



## Project Document Cover Sheet

Project Information			
<b>Project Acronym</b>	Enrich		
<b>Project Title</b>	Enlighten and Research Integration		
<b>Start Date</b>	1 April 2009	<b>End Date</b>	31 March 2010
<b>Lead Institution</b>	University of Glasgow		
<b>Project Director</b>	Susan Ashworth		
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<b>Partner Institutions</b>	N/A		
<b>Project Web URL</b>	<a href="http://www.gla.ac.uk/enrich">http://www.gla.ac.uk/enrich</a>		
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<b>Programme Manager</b>	Andrew McGregor		

Document Name			
<b>Document Title</b>	<i>Project Plan</i>		
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1.0	30 Apr 09	Draft for JISC Programme Manager
1.1	21 May 09	Updated incorporating changes from JISC Programme Manager



## JISC Project Plan

### *Overview of Project*

#### 1. Background

The University of Glasgow has a mature and well established institutional repository service, Enlighten and has been at the forefront of sustained work with institutional repositories in the United Kingdom since 2001. The development and origins of Enlighten can be found in the JISC funded DAEDALUS project<sup>1</sup> in 2002, as part of the FAIR Programme. This project ended in August 2005 and the project made the transition to a full service in April 2006. The University of Glasgow has made significant investments in the repository on an ongoing basis. This has included key support at Vice-Principal (Research & Enterprise) level as well as additional funding for library staff to work with the repository.

Enlighten is a “hybrid” repository with over 4500 records for published research outputs. These are a mix of both full text and solely bibliographic records, over 35% of our material is currently full text. Since February 2004, there have been over 1.4 million PDF’s downloaded from Enlighten.

In June 2008 the University Senate approved a publications policy<sup>2</sup> requiring staff to deposit published and peer-reviewed journal articles, as well as content into Enlighten.

The University Library worked closely with academic colleagues and our Research and Enterprise department during the Research Assessment Exercise (RAE 2008) and this has continued with our participation in the REF Bibliometrics Pilot Exercise. This collaborative work has strengthened relationships between the Library’s repository managers and the University academic community and provides a firm foundation for future repository development. The importance of these relationships to the effective delivery and realisation of Enlighten’s full potential cannot, we feel, be underestimated and are critical to our future success. Enlighten is now regarded as a central and essential University system and will act as the University’s publications database.

The Research System Development Project (RSDP) undertaken at Glasgow delivered significant enhancements to the research process. The project ended in March 2008 however we have continued to deliver further enhancements as prioritised by the User Group. The University has had a data rich system for many years. A more user friendly web front end was introduced in May 2006 and in June 2007 we released a further version with a fully integrated costing tool. We believe this to be the first in the UK to have this level of integration and functionality. The Research System has automated links to the Human Resources, Finance, and Student Records Systems and work is ongoing to make the system available to a wider user community and to link to further University of Glasgow systems such as Enlighten.

This development of the Research System to make access to information about, and management of, research projects more efficient and compliant has been driven by Research & Enterprise. Many of the developments we have undertaken or plan are common sector issues and in many areas we are doing leading edge work.

This integration, in conjunction with the University’s Publications Policy (2008) will enable us to demonstrate the range of benefits offered by the repository and to increase the rate of content (full

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<sup>1</sup> DAEDALUS, <http://www.gla.ac.uk/daedalus>

<sup>2</sup> University of Glasgow Publications Policy, <http://www.lib.gla.ac.uk/enlighten/publicationspolicy>

text and metadata) deposited. These benefits will include usage statistics for access/downloads and staff profiles which will comprise of a range of data including publications.

The University of Glasgow is well-positioned to address the challenges identified in this strand through both our experience and our mature repository service. We have University-wide support for Enlighten and our engagement with the Research Excellence Framework (REF) Bibliometrics Pilot Exercise has enabled us to strengthen relationships with academic departments and colleagues.

*Enrich* will provide a clear focus for the integration of the Repository and the Research System and enable the University to fulfil its Publications Policy, increase the rate of content deposited and support the overall aims of the Information Environment and this Programme Strand. This work will be widely disseminated to the community and we will act as an institutional exemplar for the benefits of integration between research systems and a repository.

## 2. Aims and Objectives

The overall aim of *Enrich* is to improve the integration of Enlighten<sup>3</sup>, the University of Glasgow's institutional repository service with the institution's Research System. We recognise that the repository cannot play the range of roles expected by its users and institution if it continues to exist as a separate and disconnected data silo. This project will place the role of the repository as one which is a natural part of the research management cycle rather one which is a separate and disconnected activity. This work will be done in partnership with a range of academic departments and the University's Research and Enterprise Department.

This project's objectives are to:

- Establish Enlighten as a comprehensive University-wide repository which will also act as a central publications database (going back to 2001)
- Enhance the usability of Enlighten for depositors through linkage to the University's Research System by increasing the rate of deposit and the use of a single sign-on login
- Enhance the usability of Enlighten for administrators with tools which will enable them to effectively manage the deposit of content into the repository and identify any gaps in coverage or missing publications to provide comprehensive coverage
- Enhance access to the material in Enlighten through the repository by including it as part of the Library's "vertical" search tool, Encore
- Develop clear policies and workflows with academic departments and Faculties to ensure a sustainable and ongoing flow of content into the repository
- Create staff profiles using data from core institutional systems including the publications lists from the repository, project information from the Research System and Human Resources data.
- Ensure compliance with funders' open access grant and award policies by using the Research System to identify projects nearing completion and by providing alerts to remind researchers of their publishing obligations
- Improve publicity for, and dissemination of, research activity and outputs
- Deliver an agreed institutional preservation policy, which will be formulated in discussion with IRIScotland and the National Library of Scotland

## 3. Overall Approach

### 3.1. Strategy / Methodology

Our experience at Glasgow has indicated that these objectives and the success of the project should be underpinned by work in three major areas which align to the overall aim of Strand A5 and the challenges identified in Paragraph 91 of the call:

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<sup>3</sup> Enlighten, <http://www.gla.ac.uk/enlighten>

- Relationships - Strong relationships between repository managers and staff at all levels are vital in supporting the deposit of content. This extends beyond traditional advocacy activities to the need to create active and ongoing partnerships with academic departments.  
This will enable us to address challenge (i) Increasing rate of deposit. This work is detailed in Work package 1.
- Systems and Processes - These include technical and administrative processes needed to join-up the existing elements of the research lifecycle which will facilitate the ease of deposit. These include a single sign-on system, a wide range of import and data capture options and ongoing support for copyright clearance. The implementation of clear and sustainable workflows is a critical factor to the success of the repository.  
This will enable us to address challenges (i) Increasing rate of deposit and (ii) Enhancing the user experience. This work is detailed in work packages 2-5.
- Policies - Management and monitoring of both the University's Publication Policy and those of our funders to ensure compliance. In order to achieve this, it will be necessary to refine existing policies, and software, to encourage and facilitate this activity.  
This will enable us to address challenge (iv) Improving the policy framework and this is further detailed in Workpackage 5.

### 3.1. Scope and boundaries

The project will focus on research outputs and not learning materials or multimedia. We will broaden the range of core research outputs as required by academic departments, for instance the inclusion of Research Reports or Working Papers.

We will work with three different departments/faculties in different University territories, using each of our different ingest models: Mediated, Proxy or Self-Deposit.

### 3.2. Critical success factors

These will include:

- Engagement with academic staff
- Appropriate technical support and resources
- Copyright clearance for full text material
- Clear and effective workflows with departments
- Library staffing resources available to manage throughput of deposits
- Liaison and co-ordination of activities with Research and Enterprise

## 4. Project Outputs

### 4.1 Main Deliverables

The project's high level deliverables are:

- 30,000 records in the Enlighten service
- LDAP authentication in place for Enlighten
- Deposit report tool for Enlighten
- Clear policies and workflows for collecting data (with academic departments and faculties)
- Staff profiles on the web using publications data from Enlighten
- Links with the University's Research System
- Usage statistics
- Preservation policy
- Project Website

## 4.2 Knowledge and Other Outputs

*Enrich* staff will organise a Scottish Repository event in February 2010 to share the project's work, experience and lessons learned. *Enrich* will also provide us with the opportunity to share the work of the project with the wider university community.

A poster at the Association of Research Manager's and Administrators conference (June 2009) will provide a platform to cross advertise the benefits of repositories to this community. This has already led to interest from the University of Manchester who want to come and visit us later this year.

## 5. Project Outcomes

*Enrich*'s project outcomes will include:

- An increase in the amount of freely available full text research content for the Information Environment
- A good practice model for managing the relationship between an institutional repository and a Research Systems
- A good practice model for the use of an institutional repository service as a University wide publications database
- A good practice model for creating a comprehensive repository of published outputs which could be used to generate staff publications within their own departmental or home pages
- A range of studies which demonstrate the effectiveness and strengths/weakness of different deposit models across different disciplines
- A good practice model demonstrating compliance with funders open access

This work will be widely disseminated to the repository, library and research communities and we will act as an institutional exemplar for the benefits of integration between research systems and a repository.

## 6. Stakeholder Analysis

Stakeholder	Interest / stake	Importance
University of Glasgow Academic Staff and Departments	Make repository deposit process easier. Tools to facilitate publicity.	High
University of Glasgow Service departments (e.g. Research & Enterprise, Library)	Streamline administrative processes associated with Research	High
UK HE and FE community	Gain information on how they might develop their systems to facilitate more efficient and effective administration of research	High
JISC	Facilitate sharing of best practice models; Increased amount of content deposited	High
Funders	Increase confidence that projects are complying with terms. Increase publicity for funders	High

## 7. Risk Analysis

Risk	Probability (1-5)	Severity (1-5)	Score (P x S)	Action to Prevent / Manage Risk
<b>Staffing</b>				
Unavailability of Project Manager / Staff	2	2	4	Reduce risk by ensuring a back-up Project Manager is identified and is kept up to date on key Project Management information. Ensure staff share learning skills.
<b>Organisational</b>				
Expectations for Project are higher than we can deliver.	2	3	6	Reduce risk by ensuring constant and sufficient flow of information. Ensure clear boundaries for the scope of the Project.
<b>Technical</b>				
Technical issues delay work on Project	3	1	3	Reduce risk by ensuring timescale is valid and appropriate.
Lack of technical experience or resource	2	5	10	Reduce risk by monitor all technical options including the use of expertise, for, from instance EPrint Services
<b>Legal</b>				
Copyright and version issues with content added to service	1	3	3	Reduce risk by ensuring Enlighten staff are familiar with copyright issues and services such as ROMEO; Rapid takedown policy in place

## 8. Standards

Name of standard or specification	Version	Notes
OAI-PMH	2.0	
LDAP		
Dublin Core		
RSS	1.0, 2.0 and Atom	
PHP		
W3C Standards		

## 9. Technical Development

*Enrich* will use the established open source software EPrints.org and a range of technology standards, as detailed in Section 8. The work will be documented as part of the project so that it can be made available to the wider community. This will be part of Work package 0.

## 10. Intellectual Property Rights

*Enrich* will be managed by the University of Glasgow and will comply with the JISC Policy on Open Source Software for JISC Projects and Services. The University will own the copyright in any software developed in the JISC Project and make this available under an appropriate OSI approved licence. The software shall be made available to the UK HE and FE community free of charge and for any use throughout UK higher and further education and be available for wide dissemination in partnership with JISC. No automatic rights will be provided to any pre-existing software / technology / information used by the University of Glasgow in the JISC Project or software / technology / information developed in any parallel projects, but where the University of Glasgow is free to provide such rights to such further software / technology / information, it is happy to discuss requests for such access on a case by case basis.

## Project Resources

### 11. Project Partners

*Enrich* is a single institution project proposal so there are no project partners of consortial agreements required. Staff at the University of Glasgow have strong relationships and partnerships both in Scotland and across the UK and will ensure that the work undertaken will have the widest impact and application.

The University of Glasgow is also a partner in the ERIS Project, led by the University of Edinburgh. It's focus on the work of researchers and our own institutional aims provide a rich opportunity for complementary development and synergies. The project will also ensure it maintains links with the ENROLLER project, 'ENhancing RepOsitories for Language and LitErature Researchers', at the University of Glasgow.

### 12. Project Management

The project will be managed by a project manager through the series of interconnecting work packages described earlier. The project manager will be supported by a project board, chaired by the Dr James Currall (IT Services, University of Glasgow). This will include key stakeholders, listed in Section 3.1. This work will be conducted from months 1 to 12.

- The Project Manager(s) will oversee the Project on a day-to-day basis checking progress, regularly re-assessing the probability of potential risks and ensuring action is taken if necessary. The Project Manager(s) will co-ordinate communication between the various stakeholders.
- The Project will be controlled by the production and monitoring of project plans incorporating specified milestones for key deliverables (detailed in Appendix B). The Project Board will approve plans. The Project Board will review progress in meeting deliverables to date at key milestones, and approve the detailed plans for the next stage of the Project. The Project plans will incorporate tolerances.
- The key products will be reviewed by the Research System User Group User Group. This Research System User Group will represent a variety of user and technical interests. The quality priorities considered would be: fitness for purpose in relation to functionality, performance, user friendliness, maintainability, security, timescale and clarity

#### 12.1. Project Team

To address recruitment issues, we anticipate that the funding for the Programmer and Administrator posts will be used to second expertise from existing University staff. This will enable us to move forward quickly and begin work from the 1st of April. William Nixon, the Project Manager (Library) will spend 20% of his time working with *Enrich*.

Project Acronym: Enrich – Enlighten and Research Integration

Version: 1.1

Contact: William J Nixon, w.j.nixon@lib.gla.ac.uk

Date: Thursday, 21 May 2009

Susan Ashworth, Assistant Director (Research & Teaching)

Susan is the Library's Assistant Director (Research & Teaching) and has overall responsibility for Enlighten. Susan has led the Library's involvement in both the RAE and the REF Bibliometrics Pilot Exercise. Role: Project Director

E-mail: S.Ashworth@lib.gla.ac.uk

Tel: 0141-330 6703

William Nixon, Digital Library Development Manager

William was the Project Manager (Service Development) for the JISC funded DAEDALUS Project that set up repositories at Glasgow using both ePrints and DSpace. William is the Digital Library Development Manager and Service Development Manager for Enlighten, the University's institutional repository service. William is involved with the ongoing development of services for Enlighten at Glasgow. He was also a member of the espida project team and a partner in the JISC funded SHERPA-DP Project. William has been heavily involved in the REF Bibliometrics Pilot Exercise.

Role: Project Manager (Library)

E-mail: W.Nixon@lib.gla.ac.uk

Tel: 0141-330 6721

Valerie McCutcheon, Operations Manager, Department of Research & Enterprise

Valerie is an experienced PRINCE2 practitioner with a successful project management history including several database and data capture projects. She is currently responsible for overseeing the management of the Research System including advising the Vice-Principal (Research & Enterprise) on strategic development of the system, and securing and deploying staff resource from other departments. Her role also involves liaising with Faculties and other senior administrative staff to develop and make available a more streamlined service to Faculty based staff thus facilitating more efficient management of research related activities. Role: Project Manager (Research & Enterprise)

E-mail: v.mccutcheon@enterprise.gla.ac.uk

Tel: 0141-330 2674

Gordon Allan, Database Manager, Department of Research & Enterprise

Gordon has over 7 years of experience of managing Research Information Systems within a Higher Education Environment. He is the University's foremost expert on the data in the Research System and how to manipulate it, and has a lead role in managing and developing the Research System.

Role: Support for Research System

E-mail: g.allan@enterprise.gla.ac.uk

Tel: 0141-330 2739

Technical staff

The project will work with colleagues from the University's IT Services department:

- Lesley Drysdale, Technical Specialist
- Dave Anderson, Technical Specialist

The project will also work with EPrints Services to ensure we deliver in key development areas including reports and statistics.

Enlighten Cataloguing Staff

The Enlighten cataloguing staff have been working with the repository since 2006 and it became a University Service. They manage copyright clearance issues, review all content before it is made publicly available and lease with academic colleagues about material deposited into the service.

Roles: Repository deposit and copyright clearance

## **12.2. Project Board**

The Project Board will have overall project management and decision-making responsibility. There will be consultation and close linkage with other Projects and relevant University of Glasgow Committees such as the University's Research and Planning and Strategy Committee, the Library Committee and

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Faculty Research Committees. The Project Board will represent the interests of stakeholders affected by the Project and monitor progress against the requirements.

The Project Board will meet three times during the course of the project in June, October 2009 and March 2010.

The Board members will be:

Susan Ashworth	Library
William J Nixon	Library
Valerie McCutcheon	Research & Enterprise
Kerry Revel	Research & Enterprise
Professor Roibeard Ó Maolalaigh	Celtic
Dr James Currall	IT Services

The board will be chaired by Dr James Currall.

Kerry Revel is a member of the University's Research Planning and Strategy Committee (RPSC) chaired by Vice Principal Steve Beaumont and will act as a locus between the project board and RPSC.

### **13. Programme Support**

There are currently no specific areas where we need support from the programme at the moment but as the project progresses we anticipate that this will change.

### **14. Budget**

The University of Glasgow has made a considerable investment in Enlighten, building on the original JISC funded DAEDALUS Project and this project will enable us to extend this work. The institutional contribution to this bid demonstrates value for money and reflects the embedded nature of the deposit, metadata enhancement and copyright clearance work within the Library's Bibliographic Services department.

Due to the nature of the Project and our wider plans to drive forward the extent of joined-up administrative processes and systems across the University there will also be in-kind contributions from various areas such as Research and Enterprise, Library, IT Services, Management Information Services, the University Web Team and other University Services.

## ***Detailed Project Planning***

### **15. Workpackages**

This Project will build on previous work at Glasgow, including the successfully implemented repository service Enlighten and the Research System Development Project (RSDP) to improve the efficiency and effectiveness of the research process.

- WP0: Project Management
- WP1: Enhancing Accessibility of the Repository and Associated Outputs
- WP2: Enhancing the Repository Deposit Experience
- WP3: Generating Staff Profiles
- WP4: Integrating the Research System to the Repository
- WP5: Managing the Repository as part of the Research Information Lifecycle
- WP6: Engaging with stakeholders at the University

Work package 0 will also ensure that the enhancements proposed by the project could be exploited by other institutions through the projects reports and the website.

Work package 5 will address compliance with the conditions set out under the “Building Coherence” section of the briefing paper that accompanied the 12/08 call.

Further details about the work package deliverables and timescales can be found in Appendix B.

*WP0: Project Management*

Key deliverables:

- Project website
- Project plan (including evaluation, dissemination and quality plans)
- Mid-project progress report
- End of Project and Completion Reports

*WP1: Enhancing Accessibility of the Repository and Associated Outputs*

Key deliverables:

- Enhanced access both to repository records and full text through integration with Encore, a vertical search tool  
**Output: Enlighten harvesting from Encore. This will use a harvesting module for Encore which we intend to purchase later this year**
- Integration of the repository with “Find More”, the University of Glasgow’s OpenURL resolver (from Innovative Interfaces Inc)  
**Output: “Find More!” resolver button added to records in Enlighten; Report on work involved and its impact using Google Analytics.**

*WP 2: Enhancing the Repository Deposit Experience*

Key deliverables:

- The creation of a comprehensive publications database from 2001 onwards, with freely available full text where available  
**Output: Upwards of 30,000+ records held in Enlighten by April 2010; Report on the import of REF material into repository**
- Amending the sign on process for the repository so that it uses the standard staff credentials for the sign on process  
**Output(s): Single sign-on login for Enlighten; Report on move to login, technology and choices used, managing users with existing accounts**
- Adding the repository to the choice of applications available to staff via the single sign on screen  
**Output: Link to Enlighten from our Web Applications Front Door SSO service**
- Increased full text scholarly content which will enhance and support the Information Environment  
**Output: Statistics reports showing an increase in the amount of full text and demonstration of growth of the service**
- Established and documented workflow models with different disciplines and an assessment of their success. This will include the training and support which will increase the rate of deposit of full text peer-reviewed papers into the repository  
**Output: Three case studies using different departments, for example the Faculty of Biomedical and Life Sciences, Computing Science and Celtic**
- Processes for the de-duplication and checking of records. Note: this is about the process rather than software or technology.  
**Output: Report on range of issues with de-duping and record checks across departments and using different models.**

*WP3: Generating Staff Profiles*

Key deliverables:

- Method for generating staff profiles which pull together data on research and publications from different data sources  
**Output: Staff and departmental pages with publications and other data**

*WP4: Integrating the Research System to the Repository*

Key deliverables:

- A linked research and repository system which supports two way links between the services for project data including project codes and awards  
**Output: Processes which support this**
- Establish automated alerts highlighting to researchers the deposit their papers in an appropriate repository, in line with their grant conditions.  
**Output: E-mail alerts from the Research System which includes details of publication policy and reminder of Enlighten obligations**

*WP5: Managing the Repository as part of the Research Information Lifecycle*

Key Deliverables:

- The effective implementation of the University's Publication Policy for the mandatory full text deposit from September 2008 onwards  
**Output: Demonstrate an increased amount of full text deposit from September 2008 onwards, compared with previous years**
- Vast increase in the number of projects on the Research System that are made public by default  
**Output: Increase in volume of projects advertised by default (factor of 3)**
- A suite of management information reports, and supporting actions which ensure that the University's publications policy is effective  
**Output: Report on the implementation of these tools; again, initially starting with Excel**
- Regular reporting of usage statistics, by individual paper, Department and/or Faculty, with analysis of where downloads are originating  
**Output: Online and public usage stats for the repository**
- Maintaining a watching brief on tools for the REF  
**Output: Comments and reports in mid-year report and final report**
- "Building Coherence" compliance (Briefing Document, Section 4):
  - i. We will establish a preservation policy during the course of this project in conjunction in concert with the 12/08 Programme and IRIScotland  
**Output: Preservation policy**
  - ii. Google Analytics has been installed in Enlighten and statistics are regularly provided to the University's Research and Planning Strategy Committee  
**Output: Regular statistics provided to RPSC**
  - iii. There is a clear expression of the permissions granted to users which can be harvested with the item.  
**Output: OpenDOAR generated policies for metadata available on Enlighten**
  - iv. Enlighten has a stated metadata policy but we will continue to monitor the item-level metadata to expose and the resulting metadata policy
  - v. Enlighten is included in the OpenDOAR repositories listing and we will monitor the way our data is exposed; we will ensure we comply with the DRIVER 2.0

guidelines specified

**Output: Compliance with DRIVER 2.0 guidelines**

- vi. We will continue to document these activities and our compliance in our About the Repository web page

**Output: Updates to About the Repository web page**

*WP6: Engaging with stakeholders at the University*

Key Deliverables:

- Training sessions for departmental administrators  
**Output: A programme of training sessions; training materials**
- Follow-ups by telephone and e-mail with depositors and departmental administrators
- Reports and updates to University committees and the University community

## 16. Evaluation Plan

Evaluation of this Project will be undertaken through several processes:

- As per normal University of Glasgow practice, we will follow procedures set out in 'Projects in a Controlled Environment' (PRINCE2) guidelines. In addition to various control measures this will include production of End-stage Reports, Lessons Learned Report, and an End of Project Report.
- The Project will undergo evaluation by the Project Board
- There will be ongoing and post-project feedback and evaluation through user consultation from both within the institution and the wider community

The project will comply with JISC's conditions for Evaluation for both the project and the programme.

Timing	Factor to Evaluate	Questions to Address	Method(s)	Measure of Success
Monthly	Content publicly available in Enlighten	How much material is now coming into the service, from which departments?	Monthly updates of material being added across all departments	Ongoing addition of new material into the service
Ongoing	Engagement with departments	What do departments need to do? Are there any barriers which need to be addressed?	Feedback from departments and work with local administrators	Sustained support for the service and the University publications policy
Ongoing	Emergence of different content types	What additional types of research material need to be added?	Feedback from departments and work with local administrators	New content added for new content types
6 months	Effectiveness of different models in Case Study departments	Are the different approaches for departments working? Are there pros and cons to the approach taken?	Feedback from departments and work with local administrators;	Sustained take-up of the deposit of content into the service; creation of a local Enlighten user group of administrators

			Monitor growth in these areas	
6 months	Impact of changes to Research System alerts	Is there an increase in deposit as a result of the alerts from the Research System?	Feedback from Researchers	Increased compliance with funders mandates; Positive feedback
March 2010	Enrich's effectiveness as a project	Success of the project in meeting its objectives; lessons learned; outputs produced	Review of the Project's Final Report by the Project Board	Sustained support by the University; recognition as an institutional exemplar by JISC and the repository community

## 17. Quality Plan

<b>Output</b>					
<b>30,000 records in the Enlighten service</b>					
<b>Timing</b>	<b>Quality criteria</b>	<b>QA method(s)</b>	<b>Evidence of compliance</b>	<b>Quality responsibilities</b>	<b>Quality tools (if applicable)</b>
End of Project	High quality records	Records managed by trained Library staff	Availability of records	ECS, PM	

<b>Output</b>					
<b>LDAP authentication in place for Enlighten</b>					
<b>Timing</b>	<b>Quality criteria</b>	<b>QA method(s)</b>	<b>Evidence of compliance</b>	<b>Quality responsibilities</b>	<b>Quality tools (if applicable)</b>
Jun 09	Single Sign on	LDAP Testing, Review of user accounts in service	Use of Glasgow Unique ID (GUID) to access Enlighten as Single Sign On	PM, TS	

<b>Output</b>					
<b>Deposit report tool for Enlighten</b>					
<b>Timing</b>	<b>Quality criteria</b>	<b>QA method(s)</b>	<b>Evidence of compliance</b>	<b>Quality responsibilities</b>	<b>Quality tools (if applicable)</b>
1 Aug 09	Reports provides details on number of deposits across each department and faculty	Testing and refinement	Tool could be used by other	PM, TS	

<b>Output</b>					
<b>Clear policies and workflows for collecting data</b>					
<b>Timing</b>	<b>Quality criteria</b>	<b>QA method(s)</b>	<b>Evidence of compliance</b>	<b>Quality responsibilities</b>	<b>Quality tools (if applicable)</b>
Oct 09	Clear and effective workflows	Discussions with colleagues; Comments invited on the workflows	Workflows available on Enlighten website	PM	

		being used in the case studies			
	Range of policies to deal with content to be deposited and other issues raised	Discussions with colleagues; Comments invited on the policies established	Policies available on Enlighten website	PM	

<b>Output</b>					
<b>Staff profiles on the web using publications data from Enlighten</b>					
<b>Timing</b>	<b>Quality criteria</b>	<b>QA method(s)</b>	<b>Evidence of compliance</b>	<b>Quality responsibilities</b>	<b>Quality tools (if applicable)</b>
Oct 09	Range of material re-used from Enlighten	Feedback from users	Positive feedback, use by staff	PM	

<b>Output</b>					
<b>Usage statistics</b>					
<b>Timing</b>	<b>Quality criteria</b>	<b>QA method(s)</b>	<b>Evidence of compliance</b>	<b>Quality responsibilities</b>	<b>Quality tools (if applicable)</b>
Sep 09	Ease of use; public availability	Feedback from users	Range of usage reports for users	PM, TS	

<b>Output</b>					
<b>Completion and Final Reports</b>					
<b>Timing</b>	<b>Quality criteria</b>	<b>QA method(s)</b>	<b>Evidence of compliance</b>	<b>Quality responsibilities</b>	<b>Quality tools (if applicable)</b>
End of Project	Synthesis of project lessons and experiences	Review by Project Board; Acceptance by JISC		PM	

<b>Output</b>					
<b>Project Website</b>					
<b>Timing</b>	<b>Quality criteria</b>	<b>QA method(s)</b>	<b>Evidence of compliance</b>	<b>Quality responsibilities</b>	<b>Quality tools (if applicable)</b>
Start of Project	Accessible	W3C Guidelines	Accessible and cross browser compatibility	RST	T4 Content Management System
Ongoing	Key project documentation available			PM	
End of Project	Website available until at least 2013		Ongoing availability of website	PM	

*PD – Project Director*

*PM – Project Manager*

*ECS - Enlighten Cataloguing Staff*

*TS – Technical Staff*

RST – Research Systems Team

## 18. Dissemination Plan

Dissemination will for *Enrich* will be drawn from all aspects of the project's work packages and be co-ordinated as part of WPO.

Timing	Dissemination Activity	Audience	Purpose	Key Message
April 09	Announcement on JISC Programme Mailing List	JISC and other projects in the programme	Share project aims with JISC and the Programme	Project has been funded, promote key objectives and its aims
April 09	Description on JISC website	JISC and Repository Community	Share project aims with the wider community	Project has been funded, promote key objectives and its aims
April 09	Project Website	JISC, Library, Repository and Research communities	Ongoing dissemination and feedback; share lessons and developments which can be used by other institutions	All about the project and its range of outputs/deliverables; Examples of how the work of the project could be used elsewhere
April 09	IT Seminar	Computing Services and Departmental IT Staff	Provide a more technical audience with details of the project	Opportunities for the re-use of material in Enlighten on departmental web pages
May 09	Enlighten poster "Set your Research Free"	University staff	Raise awareness	Enlighten is available for use
June 09	Enlighten and Enrich Blog	JISC, Library, Repository and Research communities	Share project lessons; Ongoing dissemination	Opportunities to apply lessons learned
July 09	Campus News	University staff	Ensuring ongoing awareness in Enlighten	Update on Enlighten
July 09	Meeting of the Research System User Group	Departmental Administrators and Research Staff	Provide them with an opportunity for feedback and comment on Enlighten and the Research System	Update on Enlighten
Ongoing	Meetings at Faculty Level	Heads of Department	Introduce Enlighten and the Publications Policy; Engage with staff	Options available for depositing into Enlighten, how to now move forward with using the service
Ongoing	Workshops/training and advertising materials for library and R&E services?	Departmental Administrators	Introduce Enlighten and the Publications Policy; Delivering	Working with Enlighten is straightforward and easy to do

			training	
Ongoing	Project Blog <a href="http://enlightenrepository.wordpress.com">http://enlightenrepository.wordpress.com</a>	Wider community	Communicate the project's work; Make links with the wider community	Ongoing dissemination and feedback; share lessons and developments which can be used by other institutions
As and when they arise	Conference Presentations and posters*	Library, Repository and Research communities	Raising awareness	Updates on the work of the project
As and when they arise	Peer-reviewed publication	Library and Research Communities	Raising awareness	Updates on the work of the project; opportunities to take advantage of lessons learned
Feb 2010	Scottish Repository Event	UK and Scottish Library, Repository and Research communities	Showcasing the projects lessons outputs; providing opportunities for them to be exploited by other institutions	Here is what we have learned and what you could do.
March 2010	Final Project Report	JISC, Library, Repository and Research communities	Demonstrated Enlighten as an institutional exemplar	Here is what we have learned and what you could do.

\* A conference poster has been accepted for the Association of Research Managers and Administrators (ARMA) conference (2/3 June 2009)

## 19. Exit and Sustainability Plans

The outputs of this Project will be sustained beyond the life of the project. As part of our strategy and as a result of this Project we have further plans to join up University Systems across multiple domain areas, with the intention of enabling improved research support throughout the institution. For example, we are planning the creation of an interface from the Research System to the Electronic Document Management System (EDRMS). This will facilitate the central storage of research documents and improve the workflows, thus streamlining the authorisation process involving academic and service departments across the University.

The Enlighten repository service is an indication of the University's investment to sustainability. This service was built on the work of the JISC funded DAEDALUS Project (2002-5) and made the effective transition from a project to a service in April 2006. It is a core service for the University and the institutional contribution in the budget demonstrate our commitment to this project and the repository's future sustainability.

Project Outputs	Action for Take-up & Embedding	Action for Exit
Appropriate* workflows in place across departments and faculties	Discussions with departments, training in place for departmental staff	Ensure continuity of these workflows
Procedures and guidelines for both bibliographic and full text data	Training and updates for departments about depositing material	Guidelines made available

Project Acronym: Enrich – Enlighten and Research Integration

Version: 1.1

Contact: William J Nixon, w.j.nixon@lib.gla.ac.uk

Date: Thursday, 21 May 2009

Range of reports detailing the projects lessons and experiences	Publish reports on the project website	Ensure outputs and material is available via the project website
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\* By Appropriate, we mean, Mediated (by database), Proxy (by departmental administrator) or Self Deposit

<b>Project Outputs</b>	<b>Why Sustainable</b>	<b>Scenarios for Taking Forward</b>	<b>Issues to Address</b>
Deposit report tool in EPrints	Can be re-used by the wider community	Make freely available via files.eprints.org	Deposit reports for EPrints by department



## JISC WORK PACKAGES

WORKPACKAGES	Month	1	2	3	4	5	6	7	8	9	10	11	12
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan 10	Feb 10	Mar 10
0. Project Management													
1: Enhancing Accessibility of the Repository and Associated Outputs													
2: Enhancing the Repository Deposit Experience													
3: Generating Staff Profiles													
4: Integrating the Research System with the Repository													
5: Managing the Repository as part of the Research Information Lifecycle													
6: Engaging with stakeholders at the University													

Project start date: *1<sup>st</sup> April 2009*

Project completion date: *31<sup>st</sup> of March 2010*

Duration: *12 months*

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
<b>WORKPACKAGE 0: Project Management</b>					
<u>Objective:</u> Effective Project Management					
1. Produce and submit the range of project plans required by JISC	1 Apr 09	30 Apr 09	<b>Project Plan</b>	<b>1</b>	PM
2. Project website	1 Apr 09	30 Apr 09	<b>Project website</b>	<b>2</b>	RST
3. Review project progress against plan	Ongoing	31 Mar 10			PD, PM, RST
4. Attend Programme Meetings	July 2009				PD, PM
5. Produce mid year progress reports for JISC	1 Sep 09	30 Sep 09	<b>Progress Report</b>	<b>14</b>	PM
6. Submit final report including budget	1 Feb 10	31 Mar 10	<b>Final and Completion Reports</b>	<b>19</b>	PM
7. Scottish Repository Event	1 Feb 10	26 Feb 10			
8. Maintain project website (beyond the life of the project)	31 Mar 10	31 Mar 13	Website maintained		PM, RST
<b>WORKPACKAGE 1: Enhancing Accessibility of the Repository and Associated Outputs</b>					
<u>Objective:</u> This work-package addresses challenge (ii) Enhancing the user experience. It will provide a range of enhancements for the discovery and access of content to the repository.					
9. Enhanced access both to repository records and full text through integration with Encore, a	1 Oct 09	26 Feb 10	<b>Enlighten's content available via Encore.</b>	<b>15</b>	PM with Library's IT

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
vertical search tool					Services staff
10. Integration of the repository with "Find More", the University of Glasgow's OpenURL resolver (from Innovative Interfaces Inc)	1 June 09	30 Sep 09	<b>"Find More!" resolver button added to records in Enlighten; Report on work involved and its impact using Google Analytics.</b>	<b>9</b>	PM
<b>WORKPACKAGE 2: Enhancing the Repository Deposit Experience</b>	<b>1 Apr 09</b>	<b>31 Mar 10</b>			
<u>Objective:</u> This work-package will identify key challenges in populating data using this approach and, recognising the different needs of different departments/disciplines will work with three faculties/departments and draw on lessons from projects including NECTAR.					
11. The creation of a comprehensive publications database from 2001 onwards, with freely available full text where available	1 Apr 09	26 Feb 10	<b>Upwards of 30,000+ records held in Enlighten by April 2010; Report on the import of REF material into repository</b>	<b>6</b>	PM, PA, ECS
12. Amending the sign on process for the repository so that it uses the standard staff credentials for the sign on process	1 Jun 09	31 Aug 09	<b>Single sign-on login for Enlighten; Report on move to login, technology and choices used, managing users with existing account</b>	<b>10</b>	TS
13. Adding the repository to the choice of applications available to staff via the single sign on screen	1 Sep 09	26 Feb 10	<b>Link to Enlighten from our Web Applications Front Door SSO service</b>	<b>13</b>	TS
14. Processes for the de-duplication and checking of records. Note: this is about the process rather than software or technology.	1 Aug 09	30 Nov 09	<b>Report on range of issues with de-duping and record checks across departments and using different models.</b>	<b>12</b>	PM
15. Increased full text scholarly content which will	1 Apr 09	31 Mar 10	<b>Statistics reports showing an increase</b>	<b>3</b>	TS

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
enhance and support the Information Environment			<b>in the amount of full text and demonstration of growth of the service; Detailed in the reports to JISC, Recording begun in Apr 09</b>		
16. ·Established and documented workflow models with different disciplines and an assessment of their success.	31 Oct 09	31 Jan 09	<b>Three case studies using different departments, for example the Faculty of Biomedical and Life Sciences, Computing Science and Celtic</b>	<b>17</b>	PM
17. Training and support for staff which will increase the rate of deposit of full text peer-reviewed papers into the repository	Ongoing		This will include advertising Enlighten via the Research System and vice versa with advertising the Research System via library systems etc		PM, RST, PA
<b>WORKPACKAGE 3: Generating Staff Profiles</b>	1 Oct 09	26 Feb 10			
<u>Objective:</u> This work-package addresses challenge (ii) enhancing the user experience through the demonstration of a tangible benefit, a staff profile. It will focus on a key area of integration both for academic staff and for University management with the development of tools to generate a person profile (in web or printable format) for each staff member					
18. ·Method for generating staff profiles which pull together data on research and publications from different data sources	1 Oct 09	26 Feb 10	<b>Staff and departmental pages with publications and other data</b>	<b>16</b>	PM, RST, TS with University's Web Team

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
<b>WORKPACKAGE 4:</b> <b>Integrating the Research System to the Repository</b>  <u>Objective:</u> This work-package addresses challenges (i) increasing deposit and (ii) enhancing the user experience. The key objective of this work-package is to join-up the disconnected elements of the lifecycle and to academics are automatically alerted to the need to deposit their papers in an appropriate repository in line with their grant conditions.	1 May 09	26 Feb 10			
19. A linked research and repository system which supports two way links between the services for project data including project codes and awards	1 Aug 09	26 Feb 10	Processes which support this		PM, RST
20. Automated alerts highlighting to researchers they must deposit their papers in an appropriate repository, in line with their grant conditions.	1 May 09	30 May 09	<b>E-mail alerts from the Research System which includes details of publication policy and reminder of Enlighten obligations</b>	<b>5</b>	RST
21. Training programme for Library and Research and Enterprise to better understand each other's system and facilitate sharing of workloads.	1 May 09	30 June 09			PM, PA, RST, ECS

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
<b>WORKPACKAGE 5:  Managing the Repository as part of the Research Information Lifecycle</b>					
<u>Objective:</u> This work-package addresses challenge (i) increasing deposit, (ii) enhancing the user experience and (iv) improving the institutional policy framework. This work-package will focus on management information and reporting data. It is not enough to build and to fill a repository, it is necessary to monitor and manage it effectively and ensure that it is integrated with the Research Information Lifecycle.					
22. The effective implementation of the University's Publication Policy for the mandatory full text deposit from September 2008 onwards	1 Apr 09	31 Mar 10	<b>Demonstrate an increased amount of full text deposit from September 2008 onwards, compared with previous years</b>	<b>4</b>	All
23. Vast increase in the number of awards on the Research System that are made public by default			Increase in volume of projects advertised by default (factor of 3)		RST
24. A suite of management information reports, and supporting actions which ensure that the University's publications policy is effective	1 Aug 09	26 Feb 10	<b>Report on the implementation of these tools</b>	<b>11</b>	PM
25. Regular reporting of usage statistics, by individual paper, Department and/or Faculty, with analysis of where downloads are originating	1 Sep 09	26 Feb 10	Implemented once IR Stats is in place and the statistics can be created from reports		TS, PA
26. Maintaining a watching brief on tools for the REF	1 Apr 09	26 Feb 10	<b>Comments and reports in mid-year report and final report</b>	<b>14, 19</b>	PD, PM
27. Ensuring compliance with "Building Coherence" requirements (listed below)	Ongoing				PM
28. Google Analytics has been installed in Enlighten and statistics are regularly provided to the University's Research and Planning Strategy	Ongoing		Regular statistics provided to RPSC		PM

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
<b>Committee</b>					
29. There is a clear expression of the permissions granted to users which can be harvested with the item.	1 May 09	31 May 09	<b>OpenDOAR generated policies for metadata available on Enlighten</b>	<b>8</b>	PM
30. We will establish a preservation policy during the course of this project in conjunction in concert with the 12/08 Programme and IRIScotland	1 Jan 10	26 Feb 10	<b>Preservation policy</b>	<b>18</b>	PM
31. Enlighten has a stated metadata policy but we will continue to monitor the item-level metadata to expose and the resulting metadata policy	Ongoing				PM
32. Enlighten is included in the OpenDOAR repositories listing and we will monitor the way our data is exposed; we will ensure we comply with the DRIVER 2.0 guidelines specified	Ongoing		Compliance with DRIVER 2.0 guidelines		PM
33. We will continue to document these activities and our compliance in our About the Repository web page	Ongoing		Updates to About the Repository web page		PM
34. Ensuring the process is well linked in websites and guidance by Library and Research and Enterprise.			e.g. Research Process web pages, library and Research and Enterprise web pages		PM, RST
35. Participate in Outputs and Outcomes Focus Group being run by RCUK.	For duration				RST
36. Ensure funds allocated to Open Access are linked to relevant project.	Ongoing				RST
37. Deliver a suggested process for central administrative staff to proactively check for, and encourage, deposition of materials in the repository.	Ongoing				PM, PA, RST, ECS
38. Maintain a watching brief on requirements for HESA replacement for HEBCIS reporting.	For Duration				RST

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
<b>WORKPACKAGE 6:</b> <b>Engaging with stakeholders at the University</b>  <u>Objective:</u> This work-package addresses challenge (i) increasing deposit. This work-package will focus on our engagement with Heads of Department, Departmental Administrators and key University Committees.					
39. Training sessions for departmental administrators	Ongoing		<b>A programme of training sessions; training materials (slides and handouts)</b>	<b>7</b>	PM, ECS
40. Follow-ups by telephone and e-mail with depositors and departmental administrators	Ongoing				
41. Reports and updates to University committees and the University community	Ongoing				

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Date: Thursday, 21 May 09

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
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Members of Project Team:

- RST - Research Systems Team*
- ECS - Enlighten Cataloguing Staff*
- TS - Technical Staff*
- PM - Project Manager*
- PA - Project Administrator*
- PD - Project Director*