

Project Acronym:  
Version:  
Contact:  
Date:



## Project Document Cover Sheet

Project Information			
<b>Project Acronym</b>	ESGS		
<b>Project Title</b>	Enhancing Stained Glass Studies		
<b>Start Date</b>	01.10.08	<b>End Date</b>	30.09.09
<b>Lead Institution</b>	University of York		
<b>Project Director</b>	Anna Eavis (anna.eavis@english-heritage.org.uk)		
<b>Project Manager &amp; contact details</b>	Joseph Spooner (josephspooner@onetel.com)		
<b>Partner Institutions</b>	Centre for Computing in the Humanities (King's College, London) English Heritage CVMA		
<b>Project Web URL</b>	<a href="http://www.jisc.ac.uk/whatwedo/programmes/digitisation/enrichingdigi/stainedglass.aspx">http://www.jisc.ac.uk/whatwedo/programmes/digitisation/enrichingdigi/stainedglass.aspx</a>		
<b>Programme Name (and number)</b>	Digitisation Programme		
<b>Programme Manager</b>	Paola Marchionni		

Document Name			
<b>Document Title</b>	Project Plan		
<b>Reporting Period</b>			
<b>Author(s) &amp; project role</b>	Anna Eavis, Project Director		
<b>Date</b>	05.11.08	<b>Filename</b>	
<b>URL</b>			
<b>Access</b>	<input type="checkbox"/> Project and JISC internal		<input type="checkbox"/> General dissemination

Document History		
Version	Date	Comments
1.0	05.11.08	



## JISC Project Plan

### Overview of Project

#### 1. Background

- 1.1 The *Corpus Vitrearum Medii Aevii* (CVMA) is an international research project dedicated to the recording and publication of medieval stained glass. It comprises national projects in twelve countries and has associate committees in a further two countries. The CVMA of Great Britain (hereafter CVMA) is a British Academy research project and in recent years has been among the most prolific and active of all the Academy's national surveys. Research is conducted by thirteen volunteer authors approved by the national committee, increasingly in partnership with international colleagues.
- 1.2 With wall painting, stained glass is the most substantial body of medieval painting in Britain, surviving in thousands of monuments, both sacred and secular, and offering material for social and cultural, art-historical and historical analysis. It is therefore of immense value to an extensive research community, but would remain inaccessible for study without the work of the CVMA.
- 1.3 In addition to a conventional publishing programme, the CVMA disseminates its work through its website ([www.cvma.ac.uk](http://www.cvma.ac.uk)). This provides free access to digital publications (funded by the British Academy and in the early stages of development) and over 17,000 images of stained glass in British buildings and collections. It is the largest online resource of its kind in the world and widely acclaimed. It was developed by the Centre for Computing in the Humanities (CCH), a partner in this project.
- 1.4 User consultation has identified the need for improved search tools, and particularly the facility for iconographic classification and searching. The project will deliver enhanced metadata, an improved public interface, a facility to create and manage user-generated content.

#### 2. Aims and Objectives

##### 2.1 Aims

The project aims to deliver:

- improved searching for website users
- enhanced metadata
- the facility to create and manage user-generated content
- greater efficiency for editing digital publications

##### 2.2 Objectives

The project will achieve its aims by:

- establishing and maintaining the project management framework
- improving the server infrastructure

- replacing the existing system with a web-based database management interface
- enhancing metadata for 10,000 records
- improving the public interface
- improving the digital publications editing process

### 3. Overall Approach

#### 3.1 Strategy/project structure

The project aims to deliver significant technical improvements to the database/website and a large number of enhanced records. In order to maximise the resources available, the work programme has been structured to allow work to proceed independently on technical development and metadata enhancement (specifically the addition of subject 'tags').

The first technical work package (2) is a prerequisite for all subsequent project activities. It will deliver a new server infrastructure, providing higher performance, increased stability and, crucially, distinct production, staging and development environments.

Next, as part of Work Package 4 (Metadata Enhancement) a classification schema and tagging tool will be developed to allow users to begin enhancing metadata in parallel with the major technical activities involved in work packages 3, 5 and 6.

The tagging tool will sit above the existing CVMA project website, re-using its current public interface. Minimal alteration to the website is required to support this activity; some simple data structures will be added to store the new metadata until completion of the new database management interface or DBMI (Work Package 3). Thereafter (July – September), tagging will be carried out via the new DBMI.

In order to achieve the project's metadata target (10,000 records) while trialling the creation of content by users, the tagging will be undertaken by a combination of paid project staff (0.4 FTE) and volunteers from the CVMA community. The classification schema will be based on a revised and extended version of the existing CVMA taxonomy, but it is envisaged that it will be developed by users as part of the metadata enhancement process. The tagging tool will not only allow users to select terms from the existing taxonomy, but it will also support the suggestion, by users, of new terms, synonyms and cross references. The terms selected will be moderated by the Project Manager; this process will be piloted with the first batch of 5000 records.

The new DBMI will support the management activities required to approve and/or edit the subject tags. Quality assurance of the new records will take place once the DBMI is live.

In order to ensure that development of the new public interface (Work Package 5) can begin in April, as soon as the prototype DBMI is complete, user consultation will be undertaken early in the New Year. This will inform the user requirement and technical specification, which will be completed by the end of March. Following completion of the prototype public interface, three months has been allowed for user testing, bug-fixing and other essential revisions.

A relaxed timetable has been allowed for Digital Publications (Work Package 6), a reasonably simple piece of work that has minimal impact on the project's other activities.

#### 3.2 Issues

The project will ensure interoperability with existing classification schemes by supporting cross-referencing to Iconclass.

### 3.3 Scope

*In scope:* The scope of the project is indicated by the deliverables listed below (4.1).

*Out of scope:* The development of the public interface will give priority to improving the search/browse mechanisms. Although the user consultation, which will include a usability review of the existing website, is likely to identify other potential enhancements, these will not be implemented as part of this project. They may form the basis for a more thorough upgrade for the public interface of the entire website at a later date.

### 3.4 Critical Success Factors

- DBMI supports distributed working beyond the life of the project;
- Classification schema is usable and credible;
- Protocols for generating and quality assuring new content are effective;
- Public interface search/browse mechanisms are user-friendly and efficient;

## 4. Project Outputs

### 4.1 Tangible Deliverables

#### *Project Planning*

- Project web page
- Project plan
- Consortium template
- JORUM deposit licence
- Progress reports (x2)
- Final report
- Completion report

#### *Server Infrastructure*

- Database on new server

#### *Database Management Interface (DBMI)*

- User requirement
- Technical specification
- Prototype DBMI
- Test scripts
- Test results
- DBMI

#### *Metadata Enhancement*

- Draft iconographic schema
- Iconographic schema
- Technical specification
- Prototype tagging tool
- Test script
- Test results
- Tagging guidelines including QA procedures
- Tagging tool

- 10,000 enhanced database records

*Public Interface*

- User consultation report
- User requirement
- Technical specification
- Prototype public interface
- Test script
- Test results
- Public interface

*Digital Publications*

- Prototype Oxygen plug-in
- Test script
- Test results
- Oxygen plug-in

**4.2 Knowledge and experience**

The project will build on, develop and share the team’s knowledge and experience of:

- existing classification schemes, including Iconclass, the Princeton Index of Christian Art, and the Tate Modern’s Insight scheme,
- using subject taxonomies for enhancing the accessibility of complex data,
- modelling, designing, testing and developing user interfaces for a complex taxonomy (allowing for lack of end-user familiarity with the taxonomy),
- rapid prototyping of database management interfaces.

**5. Project Outcomes**

The project will:

- transform CVMA research and cataloguing,
- increase participation in metadata creation,
- improve the resource available for teaching and research,
- enable iconographic searching, thereby increasing relevance across related disciplines,
- increase relevance and usefulness for conservators,
- increase usability by the wider public.

**6. Stakeholder Analysis**

The major stakeholders are represented on the Steering Group, Project Team and/or User Group:

<b>Stakeholder</b>	<b>Interest / stake</b>	<b>Importance</b>
CVMA	Content creators and users	High
Higher Education (represented by University of York)	Users (for teaching and research)	High
Centre for Computing in the Humanities	Technical developments	High
Archives (represented by English Heritage)	Dissemination of holdings/ users	High
Conservators	Users	High
General public	Users	Medium

## 7. Risk Analysis

No	Risk	Probability (1-5)	Severity (1-5)	Score (P x S)	Action to Prevent/Manage Risk
1	Failure to recruit personnel	1	5	5	Most key personnel already in place. Outstanding recruitment in progress; work packages adjusted accordingly
2	Loss of personnel	2	5	10	Good staff contracts/working conditions; documentation to enable easy hand-over to new personnel if necessary
3	Failure to complete within time/budget	2	5	10	Realistic project plan. Regular monitoring. Effective escalation procedures.
4	DBMI not fit for purpose	2	5	10	User requirement and technical specification signed off by Steering Group
5	Website not user friendly	2	5	10	User requirement informed by usability tests/focus groups
6	Website inaccessible for some users	2	5	10	Technical specification to include reference to WAI protocols and JISC-endorsed standards. Testing to include performance over remote connections via a variety of browsers.

## 8. Standards

Name of standard or specification	Version	Notes
XHTML	1.0	Strict or Transitional. All HTML will be expressed in this format.
CSS	2.1	For standards-compliant browsers only. Specific CSS style sheets that may employ proprietary CSS properties as necessary will be delivered to non-compliant browsers to ensure wide browser compatibility.
XML	n/a	Developed against versions P4 and P5 of the Text Encoding Initiative guidelines. Primarily used for storing the digital publication content.
WAI WCAG	1.0	The project website will be upgraded to priority A compliance minimally; the project aims to achieve AA compliance.
METS	1.7	Used for storing image metadata.
TIFF	6.0	Remains the format in which archival images are stored.
JPG	1.02	The delivery format for static images of stained glass and most full colour images which constitute page 'content'. May be used for some interface graphics if it is the most efficient choice.
PNG	1.2	Used for most interface graphics. If it is more efficient to do so, PNG images may be

		employed with alpha transparency, in which case CSS-derived browser-specific fixes will be employed.
FLASH	7	May be employed to provide zoomable versions of the images to overcome a limitation of the current CVMA website (via the Zoomify applet). We are attempting to find an alternative however.
Java Servlet / JSP	2.5 / 2.1	The existing CVMA web application is already implemented using these technologies. They will be used to extend it for this project.
JavaScript	1.6	Deployed using the JQuery framework.

## 9. Technical Development

### 9.1 Database Management Interface (DBMI)

At present the database is accessible for backend browsing or editing only via an interface that was developed in Microsoft Access and is no longer fit for purpose. Specific issues are that:

- the interface was developed in 2000 using MS Access 97. Since then, support for many of the interface's features has been dropped (ie. in versions 2000, 2003, and 2007). The current (2007) version of the product does not support all the functionality required.
- use of an Access interface means that only a single user may access the DBMI at any one time, thereby limiting the potential for increasing and enhancing the content. This single user must possess Microsoft Access and be running Microsoft Windows.

The new DBMI will be accessible via HTTP through a web browser (requiring no proprietary software) and will support simultaneous access for browsing or editing by any number or authenticated users.

The CVMA database has been developed using MySQL and this remains the best choice here. The DBMI will be developed either using a set of tools developed at CCH, known as 'rdb2java', in which case the interface will be implemented in Java Server Pages (JSP); alternatively we may evaluate the use of the Python-based Django framework, since it has now reached a stable version 1.0. A view on this will be taken during the design phase for the DBMI.

### 9.2 Metadata enhancement

The tagging tool will be developed as a standalone addition to the existing public website so as to avoid the more complex DBMI work causing a delay. It will be developed using standard XHTML/CSS/JavaScript technologies. The tool will employ an asynchronous JavaScript approach (primarily to ensure that the interface is as responsive as possible when suggesting subject terms to the user group performing the tagging) and will be supported by minimal JSP and database structures on the server that will manage marshalling of data to and from the subject taxonomy. The taxonomy itself will be stored in the main CVMA database; a mechanism already exists for allowing import and export from/to a simple XML file.

### 9.3 Public Interface

Development of the public interface will be informed by:

- user consultation (scheduled to take place in early 2009),
- CCH's experience with building similar interfaces to complex taxonomic data (see for example the Nineteenth Century Serials Edition – <http://www.ncse.ac.uk>);

- proven approaches such as the Tate Modern's Insight interface or the faceted interface provided to the Database of Mid-Victorian Illustration (<http://www.dmvi.cf.ac.uk>).

The development will be supported by a process of wireframing and storyboarding; user and project-team feedback will be solicited to ensure the most effective outcome. A significant amount of time for testing (both for technical correctness and for user effectiveness) has been built into the project schedule.

## 10. Intellectual Property Rights

IPR in the metadata, including the tags added by the CVMA user community will be owned by University of York on behalf of the CVMA.

IPR in the classification schema will be owned by the University of York on behalf of the CVMA.

IPR in the code will be owned jointly by the University of York (on behalf of the CVMA) and King's College, London.

## *Project Resources*

### 11. Project Partners

#### 11.1 Partners and contributions

The University of York will be responsible for operational management of the project and for metadata enhancement. It will participate in user-testing and evaluation and will promote use of the website through its teaching and research programmes. *Contact: Joseph Spooner*

The CVMA community will contribute to the enhancement of metadata and evaluate the technical and workflow solutions. It will promote the website through its online newsletter *Vidimus*. *Contact: Anna Eavis*

CCH will be responsible for analysis, development, implementation, and management of the technical infrastructure to support the project. CCH will participate in the design and evaluation of user-testing exercises. *Contact: Paul Vetch*

English Heritage will provide executive oversight of the project and advice on user requirements based on its own audience research and usability testing programmes. English Heritage will promote the website as part of its own online offer. *Contact: Anna Eavis*

#### 11.2 A consortium agreement will be signed by 31 December 2008

### 12. Project Management

12.1 The project will be managed in accordance with PRINCE2 methodology and overseen by a Steering Group.

#### 12.2 Steering Group

The project board, responsible for strategy, monitoring progress and for ensuring that the projects is completed to time and within budget, will comprise:

- Project Director: Anna Eavis (English Heritage)
- Project Manager: Dr Joseph Spooner (University of York)
- Senior Users: Dr Tim Ayers (University of York), Heather Gilderdale –Scott (CVMA)
- Senior Supplier: Harold Short (King’s College), Paul Vetch (King’s College)

The Steering Group will meet at least once every two months, or more frequently if necessary.

### 12.3 Project Team

The project team, responsible for delivering the technical solution and creating content, will meet every two weeks by virtual means to discuss progress and to resolve ongoing project challenges. The Project Team will also have face-to-face meetings as required with the Project Manager. It will comprise:

- Project Manager: Joseph Spooner (University of York)
- Senior Supplier: Paul Vetch (King’s College)
- Technical project officers (CCH): technical design and build
- Project Officer (University of York): metadata enhancement
- At least two CVMA authors (CVMA): metadata enhancement

### 12.4 User Group

A user group will include members of the international CVMA community, academic researchers, conservators and members of the wider user community. The group will not meet formally but members will be invited to contribute to the website user requirement and to review and evaluate relevant project deliverables.

## 13. Programme Support

n/a

## 14. Budget

*See Appendix A*

## ***Detailed Project Planning***

## 15. Workpackages

*See Appendix B*

## 16. Evaluation Plan

Timing	Factor to Evaluate	Questions to Address	Method(s)	Measure of Success
March 09	Achievements against aims and objectives	Is project management effective? Are the stakeholders on board? Are work packages realistic? Do we need to change the plan?	Observation; consultation with project personnel, users and stakeholder representatives	Project is on target Project staff, users and stakeholders are satisfied
March 2010	Outcomes and impacts	How many people visit the website?  Who visits the website?	Web stats  Questionnaire	3000 unique visitors per month  Website visitors

		<p>Does the subject search/browse and indexing meet their needs?</p> <p>Is the website being used for teaching/learning?</p> <p>Are CVMA authors continuing to add/edit content?</p>	<p>via Vidimus</p> <p>Questionnaire via Vidimus</p> <p>Interviews with academics</p> <p>Observation</p>	<p>include CVMA community, academics, conservators and the wider public</p> <p>90% users rate the subject search/browse and indexing as useful</p> <p>Used by 5 academic institutions</p> <p>Use by at least two CVMA authors</p>
--	--	--	---	---

## 17. Quality Plan

### 17.1 Principles

The person responsible for each deliverable (see Work Packages) will ensure that it is quality assured according to this plan.

Project deliverables will be reviewed or tested by members of the project team, user group (whose members are external to the project) and the steering group as appropriate (see below).

Once reviewed, the project manager will seek formal approval by the Steering Group (by email if necessary).

### 17.2 Work Package 1: Project Planning

Output Timing	PROJECT DOCUMENTATION				
	Quality criteria	QA method(s)	Evidence of compliance	Quality responsibilities	Quality tools (if applicable)
05.11.08 – 30.09.09	Relevant template completed: Content is accurate: Language accessible	Review by Steering Group	Steering Group approval	Project Director Senior suppliers	n/a

### 17.3 Work Package 2: Server Infrastructure

DATABASE ON NEW SERVER					
Output Timing	Quality criteria	QA method(s)	Evidence of compliance	Quality responsibilities	Quality tools (if applicable)
12.11.08	Allows efficient deployment and testing of project web and management applications; provides suitably performant and reliable platform for production website	Review by CCH systems management team; load testing	CCH systems management team signoff; acceptable performance under load	Senior Suppliers	JMeter

### 17.4 Work Package 3: Database Management Interface

USER REQUIREMENT					
Output Timing	Quality criteria	QA method(s)	Evidence of compliance	Quality responsibilities	Quality tools (if applicable)
31.01.09	Reflects project scope and objectives; tangible requirements are clear; language accessible	Review by Steering Group	Steering Group approval	Project Director: accessibility, scope and relevance Senior suppliers: technical assurance Senior users: accessibility and relevance	n/a

TECHNICAL SPECIFICATION					
Output Timing	Quality criteria	QA method(s)	Evidence of compliance	Quality responsibilities	Quality tools (if applicable)
31.01.09	Meets user requirements; compliance with JISC standards; language accessible	Review by Steering Group	Steering Group approval	Project Director: accessibility and relevance Senior suppliers: technical assurance Senior users: accessibility and relevance	n/a

<b>PROTOTYPE DBMI</b>					
<b>Output Timing</b>	<b>Quality criteria</b>	<b>QA method(s)</b>	<b>Evidence of compliance</b>	<b>Quality responsibilities</b>	<b>Quality tools (if applicable)</b>
30.04.09	Adherence to specification; robust enough for testing	Test	Test results	Project Manager: usability Senior Supplier: system testing	n/a

<b>DBMI</b>					
<b>Output Timing</b>	<b>Quality criteria</b>	<b>QA method(s)</b>	<b>Evidence of compliance</b>	<b>Quality responsibilities</b>	<b>Quality tools (if applicable)</b>
31.05.09	Adherence to specification; meets user requirements; fit for purpose	Test by users	Test results	Project Manager: usability Senior Supplier: system testing	n/a

#### 17.5 Work Package 4: Metadata Enhancement

<b>CLASSIFICATION SCHEMA</b>					
<b>Output Timing</b>	<b>Quality criteria</b>	<b>QA method(s)</b>	<b>Evidence of compliance</b>	<b>Quality responsibilities</b>	<b>Quality tools (if applicable)</b>
31.12.08	Reflects existing CVMA taxonomy; usable; academically credible; fits technical solution	Review by User Group and Steering Group	User Group approval Steering Group approval	Project Director: usability and credibility Senior users: usability and credibility Senior suppliers: technical compliance	n/a

<b>TAGGING TOOL TECHNICAL SPECIFICATION</b>					
<b>Output Timing</b>	<b>Quality criteria</b>	<b>QA method(s)</b>	<b>Evidence of compliance</b>	<b>Quality responsibilities</b>	<b>Quality tools (if applicable)</b>
31.10.08	Meets user requirements; compliance with JISC standards; language accessible	Review by Steering Group	Steering Group approval	Project Director Senior suppliers Senior users	n/a

<b>TAGGING GUIDELINES</b>					
<b>Output Timing</b>	<b>Quality criteria</b>	<b>QA method(s)</b>	<b>Evidence of compliance</b>	<b>Quality responsibilities</b>	<b>Quality tools (if applicable)</b>
30.01.09	Accessible and easy to follow; comprehensive; technically compliant	Review by User Group and Steering Group	User Group and Steering Group approval	Project Manager and Director: accessibility Senior suppliers: technical compliance; Senior users: accessibility	n/a

<b>10,000 ENHANCED RECORDS</b>					
<b>Output Timing</b>	<b>Quality criteria</b>	<b>QA method(s)</b>	<b>Evidence of compliance</b>	<b>Quality responsibilities</b>	<b>Quality tools (if applicable)</b>
25.09.09	Accurate; credible	Review	Project Manager approval	Project Manager: accuracy, credibility	n/a

#### 17.6 Work Package 5: Public Interface

<b>USER CONSULTATION REPORT</b>					
<b>Output Timing</b>	<b>Quality criteria</b>	<b>QA method(s)</b>	<b>Evidence of compliance</b>	<b>Quality responsibilities</b>	<b>Quality tools (if applicable)</b>
31.01.09	Clear recommendations;	Review	Reviewer approval	Project Director Project Manager Senior Users	n/a

<b>PUBLIC INTERFACE USER REQUIREMENT</b>					
<b>Output Timing</b>	<b>Quality criteria</b>	<b>QA method(s)</b>	<b>Evidence of compliance</b>	<b>Quality responsibilities</b>	<b>Quality tools (if applicable)</b>
28.02.09	Tangible requirements are clear; language accessible	Review by User Group, Steering Group	User Group approval Steering Group approval	Project Director: usability, accessibility Senior suppliers: technical assurance Senior users: usability, accessibility	n/a

<b>PUBLIC INTERFACE TECHNICAL SPECIFICATION</b>					
<b>Output Timing</b>	<b>Quality criteria</b>	<b>QA method(s)</b>	<b>Evidence of compliance</b>	<b>Quality responsibilities</b>	<b>Quality tools (if</b>

					<b>applicable)</b>
31.03.09	Meets user requirements; compliance with JISC standards; language accessible	Review by Steering Group	Steering Group approval	Project Director: relevance, accessibility Senior suppliers: technical assurance Senior users: relevance, accessibility	n/a

<b>Output</b>	<b>PUBLIC INTERFACE</b>				
<b>Timing</b>	<b>Quality criteria</b>	<b>QA method(s)</b>	<b>Evidence of compliance</b>	<b>Quality responsibilities</b>	<b>Quality tools (if applicable)</b>
25.09.09	Meets user requirements	Test by User Group	User Group approval	Project Manager: usability Senior suppliers: technical assurance	n/a

#### 17.7 Work Package 6: Digital Publications

<b>Output</b>	<b>OXYGEN PLUG-IN</b>				
<b>Timing</b>	<b>Quality criteria</b>	<b>QA method(s)</b>	<b>Evidence of compliance</b>	<b>Quality responsibilities</b>	<b>Quality tools (if applicable)</b>
11.07.09	Technical compliance; usability	Review	Reviewer approval	Project Manager: usability Senior Supplier: technical compliance	n/a

### 18. Dissemination Plan

<b>Timing</b>	<b>Dissemination Activity</b>	<b>Audience</b>	<b>Purpose</b>	<b>Key Message</b>
Dec 08 Jan 09	Email drop	CVMA Community	Invite volunteers to help with tagging	Help us improve our website
June 09	Online newsletter ( <a href="http://www.vidimus.org.uk">www.vidimus.org.uk</a> )	CVMA community, academics, conservators, general public	Raise awareness of project ahead of completion	The new improved website is on its way
Oct 09	Email drop	Academics in Art History and Conservation	Encourage use of the new website	Check out this fantastic teaching resource
Oct 09	Online newsletter ( <a href="http://www.vidimus.org.uk">www.vidimus.org.uk</a> )	CVMA community,	Encourage use of the new website	Try out the new website

		academics, conservators, general public		
Ongoing	Online Newsletter ( <a href="http://www.vidimus.org.uk">www.vidimus.org.uk</a> )	CVMA community, academics, conservators, general public	Encourage use of the new website through specific images	Look at this image on the website

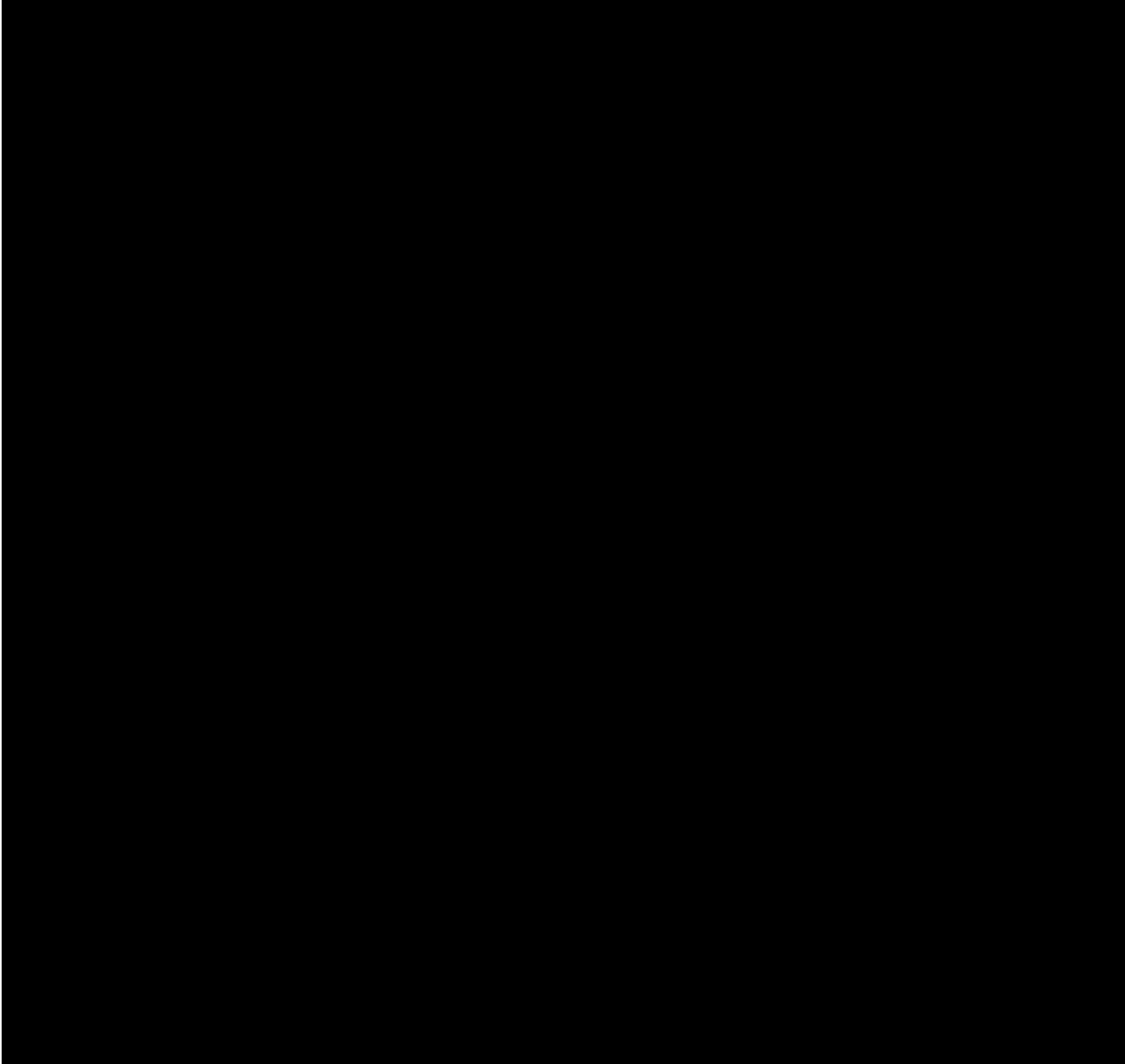
## 19. Exit and Sustainability Plans

Project Outputs	Action for Take-up & Embedding	Action for Exit
DBMI	Hosted by CCH; content will continue to be added/edited by CVMA volunteers	Senior Supplier to ensure DBMI is hosted and accessible; CVMA Project Director to ensure content creation continues
Public interface	Hosted by CCH; promoted via Vidimus	Senior Supplier to ensure website is hosted and accessible; CVMA Project Director to ensure that it is promoted via <i>Vidimus</i>
Classification schema	Will be used by CVMA project	CVMA Project Editor to ensure use by CVMA authors
Protocols for user-generated content		CVMA Director and Editor to ensure that these are maintained

Project Outputs	Why Sustainable	Scenarios for Taking Forward	Issues to Address
DBMI	Hosted by CCH; used by CVMA		
Public Interface	Hosted by CCH; used by CVMA		
Classification schema	Used by CVMA		
Protocols for user-generated content	Used by CVMA		

Project Acronym: ESGS  
Version: 1.0  
Contact: [anna.eavis@english-heritage.org.uk](mailto:anna.eavis@english-heritage.org.uk)  
Date: 05.11.08

## ***Appendixes***



Project Acronym: ESGS  
Version: 1.0  
Contact: [anna.eavis@english-heritage.org.uk](mailto:anna.eavis@english-heritage.org.uk)  
Date: 05.11.08

Project Acronym:  
 Version:  
 Contact:  
 Date:

## Appendix B. Workpackages



### JISC WORK PACKAGE

<b>WORKPACKAGES</b>	<b>Month</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
<b>1: Project Planning and Management</b>		█	█	█	█	█	█	█	█	█	█	█	█												
1. Confirm project management structure		█																							
2. Produce project planning documentation		█	█	█																					
3. Produce project reports					█						█	█	█												
<b>2: Server Infrastructure</b>		█	█																						
4. Move database to a new server		█	█																						
<b>3: Database Management</b>				█	█	█	█	█	█																





Project Acronym: ESGS

Version: 1.0

Contact: [anna.eavis@english-heritage.org.uk](mailto:anna.eavis@english-heritage.org.uk)

Date: 05.11.08

Work Package Activity	Earliest start date	Latest completion date	Outputs	Milestone	Responsibility
<b>YEAR 1</b>					
<b>WORKPACKAGE 1: Project Planning</b>  <i>Objective: To establish and maintain the project management framework</i>	<b>01.10.08</b>	<b>30.09.09</b>			
1. Confirm project management structure	01.10.08	31.10.08	Project Team set up Steering Group set up		AE AE
2. Produce project planning documentation	01.10.08	01.11.08 05.11.08 31.12.08 31.12.08	Project Web Page Project Plan Consortium Agreement JORUM Deposit Licence	1	AE AE AE AE
3. Produce project reports	15.01.09 15.07.09	31.01.09 30.09.09	Progress Report Progress Report Final Report Completion Report	2 3 4 5	AE AE AE AE
<b>WORKPACKAGE 2: Server Infrastructure</b>  <i>Objective: To improve the server infrastructure</i>	<b>01.10.08</b>	<b>12.11.08</b>			
4. Move database to a new server	01.10.08	12.11.08	Database on new server	6	PV
<b>WORKPACKAGE 3: Database Management Interface</b>	<b>01.12.08</b>	<b>31.05.09</b>			

Project Acronym: ESGS

Version: 1.0

Contact: [anna.eavis@english-heritage.org.uk](mailto:anna.eavis@english-heritage.org.uk)

Date: 05.11.08

<i>Objective: To replace the existing system with a web-based database management interface</i>					
5. Confirm the user requirement	01.12.08	31.01.09	User Requirement		JS/PV
6. Produce technical specification	01.12.08	31.01.09	Technical Specification		PV
7. Develop prototype DBMI	02.02.09	30.04.09	Prototype DBMI		PV
8. Test prototype DBMI	01.05.09	15.05.09	Test script Test results		JS/PV JS/PV
9. Bug-fix and sign off DBMI	18.05.09	31.05.09	DBMI	7	PV
<b>WORKPACKAGE 4: Metadata Enhancement</b>	<b>01.10.08</b>	<b>25.09.09</b>			
<i>Objective: To enhance metadata for 10,000 records</i>					
10. Agree classification schema	01.10.08	12.12.08 31.12.08	Draft classification schema Classification schema		JS
11. Produce technical specification for tagging tool	01.10.08	31.10.08	Technical specification		PV
12. Develop prototype tagging tool	1.10.08	15.12.08	Prototype tagging tool		PV
13. Test prototype tagging tool	16.12.08	30.01.09	Test script Test results		JS JS
14. Produce tagging guidelines, including QA procedures for users	01.01.09	30.01.09	Tagging guidelines		JS/AE
15. Bug fix and sign off tagging tool	01.02.09	13.02.09	Tagging tool	8	PV
16. Test tagging and QA procedures for 5,000 records	16.02.09	31.05.09	Metadata Procedures tested		JS
17. Index 5,000 records using DBMI	01.06.09	25.09.09	Metadata		
18. QA records	01.06.09	25.09.09	10,000 database records	9	JS
<b>WORKPACKAGE 5: Public Interface</b>	<b>01.01.09</b>	<b>25.09.09</b>			

Project Acronym: ESGS

Version: 1.0

Contact: [anna.eavis@english-heritage.org.uk](mailto:anna.eavis@english-heritage.org.uk)

Date: 05.11.08

<b>Objective: To improve the public interface</b>					
19. Undertake user consultation	01.01.09	31.01.09	User consultation report		JS
20. Confirm user requirement	01.01.09	28.02.09	User requirement		JS
21. Produce technical specification	01.01.01	31.03.09	Technical specification		PV
22. Develop public interface	01.04.09	30.06.09	Prototype public interface		PV
23. Test public interface	01.07.09	30.07.09	Test script Test results		JS JS
24. Revise and sign off public interface	01.08.09	25.09.09	Public interface	10	PV
<b>WORKPACKAGE 6: Digital Publications</b> <b>Objective: To integrate the editing process with database data</b>	01.03.09	11.07.09			
25. Build plug-in for editing tool	01.03.09	05.06.09	Prototype oxygen plug-in		PV
26. Test plug-in	08.06.09	26.06.09	Test script Test results		JS JS
27. Bug-fix and sign-off	29.06.09	11.07.09	Oxygen plug-in	11	PV