



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
		A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
1: IR Support Officer		X	X	X	M	X	X	X	X	M															
2: Workflows				X	X	X	X	M																	
3: Stakeholder Engage			X	X	X	X	X	X	X	M	X	X	X	X	X	X	M	X	X						
4: Training & support			X	X	X	X	X	X	X	M	X	X	X	X	X	X	M	X	X						
5: Web visibility			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	M						
6: Policies			X	X	X	X	X	X	X	X	M														
7: Functioning IR		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	M						
8: Legacy data					X	X	X	X	X	X	X	X	X	X	X	X	X	X	M						
DEPENDENCIES:																									
8 is dependent on 1																									
KEY																									
M = milestone																									

Project start date: *April 2009*

Project completion date: *September 2010*

Duration: 18 months

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
YEAR 1				Milestone	Responsibility
WORKPACKAGE 1: REPOSITORY SUPPORT OFFICER					
<u>Objective:</u> Recruitment and training of a repository support officer to assist with ingestion					
1. Recruitment of and training the assistant	April 2009	Sept 2009	<ul style="list-style-type: none"> • Job description • Appointment • An induction document • A list of competencies to be acquired • Training schedule • Review of competencies with assistant 	6 month probation-ary period complete	AS
WORKPACKAGE 2: WORKFLOWS					
<u>Objective:</u> Define deposit stages to achieve swift and accurate ingestion					
2. Devise ingestion workflow	June 2009	Sept 2009	<ul style="list-style-type: none"> • List of mandatory and optional elements of the deposit (data/metadata) and staff responsible • List of possible deposit options for academic Schools 	Report on work-flows (October 2009)	AS
3. Devise editing workflow (quality checks, copyright and additional metadata)	June 2009	Sept 2009	<ul style="list-style-type: none"> • List of editing stages and staff responsible • List of electronic sources to be used • List of editing workflow options. 		AS

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
WORKPACKAGE 3: STAKEHOLDER ENGAGEMENT					
Objective: To achieve support from all levels of University staff					
4. Maintain support from senior managers	May 2009	continuous	<ul style="list-style-type: none"> Repository Steering Group meetings Reports for other high level committees (e.g. ISC) 	Reports on advocacy and training (termly)	AS
5. Promote and inform about the repository at School and departmental meetings	May 2009	continuous	<ul style="list-style-type: none"> Record of follow up enquiries/resolutions Report of meetings attended/scheduled (termly) 		AS
6. Promote and inform relevant central services	July 2009	continuous	<ul style="list-style-type: none"> Presentations to: Liaison Librarians; Library Staff Development Hour; IT Supporters; relevant offices e.g. Planning Support, Graduation Presentation evaluations Record of follow up enquiries/queries Report of events attended/scheduled (termly) 		AS
WORKPACKAGE 4: TRAINING & SUPPORT					
Objective: To train authors and support staff to use the repository					
7. Produce instructions for deposit	May 2009	Oct 2009	<ul style="list-style-type: none"> Deposit Instructions & helpsheets 	Reports on advocacy and training (termly)	AS (IR Assistant)
8. Set up a 'hands on' training course within the Centre for Staff Training and Development programme	May 2009	Dec 2009	<ul style="list-style-type: none"> Presentation Evaluation sheets 		AS (IR Assistant)

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
9. Offer 'drop in' training days in academic Schools	October 2009	continuous	<ul style="list-style-type: none"> Worksheets Worksheets Record of follow up enquiries/resolutions Report of events attended/scheduled (termly) 		AS (IR Assistant)
10. Offer bespoke training as needed	October 2009	continuous)	<ul style="list-style-type: none"> Worksheets Record of follow up enquiries/resolutions Report of events attended/scheduled (termly) 		AS (IR Assistant)
11. Set up 'help desk' facility	August 2009	Oct 2009	<ul style="list-style-type: none"> Record of queries and resolutions 		AS
WORKPACKAGE 5: WEB VISIBILITY					
Objective: To maximise the visibility and accessibility of the repository worldwide via the internet					
12. Produce web page template	May 2009	June 2009	<ul style="list-style-type: none"> Web page agreed 	Report on visibility (September 2010)	PB
13. Incorporate template into EPrints	May 2009	June 2009	<ul style="list-style-type: none"> Template embedded in EPrints 		PB
14. Develop outward facing pages	Aug 2009	Oct 2009	<ul style="list-style-type: none"> Content added (Policies) 		PB (NH)
15. Develop inward facing pages	Aug 2009	Oct 2009	<ul style="list-style-type: none"> Content added (Instructions, Training material, Policies) 		PB (NH)
16. Add appropriate web links	June 2009	continuous	<ul style="list-style-type: none"> Links to/from internal and external sites 		AS (NH)
17. Develop project web page or blog	July 2009	continuous	<ul style="list-style-type: none"> Project progress content added 		NH (AS)
18. Encourage re-use of metadata in views/feeds to internal web pages	Oct 2009	continuous	<ul style="list-style-type: none"> Record of views in use 		AS

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19. Register repository with directories and search facilities	Feb 2010	Feb 2010	<ul style="list-style-type: none"> Registered on openDOAR Registered on ROAR Registered with OAISTER 		AS
20. Monitor visibility of the repository	Feb 2010	May 2010	<ul style="list-style-type: none"> Assessment of access (weblogs etc) 		AS
WORKPACKAGE 6: POLICIES					
Objective: To develop policies to encourage deposit and re-use of the deposits					
21. Establish a Publications Policy for the University	May 2009	Dec 2009	<ul style="list-style-type: none"> Report on Mandate for Steering Group Report on Open Access Funds Draft Publications Policy 	Policies publicly available on web pages (January 2010)	AS
22. Establish content policies for the repository	May 2009	August 2009	<ul style="list-style-type: none"> The policies: metadata re-use, data re-use, content, versions, submission policy, item removal, preservation Policies registered on openDOAR 		AS
23. Provide copyright advice for depositing authors	May 2009	August 2009	<ul style="list-style-type: none"> Advice on copyright 		AS (IS and copyright officer)
WORKPACKAGE 7: FUNCTIONING REPOSITORY					
Objective: To build and populate an effective repository for the University					
24. Build the repository	April 2009	July 2009	<ul style="list-style-type: none"> Specification for EPrints developers Repository built 	Report Evaluat- ing function-	AS
25. Test the workflows in the repository	July 2009	Sept 2009	<ul style="list-style-type: none"> Record of problems and resolutions 		AS (IR

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
26. Ensure regular deposit from Schools through advocacy and training See STAKEHOLDER and TRAINING workpackages	Oct 2009	continuous	<ul style="list-style-type: none"> academics depositing 	ing IR (Sept 2010)	assistant) AS
27. Analyse deposit rates and offer assistance to schools as appropriate See STAKEHOLDER and TRAINING workpackages	Jan 2010	continuous	<ul style="list-style-type: none"> Termly reports on School Deposit activity 		AS
28. Measure re-use	Jan 2010	continuous	<ul style="list-style-type: none"> Views/feeds in internal web pages Web log reports/retrieval 		AS
29. Ensure data and metadata available for research assessment See WORKFLOW, STAKEHOLDER ENGAGEMENT and TRAINING workflows	June 2009	continuous	<ul style="list-style-type: none"> Complete record of outputs (legacy and ongoing) Deposits tagged/categorised for appropriate extraction 		AS
30. Provide reports for management information	Jan 2010	continuous	<ul style="list-style-type: none"> Reports (to be specified) 		AS
31. Ensure fulfilment of funders' mandates. See WORKFLOW and POLICIES workflows	June 2009	continuous	<ul style="list-style-type: none"> Deposits tagged with sponsor and project 		AS
WORKPACKAGE 8: LEGACY DATA					
Objective: To upload metadata for legacy publications 2003 - 2009					
32. Clean deposits from the pilot repository	July 2009	Sept 2010	<ul style="list-style-type: none"> Repository legacy data clean 	Legacy data in IR (Sept 2010)	IR assistant
33. Clean metadata in EndNote Annual Publications Lists libraries	July 2009	Sept 2010	<ul style="list-style-type: none"> EndNote metadata clean 		IR assistant
34. Complete the record of legacy data	July 2009	Sept 2010	<ul style="list-style-type: none"> Number of legacy records increased 		IR assistant
35. Upload the completed/cleaned metadata from EndNote to the repository	July 2009	Sept 2010	<ul style="list-style-type: none"> Legacy metadata in repository 		AS

Members of Project Team:

Project Acronym: CentAUR (Central Archive at the University of Reading)
Version: 1.0
Contact: Alison Sutton
Date: 14th May 2009

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
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[AS Alison Sutton, IR Assistant, PB Peter Barnes, NH Nathan Helsby, IS Ian Sainsbury]