JISC

JISC WORK PACKAGE

Work Package/Month	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
1: Project Initiation	X																	
2: Community Engagement	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3: Recruitment	X	X	X	X	X	X												
4: Literature review		X	X	X	X													
5: Gather user requirements		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6: Implementation Planning		X	X	X	X													
7: Policy development						X	X	X	X	X	X	X	X	X	X			
8: Technical development			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9: Assess data sources			X	X	X	X	X	X										
10: Evaluation of standards and technologies		X	X	X	X													
11: Develop training materials and workshops														X	X	X	X	X
12: Documentation and Use Cases		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13: Develop Business Plan														X	X	X	X	X
14: Project Evaluation						X						X						X
15: Dissemination		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16: Project Close																		X

Project start date: *3rd October 2011*

Project completion date: *31st March 2013*

Duration: 18 months

Project Name:
Version:
Date:

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
WORKPACKAGE 1: Project Initiation **Objective: Start the project. Get people and processes in place.**					
1. Set up Project website/social media (#OrbitalMRD)	03/10/11	01/11/11			Joss/Paul/Nick
2. Set up project calendar of meetings	03/10/11	01/11/11			Joss
3. Hold initial meeting of Project Team	03/10/11	01/11/11			Joss
4. Approval of Project Plan	03/10/11	03/11/11			Joss/Steering Group
5. Complete Project Template for JISC	03/10/11	03/11/11			Joss
6. Create project mailing list	03/10/11	03/11/11			Joss
7. Ensure proforma has been completed and project account set up.	03/10/11	03/11/11			Joss
8. Purchase equipment for new staff	03/10/11	01/11/11			Joss
9. Make arrangements for new accommodation	03/10/11	31/11/11			Joss
WORKPACKAGE 2: Community Engagement **Objective: A mixture of dissemination, user-feedback and peer-review. This is on-going and multi-various**					
10. Set up initial meeting with users (Engineers)	03/10/11	01/11/11			Joss
11. Register for forthcoming conferences	On-going				All
12. Start blogging	On-going				All

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13. On-going iterative, face-to-face conversations with users.	On-going				Joss/Paul/Nick /Researchers
14. Identify conferences to attend/present at	On-going				All
15. Identify journals to submit work to	On-going				All
16. Measure impact of engagement	On-going				Joss/Paul/Nick
17. Run workshop on Orbital at the University of Lincoln	10/2012	03/2013			Joss/Paul/Nick
WORKPACKAGE 3: Recruitment **Objective: Recruit the Lead Developer and Developer**					
18. Recruit Lead Developer	03/10/11	01/11/11			Joss/Paul
19. Recruit Developer	03/10/11	31/03/12			Joss/Paul/Nick
WORKPACKAGE 4: Literature review **Objective: Produce a review of all relevant literature preceding the Orbital project.**					
20. Compile a hyperlinked glossary of terminology, acronyms, projects and organisations relating to research data management.	10/11	02/12			Paul/Bev
21. Write an (abstracted) formal literature review of published articles relating to RDM, paying particular attention to material relating to commercially-sensitive research data and/or the discipline of engineering.	10/11	02/12			Paul/Bev
22. Extract practical tasks and suggestions for discussion at Project Meetings (~circa one					

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publication per meeting, to provide focus), and to generate tasks for the project team in Pivotal Tracker.					
WORKPACKAGE 5: Gather user requirements **Objective: To understand our users' initial requirements and develop a requirements analysis document for synthesis in the Implementation Plan**					
23. Set up regular meetings with users. Establish preferred method of communication/feedback.	01/11/11				Joss
24. Gather initial user stories (workshop)	12/11				All
25. Gather initial user stories (questionnaire)	01/12				Paul/Nick
26. Gather initial user stories (observation)	12/11				Paul/Nick
27. On-going face-to-face communication with users	On-going				All
28. Organise/analyse stories	01/12				Joss/Paul/Nick
29. Produce initial requirements analysis	01/12				Nick
WORKPACKAGE 6: Write Implementation Plan **Objective: Produce a formal Implementation Plan for the development of the Orbital infrastructure**					
30. Synthesise requirements analysis	02/12				Joss/Paul/Nick
31. Synthesise Literature Review	02/12				Paul/Bev
32. Synthesise evaluation of data sources	02/12				Joss/Paul/Nick
33. Synthesise evaluation of technologies and standards	02/12				Joss/Paul/Nick
34. Write Plan	02/12				Joss

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
35. Project Team approves Plan	02/12				All
36. Steering Group approves Plan	02/12				Steering Group/Joss
WORKPACKAGE 7: Policy development **Objective: Develop an approved institutional policy for managing research data at the University of Lincoln**					
37. Review existing Research Data Management policies elsewhere	02/12				Paul/Bev
38. Consult with Research Directors	03/12				Paul/Joss
39. Consult with Project Team	04/12				Paul/Joss
40. Consult with Steering Group	04/12				Paul/Joss
41. Draft Policy	05/12				Paul/Joss
42. Policy Approved by Steering Group/Research & Enterprise Committee	10/12				Steering Group
43. Publish Policy on lincoln.ac.uk	10/12				Paul
WORKPACKAGE 8: Technical development **Objective: Develop the Orbital system according to Implementation Plan**					
44. Build data storage platform to meet data source requirements	02/12				Nick/Developer
45. Build interface APIs to meet integrated services requirements	04/12				Nick/Developer

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46. Create web user interface to meet user requirements	06/12				Nick/Developer
47. Audit security of storage and transport of data	08/12				Nick/Mark
48. Audit resilience of storage platform	08/12				Nick/Lee
49. Performance test APIs	09/12				Nick/Developer
50. Unit test throughout	On-going				Nick/Developer
51. Hardware and software acquisition	03/12				Joss/Nick/Developer
WORKPACKAGE 9: Assess data sources **Objective: Understand the types of data that our Engineering researchers currently work with**					
52. Audit Engineering workflows (internal/external)	12/11				Nick/Paul/Chris
53. Evaluate current data formats across Engineering discipline	01/12				Nick/Paul/Chris
54. Review of best practice elsewhere	12/11				Nick/Paul/Chris
55. Design data interpreter/translator	02/12				Nick
56. Write up design decisions	02/12				Nick

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WORKPACKAGE 10: Evaluation of standards and technologies **Objective: Audit and agree appropriate technologies and standards to employ in the implementation of Orbital web services.**					
57. Review technologies and standards in current use	11/11				Nick/Lee
58. Investigate and evaluate potential alternative technologies and standards (see Literature Review)	11/11				Nick/Lee
59. Seek external evaluation/review (ERIM/DCC)	02/12				Joss/ERIM/DCC
60. Write up decision choices.	02/12				Nick
61. Evaluate hosting platform	11/11				Nick/Joss
WORKPACKAGE 11: Develop training materials and workshops **Objective: Provide supporting documentation and a training programme for use of the Orbital project outputs**					
62. Review similar initiatives by other institutions.	11/12				David/Annalisa
63. Interview users on the use of Orbital	11/12				David/Annalisa
64. Seek advice on best practice from Staff Development colleagues (HR)	11/12				David/Annalisa
65. Write materials, test with users	01/13				David/Annalisa
66. Identify resourcing requirements for support	12/12				Joss/ David/Annalisa
67. Publish materials under CC-BY license	03/13				Joss/

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					David/Annalisa
WORKPACKAGE 12: Documentation and Use Cases **Objective: Document the work of the project, write an Implementation Plan and publish use cases**					
68. Publish regular blog posts about project experience	On-going				All
69. Identify and write use cases from user stories/requirements analysis	10/12				Joss/Paul
70. Document all code	On-going				Nick/Developer
71. Document technical design decisions	On-going				Nick/Developer
WORKPACKAGE 13: Develop Business Plan **Objective: To develop a Business Plan for the long-term sustainability and development of the key Orbital project outputs**					
72. Consult Project Team	11/12				All
73. Review MRD Business Plan published elsewhere. Consult with MRD community	11/12				Joss
74. Review existing Policy initiatives in the sector	11/12				Joss
75. Review existing supporting/conflicting policy and practices within the institution	11/12				Joss
76. Write Business Plan	01/13				Joss
77. Seek approval by Steering Group, Research and Enterprise Committee and Executive Board	02/13				Joss

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WORKPACKAGE 14: Project Evaluation **Objective: To evaluate the project outputs and critical success factors**					
78. On-going informal evaluation by project team. Documented on blog.	On-going				All
79. Formal evaluation by ERIM and DCC at appropriate intervals.	02/12				ERIM/DCC
80. Formal evaluation by Project Manager, reported at six and 12 month intervals.	03/12 & 10/12				Joss
81. Evaluation of each workpackage/output as documented in Project Plan	On-going				All
WORKPACKAGE 15: Dissemination **Objective: To achieve maximum impact of our work both across the University of Lincoln and the sector.**					
82. Internal communications (workshops, meetings, staff magazine, etc).	On-going				All
83. External communications (conferences, journals, website)	On-going				All
84. Formal communications (Press releases, project reports)	On-going				Joss
85. Informal communications (website/blog/social media)	On-going				All
WORKPACKAGE 16: Project Close **Objective: End the project in a sustainable and positive way**					

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86. Write Final Report	03/13				Joss
87. Ensure website is up to date with all project documentation	03/13				Joss/Paul/Nick
88. Ensure all code is documented and licensed appropriately	03/13				Nick/Developer
89. Celebrate with the Orbital Project Team!	03/13				All

Members of Project Team:

Name	Role
Joss Winn	Project Manager
Paul Stainthorp	Lead Researcher
Nick Jackson	Lead Developer
David Young	Researcher
Annalisa Jones	Researcher
Bev Jones	Researcher
Mark Smith	Security Analyst
Lee Mitchell	User: Database Admin
Chris Bingham	User: Engineering Research Staff
Chris Leach	User: Library Systems
TBA	User: Engineering Research Student
Stuart Watson	User: Engineering Industry Partner
TBA	Developer