

Institutional Repository Project – Steering Group

Highlight Report

Repository Project Implementation Team**Feb 2008****Circulation** Institutional Repository Project Steering Group, Posted to Project website**Date** 27th February 2008 **Filename** IRProject_HighlightReport_2008-02-27_Feb2008**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 February 2008 has focused on the following areas,

- a. Project management
 - i. Significant work has been done towards producing a business case and estimated costs (scale-up and on-costs) ready for submission to the Senior Executive Team (SET) on March 18th. Towards this the Project has,
 - prepared a draft functional specification of an 'ideal' repository to inform on best-fit technical solution
 - outlined recovery scenarios to inform required levels of service and hardware architecture
 - identified capacity requirements (e.g. storage, concurrent users, page hits) and conducted simple stress-tests to inform hardware scale-up and potential software bottlenecks
 - arranged two site visits, Oxford University (25th Feb), Imperial College (4th March)
 - arranged demonstrations of four commercial repository products (Symplectic, Open Repository, VITAL, DigiTool)
 - ii. Received requests for two additional early adopters
 - Manchester University Press, open access books (Ben Stebbing)
 - Deansgate John Rylands Library, special collection images (Jenny Curtis)
 - iii. Discussions have proceeded with other potential early adopters
 - Manchester Business School Working Papers (HUM)
 - Maternal/Fetal Health Research Group, Professor Melissa Westwood (MHS)
 - Respiratory Medicine Research Group, Professor David Denning (MHS)
 - Centre for Suicide Prevention, Professor Louise Appleby (MHS)
 - iv. Support assistant (Scott Taylor), started work 11th February
 - v. Professor Peter Withers (School of Materials Science) has agreed to join the Steering Group and represent engineering disciplines
- b. Communication and advocacy
 - i. Meetings held with LS, MHS and HUM Information Systems Managers and IT staff, Meeting scheduled with EPS IT, 7th March
 - ii. Presented ETD discussion paper to Graduate Education Group (GEG), 14th Feb
 - iii. Outlined project to Library Leadership Team including new University Librarian and Director of John Rylands University Library
 - iv. Attended workshops on UKPubmedCentral and Fedora-Commons

<p>c. Technical implementation</p> <ul style="list-style-type: none"> i. "Pilot Repository I" (DSpace) launched and demonstrated to NCESS early adopter ii. Started usability tests (by project team) iii. Gathered requirements for RAE2008 data migration and obtained access to data iv. Installed ePrints and Fedora-commons to learn feature set and technology
<p>Section 2 – Status Summary:</p>
<p>Progress this period against milestones</p>
<ul style="list-style-type: none"> • Signed-off Project Brief, Executive Summary and Phase I • Launched "Pilot Repository I" using DSpace • NCESS started using "Pilot Repository I" • Installed ePrints software for "Pilot Repository II" • Presented project to Library Leadership Group • Obtained approval for works to commence on electronic theses and dissertations • Initiated works to support RAE 2008 data migration • Attended workshops on UKPubMed Central and Fedora-Commons • Professor Phil Withers agreed to join Steering Group and represent engineering
<p>Outlook for next period</p>
<ul style="list-style-type: none"> • Demonstrate "Pilot Repository I" to Computer Sciences early adopter (rolled forward) • Finalise early adopters list (rolled forward) • Initiate works necessary to support WTCCMR early adopter (rolled forward) • Register for Open Repository 2008 Conference (rolled forward) • Complete meetings with Faculty Research Business and IS Managers (rolled forward) • Start considering roles and activities of support network members, librarians, research business managers (rolled forward) • Complete and submit business case and costs • Complete communication with key Faculty middle managers i.e. Research Business Managers and IT Managers • Start communication with Senior Academic staff in Faculties/Schools e.g. Research Directors, Heads of Schools • Develop strategy for migration of RAE data • Develop plan for scaling-up usability testing (e.g. start with usability tested on early-adopters, followed by testing with selected academics across Schools) • Install Fedora-commons pilot repository (browse and search capabilities) • Finalise choice of preferred technical solution
<p>Section 3 – Comments on Variations:</p>
<p>Any Delays against milestones (impact on project/ Other IS projects?)</p>
<ul style="list-style-type: none"> • More effort has been required to investigate alternative technical solution and prepare the business case and costs paper than expected. This has resulted in less effort given to supporting early adopters.
<p>Section 4 – Risks & Issues:</p>
<p>Summary of Risks increased/ reduced in this period:</p>
<ul style="list-style-type: none"> •
<p>Summary of New Issues raised in this period and Issue Action Owner:</p>
<ul style="list-style-type: none"> • Have yet to identify suitable candidate to represent performance arts discipline • Have yet to identify early adopter in engineering discipline
<p>Summary of Agreed Changes to Project (resulting from Project Issues) in this period:</p>
<ul style="list-style-type: none"> •