Institutional Repository Project – Steering Group
Highlight Report

Repository Project Implementation Team	**Dec 2007 – Jan 2008**

Circulation	Institutional Repository Project Steering Group, Posted to Project website
Date	24th January 2008 **Filename** IRProject_HighlightReport_2008-01-24_Dec2007Jan2008
Enquiries	Phil Butler, x 51514, p.butler@manchester.ac.uk, http://www.manchester.ac.uk/institutionalrepositoryproject
Action	For information

Section 1 – Executive Summary:

Work during December 2007 and January 2008 has focused on the following areas,

a. Project management

  i. Completed start up and initiation phase (see Project Brief section 4.4.1), outstanding issues are "establish initial project user focus group" and "sign-off this phase"
  ii. Confirmed four early adopters –
    - RAE 2008 data migration (Research Office),
    - National Centre for e-Social Science, NCeSS (HUM),
    - Wellcome Trust Centre for Cell Matrix Research, WTCCMR (FLS),
    - Computer Sciences Technical Reports (EPS)
  iii. Discussions proceeding with other potential early adopters –
    - Manchester Business School Working Papers (HUM)
    - Neuroscience and Aphasia Research Unit (NARU) research publications (MHS)
    - Manchester Institute for Mathematical Sciences (MIMS) ePrints (EPS)
  iv. Prepared discussion paper on electronic theses and dissertations (ETD), started dissemination.
  v. Agreed to prepare business case and full costs for scale up and sustaining the repository, to go to Senior Executive Team meeting 18th March.
  vi. Technical developer (Nilani Ganeshwaran) stated work 1st December. Interviews held for support assistant, candidate appointed (Scott Taylor), starts work 11th February.

b. Communication and advocacy efforts

  i. Project website went live.
  ii. Presented project to Vice-Presidents Research Group, 17th Dec.
  iii. Met with Graduate Education administrators on electronic theses and dissertations.
  iv. Met with selected Research Business Managers (RBM) in all faculties.
  v. Presenting project to EPS RBMs, 29th Jan.
  vi. Presenting ETD discussion paper to Graduate Administrators Group (GAG), 30th Jan.
  vii. Started meeting Faculty Information Systems Managers and related IT support staff.

c. Technical implementation

  i. Implemented four virtual servers for development and pilot work (with support from IT Services).
  ii. Setup and configured "Pilot Repository I" (DSpace)

Section 2 – Status Summary:

Progress this period against milestones

- Project implementation team appointed
- Launched Project website
- Communication and advocacy efforts with Faculty middle managers proceeding
- Discussion paper on electronic theses and dissertations prepared and disseminated for feedback
- Presented project to VPs Research Group, agreed to prepare a paper on full business case and costs
- Technical infrastructure for development and pilot work installed and configured
- Work on first 'pilot' repository progressing, ready for launch to early adopters

Outlook for next period

- Launch "Pilot Repository I" first week of February
- NCeSS and Computer Sciences start using "Pilot Repository I", gather initial user feedback
- Setup and configure "Pilot Repository II" using ePrints software
- Initiate works necessary to support RAE 2008 data migration and WTCCMR
- Firm up requirements and confirm other proposed early adopters ready for works to commence in March
- Present project to Library Leadership Group
- Seek approval for electronic theses and dissertations
- Attend one day workshop on future of UKPubMed central
- Register for Open Repository 2008 Conference and submit poster abstract
- Complete meetings with Faculty Research Business and IS Managers
- Start considering roles and activities of support network members, librarians, research business managers
- Prepare business case and costs

Section 3 – Comments on Variations:

Any Delays against milestones (impact on project/ Other IS projects?)

- Due to Xmas break, it was possible to interview candidates for the support assistant position before the new year; this has caused a delay in this appointment;

Section 4 – Risks & Issues:

Summary of Risks increased/ reduced in this period:

-

Summary of New Issues raised in this period and Issue Action Owner:

- Steering Group need to sign-off Project Brief
- Steering Group need to sign-off Phase 1 of project plan
- Professors Richard Heeks and Andrew Murray stepped down from the Steering Group due to availability and other commitments
- Have yet to identify suitable candidates to represent engineering and performance arts disciplines
- Need to seek out early adopter from MHS

Summary of Agreed Changes to Project (resulting from Project Issues) in this period:

-