



## **JISC Project Plan**

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

#### **1. Background**

The Strand is one of the oldest streets in London: among its lines are the Roman road of Akeman Street; the Saxon boundary of Aldwych; the medieval thoroughfare linking the City and Westminster; the sites of Tudor palaces; an eighteenth-century location of coffee-houses, learned societies, taverns, brothels, the New Exchange and Thames-related traffic. It has included a succession of trades from printing and bookselling to stamp dealing and photography. It was a grand Victorian imperial avenue and still contains several high commissions. Hotels and theatres line its route. National institutions, including the BBC World Service and the Royal Courts of Justice, are located there, together with cultural institutions, the offices of oil companies, publishers and banks – and King's College London, a world-class university.

The diversity of functions is matched by the range of people and communities that frequent the Strand. By day it is a busy thoroughfare with important retail, administrative, cultural and educational functions. At night it is home to theatregoers, tourists and the homeless. Around its fringes are several well established but relatively hidden residential populations. The Strand environs are home to these communities of residents (including the homeless), visitors and workers who currently have little contact with or knowledge of each other: Strandlines Digital Community provides a hub for communication of knowledge and ideas about the area and its communities.

Strandlines Digital Community will be a key component in a wider academic programme developed by the Centre for Life Writing Research at King's College London. At the core of the programme, Strandlines, is the imaginative exploration of the significance of place in people's lives. Looking at 'the Strand', a major London thoroughfare, the Centre uses life-writing approaches to interpret that significance and extend it historically.

#### **2. Aims and Objectives**

Strandlines Digital Community will work closely with a range of local communities to represent life on the Strand in ways meaningful to those communities and to the academic community of King's. Academic expertise will supply necessary frameworks, particularly of life-writing, social media, archives and oral history, so as to enable connection, exchange and engagement between the different Strand communities.

Through its activities, the project aims to widen participation, engage the public and to contribute to the agenda of life long learning and digital inclusion, specifically by empowering less privileged and technologically less literate members of local communities to find their own voice in the setting provided by Web 2.0 and life writing. We see this is an opportunity to explore the possible benefits of trying to include under-represented groups; by understanding the risks better, we aim to achieve more effective widening participation. Through documenting this process, including the challenges encountered and lessons learned, the project will contribute to a better understanding of community digitisation projects.

Working with different groups, the project will create a new body of life writing in a digital, specifically Web 2.0 context, and will provide support for less computer literate and less articulate members of local communities. We will develop an interactive website, embedded in a Web 2.0 context, and an accompanying programme of activities that will enable different communities to 'write' about how their

lives intersect with the Strand. By jointly building a collection of digitised and born digital materials, we will create a living archive of life stories past and present. This will allow different communities to connect with each other, through the common geographical denominator of the Strand as a place full of life stories. These stories, mostly ungathered and unknown, and the historicised meaning of place lie at the heart of the whole Strandlines initiative, and the facilitation of a sense of community around a place that for many is just a thoroughfare, is a special focus of the Strandlines Digital Community pilot project.

### 3. Overall Approach

Strandlines Digital Community is not a technology, but rather a community building project. It explores how technology can be employed to facilitate community activities around a place that lacks a distinct sense of community. Because of this, the project will not engage in technological development, but will instead explore how existing technological solutions can be implemented in a way that is meaningful to the communities we work with. These include:

- service users of Age UK Westminster
- residents of the Odhams Walk Estate
- other residential groups, for instance through the Peabody estate, as far as feasible
- the homeless community, through links with St. Martin in the Fields and other groups
- work-based groups with little visibility, in particular service personnel at King's.

The focus for community engagement will be digital story telling through the Strandlines website. The website will allow the wider public access to a growing digital collection of stories (audio, video, image, textual) relating to people's lives in and experiences of the Strand area. The website will be set up in such a way that members of the partner communities, KCL staff and the wider public can share their stories and engage with other users.

In the initial phase of the project, we will work to expand existing links with local communities, with a particular focus on learning about their respective needs and interests. While this work goes on, the website will be set up and project staff will research and digitise materials to make the website attractive to visitors. Through the website, members of different Strand communities will be enabled to create a joint digital collection: we propose to bring together personal memories, documents, images and life stories to provide a well-founded community-focussed resource that can expand in multiple directions of use and interest to a variety of participants.

The website will be developed using the content management system Drupal (<http://drupal.org>). Drupal powers many community websites because its architecture is focussed on the user, not the institution, and because it is seen as a good compromise between a powerful architecture and ease of set-up and use. Using Drupal will allow us to use existing modules, particularly those that make the site interact with Web 2.0 services such as Flickr, Twitter or Google Maps. The project will use an iterative approach to developing the website, launching a first prototype at an early stage. Due to its modular nature, Drupal is very well suited to such an approach. As usability (including accessibility) will be crucial for the success of the project, we will work closely with stakeholders throughout the project duration. Initially, they will be involved in the definition of requirements; later on, we will demonstrate the website regularly and conduct user testing to feed back into the development. Experience from the ongoing process of community engagement will be used to improve the website and in particular the forms used for registering and uploading content.

Using the Web 2.0 context, we will also make use of materials relating to the Strand that are already available through the blogosphere and social network sites. Services such as Flickr and Youtube offer a wide range of materials, often available for re-use, and we will embed them into the Strandlines website and also disseminate selected materials generated through the project through those channels.

A key component for building up the Strandlines collection will be archival materials held by Westminster Archives and the King's College Archive. College Archives will make a selection and digitise relevant materials to form an initial website backbone. Digitisation of materials from

Westminster Archives can go on in parallel with the development of the website, allowing us to launch a pilot website with a good selection of materials that will catalyse interactions with communities external to King's. Examples of materials from the King's College Archives include: images and documents about the history of the Strand and the history of King's College London in relation to the Strand; materials related to the reorganisation of the topography of the Strand at the Aldwych end; materials on the experience of two World Wars, bomb damage and firewatching; charitable activities of the College over time, support of East End Boys Club and missions to the hop pickers; materials on education and training activities, such as evening classes (for instance for post office telegraphers and laundry workers).

We are aware that building up a community collection requires more than a website and a set of digitised archival material. In order to generate interest, project staff will actively engage with members of local communities in order to record their stories, using a digital camera, voice recorder and scanner. This can happen in the facilities of our external project partners or, where appropriate, in people's homes. We will work closely with experienced staff at our partner organisations, in particular Age UK Westminster and the Odhams Walk residential organisation.

Instead of hosting a few larger events, we will continually engage in activities of our partners, such as regular meetings of groups in the Age UK day centre in the Odhams Walk estate, in order to blend in and not to be perceived as outsiders. Developing trust is a key aspect for successful community work, and we see ongoing engagement as an important part of this process. As appropriate, project staff will also organise activities for members of local communities, which may include walks in the area (ideally led by local residents), guided visits to archives and also visits to King's College and other project partner centres to strengthen local links.

In addition, we will also work with our partners to support their service users, including the homeless, in the use of the internet for telling their stories and engaging with others. Through their facilities, project partners will provide internet access for those members of the local community who need them, and we will work with groups offering IT training, such as Age Concern Westminster or Westminster Libraries. We will also encourage interested members of local communities to actively contribute to the project and get involved in research and story gathering. Project staff will provide training in life-writing methodologies, and we can send interested members of local communities on oral history courses.

To explore methodological issues around community collections, the project will host a workshop to bring together 'champions' from local communities and academics with experience in digital collections. This workshop will also inform the work of the project and contribute to a sense of community among external communities. As such it will be part of our activities to create a local group to take the work of the project forward after the end of the funding. The concluding Strandlines exhibition and event will be another part of this strategy.

## **4. Project Outputs**

The following are the main outputs of the project:

- The Strandlines website
- A collection of digital materials (including stories) relating to lives on and around the Strand, embedded in the Strandlines website
- Technical and supporting documentation
- A methodological workshop
- A historical workshop
- A series of events and activities organised and realised in collaboration with project partners
- A case study on lessons learned through the project
- Documentation on methodologies and lessons learned, with a particular focus on usability and accessibility

- A sustainability plan
- A completion report
- 3-3500 word article for JISC electronic publication

## 5. Project Outcomes

The project will generate several outcomes:

- The project will help King's College London to develop closer links with local communities, creating a platform for future activities that can be expanded to include other groups around the Strand.
- The project will also contribute to a closer collaboration between academics, archivists, creators of digital resources and staff working in External Relations at King's.
- The process of gathering life stories and the events associated with the project will also generate mutual awareness among the communities that inhabit the Strand. Sharing their experiences will contribute to a sense of community and build a forum for those interested in life on the Strand, past and present.
- By engaging with and helping elderly and disadvantaged members of the local community to make their voice heard both locally and on the internet, the Strandlines project will contribute to the agendas of digital inclusion, lifelong learning and widening participation.
- Lessons learned from this project will be of value to academic and local groups who are interested in developing similar projects, and Strandlines will highlight benefits and challenges of such an approach. The project will also create an exemplar for similar community projects and provide material and documentation, for instance through the project blog, and also in collaboration with the RunCoCo project.
- The project outputs will be of interest to sociologists, urban geographers, historians, life-writing scholars and creative practitioners, and to researchers who study the impact of Web 2.0.
- By creating a virtual place in the Web 2.0, knowledge about and narratives of the Strand will be made available to a much wider audience than merely those who physically inhabit the space. The project will make the Strand visible as a central location in the heart of London.
- Given widespread interest in local and oral history, we anticipate Strandlines will connect academic and other communities through new understanding of how people inhabit and interact with particular locations. There are powerful incentives to realise this in inner London districts where competing and often conflicting land uses and relatively high rates of residential turnover may threaten social cohesion, and where interactions between lives may be over determined by social assumptions.

## 6. Stakeholder Analysis

Stakeholder	Interest / stake	Importance
KCL Centre for Life-Writing Research	<ul style="list-style-type: none"> <li>• Flagship project for the Centre</li> <li>• Key component in wider Strandlines programme</li> <li>• Raises the CLWR public profile</li> <li>• Expands expertise in life-writing into digital domain</li> <li>• Content for teaching programmes</li> <li>• Supports student recruitment</li> </ul>	high
KCL Centre for e-Research	<ul style="list-style-type: none"> <li>• Raises CeRch public profile</li> <li>• Expands expertise in online community projects</li> <li>• Content for teaching programmes</li> <li>• Platform for proposed future projects in this area</li> </ul>	high
KCL Archives	<ul style="list-style-type: none"> <li>• Additional platform for showcasing rich archival collections</li> <li>• Expands opportunities for engaging with local</li> </ul>	high

	<ul style="list-style-type: none"> <li>community</li> <li>• Close working with local archives</li> <li>• Raises the Archives public profile</li> <li>• Possibility to expand collections with materials from local communities</li> </ul>	
KCL External Relations	<ul style="list-style-type: none"> <li>• Raises the public profile of King's College London</li> <li>• Key project for engagement with local communities</li> </ul>	high
JISC	<ul style="list-style-type: none"> <li>• Documentation of experience for other community engagement projects</li> <li>• Evaluation of engagement with groups with limited experience of ICT</li> <li>• Opportunity to extent JISC activities beyond HE</li> <li>• Raises profile of JISC</li> </ul>	high
Strandlines website users	<ul style="list-style-type: none"> <li>• Free access to digital content</li> <li>• Opportunity to engage with content creators and local communities</li> </ul>	high
Age UK Westminster	<ul style="list-style-type: none"> <li>• Develop contacts with academic community</li> <li>• Opportunity to explore the use of digital technology in care of their service users</li> <li>• Expands programme of activities in local centre</li> <li>• Raises the public profile of Age UK</li> <li>• Increases understanding of the elderly as active members of society</li> </ul>	high
Westminster Archives	<ul style="list-style-type: none"> <li>• Additional platform for showcasing archival collections</li> <li>• Develops contacts with academic community</li> <li>• Raises the Archives public profile</li> <li>• Possibility to expand collections with materials from local communities</li> </ul>	medium
St. Martin in the Fields	<ul style="list-style-type: none"> <li>• Develop contacts with academic community</li> <li>• Expands programme of activities for congregation members</li> <li>• Possible opportunity to explore the use of digital technology in care of homeless people</li> </ul>	medium
KCL Department of Geography	<ul style="list-style-type: none"> <li>• Increases understanding of the perception of urban space by different groups</li> <li>• Expands existing experience in community engagement</li> <li>• Platform for proposed future projects in this area</li> </ul>	medium
RunCoCo Project	<ul style="list-style-type: none"> <li>• Provides a case study to enhance understanding of community collection projects</li> <li>• Opportunity to participate in methodological workshop</li> </ul>	medium
KCL staff	<ul style="list-style-type: none"> <li>• Increases the visibility of staff groups (such as service personnel)</li> <li>• Opportunity to engage with local communities</li> <li>• Learn more about the history of the College and local area</li> </ul>	medium
Residents and workers in the Strand area	<ul style="list-style-type: none"> <li>• Opportunity to engage with people in the local area</li> <li>• Learn more about the history of the area</li> </ul>	medium

	<ul style="list-style-type: none"> <li>• Opportunity to increase IT skills and understanding of life-writing practices</li> <li>• Opportunity to make their voice heard</li> <li>• Engage with King's College London and the academic community</li> </ul>	
Researchers in relevant fields, including social geographers, sociologists, life-writing scholars and oral historians	<ul style="list-style-type: none"> <li>• Increases understanding of the use of digital technology in community projects</li> <li>• Increases understanding of community engagement methodology</li> <li>• Provides teaching and research material free of charge</li> <li>• Opportunity to attend Strandlines workshops and events</li> </ul>	medium
Odhams Walk estate	<ul style="list-style-type: none"> <li>• Develop contacts with academic community</li> <li>• Opportunity to explore the use of digital technology in care of their service users</li> <li>• Expands programme of activities in local centre</li> <li>• Raises the public profile of Age UK</li> </ul>	medium
Westminster Council	<ul style="list-style-type: none"> <li>• Raises the profile of the Strand area</li> <li>• Possibility of strengthening sense of community in the Strand area</li> <li>• Free access to materials on the Strand</li> </ul>	low
National and international community groups	<ul style="list-style-type: none"> <li>• Profit from lessons learned in digital community engagement</li> <li>• Website as an exemplar for other projects</li> </ul>	low
KCL alumni	<ul style="list-style-type: none"> <li>• Opportunity to engage with local communities</li> <li>• Learn more about the history of the College and local area</li> </ul>	low
Tourists	<ul style="list-style-type: none"> <li>• Learn more about the Strand and its history</li> <li>• Access to an alternative view of the Strand than that presented in most tourist guides</li> </ul>	low

## 7. Risk Analysis

Risk	Probability (1-5)	Severity (1-5)	Score (P X S)	Action to prevent/Manage Risk
Staff recruitment	2	3	6	With the exception of the RA, all staff are already in post. The project can hire on a short term contract and/or increase the contribution of staff should there be delays in recruitment,
Loss of staff	1	3	3	Notice period is 3 months; the project will be well documented and several staff are involved so that gaps can be filled; existing expertise can be seconded from participating institutions if necessary.
Extended staff illness	2	2	4	Several staff from King's College are involved and could take over more duties.
Problems with website development	1	2	4	There is no substantial technical development planned. Should issues with the website arise, we will focus on delivering the sections of the site first that can already be deployed. While work continues to address the issues, we can focus more on using social network tools for building up the collections with external communities.
Failure to run training	2	3	6	Staff have experience in training events; we will work closely with representatives of community groups to

activities successfully				ensure that events are suitable for the audiences.
Failure to generate sufficient interest among external communities	3	4	12	We will work with different groups who all have expressed explicit or general interest in supporting us and helping us engage with their service users and constituents. There are also other groups in the area which we could draw in, for instance a local association from the Peabody estate.
Failure to generate sufficient interest among King's staff	2	3	6	Members from different departments across College have expressed an interest in working with us and feedback has been extremely encouraging. We will work with senior staff across College to find ways to engage their constituents at King's. The Archives provide a wealth of materials – in the unlikely event of not securing suitable materials from college staff we could increase the digitisation of materials from the archives.

## 8. Standards

Name of standard or specification	Version	Notes
CMS database: SQL	MySQL 5	MySQL is used to store CMS configuration information and all content (with exception of binary attachments such as images)
XHTML	1.0	The CMS generates web pages following the XHTML standard
Image standards: JPEG and TIFF	JPEG2000 as appropriate TIFF 6.0	Image files as uncompressed TIFF files and repurposed for web delivery as JPEG files.
Metadata: Dublin Core		Primary metadata capture using Dublin Core.
Metadata: ISAD(G)		Used for archive cataloguing.
Metadata: UK Archival Thesaurus	AIM 25 adaptation	Used for description

## 9. Technical Development

This project does not seek to develop new software. For setting up the project website, an open source content management system is being used, for which a wide range of modules are provided free of charge.

## 10. Intellectual Property Rights

All materials developed through the project as well as those contributed by communities and individuals will be made publicly available through the Strandlines website. As contributors may want to retain certain rights, we will offer them a choice between Creative Commons license types (most likely 'attribution' and 'non commercial') as well as the option to retain all rights. However, free availability of the contributed materials to the public will be a precondition for participation in the project and participants will have to declare that they own copyright to the contributed materials or have permission of the rights holder.

## *Project Resources*

## 11. Project Partners

This project does not include any full partners external to the College. We work with a range of communities outside of the College, as outlined in the section 6: Stakeholder Analysis.

## 12. Project Management

Project management will follow JISC's best practice guidelines and feedback will be passed to the JISC Programme Manager periodically. The project management structure is as follows:

Strandlines Director	The Co-Director of the Centre for Life-Writing Research is overseeing the wider Strandlines project and will ensure that activities of the Digital Community pilot project are embedded in the wider project framework. A particular responsibility will be the development of the sustainability plan.
Strandlines Digital Community Management Group	The Management Group will include the Project Manager and Strandlines Director, the Research Assistant and the Co-Investigators. The Group will provide oversight for the entire project.
Strandlines Digital Community Steering Group	The Steering Group consist of the members of the Management Group, the second Co-Director of CLWR, the Director of CeRch, a member of the External Relations Department (Christine Kenyon-Jones) and representatives of key external communities (including, but not limited, to Age UK Westminster, City of Westminster Archives, Odhams Walk Resident Management Ltd and St. Martin in the Fields. The Group will advise the project and evaluate the work, particularly in relation to the work with the external communities.
Strandlines Digital Community Project Manager	The Project Manager oversees the day-to-day management of the project, including the reporting to JISC.
Co-Investigators	The Director of Archives and Information Management and the Reader in Human Geography are part of the Management Group. The Director of AIM will oversee the selection and digitisation of materials from the College Archives and advise on standards and procedure. The Reader in Human Geography will support the outreach work of the project as well as research and information gathering.
Research Assistant	The Research Assistant will be working with the external communities, collect and digitise stories, conduct research and maintain the project website.
Archival staff	Staff at the King's College Archives will support the project with researching and digitising

Training and networking needs will be met through attendance at appropriate JISC events and King's College London training programmes and courses where appropriate as well as informal training for the Research Assistant relating to technical matters through staff from the Centre for e-Research.

## 13. Programme Support

The project will look to the JISC Programme Manager (JPM) for support as required. In particular the JPM can help keep us in touch with the wider Programme. They can identify others projects that link or overlap with ours and introduce us to other teams working in similar areas.

The JPM can also keep us updated on relevant events – training sessions, conferences, seminars, presentations and so on.

## 14. Budget

See Appendix A: budget.

## *Detailed Project Planning*

## 15. Workpackages

See Appendix B: workpackages

## 16. Evaluation Plan

Timing	Factor to Evaluate	Questions to Address	Method(s)	Measure of Success
monthly	Progress towards completion and quality of milestones.	Are the quality of the identified milestones adequate and where could improvements be made? How can feedback from the milestones reviewed in this meeting be used to improve work towards milestones to be presented at future meetings? Does the work achieved against each milestone presented at the meeting adequately represent that expected / detailed in the work plan? Are adjustments to the work plan necessary to accommodate recent findings?	Informal and formal internal peer review at Management Group meetings	A clear and successful mapping of the work undertaken towards each milestone and that detailed in the work plan.  Acceptance by the meeting.
Every three to four months	Progress towards completion and quality of milestones.	See above	Formal internal and external review at Steering Group meetings	Acceptance by the meeting.

## 17. Quality Plan

Research Assistant = RA

Finance/Admin = FA

Strandlines Project Director = SD

Project Manager = PM

Co-Investigator (Archives) = CIA

CO-Investigator (Geography) = CIG

Management Group = MG

Steering Group = SG

Output	Strandlines Website				
Timing	Quality criteria	QA method(s)	Evidence of compliance	Quality responsibilities	Quality tools (if applicable)
09/10	Functionality	Review by Management Group	Functionality sufficient for needs of projects	PM and RA Review by MG	
09-10/10	Usability	User testing	User feedback	RA Review by PM	
ongoing	Usability	Ongoing feedback from	User feedback	RA Review by PM	

		users			
<b>Output Digital Collection</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>
ongoing	Quality of metadata	Research and report on standards and best practice Consult with specialists as required Test and monitor	Consistent and accurate metadata suitable for project audiences	PM and RA Review by CIA	
<b>Output Technical and supporting documentation</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>
04/11	Quality of documentation	Review of documentation	Sufficient documentation to maintain website after project end	RA Review by PM	
<b>Output Methodological workshop</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>
10/10	Willingness to participate	Registration	Attendance	RA Review by MG	
11/10	Quality of workshop	Feedback of participants	Positive feedback	MG	
<b>Output Historical workshop</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>
03/11	Willingness to participate	Registration	Attendance	SD Review by MG	
04/11	Quality of workshop	Feedback of participants	Positive feedback	SD	
<b>Output Series of activities with external communities</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>
ongoing	Improves links with communities and generates materials	Evaluation by all project staff, SG and additional experts from external communities	Generates interest in and materials for the project	RA and CA Review by all	
<b>Output Case study</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>
03/11	Accurately describes lessons	Review of draft	Approval from MG	RA Review by MG	

	learned				
04/11	Suitability for RunCoCo audience	Review by RunCoCo project	Acceptance of case study	RA, PM Review by RunCoCo	
<b>Output</b>	<b>Documentation on methodologies and lessons learned, with a particular focus on usability and accessibility</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>
04/11	Accurately captures lessons learned by the project Presented in a way that is useful to other projects	Review of documentation	Approval from SG	PM with RA Review by SG	
<b>Output</b>	<b>Sustainability plan</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>
03/11	Outlines strategies for project continuation	Review of draft	Approval from SG	SD Review by SG	
<b>Output</b>	<b>Completion report and final budget</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>
04/11	Accurately outlines work done, lessons learned, sustainability plan, and expenditure	Review of draft	Approval from SG	PM and FA Review by SG	
04/11	Complies with JISC requirements	Review by JISC	Acceptance of report	PM and FA Review by JISC	
<b>Output</b>	<b>3-3500 word article for JISC electronic publication</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>
04/11	Comprehensively describes	Review of draft	Approval from SG	PM with RA Review by SG	

	work done, progress made and lessons learned				
04/11	Complies with JISC requirements	Review by JISC	Acceptance of article	PM with RA Review by JISC	

## 18. Dissemination Plan

Timing	Dissemination Activity	Audience	Purpose	Key Message
ongoing	Engagement with JISC programme activities and RunCoCo project	JISC community; wider public	Disseminate information on activities	Innovative project working with groups around the Strand
08/10	Press release	Media, especially local	Make the project known	Innovative project working with groups around the Strand
08/10 onwards	Project blog and social networking tools	Stakeholders and wider public	Inform and engage	Participate in project activities
08/10 onwards	Distribution activities with external communities	Members of external communities	Inform and engage	Participate in project activities
09/10 onwards	Local programme of activities	Local communities	Encourage participation	Participate in project activities
Ongoing	Evaluation reports	Internal stakeholders	Inform	Key project decisions carefully researched
11/10	Methodological workshop	Key members of local communities, academics	Involve local community; share knowledge	Project shares knowledge with local and academic communities
12/10	Press release	Media	Announce	Digital materials available on website
04/11	Case study	JISC community, community projects	Inform	Lessons learned from community project
04/11	Completion report	JISC (internal use)	Inform	Pilot project completed, lessons learned
04/11	3-3500 word article for JISC electronic publication	Local community projects, future community engagement initiatives; project partners; JISC; wider public	Inform	Background for project, outcomes, lessons learned

## 19. Exit and Sustainability Plans

Strandlines Digital Community will be part of a wider range of activities across King's: it is a flagship project from the Centre for Life-Writing Research. The Directors of this Centre have planned a programme of supplementary activities drawing on links with other cultural institutions and businesses along the Strand, and building interest and support from groups at King's including students and alumni. These activities will continue beyond the project funding period and ensure that the Strandlines collection can actively be supported and can be enhanced in future. A moderator for the website will be chosen based on a rotation principle to ensure that the website will be looked after and contributions from the community encouraged and guided.

The training provided to participants through workshops and specific oral history training events will allow them to continue to develop their own life-writing in other contexts beyond the duration of the project. The project will also work with participating external communities to ensure their involvement beyond the funding period and involve them in a sustainability plan. In particular, we will work with King's Alumni, Age Concern Westminster, Westminster Archives and residents associations as key stakeholders.

CeRch has agreed to support the project website until at least 2015. This will ensure that materials generated through the project remain accessible and that the community can continue to use and expand the site. The Centre may actively support the website beyond 2015, depending on the demand from the user community and the success of follow-up projects and activities.

Project Outputs	Action for Take-up & Embedding	Action for Exit
Project website	Maintain website and CMS	
Archival material digitised for project	Will remain accessible through website Original images and metadata to be preserved by KCL and Westminster Archives	

Project Outputs	Why Sustainable	Scenarios for Taking Forward	Issues to Address
Project website	Makes digital collection accessible Focus point for Strand communities Platform for wider Strandlines Programme	Minimal scenario: website maintained by Centre for e-Research Supported by follow-up activities of Strandlines programme To be handed over to community groups	This will be addressed through the project sustainability plan

## Appendixes

### Appendix A. Project Budget

Directly Incurred Staff	06/10–04/11	TOTAL £
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
Total Directly Incurred Staff (A)	£59694.55	£59694.55
Non-Staff	06/10–04/11	TOTAL £
Travel and expenses	£500	£500
Hardware/software (laptop, voice recorder, camera, scanner)	£1000	£1000
Dissemination (excluding travel)	£1000	£1000
Image digitisation, KCL archives, 1000 units	£3000	£3000
Community engagement and training activities	£4000	£4000
Volunteer oral history training	£400	£400
Total Directly Incurred Non-Staff (B)	£9900	£9900
Directly Incurred Total (C) (A+B=C)	£69594.55	£69594.55
Directly Allocated	06/10–04/11	TOTAL £
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
Estates	£11,723.69	£11,723.70
Directly Allocated Total (D)	£25987.38	£25987.39
Indirect Costs (E)	£47,366.38	£47,366.39
Total Project Cost (C+D+E)	£142,948.31	£142,948.31
Amount Requested from JISC	£99,999.98	£99,999.98
Institutional Contributions	£42,948.33	£42,948.33
Percentage Contributions over the life of the project	Partners 30 %	Total 100%

## Appendix B. Workpackages

WORKPACKAGES	Outputs	Resources	01 J	02 J	03 A	04 S	05 O	06 N	07 D	08 J	09 F	10 M	11 A
<b>WP1: Project management</b>													
Project plan	Project plan	PM	X	X	X								
Job specification		PM	X										
Project meetings and records	Meeting notes	PM with FA	X	X	X	X	X	X	X	X	X	X	X
Project finance		FA	X	X	X	X	X	X	X	X	X	X	X
Advisory group meetings (late October, mid January, early April)	Meeting notes	PM			X	X	X	X	X	X	X	X	X
Completion report and final budget	Completion report and final budget	PM and FA											X
3-3500 word article for JISC electronic publication	Article	PM with RA											X
Sustainability plan	Sustainability plan	SD						X	X	X	X	X	X
Case study for RunCoCo project	Case study	RA									X	X	X
<b>WP2: Technical development</b>													
Virtual server and general CMS set-up		PM	X										
Project blog set-up	Project blog	PM	X	X									
Development of website prototype	Website prototype	PM		X	X	X							
User testing		RA				X	X	X	X	X	X	X	X
Website maintenance and further development as necessary	Website	RA					X	X	X	X	X	X	X
Website documentation	Website documentation	RA					X	X	X	X	X	X	X
<b>WP3: Publicity</b>													
Project logo	Logo	SD		X	X								
First press release	Press release	PM with FA		X	X								
Project leaflet and poster	Leaflet/poster	RA			X	X							
Second press release	Press release	PM with FA								X			



Co-Investigator (Archives) (CIA): Patricia Methven

Co-Investigator (Geography) (Applicant (CIG): David Green (Geography)

Finance/Admin (FA): Anna Ashton (CeRch)

Project Manager (PM): Torsten Reimer 06-08/10; Lorna Hughes 09/10-04/11 (CeRch)

Research Assistant (RA): to be appointed (CeRch/CLWR)

Strandlines Project Director (SD): Clare Brant (CLWR)

Project start date: *01/06/2010*

Project completion date: *30/04/2011*

Duration: 11 months