



ADMIRE Project Plan

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1. Introduction

The ADMIRe project aims to:

"Establish and pilot a sustainable research data management (RDM) infrastructure for the University of Nottingham. It aims to develop an infrastructure to support the research data lifecycle, acknowledging & responding to differing practices across subject disciplines."

The project driver is the RCUK announcement that mandates all funded research institutions to implement a support and technical infrastructure to enable:

1. Research data management throughout the research lifecycle
2. The publication and sharing of research data

The EPSRC expectations represent the majority of RCUK policies:

<http://www.epsrc.ac.uk/about/standards/researchdata/Pages/expectations.aspx>

The University drafted a response to these expectations in May 2012, which sets out a roadmap of how the University will comply by the May 2015. The ADMIRe project has a key role to play within this compliance matrix by developing an RDM support service, but is also supported by technical infrastructure projects to deliver the physical data management services.

The ADMIRe project started in October 2011 and is primarily funded by JISC (£250,000), with indirectly allocated staff contributing from a University perspective. The initial project end date was March 2013, however late recruitment created a project underspend which has allowed a 3 month extension to June 2013.

There are five directly allocated employees (funded by JISC) and the wider project team contribute as required and consists of representatives from Libraries and Research and Learning Resources (LRLR), IT Services, IT Support and Research Graduate Services (RGS).

The project resides within LRLR.

2. Project deliverables

The project plan initially consisted of 10 distinct work packages. Following a succession of project reviews, it was decided to merge and separate the Work Packages into distinct strands or activity streams. The main tasks and outputs are summarised below.

2.1. Project Management and Evaluation

| Task | Start date | End date | Outputs |
|---|------------|----------------------------|-----------------------------|
| Project Management, reporting, risk management and financial control (throughout project) | April 2012 | 28 th June 2013 | Reports & financial budgets |
| Project evaluation and KPIs | April 2012 | 31 st May 2013 | Report on KPIs |
| External reporting of project to JISC | April 2012 | 31 st May 2013 | Reports to JISC |

2.2. RDM policies & strategies

On-going work by IT Services has succeeded in the approval of the RDM Policy and associated research data policies.

A communication plan has been created to disseminate this information to researchers across the University and approved by Management Board.

2.3. RDM requirements & analysis

The RDM requirements work is addressing these areas:

| Task | Start date | End date | Outputs |
|--|---------------|--|--|
| Researcher and technical requirements and analysis – Phase 1 | November 2012 | 28 th February 2012. Completed. | One use case for each Faculty RDM analysis & strategy document Updated RDM requirements catalogue. Logical model of the system. |
| Researcher and technical requirements and analysis – Phase 2 | January 2013 | 27 th March 2013. Completed. | 15 use cases for each component of the archive system. |
| Technical architecture & roadmap to implementation | March 2013 | Expected end of April, but now end of May 2013 due to budget. On-going. | Timeline for implementation using EQUELLA and BPM Metastorm |
| RDM survey and analysis | July 2012 | December 2012. Completed. | Report on current RDM practice |

2.4. RDM Service Infrastructure Strand

The RDM service strand aims to pilot and develop a framework for a sustainable RDM service. This covers the full range of support that researchers expect from the University, in particular focusing on the key area of Data Management Plans (DMPs):

| Task | Start date | End date | Outputs |
|--|---------------|--|---|
| RDM support channels | Jan 2013 | 28 th June 2013 | Support email address and case studies |
| RDM awareness sessions – for Library, IT Support & RGS staff | Sep 2012 | 16 th May 2013 | Feedback & awareness material |
| RDM awareness material | Sep 2012 | 28 th June 2013. | Flyers, pamphlets & slides |
| RDM & RCUK funding awareness event (Phase I) | February 2013 | 3 rd June 2013 | Feedback & material |
| RDM service launch (Phase II) | April 2013 | 31 st May 2013 | Feedback & material |
| RDM training for researchers | June 2012 | April 2013. | CPD short course & PG Moodle course |
| RDM drop-in surgeries for EPSRC, MRC, BBSRC & AHRC DMPs. Science, Engineering and MHS Faculties. | March 2013 | 16 th May 2013 | Feedback & case studies |
| RDM website: Phase I | July 2012 | January 2013 | Guidance, support and advice website |
| RDM website: Phase II (MHS Faculty pilot) | January 2013 | 31 st May 2013 | Subject specific advice |
| Digital Asset Framework Pilot - MHS Sensitive Data | Oct 2012 | 14 th June 2013 | Inventory of sensitive data |
| DMP Online pilot study | Feb 2013 | Apr 2013 (now expected in end of May 2013) | Evaluation of DMP Online |
| RDM landscape assessment/analysis | January 2013 | June 2013 | Report |
| Roles & skills for RDM | June 2012 | February 2013. Extended to 14 th June 2013. | Report & skills matrix (1 st draft Jan 2013) |
| Developing an RDM service conference paper | Oct 2012 | December 2012 | Paper |

2.5. RDM Technical Infrastructure Strand

The technical strand is being undertaken to address all the requirements of the EPSRC roadmap and policies. Namely: the sharing of data, the archival and preservation of data for 10 years post-project and the management of research data across the research lifecycle.

Due to the large scale technical infrastructure required to satisfy RCUK requirements, ADMIRe will perform a piloting and requirements gathering role only – not delivery of a final RDM platform. To ensure the appropriate infrastructure is delivered, IT Services are utilising these requirements to provide a “UoN Research Data Service” as outlined in the Appendix **Error! Reference source not found.**

On-going work by IT Services will address the “UoN Managed Cloud, but this areas falls outside of the scope of the ADMIRe project.

| Task | Start date | End date | Outputs |
|---|------------|----------|--|
| Publishing data: Proof of concept study using EQUILLA (or other repositories) to store metadata about datasets, store research data and share relevant datasets publicly. Pilot in Sciences Faculty. | Nov 2012 | On-going | Requirements report & evaluation of suitability. |
| 'UoN Research Data Service' | Dec 2012 | On-going | Infrastructure underpinning the technical service |
| Pilot research 'UoN Research Data Service' (all Faculties) | May 2013 | On-going | Evaluation of suitability and additional requirements. |

2.6. Business Case & Sustainability

ADMIRe was envisioned to establish a pilot RDM service. However, recent developments have confirmed that no further dedicated resource will be available to continue RDM. Therefore, the presentations and reports generated for the Steering Group will be amalgamated into one report for delivery in May 2013.

| Task | Start date | End date | Outputs |
|---|---------------|---------------|-------------------|
| Benefits Management Plan for an RDM service | July 2012 | December 2012 | Benefits document |
| Business case for an RDM service | December 2012 | May 2013 | Report |

2.7. Project close

On closure in June 2013, the project will produce:

| Task | Start date | End date | Outputs |
|---|------------|-----------|----------|
| An evaluation & closure report | June 2013 | June 2013 | Document |
| JISC evaluation & project closure documentation | April 2013 | June 2013 | Report |