



## #rdtk\_herts - Service Oriented Toolkit for Research Data Management Appendix B - WORK PACKAGES

Calendar year:	2011			2012												2013		
Calendar month:	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
Project month:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work packages:																		
1: Audit current UH good practice data management						M2												
2: Cloud storage pilot (Health sciences)																		
3: Document management pilot (Health sciences)																		
4: Third party repository pilot (Physics)																		
5: Applicability for the Humanities (History)																		
6: Review data protection and IPR issues																		
7: Review long term sharing, storage and access issues																		
8: Secure sharing pilot (internal/external partners)												M3						
9: Publish Research Data Toolkit														M4				
10: Evaluate toolkit and make generic																M5		
11: JISC programme activity																		
12: Project Management and Governance	M1					PR1						PR2						FR
Deliverables	D1	D2				D3α						D4 D3B		D3		D5	D6	D7 D8 D9

D = Deliverable; M = Milestone; PR, FR = Progress and Final Reports

Project start date: 3 October, 2011

Project completion date: 31 March, 2013

Duration: 18 months

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
<b>WORKPACKAGE 1: Audit current UH good practice data management</b>  <i><b>Objective:</b> Discover and evaluate existing good practice within successful UH research areas. Compile good practice guidance.</i>	Oct 2011	July 2012	Audit report, Guidance.  <b>Deliverable 3 - UH Research Data Toolkit</b>	July 2012  <b>M2 - toolkit alpha</b>	
1. Engage with Digital Curation Centre	Oct 2011	July 2012			PM, PA, DCC
2. Audit Health Research Data Management (RDM)	Oct 2011	July 2012			PA, HHR, DCC
3. Audit Physics RDM	Oct 2011	July 2012			PA, PHR, DCC
4. Audit History RDM	Oct 2011	July 2012			PA, HMR, DCC
5. Audit Other Leading Research Area RDM	Oct 2011	July 2012			PA
6. Compile good practice guidance	Feb 2011	July 2012			PA
<b>WORKPACKAGE 2: Cloud storage pilot</b>  <i><b>Objective:</b> Design, deploy and compare cloud storage services for use in Health and Human Science research projects.</i>	Nov 2011	Dec 2012	Storage services in local (institutional) cloud / remote private cloud / remote public cloud. User guides.  <b>Deliverable 3 - UH Research Data Toolkit</b>		
7. Assess storage and access requirements	Nov 2011	Dec 2011			PA
8. Engage private and public cloud vendors	Nov 2011	Jan 2011			SD, HHR
9. Implement pilot services	Dec 2011	Dec 2012			SD, HHR
10. Monitor use	Dec 2011	Dec 2012			SD, HHR
11. Evaluate services	Dec 2011	Dec 2012			PA, PM, HHR, DCC

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
<b>WORKPACKAGE 3: Document management pilot</b> <i><b>Objective:</b> Design, deploy and compare document management services for use in Health and Human Science research projects.</i>	Nov 2011	Dec 2012	Extension to JISC document management file structure. ERDM / Sharepoint / Other services. User Guides.  <b>Deliverable 3 - UH Research Data Toolkit</b>		
12. Assess document management requirements	Nov 2011	Dec 2011			PA
13. Design file structures	Nov 2011	Feb 2011			SD, HHR
14. Deploy local Electronic Document and Records Management system (EDRM) solution	Dec 2011	Dec 2012			SD, HHR
15. Deploy MS Sharepoint service	Dec 2011	Dec 2012			SD, HHR
16. Evaluate services	Jan 2011	Dec 2012			PA, PM, HHR, DDC
<b>WORKPACKAGE 4: Third party repository pilot</b> <i><b>Objective:</b> Apply WP1 guidance to Physics research projects including use of third party repository</i>	July 2011	Sep 2012	Guidance  <b>Deliverable 3 - UH Research Data Toolkit</b>		
17. Assess local storage needs	July 2012	Aug 2012			PA, PHR
18. Assess third party repository requirements	July 2012	Aug 2012			PA, SD
19. Apply toolkit for Physics RDM	July 2012	Aug 2012			PA, SD
20. Evaluate toolkit	Sep 2012	Sep 2012			PA, PM, PHR

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
<b>WORKPACKAGE 5: Applicability for the Humanities</b>  <b>Objective:</b> <i>Assess utility of outputs of WP1, WP2, WP3 with respect to History research projects</i>	<b>Oct 2012</b>	<b>Nov 2012</b>	Guidance  <b>Deliverable 3 - UH Research Data Toolkit</b>		
21. Assess History RDM needs	Oct 2012	Oct 2012			PA, HMR
22. Evaluate toolkit	Nov 2012	Nov 2012			PA, PM, HMR, DCC
<b>WORKPACKAGE 6: Review data protection and IPR issues</b>  <b>Objective:</b> <i>Assess impact of legal and regulatory responsibilities on best practice</i>	<b>Jul 2012</b>	<b>Aug 2012</b>	Guidance  <b>Deliverable 3 - UH Research Data Toolkit</b>		
23. Examine existing University Policy and Regulations	Jul 2012	Aug 2012			PA
24. Benchmark outputs of WP1 against above	Jul 2012	Aug 2012			PA
<b>WORKPACKAGE 7: Review long term sharing, storage and access issues</b>  <b>Objective:</b> <i>produce guidance for long term RDM</i>	<b>Aug 2012</b>	<b>Sep 2012</b>	Guidance  <b>Deliverable 3 - UH Research Data Toolkit</b>		
25. Assess implications of long term storage	Aug 2012	Sep 2012			PA, SD
26. Model terms and conditions	Aug 2012	Sep 2012			PA
27. Assess access procedures	Aug 2012	Sep 2012			PA
28. Model data manipulation requirements (anonymity etc.)	Aug 2012	Sep 2012			PA, SD

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
<b>WORKPACKAGE 8: Secure sharing pilot</b>  <b>Objective:</b> <i>share an exemplar dataset with the external Research Community</i>	Jul 2012	Sep 2010	DSpace repository service. Shared Dataset(s). User Guides.  <b>Deliverable 4 - Publish Dataset</b> <b>Deliverable 3 - UH Research Data Toolkit</b>	Sep 2012  <b>M3 - toolkit beta</b>	
29. Instantiate DSpace repository	Jul 2012	Jul 2012			SD
30. Integrate public authentication protocols	Jul 2012	Aug 2012			SD
31. Identify Dataset(s) and Populate	Aug 2012	Sep 2012			PA, SD, HHR or PHR or HMR
<b>WORKPACKAGE 9: UH Research Data Toolkit</b>  <b>Objective:</b> <i>produce Research Data Toolkit for best practice RDM within UH</i>	Jun 2012	Nov 2012	Toolkit: Checklists, guidance, service user guides Training and workshops.	Nov 2012  <b>M4 - UH toolkit</b>	
32. Consolidate work of WP1 to WP 8 into UH Research Data Toolkit	Jun 2012	Nov 2012	<b>Deliverable 3 - UH Research Data Toolkit</b> <b>Deliverable 2 - Project Website</b> <b>Deliverable 6 - Training and Events</b>		PA, PM
33. Publish on project website	Sep 2012	Nov 2012			PM
34. Internal Marketing and ad hoc events	Sep 2012	Nov 2012			
35. Knowledge Transfer Day	Nov 2012	Nov 2012			PM
<b>WORKPACKAGE 10: generic Research Data Toolkit</b>  <b>Objective:</b> <i>produce Research Data Toolkit for best practice RDM within external Research Community</i>	Dec 2012	Jan 2013	Toolkit: Checklists, guidance, service setup and user guides  <b>Deliverable 5 - generic Research Data Toolkit</b> <b>Deliverable 2 - Project Website</b>	Jan 2013  <b>M5 - generic toolkit</b>	
36. Evaluate UH toolkit re: wider community	Dec 2011	Jan 2013			PA, PM, DCC
37. Make generic, add service setup advice	Dec 2011	Jan 2013			PA, PM

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
<b>WORKPACKAGE 11: JISC programme activity</b> <b>Objective:</b> <i>participate, evaluate, benchmark and disseminate</i>	Nov 2011	Feb 2013	Evaluation programme. Reports, Workshop and Conference Papers.  <b>Deliverable 2 - Project Website</b> <b>Deliverable 6 - Training and Events</b>		
38. Participate in general #jiscrdm programme activity	Nov 2011	Feb 2013			PM, PA, SD
39. Peer evaluation	Nov 2011	Feb 2013			PM, DCC, COM
40. Disseminate via web, #jiscrdm conferences and workshops	Nov 2011	Feb 2013			PM, PA, SD
<b>WORKPACKAGE 12: Project Management and Governance</b> <b>Objective:</b> <i>ensure effective management of project and timely production of deliverables</i>	Oct 2011	Mar 2013	Project Plans. Monthly and six monthly progress reports. Ad hoc. Website Posts. Final Report. Project management records. Accounting.		
41. Project plan (inc Evaluation, QA, Dissemination, Sustainability plans)			<b>Deliverable 1 - Project Plan</b> <b>Deliverable 7 - Generic Business Plan for RDM</b> <b>Deliverable 8 - Evaluation Report</b> <b>Deliverable 9 - Final Report</b>	<b>M1 - project plan</b>	
42. Day to day project management	Oct 2011	Mar 2013			PM
43. Project management group	Oct 2011	Mar 2013			PD, PM
44. Project steering group	Oct 2011	Mar 2013			CIO, PVC, PD
45. Management accounting	Oct 2011	Mar 2013			PD
46. Reporting	Oct 2011	Mar 2013			PM

Project Identifier: #rdtk\_herts - Service Oriented Toolkit for Research Data Management  
Version: 1.0  
Contact: Dr Bill Worthington,  
Date: 2/11/2011

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
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#### Members of Project Team:

Name	Role	Handle
Prof D Martin	Chief Information Officer UH	CIO
Prof J Senior	Pro-Vice Chancellor Research UH	PVC
Dr D M Ford	Chief Technical Officer UH, Project Director	PD
Dr W J Worthington	Project Manager	PM
Ms S Hajnassiri	Project Analyst	PA
Ms C Tong	Project Analyst	PA
To be recruited	Systems Developer	DV
Dr David Wellsted	Health Human Sciences Researcher	HHR
Dr Karin Friedli	Health Human Sciences Researcher	HHR
Dr Richard Greenaway	Physics Researcher	PHR
To be assigned	Humanities Researcher	HMR
Mr K Ashley	Director Digital Curation Centre	DCC
Mr A McHugh	Senior Institutional Support Officer	DCC
To be identified	Programme community	COM