

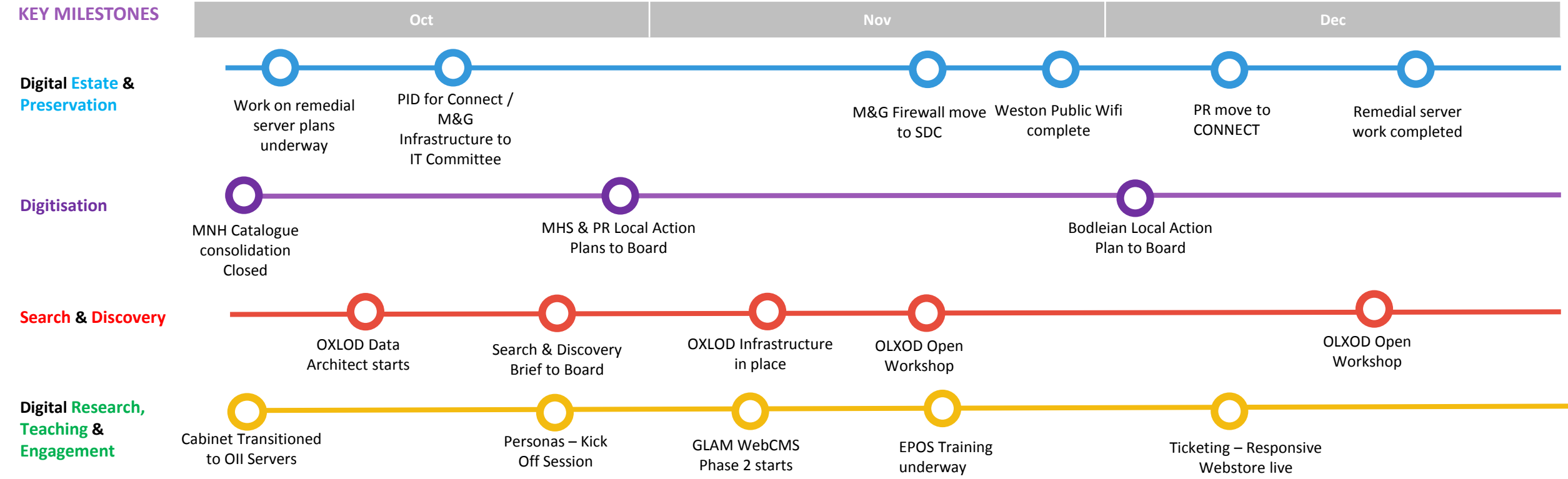
GLAM DIGITAL STRATEGY – MONTHLY UPDATE – 19th October 2017

OVERALL PROGRESS

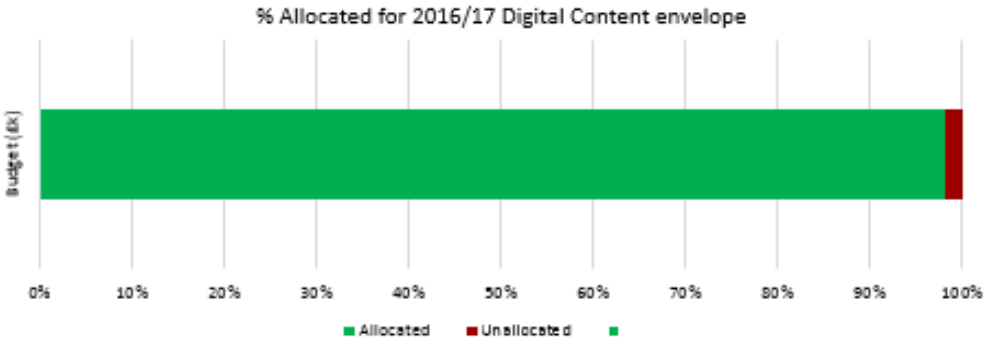
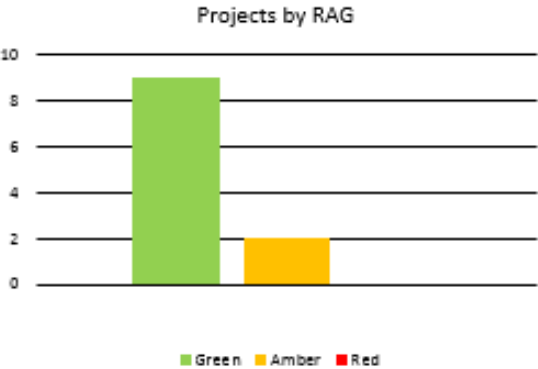
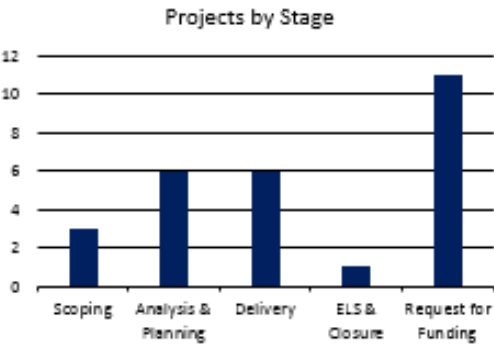
- Programme Manager Update**
- Digital Estate & Preservation** – CONNECT Managed Desktop rolled out to MHS and the Project Initiation Document was approved by User Services and Excellence Board, Pitt Rivers to be migrated in early December. The PID for the Museums & Gardens IT Infrastructure Improvement has been submitted to the Infrastructure IT Board and procurement has commenced for the urgent remedial work. The Digital Preservation project is on track and strategy planning has commenced with the Polonsky Fellows; a kick off session will be held next month. Work has started on implementing public Wi-Fi in the Weston Library.
 - Digitisation** – User workshops have been held with the Ashmolean and the MNH brief has been approved; the remaining briefs will be presented later this month. Work is focused on requirement gathering for each of the institutions. The Digitisation Audit is complete. Work has completed on the MNH database amalgamation project. Further time is required on the TEI Catalogue consolidation and a time extension required.
 - Search & Discovery** – The OXLOD Data Architect has started and a selection of collection datasets have been proposed. The Search & Discovery project brief to be presented to the Board at the end of the month. Work is on track for the SOLO User Interface and initial user groups have taken place.
 - Research, Teaching & Engagement** – The Ashmolean WebCMS went live and initial reports have been very encouraging; highlights include a 36% increase in page views. The Ticketing Responsive webstore is on track to complete in December. Deployment to the first Aztec site will now commence in the new year, with training starting before Christmas. Cabinet has transitioned to IT services infrastructure and the new Project Manager will be starting in November. Work has begun on producing the GLAM Digital Personas with Modern Human Design.

- KEY RISKS:**
- GLAM Resources remain limited – projects constrained by limited resources across the six institutions – mechanism approved by board in September to alleviate this.
 - 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">PID submitted to, and approved by, the User Services and Excellence IT Board.Final pilot site completed.	<ul style="list-style-type: none">Finalise costingsFinalise high level plan.Submit PID to ITC-CSG and ITC.	
	MUSS61	M&G Infrastructure Improvements	<ul style="list-style-type: none">PID submitted to Infrastructure IT Board.Reviewed and approved high level design by the IT Enterprise Architect and lead Solution Architect.Service Transition activities reviewed for the infrastructure migration and follow-on service catalogue work identified for the wider M&G application estate that will be covered by the GLAM Digital Strategy Programme.	<ul style="list-style-type: none">PID to be reviewed by Infrastructure board and subsequently ITC-CSG and ITC.Commence installation of the M&G Firewalls at the Shared Data Centre.Raise order for the remedial Ashmolean Servers.	
	MUS608	Digital Preservation	<ul style="list-style-type: none">Kick-off meeting, strategy planning workshops and project board meetings have been booked.Mechanism for funds for backfill roles has been agreed.	<ul style="list-style-type: none">Planning activities with the Polonsky Fellows for the strategy documentation work.Requirements for the Ashmolean 'sandpit' - to facilitate the image audit work for this project - are being defined. Once a solution is agreed, will engage with the M&G Infrastructure project (MUS561) re: implementation.	

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"> Various user interviews have taken place. Weekly catch-ups are taking place between PM, BA and Collections Manager. Business Analyst has provided terms of reference for analysis activities. Activities have been imported into Visual Studio for tracking. 	<ul style="list-style-type: none"> User interviews to continue. Project Board meetings to be set up. 	
	MUS501	MNH Catalogue consolidation	<ul style="list-style-type: none"> End of Project report submitted to PMO. 	<ul style="list-style-type: none"> End of Project report to be presented to Digital Content Board. 	
	LIB330	TEI Catalogue consolidation	<ul style="list-style-type: none"> Editing of existing catalogue data has closed. Refinements to remaining catalogue interface designs are almost complete, and now await data. Engagement with Fihrist stakeholders and instigation of catalogue editing cut off date at end of month. 	<ul style="list-style-type: none"> Reassessment of delivery dates for Fihrist and knock-on effects on remaining catalogues due to unexpected complications with migrating data. Hosting colleagues from University of Cambridge for a day-long work package for detailed stakeholder engagement with and decision-making regarding Fihrist data set. 	<i>Lack of project manager and loss of technical resource have placed delays on the project. TEI data issues have also highlighted further work required. A RFC will be produced</i>
	Other Work		<ul style="list-style-type: none"> Digitisation Audit – completed. MNH Local Action Plan approved. Refresh of digitization equipment RFF approved. 	<ul style="list-style-type: none"> Briefs for Local Action Plans for MHS / PR to be submitted to the Digital Content Board. 	
Search & Discovery	MUS528	Oxford Linked Data	<ul style="list-style-type: none"> Data Architect has started. Planning meetings with GLAM stakeholders have been held to confirm the GLAM collection datasets. Hardware specified and ordered. 	<ul style="list-style-type: none"> Establish technical infrastructure design. Hold project board. 	
	LIB503	SOLO User Interface	<ul style="list-style-type: none"> SOLO user workshops held. First draft of conceptual design completed. 	<ul style="list-style-type: none"> Hold Project board meeting. Prepare job description for Angular JS developer. 	
Digital Research, Teaching & Engagement	ITS549	Cabinet Project – Phase 2	<ul style="list-style-type: none"> Cabinet transitioned to IT Services Infrastructure. New domain name set up - cabinet.ox.ac.uk. 	<ul style="list-style-type: none"> New Project Manager will start. 	
	MUS519	Ticketing System – Phase 2	<ul style="list-style-type: none"> RFC for Time Only extension approved – project will close in December. Transition to BAU continuing. Hosted solution change placed on hold. 	<ul style="list-style-type: none"> Produce recommendation paper to sponsor discussing infrastructure options. Continue transition to BAU. 	<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"> Ashmolean website live. Change request approved for MUS471. 	<ul style="list-style-type: none"> Finalise end of project report for MUS471; lessons learned meeting to be held. New Project Manager to start for MUS555. 	
	MUS556	Volunteer Management	<ul style="list-style-type: none"> Project Manager commenced workshops with stakeholders. 	<ul style="list-style-type: none"> Demo of options available and final model selected. 	
	MUS583	AZTEC Replacement	<ul style="list-style-type: none"> New PO has been raised for the licence to connect Gateway and Counterpoint. Due to delays, the decision has been taken to continue hosting the solution in the NSMS environment. 	<ul style="list-style-type: none"> Test and training environment to be built. Plan workshops with suppliers. 	<i>The external solution has been put on hold due to delays in producing this for SDA approval. Delays also occurring due to resource availability</i>
	Other Works		<ul style="list-style-type: none"> Personas – Kick off session delivered and draft framework circulated. 		