



**APPENDIX B**

**JISC WORK PACKAGE**

WORKPACKAGES	Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
	start																								
1: Project Initiation	Apr 04	X	X	X	X	X																			
2: Digitisation	Jul 07				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X						
3: Metadata Creation	Sep 07						X	X	X	X	X	X	X	X	X	X	X	X	X						
4: Audience Research	Sep 07						X	X	X	X															
5: Teaching Exemplars	Jan 08										X	X	X	X	X	X	X	X	X	X					
6: Website	May08													X	X	X	X	X	X	X	X	X	X		
7: Marketing	Jul 07				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8: Project Admin	Apr 04	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9: Exit & Sustainability	Sep 07						X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Project start date: **01 April 2007**

Project completion date: **27 February 2009**

Duration: **23 months**

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
<b>YEAR 1</b>					
<b>WORKPACKAGE 1: Project Initiation</b>					
<u>Objective:</u> <i>Establish, scope and plan; equipment purchase &amp; recruitment</i>					
1. Working group	02/04/07	29/06/07	Working group established Meetings scheduled	<b>Yes</b>	LS
2. Academic Advisory Group	02/04/07	29/06/07	Academic Advisory Group established Meetings scheduled	<b>Yes</b>	TS
3. Scoping of objects in collection	04/06/07	31/08/07	Detailed list of images	<b>Yes</b>	TS
4. Project Plan	08/05/07	29/06/07	Detailed plan agreed & completed	<b>Yes</b>	LS
5. Equipment purchased	02/07/07	14/09/07	Equipment in place	<b>Yes</b>	DR
6. Software purchased	02/07/07	14/09/07	Software in use	<b>Yes</b>	DR
7. Recruitment	10/06/07	31/08/07	Pre-Raphaelite Researcher recruited	<b>Yes</b>	LS / TS / RC
<b>WORKPACKAGE 2: Digitisation</b>					
<u>Objective:</u> <i>Digitisation of Pre-Raphaelite images</i>					
8. Digitisation of objects to go on loan	23/07/07	31/08/07	Digitisation of 19 objects before they go out on loan.	<b>Yes</b>	DR
9. Freelance photographer	26/08/07	28/09/07	Freelance photographer recruited	<b>Yes</b>	DR / LS
10. Scheduling of photography work	26/08/07	28/09/07	Detailed photography work plan	<b>Yes</b>	DR
11. Digitisation of Pre-Raphaelite collection	02/09/07	30/09/08	3,000+ high quality images	<b>Yes</b>	DR
12. Quality control - quota checking	02/09/07	30/09/08	Monthly signing off of images	<b>Yes</b>	DR / LS
13. Images signed off.	31/08/08	30/09/08	All images signed off	<b>Yes</b>	DR / LS

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
<b>WORKPACKAGE 3: Metadata Creation</b>					
<u>Objective:</u> Creation of metadata					
14. Collection Research	03/09/07	30/06/08	Research completed		PR / TS
15. Creation of all metadata	03/09/07	31/08/08	Metadata for all objects	<b>Yes</b>	PR
16. Metadata on MINISIS	03/09/07	31/08/08	Metadata available on database	<b>Yes</b>	PR
17. Quality control - quota checking	03/09/07	31/08/08	Monthly signing off of metadata	<b>Yes</b>	LA/ RC
18. Metadata signed off	31/08/08	30/09/08	All metadata signed off	<b>Yes</b>	LA / RC
<b>WORKPACKAGE 4: Audience Research</b>					
<u>Objective:</u> To consult education community on resource and exemplars.					
19. Write brief	03/09/07	21/09/07	Brief written	<b>Yes</b>	LS
20. Recruit & appoint	21/09/07	22/10/07	Appoint audience research consultants	<b>Yes</b>	LS
21. Audience Research	22/10/07	07/12/07	Audience research undertaken with education community	<b>Yes</b>	LS
22. Report - to be incorporated in teaching exemplars & website briefs	07/12/07	21/12/07	Audience research brief used to inform development of teaching exemplars and web resource	<b>Yes</b>	LS
<b>WORKPACKAGE 5: Teaching Exemplars</b>					
<u>Objective:</u> To create 4 teaching exemplars					
23. Write brief	07/01/08	15/02/08	Brief written	<b>Yes</b>	LS
24. Appoint consultants	15/02/08	31/03/08	Appoint consultants to create exemplars	<b>Yes</b>	LS

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
25. Teaching exemplars created	01/03/08	31/10/08	Teaching exemplars ready for use	<b>Yes</b>	LS
26. Evaluation by academic advisory group	01/06/08	30/09/08	Teaching exemplars made fit for purpose	<b>Yes</b>	LS
27. Changes made (if necessary)	30/06/08	31/10/08	Teaching exemplars fit for purpose	<b>Yes</b>	LS
28. Teaching exemplars signed off	31/10/09	30/11/08	All teaching exemplars signed off	<b>Yes</b>	LS / JA
<b>WORKPACKAGE 6: Website</b>					
<u>Objective:</u> To create an online resource					
29. Write brief	01/05/08	30/06/08	Brief written	<b>Yes</b>	LS
30. Appoint web company	30/06/08	31/07/08	Web company appointed	<b>Yes</b>	LS
31. Web resource phase 1	31/07/08	31/10/08	Web resource created	<b>Yes</b>	LS
32. Usability & Accessibility - write brief	22/08/08	12/09/08	Brief written	<b>Yes</b>	LS
33. Appoint Usability & Accessibility consultants	12/09/08	03/10/08	Usability consultants appointed	<b>Yes</b>	LS
34. Usability & Accessibility testing	03/10/08	28/10/08	Usability report produced	<b>Yes</b>	LS
35. Develop final web site	31/10/08	31/12/08	Web resource completed	<b>Yes</b>	LS
36. Evaluation by academic advisory group	31/10/08	30/11/08	Web resource evaluated	<b>Yes</b>	LS
37. Sign off Web resource	01/12/08	11/01/09	Web resource signed off	<b>Yes</b>	LS / JA
<b>WORKPACKAGE 7: Marketing</b>					
<u>Objective:</u> To promote and market the web resource					
38. Promoting website at conferences, etc	19/07/07	27/02/09	Profile of resource raised at conferences		LS / RC / TS / JA / LA / DR
39. Production of marketing material, e.g. postcards, leaflets & posters	31/10/08	31/01/09	Marketing material produced	<b>Yes</b>	LS

Project Acronym: PRERAPHAEL  
 Version: 1  
 Contact: Linda Spurdle  
 Date: 25-06-07

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40. Press release, written articles, etc	11/01/09	27/02/09		<b>Yes</b>	LS
<b>WORKPACKAGE 8: Project Administration</b>					
<u>Objective:</u> Reporting, communication & recording of decision making.					
41. Project team meetings	15/02/07	27/02/09	Meeting notes, documentation of decisions.		LS
42. Academic advisory group meetings	20/03/07	31/01/09	Meeting notes, documentation of decisions.		TS / LS
43. Progress reports	28/09/07	30/09/08	Progress reports produced 09/07, 03/08 and 09/08.	<b>Yes</b>	LS
44. Draft final report	11/09/09	31/01/09	Draft final report completed	<b>Yes</b>	LS
45. Final Report	14/02/09	27/02/09	Final report completed	<b>Yes</b>	LS
<b>WORKPACKAGE 9: Exit &amp; Sustainability</b>					
<u>Objective:</u> Sustainability					
46. Digital preservation	02/09/07	27/02/09	Ensure that a digital preservation strategy is in place for Birmingham Museums & Art Gallery.	<b>Yes</b>	LS / RC / DR
47. Case study	01/03/09	31/03/09	Case study disseminated	<b>Yes</b>	LS

Members of Project Team:

LS = Linda Spurdle

TS = Tessa Sidey

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DR = David Rowan

RC = Rachel Cockett

LA = Lucy Adams

JA = Jane Arthur

PR = Pre-Raphaelite Researcher

FP = Freelance Photographer