



## JISC WORK PACKAGE

WORKPACKAGES	Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
<b>WP1 Project Initiation</b>		X	X	X															
<b>WP2 Desktop Research</b>		X	X																
<b>WP3 Online Survey</b>				X	X	X	X												
<b>WP4 Subject Interviews</b>					X	X	X	X											
<b>WP5 Analysis</b>									X										
<b>WP6 Dissemination to ADS Stakeholders</b>										X	X	X	X	X	X	X	X	X	X
<b>WP7 Dissemination to Wider Community</b>														X	X	X	X	X	X
<b>WP8 Project Man.</b>		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Project start date: *1<sup>ST</sup> Feb.2012*

Project completion date: *31<sup>st</sup> July 2013*

Duration: 18 months

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
<b>WORKPACKAGE 1: Project initiation</b>					
1. Project initiation meetings and report/website preparation	Feb 2012	March 2012	<b>Project Plan</b> agreed by JISC and the project partners and establishment of the <b>project webpage</b> on the ADS site	JISC Approval	SJ
2. Preparation of a Consortium Agreement for the project partners	Feb 2012	April 2012	<b>Consortium Agreement</b> approved and signed.	Approval by JISC and the project partners	SJ
<b>WORKPACKAGE 2: Desktop Research</b>					
<b>Objective:</b> Preparation of the internal study files to feed in to our subsequent work packages and interim findings					
3. Analysis of existing ADS literature and annual reports; literature review for impact of archaeology; Collation and analysis of existing management and internal data collected by ADS such as user statistics, and internal reports; selection and collation of existing data from KRDS and other studies on costs for equivalent/similar services in the UK and internationally; background research for the proposed interviews.	Feb 2012	March 2012	Internal study files to feed in to our subsequent work packages and interim findings.	Approval by project partners	NB/JH
<b>WORKPACKAGE 3: Online Survey</b>					
<b>Objective:</b> Creation and execution of an online survey					
4. We will prepare a draft survey questionnaire and incorporate this questionnaire into online survey forms utilising Survey Monkey or a similar service	April 2012	May 2012	Draft survey & testing	Approval by project partners	SJ/NB/JH

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
during April 2012.					
5. Survey Phase	June 2012	June 2012	Completed survey	Completion	SJ/NB/JH
6. Preparation for Analysis	July 2021	July 202	Preparation of the survey data during July for data analysis in WP5.	Approval by project partners	NB/JH
<b>WORKPACKAGE 4: Subject Interviews</b>					
<b>Objective:</b> Select and agree the interview list during the project initiation phase and conduct the interviews using a semi-structured interview questionnaire.					
7. Interview drafting and approval	May 2012	May 2012	The interview questionnaire will be drafted during May 2012.	Approval by project partners	SJ/NB/JH
8. Interview phase	May 2012	July 2012	Successfully completed interviews (up to 15)	Completion	NB/DC
9. Synthesis of results	July 2012	August 2012	Internal study files to generate the interim study findings.	Approval by project partners	NB/DC
<b>WORKPACKAGE 5: Analysis</b>					
<b>Objective:</b> investigate and provide a preliminary synthesis on perceptions of value from the desk research, interviews, and survey.					
10. Data Analysis will take place during September and will investigate and provide a preliminary synthesis on perceptions of value from the desk research, interviews, and survey.	Sept 2012	October 2012	Data analysis and synthesis and the <b>benchmark value perception report.</b>	Approval by project partners	NB/JH

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
<b>WORKPACKAGE 6: Dissemination to ADS Stakeholders</b>					
<b>Objective:</b> Dissemination of project methodology and findings to ADS stakeholders					
11. The project outcomes will be formally reported back to the ADS management committee which has representative from all ADS major funding stakeholders and to other stakeholders via a focus group workshop	Oct. 2021	Dec. 2012	Dissemination outputs to ADS stakeholders.		SJ/JDR/NB
12. RSS/twitter feeds and annual newsletter	May 2012	July 2012	This is an ongoing activity, but results dissemination will start autumn 2012		SJ
13. Preparation of a post-dissemination activity value perception report	Dec. 2012	Dec. 2012	The post-dissemination activity value perception report.		NB
14. Further dissemination to the professional and academic archaeological community will also take place via an appropriate major conference presentation or workshop	April 2013	April 2013	IFA conference 2013 proposed.		SJ/NB
<b>WORKPACKAGE 7: Dissemination to Wider Community</b>					
<b>Objective:</b> Dissemination of project methodology and findings to the wider community					
15. Throughout the project we will contribute to JISC programme and other JISC events and provide the JISC community with emerging findings from our work. We will contribute at least 15 person days to these activities as requested in the call	March 2012	July 2013	Contribute to JISC programme dissemination activities		SJ/NB/JH

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
16. Project Factsheet	January 2013	February 2013	Prepare a <b>summary factsheet</b> of our findings that can be made available in print and electronic form to the community and distributed at relevant events or marketed for remote download via relevant lists and blogs.	Approval by JISC and the project partners	SJ/NB/JH
17. Final report	July 2013	July 2013	The <b>final report</b> will critically evaluate our project outcomes together with recommendations, advice and guidance to the community. This will be made available via the project webpage.	Approval by JISC and the project partners	SJ/NB/JH
18. We will present our findings at other relevant fora and conferences in the UK including the Research Data Management Forums, and the International DCC conference.	March 2013	July 2013	Dissemination to the international research community via the websites and blogs of the project partners and their network of international activities	RDMF/DCC	SJ/NB/JH
<b>WORKPACKAGE 8: Project Management</b>					
<b>Objective:</b> To ensure successful management and project completion					
19. Project initiation meeting JISC	March 2012	March 2013			SJ
20. Ongoing formal reviews, feedback on our interim report and emerging findings at mid-project and on drafts of the final report in the project's final stages	February 2012	July 2013	The deliverables from this work package will be regular project team telecons and meetings		SJ/NB/JH
21. Interim progress report for JISC	Oct. 2012	Oct. 2012	<b>Interim Progress Report</b>	Approval by JISC and	SJ/NB/JH

Project Name: Impact of the Archaeology Data Service

Version: 1

Date: 06/03/2012

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
				the project partners	
22.	July 2013	July 2013	Successful project completion, and <b>Completion Report</b>	Approval by JISC	SJ/NB/JH

#### Members of Project Team:

Team Member Name	Role
Julian Richards	ADS Director
Stuart Jeffrey (SJ)	ADS Project Manager
Donna Page	ADS Administrator
Neil Beagrie (NB)	Project Partner
Daphne Charles (dC)	Project Partner
John Houghton (JH)	Project Partner