

Project Identifier:  
 Version: 1.1  
 Contact: Marie-Therese Gramstadt  
 Date: 1<sup>st</sup> March 2012



## JISC Project Plan

Project Information			
<b>Project Identifier</b>	<i>To be completed by JISC</i>		
<b>Project Title</b>	Kaptur		
<b>Project Hashtag</b>	#kaptur_mrd		
<b>Start Date</b>	3 October 2011	<b>End Date</b>	29 March 2013
<b>Lead Institution</b>	University for the Creative Arts		
<b>Project Director</b>	Leigh Garrett		
<b>Project Manager</b>	Marie-Therese Gramstadt		
<b>Contact email</b>	mtg@vads.ac.uk		
<b>Partner Institutions</b>	Glasgow School of Art; Goldsmiths, University of London; University of the Arts London		
<b>Project Webpage URL</b>	<a href="http://www.vads.ac.uk/kaptur/">http://www.vads.ac.uk/kaptur/</a>		
<b>Programme Name</b>	<i>JISC Managing Research Data 2011-13</i>		
<b>Programme Manager</b>	Simon Hodson		

Document Information			
<b>Author(s)</b>	Marie-Therese Gramstadt (based on the original bid written by Leigh Garrett, Project Director)		
<b>Project Role(s)</b>	Project Manager		
<b>Date</b>	31 <sup>st</sup> October 2011	<b>Filename</b>	Kaptur_project_plan.doc
<b>URL</b>	<a href="http://www.vads.ac.uk/kaptur/outputs/Kaptur_project_plan.pdf">http://www.vads.ac.uk/kaptur/outputs/Kaptur_project_plan.pdf</a>		
<b>Access</b>	This report is for general dissemination		

Document History		
Version	Date	Comments
1.0	4 <sup>th</sup> November 2011	This version has been drafted following the approval of the workpackages.
1.1	1 <sup>st</sup> March 2012	Dates added for outputs at section 1.3 (as requested by Simon Hodson on 6 <sup>th</sup> February 2012) - section 1.5 will be updated via a blog post

## Table of Contents

1	Project Overview .....	3
1.1	Project Summary.....	3
1.2	Objectives .....	3
1.3	Anticipated Outputs and Outcomes .....	4
1.4	Overall Approach .....	5
1.1.1	Strategy and methodology.....	5
1.1.2	Important issues to be addressed .....	5
1.1.3	Scope and boundaries of the work.....	6
1.1.4	Critical success factors.....	6
1.5	Anticipated Impact.....	6
1.6	Stakeholder Analysis.....	6
1.7	Related Projects.....	7
1.8	Constraints.....	7
1.9	Assumptions .....	7
1.10	Risk Analysis.....	7
1.11	Technical Development .....	10
1.1.5	Software development.....	10
1.1.6	Requirements.....	10
1.1.7	Design.....	10
1.1.8	Coding .....	10
1.1.9	Quality control and audit processes .....	11
1.1.10	Change control and configuration management processes .....	11
1.1.11	Testing .....	11
1.1.12	Documentation .....	11
1.12	Standards .....	11
1.13	Intellectual Property Rights.....	11
2	Project Resources .....	12
2.1	Project Partners .....	12
2.2	Project Management .....	12
2.3	Project Roles.....	12
2.4	Programme Support.....	13
3	Detailed Project Planning.....	13
3.1	Evaluation Plan .....	13
3.2	Quality Assurance .....	13
3.3	Dissemination Plan.....	14
3.4	Exit and Embedding Plans.....	15
3.5	Sustainability Plans .....	16
	Appendices .....	16
	Appendix A. Project Budget.....	16
	Appendix B. Workpackages .....	16

# 1 Project Overview

## 1.1 Project Summary

Led by the Visual Arts Data Service, Kaptur will discover, create and pilot a sectoral model of best practice in the management of research data in the visual arts. The four institutional partners will support the creation of the model, then apply, test and pilot it within their respective institutions. The results will be fed back into the model, which will be revised and then published freely to the wider higher education community for use and reuse.

The Kaptur project team will start by investigating the nature and scope of research data in the visual arts building on the work of the Digital Curation Centre (DCC) and the previous JISC Managing Research Data projects (2009-11). Research data in the visual arts is complex, taking many forms including logbooks, journals, workbooks, sample libraries and sketchbooks. Currently, very little is known about the curation and management of this data: none of the specialist arts institutions have research data management policies or infrastructure in place and evidence suggests that practice is ad hoc, left to individual researchers and teams without support or guidance.

Research data is a valuable resource and, with appropriate curation and management, it has much to offer learning, teaching, research, knowledge transfer, and consultancy activities in the visual arts. To address the lack of awareness and usage of research data management systems in the visual arts, the KAPTUR project seeks:

- to investigate the current state of the management of research data in the arts;
- to develop a model of best practice applicable to both specialist arts institutions and arts departments in multidisciplinary institutions;
- to apply, test and embed the model with the four institutional partners; and
- to create a pilot demonstrator research data management system.

## 1.2 Objectives

- Kaptur will investigate the current state of the management of research data in the arts through collaboration with the four Project Officers leading to the creation of an Environmental Assessment report, this will be presented to the Steering Group for their feedback and to ensure senior management support for our implementation plan for the rest of the project.
- Kaptur will develop a model of best practice applicable to both specialist arts institutions and arts departments in multidisciplinary institutions, this will be informed by the Environmental Assessment report as well as work undertaken by previous JISC MRD projects, and with advice and guidance from the Digital Curation Centre, for example the Project Officers will be, or have already, attended the DCC Roadshows.
- Kaptur will then apply, test and embed the model with the four institutional partners; this will be achieved through the central role of the four Project Officers in conjunction with senior management support from the four Project Sponsors.
- Kaptur will create a pilot demonstrator research data management system; in addition to the Environmental Assessment report, a Technical Analysis will be carried out, considering existing systems in use and best practice with regard to choosing the right system.

### 1.3 Anticipated Outputs and Outcomes

Tangible outputs (WP milestones)		
Output Type	Brief Description	Date Expected
Project plan, workpackages, and budget, interim reporting, and final report.	Project documentation as required by JISC.	4 <sup>th</sup> November 2011
Project Web site and blog	To provide a focal point for dissemination; the blog will also include project reporting as required by JISC.	4 <sup>th</sup> November 2011
Environmental Assessment Report	This will provide an overview of visual arts research data through the eyes of the researchers themselves.	(draft by) 31 <sup>st</sup> January 2012
Technical Analysis Report	Overlapping with the work of the environmental assessment report in order to fully define a technical specification and be aware of existing systems already available.	30 <sup>th</sup> April 2012
Draft Data Management Policy	This is one of the key outputs of the modelling phase workpackage.	31 <sup>st</sup> July 2012
Training Plan	To support the modelling and technical infrastructure phases and to embed and sustain the work of Kaptur by carrying out training and establishing an ongoing plan of action.	28 <sup>th</sup> September 2012
Pilot Demonstrator Service	To be made available for testing by the partners prior to refinement and implementation at their institutions.	(draft version by) 31 <sup>st</sup> October 2012
Four Institutional Workshops	As above.	30 <sup>th</sup> November 2012
Four Institutional Data Management Policies	Kaptur will support the institutional partners in creating their own individual data management policies.	31 <sup>st</sup> January 2013
Toolkit for visual arts researchers	As above.	28 <sup>th</sup> February 2013
Toolkit for visual arts data managers	As above.	28 <sup>th</sup> February 2013
Four case studies	Each project officer will seek to document the work they are doing during Kaptur in order to present a written case study and a presentation at the end of project conference.	28 <sup>th</sup> February 2013
Four institutional pilot demonstrator services	Kaptur will support the institutional partners in establishing their own systems.	(pilot versions by) 29 <sup>th</sup> March 2013
Four Institutional Business and Sustainability Plans	To underpin the work of the modelling and technical infrastructure workpackages it is essential that each institution has a business and sustainability plan to maintain and embed the work of Kaptur after the lifetime of the project.	29 <sup>th</sup> March 2013
Three or more papers/presentations/publications	The project team will submit proposals for conference abstracts and written papers as appropriate to the subject area.	Throughout the project i.e. before 29 <sup>th</sup> March 2013
End of project conference (March 2013)	To disseminate the work of Kaptur to the wider UK HE community.	29 <sup>th</sup> March 2013

<b>Outcomes</b>	
<b>Outcome Type</b>	<b>Brief Description</b>
greater access to, and availability of, research data	By implementing best practice in the form of policies and systems as well as human infrastructure, this will enable greater access to research data.
enhanced collaboration	Kaptur is highly collaborative and draws on the strength of this.
enhanced knowledge	The project is carrying out original research and this will be made publically available enhancing the knowledge of the partners as well as the wider community.
greater awareness about visual arts research	Through the project dissemination we are also sending a message about the importance and significance of visual arts research, this builds on the work of previous projects such as Kultivate, and Project CAIRO.

## **1.4 Overall Approach**

### **1.1.1 Strategy and methodology**

The Kaptur objectives will be achieved by working closely with the four Project Officers to maximise the time and cost savings through collaboration, and to ensure consistency of contribution and issue-raising across the four institutional partners. The role of the Project Officers is central to carrying out the workpackages and embedding that work at the institution. The four Project Sponsors will also ensure that Kaptur achieves a high profile at senior management level, providing a top-down approach to embedding to complement the bottom-down approach of gathering user requirements from the visual arts researchers to inform the modelling and technical infrastructure workpackages.

### **1.1.2 Important issues to be addressed**

Kaptur seeks to define the nature of visual arts research data during the initial four months of the project in order to be better able to address the needs of visual arts researchers and uncover any important issues at each of the four partner institutions which can then be addressed during the subsequent workpackages.

In addition the JISC grant letter made the following requirements:

- More detail on technical aspects and requirements gathering approach
- Stronger engagement with the DCC
- Increased effort to engage with the broader community

The project plan and workpackages have addressed these issues in the following way:

- The workpackages clearly breaks up the work for the technical infrastructure workpackage, and there are further details of the approach described at point 1.11 Technical Development in this document.
- Since the beginning of Kaptur the Project Director has already met with the Digital Curation Centre (DCC), and the Project Manager and Project Officers are signed up to attend events run by the DCC. During the initial four months the Project Manager and Project Officers will be investigating outputs and tools that have arisen out of the DCC and once the Environmental Assessment report is completed the DCC will be consulted regarding the Kaptur Implementation plan for the remaining workpackages.
- The broader community will be engaged through building up relationships with previous and current JISC Managing Research Data projects; through dissemination (see 3.3

Dissemination Plan); and through attendance at key conferences and events in the area of Research Data Management.

### 1.1.3 Scope and boundaries of the work

The Environmental Assessment report will clarify the scope and boundaries of the work for Kaptur. This will include defining the scope and boundaries of visual arts research data, as well as identifying and building links within each institution that can then be further developed during the rest of the project, these are expected to include: visual arts researchers, research and enterprise departments, research office staff, IT staff, librarians, support staff, and senior management.

### 1.1.4 Critical success factors

The project's success is dependent on the following factors:

- Partner commitment to the project, and effective communication between partners and across a dispersed project team.
- Technical infrastructure and support for the pilot demonstrator service.
- Engagement with researcher community.
- Business and sustainability is also key to the take-up and embedding of both the research data management policies and pilot demonstrator systems.

## 1.5 Anticipated Impact

Impact Area	Anticipated Impact Description
research excellence	maintain research excellence at the four institutions
impact	have a positive impact on society by making visual arts research data more accessible thereby enhancing research and innovation across the sector
cost effectiveness	collaborating across four institutions will be cost effective, maximising the use of time and money

## 1.6 Stakeholder Analysis

Stakeholder	Interest / stake	Importance (H/M/L)
JISC	Funder – VADS' findings of use to future JISC projects.	High
Visual Arts Data Service (VADS)	Grant holder – development of VADS's national/international profile; contribute to and complement existing work by VADS with the visual arts community..	High
University for the Creative Arts	Lead Institution – development of the University's national/international profile; contribute skills and knowledge to the project.	High
Glasgow School of Art	Project partner – development of the University's national/international profile;	High

	contribute skills and knowledge to the project.	
Goldsmiths, University of London	Project partner – development of the University’s national/international profile; contribute skills and knowledge to the project.	High
University of the Arts London	Project partner – development of the University’s national/international profile; contribute skills and knowledge to the project.	High
Digital Curation Centre (DCC)	Collaboration with the DCC; disseminating our findings to DCC and liaising with them regarding aspects of our project such as training.	Medium
Other JISC Managing Research Data projects	Collaboration across the JISCMRD programme including projects in similar and very different disciplines.	Medium
Other UK Higher Education Institutions	Project outputs assist other institutions and other subject disciplines also dealing with visual arts research data.	Medium

## 1.7 Related Projects

Previous JISCMRD projects, including: JISC Incremental, and Project CAiRO have been an invaluable source of reference already. Current JISCMRD projects will be useful, particularly the project at the University of Bristol. The Digital Curation Centre’s projects and initiatives will also be closely followed.

## 1.8 Constraints

The project plan and workpackages have been designed to work with the time and resources available; there are no identifiable constraints at the moment.

## 1.9 Assumptions

As the original project proposal included the Project Team and the Project Sponsors, gaining their approval before submission to JISC, it is assumed that all parties are very much engaged with the project and its aims and objectives. The scope of Kaptur is focused on the visual arts, and we are aware of the work being carried out at the University of Bristol on the performing arts. The visual arts represents a large heterogeneous body of works and potential issues, therefore the environmental assessment will be important in helping to define the scope in greater clarity.

## 1.10 Risk Analysis

Risk Description	Probability (P) 1 – 5 (1 = low)	Severity (S) 1 – 5 (1 = low)	Risk Score (PxS)	Detail of action to be taken (mitigation / reduction / transfer / acceptance)
------------------	---------------------------------------	------------------------------------	------------------	--

	5 = high)	5 = high)		
<b>Staffing</b>				
Retention	2	3	6	Second staff from partner institutions if necessary; maintain strong community and institutional links; integrate activities as far as possible into mainstream developments within the partner institutions.
Recruitment	1	1	10	The project team will be seconded from within existing resources.
<b>Organisational</b>				
Partner commitment	2	5	10	Regular meetings; funding to cover cost of participation.
Project management	2	5	10	Secondment of existing staff with relevant skills, knowledge and experience of project management and budgetary control; maintain strong project team and ensure regular meetings of the Project Steering Group; ensure clearly defined areas of responsibilities and monitoring of project plan.
Staffing skills	2	3	6	Maintain skills profiles and ensure effective professional development; establish external links to source skills on a short term basis if necessary.
Budget	2	3	6	Budget presentation is based on a realistic assessment of the needs of the project and its partners; regular review of resources and work in progress will be carried out by the Project Manager who will report any discrepancies to the Project Director and Project Steering Group.
<b>Technical</b>				
Technical viability	2	4	8	Ensure existing team have relevant experience; analyse technical requirements and solutions at an early stage in the project; review requirements and developments regularly to

				meet requirements of partners.
<b>Legal</b>				
Copyright issues	2	3	6	Project outputs will be copyright cleared for submission to JISC and dissemination to the wider community.
<b>Other</b>				
Researcher engagement	2	4	8	Maintain close links with institutions, departments and researchers, either directly or indirectly through partner Project Officers; ensure effective communication of project outcomes and methods; and ensure alignment of the project with the needs of the arts research community and their host institutions.
Community engagement	2	4	8	Ensure the vision and approach is closely aligned to the needs of the arts repository and research communities; ensure project outcomes and methods are clearly articulated during the inception of the project; actively engage with partners and wider higher education community, particularly through the KULTUR II group, RSP, DCC and the Project Steering Group; ensure effective and ongoing communication; be responsive to the needs of the community, and review approach regularly.
Sustainability	2	4	8	The project team are seconded from existing posts so the skills, knowledge and practice will both inform the wider community and be embedded within the sector. The adoption of Project Sponsors will ensure the project outcomes are raised at senior levels both within institutions and more widely

				across the sector. Technical requirements, toolkits, case studies, model policies, procedures and services developed throughout the project will be made available to the JISC community freely. All policies, guides, case studies, workshop reports, toolkits and other project outcomes including the demonstrator research data management pilot for the arts will be made publicly available online for a period of at least three years by VADS.
--	--	--	--	--

## **1.11 Technical Development**

### **1.1.5 Software development**

Kaptur will identify existing systems which may be used or re-purposed to manage visual arts research data, any software development required will be undertaken according to the agile software methodology.

### **1.1.6 Requirements**

The pilot demonstrator system has the following initial requirements, which will be explored during the Technical Analysis study:

- to be suitable for the management of visual arts research data
- to be useable by visual arts researchers
- to have the potential to integrate with other institutional systems as appropriate
- to be sustainable
- to be able to present visual arts research data for its discovery
- other features to be identified during the Technical Analysis may include how the system enables researchers to collaborate, or different levels of privacy required (depending on the nature of the data and other issues)

### **1.1.7 Design**

The pilot demonstrator system will be designed to be modular so that development work can be carried out on different sections reducing any possible delays and enabling feedback according to the agile software development model. UML will be used to express the functions of each part of the system.

### **1.1.8 Coding**

The Technical Manager will be responsible for checking that any code developed during the Kaptur project is well-documented and annotated according to best practice. This will ensure that changes made can be easily identified for use and re-use.

### **1.1.9 Quality control and audit processes**

The quality control process will follow the agile system of software development with multiple iterations and continuous feedback into the development process. Once the user needs and technical analysis are complete the development work, and/or purchasing of the system will occur. As the system is developed and brought to fruition, as changes are made, feedback will be sought from the users, Project Team, and Project Steering Group. Feedback will be generated according to a testing plan and will feed into the changes required to develop the system.

### **1.1.10 Change control and configuration management processes**

Depending on the system chosen, then the changes will be made available via an online site such as SourceForge or GitHub. The process for change control will be agreed with the Technical Manager and Project Team during Months 4-5 when the Technical Analysis report will be produced. It is expected that there will be a shared spreadsheet outlining change requests, who required the changes, the priority level, the actions to be taken, who has responsibility for the action, and a note about when the change has occurred. The priority level will be agreed amongst the Project Team at monthly meetings, and more frequently by email or telephone as required, it will be based on prioritising user requirements first, as well as referring to dependencies.

### **1.1.11 Testing**

The Technical Analysis report will include a testing plan to define who, how, and when the testing will be carried out. It is anticipated that the relationships built up by the Project Officers during the Environmental Assessment workpackage will contribute to the testing. The JISC Usability training that has been provided to both the Project Manager and Technical Manager on previous projects, will inform decisions about the approach to take. When tests are carried out the details will be recorded, including the actions taken and implemented.

### **1.1.12 Documentation**

The Technical Manager will ensure that documentation is available for the technical development work, and that this is produced alongside the work being carried out. It will conform to JISC requirements.

## **1.12 Standards**

<b>Name of standard or specification</b>	<b>Version</b>	<b>Notes</b>
XHTML, CSS	XHTML 1.0 CSS Level 2	Website interface
Web accessibility standards	W3C Web Content Accessibility Guidelines 1.0	Website interface

## **1.13 Intellectual Property Rights**

The project team will follow best practice to ensure materials produced are copyright cleared and all permissions are sought in writing prior to publication or distribution of any materials.

The pilot demonstrator service will use open source software if appropriate following the Technical Analysis report recommendations; in which case the technical amendments will be made freely available to the JISC and HE communities.

## 2 Project Resources

### 2.1 Project Partners

A consortium agreement is being prepared and this will be based on the JISC guidelines. The Project Officers are the main contacts for each of the project partners:

- Robin Burgess <http://www.vads.ac.uk/kaptur/partners/GSA.html>
- John Murtagh <http://www.vads.ac.uk/kaptur/partners/UAL.html>
- Tahani Nadim <http://www.vads.ac.uk/kaptur/partners/GOLD.html>
- Anne Spalding <http://www.vads.ac.uk/kaptur/partners/UCA.html>

### 2.2 Project Management

A diagram will be produced and made available via the project website to explain the relationships between the Project Team and Project Steering Group. The following is a description of the roles and relationships:

#### Project Manager

The Project Manager is responsible for ensuring that deliverables and objectives are achieved on time and that the Project Team is clear about their roles and responsibilities. The Project Manager will report weekly to the Project Director and also report to the Project Steering Group as required. The Kaptur Project Manager will prepare monthly lightweight reports and blog posts for the JISC Programme Manager, and comply with the other JISC reporting requirements throughout the project. The Kaptur Project Director will provide advice and guidance by email, telephone meetings, and by meeting the Project Manager weekly or as required. The Project Manager and Project Director are both based at the Visual Arts Data Service, a Research Centre of the University for the Creative Arts, and therefore able to have an overview of the requirements of the four partner institutions.

#### Project Team

The Kaptur Project Manager will be in contact with the Project Officers for individual weekly telephone meetings, and monthly group face-to-face meetings. As the project team are dispersed it is particularly necessary that the Project Officers flag up any issues to the Project Manager as soon as they are identified, and that the Project Manager maintains regular contact by telephone and email in addition to the meetings. The Project Officers were recruited from existing staff at the partner institutions; this gives them a good overview of the institutions and will assist with embedding the skills and knowledge attained through Kaptur back into the partner institutions.

#### Project Steering Group

The four institutional partners each have a Project Sponsor; effectively this person will be a project champion at a high level within the institutions. The four Project Sponsors and other identified parties will form the Project Steering Group, this will meet at three points during the project, after the Environmental Assessment report has been drafted, towards the middle of the project and a couple of months before the end.

### 2.3 Project Roles

Team Member Name	Role	Contact Details	Days per week to be spent on the project
Leigh Garrett	Project Director	lgarrett@ucreative.ac.uk	1 day
Marie-Therese Gramstadt	Project Manager	mtg@vads.ac.uk	2.5 days
Carlos Silva	Technical Manager	carlos@vads.ac.uk	2.5 days (Months 4 - 18)

Project Identifier:  
Version: 1.1  
Contact: Marie-Therese Gramstadt  
Date: 1<sup>st</sup> March 2012

Robin Burgess	Project Officer	r.burgess@gsa.ac.uk	2 days
John Murtagh	Project Officer	j.murtagh@arts.ac.uk	2 days
Tahani Nadim	Project Officer	exs01tn@gold.ac.uk	2 days
Anne Spalding	Project Officer	MASpalding@ucreative.ac.uk	2 days

The Project Officers will be attending the Digital Curation Centre (DCC) Roadshows, and encouraged to attend other DCC or JISCMRD events as appropriate. We will also be liaising with the DCC throughout the project for support and advice.

## 2.4 Programme Support

Feedback and advice from JISC on the progress and development of the project will be welcomed throughout.

## 3 Detailed Project Planning

### 3.1 Evaluation Plan

Timing	Factor to Evaluate	Questions to Address	Method(s)	Measure of Success
Ongoing	Partner commitment to the project.	What are the benefits to the partners in terms of Kaptur?	meetings, steering group meetings	signed consortium agreement and completion of the project
Months 4 - 17	Technical infrastructure and support for the pilot demonstrator service.	Is the pilot demonstrator service appropriate for the needs of visual arts research data?	user testing, gathering feedback at events and meetings	pilot demonstrator systems established at four partner institutions
Ongoing	Engagement with researcher community.	What are the needs of the researcher community with regard to visual arts research data?	interviews, focus groups, surveys following attendance at workshops	positive feedback and involvement in Kaptur
Months 5 - 18	Business and sustainability is also vital to the take-up and embedding of both the research data management policies and pilot demonstrator systems.	How can the policies and systems be sustained in the longer term at each institution?	steering group meetings, meetings, focus groups, creation or attendance at working groups/committees	plans in place to sustain policies and systems for the longer term

### 3.2 Quality Assurance

<b>Output / Outcome Name</b>	tangible project outputs e.g. reports, other documentation	
<b>When will QA be carried out?</b>	<b>Who will carry out the QA work?</b>	<b>What QA methods / measures will be used?</b>
As each report or output reaches the 'draft' stage.	Project Manager/Project Team/Project Director	quality of research, appropriateness to project objectives

Project Identifier:  
Version: 1.1  
Contact: Marie-Therese Gramstadt  
Date: 1<sup>st</sup> March 2012

All reports or outputs available at the time of the three steering group meetings (Months 4, 9, 15)	Project Steering Group	quality of research, appropriateness to project objectives
---	------------------------	--

<b>Output / Outcome Name</b>	research data management policies	
<b>When will QA be carried out?</b>	<b>Who will carry out the QA work?</b>	<b>What QA methods / measures will be used?</b>
Months 6 - 16	Project Manager/Project Team	comprehensiveness and appropriateness
Month 10	Project Steering Group	comprehensiveness and appropriateness
Months 6 - 16	visual arts researchers	readability and applicability

<b>Output / Outcome Name</b>	pilot demonstrator services	
<b>When will QA be carried out?</b>	<b>Who will carry out the QA work?</b>	<b>What QA methods / measures will be used?</b>
Months 4-7	Project Manager/Project Director	quality of technical analysis
Months 8-18	Technical Manager	testing quality
Months 8-18	visual arts researchers/Project Team	usability quality

### 3.3 Dissemination Plan

Timing	Dissemination Activity	Audience	Purpose	Key Message
Month 1	Press release	Various	Announce project	Funding secured for Kaptur project; project aims
Month 1 onwards	University news	University for the Creative Arts	Announce project; provide news	Funding secured for Kaptur project; project aims; project progress
Month 1 onwards	Project web page	Education community	Provide key information/documents relating to the project	Project aims; project progress; disseminate project outputs
Month 1 onwards	Public JISCMAIL lists	Education community	Announce project; provide news	Funding secured for Kaptur project; disseminate project outputs
Month 1 onwards	Project meetings/workshops	Project team, staff at each institution, visual arts researchers	Provide news; disseminate project outputs	Disseminate project outputs
Month 1 onwards	Internal meetings such as research office committee meetings	Staff at each institution	Provide news; disseminate project outputs	Disseminate project outputs
Month 1	Other VADS project	Education	Provide news;	Disseminate

onwards	meetings/JISC programme meetings	community	disseminate project outputs	project outputs
Month 1 onwards	User needs analysis and technical analysis	Visual arts researchers at the four partner institutions	Promote the Kaptur project and the benefits of managing research data effectively	Encourage buy-in from users; disseminate project outputs
Months 4, 9, 15	Steering Group meetings	Project Sponsors and invited members of the wider community	Provide news; disseminate project outputs; gain insight and feedback at key stages during the workpackages	Encourage buy-in from senior management; disseminate project outputs
Months 12-17	Training and support	Visual arts researchers at the four partner institutions; identified stakeholders at each institution; the wider education community	Promote the Kaptur project and the benefits of managing research data effectively	Encourage buy-in from users; disseminate project outputs
Month 18	End of project conference	Education community	Provide news; disseminate project outputs	Disseminate project outputs
Month 18	Press release	Various	Disseminate project outputs	Disseminate project outputs

### 3.4 Exit and Embedding Plans

Project Outputs/Outcomes	Action for Take-up & Embedding	Action for Exit
tangible project outputs e.g. reports, other documentation	Widely disseminated both internally and externally to the partner institutions and using social media as appropriate e.g. blog posts, twitter; attendance at events; production of publicity material, posters and so on. Tailored and group sessions promoting the project internally.	Made available via the VADS website for a period of at least 3 years, per JISC guidelines.
research data management policies	Formed from analysis of user needs and based on existing best practice available elsewhere and with advice from the DCC; disseminated at a high level across the institutions.	Confirming senior management support for the policies; identifying a strategy with the Business and Sustainability plans.
pilot demonstrator service	Following best practice with regard to technical development to ensure it addresses user needs and is clear and straight forward to use. Disseminating the system and supporting it with user help documentation, training and support.	Establishing an ongoing programme of training and support at each institution; providing documentation; identifying a strategy with the Business and Sustainability plans.
<b>project outcomes</b>		

greater access to, and availability of, visual arts research data	By gathering user requirements, promoting the benefits of effective research data management and its discovery.	Putting policies, systems, and training plans in place.
enhanced collaboration	By promoting the benefits of collaboration in terms of effectiveness, and with time and money cost savings.	Considering how aspects of the collaboration may be usefully taken forward.
enhanced knowledge	This relates very much to the aims of research institutions, research support staff, researchers, and the Kaptur project team.	Dissemination and sharing of research outputs.
greater awareness about visual arts research	Through dissemination, sending a message about the importance and significance of visual arts research.	Dissemination and sharing of research outputs, especially conference and written papers.

### 3.5 Sustainability Plans

Project Outputs	Why Sustainable	Scenarios for Taking Forward	Issues to Address
Project Documentation, e.g. Reports	Will be made available via the VADS website for a period of at least 3 years after the end of the project.	Dissemination of the reports and other project documentation.	To follow JISC requirements.
Four Institutional Data Management Policies	Approval will be sought for the policies at senior management level, they will then be made available via DCC.	The evaluation and sustainability workpackage will include the creation of four business and sustainability plans to support the policy work.	The policies will need to be approved by senior management and taken up by staff with the appropriate roles and responsibilities to act on them.
Four Institutional Data Management Pilot Systems	The pilot research data management systems will follow best practice with regard to software development.	The evaluation and sustainability workpackage will include the creation of four business and sustainability plans which will also consider the cost implications of supporting the technical infrastructure in the longer term.	The system needs to be part of the existing researchers' workflows as much as possible, straight forward to use, and offer incentives in saving time in order to encourage take-up.

## Appendices

### **Appendix A. Project Budget**

Please see separate document.

### **Appendix B. Workpackages**

Please see separate document.