



Project Document Cover Sheet

Project Information			
Project Acronym	eNova		
Project Title	eNova		
Start Date	01/03/2011	End Date	23/12/2011
Lead Institution	University for the Creative Arts		
Project Director	Leigh Garrett		
Project Manager & contact details	Marie-Therese Gramstadt (VADS) – mtg@vads.ac.uk		
Partner Institutions	University of the Arts London		
Project Web URL	http://www.vads.ac.uk/kultur2group/projects/enova/index.html		
Programme Name (and number)	Information Environment Programme 2009-11		
Programme Manager	Balviar Notay		

Document Name			
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Document History		
Version	Date	Comments
1.1	09/03/2011	
1.2	21/03/2011	Updates after project team feedback and appointment of VADS Software Developer.
1.3	24/03/2011	Amendments following additional feedback from Project Director.



JISC Project Plan

Overview of Project

1. Background

The eNova project seeks to re-use: the user analysis methodology from the Kultur project; the MePrints tool; the VADS EPrints demonstrator service; and to engage with the growing Kultur II Group community. The overall aim is to increase the take-up and embedding of repositories within specialist arts institutions and visual and creative arts departments within larger multi-disciplinary institutions.

In order to address future Research Council and Research Excellence Framework (REF) requirements, arts institutions, departments and researchers need to take action to ensure greater engagement with repositories to maximise research potential and income. As funding councils are increasingly moving towards making deposit in an institutional repository a condition of grant funding¹, the arts community in general risks losing future research funds.

eNova builds on the work of the JISC-funded Kultur project (2007-2009) led by the University of Southampton that established institutional repositories at the University of the Arts London and University for the Creative Arts; the Visual Arts Data Service was also a project partner, and Leiden University was an unfunded project partner. eNova will install the MePrints extension to the existing EPrints repositories at the University of the Arts London and the University for the Creative Arts.

The eNova project will continue to engage with the Kultur II Group community, which was formed after the Kultur project and is led by the Visual Arts Data Service (VADS) a research centre at the University for the Creative Arts. The project will also re-use the VADS demonstrator EPrints service which is currently being developed for the JISC-funded Kultivate project². The modified MePrints tool will be installed in the VADS demonstrator repository and made available to the Kultur II Group.

The eNova user needs analysis methodology will be constructed from the successful methods adopted for the Kultur project, and the MePrints tool will be modified in order to meet the specialised needs of visual arts researchers and artist-practitioners. The MePrints tool arose out of the allAboutMePrints³ JISC-funded project led by the University of Southampton and is available to any users of the EPrints repository platform. The majority of the Kultur II Group members with institutional repositories already use, or are in the process of installing EPrints⁴.

The MePrints extension generates personal research pages and provides a personalised working area that is integrated into the institutional repository. As a consequence, researchers no longer need to enter the same data into multiple systems. eNova will increase engagement with institutional repositories by responding to user needs: saving researchers time and providing them with a visually attractive showcase for their research outputs.

2. Aims and Objectives

The aims and objectives of the eNova project are to:

¹ The AHRC requires that funded "researchers ensure deposit of a copy... in appropriate repository." p82 AHRC Research Funding Guide (2011).

<http://www.ahrc.ac.uk/FundingOpportunities/Documents/Research%20Funding%20Guide.pdf> [accessed 10 March 2011].

² Kultivate project: <http://www.vads.ac.uk/kultur2group/projects/kultivate/index.html> [accessed 10 March 2011]

³ allAboutMePrints project:

<http://www.jisc.ac.uk/whatwedo/programmes/inf11/jisc/allaboutmeprints.aspx> [accessed 10 March 2011]

⁴ Kultur II Group list of members with links to their repositories: <http://www.vads.ac.uk/kultur2group/contacts.html> [accessed 10 March 2011]

1. Research user-need with researchers at the University for the Creative Arts and University of the Arts London
2. Enhance the MePrints tool based on user needs analysis and make available through the VADS EPrints demonstrator service.
3. Install enhanced MePrints tool in University for the Creative Arts and University of the Arts London institutional repositories.
4. Disseminate enhanced MePrints tool within partner institutions and the wider HE community.

3. Overall Approach

3.1 Strategy and Methodology

Led by the Visual Arts Data Service (VADS) a Research Centre of the University for the Creative Arts, in collaboration with the University of the Arts London, the project will consist of three main stages: the upgrade and standardisation of the EPrints repository platform in the VADS demonstrator, and at the University for the Creative Arts and University of the Arts London institutional repositories; the installation of the basic MePrints package; and the adaption of the MePrints tool to reflect user needs analysis of visual and creative arts researchers carried out at both institutions.

The project will be disseminated via a project website, through project reports, attendance at JISC programme meetings, and internal and external events, meetings, conferences and workshops.

The overall strategic direction of the project rests with the Project Director, while the operational management and reporting will be carried out by the Project Manager and Repository Managers based at the University for the Creative Arts and the University of the Arts London. The technical work will be carry out by the VADS Software Developer, who will install and modify the basic MePrints package.

3.2 Issues to be addressed

Take-up and embedding

The eNova project aims to enable the embedding and take-up of repositories through user-engagement with a visually attractive researcher profile page; and by reducing the duplication of data and time and effort keeping the data centralised around the repository thereby fostering engagement and use of institutional repositories.

Re-use of tools, applications, methodologies, services

This project seeks to re-use the user analysis methodology from the Kultur project, to re-use the MePrints tool and VADS EPrints demonstrator service, and engage with the growing Kultur II Group community. The MePrints tool will be promoted to the visual and creative arts community, and enhancements to the tool will be made to meet the specialised needs of researchers and artist-practitioners.

3.3 Scope

User requirements and scope

The eNova project will use the successful methods established in the original Kultur project to carry out a user analysis for modifications to the MePrints tool. Researchers will be surveyed and engaged in interviews to inform the modifications to the MePrints tool. Research support staff at University for the Creative Arts and the University of the Arts London will also be engaged to ensure buy-in from these important stakeholders.

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Technical enhancements

Based on user requirements and scope, a design for the modified MePrints tool will be produced by the VADS Software Developer. The user requirements will be gathered at the University for the Creative Arts and the University of the Arts London and collated together to form the User Needs Analysis report, in order to produce a final design that adequately synthesises the needs across both institutions.

The basic MePrints tools will be installed in the VADS test EPrints repository; technical modifications will be made to produce the enhanced MePrints tool. MePrints will then be installed in the University for the Creative Arts and the University of the Arts London institutional repositories.

Testing

After the installation of the MePrints tools in the VADS demonstrator, this will be made available to the project partners and the Kultur II Group for testing. The users identified in the user needs analysis will also be contacted and involved during the testing stage. Extensive tests to the Alpha version will include usability tests, page validation, accessibility and browser independence.

After making the appropriate changes to the Alpha version, the Beta version will be released and tested. Data collection and reports on findings will be recorded and documented. When successful, the Beta version will be added as default to the Kultur version of EPrints in the project website.

Dissemination

The project will be disseminated from the beginning through engagement with the Kultur II Group and various internal and external events. There has already been a presentation at the JISC Repositories Take-up and Embedding programme meeting held on 2nd March 2011 in Birmingham. Once Version 1.0 of the modified MePrints tool is held for at least one week without major issues several presentations and dissemination events will be carried out by the Project Manager and Repository Managers. Possible occasions identified include the ARMA (Association of Records Managers and Administrators) annual conference, UKCoRR (UK Council of Research Repositories) annual meeting, and through the Repositories Support Project (RSP). The RSP are appointing a Project Coordinator for the Take-up and Embedding strand, and the Project Manager would be keen to work with them to disseminate eNova as widely as possible. Other events include advocacy events for researchers to be hosted by the Repository Managers at University for the Creative Arts and the University of the Arts London, as well as attendance at a GuildHE meeting.

3.4 Critical Success Factors

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

- Partner commitment to the project.
- Effective communication between partners and across a dispersed project team.
- Technical infrastructure and support for EPrints.
- Engagement with researcher community.

4. Project Outputs

Tangible deliverables:

1. User Needs Analysis Report
2. Design for modified MePrints tool
3. Modified MePrints tool available to Kultur II Group via VADS demonstrator service (Alpha, Beta and Version 1.0)
4. Modified MePrints tool installed in UCA, UAL institutional repositories

Knowledge and experience:

- The project will develop knowledge, experience, and skills in promoting and encouraging the take-up and embedding of repositories within institutions, which will be shared across the University for the Creative Arts, University of the Arts London, Kultur II Group community, and the wider arts sector.

5. Project Outcomes

The outcomes envisaged include:

1. Enhance the user experience for researchers, encouraging their engagement with repositories and the embedding and take-up of the repositories within the University for the Creative Arts and the University of the Arts London.
2. Embed and disseminate the MePrints tool; re-purposing the tool for the visual and creative arts community and making it available through the VADS demonstrator service for members of the Kultur II Group.
3. Raise the profile of arts research within the arts and the broader sector.
4. Engage with the wider JISC community with regard to the handling of complex media objects.

6. Stakeholder Analysis

Stakeholder	Interest / stake	Importance
VADS, University for the Creative Arts	Grant holder – development of the University's national/international profile.	High
JISC	Funder – VADS' findings of use to future JISC projects.	High
University of the Arts London	Project partner – development of the University's national/international profile; contribute skills and knowledge to the project.	High
Kultur II Group	The group interested in the arts consisting of repository staff, researchers, librarians, and research office staff, contribute skills and knowledge to the project.	High
Other Content Holders	Project outputs assist other institutions and other subject disciplines also dealing with complex multimedia outputs.	Medium

7. Risk Analysis

Risk	Probability (1-5)	Severity (1-5)	Score (P x S)	Action to Prevent/Manage Risk
Staffing				
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 University.
Recruitment	1	5	5	The project team will be seconded from existing posts at the University for the Creative Arts. A developer post is in the process of being filled, recruitment in progress. If necessary staff may be seconded on a short-term basis or the development work carried out externally.
Organisational				
Partner commitment	2	5	10	Regular meetings; funding to cover cost of participation.
Project Management	2	5	10	Secondment of existing staff with relevant experience of project management and budgetary control; ensure regular meetings and maintain strong project team working; ensure clearly defined areas of responsibility and monitoring of project plan.
Budget	2	4	8	Straightforward project plan and budget presented on a realistic assessment of need; 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.
Technical				
Technical viability	2	5	10	Ensure existing team have relevant experience; analyse technical requirements and solutions at an early stage in the project; review technical developments and user requirements regularly.
Legal				
Copyright issues	2	3	6	Project outputs will be copyright cleared for submission to JISC and dissemination to the wider community.
Other				
Community engagement	2	3	6	Ensure the vision and approach is closely aligned to the needs of the arts education community; ensure project outcomes and methods are clearly articulated during the inception of the project; actively engage with Kultur Partners through existing networks and community meetings organised by the project team.
Sustainability	2	3	6	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 a Project Sponsor will ensure the project outcomes are raised at senior levels both within institutions and across the sector. Technical enhancements and reports developed throughout the project will be made available to the JISC community freely. All project outcomes will be made publically available online for a period of at least three years by VADS.
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8. Standards

The project will use the following standards:

Name of standard or specification	Version	Notes
XHTML, CSS	XHTML 1.0 CSS Level 2	Website interface
Web accessibility standards	W3C Web Content Accessibility Guidelines 1.0	Website interface
EPrints	EPrints Branch Build - 3.2	Repository demonstrator
MePrints	MePrints	Stable plugin for EPrints repository platform

9. Technical Development

EPrints software developments and demonstrator service

The EPrints software is open source and therefore any enhancements or development work will be made available for the benefit of the wider community. The modified MePrints tool will be developed in the demonstrator service hosted by VADS at the University for the Creative Arts, then installed in the University for the Creative Arts and University of the Arts London repositories. The VADS demonstrator service is available to the Kultur II Group.

Digital Preservation

The documentation for the enhanced MePrints tool, including the code, will be backed-up on the VADS website and made available for a period of at least three years. Full backups of the VADS website are taken once a month and incremental backups are taken nightly.

10. Intellectual Property Rights

The project team will follow best practice to ensure materials produced are copyright cleared and all permissions are sought in writing.

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The technical enhancements to the MePrints tool will be made to the open source EPrints repository software which is in use by the project partners, the vast majority of the members of the Kultur II Group and also available to the wider community.

EPrints is an open source all enhancements made freely available to the JISC and HE communities

Project Resources

11. Project Partners

Partner	Role	Contacts
JISC	Project funder	Balviar Notay , Programme Manager- b.notay@jisc.ac.uk
VADS, University for the Creative Arts	Project lead	Leigh Garrett , VADS Director and Project Director – lgarrett@ucreative.ac.uk Marie-Therese Gramstadt , VADS Projects Officer and Project Manager, mtg@vads.ac.uk Anne Spalding , Repository and Digitisation Officer, MAspalding@ucreative.ac.uk James Snyder , VADS Software Developer, jsnyder@ucreative.ac.uk
University of the Arts London	Project partner	John Murtagh , Institutional Repository Manager, j.murtagh@arts.ac.uk

12. Project Management

The project will be led by Leigh Garrett at the University for the Creative Arts who will be the Project Director, and provide overall strategic direction for the project; due to the small nature of the project there will be no advisory group. There will be one Project Manager based at VADS at the University for the Creative Arts, who will have responsibility for the day-to-day management of the project and reporting to JISC.

The Project Manager will have responsibility for maintaining contact with the University of the Arts London and University for the Creative Arts Repository Managers; for reporting developments to the Kultur II Group; and for writing up the User Needs Analysis report. The Repository Managers will be responsible for assisting the Project Manager in gathering user needs analysis data at the beginning of the project, and for facilitating the testing of the modified MePrints tool and supporting the installation in their institutional repositories. The modified MePrints tool will need to be tested with example data acquired from current staff profile pages, and the Repository Managers, in conjunction with the project team, will be responsible for communicating the benefits of the MePrints tool to their respective institutions and working with relevant departments such as the Research Office to ensure the successful take-up of the modified MePrints tool after the completion of the eNova project. Once version 1.0 of the modified MePrints tool has been held without major issues for at least one week the project team will seek to attend internal and external events to disseminate the tool.

The VADS Software Developer will be managed by Carlos Silva, the VADS Planning and Development Manager based at VADS at the University for the Creative Arts. The VADS Software Developer will be responsible for making the changes to the MePrints tool in the VADS EPrints demonstrator, as well as further modifications during the testing phase. The technical staff at University of the Arts London and University for the Creative Arts will be responsible for maintaining

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their own EPrints institutional repositories and for installing the modified MePrints tool after testing has occurred in the VADS demonstrator service.

Project Team:

Name	Project Role	Allocation of time	Contact Details
Leigh Garrett	Project Director (VADS)	0.1	Visual Arts Data Service (VADS), a Research Centre at the University for the Creative Arts lgarrett@ucreative.ac.uk 01252 89 2723
Marie-Therese Gramstadt	Project Manager (VADS)	0.1	mtg@vads.ac.uk 01252 89 2723
James Snyder	VADS Software Developer	0.6 for 4 months	jsnyder@ucreative.ac.uk 01622 620049
John Murtagh	Institutional Repository Manager (University of the Arts London)	0.1	j.murtagh@arts.ac.uk 020 7514 9334
Anne Spalding	Repository and Digitisation Officer (University for the Creative Arts)	0.1	MASpalding@ucreative.ac.uk 01252 89 2708

13. Programme Support

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

14. Budget

See Appendix A.

Detailed Project Planning

15. Workpackages

See Appendix B.

16. Evaluation Plan

Timing	Factor to Evaluate	Questions to Address	Method(s)	Measure of Success
Ongoing	Overall implementation of project	Have milestones been met on schedule and to budget?	Assessed in bi-annual progress reports to JISC; monitoring of progress at project meetings	Workpackages completed on time and to budget; approval of documentation by JISC
Months 1-4	Production of user analysis report	What modifications are required to the	Feedback from project team	User analysis report available via eNova

		MePrints tool by the users?	and partners, Kultur II Group, and Project Director	web page; positive feedback.
Months 5-8	Technical enhancements	Can the technical enhancements be utilised through the VADS demonstrator service and UCA and UAL institutional repositories?	Feedback from user testing, project team and partners, Kultur II Group, and Project Director; and Funders	Positive feedback
Months 9-10	Modified MePrints tool	Is the modified MePrints tool stable, can it be disseminated and publicised to others?	Feedback from project team and partners, Kultur II Group, and Project Director; and Funders	Modified tool held for at least one week with no major issues
Month 10	Overall achievements of project and its usefulness to the wider community	Have the aims and objectives been met? Was the methodology effective? What lessons have we learnt? What are the implications for future work?	JISC final report	Approval of final report

17. Quality Plan

Output	User Analysis report				
Timing	Quality criteria	QA method(s)	Evidence of compliance	Quality responsibilities	Quality tools (if applicable)
Months 1-4	Fitness for purpose	Ensure research method is appropriate and that data collection is reliable, valid and ethical	Applicability of research findings	Project Manager, Project Director	

Output	Technical Enhancements				
Timing	Quality criteria	QA method(s)	Evidence of compliance	Quality responsibilities	Quality tools (if applicable)
Months 5-8	Fitness for purpose	User needs analysis. Requesting feedback from partners and community prior to making enhancements; feedback and	Positive feedback from partners and Kultur II Group	VADS Software Developer, Project Manager	

		testing of tool.			
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Output	modified MePrints tool				
Timing	Quality criteria	QA method(s)	Evidence of compliance	Quality responsibilities	Quality tools (if applicable)
Months 9-10	Version 1.0 of tool to be held for at least one week without major issues.	Testing of tool to include: usability tests, page validation, accessibility and browser independence.	Positive feedback from users. Tool held without major issues.	VADS Software Developer	

18. Dissemination Plan

Timing	Dissemination Activity	Audience	Purpose	Key Message
Month 1	Press release	Various	Announce project	Funding secured for eNova project; project aims
Month 1 onwards	University newsletter	University for the Creative Arts	Announce project; provide news	Funding secured for eNova 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 list (kultur@jiscmail.ac.uk) and other relevant lists	Education community	Announce project; provide news	Funding secured for eNova project; disseminate project outputs
Month 1 onwards	Project meetings/workshops	Kultur II Group (open and growing community)	Provide news; disseminate project outputs	Disseminate project outputs
Month 1 onwards	Internal meetings such as research office committee meetings	Staff at University for the Creative Arts and University of the Arts London	Provide news; disseminate project outputs	Disseminate project outputs
Month 1 onwards	Other VADS project meetings/JISC programme meetings	Education community	Provide news; disseminate project outputs	Disseminate project outputs
Month 1 onwards	User needs analysis and usability testing	Researchers at the University for the Creative Arts and the University of the	Promote the MePrints tool and benefits of the institutional repository	Encourage buy-in from users; disseminate project outputs

		Arts London		
Months 9-10	Identify internal and external events for presentations	Education community	Provide news; disseminate project outputs	Disseminate project outputs
Month 10	Press release	Various	Disseminate project outputs	Disseminate project outputs

19. Exit and Sustainability Plans

Project Outputs	Action for Take-up & Embedding	Action for Exit
Project documentation	Core documents archived in JISC records management system. All project documents made available on project web page.	Ensuring accessibility of documents and website maintenance. Documents retained on project website for 3 years after project completion.
modified MePrints tool	Made available via VADS demonstrator service, University for the Creative Arts, and University for the Arts London institutional repositories.	Retained for 3 years after project completion.
eNova reports and documentation	Made available via project web page.	Retained on project website for 3 years after project completion.

References

Kultur (2009) Final Report, JISC. Online at:
<http://www.jisc.ac.uk/whatwedo/programmes/reppres/sue/kultur.aspx> [accessed 10 March 2011].

Kultur (2009) Technical Report, JISC. Online at:
<http://kultur.eprints.org/Tech%20Report%20Final.pdf> [accessed 10 March 2011]

Kultur (2009) User Analysis, JISC. Online at:
<http://kultur.eprints.org/documents.htm> [accessed 10 March 2011]

Appendixes

Appendix A. Project Budget

Please see separate document.

Appendix B. Workpackages

Please see separate document.