



## Project Document Cover Sheet

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Project Information			
Project Acronym	n/a		
Project Title	Enriching the First World War Poetry Archive		
Start Date	1/10/08	End Date	30/9/09
Lead Institution	University of Oxford		
Project Director	Dr Stuart Lee		
Project Manager & contact details	Ms Kate Lindsay, 01865 271459, Katharine.lindsay@oucs.ox.ac.uk		
Partner Institutions	n/a		
Project Web URL	www.oucs.ox.ac.uk/ww1lit		
Programme Name (and number)	<i>JISC Digitisation Programme: Enriching Digital Resources</i>		
Programme Manager	Alastair Dunning/Paola Marchionni		

Document Name			
Document Title	<i>Project Plan</i>		
Reporting Period			
Author(s) & project role	Stuart Lee, PI		
Date		Filename	
URL	<i>if document is posted on project web site</i>		
Access	<input type="checkbox"/> Project and JISC internal		<input type="checkbox"/> General dissemination

Document History		
Version	Date	Comments

## **Enriching the First World War Poetry Digital Archive Project**

### **University of Oxford**

#### **Overview of the Project**

##### **1) Background**

This project builds on the digitisation project 'The First World War Poetry Digital Archive' funded under the JISC Digitisation Programme Phase II, which also included The Great War Archive. The project collected together nearly 13,000 digital objects relating to the poetry of WW1 and specific poets, and WW1 memorabilia donated by the public. This, in turn, built on a JTAP funded project (1996- 1998) , "The Virtual Seminars", which digitised the manuscripts of the First World War poet Wilfred Owen. Under the JTAP project four tutorials were also created. This initial project won several awards (UCISA 1999 'best practice and excellence' in teaching and learning, Oxford's OxTALENT teaching via the web award, etc), and has been used by several national bodies (such as the FERL, LTSN, JISC, BECTA, and NetSkills) as demonstration of excellence. The archive has attracted over 1.5 million hits and is referenced by researchers and teachers worldwide.

The current digitisation project<sup>1</sup> (1/4/07-31/3/09) expands the digital collections by adding over 4,000 items from other poets including:

- Robert Graves
- Isaac Rosenberg
- Vera Brittain
- Roland Leighton
- Edmund Blunden (not planned in the original bid but now added)
- David Jones (not planned in the original bid but now added)
- Ivor Gurney (not planned in the original bid but now added)

These writers are firmly embedded within courses on First World War and 20<sup>th</sup> Century Literature in higher, further, and compulsory education. Additionally the archive also contains contemporary material (photographs, audio, and video) from the Imperial War Museum, and brings in material deposited by the public (under the Great War Archive initiative<sup>2</sup>) thus widening the archive's relevance to a multitude of other subjects including history, military studies, media studies, archaeology, cultural and gender studies, and local history.

In conjunction with subject experts and following a requirements analysis, a small number of teaching resources and tools have been created to help learners and teachers use the materials in the archive including a series of podcasts and new tutorials (<http://www.oucs.ox.ac.uk/ww1lit/education>). A "Path Creation Scheme" tool will also be released which will enable users to create customised paths through the archive and share these with others.

The collection will be launched on the 11<sup>th</sup> November 2008 to mark the 90<sup>th</sup> anniversary of Armistice, and will be offered, free of charge, with no access restrictions for educational use. At this time the collection will consist of 15,000 items related to the poetry of the First World War and its historical context.

Although the project does include these tutorials tied in to key stages in the national curriculum, much more work needs to be done on exposing the content in user familiar environments (Web 2.0 technologies below), demonstrating the potential to other digital projects, creating more educational resources, and supplementing the collection with a notable omission – the poetry of the famous writer Siegfried Sassoon.

##### **2) Aims and Objectives**

###### **2.1 Project Aim**

This project, therefore, aims to enrich the existing First World War Poetry Digital Archive project (<http://www.oucs.ox.ac.uk/ww1lit>).

## 2.2 Project Objectives

Specifically it will:

- a) Facilitate the creation of teaching material by practitioners for them to use in class and to share with others
- b) Create teaching resources tied directly in to curricula using appropriate “Web 2.0” technologies
- c) Complete the collection by adding extra digital resources in the form of the manuscripts of the poet Siegfried Sassoon
- d) Enrich the metadata

This project will produce the following key deliverables:

- Two two-day workshops bringing together practitioners (HE, FE and schools), subject experts, learning designers, and developers to create a bank of reusable learning objects drawing on material from the collections. These resources will be tied in to existing curricula (HE, A level, and GCSE courses) and will be quality-assured by the project team. Teaching resources will consist of pathways using the project’s Path Creation Tool, course packs, presentations, lesson plans and activities.
- Using three existing “Web 2.0” tools - MIT’s Simile Timelines, GoogleMaps, and Tufts VUE mind mapping software (see section 2c)- demonstrate how users can bring together digital artifacts, information, and ideas. This will be supplemented by a series of ‘how to’ guides and will be embedded within the “Education” area of the archive (<http://www.oucs.ox.ac.uk/ww1lit/education>) - see below.
- A series of ‘structured paths’ or ‘curated collections’ using the Path Creation Tool developed under the original project and to be released as open source. This allows for annotated paths or trails through the archive collections to be set up easily and quickly for others to follow. The project team will work alongside experts in the field of WW1 poetry and the War itself who already comprise the existing project steering group (see section
- Use a combination of GoogleGroups and Flickr to provide a methodology for users to contribute their knowledge and information about selected items held in the project collections, and to ‘contact an expert’ (e.g. the project team and steering group and other subject experts).
- Expand the digital collection to include the poetical manuscripts of Siegfried Sassoon held chiefly in Cambridge and Oxford. Since the start of the original project the Sassoon literary estate has been in contact and wishes to be part of the initiative. This will involve the digitisation of the manuscript variants of around 100 poems, but only forms about 25% of the work.

With specific reference to the Web 2.0 technologies noted above the project will exemplify how users can utilise web 2.0 tools to visualise the archival data in new and innovative ways via:

- Provide geolinking of key historical artifacts in the archive via Google Maps and Google Earth (<http://www.maps.google.com>) and make geographical datasets available for the end user to map their own visualisations.
- Create historical timelines via applications such as MIT’s Simile (<http://simile.mit.edu/timeline/>) and make date datasets available for the end user to map their own visualisations (for instance a user will be able to overlay timelines concerning key events of the First World War with the service records of a particular poet and the times that they produced poetical manuscripts).
- Create mindmaps using Tufts University’s Visual Understanding Environment (VUE) (<http://vue.uit.tufts.edu/>) to manage and integrate digital resources from a range of archives in support of teaching, learning and research as an alternative to the Path Creation Tool.

This project will also create mechanisms via which users can actively engage with the archival collections to foster debate and discussion. This will be done via:

- Using Google Groups and tying them in more effectively with the archival holdings and educational materials to set up an “ask the expert” facility. The project already has two mature and self-regulated groups with an established community (running for over 10 years) that have recently been migrated to Google.
- Expose a series of items from the Great War Archive to Flickr to encourage debate and discussion. The project will work in conjunction with Flickr Commons (<http://flickr.com/commons>) to enrich the metadata for these items, either via adding tags or leaving comments. Content creation will then be assessed by subject experts to assure the quality of user-created metadata.

In addition to utilizing the above Web 2.0 tools, the project will also further enhance the archive’s holdings (as noted above) via our own Path Creation Scheme by:

- Creating a series of “curated collections” or “structured paths that are most relevant to educational curricula e.g. “Women and War”, “Manuscript Studies”, “Cultural Diversity in the First World War”, “Trench Life”, and “Poetical Anthologies”.
- Podcasting of content as an open educational resource for use in teaching via applications such as iTunes and iTunesU.

### **3) Overall Approach**

The project plan is based on overlapping flows of work, and this project runs simultaneously with the last six months of the First World War Poetry Digital Archive initiative. The main deliverables are a range of exemplars showing the use of Web 2.0 technologies to expose material in the original archive, some created by the project team, other by teachers; and the digitization of material from the poet Siegfried Sassoon.

#### **3.1 Methodology**

We will adopt a varied methodology to fulfilling the above objectives and deliverables. We will be using in-house staff to perform the technical development to make sure the appropriate web 2.0 tools are available to use (including the Path Creation Scheme). Project staff will then create a series of exemplars using these tools, which can be used ‘live’ but also act as demonstrators for the workshop (see below).

With reference to the further digitization we will follow the approach already successfully adopted in the existing digitization project:

- create final list of manuscript variants for ordering;
- order images (600dpi uncompressed TIFF where available)
- QA images
- create derivatives, manipulate, and insert digital watermark
- catalogue using metadata standards used in the original project
- ingest into search/browse engine (ContentDM)
- QA

##### *3.1.2. Workshops*

The workshops noted above will be a key activity engaging the user community. These will bring together teachers, subject experts, learning designers and web developers and lead to the online delivery of materials after the event. The workshops will be held at the Oxford University Computing Services, whose lecture rooms are well equipped for such events.

##### **Day One**

- Introduction to a range of digital technologies that teachers can use themselves to create learning materials (including VUE, Timelines, and the Path Creation Scheme)
- Introduction to the First World War Poetry Digital Archive

- Case studies of how online tools and archives can be used to enhance teaching and learning
- Brainstorming activities with learning designers and developers on integrating digital technologies into teaching First World War Literature

#### Day Two

- Hands-on development of learning resources with the support of web developers and learning designers
- Discussion and feedback

Prior to the workshop a questionnaire will be sent to all participants to gather information on teaching methods and teaching environments, and also on what they would like to gain for the event, to ensure that we map the workshop to the requirements of its attendees.

A surveying methodology will be used to conduct a detailed evaluation of the event. A questionnaire will be issued to participants at the end of the event, who will also be contacted during the next academic year to get feedback on how they have used materials within their teaching. All findings will be fed into a published report.

Materials that are created during the workshop will be made available in the First World War Poetry Digital Archive and also archived within JORUM for others to use in their teaching and learning.

#### 3.1.3. *Timescale*

This new project will initially run in parallel with the final six months of the First World War poetry Digital Archive project. Further details are given in the accompanying Work Package report.

### **3.2 Critical Success Factors**

The critical success factors for this project are:

- \* Identification of appropriate Web 2.0 technologies (list already completed)
- \* Integration and seamless access to Web 2.0 technologies (tests already prove that this will be straightforward)
- \* Creation of exemplars
- \* Identifying teaching staff to participate in workshops to create further course material exemplars
- \* Running the two-day workshop
- \* Identification of Sassoon manuscripts (all holding institutions identified and handlist prepared)
- \* Copyright clearance of the Sassoon manuscripts (already agreed by the Literary Estate)
- \* Usability of final system
- \* Communicating availability of new resources

## **4. Project Outputs**

### **4.1 Deliverables**

We have already identified the key deliverables above. In summary the project will produce the following:

- A two-day workshop for practitioners
- A series of exemplars showing how Web 2.0 technologies can release the digital content for practitioners
- A series of curated paths using the Path Creation Scheme
- A social area for the public to contribute discussions and content
- Further metadata and exposure in such tools of Google Maps and Timelines
- Expansion of the collection to include the manuscripts of Sassoon
- Documentation:
  - Project plan

- Workpackage plan
- Progress reports
- Final report
- Evaluation report

#### 4.2 Knowledge and Other Outputs

The project will, in addition to the deliverables noted above:

- provide an exemplar to other digitization projects on how to more easily use Web 2.0 technologies to expose their collections and integrate them into teaching
- specifically support the teaching of a key area of English literature by off-the-shelf teaching material created by practitioners drawing from an expanded digital collection of primary source material
- engage practitioners in a JISC digitization project and demonstrate to them the usefulness of digital objects in teaching and the ease with which they can be brought in to Web 2.0 technologies
- guides through an extensive collection via curated paths
- applying research to teaching

#### 5. Project Outcomes

1. Creation of a series of Web 2.0 exemplars using material in the original JISC digitization programme
2. Enhancing the metadata of objects
3. Expansion of the collection

#### 6. Stakeholder Analysis

Stakeholder	Interest/Stake	Importance
JISC	Funding body	High
Oxford University	Host	Medium
Steering Group	Advisory	Medium
Practitioners	Users and creators	High
Students	Users	Medium
Public	Users	Medium/Low
Sassoon Literary Estate	Hold rights	High
Collection holders	Hold mss	High

#### 7. Risk Analysis

Risk	Probability	Severity	Score	Action
Technical				
Web 2.0 technology not long-term	2	2	4	All material will be exported into other formats (e.g. VUE exports to HTML) and stored locally. Main content will be via the Path Creation Tool, which is held locally.
Staffing				
Low attendance	2	3	6	Already have a

at workshops				series of volunteers. If needed can also tap into major other existing networks (TES Staffroom, RSCs, HEA Academies)
Loss of key staff	1	3	3	Seconding staff on long-term contracts. Using external consultant for technical design. Would enforce three-month period of notice.
Organisational				
Exceed budget	1	3	3	Regular review of objectives and finances.
Over-run	1	3	3	Regular review of objectives and deliverables.
Legal				
Estate refuses permissions of Sassoon mss	1	4	4	Already have agreed permission. Alternative collections would be used (e.g. Brooke).

## 8. Standards

Standard	Version	Note
TIFF	6.0	Uncompressed, accepted standard.
JPEG	1.02	Accepted standard.
WAI-WCAG	2.0	Web accessibility standard.

## 9. Technical Development

Digitisation, workflows, cataloguing, storage, and quality assurance will all be the same as used in the original digitisation project.

Any programming required for the Web 2.0 technologies for integration will be peer reviewed by the project management. However it is envisaged that this will be minimal as we will be using already developed software.

## 10. IPR

Copyright for all the exemplars created will be under the JISC/ HEFCE Model Licence.

For original materials, in manuscript format, copyright resides with the literary estates with which agreement has been reached using the JISC/ HEFCE Model Licence. Copyright to the digital images reside with the collection holders, and again agreement has been reached using the JISC / HEFCE Model Licence. Copyright of the final archive will be held by the University of Oxford transferable to HEFCE in the longer term.

## **11. Project Partners**

None.

## **12. Project Management**

### **12.1 Organisation Structure**

#### *12.1.1 Project Director: Stuart Lee*

Dr Lee is a member of the English Faculty at Oxford, and Director of Oxford University Computing Services. Dr Lee managed the original JTAP 'Virtual Seminars' Project (1996-98) and is Project Director on the First World War Poetry Digital Archive

Contact: [stuart.lee@oucs.ox.ac.uk](mailto:stuart.lee@oucs.ox.ac.uk)

#### *12.1.2 Project Manager: Kate Lindsay*

The Project Manager will be Ms Kate Lindsay, who is the PM on the First World War Poetry Digital Archive project. The project manager will have overall responsibility for the day-to-day running of the project and also have responsibility for the financial and project management aspects of the project, as well as all staffing issues. The PM will also be in charge of the creation of the exemplars and the evaluation. The project manager is responsible to the project director.

Contact: [katharine.lindsay@oucs.ox.ac.uk](mailto:katharine.lindsay@oucs.ox.ac.uk)

#### *12.1.3 Systems Administrator and Web Developer: Michael Loizou and Richard Doe*

Both were the technical specialists on the First World War Poetry Digital Archive project.

These technical specialists will be responsible for the overall design of the technical and component architecture, the selection and integration of the Web 2.0 technologies, the overseeing of the ingestion of the new digital material and cataloguing. Both worked on the First World War Poetry Digital Archive project.

Contact: [katharine.lindsay@oucs.ox.ac.uk](mailto:katharine.lindsay@oucs.ox.ac.uk)

#### *12.1.4 Events Organiser: Everett Sharp*

Everett Sharp comes to the project with a life long enthusiasm for 20th-century military history, particularly the First World War of which he has an extensive knowledge. He was a cataloguer and assistant on the First World War Poetry Digital Archive project.

Contact: [everett.sharp@oucs.ox.ac.uk](mailto:everett.sharp@oucs.ox.ac.uk)

#### *12.1.5 Graphic Designer: Joseph Talbot*

Joseph runs the web design service at OUCS. He has designed the interfaces for the First World War Poetry Digital Archive project.

Contact: [joseph.talbot@oucs.ox.ac.uk](mailto:joseph.talbot@oucs.ox.ac.uk)

#### *12.1.6 Researcher: Alun Edwards*

Alun Edwards works for the Intute service based at OUCS. He will be responsible for leading the digitization and cataloguing of the Sassoon material.

Contact: [alun.edwards@oucs.ox.ac.uk](mailto:alun.edwards@oucs.ox.ac.uk)

#### *12.1.7 Cataloguer*

To be recruited.

#### *12.1.8 Steering Group*

Supervision of the project will be via the existing Steering Group of the First World War Poetry Digital Archive project. This committee consists of senior staff from similar projects and also senior practitioners. Through the Steering Group contributions to the project planning and project content may be made by the relevant specialists.

Presently the Steering Group consists of the following members in addition to the project director and project manager:

- Richard Emeny (Expert on Edward Thomas, Manages Edward Thomas literary estate on behalf of the Thomas family)
- Duncan Campbell (ProQuest Literature)
- Guy Cuthbertson (Expert on Edward Thomas)
- Viv Ellis (Department of Educational Studies, Oxford University)
- Dunstan Ward (Expert on Robert Graves)
- \* Max Egremont (Expert on Siegfried Sassoon)
- Dominic Hibberd (Expert on Wilfred Owen)
- \* Barry Webb (Expert on Edmund Blunden)
- Vivien Noakes (Expert on Isaac Rosenberg)
- Andrea Peterson (Centre for First World War Studies, University of Birmingham, Expert on Women's Writing of the First World War)
- Michael Popham (Head of Oxford Digital Libraries)
- Simon Robins (Imperial War Museum)
- Martin Wynne (Research Technologies Service, Oxford)

The committee will meet twice a year and monitor progress of the project.

#### **12.2 Project reporting**

Project reporting will include the following documents:

1. Monthly Project Report: To be posted on the project blog by the project manager and will include
  - a. Last month's activities
  - b. The following month's activities
  - c. Schedule status
  - d. Other issues
2. Detailed Workpackages: To be completed by the project manager in collaboration with the project team using project management software.
3. Task Completion: To be submitted to the project manager from the project team members using project management software.
4. Workpackage completion and Quality Assurance Report: To be submitted to the project director by the project manager to sign off. To be included in highlights of monthly reports and by annual project reports.
5. Monthly Budget Report: To be submitted by central admin to the project manager to sign off.

#### **13. Programme Support**

- Regular updates on the other projects in the programme
- Assistance in dissemination activities, tapping JISC's wide user base, especially prior to the launch of the community collection.
- Advice on QA tools

#### **14. Budget**

See Appendix A

## 15. Workpackages

See Appendix B

## 16. Evaluation Plan

Timing	Factor to Evaluate	Questions to Address	Method(s)	Measure of Success
Ongoing	Creation of web based exemplars	Interface design suitable? Content of use to practitioners? Will it be used in teaching?	Heuristic evaluation. Pre-design sessions with practitioners prior to workshop. Survey of take-up and use. User evaluation.	Meets usability standards. Uptake of exemplars in teaching.
Oct-March 09	Digitised images	Image quality. Completeness of collection.	Standard QA	100% of images meet quality and coverage.
Oct-March 09	Enhancing metadata	Can it be exposed in tools?	Check metadata is accurate and adheres to standards.	Exposure in tools.
Ongoing	Documentation	Appropriate content	Peer review	Signed off.

## 17. Quality Plan

Output: Web 2.0 Exemplars for use in teaching

Timing	Quality Criteria	QA Methods	Evidence of Compliance	Quality Responsibilities	Quality of Tools
Jan 09- Oct	1. Usable 2. Appropriate content	Checklist for both	Checked and peer reviewed by steering group	PM, R, TS, GD, D	

Output: Digitised images

Timing	Quality Criteria	QA Methods	Evidence of Compliance	Quality Responsibilities	Quality of Tools
Oct 08- Mar 09	1. Digitisation standards 2. Complete content	Checklist for both	Checked on arrival, for technical and content.	PM, R, C, D	

Output: Enhancing metadata

Timing	Quality Criteria	QA Methods	Evidence of Compliance	Quality Responsibilities	Quality of Tools
Oct 08- Mar 09	1. Metadata standards used	Checklist for both	Checked against existing QA.	PM, R, C, D	

	2. Complete				
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D Project Director  
 PM Project Manager  
 R Researcher  
 TS Technical Specialists  
 C Cataloguer  
 GD Graphic Designer

### 18. Dissemination Plan

Timing	Activity	Audience	Purpose	Message
October 08	Emails and web sites	Existing and future users	Raise awareness of new project	Extra funding, project aims
January-March 09	Email, website	Practitioners	Recruit people for workshop	Scope of workshop
Aug 09- Oct 09	Email, blog, presentations	Users	Launch exemplars and present project findings	What was achieved. What can be used in teaching and how.

### 19. Exit and Sustainability

Outputs	Action for Take-up	Action for Exit
Web 2.0 Exemplars	Ensure they are of high quality and relevance	Archive in JORM where possible and on Oxford servers and Hierarchical File Server
Digital images	Ensure coverage of Sassoon material	Archive as part of whole digitisation project.

Project Acronym:  
Version:  
Contact:  
Date:



• APPENDIX A

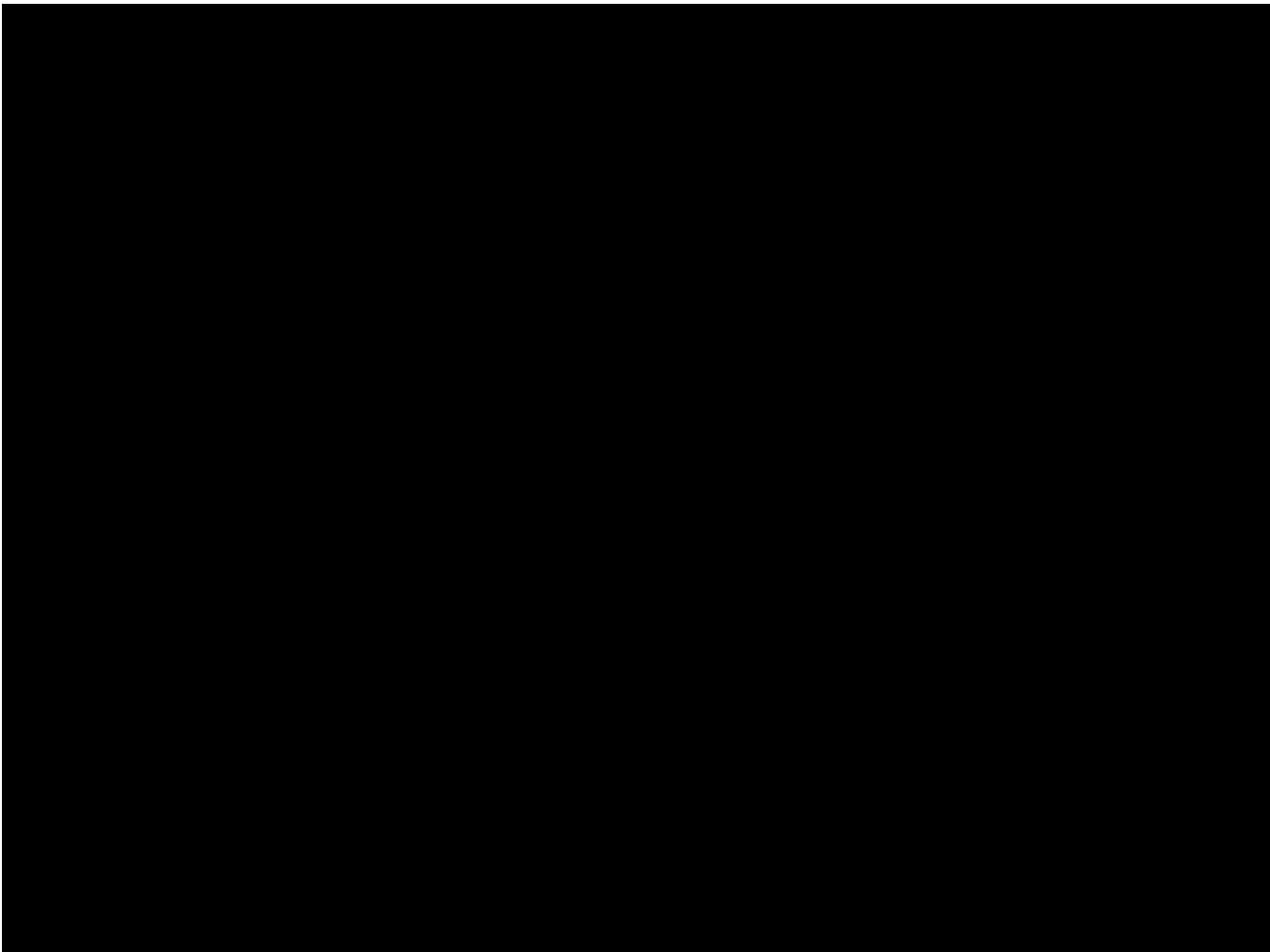
Project Information			
<b>Project Acronym</b>	n/a		
<b>Project Title</b>	Enriching the First World War Poetry Archive		
<b>Start Date</b>	1/10/08	<b>End Date</b>	30/9/09
<b>Lead Institution</b>	University of Oxford		
<b>Project Director</b>	Dr Stuart Lee		
<b>Project Manager &amp; contact details</b>	Ms Kate Lindsay, 01865 271459, Katharine.lindsay@oucs.ox.ac.uk		
<b>Partner Institutions</b>	na		
<b>Project Web URL</b>	www.oucs.ox.ac.uk/ww1lit		
<b>Programme Name (and number)</b>	<i>Jisc Digitisation Programme: Enriching Digital Resources</i>		
<b>Programme Manager</b>	Alastair Dunning/Paola Marchionni		

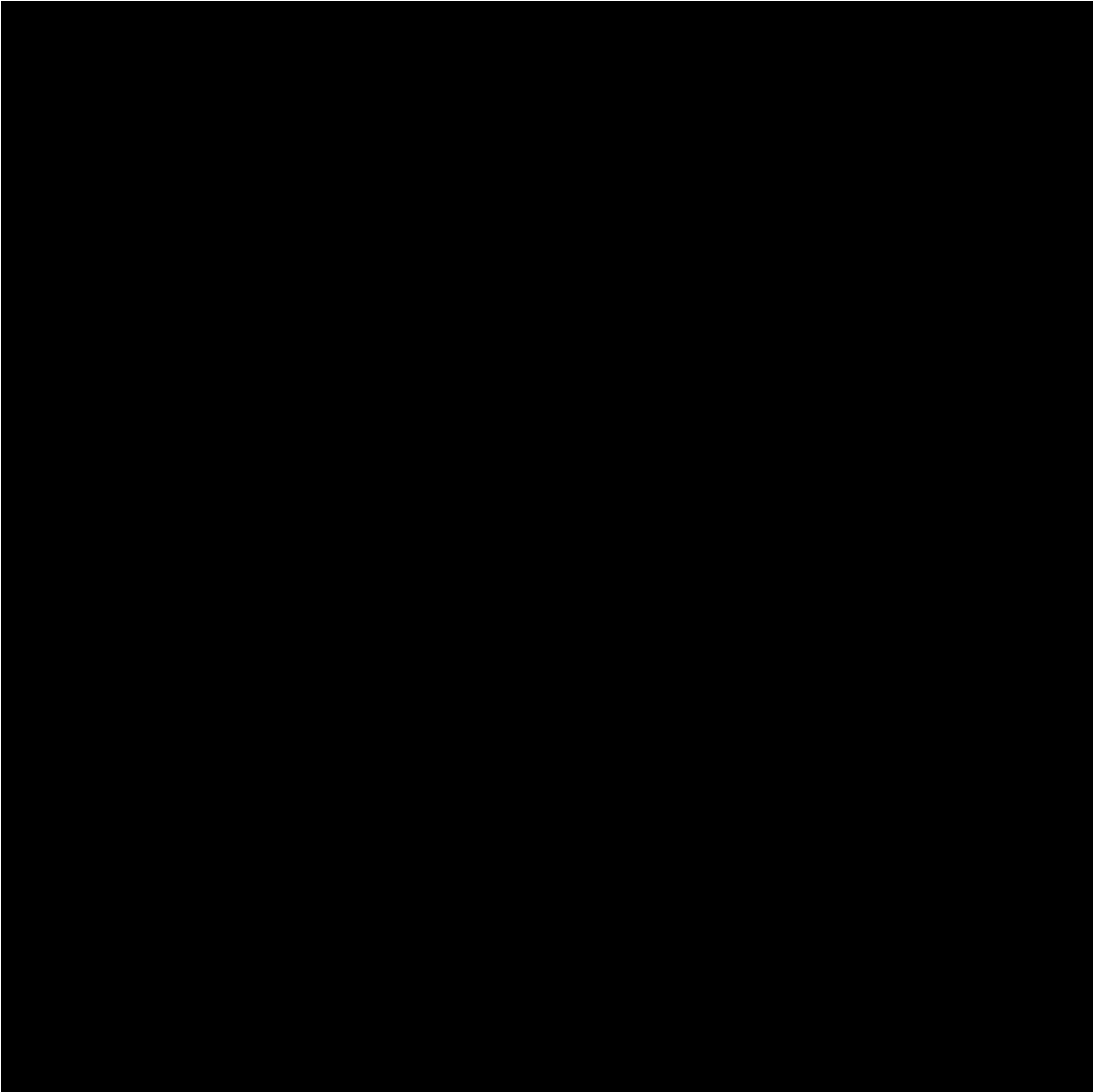
Document Name			
<b>Document Title</b>	<i>Budget Plan</i>		
<b>Reporting Period</b>			
<b>Author(s) &amp; project role</b>	Stuart Lee, PI		
<b>Date</b>		<b>Filename</b>	
<b>URL</b>	<i>if document is posted on project web site</i>		
<b>Access</b>	<input type="checkbox"/> Project and JISC internal		<input type="checkbox"/> General dissemination

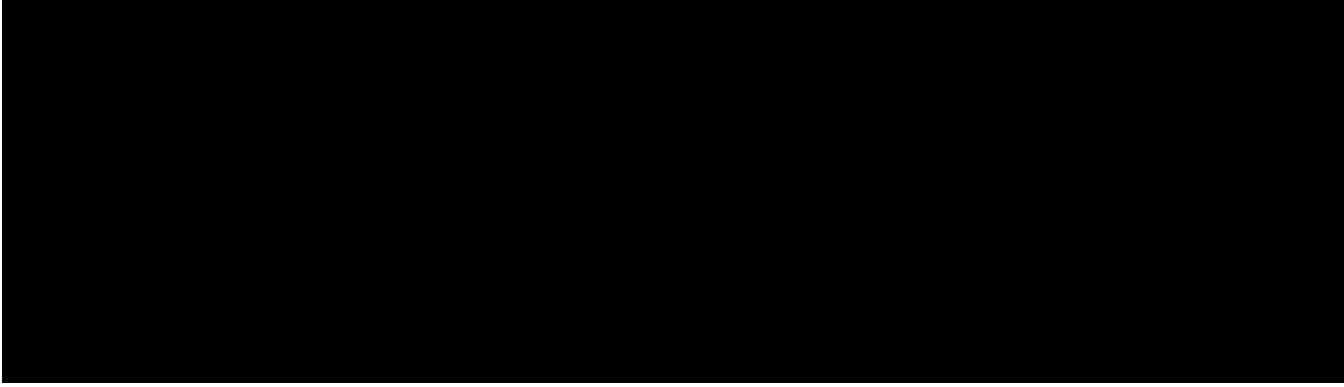
Document History		
Version	Date	Comments



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Project Acronym:  
Version:  
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Date:



## Project Document Cover Sheet

- APPENDIX B

Project Information			
Project Acronym	n/a		
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Partner Institutions	na		
Project Web URL	www.oucs.ox.ac.uk/ww1lit		
Programme Name (and number)	<i>Jisc Digitisation Programme: Enriching Digital Resources</i>		
Programme Manager	Alastair Dunning/Paola Marchionni		

Document Name			
Document Title	<i>WorkPackage Plan</i>		
Reporting Period			
Author(s) & project role	Stuart Lee, PI		
Date		Filename	
URL	<i>if document is posted on project web site</i>		
Access	<input type="checkbox"/> Project and JISC internal		<input type="checkbox"/> General dissemination

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Project Acronym:  
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## JISC WORK PACKAGE

**Before completing this template please note:**

- *The Project Management Guidelines have detailed instructions for preparing project plans and work packages..*
- *Please expand tables as appropriate.*
- *Fill in the information for the header, e.g. project acronym, version, and date.*
- *Text in italics is explanatory and should be deleted in completed documents.*

WORKPACKAGES	Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
1: Project Set-up		X	X	X																					
2: Create Web 2.0 Exemplars		X	X	X	X	X	X	X	X	X	X	X	X												
3: Run Workshop					X	X	X	X	X	X	X	X	X												
4: Digitise Sassoon material		X	X	X	X	X	X																		
5: Evaluate and Disseminate								X	X	X	X	X	X												
6:																									
7:																									
8:																									
9:																									
10:																									

Project start date: <1/10/08>

Project completion date: <30/9/09>

Duration: <12> months

Project Acronym:  
Version:  
Contact:  
Date:

<i>Workpackage and activity</i>	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
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				Milestone	Responsibility
<b>YEAR 1</b>					
<b>WORKPACKAGE 1: Project Set-up</b> <i>Objective: launch project, complete team, meet dissemination plan.</i>					
1. Write Project Plan, Workpackages, Budget	1/10/08	31/10/08	Required documents	<b>1</b>	PD
2. Set up Oxford web site	1/10/08	31/10/08	Web site attached to existing project	<b>2</b>	PD, PM, GD
3. Establish team	1/10/08	1/01/09	Recruit R, SA, WD, C, EM, GD	<b>3</b>	PD, PM
4.					
5.					
6.					
7.					
<b>WORKPACKAGE 2: Create Web 2.0 Exemplars</b> <i>Objective: Create a series of Web 2.0 exemplars to act as inspiration at workshop.</i>					
8. Research and evaluate Web 2.0 tools	1/10/08	31/12/08	Finalise list of tools to be used		PD, PM, SA, WD

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<i>Workpackage and activity</i>	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
9. Create exemplars in selected tools	1/12/08	31/3/09	Create a series of example uses of tools to expose digital resources for teaching		PD, PM, R
10. QA Exemplars	1/12/08	31/3/09	Finalise exemplars for distribution and exposure	<b>4</b>	PD, PM., R, SG
11. Upload Exemplars to JORUM and Web site	31/3/09	30/9/09	Share content	<b>5</b>	PM, SA, WD
<b>WORKPACKAGE 3: Run Workshop</b>					
<b>Objective:</b> Organise a two day workshop for practitioners to create teaching exemplars using range of Web 2.0 technologies chosen above					
12. Organise workshop logistics, invite participants	1/1/09	31/3/09	Set up workshop		PM, EM
13. Run workshop, practitioners create further exemplars	31/3/09	31/7/09	Further exemplars		PM, EM, SA, WD
14. QA further exemplars	31/7/09	31/8/09	Check validity of exemplars created by practitioners		PM, PD, SG, R
15. Upload Exemplars to JORUM and Web site	31/8/09	30/9/09	Share content	<b>6</b>	PM, SA, WD
<b>WORKPACKAGE 4: Digitise Sassoon material</b>					
<b>Objective:</b> Add manuscripts of Siegfried Sassoon to existing archive					
16. Finalise order for manuscripts	1/10/08	31/12/08	Complete order for digitisation		PM, R
17. QA returned material	31/12/08	31/3/09	Check materials		PM, R, C

Project Acronym:  
Version:  
Contact:  
Date:

<i>Workpackage and activity</i>	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
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18. Catalogue material	31/12/08	31/3/09	Insert metadata		PM, R, C
19. Upload into archive	31/3/09	30/9/09	Expand archive	<b>7</b>	PM, SA, WD
<b>WORKPACKAGE 5: Evaluate and disseminate</b>  <b>Objective:</b> Evaluate project, use of exemplars, and disseminate					
20. Design questionnaire and survey tools	1/4/09	30/6/09	Create evaluation tools		PM
21. Conduct evaluation of use of exemplars	1/4/09	31/8/09	Survey users		PM
22. Produce evaluation report	31/8/09	30/9/09	Produce report	<b>8</b>	PM
23. Communications re project	1/10/08	30/9/09	Enact communications plan		ALL
24. Produce final report	1/9/09	30/9/09	Summarise project findings	<b>9</b>	PD, PM

Members of Project Team:

*PD Project Director*  
*PM Project Manager*  
*SA Systems Admin*  
*EM Events Manager*  
*GD Graphic Designer*  
*WD Web Designer*  
*R Researcher*  
*C Cataloguer*  
*SG Steering Group*