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## **JISC Project Plan**

### ***Overview of Project***

#### **1. Background**

There is an increasingly complex ecology of digital resources being created and used by academics, researchers and others across the wide-range of communities that make up the Higher Education sector in the UK. In their early development many institutional repositories encouraged the submission of e-prints – electronic research papers created by academics. However, there is evidence that many institutional repositories are beginning to expand their collection remit to ingest a wider range of content types. These include images, datasets, multi-media resources, spreadsheets, virtual reality models, and more. They are also investigating and adopting a range of different management models.

The Sherpa DP project implemented an OAIS based distributed preservation service for a subset of institutional repositories that focus exclusively on e-prints (pre- and post-prints). It developed a variation on the standard OAIS reference model in which the preservation functions were physically separated from the other functional entities of the OAIS model but was implemented in a manner that allowed the Institutional Repository and AHDS Preservation Service in combination to be considered as a conformant OAIS. Sherpa DP2 will build on the ground-breaking work of Sherpa DP by extending the implementation model to examine repositories with different and varied types of digital content and using a more diverse range of content management systems. This will allow the development of diverse methods for the transmission and preservation of a wide range of digital content being created and stored within the UK Higher Education sector.

#### **2. Aims and Objectives**

The purpose of the project is to develop a full preservation environment capable of serving a range of diverse repositories and content types. It will extend the test-bed collaborative service developed for the SHERPA DP project, to consider a range of different repository archiving models.

As with the initial SHERPA DP project, the collaborative model will develop the relationship between a Content Provider and a Service Provider. The institutional repositories participating in the project will serve as Content Providers, undertaking activities associated with the acceptance and dissemination of digital data. The Arts & Humanities Data Service will serve as a Service Provider, performing activities associated with preservation management, addressing the diverse requirements of digital objects throughout their lifecycle. This will remove the requirement for each repository to employ scarce resources to the development and/or implementation of their own preservation layer.

The expansion of the preservation environment for such diverse range of institutional repositories will require an analysis of their operation, including the type of metadata they create and store, the workflow processes that they use, and other aspects. This will provide a rich set of reports that compare and contrast the operation of each repository. As a result of the investigation, the various aspects of the collaborative model will be reviewed and revised as necessary.

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Furthermore, the project will expand upon the basic business model for Service Providers that was developed for SHERPA DP, by establishing an economic cost model that could be used to ensure the long-term sustainability of a distributed preservation service.

In summary the project will:

- Extend the Sherpa DP OAIS based distributed preservation model to accommodate different types of institutional repositories and different collaboration methods, and investigate other options for provision of distributed preservation services.
- Investigate and develop tools to transform repository content (digital objects) as base64 encoded bitstreams for placing inside METS packages. The tool will also create the basic METS package and ensure that the encoded bitstream is appropriately located within the package.
- Investigate and assess other methods for connecting to digital repositories and downloading repository metadata and content.
- Refine the Sherpa DP set of protocols and software in order to interact with institutional repositories using a wider range of repository software applications (all but 1 of the Sherpa DP repositories uses EPrints software) and with a broad range of digital object types.
- Amend, update and expand as appropriate the Digital Preservation User Guide produced by the original Sherpa DP project to take account of the outcomes and lessons of the Sherpa DP2 project.

### 3. Overall Approach

The service model adopted will follow the structure established by the first SHERPA DP project – the institutional repositories that serve as project partners will continue their work, developing their technical infrastructure and promoting the use of their repository in their own institution. The AHDS Preservation Service will operate as a ‘dark archive’, providing a set of shared services to partners.

In the initial stages of the project, the AHDS will seek to identify the expectations and requirements of partner institutions. The data gathered in the initial stages will be subsequently used as a basis to assess the value of the preservation repository to the project partners and the type of services that must be provided. Without wishing to pre-empt the outcomes of the requirements study, the AHDS Preservation Service will provide to repositories the following functionality as a minimum:

- mechanisms for harvesting metadata
- tools and techniques for harvesting data
- file format conversion tools
- file integrity checking tools
- file format obsolescence checking

The project will subsequently undertake an analysis of the institutional repositories – the type of software that they operate, the capabilities of the software package, and the operation of each repository.

The project will subsequently investigate and develop diverse methods for harvesting metadata and transferring data over the Internet. The SHERPA DP used as its basis, the OAI Protocol for Metadata Harvesting and explored the use of METS as a metadata packaging standard. For SHERPA DP2, we will extend our remit, by investigating the practicalities of storing data and metadata in a single METS

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package through the development of a software tool. This tool will improve repository interoperability and simplify the data transfer and ingest processes. Sherpa DP2 will seek to incorporate the tool in to existing repository software and workflow practices. Alongside this work, the project will identify and assess a range of alternative packaging and transmission methods for harvesting data over the Internet. Examples include the use of the proposed extension of the OAI-HP (harvesting protocol), or Atom or RSS (for notification) with HTTP GET and content negotiation (such as Microsoft's simple sharing extensions).<sup>3</sup>

Both the METS method and any alternatives that may be implemented will require the incorporation of some form of error checking to ensure the integrity of files transferred across the network. The chosen packaging and transmission method will be deployed in the implementation phase of the project in order to locate content and metadata and download both to the preservation service provided at the AHDS. The project will also seek to investigate semi-automated software to preserve digital objects. It may be possible to process collections, for example, using a combination of JHove for format identification and Xena for migration.

Sherpa DP2 will contribute to and expand the Digital Preservation Handbook produced by the Sherpa DP project. This Handbook sets out an approach to establishing a digital repository and describes the implementation of a distributed preservation service. The experiences and outputs of the Sherpa DP2 project will be incorporated in the handbook. The additions to the Handbook will provide details of variant approaches to the implementation of preservation services in a distributed environment, as well as offering advice and guidance for anyone wishing to adopt a similar approach. An additional piece of work for the Handbook will be an expanded case study of the Sherpa DP/AHDS implementation of a Fedora-based digital repository.

## 4. Project Outputs

The development of the preservation environment will include an investigation of the technical setup, metadata requirements, administrative and workflow processes that are embedded in the institutional repositories. These will be reviewed and subsequent changes made to the operation of the AHDS preservation repository and OAIS compliant model developed for the project. This will provide a practical implementation of a preservation environment that may be applied to a range of different institutional repositories. The reports developed will detail the findings and experiences of the project and may be used as the basis for subsequent work by other repositories and services.

### Outputs

- A report detailing expectations and requirements of Preservation Services
- A report on the application of Trust in the disaggregated Service model
- A report detailing an enhanced set of preservation metadata elements agreed for institutional repositories.
- A report documenting the work undertaken to model disparate types of data stored in the preservation repository
- A report detailing alternative methods of extracting metadata and data from institutional repositories.
- An extended Digital Repository Handbook that makes recommendations for standards, best practices and work processes that may be used to manage and preserve digital content in an institutional repository, as well as methods of co-ordinating activities with a third-party preservation service.
- A pilot preservation service provided by the AHDS that may be applied to a wide range of digital repositories.

## 5. Project Outcomes

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The project will produce several items of value to the research community:

- A persistent preservation environment that fulfils several of the strategic objectives of the JISC.
- A practical application of METS as a content packaging standard
- The development of a minimum preservation metadata set and its application to a range of content types.
- A sustainable model for outsourced preservation services, that considers a range of different institutional repository setups.
- Continued refinement and testing of a business model for the provision of preservation services.

## 6. Stakeholder Analysis

Stakeholder	Interest / stake	Importance
SHERPA DP2 Project Partners	Direct and explicit interest in the successful outcome for the project. The development of a disaggregated preservation service model will enhance the curatorial role of the institutional repositories	High
SHERPA DP Project Partners	Continued benefit in the successful implementation and testing of the disaggregated service model.	Medium
Digital Preservation Coalition	The DPC will continue to provide an advisory role in the development of a disaggregated model for preservation, and advise on and participate in outreach activities.	Medium
Digital Curation Centre	The DCC will continue to provide an advisory role in the development of a disaggregated model for preservation, and advise on and participate in outreach activities.	Medium
Preservation Eprint SERVices 2 (University of Southampton)	Stake in the development of a common definition of the expectations of an institutional repository. Will also seek to avoid duplication of effort.	Low
Institutional Repositories	Will have an interest in operational model proposed to implement preservation into the repository software.	High
Preservation community	Will have an interest in operational model proposed to implement preservation into the repository software.	High
Research Community	Will be interested in the research outputs of the	Low

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	project. Will be reassured that their papers are being preserved.	
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## 7. Risk Analysis

*<List factors that could pose a risk to the project's success, assess their likelihood and severity, and how you will prevent them from happening (or manage them if they if they occur). Cover the types of risks listed and any others that apply.>*

Risk	Probability (1-5)	Severity (1-5)	Score (P x S)	Action to Prevent/Manage Risk
Staffing Problems (inability to attract and retain staff with appropriate skills and experience)	4	4	16	Spread expertise throughout the project, create a clear project plan and document current work to ensure knowledge is not lost.
Organisational	2	5	10	Contact host institutions and partners to convince them of the benefits of supporting the project.
Insufficient documentation about DSpace and EPrints	4	3	12	Consult publicly available documentation and contact support mailing list if the main developer(s) are unavailable.
Project partners unable to implement chosen solutions	2	4	8	Constant communication and feedback will keep partners apprised of planned approaches and give them an opportunity to object.
Content provided by project partner is considered to be of a poor quality and difficult to successfully import into the preservation repository	3	3	9	Discussion of repository content with partners. Investigation of tools and procedures for managing content.
No practical solution may be implemented within project time constraints	2	4	8	The absence of a practical solution is not an indication of failure. The project report would address the issues that could not be implemented.

## 8. Standards

Name of standard or specification	Version	Notes
The Open Access Initiative Protocol for Metadata Harvesting (OAI-PMH)		A JISC-endorsed standard for disseminating digital content, which provides for interoperable metadata querying and harvesting, using the hyper text transfer protocol (http). OAI-PMH is widely used in the academic and research communities, among others, for sharing metadata about digital resources.
The Metadata Encoding and		The only existing standard for packaging

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Transmission Standard (METS)		metadata and content together, and endorsed by JISC. Widely used in the library and research communities for packaging and sharing metadata. METS allows the inclusion of metadata from any metadata schema. Part of the work of this project will be to trial the METS package as a means of transmitting content, enabled in the standard but so far almost unused in practice.
PREservation Metadata: Implementation Strategies (PREMIS)	1.0, 1.1	A global initiative, sponsored by OCLC and RLG, to develop an agreed preservation metadata standard as well as practical guides for encoding, storing and managing preservation metadata within digital systems. PREMIS builds on the work of the 2001-2 Preservation Metadata Framework Working Group, also sponsored by OCLC and RLG.
RSS (Really Simple Syndication)	1.0/ 2.0 (as appropriate)	Web feed formats that are used to publish frequently updated digital content. RSS is supported, to varying degrees, by different repository software. A work package during the project will investigate the use of RSS as a method for identifying new submissions and extracting content.

## 9. Technical Development

The technical developments will build on the work undertaken in the SHERPA DP project. In most instances, it is not expected that software packages will meet our requirements without modification or extension. We will begin by investigating third-party plug-ins developed by other projects and assess their suitability for the allocated task. These may be subsequently adopted and/or extended as necessary. To enable a realistic evaluation, this is likely to involve the development and testing of prototypes for particular solutions.

The investigation will draw upon experience in the wider preservation and research community to identify existing approaches that may be adopted. Documentation on the various repository software packages will be extensively referenced, as well as experience gained by repository implementers that may be failed on various mailing lists, forums and Wikis.

The preservation infrastructure will build on the work performed in SHERPA DP to use technologies that have been tried and tested. The project will use well-documented standards, such as OAI-HP, METS, RSS and PREMIS (among other standards) throughout the funding period. These will be implemented in a manner that is interoperable and avoids limitations imposed by particular repository software. Although many aspects of the preservation repository are built on top of the Fedora repository software, they could be repurposed to other repository types with a limited amount of work. Software produced during the project, including software patches, will be documented and made available to project staff or placed on the web site, as appropriate.

## 10. Intellectual Property Rights

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IPR in all working papers and reports etc, and software tools or enhancements produced by the partners will be retained by the authors and host institutions but will be made freely available on a non-exclusive licence, as required by JISC. All results and outputs will be freely disseminated and available for use by the Higher Education and Further Education communities. All project outputs and working data will be archived permanently and made accessible in line with JISC requirements. When possible, GPL, or other Open Source licences, will be used for software developed during the project

## ***Project Resources***

### **11. Project Partners**

#### **Arts and Humanities Data Service**

King's College London  
Lead Partner  
Preservation Officer: Gareth Knight  
gareth.knight@ahds.ac.uk

#### **University of Hull**

Hull  
United Kingdom  
HU6 7RX  
Project manager: Chris Awre  
c.awre@hull.ac.uk

#### **University of Oxford**

Library Services  
Osney One Building  
Osney Mead  
Oxford  
OX2 0EW  
R&D Manager: Neil Jefferies  
neil.jefferies@sers.ox.ac.uk

#### **Goldsmiths College**

University of London,  
New Cross,  
London  
SE14 6NW  
Project officer: Mary Nixon  
m.nixon@gold.ac.uk

#### **CERN**

CERN Library  
Mailbox C27810  
CERN CH 1211 Geneva 23, Switzerland  
Scientific Information Officer: Joanne Yeomans  
joanne.yeomans@cern.ch

#### **Centre for Computing in the Humanities**

King's College London,

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Strand,  
London  
WC2R 2LS  
Project Officer: Paul Spence  
paul.spence@kcl.ac.uk

**University of Edinburgh**

Main Library,  
George Square  
Edinburgh  
EH8 9LJ  
Project Officer: Colin Watt  
colin.watt@ed.ac.uk

**University College London**

Library Services,  
Gower Street,  
London  
WC1E 6BT  
Project Officer: Martin Moyle  
ucylamm@ucl.ac.uk

## 12. Project Management

A partnership agreement will be signed with all project partners at the first partner meeting. This agreement is an extension of the existing Sherpa partners agreement.

**Project Director, 0.5 FTE**

To be appointed

*Project management and oversight of the work of the project, as well as acting as advocate for the project*

The Preservation Manager will oversee the work of the project and act as advocates for the project. They will also make significant contribution to several work packages regarding the strategic direction of the project.

**Preservation Officer, 0.3 FTE**

**Gareth Knight**

gareth.knight AT ahds.ac.uk

*Technical and research activities associated with work packages 3-6.*

The Preservation Officer will take responsibility for all other aspects of the project, the development of the OAIS framework, the Handbook, and the non-technical metadata and implementation work. The Preservation officer will extend the work generated in the initial SHERPA DP project. This will ensure that the outputs from the first SHERPA Project are properly coordinated and contribute to this project. This post will be line-managed by the AHDS Preservation Manager.

**Technical Officer 1.0 FTE**

Rishi Sharma

rishi.sharma AT ahds.ac.uk

*Programming and coding work for work packages 3-5*

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The Technical Officer will have responsibility for the technical aspects of the project, including implementation. This is a key role working within the technical framework of the AHDS and acting as the liaison point with the technical staff at the partner sites. The technical officer will be line-managed by the AHDS technical manager.

**Partner Project Staff, based at the project partners:**

The CURL Board has agreed to fund the institutional repository project partners for a fixed sum towards their contribution to the project. This is likely to involve primarily technical staff to evaluate and test the solutions offered, and project staff to implement the chosen solutions.

### 13. Programme Support

### 14. Budget

### *Detailed Project Planning*

### 15. Workpackages

### 16. Evaluation Plan

Timing	Factor to Evaluate	Questions to Address	Method(s)	Measure of Success
Ongoing	Metadata set	Suitability for data types stored by partner repositories	Questionnaires and discussion with partner sites	Development of a metadata set that meets preservation requirements for AHDS and project partners
Ongoing	SHERPA Preservation Infrastructure	Is the SHERPA-OAIS model appropriate for partner institutions that operate different repositories and organisational models	Project partners to be used as testbed	Successful implementation at project partner sites
Ongoing	Digital Repositories handbook	Will the handbook be taken up by the research community?	Consultation with the DCC, DCP and wider community	It is accepted as an exemplar of good practice.
ongoing	Metadata set	Suitability for purpose for partner repositories	Questionnaires and discussion with partner sites	Development of a metadata set that meets preservation requirements for AHDS and project partners

### 17. Quality Plan

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<b>Output</b>					
<b>Timing</b>	<b>Quality criteria</b>	<b>QA method(s)</b>	<b>Evidence of compliance</b>	<b>Quality responsibilities</b>	<b>Quality tools (if applicable)</b>
Ongoing	Fitness for purpose	Project Manager to confirm that deliverables conform with their intended purpose as stated in the work packages.	Project Manager sign-off; practical implementation		-
post-Project	Best practice in preservation service delivery	Assessment of Digital Repositories policies and procedures against others in use around the world	Distributed service model adopted by other institutional repositories within the UK HE Sector		-
Ongoing	Adherence to best practice preservation models	OAIS framework used as basis for distributed service model for preservation	Preservation infrastructure builds on the OAIS reference model		-
ongoing	Adherence to repository modelling standards	Adherence to standards for Trusted Digital Repositories	Framework for Trusted Digital Repositories used as a basis to analyse the model		-

## 18. Dissemination Plan

<b>Timing</b>	<b>Dissemination Activity</b>	<b>Audience</b>	<b>Purpose</b>	<b>Key Message</b>
Ongoing	Conference papers and posters	Academic community	To encourage awareness of project outputs	Indicates the importance of preservation within the open access community.
Monthly	Project website	Academic community Repository staff	To provide regular updates about the project and its findings	Information about the project
Ongoing	Consultation with the community	Academic community, repository staff, DCC, DPC, digital libraries	To ask for feedback	Map the project into the wider landscape of these activities
Ongoing	JISCMail lists	Relevant JISCMail lists	To inform of project outputs and outcomes	Raise awareness of key outputs of the project.

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## 19. Exit and Sustainability Plans

Project Outputs	Action for Take-up & Embedding	Action for Exit
Report on the expectations of a preservation service	Dissemination among project partners. Publication on project web site. Conference papers	Report on project web site. Embed requirements into overall understanding of preservation services.
Report on the application of TDR to disaggregated services	Dissemination among project partners. Publication on project web site.	Report on project web site.
Reports documenting a descriptive and preservation metadata set	Dissemination among project partners. Publication on project web site.	Report on project web site.
Report documenting the development of preservation archive management	Dissemination among project partners. Publication on project web site.	Report on project web site.
Second edition of Digital Repositories handbook	Dissemination among project partners. Publication on project web site.	Report on project web site.
A preservation service for digital repositories provided by the AHDS	Flag availability of preservation service to project partners	Maintain a preservation service at AHDS

Project Outputs	Why Sustainable	Scenarios for Taking Forward	Issues to Address
Enhanced business plan and cost model	Can contribute to the development of similar repositories in the future	Enhance business plan and develop a cost model	Certification of a trusted repository, funding.

## Appendixes

### Appendix A. Project Budget

### Appendix B. Workpackages

Work Package	Task	Start & End Date	Description	Responsibility	Outputs	
1.1	Project Plan complete	01/06/07 - 31/08/07	Detailed project plan.	AHDS Director with Project staff	<b>Project Plan Version 1a</b>	✓
1.2	Project summary on AHDS web site	01/06/07 - 29/06/07	Brief description of the project aims and objectives made available, with links to project	Project Manager		✓

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			partners.			
1.3	Revise SHERPA DP website	01/06/07 - 13/07/07	Brief description of the project aims and objectives made available, with links to project partners.	Project Director with Digital Preservation Officer		
1.5	Establish Partner agreement	30/07/07 – 28/09/07	Seek to extend the existing SHERPA 1 partner agreement.	Project Director with Digital Preservation Officer		
1.6	Prepare JISC biannual progress report 1	01/06/07 - 31/11/07	Biannual report with financial statement.	Project Director	<b>Progress Report 1</b>	
1.7	Prepare JISC biannual progress report 2	03/12/07 - 30/05/08	Biannual report with financial statement.	Project Director	<b>Progress Report 2</b>	
1.8	Prepare JISC biannual progress report	03/06/08 - 28/11/08	Biannual report with financial statement.	Project Director	<b>Progress Report 3</b>	
1.9	Prepare JISC Completion Report	03/12/08 - 27/02/09	Completion report for duration of project with final financial statement.	Project Director with Project staff	<b>Completion Report</b>	
1.10	Website update	ongoing	Monthly updates to website with relevant content.	Digital Preservation Officer and Project Director		
1.11	Monthly meetings	ongoing	Monthly meetings for internal Project staff, to include partners where input and feedback is required.	Project Director		

## 2. Assessment and Enhancement of Service Provider model

Work Package	Task	Start & End Date	Description	Responsibility	Outputs
2.1	Produce survey	30/07/07 – 10/08/07	The survey is intended to clarify expectations of	Digital Preservation Officer & Project	Survey

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			Preservation Services for the project.	Director	
2.2.	Project partners respond to survey	27/08/07 – 17/09/07	Distribute survey to project partners through the JISC mailing list with request for comment	Project partners	Project partners comment
2.3.	Survey assessment report	17/09/07 – 12/10/07	Collate survey responses and report on the expectations of a preservation service and establish performance requirements	Digital Preservation Officer with Project Director	Draft survey assessment
2.4.	Circulate to project partners for further comment and revise accordingly	15/10/07 – 16/11/07	Distribute draft report to partners and finalise assessment report based on comments	Project partners; Digital Preservation Officer with Project Director	Final survey assessment report
2.5.	Investigate Trusted Digital Repository	27/08/07 – 17/09/07	Review work undertaken in relation to Trusted Digital Repositories and certification agencies	Project Director and Preservation Officer	Summary document outlining the purpose of the Trusted Digital Repository and methods of certification
2.6	Application of TDR to collaborative model	08/10/07 – 09/11/07	Outline the method that the TDR may be applied to the collaborative model, indicating any requirements	Project Director and Preservation Officer	TDR Report

### 3. Repository Archiving – Investigation and prototyping

Work Package	Task	Start & End Date	Description	Responsibility	Outputs
3.1	Working document on alternative transfer mechanisms	17/08/07 – 14/09/07	A comprehensive assessment, analysis and possible testing of alternative mechanisms to	Technical Officer, Project Director & Preservation officer	Working document analyzing capabilities of various transfer

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			transfer data & metadata. This will include a review of RSS, Web extraction, FTP, and base64		mechanisms.
3.2	Produce Fedora report	17/09/07 – 19/10/07	Review and produce report on capabilities of Fedora as a source repository	Technical Officer & Preservation Officer	Report on Fedora
3.3.	CDS Invenio review	22/10/07 – 23/11/07	A review of the CDS Invenio software, with focus on the metadata & data output capabilities, APIs.	Technical Officer & Preservation Officer	Report on Invenio
3.4.	Greenstone/ DSpace review	26/11/07 – 18/01/08	Investigate the use of Greenstone or DSpace (according to choice of relevant partner institution)	Technical Officer & Preservation Officer	Report on Greenstone or DSpace (according to software choice by partner institution)
3.5.	Non-repository storage method review	28/01/08 – 07/03/08	Investigate non-repository methods of storing and distributing content, as used by CCH	Technical Officer, Project Director & Preservation Officer	Working document on non-repository storage and distribution methods
3.6.	Transfer mechanism assessment	10/03/08 – 11/04/08	Review transfer mechanisms identified in WP3.1 – 3.6 and choose appropriate mechanisms to be adopted and/or extended to suit project requirements	Project Director & Technical Officer	Report indicating choice of transfer mechanisms to be supported by the project
3.7.	Implement/ refine appropriate transfer mechanism for Fedora	14/04/08 – 23/05/08	Investigate the creation of scripts to export a rich metadata and data.	Technical Officer	Possible Fedora scripts
3.8.	Implement/ refine appropriate transfer mechanism for	26/05/08 – 04/07/08	Investigate the creation of scripts to export a rich metadata and	Technical Officer	Possible Invenio scripts

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	Invenio		data.		
3.9	Implement/ refine appropriate transfer mechanism Greenstone/ DSpace	07/07/08 – 22/08/08	Investigate the creation of scripts to export a rich metadata and data.	Technical Officer	Possible Greenstone/ DSpace scripts
3.10	Develop archiving method for non- repository content	25/08/08 – 31/10/08	Investigate and develop an archiving method to obtain database, static resources and other content that is not located in a repository. CCH will serve as a testbed.	Technical Officer	Possible archiving method
3.11	Integrate archive handler methods into preservation repository	3/11/08 – 28/11/08	Investigate the creation of prototypes for alternative transfer methods. The prototype(s) may combine the functionality of existing software (identified in 3.9) or those created for the project.	Technical Officer	Possible prototypes
3.11.	Develop and integrate preservation services	01/12/08 – 13/02/09	Integrate preservation services appropriate to the project	Technical Officer	Preservation Service infrastructure

#### 4. Archive management

Work Package	Task	Start & End Date	Description	Responsibility	Outputs
4.1.	Review of metadata standards in use by partner institutions	12/11/07 – 07/12/07	Review of application profiles and metadata captured by partner institutions.	Preservation Officer, with Project Director & Technical Officer	Report on use of metadata standards
4.2	Assess content types supported by partner institutions	10/12/07 – 25/01/08	Investigate the content types stored by partner institutions through an analysis of their collection policy and repository	Preservation Officer, with Project Director	Report on content types supported by partner institutions and recommendations for a preservation strategy to be

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			content. Develop an appropriate strategy to preserve the intellectual content/		adopted by the Preservation Service
4.3	Develop preservation metadata scheme to be stored by AHDS	28/01/08 – 22/02/08	Review preservation metadata elements and vocabulary recommendations and recommend appropriate revisions	Preservation Officer with Project Director & Technical Officer	Draft paper outlining revised preservation metadata element set
4.4	Partners comment	28/01/08 – 22/02/08	Partners comment on preservation metadata	Project partners	Partners comments
4.5	Produce final report on preservation metadata	24/03/08 – 18/04/08	Revise preservation metadata draft and finalise metadata scheme	Preservation Officer with Project Director & Technical Officer	Final report
4.6.	Review content model in use by project partners	21/04/08 – 30/05/08	Investigate the methods used to model content in partner repositories. Establish common approaches and consider how existing complex structures may be standardised. Make recommendations for the storage of complex resources in the preservation repository	Project Director with Preservation Officer & Technical Officer	Content model report
4.7.	Develop standardised content model	02/06/08 – 18/07/08	Develop methods of modelling content in preservation repository. Provide recommendations for project partner for the management of disparate content	Project Director with Preservation Officer & Technical Officer	Content model report
4.8	Review capabilities of preservation tools	21/07/08 – 29/08/08	Produce a review of preservation tools that assesses their capabilities and identifies problem areas.	Preservation Officer & Technical Officer	Working document on the capabilities offered by tools such as JHOVE, XENA, etc.

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4.10	Investigate methods to resubmit data into source repositories	03/11/08 – 19/12/08	Investigate methods to resubmit data into source repositories, such as that proposed by the DepositAPI project and other web services.	Technical Officer, Project Director & Preservation Officer	Working document on methods available to resubmit data into source repositories; Possible prototypes.
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#### Extension and enhancement of Repository Management Handbook

Work Package	Task	Start & End Date	Description	Responsibility	Outputs
5.1.	Review and revision of Business model	05/11/07 – 21/12/07	Review business and cost model developed for SHERPA DP1. Consult with KCL Business and extend as appropriate. Distribute to project partners	Project Director and Preservation Officer	Draft business model applicable to different types of Content Providers
5.2	Review and enhance collaborative model	21/07/08 – 12/09/08	Extend and enhance collaborative model to consider a range of scenarios and outline methods for establishing trust	Digital Preservation Officer & Project Director	Revised collaborative model
5.3.	Case study for SHERPA DP2	15/09/08 – 17/10/08	Reflect on the disparate outputs of the project and create a case study documenting the work.	Project Director, with Preservation Officer and Technical Officer	Write-up of SHERPA DP2 case study
5.4.	Extend SHERPA DP handbook	20/10/08 – 30/01/09	Review, enhance and expand the various sections outlined in the Sherpa DP handbook	Preservation Officer, with Project Director and Technical Officer	Revised and expanded SHERPA DP handbook
5.5.	Revise project	05/01/09 –	Review and revise project	Project Director, Preservation Officer &	Revised project

Project Acronym:

Version:

Contact:

Date:

	documents	13/02/09	documents	Technical Officer	documents
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