchy	Jan 2013	June 2013	Navigation of multiple hierarchy levels in interface is clear		JF
64. Development of interface to incorporate search and browse across metadata and full text	Jan 2013	June 2013	Search and browse of metadata and full text works well		JF, HJ, MO
65. Development of interface to utilise authority identifiers for names, places and people	Jan 2013	June 2013	Authority identifiers used for enhancement of indexes and (possibly) accessing data from external sources		JF, HJ
66. Handover of full METS/MODS with associated image, transcription and OCR files to developer	April 2013	April 2013	All content for launch with developer		HJ, MO, JF
67. Handover of biographies	June 2013	June 2013	Biographies integrated into interface and name index		JF
68. Interface testing	June 2013	July 2013	Interface is stable and functional in dev environment		JF
69. Switch to live	July 2013	July 2013	Switch to live and soft launch		JF
70. Archiving	July 2013	July 2013	METS/MODS and associated files archived to institutional repository		JF, HJ
WORKPACKAGE 9: Data Release					
Objective: Release of metadata and content					
71. Identification of, and liaison with associated projects and aggregators	April 2013	April 2013	Interested parties identified for metadata and content, e.g. Connected Histories, 18 th Century Connect		GY, SS, RD, LB, HJ

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
72. Development and implementation of OAI-PMH functionality in digital library system	April 2013	July 2013	Data available via OAI-PMH		JF
73. Development and implementation of APIs to images, metadata and associated files	April 2013	July 2013	Content available via APIs		JF
WORKPACKAGE 10: Dissemination <u>Objective:</u> Raising awareness of resource with researchers, educators and wider public			NB detailed planning of some aspects of the dissemination workpackage will take place after appointment of NMM Engagement officer in Summer 2012		
74. Project website	Nov 2011	July 2013	Increased awareness of collection; dissemination of documentation and conclusions		HJ, MO, PA
75. Creation of educational resources (see above)	Aug 2012	July 2013	Educational resources for NMM site, linked through to content; use of collection in teaching and learning		EO, LB, RD
76. NMM engagement programme	July 2012	July 2013	Increased awareness of collection; use in teaching and learning		EO, LB, RD
77. HPS Undergraduate teaching	Oct 2012	July 2013	Use of collection in teaching and learning		SS, PD, PS
78. Release of content on CUL's digital library interface	July 2013	July 2013	Raise awareness of collection; use in reasearch, teaching and by wider public		JF
79. AHRC Project dissemination programme	Nov 2011	July 2013	Raise awareness of collection, particularly among researchers		SS, PD, PS
80. Metadata and content release (see above)	April 2013	July 2013	Raise general awareness of collection; integration of content with relevant resources		JF, HJ
81. Liaison with related projects	Nov 2011	July 2011	Dissemination of documentation and conclusions		SS, GY, HJ, LB, RD

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
WORKPACKAGE 11: Evaluation					
Objective: Ensure main deliverables are fit for purpose and released according to deadlines					
82. Management Group	Nov 2011	July 2013	General monitoring of project deliverables and timeline		HJ, GY, SS, LB, RD
83. Metadata QA	Jan 2012	Mar 2013	Metadata is fit for purpose and delivered according to internal deadline		HJ, MO, PA, AP
84. Imaging/OCR QA	Jan 2012	Dec 2012	Images and OCR files are fit for purpose and delivered according to internal deadline		PH, DM, HJ
85. Contextual resources QA	Jan 2012	July 2013	Contextual resources are fit for purpose and delivered according to internal deadlines		HJ, MO, AP, PD, PS, SS
86. Educational resources QA	Jan 2013	July 2013	Educational resources are fit for purpose and delivered according to internal deadlines		EO, LB, RD
87. Interface testing	June 2013	July 2013	Delivery of content is functional and meets project expectations		All interested parties
88. Project Report	June 2013	July 2013	Project report produced and published on project website		All interested parties

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
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Members of Project Team:

Name	Role
Grant Young (GY)	Project Director
Huw Jones (HJ)	Project Manager
to be appointed (MO)	CUL Metadata Officer
to be appointed (PA)	CUL Project Assistant
Don Manning (DM)	CUL Project Advisor (Imaging)
Adam Perkins (AP)	CUL Project Advisor (Content)
to be assigned (CO)	CUL Conservator
to be assigned (PH)	CUL Photographers
Jennie Fletcher (JF)	CUL Interface Developer
Simon Schaffer (SS)	HPS Principal Investigator
to be appointed (PD)	HPS Post Docs (x2)
to be appointed (PS)	HPS PhD Students (x2)
Lucinda Blaser (LB)	NMM Project Manager
Richard Dunn (RD)	NMM Project Advisor
to be appointed (EO)	NMM Engagement Officer