



JISC WORK PACKAGE

Before completing this template please note:

- *The Project Management Guidelines have detailed instructions for preparing project plans and work packages..*

WORKPACKAGES	Month	1	2	3	4	5	6	7	8	9	10	11	12
1: Website: set up project and design website to JISC requirements	April-May	X	X										
2: Digitisation strategy: define best-practice digitisation and preservation solutions and design adequate workflow	By June		X	X	X								
3: Metadata schema: build on existing curation models to provide appropriate metadata standards that incorporate the audio data's supporting material	By September			X	X	X	X						
4: Ethical and legal requirements: research data security, copyright legislation, and associated audit functions for appropriate data submission, preservation and accessibility	By November		X	X	X	X	X	X	X				
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	By January							X	X	X	X		
6: 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	Ready for submission by March 2010			X	X	X	X	X	X	X	X	X	X
7: Report of activities and publication in social science methods journal	Submit to journal by March 2010						X	X	X	X	X	X	X

Project start date: 01/04/2009

Project completion date: 31/03/2010

Duration: 12 months

Project Acronym:
 Version:
 Contact:
 Date:

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
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				Milestone	Responsibility
YEAR 1					
WORKPACKAGE 1:					
Objective: <i>Website: set up project and design website to JISC requirements</i>					
1. Fill in Project Plan	01/04/09	30/04/09	Project Plan		AA, LH
2. Look up JISC requirements	01/04/09	15/05/09			AA, LH
3. Create website	01/05/09	31/05/09	Website		NB
WORKPACKAGE 2:					
Objective: <i>Digitisation strategy: define best-practice digitisation and preservation solutions and design adequate workflow</i>					
4. Research best-practice solutions	01/05/09	30/06/09			AA, LH
5. Consult JISC Report: 'Digital Preservation Policies Study' for tools helpful to developing a preservation policy which can integrate widely with institutional activities	01/05/09	30/06/09			AA, LH
6. Write a memo where research findings are outlined	01/07/09	31/07/09	Memo 1 (will be available online)		AA, LH

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Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
WORKPACKAGE 3: <i>Objective: Metadata schema: build on existing curation models to provide appropriate metadata standards that incorporate the audio data's supporting material</i>	01/06-	30/11			
7. Research existing metadata schema and analyse supporting material in order to make a clear decision about the right item-level metadata to expose for each content type held	01/06/09	31/07/09			AA, LH, AP
8. Write memo on findings	01/09/09	31/09/10	Memo 2 (will be available online)	6 month Report	AA, LH
WORKPACKAGE 4: <i>Objective: Ethical and legal requirements: research data security, copyright legislation, and associated audit functions for appropriate data submission, preservation and accessibility</i>					
9. Organise meeting with legal consultant and prioritise tasks according to suggested proceedings specific to our data	01/05/09	31/05/09			TB, AA, LH
10. Identify relevant literature and leading academics in the field	01/05/09	15/06/09			AA, LH
11. Establish contact with academics in order to arrange a knowledge-sharing study day	01/06/09	30/06/09			AA, LH
12. Organise a study day	01/07/09	31/08/09			AA, LH
13. Carry out study day, where we will present our preliminary findings	01/09/09	30/09/09			AA, LH
14. Write a case study based on findings of research and study day, in agreement with legal	01/10/09	30/11/09	Case study on ethical and legal issues		AA, LH

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Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
consultant					
WORKPACKAGE 5:					
Objective: 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					
15. Delineate academic requirements and align them with technical specifications	01/10/09	24/12/09			AA, LH, AP
16. Explore options for machine-readable expression of permissions granted to users harvestable with each item, see Creative Commons licences	01/10/09	24/12/09			AA, LH, AP
17. Define strategy and create a memo	01/01/10	31/01/10	Memo 3 (will be available online)		AA, LH, AP
WORKPACKAGE 6:					
Objective: <i>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</i>					
18. Draw together the results from all research, memos, study day and the case study to produce a comprehensive summary document of the findings	01/02/10	31/03/10	Final case study		TB, GS, AA, LH

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Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
WORKPACKAGE 7:					
<u>Objective:</u> Publication in social science methods journal					
19. Produce one or more academic papers based on research findings to be submitted to peer-reviewed journal	01/09/09	31/03/10	Proof of submission	Final report	TB, GS, AA, LH

Members of Project Team:

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