



Project Document Cover Sheet

Project Information			
Project Acronym	CLOK		
Project Title	Central Lancashire Online Knowledge UCLan Institutional Repository		
Start Date	1 st April 2009	End Date	30th September 2009
Lead Institution	University of Central Lancashire		
Project Director	Kevin Ellard		
Project Manager & contact details	Keith Gray kgray@uclan.ac.uk 01772 892356		
Partner Institutions	None		
Project Web URL	www.uclan.ac.uk/clok		
Programme Name (and number)	Repositories Start up Project		
Programme Manager	Amber Thomas		

Document Name			
Document Title	Project Plan		
Reporting Period	n/a		
Author(s) & project role	Keith Gray - Project Manager Helen Cooper – Project Officer		
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Document History		
Version	Date	Comments
1.0	6th May 2009	Version submitted to JISC for start up



JISC Project Plan – Customised for Repository Start-Up

Overview of Project

1. Background

The aims of this project are to create a robust and sustainable institutional repository to manage digital assets at the University of Central Lancashire (UCLan). The repository will be embedded into existing cultures and systems. It will operate according to internationally recognised standards of storage and access. It will become integral to the University's long term strategic thinking, its research and learning workflows.

The University of Central Lancashire needs a central digital repository to:

- Fully participate in the national information infrastructure by providing access to its intellectual assets across the HE community through Open Access standards of capture, storage and retrieval;
- Use its digital intellectual assets to deliver its mission relating to research, learning and teaching;
- Facilitate self archiving of digital output in line with RCUK funding body mandates.

This project will help UCLan achieve its aims to "continue to meet and exceed the internationally-accepted criteria for what a university is: an institution committed to teaching, research, knowledge transfer." through the capture, management and dissemination of its research and teaching product in the HE community it will be "part of a national and international infrastructure and become (a) trusted (node) in the emerging research and learning network"

This project supports the UCLan Vision relating to Learning and Teaching and to Research, it states:

"We will achieve excellence in all our teaching and learning programmes: Our goal is to provide students with the knowledge, skills and experience to support their contribution to society, employability and ongoing lifelong learning programme."

"We will be a research-active University: We will continue to enhance our existing areas of international excellence and grow our research in intellectually and economically significant areas."

The existence of an embedded, sustainable and professionally managed repository will ensure that research and learning output can return greater value for money because it preserves, manages and allows for the dissemination of the University's digital intellectual assets. In addition to the general benefits to institutions reported by the Repositories Support project, specific benefits to UCLan have been identified in internal reports.

These benefits include:

The products of research and teaching will be accessible to colleagues in the institution and disseminated to international standards, both during and after the funded lifetime of the projects. This will encourage collaboration and sharing of best practice, internally and across the sector;

A repository is a key to business efficiency "We will significantly improve efficiency, effectiveness, sustainability and regulatory compliance through the deployment and use of document management, digital repository, knowledge management and workflow technologies".

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A repository will “bring together a number of related database activities taking place across the university, reducing repetition of work, and improving the quality, accessibility and sustainability of information”

Researchers will find “a greater likelihood of content being found, used and referred to, and hence a greater likelihood that their content may be preserved in the longer term”

The repository will “create a reliable and up-to-date public profile for individuals and the university and so enhance the university’s ability to attract postgraduate students and form research partnerships

2. Aims and Objectives

- To establish an operational and sustainable institutional repository for UCLan hosting a variety of digital assets to consistent and interoperable standards
- To implement a sound technological and governance infrastructure according to national and international information-environment standards
- To create a culture that accepts the principles of an open-access approach to the management of research and learning assets according to the criteria described by Repository Support Project.

Specifically this will involve:

- The specification, procurement and implementation of a technical platform for an institutional repository that is compatible with and embedded into existing university systems
- The development of protocols and procedures for the management of deposited data in line with identified national and international standards ensuring coherence with existing and future UK repositories
- The embedding of the repository within the university strategic goals and operational workflows at a high level to ensure its sustainability through ongoing population by research, teaching and learning and other project output
- The creation and maintenance of the repository’s profile within the University and the widest possible dissemination about the project in the UK and international community.

3. Overall Approach

The IR project will be carried out by an interdisciplinary team drawn from across the university, including representatives from research and teaching communities. The team will be led by an experienced project manager from LIS, with relevant experience and skills in formal project management methodologies. Project management will be conducted according to JISC project-management guidelines and PRINCE2 methodologies as employed at UCLan

Project Scope

- Specification procurement and installation of software, hardware and licences for the repository.
- Establishment of standards, governance and procedures to operate the repository.

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- Provision for publicity across the University and work to promote its embedding in existing workflows and integration with existing IT systems. It also includes dissemination of project information throughout the sector.
- This project will include the establishment of measures to ensure the sustainability of the repository and its evaluation.

Out of Scope

- The project does not include digitisation to populate the repository except where these are required in the start up processes.

4. Project Outputs

Deliverables

- A repository that:
 - Is fully integrated with UCLan's internal technical, governance and operational systems using RSP identified information-infrastructure standards
 - Has an accessible and attractive user interface offering a variety of ways to present and use the digital assets stored on the repository
 - Delivers sustainable management of UCLan's intellectual assets in appropriate digital formats which are fully searchable, accessible and usable as well as protected and preserved.
- Policies governing the management and development of the repository including robust metadata and rights-management policies
- Procedures and documentation and training for the operation of the repository including for the identification, capture, cataloguing, preservation, access and dissemination of content, integrated into research and teaching workflows
- Materials for the dissemination and promotion of information about the repository and the project inside and beyond the university including project web pages, journal articles, a programme of workshops etc.

5. Project Outcomes

Measurable cultural change at UCLan that recognises the repository as an essential central resource for research and teaching, attracting strategic, operational and financial commitment across the University.

6. Stakeholder Analysis

The repository stakeholders will be involved at all stages of the project. Key user groups will be represented on the project board and a full programme of consultation will be implemented throughout the life of the project involving expertise from across the University. Sandbox, a UCLan centre with interdisciplinary facilitation expertise will be involved in the design and implementation of community interaction and consultation¹⁷.

Engagement with the external HE community will be managed through JISC contacts and projects. This repository will be a fully compliant partner with in the network of repositories through the use of JISC standards. The repository content will be registered with relevant subject based communities; for example archive material will be registered with MICHAEL.

Stakeholder Analysis Stakeholder	Interest/stake	Importance
JISC	Funding body	High
ETHOS	Harvesting repository content	High
JORUM	Harvesting repository content	High
UCLan LIS	Repository administration support and management	High
UCLan LIS Networks	Infrastructure provider	Medium
UCLan LIS Collection Development	User Group producing and co-ordinating project based input – multimedia digitisation of collections, theses student project and community work - IPR	High
UCLan Learning Development Unit	User Group Producing and co-ordinating learning and teaching content	High
UCLan University Director of Research	User Group Producing and co-ordinating research content	High
UCLan Strategic Development Service	User Group Producing and co-ordinating corporate materials, documents and images also Pan Institutional strategic co-ordination	Medium
UCLan Academic Community	Content end users/contributors	Medium
UCLan Student Community	Content end users/contributors	Medium
UCLan Wider Community	Content end users – open access	Low
Wider HE Community	Content end users – open access	Medium
Partners i.e. British National Temperance League	Donators and partners collaboration and advice in the arrangement and presentation of specialist materials	Low

7. Risk Analysis

Risk	Probability (1-5)	Severity (1-5)	Score (P x S)	Action to Prevent/Manage Risk
Staffing				
Loss of Key Staff	1	4	4	All aspects of the project to be documented
Availability of Key Staff	2	2	4	Transparent, documented and robust project plan. Involvement of LIS teams and cross team working. Involvement of project team members' line management in planning stages.
Organisational				
Key stakeholders do not commit to /support the Project	3	4	12	Develop and action a communication strategy to engage key stakeholders on a regular basis
Lack of time/priority in key support services	3	3	9	Establishment of repository as an institutional priority from the start. Support from UCLan Directorate and Director of Learning and Information Services
Technical				
The software chosen does not deliver to the project timescales	2	5	10	Early definition of technical requirements. Involvement of key technical staff from LIS
Technical interoperability Issues	3	4	12	Close collaboration between the project management team, LIS networks staff and the supplier. Clear specifications and rigorous testing. Robust selection process and adoption of established standards
The software is not suitable	2	5	10	Early definition of technical requirements. Involvement of key technical staff from LIS Robust specification process and transparent specification and user group consultation.
External suppliers				
Failure of chosen supplier to deliver to project timescales	2	5	10	Close involvement of suppliers in the project planning stage; clear specifications; robust selection process and contracts with clearly defined dates.
Legal				
Copyright Issues	3	5	15	LIS Copyright liaison as a key team member. Integration of CR into governance processes for deposit, including metadata. Clear CR statements and advice to depositors. Regular expert checks through RSP and the copyright community .
Internal				
Lack of significant amount of (quality) content	4	4	16	Ensure community support through Stakeholder involvement in decision making. Enthusiastic and ongoing dissemination and publicity and transparent project processes.

Risk	Probability (1-5)	Severity (1-5)	Score (P x S)	Action to Prevent/Manage Risk
Community				
Failure of interoperability with JISC information environment	1	4	4	Close co-operation with RSP and other JISC agencies, integration of JISC standards into governance processes. Active contribution to JISC and HE repository community

8. Standards

Metadata, storage and harvesting standards will be delivered by the repository in compliance with JORUM, OpenDOAR and DRIVER advice and according to JISC requirements¹⁴ and RSP guidance. These standards include, but are not limited to

Name of standard or specification	Version	Notes
OAI-PMH	2.0	
MARC 21		
Dublin Core		
METS		
W3C html	4.01	
Shibboleth		
IMS Content packaging Summary		

9. Technical Development

Technical development will take place within the context of the embedding of the commercial repository within UCLan systems. Issues around network integration, systems interoperability, user interface and scalability as well as the configuration and implementation of the repository will be addressed between UCLan LIS network and IT services and the supplier and will follow standard UCLan LIS procedures for software installation. Local development and configuration will also follow the standard UCLan LIS procedures.

10. Intellectual Property Rights

Other than rights owned and retained by external suppliers or any other third parties, any outputs of the project will be retained by UCLan. They will however, be managed in line with JISC requirements, project outputs will be made available, free at the point of use, to the education community in perpetuity, and they will be disseminated widely in partnership with JISC. Intellectual property rights (IPR) inherent in the content of the repository will be managed as appropriate and cleared in advance of inclusion but the principles of Open Access will be established as guiding standards.

Project Resources

11. Project Partners

None

12. Project Management

The IR project will be carried out by an interdisciplinary team drawn from across the university, including representatives from research and teaching communities. The team will be lead by an experienced project manager from LIS, with relevant experience and skills in formal project management methodologies. Project management will be conducted according to JISC project-management guidelines and PRINCE2 as used for project management at UCLan.

Project Board

The project board will provide overall direction and management of the project and will represent the interests of the business, users and suppliers. The project board is also responsible for quality and assuring that the project is delivered on time to the desired outcomes as defined in the Project Initiation documentation.

Business Area	Name	Role
LIS - University Librarian	Kevin Ellard krellard@uclan.ac.uk 01772 892261	Project Sponsor
LIS Business Enhancement Senior Business Analyst	Lisa Banks lbanks2@uclan.ac.uk 01772 892674	Senior Supplier
Learning and Development Unit Head of LDU	Pam Houghton pihoughton@uclan.ac.uk 01772 892751	Senior Customer
LIS Development Senior Analyst	Keith Gray kgray@uclan.ac.uk 01772 892356	Project Manager
LIS Head of Development/Business Enhancement	Jane Anthony djanthony@uclan.ac.uk 01772 892354	Quality Assurance

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Project Team

The project team with representatives from the key areas will meet regularly throughout the life of the project. The project team will manage the planned tasks to provide the project deliverables to the project timescales

Business Area	Name	Specialism/Role
LIS Development Senior Analyst	Keith Gray kgray@uclan.ac.uk 01772 892356	Project Manager
LIS Collection Development Senior Information Officer	Helen Cooper HCooper@uclan.ac.uk 01772 892285	Collection Development and LIS Copyright Lead
LIS Collection Development Senior Information Officer	Jonathan Westaway JWestaway@uclan.ac.uk 01772 892494	LIS Collection Development Research Liaison,
Graduate Research Office Principal Officer – Research Degrees	Fiona Mair FMair@uclan.ac.uk 01772 895083	Research Community
LIS Resource Management Assistant Information Officer	Vanessa Natrass VNatrass@uclan.ac.uk 01772 892263	Project Administrator
LIS PR and Communications Principal Information Officer	Karen Haddon KSHaddon@Uclan.ac.uk 01772 892495	LIS PR and Communications
LIS Collection Development Information Officer	Caroline Gibson CGibson1@uclan.ac.uk 01772 892280	e Resources and Business faculty
LIS Collection Development Information Officer	Liz Jones EMJones1@uclan.ac.uk 01772 892367	Ethos Project

13. Programme Support

Documentation Requirements
Programme Requirements
Interoperability (Building Coherence)

14. Budget

See Appendix A

Detailed Project Planning

15. Workpackages

See Appendix B

16. Evaluation Plan

Evaluation Plan Timing	Factor to Evaluate	Questions to Address	Method(s)	Measure of Success
1 st quarter	User needs analysis	To what extent will the IR meet user needs	Focus Groups Questionnaires	Participation, needs met
1 st quarter	Community interoperability analysis	What standards should be met at optimum level	Interrogation of JISC documentation and interaction with RSP	Meeting optimum level of standards
2 nd quarter	Dissemination	Awareness in UCLan	Focus Groups Questionnaires	General awareness among Focus groups of the IR and its functions
4 th - 6 th quarter	Technical operation	Does it work with UCLan systems, with the variety of formats	Test with pilot materials in relation to UCLan systems	Full operability and integration where applicable with UCLan systems
4 th - 6 th quarter	Procedures	Are the procedures effective, and robust	Test with pilot materials	Successful content capture and access
4 th - 6 th	Community interoperability	Extent of compliance with RSP Standards	Test with pilot materials	Successful harvesting and interrogation by ETHos etc
6 th quarter	User Interface	Is it user friendly, accessible and interoperable	Trial pilot materials Focus groups and questionnaires	Successful interrogation by representatives of all user stakeholder groups
6 th quarter	Take up	Extent of engagement from contributing stakeholders	Survey of potential and actual contributions	Awareness of IR in new bid documents. Ongoing contributions to IR
6 th quarter	Embeddness in University procedures	Is the IR embedded in the processes and procedures for digital asset production	Look at workflow documentation	Presence of IR in workflows
6 th quarter	Fitness for purpose	Does the IR fulfil its aims and objectives	Comparison of actual aims and objectives with plan	Match
6 th quarter	Project Management	Did the project meet the plan's criteria	Review of project deliverables	Deliverables achieved within the time and budget

17. Quality Plan

Live Institutional Repository					
Output Timing	Quality criteria	QA method(s)	Evidence of compliance	Quality responsibilities	Quality tools (if applicable)
2 nd & 3 rd Quarter	Fit for Purpose	User Acceptance Testing (UAT)	Interoperability Deposits Harvesting to system requirements and specifications	Project Team	
2 nd , 3 rd , 4 th Quarter	Compliance to Standards	By Review	Feedback	Project Team	
3 rd Quarter	Accessibility and Usability	User Acceptance Testing	DDA Compatability Feedback from UAT.	Project Team LIS Specialised Learning Resource Unit	
Policies Procedures and Documentation					
Output Timing	Quality criteria	QA method(s)	Evidence of compliance	Quality responsibilities	Quality tools (if applicable)
4 th 5 th & 6 th Quarter	Appropriate Documentation	User Acceptance Testing and Review	Policies accepted by the community. Successful training and system use. IR embedded in the processes and procedures for digital asset production	Project Team	
Materials for Dissemination and Promotion					
Output Timing	Quality criteria	QA method(s)	Evidence of compliance	Quality responsibilities	Quality tools (if applicable)
4 th & 5 th Quarter	Appropriate Materials	By Review	Feedback	Project Team	

18. Dissemination Plan

All means of communication will be used to reach the key user groups. Throughout the life cycle of the project the message will vary to reflect the input needed and to ensure maximum impact. Methods will be implemented to avoid 'repository fatigue'. Keen responders will be enlisted as champions to contribute to the project through focus groups and by contributing content as test subjects

Timing	Dissemination Activity	Audience	Purpose	Key Message
Ongoing	Attendance at JISC programme meetings	JISC programme members	Share project outcomes, and best practice	Lessons learned and shared experience
Ongoing	Report	JISC and HE community	Share project outcomes, evaluation and development	Project evaluation and assessment
Ongoing from start-up	Web page – including a project blog with feeds to LIS web pages	All stakeholders	Publicity and awareness	Appropriate to the phase of the project
Monthly	Press releases	Staff newsletter, student newsletter, external communications circulation lists	Maintain awareness through establish modes of communication	Appropriate to the phase of the project
Closing stages	Journal articles	JISC and HE community	Share project outcomes, evaluation and development	Project evaluation and assessment
Throughout project	Presentations at Teaching and Learning, Research, Strategic development etc committees	Staff and strategic decision makers	Priority in strategic decision making	Progress report, key institutional gains
Start-up and planning	Focus groups	Stakeholder groups	Awareness, generate input from stakeholder IR rooted in the user needs	Dissemination of information dissolution of rumour
Implementation and exit	Training events	Variously tailored to LIS staff, UCLan staff, researchers, students and external community members	To ensure all stakeholders are supporting the project; to embed the procedures in existing workflows	The repository is there to support the stakeholders' work and interests and this is how to get the best from it

19. Exit and Sustainability Plans

The success of the project in delivering identified benefits depends upon its long term sustainability

Project Outputs	Action for Take-up & Embedding	Action for Exit
Repository	Repository openly available Continuing advocacy and promotion, Continuing funding for IT support.	Service hosted on Uclan infrastructure, with standard support arrangements for backup and resilience
Project Documentation	Available through project website	The project web site will be made available for 3 years after the project is completed Publicise to stakeholders
Repository Procedures and Policies	Available though project website	Build into core UCLan processes, and provide a mechanism for regular review and maintenance. Publicise to stakeholders.

Project Outputs	Why Sustainable	Scenarios for Taking Forward	Issues to Address
Repository	Continuing part of Uclan strategy and vision.	Continuing advocacy and promotion, Continuing funding for IT support. Repository becomes part of core Uclan supported systems	Continued funding and commitment to support the technical installation. IT Staff training and awareness
Procedures and Policies	Continuing part of Uclan strategy and vision	Publicise procedures for using the repositories.	Responsibilities for review and maintenance
Institution wide adoption of standards	Standards set by the repository become part of the governance of research outputs and of teaching and learning objects	Inclusion in research and learning and teaching strategies Adoption of best practice and base line international and national standards	LIS input to research and learning strategies and design of workflows Awareness of Open access issues and IPR concerns
Cultural change	Reflection of inter/national developments Visibility of repository benefits, transparency of process and achievement of momentum	Effective dissemination activities Outreach in helping staff and students with relevant projects Effective procedures that make contribution easy – repository as an aid – not a barrier	Ongoing funding for dissemination Need to overcome a variety of negative ideas about repositories in a widely disparate stakeholder community

Appendixes

Appendix A. Project Budget

Directly Incurred: Staff	Apr09– Mar10	Apr10 – Mar11	TOTAL £
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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Appendix B. Work Packages

Project Start Date : 1st^h April 2009
 Project End Date : 30th September 2009
 Duration : 18 Months

MONTH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
WORK PACKAGES																		
1: Project Management	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
2. Procurement Process		█	█	█	█	█	█											
3. Installation and Configuration							█	█	█									
4: JISC Reporting and Project dissemination	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
5. Procedures and Policies			█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
6. Deployment										█	█	█	█	█	█	█	█	█
7:Project Closedown																		█

Work Packages	Earliest Start Date	Latest Completion Date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
Work Package 1 Project Management					
Objective: Setup the project board and project team, plan and manage project, review progress, manage the budget, produce monthly reports .					
1 Project start/set up documentation	6/4/09	15/5/09	JISC Project Plan		

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Work Packages	Earliest Start Date	Latest Completion Date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
			Uclan project supporting documentation		
2: Establish Project Board and Project Team	6/4/09	30/4/09	Project Board and Team agreed, members notified		KE
3. Arrange Project Board and Team Meetings	6/4/09	1/6/09	Meetings arranged and in diaries		KE
4. Agree and manage Budget	6/4/09	6/9/10	Budget Documentation		KG
5. Produce Detailed Project Plan	6/4/09	5/6/09	Detailed Project Plan		KG
6. Manage Risks Register	6/4/09	6/9/10	Risk Register		KG
7. Monthly Project Reporting	6/4/09	6/9/10	Monthly Project Reports		KG
Work Package 2 Procurement Process					
Objective: Define the requirements for the Institutional Repository and procure best solution to suit the requirements					
8 Define Requirements	23/4/09	12/6/09	Systems Requirements Specification	1	Project Team
9. Identify potential solutions	8/5/09	5/6/09	List of potential suppliers with best fit for UCLan requirements.		HC
10. Invite expressions of interest (Demonstrations and Visits)	8/6/09	30/6/09	Demonstrations and Visits		HC
11. Invitations to tender	1/7/09	31/7/09	Tender Responses		HC
12 Review responses and make selection	1/8/09	14/8/09	Supplier chosen and notified		Project Team
13. Raise Purchase Order	14/8/09	11/9/09	PO Raised and Contracts signed	2	HC
Work Package 3 Installation and Configuration					
Objective: Working with supplier, establish required technical actions and changes to enable the repository to embed with existing UCLan systems					

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Work Packages	Earliest Start Date	Latest Completion Date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
14. Install Chosen Software – Development System	1/10/09	1/10/09	Installed system		LIS
15. Configure – Development System	1/10/09	16/10/09	Configured system for testing		Supplier, HC
16. Initial Testing and sign off	16/10/09	30/10/09	Initial system testing signed off for promotion ready for User Acceptance Testing (UAT)	3	Project Team
17. Install 3 rd Party Software and Configure – Test System	2/11/09	3/11/09			Supplier, LIS
18. User Acceptance Testing	4/11/09	18/12/09	Installed and configured system ready for UAT.		
19. Sign off - UAT Testing	21/12/09	21/12/09	User Sign off to go live		Project Team
20. Install 3 rd Party Software and configure Live System	21/12/09	24/12/09	Configured Live system		LIS
21. Go Live - Initial population	5/1/10	8/1/10	Working System	4	HC
Work Package 4 JISC Reporting and Project Dissemination					
Objective: Produce and maintain JISC documentation. Disseminate project findings and interact with the wider project community.					
21. Planning and creation of a project web page	6/4/09	6/5/09	Project Web page		HC
22. Produce Interim JISC Reports	1/9/09	1/9/09	JISC Interim Report		KG
23. Produce Interim JISC Reports	1/4/10	1/4/10	JISC Interim Report		KG
24 Attend JISC programme-level activities	1/5/09	1/8/10	Attendance as required		HC
25. Planning and creation and delivery of presentations for internal and external audiences	1/5/09	1/8/10	Presentations as required		HC
26. Produce Final JISC Reports	1/9/10	30/9/10	JISC Final Report		KG

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Work Packages	Earliest Start Date	Latest Completion Date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
Work Package 5 Procedures and Policies Objective: Identify and implement procedures and policies required for the implementation of the repository. Working with stakeholders to ensure that repository procedures and policies fit with workflows					
26. Identify workflows and policy areas affected by the repository	1/6/09	1/9/09	Identified Workflows and Policies		HC
27. Building Coherence Compliance http://www.jisc.ac.uk/media/documents/funding/2008/12/stranda_briefing_paper.doc	1/7/09	8/1/10	Report on compliance		HC
28. Produce documentation and policy papers describing procedures	1/10/09	31/10/09	Policy/Procedures documentation		HC
29. Plan training programmes	1/10/09	31/11/09	Training Programmes		HC
30. Implementation of Procedures and Training programmes	4/1/10	8/1/10	Delivered Training Programmes		HC
31. Testing and Evaluation of Procedures and Policies	1/2/10	1/9/10	Exception Reporting		HC
Work Package 6 Deployment Objective: Populate Live Institutional Repository and publicise to the user community to encourage use. Monitor usage.					
32. Initial Population of the Repository	4/1/10	8/1/10	Populated Live Repository		HC
33. Publicise and raise service profile	11/1/10	11/9/10	Dissemination Process		Project Team
34. Further population of Repository	11/1/10	11/9/10	On going Population of Live Repository		ALL

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Work Packages	Earliest Start Date	Latest Completion Date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
Work Package 7 Project Closedown Objective: Review project, identify best practice and areas for improvement. Determine if Project Objectives have been met.					
35. Review of project completion status against project objectives	2/8/10	3/9/10	Project Closedown Report		KG
36. Review and publication of lessons learned report	2/8/10	3/9/10	Lessons Learned Report		KG
37. Agree post project support arrangements	2/8/10	3/9/10	Post Project Support Report		KG
38. Complete project documentation including suggestions for continuation projects, and sustainability.	3/9/10	30/9/10	Project Closedown Report		KG