GLAM DIGITAL STRATEGY – MONTHLY UPDATE – February 2018

Programme Manager Update

Digital Estate & Preservation – The CONNECT audits are in progress for the Museum of Natural History and Ashmolean. The urgent remedial work at the Ashmolean is in progress and will be completed this month. Workshops for future infrastructure support processes have started and will be finalised by the end of March.

Digitisation – Work on the TEI Catalogue Consolidation is on track with work particularly on the Hebrew and Genizah catalogues. A no-cost time extension will be submitted for the Ashmolean Local Action Plan to facilitate a procurement phase. Analysis activities are continuing for the Museum of Natural History Local Action Plan and work has started on information architecture work in conjunction with WebCMS phase 2. Planning activities have started for the Pitt Rivers Local Action Plan. Digital preservation strategy work is proceeding, however resourcing constraints have delayed progress so a no-cost time extension will be submitted.
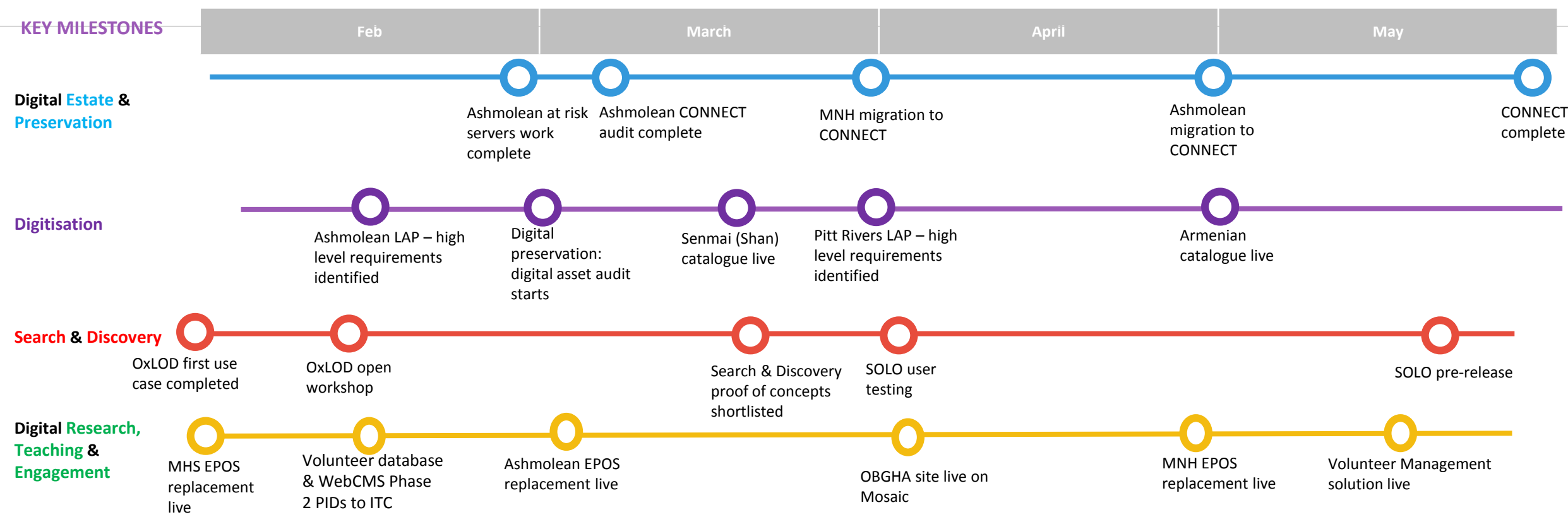
Search & Discovery – SOLO is on track and development work has commenced. The proposed proof of concepts and associated evaluation models have been conceived for Search and Discovery; these will be confirmed over the next month. A third sample dataset has been converted into Linked Data and an open workshop was held; providing an opportunity to reflect on lessons learnt thus far. Work is on track to convert a selection of Islamic, Indian and Chinese collections from the Ashmolean into Linked Data.

Research, Teaching & Engagement – Work is on track for Cabinet and promotional materials for acquiring funding will be developed over the next month. The Volunteer Management Database and WebCMS Phase 2 PIDs, along with the Bodleian WebCMS brief, were approved by the GLAM Digital Strategy board. Final approval is pending from the ITC. The new till system is live in the Museum of History of Science and will be rolled out to the Ashmolean later this month. Digital personas work is continuing and a framework for user engagement has been circulated for use across the programme. Work is ongoing to explore Contactless Donations.
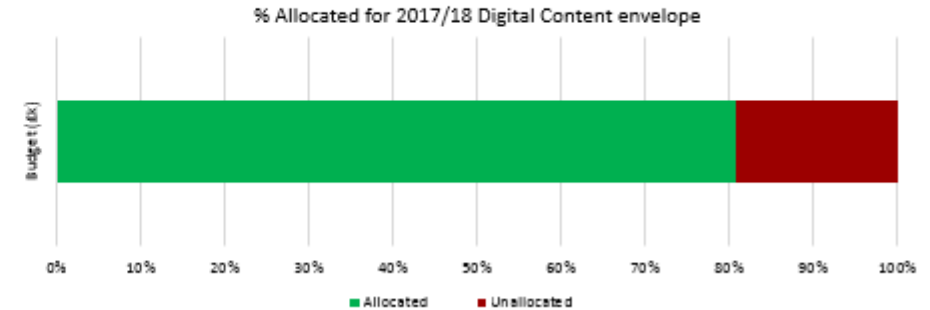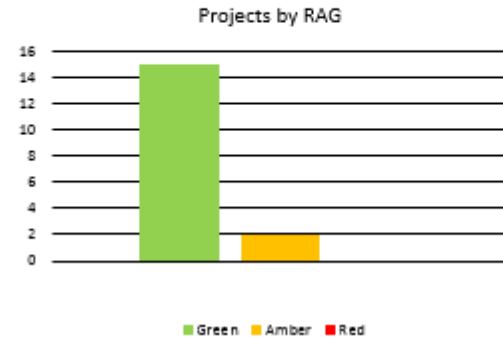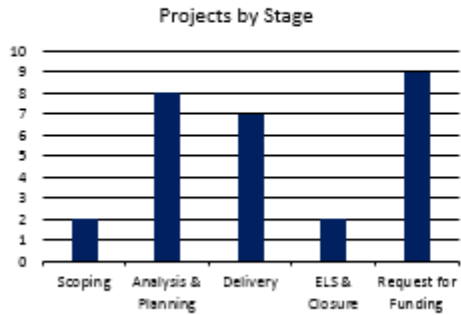
KEY RISKS:

GLAM Resources remain limited – projects constrained by limited resources across the six institutions – mechanism approved by Board to alleviate this and recruitment is underway.

KEY MILESTONES

	Feb	March	April	May

Digital Estate & Preservation
- Ashmolean at risk servers work complete
- Ashmolean CONNECT audit complete
- MNH migration to CONNECT
- Ashmolean migration to CONNECT
- CONNECT complete

Digitisation
- Ashmolean LAP – high level requirements identified
- Digital preservation: digital asset audit starts
- Senmai (Shan) catalogue live
- Pitt Rivers LAP – high level requirements identified
- Armenian catalogue live

Search & Discovery
- OxLOD first use case completed
- OxLOD open workshop
- Search & Discovery proof of concepts shortlisted
- SOLO user testing
- SOLO pre-release

Digital Research, Teaching & Engagement
- MHS EPOS replacement live
- Volunteer database & WebCMS Phase 2 PIDs to ITC
- Ashmolean EPOS replacement live
- OBGHA site live on Mosaic
- MNH EPOS replacement live
- Volunteer Management solution live

GLAM DIGITAL STRATEGY - PROGRAMME TRACKER

Projects by Stage

Projects by RAG

■ Green ■ Amber ■ Red

% Allocated for 2017/18 Digital Content envelope

■ Allocated ■ Unallocated

THEME	PROJECT WORK		ACHIEVEMENTS SINCE LAST UPDATE	ACTIVITY IN THE NEXT PERIOD	ISSUES OR CONCERNS?
Digital Estate & Preservation	MUS525	Migration to CONNECT	• CONNECT Servers & Storage hardware delivered. • Detailed PC location & user audits in progress for the MNH and Ashmolean sites.	• Implementation of new GLAM Servers & Storage hardware completed by end of February 2018. • Confirmation of the Ashmolean & MNH PCs locations & users to be completed by end of February 2018.	
	MUSS61	M&G Infrastructure Improvements	• New M&G Infrastructure VI Hardware deliveries received & remaining outstanding items being followed up. • On-site surveys for the public Wifi OBGHA implementation completed. • Senior stakeholder final review of the remaining GLAM infrastructure remaining hosting solutions in progress.	• Ashmolean data centre hardware installation to be completed. • Create detailed plans & costings for the public Wifi OBGHA. • Agreed approach confirmed for the remaining GLAM infrastructure remaining hosting solutions in progress.	
	MUS608	Digital Preservation	• Strategy work is proceeding. • Bodleian storage work is proceeding. A draft storage architecture has been produced. • First working group on Asset & Metadata standards took place on 5th February 2018.	• Strategy work to continue. • Attend GLAM Technical Architecture Group for Bodleian Storage. • Preparation for further working groups. • Create and submit RFC for time extension.	*Strategy work is progressing at a slower pace than anticipated. Staff recruitment for the audit has been delayed. A no-cost time extension RFC will be submitted to cater for this.*
Search & Discovery	MUS528	Oxford Linked Data	• Second use case draft created & associated evaluation model produced. • Third sample dataset converted to Linked Data. • Third open workshop.	• Fourth sample dataset converted to Linked Data. • Fourth open workshop.	
	LIB503	SOLO User Interface	• Low level development plan produced. • Started development tasks.	• Continue with development tasks.	
	MUS618	Search & Discovery	• Proof of concepts high level plan produced.	• Proof of concepts & associated evaluation models confirmed.	

THEME	PROJECT WORK		ACHIEVEMENTS SINCE LAST UPDATE	ACTIVITY IN THE NEXT PERIOD	ISSUES OR CONCERNS?
Digitisation	MUS614	Ashmolean Local Action Plan	• DAMS & CMS Requirements validated by core team. • Stakeholder workshops to validate DAMS & CMS requirements.	• Revise requirements for DAMS & CMS based on user feedback. • Analysis of existing documentation for Collections Online. If further work is necessary, this will be added to the proposed procurement phase.	*Amber risks around the availability of key stakeholders. Amber risk around timeline; a no cost time extension will be submitted.*
	LIB330	TEI Catalogue consolidation	• Hebrew & Genizah catalogues soft launched. • Meeting held regarding cataloguer training & documentation - agreed to hold a training workshop in June.	• Refine Fihrist data set & interface. • Work with Fihrist stakeholders to agree final outputs. • Begin work on remaining data sets.	
	MUS616	Museum of Natural History Local Action Plan	• Internal user interviews are mostly complete. • Engaged with Information Architect (who is also working on the parallel MNH Website project MUS555).	• Plan for external user interviews & implement those that can be achieved within this period. • Begin requirements catalogue. • Information Architecture work to commence	
	MUS617	Pitt Rivers Museum Local Action Plan.	• Planning activities have started.	• Continue planning engagement. • Commence analysis activities.	
	MUS615	Museum of the History of Science Local Action Plan	• Project is on hold.	• Analysis & Planning activities will start.	
Digital Research, Teaching & Engagement	ITS549	Cabinet Project – Phase 2	• Prioritisation of outstanding functional changes. • Agreement of additional content creation for Queens College & Haida materials. • Learning Technologist has been formally assigned and work on supporting materials begun	• Progress funding model & discuss at Project Board. • Develop promotional materials to facilitate securing funding. • PB approval on plan for next release. • Estimation of outstanding functional requirements and development effort to confirm deliverable in final sprint.	
	MUS519	Ticketing System – Phase 2	• Prepare end of project report.	• Submit end of project report.	
	MUS471 / 555	GLAM WebCMS – Phase 2	• MUS555 - PID approved by Project Board; submitted for ITC CSG approval. • High Level content migration planning for MNH & OBGHA complete.	• Approval from ITC CSG & ITC.	
	MUS556	Volunteer Management	• PID submitted and approved by GLAM Board. • Work is continuing with supplier negotiations on the University's terms and conditions. • New Business Analyst assigned to help with process improvement and implementation	• Approval for project to commence from ITC CSG & ITC. • Agree contract with supplier. • Produce project plan.	
	MUS583	EPOS (AZTEC) Replacement	• MHS is now live on their new till & stock has been successfully migrated. • Post go-live at MHS evaluated.	• Implement handheld solution. • Commence stock definition & stock counts for Ashmolean. • Go live of Ashmolean.	