GLAM DIGITAL STRATEGY – MONTHLY UPDATE – 16th June 2017
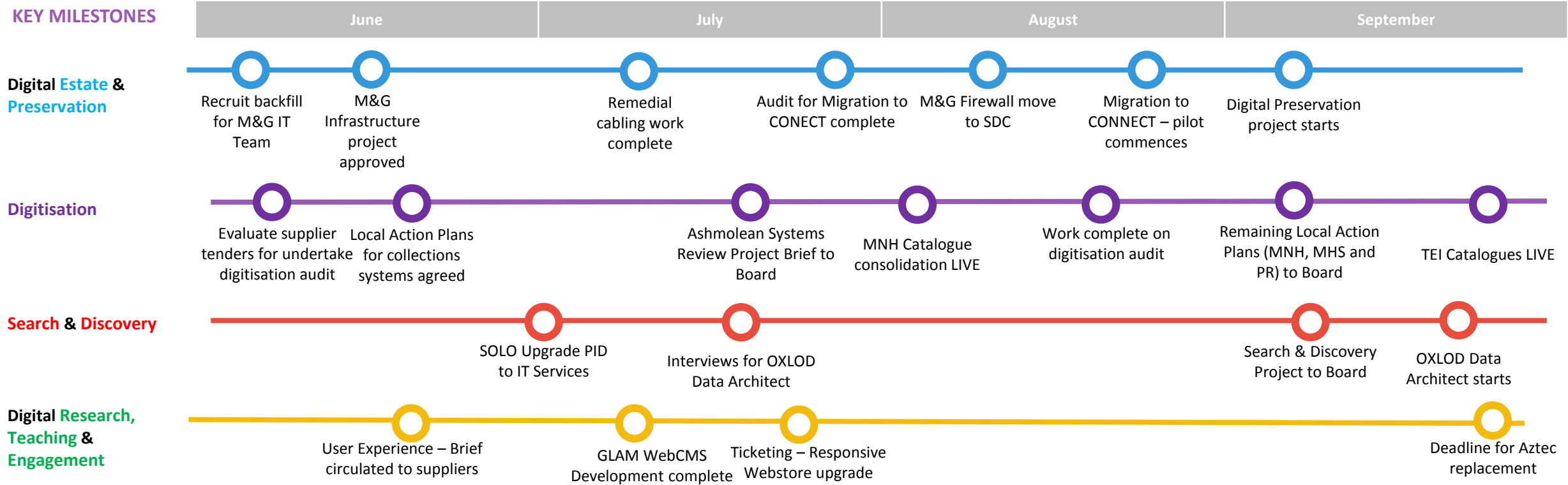
OVERALL PROGRESS

Programme Manager Update

- Programme progressing well with projects being commissioned to deliver against strategy. Session with Board scheduled for 8th June to review progress and focus on planning for 2017-19
- **Digital Estate & Preservation** – Audits for Migration to CONNECT completed for MHS and planned for the remaining sites. Migration to CHORUS for the Ashmolean completed and working to implement remedial network changes for remaining sites. The wider Museums & Gardens IT Infrastructure Improvement project has been approved and work is underway on the planning and analysis phase. The Digital Preservation project brief has also been reviewed with the Programme Board. Funding approved for Westin Library wireless access.
- **Digitisation** – Programme Board approved Local Action Plans and work will now start to commission specific initiatives for the Ashmolean, MNH, MHS and Pitt Rivers. The Digitisation Audit has reviewed existing data and decided not to use external support – work will be undertaken internally. Work has continued on database consolidation (for Museum of Natural History and TEI Catalogues).
- **Search & Discovery** – Programme Board approved approach for Search & Discovery project – next step is to produce the project brief.
- **Research, Teaching & Engagement** – Five sprints completed for GLAM WebCMS and project brief approved for rollout to other GLAM sites; request for change approved for existing project to extend funding and timeline. Project for Aztec replacement continues but timeline appears to be at risk – reviewing with project team. Project Brief approved for Volunteer Management Database replacement. Work started on Digital User Experience.

KEY RISKS:

- GLAM Resources remain limited – projects constrained by limited resources across the six institutions – approach being drafted to explore how best to tackle
- Aztec Replacement – Timeline for completion by 30th September is at risk – working with Project Team to review options

KEY MILESTONES

THEME	PROJECT WORK		ACHIEVEMENTS SINCE LAST UPDATE	ACTIVITY IN THE NEXT PERIOD	ISSUES OR CONCERNS?
Digital Estate & Preservation	MUS525	Migration to CONNECT	• Project Brief signed off by USB • Initial Planning sessions • Communications re: audits distributed • Audit for the Museum of the History of Science	• Audit for the Botanic Garden • Audit for Harcourt Arboretum • Plan audits for remaining sites • Consolidate audit findings	
	MUSS61	M&G Infrastructure Improvements	• M&G Infrastructure Project signed off by Infrastructure Board • Recruited backfill lead to support project and work started on delivering the funding requests	• Undertake remedial cabling work for MHS / Ashmolean • Commence Planning & Analysis for Infrastructure work • Start work on Botanic Gardens Wireless Access	
	Other Work		• Project Brief for Volunteer Database signed off • Project Brief for Digital Preservation reviewed with Board	• Project Brief for M&G Digital Preservation signed off	
Digitisation		Local Action Plans	• Preservation & Discovery – Project Closed • Started Project Brief for Ashmolean Systems Review.	• Complete and submit Project Brief for Ashmolean Systems Review • Commence work on remaining Local Action Plans	
	MUS501	MNH Catalogue consolidation	• Zoology testing complete • Entomology field mapping and client changes complete • Palaeontology field mapping complete	• Testing Entomology data migration and client changes • Writing Palaeontology migration script (Axiell) and testing migration • Mineralogy/Petrology field mapping • Ongoing client changes (including screen design)	
	LIB330	TEI Catalogue consolidation	• Tolkien site almost ready for launch • Meeting with key stakeholders to discuss delay in schedule	• Agree schedule for other collections • Launch Tolkien collection • Raise change request (timeline)	• *Issues over resources and timing – RFC submitted*
	Other Work		• Standards – discussion on data and image standards commenced • Digitisation Audit – Reviewed tender responses • IP Policy submitted to Legal Team for review	• Meeting Polonsky Fellows to agree approach for image standards • Collate data for digitisation audit	
Search & Discovery	MUS528	Oxford Linked Data	• Recruitment underway for Data Architect & PM agreed	• Interviews for Data Architect	
	LIB503	SOLO User Interface	• Input from SOLO User Group into SOLO and UI requirements • Met with 3 main vendors in order to brief and request formal proposal. Proposals received and included in the PID • Draft PID produced and review with Programme Board	• Engage with Application Development, SDA, Testing and InfoSec teams as soon as possible to discuss the project and seek approval in order to proceed with the PID submission • Submit PID to SMT	
	LIB541	Visualisation of Collections	• Project closed by Programme Board		
Digital Research, Teaching & Engagement	ITS549	Cabinet Project – Phase 2	• Project Plan agreed with focus on producing PID for delivery phase by end of July	• PID submitted to PMO	
	MUS519	Ticketing System – Phase 2	• Begin deployment of revised Infrastructure	• Approve Infrustructure at SDA • Begin transition from Project team to BAU. • Begin addressing outstanding bug and feature list.	• *Support heavily linked to replacement of Aztec solution*
	MUS471 / 555	GLAM WebCMS – Phase 2	• Development Backlog defined • "Change Request Approved" • "Sprint 5 Review and Retrospective" • "Sprint 6 Planning"	• "Sprint 6 Review and Retrospective" • "Sprint 7 Planning" • "UAT"	
	Other Works		• User Experience – Supplier brief produced for review • Aztec Replacement – Project Brief signed off	• User Experience – Agree brief and circulate to obtain initial costs • Aztec Replacement – Plan and approach finalised	