



JISC WORK PACKAGE

WORKPACKAGES	Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
1: Project Management																									
2: Institutional Repository Development																									
3: Technology																									
4: Outreach and Dissemination																									

Project start date: *1 March 2007*

Project completion date: *27 February 2009*

Duration: *24 months*

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
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				Milestone	Responsibility
WORKPACKAGE 1: Project Management					
<i>Objective: to ensure efficient and timely delivery of project outcomes.</i>	01/03/07	28/02/2009			
1. Project planning and leadership			Produce Project plan ; make adjustments to plan as needed; monitor progress and responsibilities. Signed Consortium Agreement .		Project Manager, RR (Edinburgh); Project Directors, PB, MB (Edinburgh, Southampton)
2. Facilitate collaboration and communication among partners			Project meetings scheduled; collaboration software set up; ensure engagement of all partners; assist project planning at partner sites as needed.		RR (Edin)
3. Contact and reporting with JISC			6-monthly progress reports and final report ; liaison with programme manager and other project managers; attendance at programme meetings; participate in online discussion.		RR (Edin)
4. Financial administration			Maintain budget; administer and monitor flow of funds to partners; ensure efficient and timely expenditure of funds.		RR & IE (Edin)
5. Liaison between consultant and partners			Develop consultant activity (e.g. TRAC or DRAMBORA self-audits); monitor progress; arrange and facilitate	Kick-off meetings at each	RR (Edin); AG (Digital Lifecycle)

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			meetings.	site (April 2007)	Consulting)
6. Establish and maintain project page, website			EDINA project page with key information; project-wide website with current awareness information about data and institutional repositories		RR, SM, JC (Edin); all
7. Ensure professional development opportunities for project staff			Data librarians to learn about repositories; repository managers to learn about data; technical staff to undertake training as needed		RR (Edin); AG (DLC); all
8. Oversee internal and external evaluation			Arrange for both formative and summative evaluation covering both progress made at each institution, and the impact of the project as a whole on the broader community. Commission an external evaluator familiar with UKHE, research data, and the JISC IE.		RR (Edin); external evaluator
WORKPACKAGE 2: Institutional Repository Development	01/05/07	28/02/2009			
<u>Objective:</u> <i>to use a range of open source software repository solutions - Eprints, DSpace, Fedora - to provide exemplars and add-on tools for managing datasets as institutional repository items. Develop each partner's IR to accept deposit of datasets; inform each other about best practices.</i>					
9. State of the Art Review to inform our set-up activities				State of the Art Review publicly	HG (Southampton); all

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				released	
10. Data Audit (backdoor info gathering, e.g through Research Office, and surveys)			Internal information for repository staff		All
11. Prepare user scenarios? list of benefits; legal briefing; practice on 'friendly' researchers			User scenarios, etc. on project website		All
12. Local advocacy & finding early adopters; publicity			Newsletter articles, powerpoints, etc.		All
13. Define scope & policies (e.g. file formats, metadata, preservation)			Policy documents on IR websites		All
14. Develop depositor agreement (copyright etc.)			Depositor agreement integrated into IR deposit interface		All
15. Write/compile guidance for depositors; e.g. data management guidelines; data sharing policies from research councils; creating anonymised public use files			Policy documents and guidance for depositors on IR websites		All
16. Spec new jobs & hire staff				New staff in place	Edinburgh; LSE; Oxford
17. Implement EPrints, DSpace, and Fedora systems (data IRs) at each of the sites (either new or existing repositories).			Repository system in place for development. Usability testing of repositories.		All
18. Customise IRs for ingest interface for datasets			Includes determining mandatory fields		All
19. Customise IRs for metadata for datasets			Includes exploration of simple DC & qualified DC		All
20. Customise IRs for preservation of datasets			Use of Pronom DROID tool or other file format registry & checksums for data validation.		All
21. Customise IRs for OAI compliance of datasets			IR's data contents are harvested by major repository search engines	Register IR in OpenDoar	All
22. Work with project consultant to measure progress towards trusted data repository			Each institution will use RLG TRAC or Drambora methodology to identify		AG; All

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			priorities for preservation planning ??		
WORKPACKAGE 3: Technology	01/05/2007	28/02/2009			
Objective: <i>Build capacity of institutional repositories to respond to the unique requirements of research datasets as a new 'document type'.</i>					
23. Customisation to link to publications in IR			Any new code will be made available to OSS communities		LSE; Edinburgh
24. Customise EPrints to use DDI as metadata schema			Includes OAI compliance		LSE
25. Implement a plug-in for Shibboleth access and authentication to resources			Includes both authentication for deposit and exploration of restricted access to datasets by Virtual Research Organisations (user-defined groups)		LSE
26. Develop a Fedora data model			DDI and (?) other XML schemas (?)		Oxford
27. Explore interoperability with the UKDA			Goal is to allow access to datasets derived from UKDA datasets through seamless access interface to UKDA registration. Need to negotiate with UKDA.		DISC-UK
28. Exemplars for Web 2.0 data sites (e.g. swivel.com, many eyes), mash-ups (e.g. user's own data with google maps) and custom-built websites (e.g. using SVG for choropleth maps)			Depends on early adopters' and their needs.		RR & SM (Edin)
29. Technology Watch: e-Research & Repositories			Bookmarks on DataShare bluedot site; other written outputs; possible tasks for technology implementation		LM (LSE)
30. Technology Watch: Web 2.0 & Repositories			Bookmarks on DataShare bluedot site; other written outputs; possible tasks for		SM (Edin)

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			technology implementation		
31. Technology Watch: Preservation & Repositories			Bookmarks on DataShare bluedot site; other written outputs; possible tasks for technology implementation		RR (Edin)
WORKPACKAGE 4: Outreach and Dissemination					
<i>Objective: to produce and disseminate findings to inform library and repository managers about the organisational and technical issues associated with the deposit of research data.</i>	01/05/2007	28/02/2009			
32. Develop a dissemination plan for the second year with emphasis on deliverables and based on a complete stakeholder analysis.			Original dissemination plan will continue to grow as part of progress reports.		RR
33. Cooperate with the RSP and DCC to customise experience-based outputs for dissemination to UKHE community, including tool-kits for data management.			Meetings and correspondence with RSP and DCC.		Various
34. Papers will be submitted to relevant conferences and journals by DISC-UK partners. Presentations will be given by request to other meetings.			As identified, to be included on project website.		Various
35. Experience-based outputs including use cases, documentation, best practice guidelines, and fact sheets will be written by the project team on a wide range of topics, in consultation with RSP and others as to desired topics.			As identified, to be included on project website.		Various
36. A training programme will be designed (but not delivered within the project) to teach			Correspondence and meetings with key collaborators; progress towards training		DISC-UK members with

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skills to information professionals who wish to support staff and students in their use of research data in their institutions for analysis, management and sharing in repositories.			requirements identified.		collaborators as identified

Members of Project Team:

Project Directors

- Peter Burnhill - EDINA National Data Centre, University of Edinburgh
- Mark Brown - University of Southampton

Project Manager

- Robin Rice - EDINA National Data Centre and Edinburgh University Data Library

Project Officers

- Harry Gibbs - University of Southampton Library
- Stuart Macdonald - EDINA National Data Centre and Edinburgh University Data Library
- Luis Martinez - London School of Economics Data Library
- Tanvi Desai - LSE Research Laboratory Data Service
- Jane Roberts - Oxford Data Library (Nuffield College)

Repository Managers

- John MacColl - Digital Library Division, University of Edinburgh
- Theo Andrew - Digital Library Division, University of Edinburgh
- Frances Shipsey - Information Services, LSE Library
- Sally Rumsey - Oxford University Research Archive
- Neil Jefferies - IT Development & Strategy Team, Oxford University Library Services
- Wendy White - University of Southampton Libraries

Project Consultant

- Ann Green - Digital Life Cycle Research & Consulting, Newhaven, Conn., USA

Technical officers tba