

Project Acronym: TRSS
Version: draft
Contact: k.golub@ukoln.ac.uk
Date: 31 January 2008



JISC WORK PACKAGE

WORKPACKAGES	Month	1	2	3	4	5	6
1: Project management and dissemination		■	■	■	■	■	■
2: Analyse and recommend					■	■	■

Project start date: 7 Feb 2008

Project completion date: 7 Aug 2008

Duration: 6 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	effort
WORKPACKAGE 1: Project management and dissemination					KG	
<i>Objective:</i> Ensure that strong management is in place and that results are delivered to stakeholders						
1. Putting together a project plan	7 Jan 2008	15 Feb 2008	D1.1 Formal project plan	Project plan submitted to JISC	DT, KG	1 week
2. Putting together a consortium agreement	15 Jan 2008	28 Feb 2008	D1.2 Consortium agreement	Consortium agreement drawn	DT, KG	3 days
3. Holding meetings, emailing, telephoning as needed	3 Dec 2008	7 Aug 2008	Important issues discussed and agreed on		DT, KG, DVG, AH	1-2 weeks
4. Putting up and maintaining a project Website	07 Jan 2008	7 Aug 2008	D1.3 Project Website	Project Website available to public	KG	1 week
5. Make relevant documents available at project Website	07 Jan 2008	7 Aug 2008	Dissemination at project Website		KG	1 week
6. Presentations at relevant conferences	1 Apr 2008	31 Dec 2008	Dissemination at conferences		KG, DT	1-2 week
7. Participation in JISC programme events	1 Mar 2008	31 Dec 2008	Dissemination within JISC		KG, DT	3 days

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
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WORKPACKAGE 2: Analyze and recommend					DT	
Objective: Recognize major factors, issues and draw recommendations						
8. Literature review	7 Feb 2008	30 Jun 2008	Research existing work on registries Important resources analyzed		KG, DT	6-7 weeks
9. Organize interviews	7 Feb 2008	1 Apr 2008	A list of contacts and arranged interview times		KG, DT	1-2 weeks
10. Prepare and pilot-test semi-structured interview questions	7 Feb 2008	15 Mar 2008	Interview questions		KG, DT	1 week
11. Conduct interviews	1 Apr 2008	9 May 2008	Important data collected through interviews		KG, DT	2 weeks
12. Analyse data collected through interviews	1 Apr 2008	16 May 2008	Recommendations drafted based on interviews		KG, DT	3 weeks
13. Putting together an intermediate report	1 Apr 2008	23 May 2008	D2.1 Intermediate report	Intermediate report submitted to JISC	KG, DT	3 weeks
14. Putting together final report	1 Jul 2008	7 Aug 2008	D2.2 Final report	Final report submitted to JISC	KG, DT	3 weeks

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Members of Project Team:

AH = Andrew Houghton
DT = Douglas Tudhope
DVG = Diane Vizine Goetz
KG = Koraljka Golub