

# GLAM DIGITAL STRATEGY – MONTHLY UPDATE – 17<sup>th</sup> November 2017

OVERALL PROGRESS

Programme Manager Update

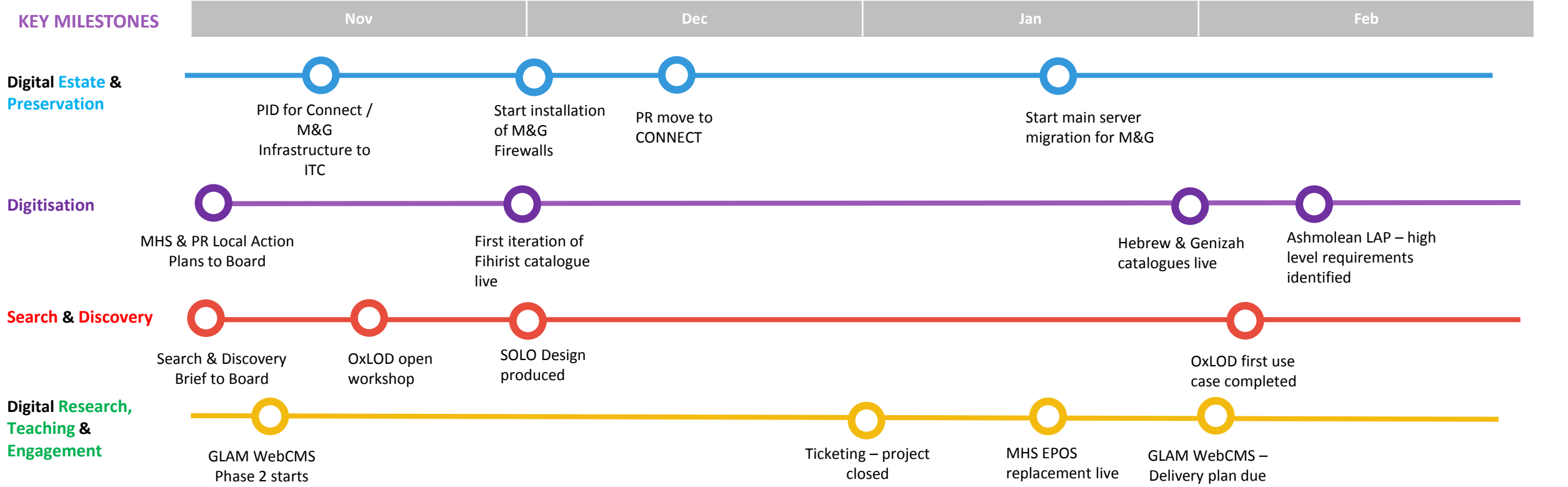
**Digital Estate & Preservation** – Preparation has commenced for the Pitt Rivers CONNECT Managed Desktop migration in December. Full capital funding has been approved for the complete CONNECT rollout and refresh of the Museums & Gardens IT Infrastructure; the second is still subject to work on finalising the ongoing costs. The first Digital Preservation kick off session was held and the scope has been expanded to include work on systems for digital preservation.

**Digitisation** – The PR and MHS local action plan briefs have been approved. Analysis activities are ongoing with the Ashmolean and a planning session has been held to define the next phase. The first planning session has been held with MNH. Work the TEI Catalogue consolidation has encountered significant resource constraints and a request for change has been approved

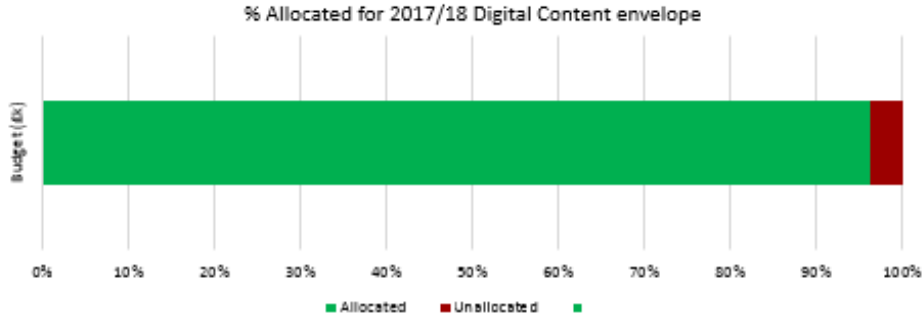
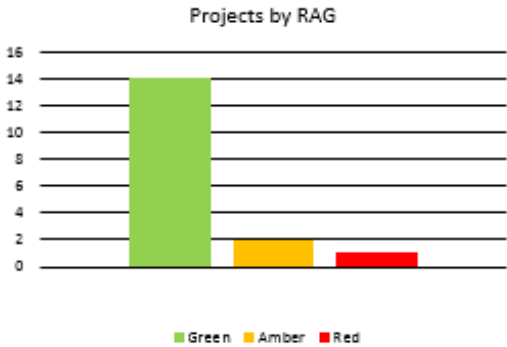
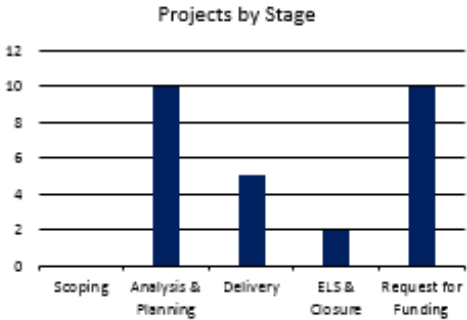
**Search & Discovery** – Stakeholder meetings have been held and work is on track for agreeing the use cases for the OXLOD pilot. Linked Data has been created with the Chinese catalogues in the Bodleian and joined with external sources. The Search and Discovery brief has been approved. User workshops have been held to collect feedback on the SOLO User Interface design. Preparations are ongoing to procure a developer for the next phase.

**Research, Teaching & Engagement** – A new Project Manager has joined and will commence with formulating a progress plan for Cabinet. Planning activities will also start on phase 2 of the WebCMS implementation which now includes the Bodleian. The remaining work on ticketing has been broadly completed and the project is now in closedown. Training has started for EPOS Replacement and the project is on track for the first site delivery (MHS) in January. Work on the Digital Personas is exploring how to align with the physical audience work with MHM.

- KEY RISKS:
- GLAM Resources remain limited – projects constrained by limited resources across the six institutions – mechanism approved by board but recruitment progress is slow
  - Ongoing Costs may be unaffordable for GLAM institutions – work is underway to identify the aggregated ongoing costs from the Digital Strategy



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"><li>PID approved by ITC-CSG.</li><li>New timelines for the remaining migrations have been agreed with the Connect team.</li><li>Preparations in progress for the Pitt Rivers migration in early December.</li></ul>	<ul style="list-style-type: none"><li>Submit PID to ITC.</li><li>Pitts Rivers migration to commence w/c 4th December 2017</li></ul>	
	MUSS61	M&G Infrastructure Improvements	<ul style="list-style-type: none"><li>PID approved by IIB and ITC CSG.</li><li>Remedial Ashmolean Servers quote confirmed and purchase order awaiting procurement confirmation with Dell.</li></ul>	<ul style="list-style-type: none"><li>Submit PID to ITC.</li><li>Review of GLAM infrastructure hosting options</li><li>Commence installation of the M&amp;G Firewalls at the Shared Data Centre</li></ul>	<i>ITS322 Data Centres Project dependency – delivery of the upgraded University's shared data centre is required before the M&amp;G servers can be migrated to it. Resolution expected soon.</i>
	MUS608	Digital Preservation	<ul style="list-style-type: none"><li>First Project Board meeting took place.</li><li>Kick-off meeting took place on November 7th. Attendees discussed categories for the Digital Preservation Strategy</li><li>Project scope was adjusted to include storage and system analysis. This will be focussed on the Bodleian, but implications may be GLAM-wide.</li></ul>	<ul style="list-style-type: none"><li>Rolling 2-weekly review and planning sessions for the Strategy work will commence on 13th Nov.</li><li>New Business Analyst has started and will begin working with the Polonsky fellows.</li></ul>	

THEME	PROJECT WORK		ACHIEVEMENTS SINCE LAST UPDATE	ACTIVITY IN THE NEXT PERIOD	ISSUES OR CONCERNS?
Digitisation	MUS614	Ashmolean Local Action Plan	<ul style="list-style-type: none"> <li>Various user interviews have taken place.</li> <li>Paul Collins stood down from the Project Sponsor role. An Van Camp has stepped into the role.</li> <li>A planning session took place to define subsequent steps in Planning and Analysis.</li> </ul>	<ul style="list-style-type: none"> <li>User interviews to continue, followed by validation with the core team working group.</li> <li>Further work needed to plan vendor analysis activities</li> </ul>	<i>The budget may not be sufficient to cover Analysis &amp; Planning. There is an amber risk around reliance on a key stakeholder.</i>
	LIB330	TEI Catalogue consolidation	<ul style="list-style-type: none"> <li>Work on interfaces near complete and await data migration before further tweaks.</li> <li>Fihrist data has been more complex than anticipated and required in-depth input from stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>Submit a time extension request.</li> <li>First iteration of new Fihrist catalogue</li> <li>Workshop with Cambridge University.</li> </ul>	<i>Delays to the project completion due to under-resourcing, recruitment delays, data migration complexities and slow stakeholder input.</i>
	Other Work on Local Action Plans		<ul style="list-style-type: none"> <li>MHS &amp; PR Local Action Plan approved.</li> <li>First planning session scheduled for the MNH Local Action Plan.</li> </ul>	<ul style="list-style-type: none"> <li>Work continues on Local Action Plans</li> </ul>	
Search & Discovery	MUS528	Oxford Linked Data	<ul style="list-style-type: none"> <li>Technical infrastructure set up</li> <li>GLAM meetings held to identify the features of the selected datasets</li> <li>Project Board held</li> </ul>	<ul style="list-style-type: none"> <li>Technical infrastructure testing</li> <li>GLAM meetings to identify the features of the selected datasets</li> <li>Hold 1st Open Workshop</li> </ul>	
	LIB503	SOLO User Interface	<ul style="list-style-type: none"> <li>Held user workshops to collect feedback on the SOLO UI design.</li> </ul>	<ul style="list-style-type: none"> <li>Hold Project board meeting.</li> <li>Begin recruitment process for developer with relevant experience.</li> </ul>	
Digital Research, Teaching & Engagement	ITS549	Cabinet Project – Phase 2	<ul style="list-style-type: none"> <li>New Project Manager has started.</li> </ul>	<ul style="list-style-type: none"> <li>Develop project plan for Cabinet activities</li> </ul>	
	MUS519	Ticketing System – Phase 2	<ul style="list-style-type: none"> <li>Draft Support Model produced</li> <li>Work continues on hosted solution</li> </ul>	<ul style="list-style-type: none"> <li>Produce Project Closure documents</li> <li>Produce final draft of Support Model for sign off</li> <li>Produce solution design for hosted solution</li> </ul>	
	MUS471 / 555	GLAM WebCMS – Phase 2	<ul style="list-style-type: none"> <li>Lessons learned meeting held.</li> <li>New Project Manager started for MUS555.</li> </ul>	<ul style="list-style-type: none"> <li>Analysis and planning activities to commence for MUS555 and rollout to MNH and OBG</li> <li>Scoping work to start with the Bodleian</li> </ul>	
	MUS556	Volunteer Management	<ul style="list-style-type: none"> <li>Three external solutions have been evaluated and one additional demonstration is due to be seen 07/11/2017.</li> </ul>	<ul style="list-style-type: none"> <li>PID to be created</li> </ul>	
	MUS583	AZTEC Replacement	<ul style="list-style-type: none"> <li>Counterpoint Installed in NSMS test environment</li> <li>Training has started.</li> <li>Handover to the new PM (Helen Moulden) has begun.</li> </ul>	<ul style="list-style-type: none"> <li>Counterpoint training to be completed</li> <li>Testing to begin</li> <li>Business analysis activities to begin</li> </ul>	<i>Project to be handed over to new Project Manager.</i>
	Other Work		<ul style="list-style-type: none"> <li>Digital User Experience – Initial work with Modern Human delivery and now have outline audience framework</li> <li>Paper presented to GLAM Board on working with Development Teams</li> </ul>	<ul style="list-style-type: none"> <li>Digital User Experience work – explore how best to align with audience development work with MHM; quote requested from them</li> <li>Development Teams to share their proposed opportunities for fundraising</li> <li>Explore potential options for Contactless Donations</li> </ul>	