

# JISC DEVELOPMENT PROGRAMMES

## Project Document Cover Sheet

### PROJECT PLAN

#### Project

|  |  |                   |            |
|--|--|-------------------|------------|
| <b>Project Acronym</b>                       | BVREH  | <b>Project ID</b> |            |
| <b>Project Title</b>                         | Building a Virtual Research Environment for the Humanities   |                   |            |
| <b>Start Date</b>                            | 01-04-2005   | <b>End Date</b>   | 30-09-2006 |
| <b>Lead Institution</b>                      | Oxford University  |                   |            |
| <b>Project Director</b>                      | Professor Alan Bowman  |                   |            |
| <b>Project Manager &amp; contact details</b> | Ms Ruth Kirkham<br>Classics Centre, Old Boys' School<br>George Street, Oxford OX1 2RL<br>ruth.kirkham@classics.oxford.ac.uk<br>Tel: 01865 288394 |                   |            |
| <b>Partner Institutions</b>                  |  |                   |            |
| <b>Project Web URL</b>                       |  |                   |            |
| <b>Programme Name (and number)</b>           | Virtual Research Environments Programme  |                   |            |
| <b>Programme Manager</b>                     | Maia Dimitrova   |                   |            |

#### Document

|                                     |   |                 |   |
|-------------------------------------|---|-----------------|---|
| <b>Document Title</b>               | Project Plan  |                 |   |
| <b>Reporting Period</b>             |   |                 |   |
| <b>Author(s) &amp; project role</b> | Alan Bowman (Project Director), Charles Crowther (Principal Investigator), Ruth Kirkham (Project Manager), John Pybus (Technical Support Officer) |                 |   |
| <b>Date</b>                         | 30-06-2005  | <b>Filename</b> | BVREH-ProjectPlan1a.doc                                   |
| <b>URL</b>                          | www.bvreh.humanities.ox.ac.uk   |                 |   |
| <b>Access</b>                       | <input type="checkbox"/> Project and JISC internal  |                 | <input checked="" type="checkbox"/> General dissemination |

#### Document History

| Version | Date       | Comments   |
|---------|------------|--|
| 0.5     | 20-06-2005 | Project Plan first draft for circulation to team and Programme Manager |
| 1a      | 30-06-2005 | Project Plan - Draft approved by project team                          |



## **Overview of Project**

### **1. Background**

Research activities in Humanities subject fields have traditionally centred on the work of individual scholars and small groups. Their needs are now increasingly being served by the availability of networked resources which in some fields have already transformed the way in which research is undertaken. In general, however, while the scale and intensity of collaborative research activity in other disciplines have grown rapidly in step with developments in ICT, progress and awareness of similar possibilities in the Humanities have been less marked. A preliminary survey of ICT use in research projects within the Humanities Division in the University of Oxford carried out in summer 2004 has identified a number of areas of need and overlapping interest which provide a context for the creation and deployment of VRE tools for Humanities researchers. The survey revealed strong support for such an initiative and suggested that the Humanities research resources at Oxford would provide an appropriate testbed for a project to investigate and identify the potential benefits of a VRE for the Humanities research community in general.

### **2. Aims and Objectives**

The programme aims to extend the range and depth of the preliminary survey of ICT use within and outside Oxford in order to identify specific areas in which the benefits of deploying VRE tools are likely to be substantial (for example: communication, project management and design, efficiency, access to resources) and to define those where the benefits may be more marginal; on this basis to identify specific tools appropriate for deployment as demonstrators; and, in the final cycle of project activity, to implement the demonstrators and to assess their effectiveness.

The work will be supervised and coordinated with a steering group in which other institutions are strongly represented. The project intends to collaborate where appropriate with the AHRC-funded ICT Methods Network and the JISC-funded ICT Awareness and Training Programme for the Arts and Humanities as well as other national Humanities services such as the AHDS, Humbul and Artifact. The proposal is designed so that the outcomes will be relevant for VRE deployments being proposed both within Oxford and nationally. In particular, the project will collaborate with the JISC-funded Integrative Biology VRE. It is proposed that applications developed as part of the demonstrator workpackage will be available locally in the first instance and, if appropriate, exposed for integration into national or inter-institutional VREs.

### **3. Overall Approach**

BVREH is intended as an exploratory project, to establish the possible role and benefits of VRE technologies within an active Humanities research community. The focus of work through the course of the project will be consultation of user needs. This objective will be addressed in the first instance in the Oxford research environment, but with the intention of producing a scoping framework reusable by Humanities faculties within other UK research-led universities.

The project aims will be addressed in the first phase of work through an in-depth analysis of Humanities research activities identified in the preliminary survey carried out in summer 2004. This analysis will consider the potential benefits of a VRE with respect to the research life-cycle, general components of which we have identified as follows:

- Research project development and management, especially for projects with a significant digital component;
- Data creation, use and analysis;
- Resource discovery, including cross-searching of remote, disparate databases;
- Access management (including Open Access models);

- Internal communications (including awareness of other research projects and exchange of expertise);
- External communications (including collaboration across disciplines and institutions);
- Publication and dissemination;
- Central hosting, authentication and curation of large-scale data and databases.

In addition, the project will investigate the different models for achieving complementarity with VLE frameworks, such as Oxford's implementation of the Bodington VLE. This is viewed as important not only for undergraduate teaching in a research-led university but also to ensure integration with research methods training for graduate students (who, as research students, would be expected to have guided access to a VRE). The project will also document existing research activities which are making use of the VLE.

The results of the scoping and investigative studies will inform the selection and prioritisation of tools for deployment as demonstrator applications. The implementation of specific tools will be followed by user evaluation and testing to assess their effectiveness in meeting predefined needs. Whilst the priority of the project is to undertake a requirements analysis and allow the research processes to direct the evaluation of the tools, the project will endeavour to integrate such tools within an overall framework.

#### 4. Project Outputs

The overall aim of the project is to scope the requirements of a Humanities VRE based on the identified needs of the Humanities research community; and to test those requirements against a selection of existing tools presented within a demonstrator Humanities VRE. The main outputs of the project, accordingly, comprise a series of reports together with demonstrator interfaces. The final report will include recommendations relating to priorities for the future development and presentation of VRE components specifically for assisting research processes within the Humanities.

The specific proposed **Project Deliverables** are:

- Project web site to disseminate progress and results in the form of announcements and reports.
- Report on the findings of the survey of the use of ICT in relevant Humanities research projects.
- Report analysing and identifying the needs of the research community within a research-led university and the relevant tools to meet these needs, together with a scoping matrix.
- Report on the existing tools which potentially meet the needs of the research community.
- Demonstrators implemented into a prototype Virtual Research Environment.
- Evaluation report on the current and potential usability together with overall recommendations.

#### 5. Project Outcomes

The project is expected to define possibilities and limits for the further development of integrated virtual research and learning environments in research-led universities, and in doing so to contribute to local, national and international initiatives.

6. Stakeholder Analysis

| Stakeholder                           | Interest / stake  | Importance |
|---------------------------------------|---|------------|
| Oxford University Humanities Division | The project aims to build on the experience and needs of a user community in the Humanities Division intensively engaged in research involving or potentially benefiting from ICT components. | High       |
| Oxford University Computing Services  | The project has close links to other VRE projects in progress in Oxford and to the Oxford e-Science Centre.   | Medium     |
| JISC                                  | The JISC is the project's funding body; the project is expected both to benefit from and to contribute to the development of the VRE programme.   | High       |
| Humanities User communities           | It is important that the project outcomes and experience reflect current activities and initiatives in the wider humanities research community.   | Medium     |

7. Risk Analysis

| Risk  | Probability (1-5) | Severity (1-5) | Score (P x S) | Action to Prevent/Manage Risk  |
|---|-------------------|----------------|---------------|--|
| Low level of participation from research community                                  | 1                 | 3              | 3             | Preliminary survey has indicated a positive local reception for this investigation; the Humanities Division is positively promoting participation by research projects and faculties in the project. The initial project momentum will be maintained by broad and continuous consultation including via national services. |
| Key staff resign during project   | 1                 | 4              | 4             | Depending on the stage of the project, second staff from other projects. In worst case scenario, new recruitment.  |
| Failure to identify common areas of ICT needs within Humanities                     | 1                 | 2              | 2             | Work already undertaken through survey and related national projects indicates common areas not only within Humanities but between Humanities and other subject areas.   |
| Failure to identify and implement appropriate tools for deployment as demonstrators | 1                 | 3              | 3             | Consultation with specialists in OUCS and within the VRE Programme community will minimise potential risks in this area.   |
| Recommendations of report too costly or impractical                                 | 2                 | 1              | 2             | The report will include a range of options and models and suggest priorities for future development. The demonstrator implementations will explore questions of cost and practicability.   |

## 8. Standards

The standards to be followed in the course of project work are guided by the limited aims of the project. The initial phase of work will explore and follow best practice for the conduct of user surveys and the formulation and analysis of questionnaires. Publication of reports and dissemination of project work through the project web site will follow appropriate standards for web publication. The demonstrator outputs of the project will be constructed in accordance with established standards for web and portal services as appropriate.

The following standards have been identified as specifically relevant to the conduct of the project:

| Name of standard or specification | Version | Notes   |
|-----------------------------------|---------|---|
| W3C WCAG                          | 1       |   |
| WSRP                              |         | A key component in the context of separate portal services deployed as Web Services |
| JSR 168                           |         | A key component in the deployment of local portal services or portlets              |
| Z39.50                            |         | A key search and retrieval standard   |

## 9. Technical Development

Technical development for the project will take place within the local context of work in the Oxford VRE community and the broader context of the VRE Programme community.

The Technical Support Officer will be responsible for management of the web components of the project and development of demonstrator tools. For the latter, a standard software development environment, making use of version control systems, will be implemented. Development activities will be monitored by the project management board.

## 10. Intellectual Property Rights

Any IPR resulting from this project will remain the property of the organisation(s) generating it. Under the University of Oxford's policy on intellectual property (which covers all University employees and students), the University claims ownership of a range of intellectual property rights with commercial potential. The University does not assert any claim to the ownership of copyright in artistic works, books, articles or lectures, apart from those specifically commissioned by the University. Results arising from projects funded by the JISC at Oxford would therefore usually be owned in the first instance by the University as the employing institution. The University seeks to maximise the commercial potential of its intellectual property through its wholly-owned technology transfer company, ISIS Innovation Ltd. In accordance with the desires of the JISC Virtual Research Environments Programme it is proposed to release any software applications developed by this project under an Open Source Software license to maximise the benefit for the wider community.

## *Project Resources*

### 11. Project Partners

The Project has a Steering Committee in which external institutions and a wider user community are represented but no project partners.

## 12. Project Management

The organisation of the BVREH Project is as follows:

- **Project Director:** Professor Alan Bowman  
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- **Principal Investigators:**  
Professor Alan Bowman. Contact: Brasenose College, Oxford, OX1 4AJ. Email: alan.bowman@classics.ox.ac.uk. Tel. 01865 277874  
Dr Charles Crowther. Contact: Classics Centre, Old Boys' School, George Street, Oxford OX1 2RL. Email: charles.crowther@classics.ox.ac.uk. Tel. 01865 288180  
Dr Michael Fraser, Dr Matthew Dovey. Contact: OUCS, 13 Banbury Road, Oxford OX2 6NN. Email {mike.fraser, matthew.dovey}@oucs.ox.ac.uk. Tel: 01865 283343 (Michael); 01865 273269 (Matthew)
- **Project Manager:** Ruth Kirkham  
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- **Technical Support Officer:** John Pybus  
Contact: Classics Centre, Old Boys' School, George Street, Oxford OX1 2RL. Email: john.pybus@classics.ox.ac.uk. Tel. 01865 288394

The project management board comprises the Project Director, Principal Investigators, Project Manager and Technical Support Officer. The board will approve the initial project plan and any subsequent changes to it; will provide overall direction of the project and report regularly to the Humanities Division IT Committee and Humanities Division Board in the University of Oxford. The Project Manager will report for the project to the JISC Programme Manager.

A steering committee, consisting of representatives of Oxford Humanities faculties, stakeholder representatives in the wider national and international humanities research community and contacts in the eScience community has been established and will meet formally at least three times during the course of the project.

Formal meetings of the principal members of the project team will take place at regular intervals and will be minuted.

Training needs will be met locally; a block of the project budget has been allocated for staff development.

## 13. Programme Support

The project expects to benefit from communication and interchange with other projects within the programme.

Additional communication with related projects funded under the AHRC ICT Strategy Projects programme could be facilitated by the programme manager.

## 16. Evaluation Plan

It is expected that the evaluation of the project as whole will be undertaken in conjunction with the JISC VRE Programme. Internal evaluation will be carried out through the project management board in consultation with an evaluation panel of one internal (Oxford) and one external evaluator. Continuing internal evaluation procedures will include consultation with representative members of the research community through the steering committee, with particular focus in the development phase of the project on usability of the tools proposed and the demonstrators implemented on both a university-level as well as a national/international level.

In addition we expect to identify a user group through the project's steering group and associated organisations. Evaluation will also seek the views of representatives from academic support services, again at different levels (e.g. local or national library, computing and research services).

| <b>Timing</b> | <b>Factor to Evaluate</b>  | <b>Questions to Address</b>   | <b>Method(s)</b>  | <b>Measure of Success</b>   |
|---------------|--|---|---|---|
| 30/09/05      | Interim results of user survey   | Are the right questions being asked? effectiveness of survey methodology                                      | Review of results by management board   | Evidence of user response.  |
| 31/01/06      | First draft of survey report   | Scope of survey coverage; coherence of results; need for resampling   | Review of draft by steering committee and evaluators  | Clear picture of user community's ICT usage.  |
| 31/01/06      | First draft of analysis of needs report                                    | How clear a picture of user needs has been developed?   | Review of draft by steering committee and evaluators  | Coherence of results and identification of issues to be addressed.                                |
| 31/01/06      | First draft of identification of tools report                              | What tools are available to address identified needs?   | Review of draft by steering committee and evaluators  | Clear identification of appropriate tools.  |
| 31/01/06      | Initial identification of applications for implementation as demonstrators | What tools can practically be implemented?  | Review by steering committee and evaluators   | Identification of range of potential demonstrator applications suitable for implementation.       |
| 31/03/06      | Final draft of survey report   | Does the report present a clear picture of the ICT usage of the user community?                               | Critical review of final draft by steering committee, evaluators, and publication to user community | Coherence of results and identification of issues to be addressed; circulation in user community. |
| 31/03/06      | Final draft of analysis of needs report                                    | Does the report succeed in identifying the needs of the user community?                                       | Review of final draft by steering committee, evaluators, and publication to user community          | Coherence of results and identification of issues to be addressed; circulation in user community. |
| 31/03/06      | Final draft of identification of tools report                              | Does the report succeed in identifying the tools most appropriate to address the needs of the user community? | Review of final draft by steering committee, evaluators, and publication to user community          | Clear identification of appropriate tools.  |
| 30/04/06      | Initial implementation of demonstrator applications                        | Do the demonstrators work?  | Walkthrough and exposure to user group  | Successful user interaction.  |
| 30/06/06      | Full implementation of demonstrator applications                           | Do the demonstrators meet the user requirements?  | Exposure to user community  | Successful take-up of demonstrator applications in user community                                 |
| 30/09/06      | User experience of demonstration applications                              | How effectively do the demonstrators serve the research community?  | Online survey of user experience and evaluation through peer-review                                 | Acceptance of case for extended deployment of VRE technologies                                    |
| 30/09/06      | Dissemination  | What level of impact has the project had?   | Feedback logs; take-up and citation of reports.   | Circulation, citation and response to the project reports.  |

## 17. Quality Plan

| <b>Survey Report</b> |                             |   |   |  |                      |
|----------------------|-----------------------------|---|---|--|----------------------|
| <b>Output</b>        | <b>Quality criteria</b>     | <b>QA method(s)</b>   | <b>Evidence of compliance</b>   | <b>Quality responsibilities</b>                | <b>Quality tools</b> |
| Timing               | Fitness for purpose         | Evaluation against project objectives   |   | Project management board and evaluation panel. |                      |
|                      | Adherence to specifications | Evaluation against agreed project plan.=  | Result of evaluation and verification by project management board and evaluation panel. | Project management board and evaluation panel. |                      |
|                      | Accessibility legislation   | Accessibility applies to user interfaces relating to the dissemination of project reports. Web-based publication will follow good practice documented by the W3C Web Accessibility Initiative | Successful validation against published standards                                       | Project management board and evaluation panel. |                      |

| <b>Analysis of Needs Report</b> |                             |   |   |  |                      |
|---------------------------------|-----------------------------|---|---|--|----------------------|
| <b>Output</b>                   | <b>Quality criteria</b>     | <b>QA method(s)</b>   | <b>Evidence of compliance</b>   | <b>Quality responsibilities</b>                | <b>Quality tools</b> |
| Timing                          | Fitness for purpose         | Evaluation against project objectives   |   | Project management board and evaluation panel. |                      |
|                                 | Adherence to specifications | Evaluation against agreed project plan  | Result of evaluation and verification by project management board and evaluation panel. | Project management board and evaluation panel. |                      |
|                                 | Accessibility legislation   | Accessibility applies to user interfaces relating to the dissemination of project reports. Web-based publication will follow good practice documented by the W3C Web Accessibility Initiative | Successful validation against published standards                                       | Project management board and evaluation panel. |                      |

| <b>Identification of Tools Report</b> |                             |  |   |  |                      |
|---------------------------------------|-----------------------------|--|---|--|----------------------|
| <b>Output</b>                         | <b>Quality criteria</b>     | <b>QA method(s)</b>                    | <b>Evidence of compliance</b>   | <b>Quality responsibilities</b>                | <b>Quality tools</b> |
| Timing                                | Fitness for purpose         | Evaluation against project objectives  |   | Project management board and evaluation panel. |                      |
|                                       | Adherence to specifications | Evaluation against agreed project plan | Result of evaluation and verification by project management board and evaluation panel. | Project management board and evaluation panel. |                      |



|  |                           |  |   |  |  |
|--|---------------------------|--|---|--|--|
|  | Accessibility legislation | Accessibility applies to user interfaces relating to the dissemination of project reports. Web-based publication will follow good practice documented by the W3C Web Accessibility Initiative. | Successful validation against published standards | Project management board and evaluation panel. |  |
|--|---------------------------|--|---|--|--|

| <b>Output</b> | <b>Demonstrator Applications</b> |   |  |  |                      |
|---------------|----------------------------------|---|--|--|----------------------|
| <b>Timing</b> | <b>Quality criteria</b>          | <b>QA method(s)</b>   | <b>Evidence of compliance</b>  | <b>Quality responsibilities</b>                | <b>Quality tools</b> |
|               | Fitness for purpose              | Evaluation against project objectives. Usability testing  |  |  |                      |
|               | Best practice for processes      | Adherence to best practice methods for planning, designing, coding and testing  | Audit trail via version control system and internal project logs.                                  | Project management board and evaluation panel. |                      |
|               | Adherence to specifications      | Evaluation against agreed project plan and subsequent project reports analysing user requirements   | Result of evaluation activities and verification by project management board and evaluation panel. | Project management board and evaluation panel. |                      |
|               | Adherence to standards           | The demonstrator applications will comply with published open standards   | Successful validation against published standards  |  |                      |
|               | Accessibility legislation        | Accessibility applies to user interfaces relating to the dissemination of demonstrator systems. Web-based publication will follow good practice documented by the W3C Web Accessibility Initiative. | User testing and successful validation against published standards                                 |  |                      |

## 18. Dissemination Plan

| <b>Timing</b> | <b>Dissemination Activity</b>                                  | <b>Audience</b>             | <b>Purpose</b>   | <b>Key Message</b>         |
|---------------|--|-----------------------------|--|----------------------------|
| 30/06/05      | Launch of project web site                                     | All                         | Raise initial awareness of project   | About the project          |
| As arranged   | Programme Meetings   | JISC VRE programme projects | Raise awareness about the project and identify commonalities with other projects |                            |
| As arranged   | Project Steering Committee Meetings                            | Stakeholders                | Updating and soliciting feedback/advice  | Are we on the right track? |
| 06-07-2005    | Poster Presentation, JISC VRE Programme Meeting                | JISC VRE programme projects | Raise awareness about the project and identify commonalities with other projects |                            |
| 4-7/09/05     | Poster presentation, Digital Resources for the Humanities 2005 |                             | Raise awareness about project, seek contacts and collaboration with              |                            |

|             |   |                     |  |                  |
|-------------|---|---------------------|--|------------------|
|             |   |                     | other projects   |                  |
| 19-22/06/05 | Poster presentation, e-Science All Hands Meeting 2005 | e-Science community | Raise awareness about project, seek contacts and collaboration with other projects |                  |
| Ongoing     | Conference attendance/presentations/posters           | Various             | Seeking contacts and collaborations; awareness-raising                             |                  |
| 31/03/06    | Publication of initial series of project reports      | All                 | Publication of project deliverables  | Project findings |

## 19. Exit and Sustainability Plans

| Project Outputs           | Action for Take-up & Embedding   | Action for Exit   |
|---------------------------|--|---|
| Reports                   | Publication of initial series of reports both to targeted audiences and to general user community through project web site. Publication, as appropriate, of project findings in peer-reviewed journals.  | Reports will be delivered to JISC for dissemination via jisc.ac.uk. The project web site will continue to exist for at least three years beyond the end of the project.   |
| Demonstrator Applications | Applications developed as part of the demonstrator workpackage will be made available, as appropriate, for integration into local and national or inter-institutional VRE's.   | The demonstrator applications will be maintained locally beyond the end of the project so long as they continue to meet needs in the user community.  |
| Knowledge                 | The project's deliverables include a number of reports. The project team will participate in appropriate meetings and events. Internal and wider dissemination of knowledge will be mediated through the steering committee. Project results will be published, if appropriate, in peer-reviewed journals. | The Humanities Division is in the process of considering commitment of resources to the long-term development of VRE technologies; staff retention will be an important element of maintaining continuity of project knowledge. |

| Project Outputs           | Why Sustainable  | Scenarios for Taking Forward                     | Issues to Address             |
|---------------------------|--|--|-------------------------------|
| Demonstrator applications | Standards compliant VRE components with potential to be integrated into an institutional VRE | Integration into a local institutional framework | Commitment of local resources |



| WORKPACKAGES                                      | Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
|---|-------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|
|   |       | A | M | J | J | A | S | O | N | D | J  | F  | M  | A  | M  | J  | J  | A  | S  |
| 1: Project Management                             |       |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |
| 2: VRE Survey                                     |       |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |
| 3: Analysis and identification of needs and tools |       |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |
| 4: Identification of existing tools               |       |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |
| 5: Development of Demonstrators                   |       |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |
| 6: Evaluation and Final Report                    |       |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |
| 7: Dissemination                                  |       |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |
|   |       |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |

Project start date: 01-04-2005

Project completion date: 30-09-2006

Duration: 18 months

BVREH – Project Plan Workpackages – 1.0 – 30-06-2005

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

| Workpackage and activity   | Earliest start date | Latest completion date | Outputs (clearly indicate deliverables & reports in bold)             | Milestone | Responsibility |
|--|---------------------|------------------------|---|-----------|----------------|
| <b>WORKPACKAGE 1: Project Management</b><br><br><u>Objective:</u> <i>To ensure overall coordination of the project, this workpackage includes the formulation of a detailed workplan, recruitment, liaising with and reporting to the principal investigators, the steering group and relevant funding bodies.</i> | 01-04-2005          | 30-09-2006             |   |           |                |
| 1. Develop Project Plan  |                     | 30-06-2005             | <b>Project Plan</b>   |           | CVC/AKB/RK     |
| 2. Project description for JISC web site   |                     | 16-05-2005             |   |           | CVC            |
| 3. Develop and maintain Project web site   | 13-06-2005          |                        | <b>Project Web site</b>   |           | RK/JP          |
| 4. Establish steering committee  |                     |                        | First meeting scheduled for Sept. 2005                                |           | AKB            |
| 5. Recruitment of staff  |                     |                        | <b>Project Manager and Technical Officer in post from 6 June 2005</b> |           | AKB/CVC/MD/MF  |
| 6. Report to funding body as required  |                     |                        |   |           |                |
|  |                     |                        |   |           |                |
| <b>WORKPACKAGE 2: VRE Survey</b><br><br><u>Objective:</u> <i>to conduct a detailed survey of research activities, current and projected, within the Humanities at Oxford and related areas which are appropriate in terms of methods and material for inclusion in a Humanities Virtual Research Environment</i>   | 01-07-2005          | 31-03-2006             |   |           | RK/JP          |
| 7. Conduct and extend survey of research activities, methods and material started in summer 2004   |                     | 30-09-2005             |   |           | RK/JP          |
| 8. Initial review of survey findings   |                     | 30-09-2005             | Initial report for internal review                                    |           | RK             |

| Workpackage and activity   | Earliest start date | Latest completion date | Outputs (clearly indicate deliverables & reports in bold) | Milestone | Responsibility    |
|--|---------------------|------------------------|---|-----------|-------------------|
| 9. Analytical report of survey findings  |                     | 31-01-2006             | First Draft for internal circulation and evaluation       |           | RK/AB/CC          |
| 10. Analytical report of survey findings   |                     | 31-03-2006             | <b>Final Report</b>                                       |           | RK/AB/CC          |
| 11. Creation of a database of survey results   | 01-09-2005          | 31-03-2006             | <b>Database</b>   |           | RK/JP             |
|  |                     |                        |   |           |                   |
| <b>WORKPACKAGE 3: Analysis and identification of needs and tools</b><br><br><i><b>Objective:</b> on the basis of the findings of the VRE Survey (workpackage 2) to analyse the needs within the Humanities research community and to identify the appropriate responses to these needs</i> | 01-07-2005          | 31-03-2006             |   |           | RK/JP             |
| 12. Identification of needs within the humanities research community   |                     |                        |   |           | RK/JP             |
| 13. Survey of relevant national and international developments and initiatives   |                     |                        |   |           | RK/JP             |
| 14. Analysis and identification of areas of potential added value  |                     |                        |   |           | RK/JP             |
| 15. Analysis of results  |                     | 31-01-2006             | First Draft for internal circulation and evaluation       |           | RK/JP             |
| 16. Analysis of results  |                     | 31-03-2006             | <b>Final Report</b>                                       |           | RK/JP             |
|  |                     |                        |   |           |                   |
| <b>WORKPACKAGE 4: Identification of existing tools</b><br><br><i><b>Objective:</b> to identify existing tools which correspond to the requirements established by Workpackages 3-4</i>   | 01-09-2005          | 31-03-2006             |   |           | JP/RK             |
| 17. Consultation with other projects within the VRE Programme  | 01-09-2005          | 31-03-2006             |   |           | RK/AB/CC/JP/MD/MF |
| 18. Survey of existing tools   | 01-09-2005          | 31-03-2006             |   |           | JP/RK             |

| Workpackage and activity   | Earliest start date | Latest completion date | Outputs (clearly indicate deliverables & reports in bold) | Milestone | Responsibility |
|--|---------------------|------------------------|---|-----------|----------------|
| 19. Analysis of results  | 01-11-2005          | 31-01-2006             | First Draft for internal circulation and evaluation       |           | JP/RK          |
| 20. Analysis of results  | 01-01-2006          | 31-03-2006             | <b>Report</b>   |           | JP/RK          |
| <b>WORKPACKAGE 5: Development of Demonstrators</b>   |                     |                        |   |           |                |
| <u><b>Objective:</b></u> <i>to implement selected tools within an overall VRE to enable user testing and further evaluation of user needs</i>                                      | 01-01-2006          | <b>30-09-2006</b>      |   |           | JP/RK          |
| 21. Implementation of selected tools   | 01-01-2006          | 30-06-2006             | <b>2-3 Demonstrators</b>                                  |           | JP             |
| 22. Customisation of presentation interface for the Humanities research community  |                     | 30-09-2006             | <b>Presentation interface</b>                             |           | JP/RK          |
| <b>WORKPACKAGE 6: Evaluation and Final Report</b>  |                     |                        |   |           |                |
| <u><b>Objective:</b></u> <i>to evaluate the project as a whole and to assess the effectiveness of the demonstrators in meeting the established needs of Humanities researchers</i> |                     |                        |   |           | RK/AB/CC       |
| 23. Evaluation of interim results of user survey   |                     | 30-09-2005             |   |           |                |
| 24. Evaluation of first draft of survey report   |                     | 31-01-2006             |   |           |                |
| 25. Evaluation of first draft of analysis of needs report  |                     | 31-01-2006             |   |           |                |
| 26. Evaluation of first draft of identification of tools report  |                     | 31-01-2006             |   |           |                |
| 27. Evaluation of initial identification of demonstrator applications  |                     | 31-01-2006             |   |           |                |
| 28. Evaluation of survey report  |                     | 31-03-2006             |   |           |                |
| 29. Evaluation of analysis of needs report   |                     | 31-03-2006             |   |           |                |

| Workpackage and activity  | Earliest start date | Latest completion date | Outputs (clearly indicate deliverables & reports in bold) | Milestone | Responsibility |
|---|---------------------|------------------------|---|-----------|----------------|
| 30. Evaluation of identification of tools report  |                     | 31-03-2006             |   |           |                |
| 31. Evaluation of initial implementation of demonstrator applications                                 |                     | 30-04-2006             |   |           |                |
| 32. Evaluation of implementation of demonstrator applications   |                     | 30-06-2006             |   |           |                |
| 33. Evaluation of user experience of demonstrator applications  |                     | 30-09-2006             |   |           |                |
| 34. Evaluation of dissemination activities  |                     | 30-09-2006             |   |           |                |
|   |                     |                        |   |           |                |
| <b>WORKPACKAGE 7: Dissemination</b>   |                     |                        |   |           |                |
| <u>Objective:</u> <i>to ensure the continuous dissemination of the project's progress and results</i> |                     |                        |   |           |                |
| 35. Establishment of project web site   |                     | 30-06-2005             |   |           |                |
| 36. Publication of project reports  |                     | 31-03-2006             |   |           |                |
|   |                     |                        |   |           |                |

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