





Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
<b>YEARS 1-2</b>					
<b>WORKPACKAGE 1: Project management</b>					
<i>Objective: Collaborative framework by which to plan, manage and deliver the Project</i>					
1. Production of Project Plan	1 May 2007	31 May 2007	<b>Project Plan</b> outlining main objectives, strategy, methodology, deliverables and beneficial outcomes, produced both for submission to the JISC and for use within and between partner institutions	<b>1</b>	DT
2. Consortium Agreement	1 Apr 2007	30 June 2007	Formal <b>document</b> regulating the role of Project Partners		OULS / PQ
3. Appointment of Project Board and Project Administration Sub-Group	1 Apr 2007	31 May 2007	Establishment of a <b>Project Board</b> with overall responsibility for the Project and with final decision-making authority on any project-related matter (meeting twice yearly), and of a <b>Project Administration Sub-Group</b> to review project progress and to address any issues that cannot be directly resolved by the Project Teams (meeting quarterly)		OULS / PQ
4. Appointment of Academic Advisory Committee	23 May 2007	30 Sept 2007	Establishment of an <b>Academic Advisory Board</b> , comprising a number of leading academics in the field from across the country, and possibly beyond, to review project content and its potential impact on teaching, learning and research (meeting twice yearly)		JAL / AAB
5. Day-to-day management of Project	1 Apr 2007	31 Mar 2009	Appointment of <b>Project Teams</b> at both OULS and ProQuest, the former concerned mainly with content		DT / RS

			development and the latter with the delivery of the online service, and each being led by a Project Manager within an established framework of reporting and communication		
6. Project Progress Reports	30 Sept 2007	31 Jan 2009	<b>Project Progress Reports</b> produced to inform both the JISC and partner institutions of progress within the strategy outlined in the Project Plan, to be delivered by the end of January, May and September throughout the Project's lifespan		DT / PW
7. Completion and Final Report	1 Feb 2009	31 Mar 2009	Separate <b>Completion and Final Reports</b> , the first acting as a 'sign-off' for project work and an outline of lessons learned, and the second documenting what the project has delivered and the outcomes achieved	<b>12</b>	DT / PW
<b>WORKPACKAGE 2: Material selection</b>					
<b>Objective:</b> <i>Selection of material to be catalogued, digitised and made available through the online service</i>					
8. General selection of material	1 Apr 2007	31 Oct 2008	Material selected in accordance with the Project's five main <b>subject categories</b> , sorted, shelfmarked and assessed in preparation for cataloguing, conservation and digitisation		JAL / AA / NO'T / DT
9. Item-level selection of material	1 Apr 2007	31 Oct 2008	<b>Items and groups of material</b> selected weekly (according to subject and physical characteristics) for processing in order to comply to minimum and maximum throughputs agreed with digitisation company		DT / JAL / [CTDS]

<b>WORKPACKAGE 3: Conservation</b>					
<b>Objective:</b> <i>To ensure minimal damage to items as a result of digitisation process, and to address any specific preservation issues that may arise with regard to the material</i>					
10. Prepare items for digitisation	1 Apr 2007	31 Dec 2008	Prepare items for high-throughput digitisation by <b>removing</b> items from their backing sheets, particularly double-sided items, multiple items over-lapping on single mounts and small pamphlets which do not currently open flat, in order for safe digitisation to be undertaken		AH / JB / LL
11. Prepare items for repatriation	1 July 2007	31 Jan 2009	Prepare items for return to the Collection after digitisation by <b>re-mounting</b> those items previously removed from their backing sheets		AH / JB / LL
12. Repair items	1 Apr 2007	31 Dec 2008	Condition of items to be checked during the process, and <b>repairs</b> effected as necessary		AH / JB / LL
13. Re-house items	1 Apr 2007	31 Dec 2008	<b>Housing</b> for much of the material selected to be improved as part of the process		AH / JB / LL
<b>WORKPACKAGE 4: Tracking materials</b>					
<b>Objective:</b> <i>To log all activities undertaken with regard to items prior to digitisation, and to record the movement of items from OULS to CTDS and back</i>					
14. Develop tracking system	1 Apr 2007	30 June 2007	Electronic tracking system developed and implemented to record the movement of items at each stage of the		PCO [OULS]

			project workflow		
15. Sort, shelfmark and assess items prior to workflow process	1 May 2007	31 Feb 2009	Material organised and shelfmarked at item level, with barcodes assigned to all items to be digitised and to all containers (and linked to the tracking system) to record movement of items		AA / NO'T
16. Track items through process	1 May 2007	31 Mar 2009	Project staff use the tracking system to log the location of items, actions taken and completion of activities at all points in the conservation, cataloguing and digitisation processes		AA / NO'T / CTDS
<b>WORKPACKAGE 5: Cataloguing / metadata creation</b>					
<i>Objective: Provision of detailed and rigorous electronic catalogue records for all digitised items, with multiple access points to enable exposure to the widest group of researchers</i>					
17. Cataloguing and metadata creation	1 Apr 2007	31 Mar 2009	Creation of detailed cataloguing information and metadata records, adhering to agreed standards and authorities, and storage in a dedicated bibliographic database configured to support both the complex requirements of printed ephemera and the extensive and detailed description of digital objects	4	DT / EB / AF / KG / KWM
18. Throughput of material	1 Apr 2007	31 Mar 2009	Establishment of periodic targets for items catalogued, with consideration given to both the physical characteristics and the level of cataloguing detail required, so as to comply to minimum and maximum throughputs agreed with digitisation company	5	DT / EB / AF / KG / KWM / [CTDS]

<b>WORKPACKAGE 6: Digitisation</b>					
<b>Objective:</b> <i>Digitisation of more than 65,000 complete items from the John Johnson Collection</i>					
19. Testing	1 Apr 2007	31 May 2007	Test digitisation of ca. 150 items representative of the different types of material to be scanned, undertaken to check image quality, speed, throughput and tracking	<b>3</b>	JAL / DT / AH / NO'T / PCO [OULS] / CTDS
20. Agreement	1 May 2007	30 June 2007	Agreement between project partners and digitisation company regarding cost, minimum and maximum throughput parameters, and item- and batch-level insurance values		OULS / PQ / CTDS
21. Digitisation process	1 June 2007	31 Jan 2009	Creation of over <b>150,000 high-quality digital surrogate images</b> of some 65,000 items of printed ephemera	<b>6</b>	CTDS
<b>WORKPACKAGE 7: Post-processing / QA</b>					
<b>Objective:</b> <i>To ensure that both the digital images and the delivery platform meet agreed technical and usability criteria</i>					
22. Post-processing of master images	1 June 2007	31 Oct 2008	Visual checking to ensure that <b>scanned images accurately reflect the source material</b> and are associated with the correct metadata		PW / PQ
23. Production and QA delivery	1 July 2007	31 Mar 2009	Evaluation of requirements and functionality of the <b>delivery platform</b> , both pre- and post-production		PW / PQ

<b>WORKPACKAGE 8: Archiving / preservation</b>					
<i><b>Objective:</b> Securely archived and accessible copies of digital master images, to ensure longevity of, and long-term access to, materials</i>					
24. Develop and test archiving procedures	1 Apr 2007	31 Dec 2007	Planning and preparation for implementation of <b>data archiving procedures</b>		PQ / PCO [OULS]
25. Implement and QA data archiving	1 Jan 2008	31 Mar 2009	<b>Copies of all master image data securely archived</b> by both partner organisations, with suitable preservation procedures implemented in keeping with current standards and best-practices		PQ / PCO [OULS]
<b>WORKPACKAGE 9: Dissemination</b>					
<i><b>Objective:</b> To ensure the fast and effective delivery of the digitised John Johnson Collection materials to the user community, to provide information about the service, and to promote its use</i>					
26. Develop and implement Project website	1 Apr 2007	30 June 2007	Development and implementation of <b>Project website</b>	<b>2</b>	PQ
27. Develop and implement online service	1 Apr 2007	31 Dec 2007	Testing, development and implementation of <b>limited version of online service</b> , with initial launch proposed for late 2007, after which records will be periodically uploaded through the rest of the Project lifespan	<b>7</b>	PQ
28. Apply Optical Character Recognition (OCR) technologies	1 July 2007	30 Sept 2008	Catalogue records and descriptive metadata to be supplemented by the appropriate application of advanced <b>Optical Character Recognition (OCR)</b> techniques, thereby enabling the creation of a variety of finding aids and		PQ

			search services		
29. End-user support materials	1 July 2007	30 Sept 2008	Creation of <b>support materials</b> and the development of various <b>user-focused features</b> (e.g. commissioning a series of essays which illustrate the wider relevance of ephemera studies; facilitating the means for end-users to add their own descriptions; creating exemplary materials that illustrate the use of ephemera in teaching, learning and research)	<b>8</b>	PQ / [AAB]
30. Sample learning packages	1 July 2007	30 Sept 2008	Creation and development of attractive and accessible <b>online packages</b> that meet the needs of teachers, learners, and researchers	<b>9</b>	PQ / [AAB]
31. Refine online service	1 Dec 2007	31 Oct 2008	Refining of <b>online service</b> , in response to various test and evaluation procedures		PQ
32. Launch and promotion of full online service	1 Oct 2008	31 Mar 2009	Launch of first <b>full version of online service</b> proposed for late 2008 (though additional records will continue to be uploaded until completion of the Project), with continued marketing and promotion of the resource to the UK HE and FE sector and further afield	<b>10</b>	PQ
<b>WORKPACKAGE 10: Project Evaluation</b>					
<b>Objective:</b> To measure the Project's success in achieving its objectives, to identify how the resource meets its users' needs, and to determine its impact on the use of printed ephemera in teaching, learning and research					
33. Summative review	1 Dec 2008	31 Mar 2009	Formal but open process of review and evaluation to be implemented, with the results to be documented in an	<b>11</b>	OULS / PQ

			evaluation report and shared with the JISC and the wider community		

Members of Project Team:

AA = Adele Allen  
JB = Julia Bearman  
EB = Elizabeth Brewster  
AF = Amanda Flynn  
KG = Ken Gibb  
AH = Andrew Honey  
JAL = Julie Anne Lambert  
LL = Louise Lockyer  
NO'T = Nicola O'Toole  
SP = Stephen Pocock  
MP = Michael Popham  
RS = Rachael Sangha  
DT = David Tomkins  
KWM = Kathleen Whalen Moss  
PW = Peter White

PCO = Project Computing Officer [to be appointed, but role currently undertaken by OULS staff]

Partner organisations, independent advisor and subcontractor:

AAB = Academic Advisory Board  
CTDS = Capita Total Document Solutions  
OULS = Oxford University Library Service  
PQ = ProQuest