



JISC Project Plan – Repository Start-Up

Overview of Project

1. Background

The Lifespan Research Group is the descendant of the research group directed by Professor George Brown, one of the pioneers of social science, whose distinctive contextualised life history interviews utilised in the study of psychosocial risks for psychological disorder in the community is of international standing. The data collected from 1990-1999 and held by Lifespan is a unique data set for its history and its size. It was funded by two Medical Research Council programme grants (worth a total £3.5 million) and includes around 3400 hours worth of audio taped interviews with individuals and families living in the community, with rated schedules in the form of paper records, and an electronic quantitative data set. This collection is now held by Prof. Bifulco at Lifespan where her group has established a strong reputation in applied research and knowledge exchange through training programmes, evaluation of public and social services, and practice partnerships. It lies therefore in Lifespan's interest to join the current climate generated by the ESRC's Dataset Policy by preserving and disseminating this valuable collection for secondary analysis. Related efforts include the establishment of The Life History, Health and Identity Research Cluster, composed of researchers who have been drawn to the Lifespan Collection's potential for secondary analysis.

The IT department has purchased and is currently implementing a blended repository to support the storage, curation, discovery and delivery of e-library, e-learning and e-research digital assets at Royal Holloway. The implementation project includes open access research publications but does not yet include research data sets. Therefore, this project offers an opportunity to develop a scaleable storage infrastructure to cope with these higher data volumes and investigate how well the repository platform fits with the preservation strategies and data policies of this type of data. In this way, the project will help IT meet the college's strategic aim to provide an integrated information environment to fully support the complete research lifecycle from project inception to publications, aspiring to offer this experience to the wider research community.

2. Aims and Objectives

1. Implement an information environment suitable to the research group's needs and epistemological underpinnings
2. Secure funding for population of the Digital Object Repository and further storage space.
3. Research best-practice preservation solutions with appropriate legal and ethical considerations.
4. Explore options for use in new research projects and create appropriate networks.
5. Develop a framework for other similar start-up ventures within Royal Holloway, University of London complementing the Digital Object Repository's (DOR) e-learning and teaching infrastructure.
6. Lay the groundwork for and explore the potential use in e-learning and teaching.
7. Create communication layer that incorporates future interoperability with similar projects in the social sciences (specifically in the interest of Lifespan), with RHUL's strategic alliances (St. George's University of London and Kingston University), and other research lines within the wider community.

3. Overall Approach

In order to achieve the objectives outlined above we will employ a consistent methodology, working practice and strategy for successful completion. In particular, the research undertaken to create our case studies will seek to build on existing tools and standards in the field and, where needed, solicit professional advice from leading institutions and external consultants. In addition, we intend to stage forums for peer review, e.g. the organisation of a study day, and submit an article for publication in a peer-reviewed journal. The research for the Lifespan RADAR project will on the whole be carried out by Research Assistants, but this work will be supervised by the Principal Investigator and the Co-Principal Investigator. Where appropriate, the IT Department will also be included in the research process and in reviewing research findings. Research findings will all be communicated to our contacts in the IT Department. Throughout, the Project Plan will be adhered to and timely submissions of the required reports will act as the milestones for securing appropriate progress.

During the course of the Lifespan RADAR project an important issue to be addressed will be interoperability between partners. This will be secured through regular meetings and email lists. Currently, and for the duration of the project, the Principal Investigator and the Research Assistants share a working space and are therefore in close communication with one another. All members of the small team will be kept aware of the progress of the project as a whole, as distinct from their individual responsibilities.

The scope of the project is limited to the deliverables listed in this document, but looks forward to the future goal of digitising the Lifespan Collection. With this in mind, even though there is not sufficient funding as yet to digitise the Collection, the opportunity to create a pilot digitisation project will be sought. Funding opportunities for this pilot will be explored.

At this preparatory stage of the development of the collection, success will be measured through attendance at the study day, the reception of constructive feedback and advice, and the capacity for creating interest in the collection through strong, emerging networks. The current existence of a research cluster is proof of the increasing interest in the development of our collection.

4. Project Outputs

1. Website: set up project and design website to JISC requirements
2. Digitisation strategy: define best-practice digitisation and preservation solutions and design adequate workflow
3. Metadata schema: build on existing curation models to provide appropriate metadata standards that incorporate the audio data's supporting material
4. Ethical and legal requirements: research data security, copyright legislation, and associated audit functions for appropriate data submission, preservation and accessibility
5. Repository collection requirements: define a strategy for data submission to the repository and accessibility in line with up-to-date regulations and future needs of research community; this will include a collection configuration specification
6. Draw one or more illustrative case studies for the implementation of an integrated service drawing on research undertaken (points 1-5) for research data collections in Royal Holloway, University of London and the wider research community

7. Publication in social science methods journal
8. Interim Report at six months and Final Report on project completion

5. Project Outcomes

Lifespan RADAR will provide the initiative for similar collections within RHUL and beyond. Through illustrative case studies of the start-up experience and the exemplar implementation of the tools and solutions already delivered by JISC and other institutions to the Digital Object Repository other members of RHUL will have the tools to make direct use of it.

Through this project the Lifespan Collection will raise its profile in the research community and increase awareness of the unique and irreplaceable nature of its data.

The successful digital development (within an information environment) of the Collection would map it directly into the interdisciplinary project of data re-use exemplified by projects dealt with by Qualidata and new research programmes, such as Timescapes.

6. Stakeholder Analysis

Stakeholder	Interest / stake	Importance
Members of the Lifespan Research Group	Opportunity of becoming a hub for future nationwide social science research activity through the preservation and preparation for re-use of a unique data set held within the Lifespan group.	high
IT Department at Royal Holloway, University of London	Opportunity to develop a scaleable storage infrastructure to cope with higher data volumes and investigate how well the repository platform fits with the preservation strategies and data policies of this type of data.	high
Royal Holloway, University of London	In the context of its corporate strategy, commits to deliver adequate means for knowledge exchange, which include forward-looking information environments and their interoperability with current and future strategic alliances. The research strategy encourages inter-disciplinary work and collaborations, while the information strategy involves supplying innovative learning	high

	spaces, improving remote access to services and responding appropriately to storage demands.	
Department of Health and Social Care	Teaching and research.	high
Academics at the Centre for Research on Socio-Cultural Change at the University of Manchester	Potential re-use, further research and collaborations.	medium
Researchers involved in the Timescapes project at the University of Leeds	Potential re-use, further research and collaborations.	low

7. Risk Analysis

Risk	Probability (1-5)	Severity (1-5)	Score (P x S)	Action to Prevent/Manage Risk
Organisational	1	2	2	Project plan in place
Technical	n/a	n/a	n/a	n/a
External suppliers	n/a	n/a	n/a	n/a
Ethical and Legal	3	4	12	Research and collaboration with experts in the legal field.
Staffing	1	3	3	Workload spread over six people familiar with the project as a whole.

[1 – low, 5 – high]

8. Standards

Name of standard or specification	Version	Notes
Existing knowledge within institution	Research to be undertaken as part of this project.	Benefit from existing knowledge within RHUL, such as IT and the Library
Other similar projects in the social sciences	Research to be undertaken as part of this project.	Collaborate with similar projects in the social sciences (e.g. ESDS Qualidata and Timescapes, University of Leeds)
Benefit from and build on the curation lifecycle model offered by the DCC at JISC and other data audit framework	Research to be undertaken as part of this project.	Provide an exemplar implementation of these solutions to Lifespan RADAR's particular needs
British Library Sound Archive	Research to be undertaken as part of this project.	Benefit from existing knowledge

9. Technical Development

Any IT components of this project will come under the IT department's project management methodology and software development lifecycle. Work breakdown structures will be logged in our project management tool Primavera. The IT department will provide a project manager to manage technical developments, and a business analyst to assist with requirements analysis. The IT department currently use a waterfall of fountain development model (analyse, design, build, test, deploy), but can use more agile approaches if this is most appropriate for a project. Our standard

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approach is likely to be suitable for this project which emphasises analysis and design as the focus will be on the configuration and integration of various COTS packages rather than green field development.

10. Intellectual Property Rights

The Collection is currently held by Professor Bifulco and the Lifespan Research Group at Royal Holloway, University of London, having designed and managed the collection of the data. She is the only working academic with full knowledge of the scope and content of the data and is thus in the unique position of making it available to the wider academic community.

Project Resources

11. Project Partners

Professor Antonia Bifulco (Director of Lifespan Research Group)
Dr Graham Smith (History Department)
Ananay Aguilar (Lifespan Research Group)
Leonie Hannan (Lifespan Research Group)
Alison Pope (IT Department)

12. Project Management

The project manager, Professor Antonia Bifulco, who holds the Collection, will supervise the overall project. Other academic support will be provided by Dr. Graham Smith, who has expertise in data re-use issues. Two research assistants, Ananay Aguilar and Leonie Hannan, already working within the Lifespan Research Group and engaged in consolidating its collection, will draw on related projects of qualitative data preservation and dissemination (e.g. Qualidata and Timescapes), their theoretical and methodological underpinnings, and current legislation and ethical considerations, to define best-practice submission and accessibility options in the field. In addition, these positions will continue investigating up-to-date preservation policies, suitability of technological environments, and metadata standards, to ensure an adequate workflow and appropriate technical processes involved in the digitisation and preservation of the collection. Website development will be provided by Natasa Blagojevic, who is already engaged by Lifespan to set up and manage the group's websites.

The IT Department will provide the technical skills and guidance to place the Collection within Royal Holloway's DOR. Alison Pope, a Business Analyst already in place at the IT Department, will provide the interface between IT and Lifespan to understand and transfer their requirements into a suitable information environment. IT will also provide advice on adequate technologies and open standards and will contribute to the development of the group's preservation and curation strategies. Finally, IT will implement an appropriate technical solution and configure a repository tool to meet best practice methodologies and frameworks within the sector and JISC community.

The Lifespan team regularly reports to the Principal Investigator, Antonia Bifulco. Graham Smith will monitor and assess the progress of the project and will meet with the other team members at three monthly intervals. We will be in contact with colleagues in IT via meetings to ensure that implemented outcomes are supported on a technical basis.

The training needs of the team will be met by seeking external consultancy on issues for which the team lacks discipline-specific expertise. A study day will be organised with the intention of bringing together experts in a range of ethical and legal studies to bring their knowledge to bear on the specifics of the Lifespan RADAR project.

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Research Assistant 1 (Leonie Hannan) Leonie.Hannan@rhul.ac.uk	330 hours 020 7307 8619	1 day a week for 1 year
Research Assistant 2 (Ananay Aguilar) Lifespan@rhul.ac.uk	330 hours 020 7307 8619	1 day a week for 1 year
Business Analyst (Alison Pope) Alison.Pope@rhul.ac.uk	75 hours 01784 414925	
Web Designer and Admin (Natasa Blagojevic) Natasa.Blagojevic@rhul.ac.uk	60 hours 020 7307 8621	
Principal Investigator (Antonia Bifulco) a.bifulco@rhul.ac.uk	60 hours 020 7307 8615	
Co-Principal Investigator (Graham Smith) Graham.Smith@rhul.ac.uk	15 hours 01784 414 962	

13. Programme Support

The Lifespan RADAR project would like support from the Programme Manager on issues such as JISC's requirements for the outputs, e.g. the website and the reports. It would also be helpful if we could consult on issues that JISC has experience of, or expertise in, that have relevance for this project.

14. Budget

See Appendix A.

Detailed Project Planning

15. Workpackages

See Appendix B.

(Complying with the conditions set out under the building coherence section of the briefing paper is incorporated in the 7 cited workpackages, and more specifically workpackages 2, 3 and 5).

16. Evaluation Plan

Timing	Factor to Evaluate	Questions to Address	Method(s)	Measure of Success
May 09	Website	JISC requirements and needs of project answered	Research on JISC website and website design by NB	Website live and in accordance with JISC's requirements.
May-Jul 09	Digitisation strategy	Best-practice digitisation and preservation solutions, adequate workflow, needs of Lifespan Collection	Research and external consultancy where necessary	Completed memo concluding on research findings, memo to be made available to research community
Jun-Sep 09	Metadata schema	Specific requirements of Lifespan Collection,	Research and external	Successful completion of progressive schema

		theoretical discourse and existing curation models	consultancy where necessary	tailored to needs of Collection but in line with existing thinking/models
May-Nov 09	Ethical and legal requirements	Data security, copyright legislation and assoc. audit functions for data submission, preservation and accessibility	Research and external consultancy where necessary. Study day	Completed case study reporting research findings. Successful study day building expertise
Oct-Jan 09-10	Repository collection requirements	Repository collection requirements, parameters of commissioned software/storage	Liaise with IT Dept.	Completed memo defining strategy for data submission to DOR and accessibility
Jun-Mar 09-10	Case studies	Drawing together research undertaken on all issues, conclusions for future of Lifespan Collection	Research and external consultancy where necessary. Study day	Successful completion of case studies detailing research findings of project. Make them available to research community
Sep-Mar 09-10	Reports and publication	Report fully on project. Academic dimension of research findings, potential impact on social science practices	Research and external consultancy where necessary	Reports accepted by JISC. Successful submission and acceptance of article to academic journal

17. Quality Plan

For each of the project deliverables there is a quality plan in place (detailed below) which will be followed to ensure quality expectations and acceptance criteria are met. Where distinct standards exist they will be adhered to and where this is not possible, supervision or external peer review will be taken to ensure and confirm quality standards. Evidence of compliance will be provided by successful delivery of the project outputs.

Output	Website: set up project and design website to JISC requirements				
Timing	Quality criteria	QA method(s)	Evidence of compliance	Quality responsibilities	Quality tools (if applicable)
May	Fitness for purpose	JISC requirements	Website	Comply with JISC requirements	n/a

Output	Digitisation strategy: define best-practice digitisation and preservation solutions and design adequate workflow				
Timing	Quality criteria	QA method(s)	Evidence of compliance	Quality responsibilities	Quality tools (if applicable)
June	Efficient workflow and compliance with standards	British Library Sound Archive, IASA	Adherence to standards	Seek advice and research literature	Tools detailed in JISC Report 'Digital Preservation Policies Study'

Output	Metadata schema: build on existing curation models to provide appropriate metadata standards that incorporate the audio data's supporting material				
Timing	Quality criteria	QA method(s)	Evidence of compliance	Quality responsibilities	Quality tools (if applicable)
September	Comprehensive use of supporting material and ease of use	British Library Sound Archive, IASA, RHUL Library	Adherence to standards	Seek advice and research literature	n/a

Output	Ethical and legal requirements: research data security, copyright legislation, and associated audit functions for appropriate data submission, preservation and accessibility				
Timing	Quality criteria	QA method(s)	Evidence of compliance	Quality responsibilities	Quality tools (if applicable)
November	Compliance with legal standards	RHUL legal consultant	Supervision by legal consultant	Organise meetings	See Creative Commons licences
	Fitness for research requirements	Academic experience through study day	External peer-review	Organise study day	n/a

Output	Repository collection requirements: define a strategy for data submission to the repository and accessibility in line with up-to-date regulations and future needs of research community; this will include a collection configuration specification				
Timing	Quality criteria	QA method(s)	Evidence of compliance	Quality responsibilities	Quality tools (if applicable)
January	Smooth running of repository and efficient workflow	JISC standards, DCC model, RHUL IT Department standards	Unit testing quality		n/a

Output	Case studies: illustrate the implementation of an integrated service drawing on research undertaken (points 1-5) for research data collections in Royal Holloway, University of London and the wider research community				
Timing	Quality criteria	QA method(s)	Evidence of compliance	Quality responsibilities	Quality tools (if applicable)
March 2010	Efficient applicability for our won purposes	JISC's parallel projects	Future applicability by other RHUL projects	Compliance with all partner's requirements	n/a

Output	Report of activities and publication in social science methods journal				
Timing	Quality criteria	QA method(s)	Evidence of compliance	Quality responsibilities	Quality tools (if

					applicable)
March 2010	Innovative research results	Peer-review	Acceptance	Application of best practice solutions	n/a

18. Dissemination Plan

The Lifespan RADAR project is committed to sharing its outcomes and learning with stakeholders and the wider research community. Furthermore, it aims to bring together expertise from different fields in order that the benefit of cross-disciplinary discussion can be felt by all participants. So far, the following dissemination activities are planned to be undertaken: the development of a website, regular newsletters updating a diverse and numerous contacts list, press releases, attending conferences, cluster and project meetings, organising a Study Day and seminars. These dissemination activities will connect us with a broad range of other institutions that will be able to make use of the project outputs, for example, the University of Manchester, CRESC, Timescapes (University of Leeds), ESDS and the Centre for Abuse and Trauma Studies to name a few. The Lifespan RADAR project will provide for these institutions, and others, an exemplar implementation of forward-looking best-practice solutions, which they can apply to their own needs.

Our target audience consists of the research community at large, but more specifically the social sciences, potential users of the collection and specialists in IT and legal studies who can contribute knowledge to the specific needs of the Lifespan Collection.

Timing	Dissemination Activity	Audience	Purpose	Key Message
May	Websites, Group's four-monthly newsletters and brochures, press releases	Open access targeted specifically at potential users of the collection	Disseminate progress and experience; give the collection visibility	Importance of collection and its future preservation and re-use
As appropriate	Conference attendance, cluster and project meetings	Conference attendants, cluster and project members	Create knowledge base and network; give the collection visibility; discuss potential for e-learning and teaching and other unforeseen directions	The Lifespan Collection has potential to be mapped with other archives to the great benefit of research community
September	Study day (and seminars)	Guests speakers and interested researchers	Seek advice and give the collection visibility; discuss potential and unforeseen directions	The case study of the Lifespan RADAR project can further debate on legal and ethical issues

19. Exit and Sustainability Plans

In order to build on the knowledge and learning accrued over the course of the Lifespan RADAR project, a sustainability plan has been put in place. Some of the project outputs will take the form of memos, case studies and academic publications. In the case of the first two, these will be made available to the research community by posting them accessibly on the project website. In addition, a

network of appropriate links with other sites of a similar nature will be grown, thus reinforcing the networks of exchange developed over the course of the project. Publication in an academic journal will feed into the usual channels of academic debate as peer-reviewed, evidence-based research.

This is a start-up project for the much larger task of populating the Digital Object Repository with the Lifespan Collection research data. As the project is envisaged as laying the foundations for the next phase of development, the project outputs will be capitalised on when funding is successfully secured.

Finally, whilst memos, case studies and publications will enter the public domain, it will be the networks of exchange and channels of dissemination that will keep the project outcomes alive and relevant after 31 March 2010. Lifespan Research group is committed to maintaining these networks and the dissemination patterns adopted during the Lifespan RADAR project will be continued after it comes to a close. This will be a necessary facet to the future development of the preservation and re-use project.

Project Outcomes	Action for Take-up & Embedding	Action for Exit
Research best-practice preservation solutions with appropriate legal and ethical considerations that foresee e-learning and teaching	Peer-reviewed knowledge produced in the form of memos, case studies and publications	Intellectual property
Explore the knowledge and networks to secure funding for population of the Digital Object Repository and further storage space	Explore funding options and prepare applications	Digitisation and population of the Digital Object Repository
Create communication layer that incorporates future interoperability with similar projects	Maintain dissemination channels: active channels, such as conferences, meetings and online discussions, and passive channels such as websites and brochures	Secure interest and networks

Project Outputs	Why Sustainable	Scenarios for Taking Forward	Issues to Address
Case studies and publications	Experience could be taken up by similar start-up projects	Websites and journals	Compliance with newer technologies
Technical development of RHUL Digital Object Repository (DOR)	As a RHUL-wide initiative, the project will offer long-term solutions beyond the needs of our collection	RHUL DOR	Adaptability to collection-specific requirements

Appendixes

Appendix A. Project Budget

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Appendix B. Workpackages