



### Workpackages and Deliverables

|  | 2007 |   |   |   |   |   | 2008 |   |   |    |    |    |    |    |    |    |    |    |
|--|------|---|---|---|---|---|------|---|---|----|----|----|----|----|----|----|----|----|
|  | J    | A | S | O | N | D | J    | F | M | A  | M  | J  | J  | A  | S  | O  | N  | D  |
|  | 1    | 2 | 3 | 4 | 5 | 6 | 7    | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| <b>1: Project Management</b>                                 |      |   |   |   |   |   |      |   |   |    |    |    |    |    |    |    |    |    |
| Project Plan   |      |   |   |   |   |   |      |   |   |    |    |    |    |    |    |    |    |    |
| Project web site and text for JISC site                      |      |   |   |   |   |   |      |   |   |    |    |    |    |    |    |    |    |    |
| Consortium Agreement   |      |   |   |   |   |   |      |   |   |    |    |    |    |    |    |    |    |    |
| Progress reports   |      |   |   |   |   |   |      |   |   |    |    |    |    |    |    |    |    |    |
| Completion Report  |      |   |   |   |   |   |      |   |   |    |    |    |    |    |    |    |    |    |
| Final Report   |      |   |   |   |   |   |      |   |   |    |    |    |    |    |    |    |    |    |
| Web site mothballed  |      |   |   |   |   |   |      |   |   |    |    |    |    |    |    |    |    |    |
| <b>2: Survey of existing activities</b>                      |      |   |   |   |   |   |      |   |   |    |    |    |    |    |    |    |    |    |
| Pilot test report  |      |   |   |   |   |   |      |   |   |    |    |    |    |    |    |    |    |    |
| Metadata and database prevalence report                      |      |   |   |   |   |   |      |   |   |    |    |    |    |    |    |    |    |    |
| Research workflow case studies                               |      |   |   |   |   |   |      |   |   |    |    |    |    |    |    |    |    |    |
| Workpackage report, evaluating workflows                     |      |   |   |   |   |   |      |   |   |    |    |    |    |    |    |    |    |    |
| <b>3: Harvesting of data</b>                                 |      |   |   |   |   |   |      |   |   |    |    |    |    |    |    |    |    |    |
| Imported data: case studies                                  |      |   |   |   |   |   |      |   |   |    |    |    |    |    |    |    |    |    |
| Web scraper perl script                                      |      |   |   |   |   |   |      |   |   |    |    |    |    |    |    |    |    |    |
| Guidelines for bulk import                                   |      |   |   |   |   |   |      |   |   |    |    |    |    |    |    |    |    |    |
| Harvesting data workpackage report                           |      |   |   |   |   |   |      |   |   |    |    |    |    |    |    |    |    |    |
| <b>4: Metadata Enhancement</b>                               |      |   |   |   |   |   |      |   |   |    |    |    |    |    |    |    |    |    |
| Review of scholarly works application profile implementation |      |   |   |   |   |   |      |   |   |    |    |    |    |    |    |    |    |    |
| Technical metadata review                                    |      |   |   |   |   |   |      |   |   |    |    |    |    |    |    |    |    |    |
| Metadata enhancement report                                  |      |   |   |   |   |   |      |   |   |    |    |    |    |    |    |    |    |    |



| Workpackage and activity  | Earliest start date | Latest completion date | Outputs<br>(clearly indicate deliverables & reports in bold)  | Milestone             | Responsibility         |
|---|---------------------|------------------------|---|-----------------------|------------------------|
|   |                     |                        | outline budget, risk analysis                                 |                       |                        |
| 2. Sign consortium agreement.   | 20/07/07            | 31/07/07               | Consortium agreement.   | <b>1</b>              | PM, SG                 |
| 3. Implement issues log and lessons learned log.  | 01/07/07            | 01/07/07               | Issues log and lessons learned log.                           |                       | PM                     |
| 4. Text for JISC web site   | 13/07/07            | 13/07/07               | <b>JISC site web page</b>                                     | <b>1</b>              | PM                     |
| 5. Produce project web site.  | 13/07/07            | 13/07/07               | <b>Project web site.</b>                                      | <b>1</b>              | PM (preliminary)<br>TO |
| 6. Staff induction: induct IncReASe Project Officer and undertake Project Officer and Project Manager skills audit.                   | 01/08/07            | 30/09/07               | ePrints 3 training (date tbc)                                 | PM attended<br>May 05 | PM                     |
| 7. Monitor activities against original project plan   | Ongoing             |                        |   |                       | PM                     |
| 8. Regularly evaluate progress and effectiveness.   | Ongoing             |                        |   |                       | PM                     |
| 9. Network closely with the JISC Programme Manager and other projects in the cluster & attend Programme Meetings.                     | Ongoing             |                        |   |                       | PM, PO, TO             |
| 10. Produce progress reports.   | 30/09/07            | 30/06/07               | <b>Two progress reports per year</b>                          | <b>2,7,16</b>         | PM                     |
| 11. Draft final report.   | 01/11/08            | 30/11/08               | Draft final report.   |                       | PM                     |
| 12. Submit final report.  | 01/12/08            | 31/12/08               | <b>Final report</b>   | <b>24</b>             | PM, PO, TO             |
| 13. Completion report including financial statement.  | 01/12/08            | 31/12/08               | <b>Completion report (including Lessons Learned)</b>          | <b>23</b>             | PM, PO, TO             |
| 14. Archive project web site.   | 15/12/08            | 31/12/08               | <b>Web site status clear. Available for at least 3 years.</b> | <b>22</b>             | TO, PM                 |
|   |                     |                        |   |                       |                        |
| <b>WORKPACKAGE 2: <i>Survey of existing archiving activities and workflows</i></b>  | <i>01/08/07</i>     | <i>31/07/08</i>        |   |                       |                        |
| <b>Objective:</b> Phase 1 Identify initial databases to act as a testbed for harvesting, processing and level of full text obtainable |                     |                        |   |                       |                        |

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| Phase 2 Expand the survey to identify departmental and research centre activity across the consortium<br>The result of WP2 will be used to inform WP3; issues raised in WP3 will inform the development of WP2 Phase 2          |                     |                        |   |           |                |
| 15. Review research workflow investigation by EVIE.   | 01/08/07            | 30/08/07               |   |           | PM             |
| 16. Identify at least three different existing databases for sample harvesting. Liaise with departmental staff, undertake harvesting, request full text.  | 01/07/07            | <u>28/02/08</u>        | Pilot databases.  |           | PM, PO, TO     |
| 17. Evaluate successes / difficulties of the pilot.   | 01/11/07            | <u>28/02/07</u>        | <b>Pilot test report.</b>                                 | <b>4</b>  | PM, PO, TO     |
| 18. Decide on the aims and scope of the broader survey.   | <u>01/10/07</u>     | 31/01/08               |   |           | PM, PO         |
| 19. Undertake survey and report.  | <u>01/10/07</u>     | 30/06/08               | Website review. Database prevalence report.               | <b>10</b> | PO             |
| 20. Pre-existing non-repository archivers: identify academics who regularly archive on their own pages (across the three institutions and across several subject disciplines). Discuss workflow and the role of the repository. | 01/10/07            | 31/05/08               | One-to-one interviews.<br><b>Case studies</b>             | <b>8</b>  | PM, PO         |
| 21. Identify academics with no known archiving activity (across the three institutions and across several subject disciplines). Discuss workflow and the role of the repository.  | 01/10/07            | 31/05/08               | One-to-one interviews.<br><b>Case studies</b>             | <b>8</b>  | PM, PO         |
| 22. Consider at what point(s) data could be deposited in subject and institutional repositories.  | 01/10/07            | 31/05/08               |   |           | PM, PO, TO     |
| 23. Evaluate success of workpackage.  | 01/06/08            | 31/07/08               | <b>Report on workpackage, evaluating workflows.</b>       | <b>12</b> | PM             |
|   |                     |                        |   |           |                |
| <b>WORKPACKAGE 3: <i>Harvesting of data</i></b>   | <i>01/07/07</i>     | <i>30/11/08</i>        |   |           |                |

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|--------------------------|---------------------|------------------------|---|-----------|----------------|

|   |          |                 |   |           |                           |
|---|----------|-----------------|---|-----------|---------------------------|
| <b>Objective:</b> to import bulk data from a variety of institutional sources and investigate the issues involved.  |          |                 |   |           |                           |
| 24. Preliminary testing of ePrints 3 features - particularly bulk import from a test source   | 01/07/07 | <u>31/08/07</u> |   |           | TO, PM                    |
| 25. Create technical issues log   | 01/07/07 | 15/07/07        | Technical issues log                              |           | PM                        |
| 26. Test customisation of the ePrints buffer: organisation by publisher field   | 01/09/07 | <u>30/11/07</u> |   |           | PM, TO                    |
| 27. Integration with ULPD: field mapping and bi-directional testing   | 16/07/07 | <u>28/02/07</u> |   |           | TO, PM                    |
| 28. Agree ULPD to repository workflow and agree publicity for ULPD users  | 01/09/07 | 01/01/08        | ULPD workflow.                                    |           | PM, Leeds Research Office |
| 29. Investigate conversion of sample database outputs to XML. Import sample databases from Sheffield and York into the repository.  | 01/09/07 | <u>28/02/07</u> | Successfully imported databases.<br>Case studies. | <b>3</b>  | PM, TO                    |
| 30. Investigate import tools produced by other projects e.g. DAEDALUS   | 01/07/07 | 31/08/07        |   |           | TO                        |
| 31. Establish standardised process for third party rights clearance and obtaining author agreement.   | 1/10/07  | 30/11/07        |   |           | PM, PO                    |
| 32. Investigate and trial web page scraper perl scripts for personal and departmental web page metadata.  | 01/01/08 | <u>30/04/08</u> | Web scraper perl script                           | <b>5</b>  | TO                        |
| 33. Investigate import from personal or departmental drives and explore the applicability of WebDAV.  | 01/03/08 | 30/04/07        |   |           | TO, PM                    |
| 34. Suggest guidelines for bulk import of database or web page based metadata.  | 01/08/08 | 30/09/08        | Guidelines for bulk import.                       | <b>15</b> | TO, PM                    |
| 35. Review repository import mechanisms and interface. Consider introducing enhanced user services such as pointing to web pages for automatic or mediated metadata creation. Review repository user feedback during deposit. | 01/03/08 | 30/04/08        |   |           | PM, PO, TO                |

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| 36. Collate findings of WP3.   | 01/11/08            | 30/11/08               | Technical Report.  | 20        | TO, PM         |
| WORKPACKAGE 4: <b>Metadata enhancement</b><br><br><b>Objective:</b> to enhance metadata quality through automated means and to review repository metadata against agreed standards | 01/08/07            | 31/05/08               |  |           |                |
| 37. Investigate and implement automatic RoMEO check to populate publisher field  | 01/08/07            | 31/12/07               |  |           | PM, TO         |
| 38. Investigate DOI population from Crossref and field population via DOI  | 01/08/07            | 30/09/07               |  |           | PM, TO         |
| 39. Introduce grant / funder metadata  | 01/12/07            | 28/02/08               |  |           | PM, PO         |
| 40. Review metadata against the ePrints Application Profile. Review metadata against metadata and OAI-PMH standards. Improve as necessary.   | 01/10/07            | 28/02/08               | Review of scholarly works application profile implementation | 6         | PO, PM         |
| 41. Introduce mechanism for identifying lead / corresponding author for the repository   | 01/03/08            | 01/05/08               |  |           | PO, PM         |
| 42. Investigate "author version" indicator   | 01/03/08            | 01/05/08               |  |           | PO, PM         |
| 43. Investigate indicators for full text, embargoed full text, off site full text, non full text   | 01/03/08            | 01/05/08               |  |           | PO, PM         |
| 44. Investigate technical metadata creation  | 01/10/07            | 01/06/08               |  |           | TO             |
| 45. Metadata enhancement report  | 01/05/08            | 31/07/08               | Metadata enhancement report                                  | 9         | PO, PM, TO     |

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|--|---------------------|------------------------|---|-----------|----------------|
| <b>WORKPACKAGE 5:</b><br><b><i>Integration with Funder Repositories</i></b><br><br><u>Objective:</u> to establish a workflow for deposit of work in the ESRC repository, investigate deposit in UKPMC and suggest deposit scenarios.   | 01/12/07            | 31/07/08               |   |           |                |
| 46. Liaise with ESRC and agree metadata requirements and harvesting mechanisms   | 01/12/07            | 28/02/08               |   |           | PM             |
| 47. Test push and pull mechanisms with ESRC repository   | 01/01/08            | 31/04/08               |   |           | TO, PM         |
| 48. Publicise deposit to ESRC grantees through the three Research Offices  | 01/04/08            | 30/06/08               |   |           | PM             |
| 49. Assess the ESRC workflow   | 01/05/08            | 30/06/08               | <b>ESRC workflow report</b>                               | <b>11</b> | PM, PO. TO     |
| 50. Review UK PubMedCentral deposit and harvesting possibilities   | 01/04/08            | 31/05/08               |   |           | PM, PO. TO     |
| 51. Assess the UKPMC workflow  | 01/06/08            | 31/07/08               | <b>Research funder workflow scenarios.</b>                | <b>13</b> | PM, PO         |
|  |                     |                        |   |           |                |
| <b>WORKPACKAGE 6:</b><br><b><i>Integration with local systems</i></b><br><br><u>Objective:</u> to link the repository with local administrative and departmental systems and investigate offering the repository through local portals. To locate the repository in personal and institutional research workflows. | 01/05/08            | 31/10/08               |   |           |                |
| 52. Investigate user authentication mechanisms: LDAP and Shibboleth  | 01/05/08            | 31/07/08               |   |           | TO             |
| 53. Investigate what would be involved in surfacing the repository through portals   | 01/05/08            | 30/09/08               |   |           | TO             |
| 54. Investigate the repository and OpenURL and offer repository as a target resource e.g. from Web of Science  | 01/08/08            | 30/09/08               |   |           | TO             |

| Workpackage and activity  | Earliest start date | Latest completion date | Outputs (clearly indicate deliverables & reports in bold)   | Milestone | Responsibility |
|---|---------------------|------------------------|---|-----------|----------------|
| 55. Agree ULPD to repository workflow (see Workpackage 3)   | 16/07/07            | 30/09/07               |   |           | PM             |
| 56. Review input workflows from existing databases (see Workpackage 3)  | 01/05/08            | 31/05/08               |   |           | PM, PO         |
| 57. Interviews re outputs from the repository; (a) what local systems need to be fed? Does the repository replace or feed existing databases? (b) what repository statistics would be valuable and how should these be delivered? | 01/05/08            | 31/08/08               | Interview staff from departments where we have harvested an existing database.<br><b>Services interviews report</b> | <b>14</b> | PM, PO         |
| 58. Work with the Research Offices at Leeds, Sheffield and York to investigate repository input and output in the context of their local systems.   | 01/08/08            | 31/10/08               | Establish when, how and which data can be exchanged.<br>Review roles and responsibilities.                          |           | PM, TO, PO     |
| 59. Review subject librarian relationship with the repository e.g. regularly including repository statistics and other information in departmental reports / dialogue.  | Ongoing             |                        | Liaison with subject librarians and senior library staff.<br>Review roles and responsibilities.                     |           | PM             |
| 60. Evaluate opportunities to facilitate the transition from distributed to centralised deposit.  | 01/09/08            | 31/10/08               | <b>Centralising deposit report.</b>   | <b>17</b> | PM, PO         |
| 61. Suggest roles and responsibilities scenarios (academic, intermediary, research office, library, external systems)   | 01/09/08            | 31/10/08               | <b>Workflow for local systems: roles and scenarios</b>  | <b>18</b> | PM             |
|   |                     |                        |   |           |                |
|   |                     |                        |   |           |                |
| <b>WORKPACKAGE 7:<br/>Evaluation and dissemination</b>  | <i>01/07/07</i>     | <i>31/12/08</i>        |   |           |                |
| <u>Objective:</u> to evaluate the success of the project, disseminate outcomes and suggest workflow models for automated deposit and "deposit once use many times" scenarios.   |                     |                        |   |           |                |
| 62. Monthly growth rate monitoring  | Ongoing             | 31/12/08               |   |           |                |
| 63. Implement evaluation plan and lesson learned log.   | Ongoing             | 31/12/08               | <b>Completion Report</b>  | <b>23</b> | PM             |



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|--|---------------------|------------------------|---|-----------|----------------|
| 64. Monitor impact on pilot departments  | 01/04/08            | 31/10/08               | <b>Impact report: 3, 6 and 9 months post pilot</b>  | <b>19</b> | PM, PO         |
| 65. Evaluate feasibility of and issues raised by automated repository population mechanisms. | 01/10/08            | 30/11/08               | <b>Automation issues report.</b>  | <b>21</b> | TO, PM         |
| 66. White Rose dissemination activities.   | Ongoing             |                        | White Rose research outputs workshop, reports in local magazines and web sites, presentations to subject librarians, regional dissemination through White Rose Consortium.<br>Recruitment of White Rose Research Online departmental champions. |           | PM, PO         |
| 67. Publicise to AUA and Brunswick Group.  | As appropriate      |                        | Report for the Brunswick group re grant metadata, example workflows and the relationship of institutional and subject repositories.   |           | PM             |
| 68. Dissemination to library community.  | As appropriate      |                        | Article in Ariadne or similar.<br>Presentations at appropriate workshops and conferences.   |           | All            |
| 69. Review dissemination to other stakeholders: e.g. funders, subject repositories.          | Ongoing             |                        |   |           | PM             |
| 70. Reports for JISC and other deliverables  | Various             |                        |   |           | All            |
|  |                     |                        |   |           |                |

Members of Project Team:

*PM=Project Manager*

*PO=Project Officer*

*TO=Technical Officer*

*SG=Steering Group*