



**JISC WORK PACKAGE: (Project Plan Appendix B, Version 2 )**

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	25
1: Project Management																										
2: Institutional Repository Development																										
3: Technology																										
4: Outreach and Dissemination																										

Project start date: *1 March 2007*

Project completion date: *31 March 2009*

Duration: *25* 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
<b>WORKPACKAGE 1: Project Management</b>					
<i><b>Objective:</b> to ensure efficient and timely delivery of project outcomes.</i>	01/03/07	31/03/2009			
1. Project planning and leadership			Produce <b>Project plan</b> ; make adjustments to plan as needed; monitor progress and responsibilities. Signed <b>Consortium Agreement</b> .		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 <b>progress reports and final report</b> ; 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	<b>Kick-off meetings at each</b>	RR (Edin); AG (Digital Lifecycle)

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
			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
<b>WORKPACKAGE 2: Institutional Repository Development</b>  <b>Objective:</b> <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>	01/05/07	31/03/2009			
9. State of the Art Review to inform our set-up activities				State of the Art Review publicly	HG (Southampton); all

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
				released	
10. Data Audit (using surveys, interviews and Data Audit Tool from DCC)			<b>Lessons learned reports;</b> recommendations for central services and audited departments; 'targets' identified for advocacy for data sharing		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				<b>New staff in place</b>	All
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 <b>ingest interface</b> for datasets			Includes determining mandatory fields		All
19. Customise IRs for <b>metadata</b> for datasets			Includes exploration of simple DC & qualified DC		All
20. Customise IRs for <b>preservation</b> of datasets			Use of Pronom DROID tool or other file format registry & checksums for data validation.		All
21. Customise IRs for <b>OAI compliance</b> of datasets			IR's data contents are harvested by major repository search engines	<b>Register IR in OpenDoar</b>	All

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
22. Work with project consultant to measure progress towards trusted data repository			Each institution will use RLG TRAC or Drambora methodology to identify priorities for preservation planning ??		AG; All
<b>WORKPACKAGE 3: Technology</b>  <b>Objective:</b> <i>Build capacity of institutional repositories to respond to the unique requirements of research datasets as a new 'document type'.</i>	01/05/2007	31/03/2009			
23. Customisation to link to publications in IR			Any new code will be made available to OSS communities		LSE; Edinburgh
24. Develop a Fedora data model			DDI and (?) other XML schemas (?)		Oxford
25. 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
26. 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)
27. Technology Watch: e-Research & Repositories			Bookmarks on DataShare bluedot site; other written outputs; possible tasks for technology implementation		LM (LSE)
28. Technology Watch: Web 2.0 & Repositories			Bookmarks on DataShare bluedot site; other written outputs; possible tasks for technology implementation		SM (Edin)
29. Technology Watch: Preservation & Repositories			Bookmarks on DataShare bluedot site; other written outputs; possible tasks for technology implementation		RR (Edin)

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
<b>WORKPACKAGE 4: Outreach and Dissemination</b>					
<i><b>Objective:</b> 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	31/03/2009			
30. 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
31. 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
32. 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
33. 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
34. A training programme will be designed (but not delivered within the project) to teach 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			Correspondence and meetings with key collaborators; progress towards training requirements identified.		DISC-UK members with collaborators as identified

Project Acronym: DataShare  
 Version: 2  
 Contact: Robin Rice  
 Date: 22/10/08

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
repositories.					

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, Teresa McGowan - University of Southampton Library
- Stuart Macdonald - EDINA National Data Centre and Edinburgh University Data Library
- Jane Roberts - Oxford Data Library (Nuffield College)
- Luis Martinez - Oxford e-Research Centre
- Tanvi Desai - LSE Research Laboratory Data Service

**Repository Managers**

- Theo Andrew, Morag Watson - Digital Library Division, University of Edinburgh
- Frances Shipsey, Dave Puplett - 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**

- George Hamilton - EDINA National Data Centre, University of Edinburgh
- Ben O'Steen - Oxford University Research Archive