

GLAM DIGITAL STRATEGY – MONTHLY UPDATE – 17th July 2017

OVERALL PROGRESS

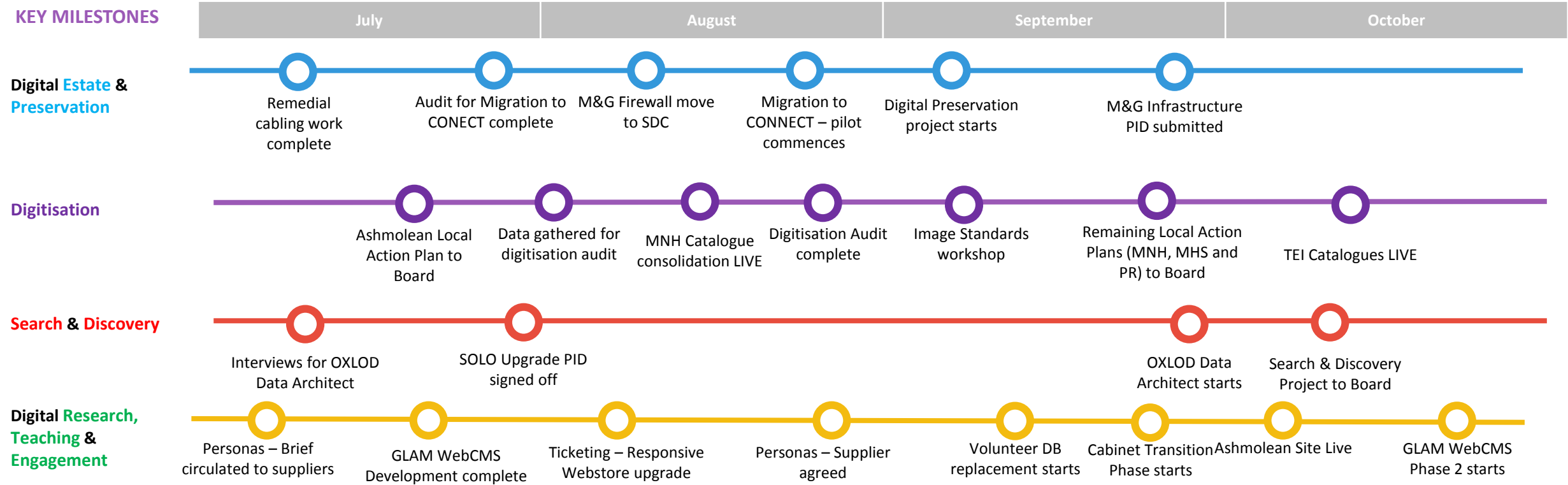
Programme Manager Update

- Programme progressing well with most projects now having been identified, resources and defined. Projects are now moving from planning into to delivery phases.
- Digital Estate & Preservation** – Audits for Migration to CONNECT completed for MHS, MNH, PR, OBGHA and planned for Ashmolean. 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 / IT Services approved Local Action Plans. Project Brief for Ashmolean Local Action Plan has been submitted for review / sign off with the remainder due in September. The Digitisation Audit continues and an intern is being recruited to support data cleansing. Work has continued on database consolidation (for Museum of Natural History and TEI Catalogues).
 - Search & Discovery** – OXLOD Data Architect role recruited to and project due to start in October. Search & Discovery approach approved and work underway on the project.
 - Research, Teaching & Engagement** – Sprints completed GLAM WebCMS – the final sprint is encountering issues with holidays. Aztec replacement timeline extended as additional support secured from supplier. Project Initiation Document to transition Cabinet tool to business as usual. Request for funding produced to seek support for production of GLAM Digital personas

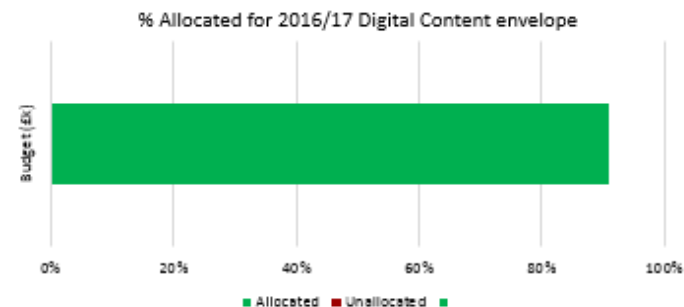
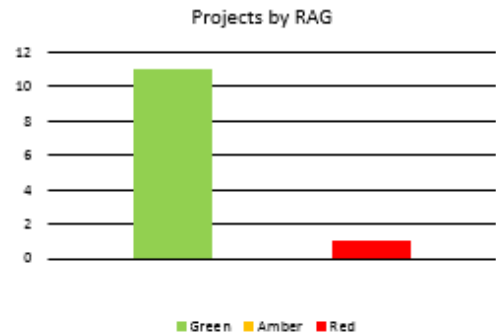
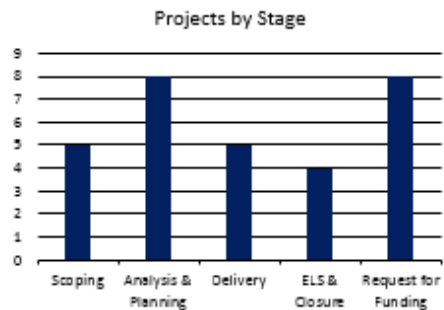
KEY RISKS:

- GLAM Resources remain limited – projects constrained by limited resources across the six institutions – approach being presented at Programme Board on 24th July
- Ongoing Costs may be unaffordable for GLAM institutions – work is underway to identify the aggregated ongoing costs from the Digital Strategy and will be shared in the Autumn.

KEY MILESTONES



GLAM DIGITAL STRATEGY - PROGRAMME TRACKER



THEME	PROJECT WORK		ACHIEVEMENTS SINCE LAST UPDATE	ACTIVITY IN THE NEXT PERIOD	ISSUES OR CONCERNS?
Digital Estate & Preservation	MUS525	Migration to CONNECT	<ul style="list-style-type: none"> Audit for the Museum of the History of Science Audit for the Botanic Garden Project Board Meeting on June 15th Completed support model agreement activities Audit for Harcourt Arboretum 	<ul style="list-style-type: none"> Audit for Pitt Rivers, Ashmolean, Museum of Natural History Pilot rollout planning sessions Pilot rollout Pilot user testing phase 1 	
	MUSS61	M&G Infrastructure Improvements	<ul style="list-style-type: none"> Initial technical and planning workshops 	<ul style="list-style-type: none"> SDA overview to be completed & recommendations to be followed-up 	
	MUS608	Digital Preservation	<ul style="list-style-type: none"> Initial conversation about resourcing commenced 	<ul style="list-style-type: none"> Confirm resources and commence project startup 	<i>Project starts in September</i>
Digitisation		Local Action Plans	<ul style="list-style-type: none"> Preservation & Discovery – Project Closed Project Brief for Ashmolean submitted Projects requests submitted for remaining sites 	<ul style="list-style-type: none"> Commence project startup for Ashmolean Systems Review Commence work on remaining Local Action Plans 	
	MUS501	MNH Catalogue consolidation	<ul style="list-style-type: none"> Tested Entomology data migration Written Palaeontology migration script (Axiell) Mineralogy/Petrology field mapping continued Ongoing client changes (including screen design) Zoology signed off 	<ul style="list-style-type: none"> Petrology tested and signed off Paleontology tested and signed off Registry and User Groups set up Completed screen design End Project Documentation completed 	
	LIB330	TEI Catalogue consolidation	<ul style="list-style-type: none"> Tolkien site almost ready for launch Change request for timeline submitted Conversion/migration work being carried out by IT services consultant (James Cummings) - scheduled to complete by 31 July Project manager Ray Allen has left; Judith Siefring will have oversight of the project until a replacement is recruited. 	<ul style="list-style-type: none"> Launch Tolkien medieval manuscripts catalogue Complete TEI transformation work for all catalogue sets Schedule work on interfaces for each catalogue 	<ul style="list-style-type: none"> <i>Issues over resources and timing – RFC agreed to extend time</i>
	Other Work		<ul style="list-style-type: none"> Standards – discussion on data and image standards commenced Digitisation Audit – collecting data for audit / Intern being recruited IP Policy submitted to Legal Team for review 	<ul style="list-style-type: none"> Set up image standards workshop for September Collate data for digitisation audit 	

THEME	PROJECT WORK		ACHIEVEMENTS SINCE LAST UPDATE	ACTIVITY IN THE NEXT PERIOD	ISSUES OR CONCERNS?
Search & Discovery	MUS528	Oxford Linked Data	<ul style="list-style-type: none"> Recruitment underway for Data Architect & PM agreed 	<ul style="list-style-type: none"> Interviews for Data Architect 	
	LIB503	SOLO User Interface	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	
Digital Research, Teaching & Engagement	ITS549	Cabinet Project – Phase 2	<ul style="list-style-type: none"> Project Plan agreed with focus on producing PID for delivery phase by end of July 	<ul style="list-style-type: none"> PID submitted to PMO 	
	MUS519	Ticketing System – Phase 2	<ul style="list-style-type: none"> Begin deployment of revised Infrastructure 	<ul style="list-style-type: none"> Approve Infrastructure at SDA Begin transition from Project team to BAU. Begin addressing outstanding bug and feature list. 	<ul style="list-style-type: none"> Support heavily linked to replacement of Aztec solution
	MUS471 / 555	GLAM WebCMS – Phase 2	<ul style="list-style-type: none"> Development Backlog defined "Change Request Approved" "Sprint 5 Review and Retrospective" "Sprint 6 Planning" 	<ul style="list-style-type: none"> "Sprint 6 Review and Retrospective" "Sprint 7 Planning" "UAT" 	
	MUS556	Volunteer Management	<ul style="list-style-type: none"> Project to start in September 		Project to start in September
	MUS583	AZTEC Replacement	<ul style="list-style-type: none"> Identify Aztec additional support and get this approved. Engage with IT Procurement to confirm this will be a change to existing contract and not a new procurement. Engage with IT Security and ensure solution is fit for purpose Engaged with IT Solutions to investigate an externally hosted solution for both Ticketing and Aztec Replacement. 	<ul style="list-style-type: none"> SDA approval of externally hosted solution. Build of externally hosted solution Approval of PID Begin Development and Delivery Phase of project. 	
	Other Works		<ul style="list-style-type: none"> Personas – Supplier responses received and RFF submitted Imaging Services – Project closed 	<ul style="list-style-type: none"> User Experience – Agree brief and circulate to obtain initial costs 	