

Project IR Implementation (Project IRI) Statement of Work

Bridge Group Co-Chairs: Jennifer Lee, Amy Rushing, Lexie Thompson-Young
Sponsor: Mark McFarland

Purpose

The Bridge Group will (1) implement a working Institutional Repository (IR) for UT Austin use, with a target date of Sept. 1, 2008, (2) execute Fall 2008 IR activities, and (3) help deepen UT Libraries staff understanding of the current IR environment.

Scope

Major Project IRI activities

1. Strengthen User Interface: integration into UT Libraries web site, name of IR, Manakin training
2. Develop User Support: documentation and training opportunities
3. Develop Staff Support: documentation and training
4. Set up DSpace/Manakin for single document ingestion, establishing the community/collection structure, including authorizations and workflows
5. Formalize platform and back-up system workflow, technical documentation
6. Ingest/migrate early adopter materials
7. Develop IR issues resolution plan
8. Execute Fall 2008 activities list
9. Create future activities list
10. Establish Project IRI communication, web page, documentation

Out of scope activities that are critical to the success of the project

Success in part depends on each member of the Bridge Group keeping abreast of repository issues.

Deliverables

(1) Working IR, (2) user documentation, (3) staff documentation, (4) technical documentation, (5) issues resolution plan, (6) fall 2008 activities list, (7) future activities list.

Responsibilities

As Sponsor, **Mark McFarland** will (1) authorize updates to the Bridge Group's Statement of Work as needed, and (2) communicate these updates to the UT Libraries AD Administrative Council.

As Co-Chairs, **Jennifer, Amy, and Lexie** will (1) meet with Mark McFarland, prepare status

reports, and request Statement of Work updates as needed, (2) prepare weekly agendas for Bridge Group meetings, (3) utilize email, SharePoint, other tools, and in-person meetings to keep Bridge Group members updated on Project IRI, (4) may ask for a Bridge Group member to complete a specific task, (5) may ask any Bridge Group member to volunteer to complete a specific task. Additionally, **Jennifer, Amy and Lexie** will report Bridge Group progress to Dennis Dillon and the members of the Digital Scholarship Program.

Bridge Group members will (1) attend meetings, do research, do original work, constructively edit and comment on others' work, (2) communicate any concerns or issues to Lexie and X, or ask direct supervisor to communicate any concerns or issues to Lexie and X, (3) report Bridge Group progress to direct supervisor and to any appropriate departmental or other library staff meetings.

Work Estimates

Cost Type	Hours per week - Estimate
Labor hours	5 hours a week per Bridge member (more or less depending on project activity) + hours of non-Bridge members asked to contribute to a specific activity During peak weeks, 80 hours or more could be spent across the UT Libraries.

Promotional Materials \$ xx.xx

Departments	Percentage of total Project IRI - Estimate
Acquisitions	5%
Branch/Bibliographer	10%
Catalog/Metadata Ser.	20%
Digital Library Services	5%
Instruction	5%
Preservation	15%
Reference Info Ser.	5%
Research Services	15%
Tech. Integration Ser.	20%
HRC	x% not required
TDL	x% not required unless formally requested by Bridge Co-Chairs

Schedule Overview

Estimated Project IRI Completion Date: January 2009

Working IR	September 1, 2008
Fall 2008 activities	January 2009

Impact of Late Delivery – A Project IRI delay will affect TDL's timeline and ETD Common Submission Form implementation.

Stakeholder Analysis of Project IRI

Name & Role	Major Responsibility or Contribution
Bridge Group	Implement IR, and help UT Libraries staff better understand IR environment. Each member's ability to work responsibly and to communicate effectively is the key to success.
TDL Staff	Support technical aspects of Project IRI. TDL Manakin training for UT Libraries staff. Communication between the Bridge Group and TDL is the key to success.
UT Libraries Staff	Help UT Austin Faculty/Staff, and Users effectively search, use, and ingest IR material. The Bridge Group's staff documentation and training is the key to success.
UT Austin Faculty/Staff	Ingest material into IR. The Bridge Group's staff and user documentation is the key to success.
IR Users	Search and use IR material. The Bridge Group's IR implementation and TDL's technical expertise and platform support are the keys to success.

Assumptions

- 1. Assumption:** The Bridge Group's work will be 1) fast and 2) high quality. To achieve 1 and 2, Bridge members may need to spend more than 5 hours a week on Project IRI.

Impact if assumption is incorrect: Project IRI will be delayed.
- 2. Assumption:** The ETD Common Submission Form's metadata will map to the UT Austin IR's ETD metadata, and the UT Austin IR and/or OPAC will receive this metadata from TDL.

Impact if assumption is incorrect: Since the UT Libraries is at a minimum responsible for keeping track of UT Austin ETD metadata, the Bridge Group will need to work through any issues to make this possible.
- 3. Assumption:** The user interface will be 508 compliant.

Impact if assumption is incorrect: The Bridge Group will document where the interface is not 508 compliant and work to resolve.
- 4. Assumption:** UT Libraries staff will be trained to use Manakin by TDL staff.

Impact if assumption is incorrect: The User Interface work will either halt or will require additional Manakin assistance from TDL staff.
- 5. Assumption:** TDL staff will be able to perform DSpace/Manakin requests within Project IRI's timeframe.

Impact if assumption is incorrect: Project IRI will be delayed.

Success of Project IRI

Success will be measured by the:

- Discoverability of the material in the IR; using at a minimum Google, OAlster, and the OPAC for ETDs.
- Ability for UT Austin faculty to ingest their own material; evaluating at a minimum 3 instances with feedback information.
- Understanding of the documentation by UT Libraries staff; evaluating at a minimum 3 instances with feedback information.
- Ability of UT Libraries staff to respond to errors and issues during Fall 2008; documenting the steps and time taken to respond.

TDL Bridge Group members

1. Jill Emery
2. Ladd Hanson
3. Uri Kolodney
4. Jennifer Lee, Co-Chair
5. Alisha Little
6. Susan Macicak
7. Amy Rushing, Co-Chair
8. Tim Strawn
9. Molly White
10. Lexie Thompson-Young, Co-Chair
11. Aaron Choate
12. Steven Williams
13. Jenifer Flaxbart
14. Roxanne Bogucka
15. Dennis Trombatore
16. Mary Sue Neilson
17. Kara Nicholas