

Repositories in the Region – Project Plan Workpackages – v1.5 – 29/03/05

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
		N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M							
1:		X	X	X	X	X																			
2:						X	X	X	X	X	X	X	X	X	X	X	X	X							
3:						X	X	X	X	X															
4:							X	X	X	X	X	X	X												
5:						X	X	X	X	X	X	X	X	X											
6:						X	X	X	X	X															
7:						X	X	X	X	X	X	X	X	X	X	X									
8:									X	X	X	X	X	X	X	X	X	X							

Project start date: 01-01-2005

Project completion date: 31-03-2006

Duration: 14 months

Project Team: Project Director Andrew Rothery (PD) Project Leader Amber Thomas (PL) Researchers ( R) Project Officer (PO) Shibboleth Project Manager Graham Mason (SPM)

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:</b>					
<b>Objective:</b> Establish Project					
Proposal Submitted		NOV 04	<b>Proposal</b>		PD
Start Up Meeting		JAN 04	Agreed procedure		PD
Formulate detailed project plan		31 MAR 05	<b>Project Plan</b>		PL,PD
Recruit project staff		31 MAR 05	Staff in post		PD

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<b>WORKPACKAGE 2:</b>					
<u><b>Objective:</b></u> Governance and Communications					
Form Executive Group	MAR 05	APR 05	Shared understanding of project Confirmed initial partners list		PD, PL
Identify precise partner contributions	MAR 05	JUN 05	Detailed activity plan		PL
Finalise Consortium agreement	MAR 05	APR 05	<b>Consortium Agreement</b>		PL, PD
Create project website	MAR 05	MAY 05	<b>Website</b> Communications tool with JISC, project partners and users		PL
Frequent updates to project website	MAR 05	MAR 06	Communications		PL
Reporting and liaison with JISC	JAN 05	MAR 06	Reports as required		PL
Monthly Executive Group meetings	APR 05	MAR 06	Meeting minutes		PL
(See workpackage 8 for management of outputs)					
<b>WORKPACKAGE 3:</b>					
<u><b>Objective:</b></u> Establish Research Approach					
Identify key methodologies for the project	MAR 05	JUN 05	Research approach document and shared understanding within project team		PL
Carry out literature review of similar projects	MAR 05	JUN 05	Literature review		R, PL
Identify core data requirements	MAR 05	MAY 05	Core data document		R, PL
Address data protection issues with partners, Agree data capture and storage methods	APR 05	MAY 05	Data management plan		PL, R
Record and explore barriers to data collection	APR 05	JULY 05	Research approach issues log		PL, R

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<b>WORKPACKAGE 4:</b>					
<u>Objective:</u> Organising Pilot Use					
Identify pilot users across partners	APR 05	JULY 05	List user groups		PL
Identify and arrange any training/support needs	APR 05	OCT 05	Training & support strategy		PL, R
Brief pilot users	MAY 05	JULY 05	Briefing meetings		PL, R
Confirm details of usage pilots	APR 05	AUG 05	Pilot schedule		R
<b>WORKPACKAGE 5:</b>					
<u>Objective:</u> Shibboleth Implementation Pilots					
Run Shibboleth implementation group meetings	APR 05	OCT 05	Meeting notes		PL, SPM
Agree detailed technical plan	MAR 05	APR 05	Technical Plan		PL, SPM
Implement Shibboleth across VLEs and repositories	MAR 05	SEP 05	Implementations		SPM
Agree top-level institutional Shibboleth structure at University of Birmingham	MAR 05	APR 05	Agreement of top-level strategy		SPM
Prepare evaluation reports from testbed sites	APR 05	NOV 05	Draft reports		SPM, PL
Submit evaluation reports to Project Leader at UCW	APR 05	NOV 05	Shibboleth Evaluation reports		SPM
<b>WORKPACKAGE 5:</b>					
<u>Objective:</u> Baseline Study					
Formulate baseline questionnaire for partners	MAR 05	MAY 05	Questionnaire		R, PL
Formulate baseline questionnaire for sample user group	APR 05	JUN 05	Questionnaire		R, PL
Undertake baseline study via questionnaire and interview	MAR 05	JUN 05	Visits, interviews		R, PL
Present findings of baseline study in July	JUN 05	JULY 05	Baseline study		R, PL

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<b>WORKPACKAGE 6:</b>					
<b><u>Objective:</u> Exploring Usage</b>					
Collect data about usage	MAR 05	JULY 05	Observations, studies, interviews, fostering of pilot usage		R, PL
Initial data in July	APR 05	JULY 05	Data sets		R
Interim data late October	SEP 05	OCT 05	Interim usage report		R
Final data early January	NOV 05	JAN 06	Usage report		R
Promote project to user groups	APR 05	DEC 05	Emails, presence at events, visits		PL, R
Workshop in November	NOV 05	NOV 05	Workshop		PL, R
Write up findings/proceedings from workshop	NOV 05	DEC 05	Workshop proceedings		R
<b>WORKPACKAGE 7:</b>					
<b><u>Objective:</u> Project Reports and Recommendations</b>					
Identify and initiate case studies of good practice from users, repository owners and institutions	JUN 05	OCT 05	Outline case study topics		PL, R
Complete case studies	AUG 05	JAN 06	<b>Case studies</b>		R
Scope contents of usage evaluation report	SEP 05	NOV 05	Usage evaluation report structure		PL, R
Prepare usage evaluation report	NOV 05	FEB 06	Draft usage evaluation report		R
Consult with partners over usage evaluation report	FEB 06	MAR 06	<b>Emails, discussions</b>		PL, R
Complete usage evaluation report	FEB 06	31 MAR 06	<b>Usage evaluation report</b>		PL, R
Receive and evaluate evaluation report of Shibboleth implementations	AUG 05	NOV 06	<b>Shibboleth evaluation report</b>		PL
Draft strategy for the region	NOV 05	DEC 05	Draft recommended strategy for the region		PL
Consult with Executive group over draft strategy for the region	DEC 05	FEB 06	Meetings, discussions		PL, PD
Complete recommended strategy for the region	MAR 06	31 MAR 06	<b>Recommended strategy for the region</b>		PL, PD

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Completion and project sign off	MAR 06	31 MAR 06	Completion documentation		PL, PD
Workshop/conference	APR 06	JUN 06	Event		PL