

JISC DEVELOPMENT PROGRAMMES

Project Document Cover Sheet

Progress Report 1

Project

Project Acronym	SHERPA-DP	Project ID	
Project Title	SHERPA Digital Preservation: Creating a Persistent Preservation Environment for Institutional Repositories		
Start Date	1st March 2005	End Date	28th February 2007
Lead Institution	Arts and Humanities Data Service, King's College London		
Project Director	Andrew Wilson		
Project Manager & contact details	Martha Brundin, martha.brundin@ahds.ac.uk 020 7848 1978		
Partner Institutions	University of Nottingham, University of Glasgow, University of Edinburgh, London LEAP Consortium, White Rose Consortium		
Project Web URL	http://www.ahds.ac.uk/about/projects/sherpa-dp/index.htm http://www.sherpa.ac.uk/		
Programme Name (and number)	Supporting Digital Preservation and Asset Management in Institutions. JISC Circular 4/04		
Programme Manager	Helen Hockx-Yu		

Document

Document Title	Project Plan		
Reporting Period	March1 – July 31 2005		
Author(s) & project role	Martha Brundin, Gareth Knight, Andrew Wilson - AHDS SHERPA DP Project staff		
Date	12 th August 05	Filename	SherpaDPPProgressReport1_Version1a
URL	In progress		
Access	<input checked="" type="checkbox"/> Project and JISC internal	<input type="checkbox"/> General dissemination	

Document History

Version	Date	Comments
1a	12/08/05	Submitted to Helen Hockx-Yu Friday Aug 12th 2005

JISC Progress Report Template

Overview of Project

Grant Statement

The project is being carried out according to the terms and conditions that appear in the JISC letter of grant and attachments.

2. Aims and Objectives

No changes to the original aims and objectives have been planned.

Five targets have been set for the March – July period:

1. Project plan has been approved
2. OAI review complete and sent to project partners for comment (work package 2.1 – 2.5).
Work package 2.6 currently underway.
3. Review of metadata standards underway (work package 4.1)
4. DSpace software review complete (Work package 5.2)
5. Eprints software review underway (Work package 5.3)

All targets have been met as scheduled.

3. Overall Approach

No changes have been planned.

4. Project Outputs

The OAI report – a mapping of the SHERPA DP disaggregated model to the OAI – is currently in its second draft and on schedule for completion as planned.

Review of the DSpace data architecture complete (WP5.2).

5. Project Outcomes

Initial work has focused upon the development of a high-level model that will serve as a basis for disaggregated services. The SHERPA DP model represents a specific interpretation of the OAI (Open Archival Information System) and has been refined to take into account the complexity of formal interaction between institutional repositories and preservation service. OAI compliance will serve as a basis for encouraging uptake, enabling institutions that operate in different subject fields to understand and communicate on common issues related to repository management and preservation in a disaggregated environment.

The project is still in its early stages but so far it appears that it will proceed as planned. No changes to the project as set out in the project plan are foreseen at the present time.

We are hoping to share information relating to any lessons learned with relevant JISC funded projects once a cluster group has been established.

6. Stakeholder Analysis

A first meeting was held with project partners on July 13th to clarify their role within the project, establish a timetable, and discuss the format and signing of the Consortium Agreement.

Project partners have been providing feedback on draft outputs.

Discussion is underway with the DCC and DPC regarding the advisory role they will play.

7. Risk Analysis

No problems have occurred.

8. Standards

No changes are planned.

9. Technical Development

No changes are planned.

10. Intellectual Property Rights

No problems relating to third party rights have arisen to date.

Project Resources

11. Project Partners

No changes have been made or planned.

12. Project Management

No changes have been made.

The Technical Officer did not commence work until later than planned, although the impact of this on the project timetable was accommodated within the existing schedule and staffing resources.

13. Programme Support

The programme manager attended the first project partner meeting and provided helpful feedback on issues discussed.

A meeting took place in March with representatives from the PRESERV project to establish links and clarify areas of project focus so that duplication can be minimised.

SHERPA DP project staff attended the JISC Programme meeting on July 7th.

The programme manager has been proactive in establishing cluster group links with other projects as requested in the Project Plan.

At this stage of the project, the current level of support from the programme is quite satisfactory.

14. Budget

See Appendix A

Underspend in the Technical Officer post is balanced by an overspend in the Preservation Officer post. This is because the Technical Officer started work later than expected and the timetable was

kept on track with additional support from the Preservation Officer. Now that all posts are filled this problem should not reoccur.

Detailed Project Planning

15. Workpackages

Progress against the project plan has been as scheduled. Two documents due for drafting within the reporting period have been completed on time:

1. A draft version of the SHERPA DP – OAIS Report on the preservation structure and roles to be implemented within the project (2.6)
2. DSpace software review (WP5.2)

Other activities undertaken in the reporting period are set out in section 2 above.

Next reporting period objectives :

1. A working version of the SHERPA DP – OAIS Report on the preservation structure and roles to be implemented within the project (2.7 – 2.11)
2. Report on an e-prints life-cycle model within institutional repositories (WP2.13)
3. Report detailing SHERPA 1 outputs (WP3.2)
4. Review of metadata standards in use by SHERPA repositories (4.1)
5. Investigation of the METS framework (WP4.2)
6. EPrints software review (WP5.3)
7. SRB/archive storage review (WP5.4)
8. Synchronisation mechanism review (WP5.5)
9. Requirement Specification for METS transfer (WP5.6) and external review of METS for data transfer. (WP5.7)
10. An investigation of mechanisms/tools for accessing archived data (WP6.1).

No changes to the plan currently needed

16. Evaluation Plan

No evaluation results for this reporting period.

No evaluation activities are scheduled for the next reporting period. No changes to the current plan are necessary.

17. Quality Assurance Plan

No QA procedures or results for this period

QA will be performed during the next reporting period to ensure the validity of data transfer and storage. Criteria will be developed within the relevant work package.

18. Dissemination Plan

Initial focus has been placed upon raising awareness of the project among the research community.

The following papers have been presented:

‘SHERPA DP: Establishing an OAIS-compliant Preservation Environment for Institutional Repositories’

Gareth Knight presented a paper at the DELOS Digital Repositories workshop on May 12th.

‘A Shared Preservation Model for Institutional Repositories: SHERPA Digital Preservation’

Sheila Anderson presented a paper at the DCC Digital Repositories workshop on July 6th.

'A Shared Preservation model for Institutional Repositories'

Gareth Knight presented a paper at the JISC Programme meeting on July 7th.

Dissemination objectives for the next reporting period include:

- Poster session at DCC Conference in Bath, 29-30 September;
- Continuing consultation with stakeholders and the user community;
- Continuing dissemination of project outcomes and outputs to JISC email lists;
- Proposals for papers and/or posters at appropriate events.

19. Exit/Sustainability Plan

The project aims to build a sustainable project through raising awareness of the disaggregated model developed within the project at workshops and conferences.

A draft version of the OAIS report has been disseminated for comment to the project partners as scheduled.

No issues have arisen to date.

Exit/sustainability objectives for the next reporting period include dissemination and web publication of:

- A report on the use of the METS framework within the SHERPA preservation environment;
- Minimum metadata set for SHERPA repositories;
- A report documenting the investigation into archiving of institutional repositories.

No changes to the current plan are necessary.