

Project Acronym: LORO
 Version: 1.0
 Contact: Anna Comas-Quinn
 Date: 1 May 2009



Project Document Cover Sheet

Project Information			
Project Acronym	LORO		
Project Title	LORO (Languages Open Resources Online) – A Languages Repository for the Department of Languages at The Open University		
Start Date	1 April 2009	End Date	30 June 2010
Lead Institution	The Open University		
Project Director	Tita Beaven		
Project Manager & contact details	Anna Comas-Quinn, A.Comas-Quinn@open.ac.uk , Faculty of Education and Language Studies, The Open University, Stuart Hall level 1, Walton Hall, Milton Keynes, MK7 6AA		
Partner Institutions	University of Southampton		
Project Web URL	http://www.open.ac.uk/education-and-languages/loro		
Programme Name (and number)	Grant Funding Call 12/08: JISC Information Environment and e-Research, Information Environment Programme, Strand A3: Repositories: start-up		
Programme Manager	Amber Thomas		

Document Name			
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JISC Project Plan

LORO (Languages Open Resources Online) – A Languages Repository for the Department of Languages at The Open University

Overview of Project

1. Background

The Department of Languages (DoL) at The Open University (OU) has been exploring for some time the benefits that would derive from using a digital repository for the management of languages teaching and learning materials. Institutional repositories work on two levels: content management and sharing within the institution, and exposure of that content to the outside world. A repository that allows efficient content management and enables OU languages Associate Lecturers to share their own materials within DoL but is also connected to a wider languages repository where selected resources can be shared with the whole languages community would have substantial benefits not only to the institution but to the wider community of languages professionals in UK education.

DoL has been following the progress of JISC-funded work carried out by the Faroese team at the University of Southampton, and been involved in the testing and refining of the Language Box, Southampton's lightweight languages repository. The Language Box is a repository whose straightforward design, functionality and ease-of-use enable languages teachers to easily incorporate it into their everyday practice, and is an ideal choice for DoL. A potential collaboration between University of Southampton and OU was identified to customise this repository to meet the specific requirements of DoL. The University of Southampton is keen to realise the benefits of their work and support us by providing technical expertise as well as their extensive experience of repository development and implementation.

2. Aims and Objectives

This project aims to provide an integrated digital repository (LORO) for the Department of Languages at the Open University. LORO will be a customised version of the lightweight repository for languages (<http://languagebox.eprints.org>) developed by the JISC-funded EdSpace/Faroese projects at the University of Southampton and will be fully interoperable with it. Our vision is for an easy-to-use system that will allow users to deposit, share and access language resources.

The DoL repository will allow course developers within the department to store and to deliver tutorial materials to languages Associate Lecturers and will enable languages Associate Lecturers to share materials they have developed themselves. Part of the customisation of the existing Faroese-developed repository will include enabling different degrees of sharing for repository users.

The key objectives of the project are:

1. To have a pilot repository that can be used to deliver new tutorial resources to beginners tutors by November 2009 (this might not have all the functionalities of the final version of the repository, but should allow tutors to access resources easily).
2. To have in place a final version of the repository by February 2010. This should allow tutors to access resources and to upload their own resources to store or share with others.

3. To prepare the LORO repository so that it is interoperable with Language Box (the technical development aspect and the actual system that will allow LORO resources to be shared with Language Box is part of the OneShare JISC-funded project led by University of Southampton).
4. To produce dissemination materials such as case studies, reports, conference papers, etc. and to disseminate project outcomes through the project website and the JISC network.
5. To engage Associate Lecturers in dissemination activities, making the most of their connections with other FE and HE educational institutions.
6. To support users appropriately (particularly Associate Lecturers) through the cultural change that will result from the use of a repository.

3. Overall Approach

The aim of the project is to have in place by February 2009 a working repository that allows users to access tutorial materials for all our OU courses, and that allows users to upload their own materials. Other potential uses of the repository within the Faculty might be explored during the project but will not be part of the project. The repository will be populated with the core tutorial resources centrally provided by the university (rights cleared and quality controlled) and procedures for uploading existing materials contributed over the years by associate lecturers will have been agreed (although these materials might not have been uploaded by the end of the project).

Although the technical aspect of the repository development is being carried out by the University of Southampton, the team will ensure that the full range of expertise provided by the Project Team and Steering Committee, as well as the findings from the environmental assessment report and feedback from users is taken into account when finalising the specification.

The technical side of interoperability with the Language Box is being worked out as part of other JISC funded projects led by the University of Southampton, but the team will ensure that LORO is ready to work with the Language Box in terms of metadata, sharing levels, rights and licenses. Although aiming for interoperability, the team will not be responsible for its achievement within the lifespan of the project, since the responsibility for technical solutions to this resides elsewhere.

A substantial share of the funding obtained from JISC is to pay for tutor involvement with the project in many different ways:

- By participating in workshops and focus groups to work on user requirements and usability issues;
- By being employed as collaborators working with the Project Team on the various work packages;
- By being employed to carry out the bulk of the uploading of existing resources to the repository (and to undertake this job not just as a mechanical process but an opportunity to report back to the team on any technical or usability issues that arise);
- By being engaged in dissemination activities, acting as ambassadors for the languages repository in other educational institutions that employ them, including being employed to organise and run demonstrations in collaboration with the Project Team at other institutions.

Critical success factors for the project:

1. New tutorial materials for Elluminate are delivered through the LORO repository to all tutors from November 2009.
2. The repository is well received by users and feedback on functionality, usability and metadata structure is positive.
3. Successful integration of the repository within the OU systems.
4. Users engage with the repository to store, manage, access and share teaching resources.

4. Project Outputs

There are two main deliverables for this project:

1. A languages repository for DoL, sustainable and populated with high quality existing materials.
2. Dissemination materials (reports, case studies, conference papers, project website), and dissemination activities (demonstrations, workshops, conference presentations) to encourage take-up and use of the Language Box/LORO repository model by other educational institutions.

The knowledge and experience accrued during the project will be shared with the wider community through dissemination materials and activities, and through the project website.

5. Project Outcomes

The main changes that the project will facilitate in the department are:

- Associate Lecturers and central staff will be able to access all tutorial resources for all languages and all levels.
- Associate Lecturers will be able to share the resources they have created with the whole community of Open University languages professionals (and with the wider languages community through the Language Box).
- Course production systems will be more cost-effective as developers have easy access to teaching resources which they are able to reuse and adapt.

6. Stakeholder Analysis

Internal stakeholders	Stake / Interest	Importance
University	Taking the lead in open educational resources initiatives and innovative pedagogy in e-learning.	Medium
Faculty	Developing more time- and resource-efficient course production cycles.	High
Course Developers at DoL	Target group for consultation on user requirements; both depositors and users. Facilitates efficient delivery and updating of centrally produced tutoring materials; enables easy access to the full range of materials for course production purposes.	High
Associate Lecturers (teaching staff)	Target group for consultation on user requirements; both depositors and users; benefit from access to a larger pool of more culturally varied resources; the repository strengthens the sense of community in a geographically dispersed team, and by allowing Associate Lecturers to share their own resources, places an explicit value on their contributions to this community.	High
Staff Tutors (manage a cluster of discipline-based courses, teachers and students)	The repository facilitates induction and training of new Associate Lecturers, and staff development activities for which staff tutors are responsible; it helps reinforce the community of practice in a geographically dispersed team of Associate Lecturers	Medium
Students	Indirectly benefit from their tutors having access to a larger pool of more up-to-date and culturally varied resources.	High
Technical staff	Maintaining and supporting the system	Medium
External stakeholders	Stake / interest	Importance
University of Southampton	Benefits realisation for the EdSpace/Faroes projects. Further developing the community of practice for learning and teaching repositories.	High
Community of	Accessing a large amount of high quality educational resources for	Medium

languages teachers in UK education	languages, including lesser-taught languages such as Chinese and Welsh.	
JISC Programme	Supporting the project to achieve the project outputs.	High
JISC Community	Accessing the outputs of the project.	Medium

7. Risk Analysis

Risk	Probability (1-5)	Severity (1-5)	Score (P x S)	Action to Prevent/Manage Risk
Staffing Loss of key personnel	1	2	2	In the event that key staff should be lost, relevant experience and expertise is widely available within the University and from our collaborators at the University of Southampton.
Staffing Hiring and training of Associate Lecturers working as collaborators in the project	2	1	2	Contracting Associate Lecturers should not be a problem, as there is a large pool (340 at present) of Associate Lecturers working for the Department, many of whom have collaborated with us on other teaching or research projects. It is likely that some of the ALs won't have the necessary technical skills, but we will provide all the appropriate training for them. All the staff on the project team have got extensive experience training ALs at the OU.
Organisational Difficulties in getting buy-in from the Department, Faculty or Institution	1	2	2	The University and Faculty strategic plans are fully committed to the embedding of e-learning and to the continuing technological and pedagogic innovation at the institution, which this project contributes to. The project has the support of the Head of Department, the Dean of the Faculty of Education and Language Studies, the PVC Learning, Teaching and Quality, and a Steering Committee that includes a wide cross-section of experts from the University
Organisational Lack of engagement from end-users (especially Associate Lecturers)	2	3	6	Working with Associate Lecturers as collaborators at all stages of the project will ensure that the interface design and the metadata are useful to the end-users. The project advocates will work closely with representatives from the end-user groups to identify requirements and to plan appropriate dissemination and training, embedding it within the OU's excellent staff development opportunities at regional/national levels.
Technical Software integration with OU systems, and interoperability between the OU languages repository and the	3	1	3	The project team will draw on the OU's extensive experience of integrating different systems (e.g. systems for electronic submission of assessment, Library, Student Services, Course Website, Associate Lecturer Website) into a seamless VLE experience for the end-user, Working with colleagues from the University of Southampton in the design and implementation of the OU repository will ensure that issues of interoperability with the wider languages repository at

Southampton repository				Southampton are at the forefront of the technical design.
Technical Suitable interface desing and tagging / metadata	1	3	3	Each member of the Project Team has substantial experience in learning design in the area of technology-enhanced learning. The project team will work in consultation with stakeholders at various stages of the project to assess the suitability of the repository design for its stated purpose.
External suppliers University of Southampton failing to deliver the technical development	1	4	4	Both parties are fully committed to working together on this project and the University of Southampton has received funding from JISC to undertake this supporting role with the Open University and the University of Worcester. In the unlikely event that Southampton was not able to fulfil its responsibilities, the OU has extensive expertise in the use and enhancement of open-source software (notably through our use of the Moodle platform), including a team dedicated to maintaining the OU research repositoru (ORO), which is also based on ePrints.
Quality assurance of the materials Ensure that materials are of sufficient quality	1	1	1	Initially we will populate the repository with centrally-produced materials that have been quality assured by the Department. Materials that might be uploaded by individual ALs in the future might not have been so carefully quality assured, so we will look at ways to protect the OU brand if these materials are then shared with the openly available Language Box. The OU has experience of these issues; for instance, currently there is a similar distinction in the OpenLearn project.
Legal Problems relating to content owners, IPR, and copyright	1	2	2	Initially we will work only with materials that have been developed in-house, and cleared for copyright where necessary. As stated in our WP6, we will liaise with the relevant departments in the University to review IPR and copyright issues, We will produce clear guidelines about copyright and IPR, so that all those using and submitting resources understand the conditions.

8. Standards

Technical standards relevant to the development of the LORO repository will be based on those employed in the development of the Language Box (<http://languagebox.eprints.org>). All technical work on customising the existing Language Box repository will be undertaken by the the EPrints team at the University of Southampton.

9. Technical Development

The project will include technical support from the University of Southampton, who developed a languages repository (<http://languagebox.eprints.org>) in the EdShare and Faroos projects. The system is based on the EPrints repository and consists of a combination of extensions and server tools. No substantial development work will be required, however the Southampton team will assist the OU project in a number of ways.

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- a) Technical assistance with setting up a local version of the repository software on an OU sever, and configuring it for a new web domain. The initial set-up phase will also require a variation of the look-and-feel to be developed;
- b) Technical support for the duration of the project in order to deal with any emergent problems and fix reported bugs. The Language Box is a stable piece of software, however we expect an extended deployment to create enough feedback for minor usability revisions to be made;
- c) Assistance to hand over technical support to local information technologists. This is required for sustainability beyond the end of the project and will take the form of documentation and face-to-face training.

The Southampton EdShare team have been successful in their bids for further JISC projects in order to develop a UK consortium of teaching repository institutions, and to take the development of the Language Box further. The OU Language Box will support these initiatives by sharing experiences and lessons learned.

10. Intellectual Property Rights

The Open University claims the intellectual property rights on all materials produced by staff in the course of their engagement on university business. This is applicable to all centrally-produced learning materials and assets uploaded to the repository. The intellectual property of resources uploaded to LORO and/or shared with the Language Box by Associate Lecturers belongs to individual Associate Lecturers. When uploading resources users will be required to sign a declaration ensuring that they are the copyright owners of any assets they upload.

The code (Eprints, open source) will be made available under an appropriate open source agreement and may be used within any educational establishment in line with JISC's requirements, as per the terms and conditions of JISC grants.

Project Resources

11. Project Partners

We will be working in collaboration with the University of Southampton, who will provide the technical development aspect, i.e. technical assistance to set up a local version of the repository and to customise the existing Language Box to meet the needs of DoL; technical support to deal with any bugs that emerge during trialling and extended deployment of the repository; training of and hand over to local technical experts to ensure sustainability of the repository beyond the end of the project. An agreement between the Open University and the University of Southampton will be signed shortly and a copy will be made available to the programme manager.

12. Project Management

Project team:

- Project Director: Tita Beaven, Associate Head of Department (M.C.Beaven@open.ac.uk) to represent the project within the Faculty and the University.
- Project Manager: Anna Comas-Quinn, Lecturer in Spanish, (A.Comas-Quinn@open.ac.uk).
- Project Advocates: Hélène Pulker (H.Pulker@open.ac.uk) and Annie Eardley (A.F.Eardley@open.ac.uk) to work closely with stakeholders, particularly course teams and associate lecturers who constitute the main end-users.
- Technical Leads: Tita Beaven, Anna Comas-Quinn & Christine Pleines (C.Pleines@open.ac.uk), to liaise with Southampton for the technical development and with the relevant departments within the OU to ensure technical sustainability.
- Metadata, curation and preservation (Christine Pleines, with advice from Sue Allcock).
- Project Steering Committee: Gráinne Conole (Professor of e-Learning, Institute of Educational Technology), Chris Pegler (Senior Lecturer, IET). Tina Wilson (JISC POCKET researcher), Sue Allcock (AVA project manager); Mirjam Hauck (Associate Head of Department, DoL); Cecilia

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Garrido (Associate Dean Teaching and Learning, FELS); Chris Taylor (ICT Development Manager).

The project manager devotes 20% of her workload to managing the project, whilst other project team members contribute 5-10% of their workloads. The project team will rely heavily on collaborators (appointed from the pool of languages Associate Lecturers) to carry out specific tasks such as the environmental assessment (compiling survey results, working with focus groups, interviewing and report writing); developmental testing, piloting of the repository and evaluation and assessment of user behaviour (uploading and downloading materials to the repository and providing feedback to the team); population of the repository (uploading all the centrally produced materials in time for the start of the courses); and dissemination activities (using selected associate lecturers to showcase the repository at their own institutions),

Project team members are led by the project manager and report progress to the project manager and the team through the forum and project team meetings. The project team will draw on the experience of individual members of the Steering Committee, and will meet with the Steering Committee as and when it is deemed necessary. A first meeting and launch of the project took place on 21 April 2009, and the second meeting will take place in early July to check progress of the technical development and ensure that the November 2009 deadline for the pilot can be achieved. A further meeting is expected at the end of the year to evaluate the implementation of the repository with the November 2009 courses and make key decisions to be implemented in time for the release of the final version in February 2010.

13. Programme Support

We are using the JISC Repository Support Project for reference, and will seek advice from the Digital Curation Centre.

14. Budget

The budget has not changed since the proposal and is attached in Appendix A.

Detailed Project Planning

15. Workpackages

Details of all the project work packages are in the table in Appendix B.

16. Evaluation Plan

Formative and summative evaluation will be carried out. Formative evaluation carried out during and after completion of each work package will inform our work with the remaining work packages.

Summative evaluation will be carried out at the end of the project.

Timing	Factor to Evaluate	Questions to Address	Method(s)	Measure of Success
Formative Ongoing	Overall implementation of the project	Have milestones been met on schedule? Is project management effective?	Assessed in regular progress reports to JISC; monitoring of progress at project meetings and through project workspace	Workpackages completed on time and to budget; approval of documentation by JISC

Ongoing	Outreach to OU academics, including ALs, and beyond	Are dissemination and advocacy activities targeted appropriately?	Feedback; peer review	ALs at the OU aware of the project, and engaging with it regularly
Months 5 to 14	Take-up of repository by end-users	Are stakeholders on board? What benefits are there for the stakeholders?	Monitoring of repository use	Levels of activity indicative of successful adoption, integration and engagement
Summative Months 14-15	Overall achievements of project, and its usefulness to the OU academic community and beyond	Have objectives been met? Have outcomes been achieved? What impact did the project have?	JISC final report	Approval of Final Report

17. Quality Plan

Output	Project management				
Timing	Quality criteria	QA method(s)	Evidence of compliance	Quality responsibilities	Quality tools (if applicable)
ongoing	Project outputs delivered on time and fit for purpose; adherence to JISC project management guidelines	Evaluation process; project meetings providing monitoring and feedback	Regular progress and evaluation reports delivered to JISC on time; correspondence with programme manager; documentation made available on project website; work packages delivered on time.	Project manager, Programme Manager and Project Director.	

Output	Pilot version of LORO repository populated with core resources for beginners courses				
Timing	Quality criteria	QA method(s)	Evidence of compliance	Quality responsibilities	Quality tools (if applicable)
November 2009	Pilot repository in place: Fitness for purpose;	Monitoring by steering committee; consultation with and feedback	Steering committee approval; population of Repository;	Technical Team, Project Core Team, Project Steering Group	

	compliance with technical standards; usability and accessibility for target groups	from OU academic community, including Associate Lecturers.	positive user feedback		
	Metadata: Compliance with appropriate standards; awareness raising for copyright	Consultation with OU library, copyright and IPR specialists on on IPR and metadata for materials	IPR policy developed and copyright documentation for users in place	Project Core Team, in collaboration with metadata experts in the Steering committee	

Output	Final version of LORO repository populated with core resources for all OU language courses				
Timing	Quality criteria	QA method(s)	Evidence of compliance	Quality responsibilities	Quality tools (if applicable)
February 2009	meeting of users' needs; appropriate management and population of the repository; appropriate uptake by the stakeholders.	Evaluate user behaviour; support users in taking advantage of the wide range of resources and the full capabilities of the repository;	User data and feedback, report on benefits of and barriers to use	Project core team	
	Software integration: integration of repository within the OU systems and suitability to allow interoperability of LORO with the Language Box, so that some OU materials can be shared more widely	technical integration	positive feedback from users on the ease of use	Technical team, Project Manager	

Output	Dissemination materials (project website and blog, case studies, reports, conference papers, etc.)
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Timing	Quality criteria	QA method(s)	Evidence of compliance	Quality responsibilities	Quality tools (if applicable)
June 2010	Understanding, awareness, recognition, and visibility for the Repository within and beyond the OU	Website, Blog, case studies, project reports, publicity and training materials	Completion of communication loops back to members of the Project team	Project Core Team; Technical Team; Project Steering Group	

Output	Dissemination activities (possibly with our ALs at other FE/HE institutions where they work)				
Timing	Quality criteria	QA method(s)	Evidence of compliance	Quality responsibilities	Quality tools (if applicable)
June 2010	Raise awareness about the repository, engage the community of users, promote it and demonstrate it within the institution and beyond.	presentations at workshops (including online) and conferences, feedback from workshop attendants	Presentations and conference attendance	Project Core Team, and possibly ALs involved in the project	

18. Dissemination Plan

Timing	Dissemination Activity	Audience	Purpose	Key Message
May 2009 – June 2013	Project website & contributions to faculty website	internal and external; higher education community	dissemination	Aims and objectives of the project, and progress towards them
April 2009 – June 2010	Presentations and workshops	internal stakeholders, wider OU community	dissemination, advocacy, raising awareness, publicising project,	Benefits of learning repositories and scalability of the project
May 2009 – July 2009	Environmental assessment report	JISC repository community, internal stakeholders and collaborators	disseminate success criteria and potential barriers to success	strategy and success criteria for the project
April 2009 – June 2010	Mailing lists (JISCMail, and eLearning Community within OU, for example)	those interested in elearning within the HE sector	information about the project	Project news, discussion, exchange of experience
Sept 2009 – June	Reports submitted to JISC	JISC and HE community	information about and lessons learnt	Key findings

2010			from the project	
May 2009 – June 2010	Conference presentations and papers	Wider HE community	Publicise project findings	Key findings
January 2010 – June 2010	Capitalise on ALs links with other institutions to organise workshops and demonstrations for them	Other FE / HE institutions	Disseminate project and engage potential users with the Language Box /LORO model	Transferability of project to other institutions

Dissemination will have two clear strands: internal to stakeholders and users, and external to the JISC and wider education community.

19. Exit and Sustainability Plans

Project Outputs	Action for Take-up & Embedding	Action for Exit
Project reports for JISC	Available through JORUM and project website	Submitted to JISC and available through project website for 3 years after completion of the project.
Repository	Embedded in departmental systems (including training cycle for new staff); Technical documentation and support available;	Maintenance and access; Interoperability issues addressed
Dissemination materials to share key findings	Publicised through relevant conferences and journals.	Made available through project website and institutional research repository (ORO).

Project Outputs	Why Sustainable	Scenarios for Taking Forward	Issues to Address
Dissemination activities	Valuable links with other FE/HE institutions through Associate Lecturers	ALs get used to using the repositories (LORO and Language Box) and want to share the experience with their main institutions	Identify further funding to ensure benefits of the project to the wider community can be realised
Repository	Will have become part of the departmental systems	Can be used for slightly different purposes by the department (link directly to individual resources from VLE for students to use)	
Contents of the repository	Will continue to be available through the repository	Working documents with a limited lifespan (10-15 years maximum)	Curation and preservation needs will be addressed with advice from the Digital Curation Centre.

Appendixes

Appendix A. Project Budget

Directly Incurred Staff	Apr09–Mar10	Apr10 – Mar11	TOTAL £
Post, Grade, No. Hours & % FTE			
Etc.			
Total Directly Incurred Staff (A)			
Non-Staff	Apr09–Mar10	Apr10 – Mar11	TOTAL £
Travel and expenses			
Hardware/software			
Dissemination			
Evaluation			
Other			
Total Directly Incurred Non-Staff (B)			
Directly Incurred Total (C) (A+B=C)			
Directly Allocated	Apr09–Mar10	Apr10 – Mar11	TOTAL £
ACQ (60 days)			
TB (15 days)			
AE (15 days)			
CP (15 days)			
HP (30 days)			
Total for Academic Staff			
Estates			
Other			
ICT support CT (5 days)			
Associate Lecturers (70 days)			
Directly Allocated Total (D)			
Indirect Costs (E)			
Total Project Cost (C+D+E)			
Amount Requested from JISC			
Institutional Contributions			
Percentage Contributions over the life of the project	Partners X %		Total 100%
No. FTEs used to calculate indirect and estates charges, and staff included	No FTEs 0.6	Which Staff All academic staff	

Appendix B. Workpackages

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JISC WORK PACKAGE

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WORKPACKAGES	Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1: Project Management	15															
2: Environmental assessment	4															
3: Metadata analysis and structure	12															
4: Establishing a pilot repository, software enhancement and integration	14															
5: Liaison and advocacy	15															
6: Rights issues	6															
7: Evaluation and assessment of user behaviour	6															
8: Data curation and preservation	3															
9: Publicity, Dissemination and Impact	15															
10:	15															

Project start date: 1 April 2009

Project completion date: 30 June 2010

Duration: 15 months

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Workpackage and activity	Earliest Start Date	Latest Completion Date	Outputs (clearly indicate deliverables and reports in bold)	Milestones	Responsibility
WORKPACKAGE 1: Project Management <u>Objective:</u> to ensure that all Work Packages here identified are completed and delivered in time and within budget					
1. Complete project outline		01/05/09	Project Plan		ACQ
2. Represent the project at Faculty committees		ongoing			TB
3. Set up and populate project website	May 2009	June 2010	Project website		ACQ / CP
4. Day-to-day running of the project and liaising with all stakeholders		ongoing	workpackages completed in time and within budget		ACQ
5. Complete progress report (1)	August 2009	September 2009	Progress Report (1)		ACQ
6. Complete progress report (2)	February 2010	March 2010	Progress Report (2)		ACQ
7. Complete Final Report	April 2010	May 2010	Final Report		ACQ
8. Complete Completion Report	May 2010	June 2010	Completion Report		ACQ
WORKPACKAGE 2: Environmental assessment <u>Objective:</u> to assess potential barriers and incentives to participation and inform priorities and development of the project					
9. questionnaire and task design	May 2009	May 2009	questionnaire and task results data		HP / AE
10. focus groups and interviews	June 2009	June 2009	qualitative data for analysis		HP / AE
11. analysis of data and compilation of report	June 2009	July 2009	environmental assessment report		HP / AE

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WORKPACKAGE 3: Metadata analysis and structure <u>Objective:</u> <i>to provide a metadata structure for input and retrieval that takes into account discipline and institutional needs</i>					
12. explore, develop and finalise an appropriate metadata structure	May 2009	January 2009	metadata structure for teaching and learning materials		CP
WORKPACKAGE 4: Establishing a pilot repository, software enhancement and integration <u>Objective:</u> <i>to develop a repository that fits user requirements and is integrated with other institutional systems and interoperable with the wider discipline-based repository developed by the Faroes team</i>					
13. Setting up a developmental site to facilitate testing	April 2009	June 2009	developmental site		ACQ / TB
14. Obtaining user feedback on usability, interface design, functionality, etc. from members of the project team and Steering Committee	June 2009	July 2009	Feedback data		ACQ/ TB
15. Setting up pilot working repository for delivery of beginners Elluminate resources	July 2009	October 2009	Working pilot where resources can be accessed		ACQ / TB
16. Populate the working pilot with beginners Elluminate materials	August 2009	October 2009	All beginners core resources uploaded to pilot repository		ACQ / HP / CP
17. Obtain user feedback on usability, interface design, functionality from consultants populating the repository	August 2009	September 2009	Feedback data		ACQ / TB
18. Obtain user feedback on usability, interface design, functionality from beginners tutors	October 2009	November 2009	Feedback data		HP / AE
19. Incorporating feedback to repository design and ensuring final version is ready for implementation with all course in February 2010	October 2009	January 2010	Final version of repository		ACQ / TB

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WORKPACKAGE 5: Liaison and advocacy <u>Objective:</u> to raise awareness of the community of practice and identify user requirements for the repository; to embed use of the repository into other institutional areas; to develop practices that support repository use.					
20. Identify user requirements and training needs, based on data provided by environmental assessment report	July 2009	August 2009	user training model		HP / AE
21. Explore administrative structures and processes for embedding the repository into other areas (such as course development), and at a policy and strategic level (to shorten course production cycles).	May 2009	May 2010			TB
22. Inform and engage users with the project, and identify possible collaborators	April 2009	June 2009	advocacy materials		HP / AE
WORKPACKAGE 6: Rights issues <u>Objective:</u> to agree an acceptable policy to cover rights issues					
23. Liaise with the relevant department within The Open University to review IPR and copyright issues	April 2009	June 2009			ACQ
24. Ensure that a rights policy is agreed, including a a Take-Down policy for the repository	May 2009	August 2009	rights policy to be applied to repository use		ACQ
WORKPACKAGE 7: Evaluation and assessment of user behaviour <u>Objective:</u> to ensure that the repository is meeting users' needs and to consider its long-term implementation and sustainability through					

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<i>appropriate policies for managing and populating it</i>					
25. Evaluate user behaviour			report on benefits of and barriers to use		HP / AE
26. support Associate Lecturers through the culture change			support system		HP / AE
WORKPACKAGE 8: Data curation and preservation					
<u>Objective:</u> to outline a sustainable model of curation and preservation of educational resources					
27. Liaise with experts to advice on appropriate curation and preservation model			a data curation and preservation model		CP
WORKPACKAGE 9: Publicity, Dissemination and Impact					
<u>Objective:</u> to spread good practice and enlist additional users within the institution and beyond					
28. Creation and updating of the project website			Project website (and blog)		ACQ / CP
29. Presentations and workshops for internal stakeholders	April 2009	June 2010	Presentations & workshops, advocacy materials		ACQ / HP / AE / CP / TB
30. Presentations and reports for the JISC community and attendance at JISC events	May 2009	June 2010	Presentations, reports, conference papers		ACQ / HP / AE / CP / TB
31. Research papers for publication in appropriate journals	July 2010	June 2010	Papers		ACQ / HP / AE / CP / TB
WORKPACKAGE 10: Building coherence					
<u>Objective:</u> to participate effectively in the (inter)national infrastructure by improving the consistency with which resources are share amongst repositories					

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32. prepare the repository so that resources uploaded to LORO can be shared with the Language Box	April 2009	June 2010	a repository that is interoperable with the wider languages repository Language Box		ACQ
33. keep updated on progress of the JISC OneShare project (University of Southampton) that will address the details of improving interoperability between ePrints repositories	April 2009	June 2010			ACQ

Members of Project Team: TB - Tita Beaven; ACQ - Anna Comas-Quinn; HP - Hélène Pulker; AE - Annie Eardley; CP - Christine Pleines