



## HISTORIC BOUNDARIES OF BRITAIN

### APPENDIX B: WORKPACKAGES

WORKPACKAGES	Mo nth	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 Initiation		x	x	x																					
2: Procurement		x	x	x	x	x	x	x	x	x									x	x					
3: Copyright Clearances					x	x	x	x	x	x	x	x	x	x	x	x									
4: Scanning map books externally							x	x	x	x															
5: conservation of flat maps						x	x			x															
6: Map Scanning In-House					x		x	x	x																
7: Mapping Scottish Units											x	x													
8: Meta-data Creation					x	x	x	x	x	x	x	x													
9: Adding Geo-referencing					x	x	x	x	x	x		x													
10: Boundary Construction						x	x	x	x	x	x	x	x	x	x	x	x	x	x	x					
11: Website Enhancement			x	x		x	x	x	x	x					x	x	x	x	x	x	x	x			
12: Teaching and Learning Resources													x	x	x	x	x	x	x	x	x	x	x	x	x
13: Marketing																						x	x	x	x
14: Project Administration		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

Project start date: 01-04-2007

Project completion date: 31-03-2009

Duration: 24 months

Members of Project Team:

HS = Humphrey Southall (Project Director)  
 AP = Alastair Pearson (Deputy Project Director)

JW = John Westwood (GIS Assistant)  
 AN = Alexandra Nicholls (Project Administrator)

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
--------------------------	---------------------	------------------------	--	-----------	----------------

PA = Paula Aucott (Project Manager)  
 AL = Alexander Von Lünen (GIS officer)

PX = Pengfei Xue (Programmer)  
 BJ = Ben Jakobek (Data Entry Assistant)

<b>WORKPACKAGE 1: Project Initiation</b>					
<u>Objective:</u> To recruit staff and create suitable working environment to successfully complete the project					
1. Recruit GIS Officer	23/04/07	12/06/07	Suitable staff recruited		PA / HS
2. Recruit Project Administrator	08/05/07	26/06/07	Suitable staff recruited		PA / HS
3. Recruit Data Entry Assistant(s)	02/04/07	13/04/07	Suitable staff recruited		PA
4. Acquire more office space to accommodate larger project team	02/04/07	29/06/07	Suitable working environment		UoP
<b>WORKPACKAGE 2: Procurement</b>					
<u>Objective:</u> To enable the project to achieve its aims					
5. Buying Desktop PC's	14/05/07	25/06/07	Equipment in place		PA / UoP
6. Buy Scanner	23/04/07	21/05/07	Equipment in place		JW / HS / UoP
7. Buy Server	30/09/08	13/10/08	Equipment in place	8	PA / HS / UoP
8. Place scanning contract for bound books with specialist sub-contractors	22/06/07	31/07/07	Legal agreement		PA / HS / UoP
9. Place map conservation contract for books to be unbound with specialist sub-contractor	22/05/07	31/07/07	Legal agreement		PA / HS / UoP
10. Place scanning contract with National Library of Scotland	02/07/07	21/12/07	Legal agreement		HS / UoP
11. Place web design contract with graphical designers	25/04/07	31/08/07	Legal agreement		HS / UoP
12. Place scanning contract with CDDA for OS gazetteer	03/05/07	29/06/07	Legal agreement		HS / UoP

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
<b>WORKPACKAGE 3: Copyright Clearances</b>					
<u>Objective:</u> To resolve all data IPR issues					
13. Licensing Election Data from Craig	02/07/07	31/08/07	Legal agreement	3	HS / UoP
14. Agree use of Cheffins' book from British Library	02/07/07	30/06/08	Legal agreement		HS / UoP
15. Formalise existing agreement for 1832 scans from BOPCRIS	02/07/07	30/06/08	Legal agreement		HS / UoP
16. Agree use of Exeter material/create alternative	02/07/07	30/06/08	Legal agreement		HS / UoP
17. Formalise existing agreement for Youngs'	02/07/07	30/06/08	Legal agreement		HS / UoP
18. Formalise existing agreement for Richards'	02/07/07	30/06/08	Legal agreement		HS / UoP
19. Formalise existing agreement for SCAN	02/07/07	30/06/08	Legal agreement		HS / UoP
20. Formalise existing agreement for Manorial Documents Register or remove from site	02/07/07	30/06/08	Legal agreement		HS / UoP
21. Formalise existing agreement for Irish Historical statistical database/GIS material	02/07/07	30/06/08	Legal agreement		HS / UoP
22. Formalise existing agreement for Spence GIS material or remove from site	02/07/07	30/06/08	Legal agreement		HS / UoP
23. Agree use of OS maps or wait for copyright to run out or don't publish	02/07/07	30/06/08	Legal agreement		HS / UoP
<b>WORKPACKAGE 4: Scanning large format books externally</b>					
<u>Objective:</u> To scan all bound map books using external contractor					
24. Send map books to contractors	03/09/07	04/09/07	Transportation of sources		AN
25. Scan Boundary Commission maps 1917	05/09/07	25/09/07	<b>Digital images of maps</b>		Contractor
26. Scan hand-drawn map books	26/09/07	19/10/07	<b>Digital images of maps</b>		Contractor
27. Scan administrative area map books	22/10/07	27/11/07	<b>Digital images of maps</b>	5	Contractor

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
28. Deliver scans to UoP	05/09/07	27/11/07	Receipt of map images		Contractor
29. Return map books to UoP	28/11/07	29/11/07	Transportation of sources		Contractor
30. Return map books to owners	03/12/07	04/12/07	Return sources to rightful owners		AN
<b>WORKPACKAGE 5: Conservation of flat maps from books</b>					
<u>Objective:</u> To conserve flat maps from disintegrating bound covers					
31. Send map books to conservation contractors	01/08/07	02/08/07	Transportation of sources		AN
32. Preservation of maps by specialists	03/08/07	20/09/07	Preservation of sources		Contractor
33. Return conserved maps to UoP	21/09/07	24/09/07	Transportation of sources		Contractor
34. Return conserved maps to owners	03/12/07	04/12/07	Return sources to rightful owners		AN
<b>WORKPACKAGE 6: Map Scanning in-house</b>					
<u>Objective:</u> To scan all source sheets held internally					
35. Scan administrative area flat maps	02/07/07	27/07/07	<b>Digital images of maps</b>		JW / AP
36. Scan boundary commission maps 1867-8	25/09/07	12/10/07	<b>Digital images of maps</b>		JW / AP
37. Scan boundary commission maps 1884-5	15/10/07	01/11/07	<b>Digital images of maps</b>		JW / AP
38. Scan boundary commission maps 1954	02/11/07	05/11/07	<b>Digital images of maps</b>	4	JW / AP
<b>WORKPACKAGE 7: Mapping Scottish units</b>					
<u>Objective:</u> To scan and digitise all Scottish sheets					
39. Sourcing Scottish maps	02/01/08	29/01/08	Transportation of sources		JW / PA
40. Scanning Scottish maps by NLS	30/01/08	05/02/08	<b>Digital images of maps</b>		Contractor

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
<b>WORKPACKAGE 8: Meta-data Creation</b>					
<u>Objective:</u> Create all meta-data for new data					
41. Create Dublin Core Meta-data	05/12/07	17/01/08	Meet JISC compliance guidelines		AN
42. Add Technical Meta-data for website	02/07/07	05/02/08	Meet JISC compliance guidelines		Contractor / JW
<b>WORKPACKAGE 9: Adding Geo-referencing Information</b>					
<u>Objective:</u> Add real world co-ordinates to all new map scans					
43. Geo-referencing administrative area flat map scans	02/07/07	24/09/07	Make map scans geographically useful		JW / AP
44. Geo-referencing Boundary Commission 1917 scans	26/07/07	02/10/07	Make map scans geographically useful		JW / AP
45. Geo-referencing Boundary Commission 1868 scans	15/10/07	26/10/07	Make map scans geographically useful		JW / AP
46. Geo-referencing hand-drawn map book scans	29/10/07	02/11/07	Make map scans geographically useful		JW / AP
47. Geo-referencing Boundary Commission 1954 scans	06/11/07	08/11/07	Make map scans geographically useful		JW / AP
48. Geo-referencing Boundary Commission 1885 scans	09/11/07	22/11/07	Make map scans geographically useful		JW / AP
49. Geo-referencing administrative area map book scans	28/11/07	18/12/07	Make map scans geographically useful		JW / AP
50. Geo-referencing Scottish map scans	06/02/08	08/02/08	Make map scans geographically useful	7	JW / AP
51. Geo-referencing Boundary Commission 1832 scans	01/07/08	21/07/08	Make map scans geographically useful		JW / AP

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
<b>WORKPACKAGE 10: Boundary Construction</b>					
<b>Objective:</b> Create vectorised boundaries for administrative units in Great Britain					
52. Vectorise Scottish Parishes	11/02/08	24/10/08	<b>Digital boundary creation</b>		AL
53. Construct hundred boundaries	04/09/07	02/01/08	<b>Digital boundary creation</b>		AL
54. Define Parliamentary Constituencies	01/08/07	29/08/07	<b>Authority list of Constituencies</b>	2	BJ / AN
55. Construct Constituency Boundaries 1954: Mark up parish table by district	01/08/07	21/08/07	Digital boundary creation		BJ
56. Construct Constituency Boundaries 1954: Creation of Initial Boundaries and export to GIS	30/08/07	31/08/07	Digital boundary creation		AL
57. Construct Constituency Boundaries 1954: Creation of additional polygons	03/09/07	21/09/07	Digital boundary creation		AL
58. Construct Constituency Boundaries 1954: Check units & load into Oracle	24/09/07	24/09/07	<b>Digital boundary creation</b>		PA
59. Construct Constituency Boundaries 1917: Mark up parish table by district	22/08/07	12/09/07	Digital boundary creation		BJ
60. Construct Constituency Boundaries 1917: Creation of Initial Boundaries and export to GIS	25/09/07	26/09/07	Digital boundary creation		AL
61. Construct Constituency Boundaries 1917: Creation of additional polygons	27/09/07	07/11/07	Digital boundary creation		AL
62. Construct Constituency Boundaries 1917: Check units & load into Oracle	08/11/07	09/11/07	<b>Digital boundary creation</b>		PA
63. Construct Constituency Boundaries 1884: Creation of additional polygons	09/11/07	21/12/07	Digital boundary creation		AL
64. Construct Constituency Boundaries 1884: Check units & load into Oracle	21/12/07	02/01/08	<b>Digital boundary creation</b>		PA
65. Construct Constituency Boundaries 1868: Mark up parish table by district	13/09/07	10/10/07	Digital boundary creation		BJ
66. Construct Constituency Boundaries 1868: Creation of Initial Boundaries and export to	03/01/08	04/01/08	Digital boundary creation		AL

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
GIS					
67. Construct Constituency Boundaries 1868: Creation of additional polygons	07/01/08	25/01/08	Digital boundary creation		AL
68. Construct Constituency Boundaries 1868: Check units & load into Oracle	28/01/08	28/01/08	<b>Digital boundary creation</b>		PA
69. Construct Constituency Boundaries 1832: Mark up parish table by district	11/10/07	07/11/07	Digital boundary creation		BJ
70. Construct Constituency Boundaries 1832: Creation of Initial Boundaries and export to GIS	29/01/08	30/01/08	Digital boundary creation		AL
71. Construct Constituency Boundaries 1832: Creation of additional polygons	31/01/08	12/03/08	Digital boundary creation		AL
72. Construct Constituency Boundaries 1832: Check units & load into Oracle	13/03/08	13/03/08	<b>Digital boundary creation</b>		PA
73. Construct Constituency Boundaries pre 1832: Mark up parish table by district	08/11/07	05/12/07	Digital boundary creation		BJ
74. Construct Constituency Boundaries pre 1832: Creation of Initial Boundaries and export to GIS	14/03/08	17/03/08	Digital boundary creation		AL
75. Construct Constituency Boundaries pre 1832: Creation of additional polygons	18/03/08	30/04/08	Digital boundary creation		AL
76. Construct Constituency Boundaries pre 1832: Check units & load into Oracle	01/05/08	01/05/08	<b>Digital boundary creation</b>		PA
77. Deposit digital boundary data with EDINA	27/10/08	27/10/08	<b>Data dissemination</b>	<b>9</b>	AL
78. Assisting EDINA integrate boundary data	28/10/08	10/11/08	Data dissemination		AL
<b>WORKPACKAGE 11: Website Enhancement</b>					
<u>Objective:</u> To improve the usability and functionality of the existing Vision of Britain website					
79. Usability Testing of Existing Site	01/10/07	21/12/07	<b>User Evaluation</b>	<b>6</b>	HS / Contractor
80. Adding Boundary Data	15/12/08	19/12/08	<b>Boundary data added to website</b>		AL / PA

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
81. Checking and Enhancing Electoral Data	02/06/08	19/12/08	Error checking		PA
82. Adding Election Statistics	22/12/08	14/01/09	<b>Election data added to website</b>		AL
83. Scanning of OS gazetteer by CDDA	03/05/07	15/06/07	Digital text capture		Contractor
84. Adding OS Gazetteer	06/08/07	03/09/07	Gazetteer data added to website		AL
85. Website Programming	01/05/08	22/09/08	Website improvements		PX
86. Graphic Design	23/09/08	20/10/08	<b>Website improvements</b>		Contractor
87. Usability of Enhanced Site	21/10/08	15/12/08	<b>User Evaluation</b>	11	HS / Contractor
88. Graphic Re-design	21/10/08	15/12/08	<b>Website improvements</b>		Contractor
<b>WORKPACKAGE 12: Teaching and Learning Resources</b>					
<u>Objective:</u> To create digital and paper themed guidance for using Vision of Britain					
89. Online Tutorials	01/04/08	13/11/08	<b>Dissemination of on-line thematic tutorials</b>	10	Educational Technologist / Academic authors
90. Authoring Teachers Pack	07/01/08	19/12/08	Data dissemination		Academic authors / PA
91. Publication of Teachers Pack	22/12/08	25/02/09	<b>Dissemination of teacher's pack</b>	12	Contractor / Printers / PA / AN
<b>WORKPACKAGE 13: Marketing</b>					
<u>Objective:</u> Media coverage and publicity strategies					
92. Producing Publicity Materials	01/12/08	12/12/08	Dissemination		Marketing
93. Organise Launch Event	01/12/08	04/03/09	<b>Dissemination</b>	13	Marketing / AN
94. Author and distribute Press Releases	01/12/08	04/03/09	Dissemination		Marketing / PA / HS

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
<b>WORKPACKAGE 14: Project Administration</b>					
<b>Objective:</b> Ensure the smooth running of the project					
95. Project Management	02/04/07	31/03/09	Administration		PA / AN
96. General Project Administration	02/04/07	31/03/09	Administration		AN / PA
97. Deposit data with AHDS	27/03/09	30/03/09	<b>Data dissemination</b>	14	PA
98. Deposit teaching materials with JORUM	23/03/09	31/03/09	<b>Data dissemination</b>	15	PA / HS
99. Source items inventory	23/04/07	29/06/07	Administration		PA / JW
100. Issue log	01/07/07	24/03/09	Administration		All
101. Skills audit	02/07/07	02/07/07	Administration		PA / AN
102. Draft Project plan	02/04/07	31/05/07	<b>JISC Draft Project Plan</b>		PA / HS
103. Project plan	01/06/07	30/06/07	<b>JISC Project Plan</b>	1	PA / HS
104. Arrange Advisory Panel meetings	01/04/07	31/03/09	Administration		PA / AN
105. Progress Reports (bi-annual)	02/04/07	01/09/08	<b>JISC Progress Reports</b>		PA / AN
106. Financial Statements (bi-annual)	02/04/07	01/09/08	<b>JISC Financial Statements</b>		Finance / PA / AN
107. Draft Final Report	05/01/09	28/02/09	<b>JISC Draft Final Report</b>		PA / AN / HS
108. Final Report	01/03/09	01/04/09	<b>JISC Final Report</b>	16	PA / AN / HS
109. Completion Report	05/01/09	01/04/09	<b>JISC Completion Report</b>	17	PA / AN / HS
110. Institution web-site page with core project documents posted on it	02/04/07	01/04/09	Administration		PA
111. Web logs monitoring usage statistics (annual)	02/04/07	01/04/14	<b>JISC web logs on user statistics</b>		PA / HS

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
--------------------------	---------------------	------------------------	---	-----------	----------------

### Gantt Chart

