



## Appendix B

### JISC CCLiP Work Packages

| Project Information               |   |          |                |
|-----------------------------------|---|----------|----------------|
| Project Acronym                   | CCLiP   |          |                |
| Project Title                     | Culture Campus Liverpool Portal   |          |                |
| Start Date                        | April 2009  | End Date | September 2010 |
| Lead Institution                  | The University of Liverpool   |          |                |
| Project Director                  | Dr Anne Merry   |          |                |
| Project Manager & contact details | Erica Jones Contact: <a href="mailto:ericajones@cityoflearning.org.uk">ericajones@cityoflearning.org.uk</a> T: 0151 291 3608 M: 0772 007 3017 |          |                |
| Partner Institutions              | Liverpool John Moores University, Liverpool Hope University, Liverpool Arts Regeneration Campaign, Liverpool City of Learning                 |          |                |
| Project Web URL                   | tba   |          |                |
| Programme Name (and number)       | Institutional Innovation projects in lifelong learning and workforce development (11/08)  |          |                |
| Programme Manager                 | Ruth Drysdale   |          |                |

| Document Name            |                              |
|--------------------------|------------------------------|
| Document Title           | Work Package                 |
| Reporting Period         | (Project start)              |
| Author(s) & project role | Erica Jones, Project Manager |

Project Acronym: CCLiP  
Version: 1.0  
Contact: EJ  
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|               |   |                 |  |
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| <b>Date</b>   | 5 May 09  | <b>Filename</b> | JISC CCLiP Work Packages Appendix B for 5 May 09 |
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|                         |             |                 |
|                         |             |                 |

## JISC WORK PACKAGE

| WORKPACKAGES                    | Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
|---------------------------------|-------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|
| <b>1: Online presence</b>       |       |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |
| 1. Website                      |       | █ | █ | █ |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |
| 2. Blog                         |       |   | █ | █ | █ | █ | █ | █ | █ | █ | █  | █  | █  | █  | █  | █  | █  | █  | █  |
| <b>2: Analysis of processes</b> |       |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |
| 3. Interviews                   |       |   | █ | █ |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |
| 4. Roadmaps                     |       |   | █ | █ | █ |   |   |   |   |   |    |    |    |    |    |    |    |    |    |
| <b>3: Workshops</b>             |       |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |
| 5. Workshop (a)                 |       |   |   |   |   |   |   | █ | █ | █ | █  | █  | █  |    |    |    |    |    |    |
| 6. Workshop (b)                 |       |   |   |   |   |   |   |   |   |   |    |    | █  | █  | █  | █  |    |    |    |
| 7. Online workshop              |       |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    | █  | █  | █  |
| <b>4: Project management</b>    |       | █ | █ | █ | █ | █ | █ | █ | █ | █ | █  | █  | █  | █  | █  | █  | █  | █  | █  |
| <b>5: Identifying CPD needs</b> |       |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |
| 12. Identify end-users          |       |   | █ | █ |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |
| 13. Report findings             |       |   |   | █ | █ | █ | █ |   |   |   |    |    |    |    |    |    |    |    |    |
| <b>6: Building the portal</b>   |       |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |
| 14. Identify barriers           |       |   |   |   | █ | █ | █ | █ | █ | █ | █  | █  | █  | █  | █  | █  | █  | █  | █  |
| 15. Develop aggregator          |       |   |   |   | █ | █ | █ | █ | █ | █ | █  | █  | █  | █  | █  | █  | █  | █  | █  |
| 16. Develop CPDN front end      |       |   |   |   | █ | █ | █ | █ | █ | █ | █  | █  | █  | █  | █  | █  | █  | █  | █  |
| 17. Technical documentation     |       |   |   |   | █ | █ | █ | █ | █ | █ | █  | █  | █  | █  | █  | █  | █  | █  | █  |

Project start date: 1<sup>st</sup> April 2009  
 Project completion date: 30<sup>th</sup> September 2010  
 Duration: 18 months

| Workpackage and activity  | Earliest Start Date | Latest Completion Date | Outputs<br>(clearly indicate deliverables and reports in bold)                 | Milestone | Responsibility |
|---|---------------------|------------------------|--|-----------|----------------|
| <b>YEAR 1</b>   |                     |                        |  |           |                |
| <b>WORKPACKAGE 1:</b><br><i>Project online presence</i>   |                     |                        |  |           |                |
| <u><i>Objective:</i></u> to communicate and disseminate project activities and outputs.   |                     |                        |  |           |                |
| 1. Development of project website   | APR 09              | JUN 09                 | - A project website with full documentation;                                   |           | SF/MR/DR       |
| 2. Setting up of project blog with regular posts, recording progress, issues and discoveries.   | APR 09              | AUG 2010               | - A blog recording the process of the project;                                 |           | SF/MR/DR       |
|   |                     |                        |  |           |                |
| <b>WORKPACKAGE 2:</b><br><i>Analysis of current processes</i>   |                     |                        |  |           |                |
| <u><i>Objective:</i></u> to raise the consistency and quality of the information and the efficiency of the underlying processes to facilitate the presentation of XCRI compliant information. |                     |                        |  |           |                |
| 3. Interviews with key personnel in each institution responsible for MIS data and production of information about CPD provision.  | MAY09               | JUN09                  |  |           | AP             |
| 4. Development of roadmap for each institution/partner  | MAY 09              | JULY 09                | - A report to the Project Steering Group & identification of potential issues. |           | AP             |

| Workpackage and activity   | Earliest Start Date | Latest Completion Date | Outputs<br>(clearly indicate deliverables and reports in bold) | Milestone | Responsibility                      |
|--|---------------------|------------------------|--|-----------|-------------------------------------|
| <b>WORKPACKAGE 3:</b><br><b>Workshops</b><br><b>(a) how to generate information in XCRI</b><br><b>(b) gathering and using business information through CCLP</b><br><br><u>Objective:</u> <i>to develop and deliver a series of workshops to raise practitioner understanding</i> |                     |                        |  |           |                                     |
| 5. Devise, develop and deliver workshop (a) for colleagues from partner institutions and cultural organisations - how to generate information for presentation (in XCRI) through CCLiP   | OCT09               | APR2010                | - a series of workshops  |           | JM/SF/NR/DR                         |
| 6. Devise, develop and deliver workshop (b) for colleagues from partner institutions and cultural organisations - how marketing and business intelligence can be extracted from CCLiP  | APR10               | JULY 2010              | - a series of workshops  |           | JM/SF/NR/DR                         |
| 7. Develop multimedia online workshop(s) based on activity (a) and potentially (b)   | JULY10 -            | SEP 2010               | - an online multimedia package                                 |           | JM with additional support from CLL |
|  |                     |                        |  |           |                                     |

| Workpackage and activity  | Earliest Start Date | Latest Completion Date                                 | Outputs<br>(clearly indicate deliverables and reports in bold)  | Milestone | Responsibility |
|---|---------------------|--|---|-----------|----------------|
| <p><b>WORKPACKAGE 4:</b><br/> <b>Project Management</b></p> <p><b>Objective:</b> <i>To ensure that the project runs smoothly and delivers within budget and on time.</i></p>  |                     |  | -   |           |                |
| 8. Oversight of progress against timeline/targets, via weekly meetings with project teams and bi-monthly meetings with Project Management Group;  | APR09               | SEP 2010   | - Project plan<br>- Project Manager's Reports on meetings and decisions<br>- Update Of Project Blog and Project Plan<br>- Minutes/agendas of meetings, records of decisions |           | EJ             |
| 9. Production of 1st interim report for Project SG and JISC;  |                     | SEP 30 <sup>th</sup> '09                               | - 1 <sup>st</sup> interim project report for JISC   |           | EJ             |
| 10. Production of 2nd interim report for Project SG and JISC;   |                     | MAR 31st 2010  | - 2 <sup>nd</sup> interim project report for JISC   |           | EJ             |
| 11. Production of a final report detailing how the change process has progressed in each of the three partner educational institutions, identifying technical and human barriers to implementation and how these were overcome or accommodated. |                     | JUL 16 <sup>th</sup> 2010<br>SEP 30 <sup>th</sup> 2010 | - Draft Final Report<br>- Final project report for JISC   |           | EJ             |
|   |                     |  |   |           |                |

| Workpackage and activity  | Earliest Start Date | Latest Completion Date | Outputs<br>(clearly indicate deliverables and reports in bold) | Milestone | Responsibility |
|---|---------------------|------------------------|--|-----------|----------------|
| <b>WORKPACKAGE 5:</b><br><i>Identifying CPD needs</i><br><br><u>Objective:</u> <i>To gather data about end-user development needs and search behaviours to feed back into the CCLiP specification</i> |                     |                        |  |           |                |
| 12. Identify and establish links with end-users of the CCLP in the creative/cultural industries sector.   | MAY 09              | JUN 09                 |  |           | JM             |
| 13. Discuss mechanisms for gathering information about current and future CPD needs of the end-users with a view to incorporating suggested enhancements into the CCLiP systems.                      | JUN 09              | SEPT 09                | - report on findings   |           | JM             |

| Workpackage and activity  | Earliest Start Date | Latest Completion Date | Outputs<br>(clearly indicate deliverables and reports in bold)                 | Milestone | Responsibility |
|---|---------------------|------------------------|--|-----------|----------------|
| <p><b>WORKPACKAGE 6:</b><br/> <i>Building the Portal</i></p> <p><b>Objective:</b> <i>To develop CCLiP:</i></p> <ul style="list-style-type: none"> <li>• <i>To collect and store XCRI-compatible information about regional CPD provision for the cultural/creative sector from all project partners;</i></li> <li>• <i>To allow provision for gathering information about CPD needs of the end-users as identified in workpackage 5.</i></li> </ul> |                     |                        |  |           |                |
| 14. Collaborate with partner institutions to identify potential barriers to production of an XCRI feed & where appropriate offer support and mechanism for creating an XCRI feed.   | JUL 09              | JUL/AUG 10             |  |           | SF/MR/DR       |
| 15. Develop an aggregator for CCLiP and ensure XCRI compliance throughout system making alterations where appropriate.  |                     |                        |  |           | SF/MR/DR       |
| 16. Develop new Culture Campus branded front end to the existing CPD Noticeboard system   |                     |                        | - a fully-operational and tested website (the Culture Campus Liverpool Portal) |           | SF/MR/DR       |
| 17. Technical documentation will be written throughout the project.   |                     |                        | - accompanying technical documentation;  |           | SF/MR/DR       |
|   |                     |                        |  |           |                |

Project Acronym: CCLiP  
Version: 1.0  
Contact: EJ  
Date: 5<sup>th</sup> May 2009

### Members of Project Team:

*EJ = Erica Jones*  
*SF = Stuart Feltham*  
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