



EROS (Edge Hill Research Online Store) Project Plan

Overview of Project

1. Background

1.1 Nationally and internationally, digital repositories are becoming an increasingly important feature of the research information environment¹. Repositories provide the mechanism for cost-effective dissemination of research outputs and a means of preserving materials². Repositories freely allow open access to articles, conference proceedings, theses and research data³. The JISC community has accumulated and made available a considerable body of knowledge on the implementation and use of digital repositories (through projects such as the RSP⁴, SHERPA⁵, OpenDOAR⁶, Streamline⁷ and PERSoNA⁸), which we will draw on to ensure best practice in the implementation of Edge Hill's institutional repository.

1.2 The creation of a digital repository at Edge Hill is particularly timely as the University was granted Research Degree Awarding Powers in 2008. Currently the University does not have a repository. Our experience in preparing for RDAP highlighted the current lack of effective collation of research outputs, and given the increase in research activity that will follow the award of RDAP, creating a digital repository is an urgent priority for Edge Hill. Our ability to make our research outputs known and cited is likely to become more important under the new Research Excellence Framework (REF), and enabling open access through a digital repository will increase citation counts⁹.

1.3 Edge Hill has a growing research community. More than half of staff are engaged in research considered to be of national or international significance and there are currently eight research centres at Edge Hill. A repository would offer significant benefits including:

- increased visibility of research output, and therefore potentially greater impact
- better storage and management of digital research content
- greater sharing of knowledge and improved scholarly communication
- greater visibility of digitally born multimedia content
- a bank of easily accessible outputs that could be drawn upon for teaching purposes

1.4 On an institutional level, a digital repository will further the aims of the University's Strategic Plan 2008-13¹⁰, in particular:

Edge Hill University will further develop and disseminate its work in research, advanced scholarship and knowledge transfer in support of the enhancement of its academic portfolio, teaching, learning, and student support and the economic, social and cultural development of the region.

¹ JISC: http://www.jisc.ac.uk/uploaded_documents/rep-roadmap-v15.doc

² RCUK: <http://www.rcuk.ac.uk/cmsweb/downloads/rcuk/documents/2005summary.pdf>

³ Joint publication: http://www.jisc.ac.uk/uploaded_documents/QandA-doc-final.pdf

⁴ Repositories Support Project: <http://www.rsp.ac.uk/>

⁵ SHERPA: <http://www.sherpa.ac.uk/repositories/>

⁶ OpenDOAR: <http://www.opendoar.org/>

⁷ Streamline: Integrating Repository Function with Work Practice

<http://www.leedsmet.ac.uk/inn/streamline/streamline.htm>

⁸ PERSoNA: <http://www.leedsmet.ac.uk/inn/persona/>

⁹ Michael Norris, Charles Oppenheim and Fytton Rowland: <https://dspace.lboro.ac.uk/dspace-jspui/bitstream/2134/4083/1/The%20Citation%20Advantage%20of%20Open%20Access%20Articles.pdf>

¹⁰ <http://www.edgehill.ac.uk/documents/about/CS-79b%20Strat%20Plan%20Master%20amended.pdf>

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A digital repository will help the University make the most of its intellectual capital by increasing the visibility of its research output and acting as a marketing tool to promote Edge Hill's research activity to the wider education community and beyond. A digital repository would also help to streamline the collection and collation of data for research development planning and REF submission, currently a time-intensive process. A further benefit for Edge Hill is the capacity to store and retrieve multimedia objects, such as performance videos, which are increasingly used in research and teaching and learning in areas including Media, Performing Arts and Sport. We also anticipate this will accrue benefits for the wider JISC community.

1.5 Furthermore, the University has recently appointed an Information Advisor specifically to support the information needs of researchers and it is envisaged that this individual would play a key role in promoting the benefits of the repository and embedding it in the University's research community.

2. Aims and Objectives

2.1 The over-arching aim of the project is to increase the profile and accessibility of Edge Hill's research through the creation of an institutional repository in which staff and student research outputs in a variety of formats are made openly available via the internet. The repository will make use of software and protocols which will allow it to be cross-searchable with other repositories nationally and internationally. Within this aim, the project has the following objectives:

- To identify, source and implement a technical platform for a repository to store the University's research output
- To learn from, test and build on examples of good practice from repository start-up projects in other institutions
- To enable the storage, retrieval and use of research outputs including theses, grey literature and digitally born audio and video media
- To increase the visibility of the University's grey literature research output (e.g. NHS and TDA commissioned reports) to facilitate knowledge transfer and marketing of expertise
- To explore means of compressing large files without compromising the integrity of data
- To develop workflows for populating the repository
- To establish the repository's role as a focus for the activity of the University's growing research community
- To facilitate the process of research development planning and administration
- To provide a home for research outputs from Edge Hill's Further Education partner institutions and collaborative research activity between the University and these partners
- To explore federated search options through the library management system
- To put plans in place to ensure the repository is sustainable beyond the period of the project
- To share good practice and lessons learned with the Higher Education community through channels such as the RSP

3. Overall Approach

3.1 The project team will be multi-disciplinary, including information professionals, researchers and research support staff, technical staff, learning technologists, marketing experts and administrators. It will include a suitably qualified and experienced project officer seconded specifically to work on this project. The involvement of users of the repository will be a key feature of all stages of the project to ensure the repository meets institutional and user needs and as a means of securing buy-in from those who will use and populate the repository. Sustainability will be another key theme and the aim of ensuring the repository is sustainable after the end of project funding will underpin all activity.

3.2 The approach taken to the project will consist of the following strands:

3.2.1 Stakeholder consultation and user needs analysis

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A stakeholder consultation and analysis of the needs of potential users will form the basis of the approach to identifying, implementing and embedding the repository. This is intended to ensure the chosen repository solution meets the specific needs of Edge Hill's research community and also to encourage buy-in from users at an early stage. This stage of the project will also take into account potential users beyond the institution and will draw on expertise from the RSP in identifying and meeting their needs.

3.2.2 Identification and procurement of a technical platform for the repository

The results of the user needs analysis will be combined with an analysis of the repositories market (open source and commercial) to identify the solution that is the best fit for Edge Hill.

3.2.3 Technical implementation of the repository

The project team will work with the repository provider to customise the software as appropriate. Colleagues from the University's IT Services will ensure that issues of interoperability with other University systems are addressed. The project team will also draw on expertise from outside the institution, including the RSP, to facilitate technical implementation and ensure compliance with harvesting protocols for OpenDOAR¹¹ and the Intute Repository Search¹².

3.2.4 Identification of appropriate workflows and metadata schemas

The project team will develop workflows to populate the repository that will fit as far as possible with existing practices in the University. The team will use the JISC Depot¹³ as a means of developing and trialling workflows for the deposit of research output, and will learn from existing projects, such as Streamline¹⁴. The project will draw on existing research and expertise (e.g. SHERPA) to identify the appropriate level of metadata to apply to objects (in a variety to media) to be stored in the repository.

3.2.5 Drafting and publishing policies relating to the population and use of the repository

Policy and procedure documents will be published and promoted to researchers in the University to support the ongoing use and population of the repository.

3.2.6 Embedding and promoting the repository to Edge Hill's research community

The culture change associated with implementing a repository is clearly a key issue in making the project a success. In the first instance, the project team will work with a pilot group of researchers from the Faculty of Education to test policies and workflows and identify issues before extending the embedding process to the wider University. Good practice from other projects, such as PERSoNA¹⁵, will be used to facilitate embedding and engagement. The project team will put measures in place to encourage and facilitate engagement with the repository from a range of stakeholders on a variety of levels, in particular identifying and addressing barriers to deposit.

3.2.7 Marketing the repository externally and disseminating lessons learned from its implementation

The project team will engage with the wider Higher Education community to increase awareness of Edge Hill's repository and share good practice. This will be achieved through channels including, but not limited to, the project web site, the RSP and the JISC-Repositories discussion list.

¹¹ <http://www.opendoar.org/>

¹² <http://www.intute.ac.uk/irs/>

¹³ <http://depot.edina.ac.uk/>

¹⁴Streamline: Integrating Repository Function with Work Practice
<http://www.leedsmet.ac.uk/inn/streamline/streamline.htm>

¹⁵ PERSoNA: Personal Engagement with Repositories through Social Networking Applications
<http://www.leedsmet.ac.uk/inn/persona/>

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4. Project Outputs

4.1 The primary output of this project is a functional and fit-for-purpose digital repository populated with research outputs in a range of different formats. Other key outputs include:

- User needs analysis
- Workflow processes to support the population of the repository
- Policy and strategy documents on deposit and use of the repository, including a digital preservation policy, and copyright, IPR and data protection policies
- Usage data for the materials within the repository
- Metadata schemas
- Guidance on handling large files of research data
- An internal marketing campaign to raise awareness of the repository and promote the benefits of using it to deposit and retrieve research outputs
- A programme of training and development activities and materials aimed at enabling staff and research students to make best use of the repository
- Expertise developed through testing and building on the lessons learned from previous start-up projects, which can then be shared with institutions who may wish to set up a digital repository in future
- Case study and presentation material to support the sharing of good practice and lessons learned with other institutions through participation in events and networks
- Biannual progress reports to JISC
- A final report to JISC detailing the findings of the project and lessons learned

5. Project Outcomes

5.1 By the end of the project, the University will have a functioning digital repository that will enable researchers to deposit research outputs centrally and allow users across the University and beyond to retrieve these outputs for a variety of research, teaching and learning, and administrative purposes.

5.2 The repository will play an important role in increasing the profile of Edge Hill's research and facilitating knowledge transfer by making these outputs available and searchable to the wider community, including other HEIs and partners in FE and industry. The repository will become a key part of the University's research infrastructure, enabling better quality research to be carried out by staff and students at Edge Hill (and FE partner institutions) through greater sharing of knowledge.

5.3 In the longer term, it is envisaged that the increased profile and volume of research at Edge Hill, and the more effective collation of research outputs, will improve the University's ranking in the REF. A further long-term outcome is the development of new relationships, collaborations and markets through the greater visibility of the University's research activity and expertise.

6. Stakeholder Analysis

Stakeholder	Interest / stake	Importance
JISC	Funding body	High
Pro-Vice Chancellor (Academic), Dean of Research and Knowledge Transfer, members of University Research committee	Link to the University's Research Strategy, high-level institutional support	High
Academic staff (including Research Associates and staff in FE partner institutions)	Deposit and use of research outputs	High
Students (including masters and PhD)	Deposit of theses and use of research outputs	High
Learning Services staff (librarians, learning technologists, administrators)	Advocacy/Promotion/Liaison/Administration	High
IT Services	Technical resources, support and advice	High

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Open source communities	Supply and develop technical solution	High
Repositories Support Project	Support, advice and dissemination	High
Administrators in the Research and Knowledge Transfer Department	Managing research output, preparing for REF	High
Other institutions in HE and FE	Access to and use of repository	Medium
Publishers	Copyright owners of some of the material in the repository	Medium

7. Risk Analysis

Risk	Probability (1-5)	Severity (1-5)	Score (P x S)	Action to Prevent/Manage Risk
Staffing				
Loss of project team staff	2	3	6	Project fully documented to ensure key knowledge is not lost should new staff join the project. Work allocations reviewed with line managers to include staff absence.
Unable to appoint a suitable project officer	1	4	4	Project officer will be seconded rather than recruited externally, thereby transferring this risk outside the project.
Organisational				
Project team members are unable to dedicate sufficient time to the project	2	3	6	Time and workload allocations will be agreed in advance with line managers.
Failure to secure buy-in from stakeholders	2	5	10	Piloting with a small group of researchers should help to identify and address barriers to engagement.
Technical				
Internal technical issues (e.g lack of interoperability)	2	4	8	Early consultation with technical colleagues will take place to pre-empt issues and develop solutions.
External suppliers				
Failure to procure system	1	5	5	Analysis of the market will help to identify alternative suppliers.
Loss of supplier	1	5	5	Analysis of the market will help to identify alternative suppliers.
Legal				
Copyright and IPR issues threaten the viability of the repository	1	4	4	Appropriate frameworks and policies will be created to ensure legal issues are addressed. Legal experts will be consulted where necessary.

8. Standards

We will use the standards for metadata and harvesting recommended by the JISC Standards for the Digital Repositories Programme (<http://www.ukoln.ac.uk/repositories/digirep/index/Standards>), including the standards listed in the table below. All versions used will be the most current. The chosen solution should support document/object capture in a given range of file formats, including ASCII, Word, pdf, RTF, HTML, TeX, LaTeX, tiff, giff, jpeg, mpeg, wav, mp3/4, acc, cda, mov. The

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system will be able to accept files generated by the scanning of paper documents. In addition we comply with the Disability Discrimination Act 1995 and the Special Educational Needs and Disability Act 2001 where appropriate.

Name of standard or specification	Version	Notes
OAI-PMH		DC based; allows repository exposure within the Common Information Environment
MARC 21		Global standard for library bibliographic records
Qualified Dublin Core		Common metadata set for exchange, retrieval and management of digital assets across-domains
METS		METS allows the management and transfer of metadata elements from multiple standards through an XML file
OpenURL		Protocol for interoperability between an information resource and a service component
Z39.50		Protocol for searching and retrieving information from remote computer databases
XML		Standard use for sharing data across different information systems, particularly via the Internet

9. Technical Development

9.1 The technical approach to the project will consist of the following strands:

- **Identification and procurement of a technical platform for the repository:** The results of a user needs analysis will be combined with an analysis of the repositories market (open source and commercial) to identify the solution that is the best fit for Edge Hill.
- **Technical implementation of the repository:** The project team will work with the repository provider to customise the software as appropriate. Colleagues from the University's IT Services will ensure that issues of interoperability with other University systems are addressed. The project team will also draw on expertise from outside the institution, including the RSP, to facilitate technical implementation and ensure compliance with harvesting protocols for OpenDOAR and the Intute Repository Search¹⁶.
- **Identification of appropriate workflows and metadata schemas:** The project team will develop workflows to populate the repository that will fit as far as possible with existing practices in the University. The team will use the JISC Depot¹⁷ as a means of developing and trialling workflows for the deposit of research output, and will learn from existing projects, such as Streamline. The project will draw on existing research and expertise (e.g. SHERPA/RoMEO¹⁸) to identify the appropriate level of metadata to apply to objects (in a variety to media) to be stored in the repository.

10. Intellectual Property Rights

10.1 Intellectual property rights (IPR) for project outputs created by Edge Hill staff will remain with Edge Hill University, however project outputs will be made available, free at the point of use, to the UK HE and FE community in perpetuity. The IPR for the repository software will reside with the software provider or open source community as applicable. The IPR for content deposited in the repository is of course a more complex issue and in this the project team will draw on resources such as SHERPA/RoMEO to ensure that both authors' and publishers' rights are observed, while at the same time making the contents of the repository available to the widest possible audience.

¹⁶ Intute Repository Search: <http://www.intute.ac.uk/irs/>

¹⁷ The Depot: <http://depot.edina.ac.uk/>

¹⁸ SHERPA/RoMEO: <http://www.sherpa.ac.uk/romeo/>

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Project Resources

11. Project Partners

11.1 None

12. Project Management

12.1 Management of the project will follow the JISC Project Management Guidelines combined with Edge Hill's tried and tested approach to project management (demonstrated through projects including COMET 1 and 2, HEIF 2 and 3, HEFCE GMP Governance strand, Risk Management, SOLSTICE HEA/JISC Pathfinder). Our approach to project management, self monitoring and evaluation will be managed by a three tier system:

- High level steering group comprising representatives from stakeholder groups to ensure the needs of the whole institution and external partners are met.
- A project management group to comprise key project team members (see below)
- Day to day management undertaken by a senior member of the project management group.

Project Team (core)		
Name	Role	Contact details
Alison MacKenzie	Dean of Learning Services (Project Sponsor)	alison.mackenzie@edgehill.ac.uk 01695 584517
Andrew Fleming	Information Co-ordinator (Project Manager)	andrew.fleming@edgehill.ac.uk 01695 584018
Yvonne Smith	Information Advisor - Research Support (Project Officer, 0.7FTE)	smithy@edgehill.ac.uk 01695 584300
Lindsey Martin	e-Learning Strategy and Development Manager	lindsey.martin@edgehill.ac.uk 01695 650759
Carol Chatten	Learning Technology Development Officer	carol.chatten@edgehill.ac.uk 01695 650981
Project Team (advisory)		
Mark Allinson	Head of IT Services	mark.allinson@edgehill.ac.uk 01695 584477
Alistair McCulloch	Dean of Research and Knowledge Transfer	mcculloa@edgehill.ac.uk 01695 584658
Mandy Phillips	Information Resources Manager (Copyright Advisor)	phillipm@edgehill.ac.uk 01695 584297

Alison Mackenzie as Dean of Learning Services and Director of SOLSTICE is responsible for leading the strategic development of learning services across the institution, playing a pivotal role in encouraging and facilitating new developments in learning and teaching. She has considerable project management expertise and has presented regularly at national and international conferences on a wide range of issues including information literacy, staff development and innovation.

Andrew Fleming is Information Co-ordinator for the Faculty of Arts and Sciences. He manages a team of Information Advisors who support the information needs of academics, students and researchers at Edge Hill and its FE partner institutions. Before joining Edge Hill in 2008, Andrew worked in the Evidence and Research team at Becta for six years and has considerable experience of managing research and evaluation projects. He has written and contributed to a number of research papers on the application of new technologies in learning and teaching.

Yvonne Smith is the Information Advisor for Research Support, looking after the information needs of students and staff conducting research at the university. Prior to joining Edge Hill in 2008, Yvonne worked for two years as a researcher on a large AHRC funded project. She also has considerable experience in IT project management and business analysis roles.

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Lindsey Martin is the eLearning Strategy and Development manager, manages the SOLSTICE CETL and is a Learning and Teaching Fellow. Lindsey has managed successful eLearning projects within COMET 1 & 2 and has eight years experience of developing subject collections and utilising learning technologies to facilitate learners' ability to locate, evaluate and apply information. She has presented regularly at national and international conferences.

Carol Chatten is a Learning Technology Development Officer providing support in relation to the strategic implementation of technologies within the Faculty of Arts and Sciences. She has significant experience facilitating the enhancement of supported, blended and wholly online teaching and learning provision, including pedagogical support for construction of the learning environment and practical support in the creation of content.

13. Programme Support

13.1 Support will be provided by the JISC Programme Manager in the first instance. In addition, support will be required from the Repositories Support Project in both the implementation and dissemination phases of the project. Further advice will be sought on specific issues from JISC Innovation Support Centres, such as UKOLN.

14. Budget

14.1 See Appendix A.

Detailed Project Planning

15. Workpackages

15.1 The chart below provides an overview of the key areas of activity. For a more detailed breakdown, see Appendix B.

Workplan overview	Month											
	1	2	3	4	5	6	7	8	9	10	11	12
1: Project management <i>Set up the project infrastructure, plan and manage project</i>	■	■	■	■	■	■	■	■	■	■	■	■
2: User needs analysis <i>Identify business requirements</i>	■	■	■									
3: Procurement <i>Procure the best solution to support the implementation and development of Edge Hill's repository</i>				■	■	■						
4: Technical implementation <i>Ensure the repository meets technical and user requirements and is compliant with appropriate standards</i>							■	■				
5: Policies and workflows <i>Define operational policies and procedures</i>		■	■	■	■	■	■	■				
6: Initial content <i>Identify initial content, populate IR with pilot data and perform</i>			■	■	■	■	■	■	■	■	■	■

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<i>acceptance testing</i>																				
7: Advocacy and embedding <i>Establish the repository as a valued tool within the institution</i>																				
8: Dissemination <i>Promote the repository and lessons learned within and beyond the institution</i>																				
9: Evaluation <i>Provide objective evaluation of report and processes</i>																				

16. Evaluation Plan

16.1 Edge Hill currently has no digital repository of any kind. The project will be fully evaluated at every stage in order to capture the knowledge which will inform the lessons learned and dissemination activities.

Timing	Factor to Evaluate	Questions to Address	Method(s)	Measure of Success
April-June 09	User needs analysis	What are stakeholders' needs?	Reviewing number of responses and levels of engagement	All key stakeholders' views are represented
July-Sep 09	Procurement of a repository solution	Does the system meet the project requirements?	Documenting procurement process	Repository solution procured
Nov 09	Technical implementation of repository software	Does the system perform in line with technical expectations?	System testing	Software fully operational and approved by the Project Team
Dec 09 and ongoing	Population of the repository	Does the repository allow easy deposit of materials?	User testing, workshops, questionnaires	Repository populated in line with targets
Sept 09 and ongoing	Community uptake of the repository (deposit and retrieval)	Does the repository meet user and institutional needs?	Usage logs, user feedback, workshops, questionnaires	Usage levels in line with targets, positive qualitative feedback from users
Sept 09 and ongoing	Policies and processes	Do the workflows, metadata schemas and policies meet user and institutional needs?	User feedback, review of processes and documents	Process and policies aid deposit and use of repository and comply with copyright requirements
Oct 09 and ongoing	Dissemination	What level of impact does the project have in the wider community?	Lessons learned log, user survey, dissemination events.	Cultural changes within the institution, positive feedback from wider community, including citations

17. Quality Plan

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Working digital repository					
Output Timing	Quality criteria	QA method(s)	Evidence of compliance	Quality responsibilities	Quality tools (if applicable)
July – Sep 09	Fitness for purpose	Functional and technical testing	Repository meets specified requirements	Project Manager/Project Team	
July – Dec 09	Usability and accessibility	User workshops and questionnaires, map against known guidelines	Positive user feedback, adherence to accessibility guidelines	Repository provider/IT Services/Project Officer/	
Oct - Nov 09	Interoperability	Interoperability testing	Repository is interoperable with internal systems	IT Services	
July - Nov 09	Adherence to standards	Testing against applicable standards	Repository is compliant with JISC standards	Repository provider/IT Services/Project Officer	

Workflows and policies					
Output Timing	Quality criteria	QA method(s)	Evidence of compliance	Quality responsibilities	Quality tools (if applicable)
Sept 09 onwards	Clarity and usefulness of workflows and policies	Review of documentation, including user feedback	Positive user feedback, workflows map onto existing practices	Project Officer/Project Manager	
Oct 09 – March 10	Legal compliance	Consultation with IPR/copyright experts	Use of repository compliant with IPR and copyright	Project Manager/Copyright Advisor	

Engagement					
Output Timing	Quality criteria	QA method(s)	Evidence of compliance	Quality responsibilities	Quality tools (if applicable)
April 09 onwards	Awareness and perceptions of repository among stakeholders	Gathering user feedback through questionnaires/focus groups/workshops	All stakeholders aware of repository, its purpose and benefits	Project Officer/Project Manager	
Dec 09 onwards	Levels of deposit and retrieval	Analysis of deposit and usage logs	Deposit and usage data in line with targets	Project Officer/Project Manager	

Dissemination					
Output Timing	Quality criteria	QA method(s)	Evidence of compliance	Quality responsibilities	Quality tools (if applicable)
Dec 09 onwards	Awareness of	Monitoring of print/web-based	Repository referenced in	Project Officer	

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	repository outside Edge Hill	literature and communication, and analysis of usage logs	external websites/publications and used by wider community		
Oct 09 onwards	Sharing of experience and lessons learned	Ensure dissemination plan meets its targets, evaluate impact	Other institutions can draw on the good practice/lessons learned from the Edge Hill project	Project Officer/Project Manager	

18. Dissemination Plan

Timing	Dissemination Activity	Audience	Purpose	Key Message
Ongoing	Attend JISC Programme Meetings	JISC Programme Members	Share project outcomes and issues with the Programme	Feed back experience and lessons learned to funder.
Ongoing	Announcements through project website, internal and external newsletters and discussion lists	All stakeholders	Promotion and sharing knowledge and experience	Publicise Edge Hill's repository
According to reporting schedule	Reports	JISC, HE community, institutional stakeholders	Evaluation of the project, sharing knowledge and experience	Show progress against objectives, lessons learned
Dec 09 onwards	Internal training and workshops	Edge Hill stakeholders	Raise awareness of repository, engage and upskill users	Demonstrate benefits of repository, how to use repository
Ongoing	Contribute project overview, case studies etc. to JISC, RSP and others (including e-Framework Programme)	All stakeholders	Raise awareness, of the project and share experience	Promote repository to external stakeholders
Oct 09 onwards	Participation in and organisation of dissemination events (conferences, regional workshops, JISC events)	All stakeholders	Raise awareness, and engagement, share experience	Promote engagement with repository

19. Exit and Sustainability Plans

Project Outputs	Action for Take-up & Embedding	Action for Exit
Working repository populated with research output	Continuing advocacy and promotion of repository; ensure resources are allocated to management and maintenance	Identify and secure funding for management of repository
Reports	Publish and disseminate electronically and in hard copy	Ensure there is a website where reports will continue to be accessible
Documentation	Publish and promote internally and externally	Schedule regular reviews and updates of documentation
Experience/knowledge/expertise	Capture and document learning from the project and make	Identify opportunities for Project Team to share

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	accessible through a variety of media	experiences and expertise with wider community
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19.1 Sustainability will be a key element of the project so as to maximise the long term benefits of the repository to both Edge Hill and the wider community. In particular, the following project outputs have been identified as priorities to be supported after the end of project funding.

Project Outputs	Why Sustainable	Scenarios for Taking Forward	Issues to Address
Working repository populated with research output	Repository will be a key tool for the University's research community, embedded in business processes	University to fund the ongoing maintenance and development of the repository and associated documentation	Funding, staffing and continued strategic support; promotion of the repository beyond Edge Hill
Cultural and practical changes in the capture, storage and use of research outputs	Demonstrable benefits to the individual researchers and the University as a whole	Maintain advocacy and continue to address any barriers to use of the repository	Continued engagement of the research community
Lessons learned	Knowledge generated by the project is of value to other institutions	Ensure the lessons learned continue to be disseminated after the end of the project	Ongoing project web presence and project team participation in dissemination activities

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Appendixes

Appendix A. Project Budget

Directly Incurred Staff	April 09- March 10	Year 2	TOTAL £
Project Officer, Grade 6, 0.7FTE (inc. on-costs)			
Total Directly Incurred Staff (A)			
Non-Staff			
	April 09- March 10		TOTAL £
Travel and expenses			
Hardware/software			
Dissemination events			
Evaluation (internal)			
Consumables			
Contingency			
Total Directly Incurred Non-Staff (B)			
Directly Incurred Total (A+B=C) (C)			
Directly Allocated			
	April 09- March 10		TOTAL £
Staff (Project Manager 12 days)			
Estates (FEC) (0.7FTE)			
Other			
Directly Allocated Total (D)			
Indirect Costs (E) (0.7 FTE)			
Total Project Cost (C+D+E)			
Amount Requested from JISC			
Institutional Contributions			
Percentage Contributions over the life of the project	JISC 50%	Partners 50%	Total 100%

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Appendix B. Workpackages

Project start date: 01-04-2009

Project completion date: 31-03-2010

Duration: 12 months

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
YEAR 1					
WORKPACKAGE 1: Project management					
Objective: <i>To set up the project infrastructure, plan and manage project</i>					
1. Establish Project Team	Month 1	Month 1	Project Team created & members agreed		Project Manager
2. Setup and maintain regular project communication & meetings	Month 1	Month 1	Internal project distribution lists created, subscription to JISC's distribution lists, project meeting minutes		Project Officer, Project Manager
3. Setup budget monitoring procedures	Month 1	Month 1	Agreement on budget arrangements, Internal Budget code created,		Project Officer, Project Manager
4. Produce detailed project plan	Month 1	Month 1	JISC Project Plan		Project Officer, Project Manager

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5. Produce and maintain RAIDs (Risk, Assumptions, Issues and Dependencies) log for project	Month 1	Month 12	RAIDs Document		Project Officer
6. Monitor activities against project plan	Month 1	Month 12	Progress reports		Project Officer
7. Monitor spending against budget	Month 1	Month 12	Budget reports		Project Officer
8. Produce JISC final reports	Month 11	Month 12	Project Final Report	X	Project Officer, Project Manager
<i>WORKPACKAGE 2: User needs analysis</i>					
Objective: <i>To identify business requirements</i>					
9. Identify pilot user group	Month 1	Month 2	List of key users		Project Officer, Project Team
10. Investigate user needs through focus groups, questionnaires interviews, etc.	Month 2	Month 3	User needs survey, questionnaires & interview notes		Project Officer
11. Produce business requirements	Month 2	Month 3	Business requirements document	X	Project Officer, Project Manager
<i>WORKPACKAGE 3: Procurement</i>					
Objective: <i>To procure the best solution to support the implementation and development of Edge Hill's repository</i>					
12. Research the repository market	Month 2	Month 3	Market overview document		Project Officer
13. Produce requirements specification	Month 4	Month 4	System requirements specifications		Project Team

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14. Identify and shortlist potential solutions	Month 5	Month 5	Notes on discussions with providers / RSP guidance		Project Team
15. Select solution	Month 6	Month 6	Provider proposals Correspondence Contracts	X	Project Manager, Project Team
<i>WORKPACKAGE 4: Technical implementation</i>					
Objective: <i>To ensure the repository meets technical and user requirements and is compliant with appropriate standards</i>					
16. Repository set up	Month 7	Month 8	Repository set up/installed	X	IT Services, Repository Provider
17. Integration with University's existing systems	Month 7	Month 8	Integrated software / hardware		IT Services
18. Ensure interoperability integration	Month 7	Month 8	Integrated software / hardware		IT Services
19. System documentation	Month 7	Month 8	Technical system specification documents		IT Services, Repository Provider
20. Technical / system testing	Month 8	Month 8	System test plan System test acceptance documentation	X	IT Services, Project Team
<i>WORKPACKAGE 5: Policies and workflows</i>					
Objective: <i>To define operational policies and procedures</i>					
21. Research on IPR, copyright, mandate and legal issues	Month 2	Month 6	Legal / IPR / Copyright policy statement	X	Copyright Advisor, Project Team

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22. Identify and implement new roles, processes and services	Month 3	Month 8	Amended job descriptions Repository administration procedures	X	Project Team
23. Develop policies and guidelines for repository content	Month 3	Month 8	Acceptable content policy / guidelines	X	Project Officer, Project Manager
24. Develop policies and procedures for repository submissions	Month 3	Month 8	Repository submission procedure	X	Project Officer, Project Manager
<i>WORKPACKAGE 6: Pilot phase content</i>					
Objective: <i>To identify initial content, populate IR with pilot data and perform acceptance testing</i>					
25. Review available content and identify type, location and owners for pilot project	Month 3	Month 6	List of potential initial repository data		Project Team
26. Research, identify and create appropriate metadata schemas	Month 7	Month 7	Metadata schema	X	Project Officer
27. Select and prepare initial pilot content to go into institutional repository	Month 8	Month 8	Initial repository data		Project Officer
28. Submit pilot content to institutional repository	Month9	Month 9	IR populated with pilot data	X	Project Officer
29. Define acceptance testing criteria	Month 7	Month 8	Test plan and acceptance criteria		Project Officer, Project Manager
30. User acceptance testing	Month 9	Month 9	Accepted pilot repository	X	Project Team
31. Register repository with RSP, OpenDOAR, Google Scholar, etc	Month 9	Month 9	IR registered	X	Project Officer

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<i>WORKPACKAGE 7: Advocacy and embedding</i>					
Objective: <i>To establish the repository as a valued tool within the institution</i>					
32. Identify barriers to depositing in and using repository and devise strategies to overcome these	Month 7	Month 9	Plan to overcome barriers		Project Officer
33. Write and agree communications and promotional strategy, drawing on RSP guidance	Month 7	Month 9	Communications strategy document		Project Team
34. Identify initial training needs	Month 7	Month 9	Training plan		Project Officer
35. Promote repository to key staff members (e.g. academics, library staff, senior management) using targeted marketing techniques (e.g. presentations, brochures, email)	Month 7	Month 12	Marketing documents, presentations, emails		Project Officer, Project Team
36. Train users / administration staff in repository	Month 9	Month 12	Trained users / administrative staff	X	
37. Identify further content to repository	Month 9	Month 12	List of potential content to add to IR		Project Officer
38. Prepare and submit further collections to repository	Month 10	Month 12	Further content in IR	X	Project Officer
39. Promote repository to wider academic community (e.g. articles, presentations, workshops, leaflets, etc)	Month 10	Month 12	Marketing documents, articles		Project Team
<i>WORKPACKAGE 8: Dissemination</i>					
Objective: <i>Promote the repository and lessons learned within and beyond the institution</i>					

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40. Create and maintain project website / blog	Month 2	Month 12	Project web site / blog	X	Project Officer
41. Participate in HE / Library events	Month 4	Month 12	Appearance at conference / events		Project Team
42. Participation in JISC / RSP events	Month 4	Month 12	Appearance at conference / events		Project Team
43. Contribute articles in HE / library / JISC / RSP publications	Month 9	Month 12	Published articles		Project Team
44. Host event for FE partner institutions	Month 9	Month 10	Published articles	X	Project Team
<i>WORKPACKAGE 9: Evaluation</i>					
Objective: <i>Provide objective evaluation of report</i>					
45. Interviews / user surveys with stakeholders	Month 10	Month 12	Interviews & Surveys		Project Officer
46. Usage logging and service monitoring	Month 10	Month 12	Usage Logs		Project Officer
47. Analysis of evaluation data	Month 10	Month 12	Evaluation Report		Project Officer, Project Manager
48. Produce lessons learnt log	Month 10	Month 12	Lessons Learnt Log	X	Project Officer, Project Manager