



The UNIVERSITY
of NEWCASTLE
AUSTRALIA

RUBRIC

REGIONAL UNIVERSITIES BUILDING RESEARCH INFRASTRUCTURE
COLLABORATIVELY

Project Charter

Change History

Date	Version	Description	Author
9.3.06	0.1	First draft	Vicki Picasso
28.3.06	0.2	Updated (two amendments from GA)	Vicki Picasso
31.3.06	0.3	Updated –risk management issues	Vicki Picasso

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1 Introduction

1.1 Background

The University of Newcastle is a partner institution in the RUBRIC (Regional University Building Research Infrastructure Collaboratively) project which was successfully funded under the federal government's Systemic Infrastructure Initiative (SII) administered by the Department of Education, Science and Training (DEST) in 2005.

The RUBRIC project will develop research infrastructure and capability in regional and smaller universities, through the implementation of digital repositories at eight partner and participating institutions. The repositories will also play a role in assisting in the response to the needs of the Research Quality and Accessibility Frameworks (RQF).

Best practice emerging from the Federated Repositories of Online Digital Objects (FRODO) Projects will be adopted by RUBRIC.

1.2 Partners and Collaboration

The University of Newcastle is a partner institution along with:

- University of Southern Queensland (lead institute)
- University of New England
- University of Sunshine Coast
- Massey University (liaison for New Zealand).

University of Newcastle also has the additional liaison role for participating IRUA institutes:

- Macquarie University
- Flinders University
- Murdoch University

As the lead institute, the University of Southern Queensland (UQS) will provide business and technical support to partners and assist with the take-up phase of the implementation of the repositories.

Each University has a RUBRIC Project Manger. The project managers will work together towards the implementation of repositories at their universities, assisted by the RUBRIC Central Project Team located at USQ. Project management tools to assist in collaboration, communication, planning and implementation will also be provided by USQ in a structured framework.

1.3 Description

The digital institutional repository will make available the intellectual property and research output of the University of Newcastle to the global research community. This will enable publishing and discovery of research publications including theses, research and scholarly articles, technical reports, working papers, data files, etc as defined by our service model. The repository will promote the research profile and activities of the university.

The RUBRIC project will investigate and deploy the institutional repository software solutions available from FRODO. These are:

- D-Space
- Fez
- VITAL

Each of the identified solutions will be installed and configured at USQ by the project technical team. Demonstrator systems will then be set up at USQ for University of Newcastle (and other universities). Content will be collected locally for testing in the demonstrators and will be loaded locally by the project manager with assistance from USQ.

There will be a rolling schedule for universities to evaluate each product (if required). The schedule will include phases for set-up, population and evaluation. Each solution will be evaluated and potentially selected in relation to the needs of the individual university.

The selected digital repository solution will be implemented locally with technical advice and assistance provided by the Rubric Central Technical Team. Processes and workflows for populating the repository will be developed along with a program for content recruitment. Sustainable support frameworks will also be developed and implemented.

It is an expectation that partner institutions, including University of Newcastle, will have launched their digital repository prior to the completion of the project on 30th June 2007.

The RUBRIC website provides detailed information on the entire project including the submission, objectives and deliverables.

<http://www.rubric.edu.au/>

1.4 Project Goals

1. Collaborate with the University of Southern Queensland (RUBRIC lead institute), partner and regional universities in the planning needs and

requirements to inform the implementation of an Institutional Repository at the University of Newcastle.

2. Identify and develop the processes and workflows required to populate the Repository in collaboration with other RUBRIC partner and regional universities.
3. Implement hardware and software solutions for an Institutional Repository at the University of Newcastle in 2006/2007.
4. Populate the Institutional Repository with University of Newcastle research output.
5. In collaboration with other RUBRIC partner and regional universities, identify and implement sustainable support frameworks required to maintain the Institutional Repository.
6. Create awareness within the University as to the benefits of an Institutional Repository including marketing and publicity of the implemented Repository.

2 Scope

2.1 Requirements

1. Collaborate with the University of Southern Queensland (RUBRIC lead institute), partner and regional universities in the planning needs and requirements to inform the implementation of an Institutional Repository at the University of Newcastle.
 - Conduct a needs analysis of academic researchers publishing practices and their awareness of open access archiving
 - Identify and consult with University of Newcastle stakeholders to identify local issues, requirements and services (including RQF reporting requirements)
 - Develop a service model for the Institutional Repository
 - Develop institutional collection management policy
 - Identify core and non-core services and related costs models
 - Identify access rights
 - Participate in the evaluation of demonstrator systems to assist in determining best fit with service model for the University of Newcastle
 - Identify citation data requirements and sources
 - Select appropriate software solutions to match University of Newcastle needs
 - Provide sample University of Newcastle data for testing in demonstrators

Goal 1 deliverables

- *Supply of test data to USQ*
- *Service model developed*
- *IR collection management policy developed*
- *Software selection identified*

2. Implement hardware and software solutions for an Institutional Repository at the University of Newcastle in 2006/2007.

- Investigate hardware requirements in collaboration with RUBRIC Technical Manager and University of Newcastle IT Infrastructure staff
- Identify hardware specifications in collaboration with RUBRIC Technical Manager and University of Newcastle IT Infrastructure staff
- Purchase hardware (if required), or identify existing available resources that meet specifications
- Install hardware (if required)
- Installation and configuration of software in collaboration with RUBRIC Technical Team.
- Establish a test environment for the software solution
- Conduct user acceptance testing

Goal 2 deliverables

- *Hardware requirements, purchase and installation (or identification of existing resources)*
- *IR test environment established*
- *User acceptance testing undertaken*

3. Identify and develop the processes and workflows required to populate the Repository in collaboration with other RUBRIC partner and regional universities.

- Develop submission processes including registration, certification, etc
- Incorporate access rights and identity management processes
- Investigate and recommend workflow requirements
- Develop workflow processes in collaboration with service units
- Document workflow processes

Goal 3 deliverable

- *Workflow processes established and documented*

4. Populate the Institutional Repository with University of Newcastle research output

- Purchase University of Newcastle citation data, or source local data resources
- Load data
- Develop and conduct program to recruit manuscript versions of 2005/2006 research publications
- Invite submissions to the Repository

Goal 4 deliverables

- *University of Newcastle research output available within repository*

5. In collaboration with other RUBRIC partner and regional universities, identify and implement support frameworks required to maintain the Institutional Repository.

- Identify individuals, units, etc responsible for sustainable day-to-day support operations of the repository
- Develop training programs relevant to users needs
- Develop training resources
- Conduct training and Information sessions
- Develop FAQs and guides
- Document and advertise support
- Maintenance and upgrade of software
- Back-up procedures
- Server maintenance

Goal 5 deliverable

- *Implemented support structures and mechanisms*

6. Create awareness within the University as to the benefits of an Institutional Repository including marketing and publicity of the implemented Repository.

- Engage with potential users of the repository
- Develop a marketing program in collaboration with Marketing and Media unit
- Develop publicity and marketing material in collaboration with Marketing and Media unit
- Identify researchers with high numbers of published research material to encourage participation and as potential champions of the Repository
- Launch of Repository

Goal 6 deliverables

- *Publicity for and marketing of the repository*
- *Launch repository*

2.2 Benefits to be delivered

At the end of this project we will have:

- A working digital institutional repository promoting the research and intellectual output of the University of Newcastle.
- Infrastructure to support the requirements of DEST reporting for the RQF.
- Infrastructure and support for the archiving, publishing and dissemination of university research and output

3 Constraints

The project is limited in the choices of software that can be looked at. The potential solutions that can be investigated and implemented for the digital repository are to come from the Federated Repositories of Online Digital Objects (FRODO) project. Rubric is intended to deploy and further the outcomes of FRODO. The three solutions are: D-Space, Fez and Vital.

The RUBRIC project has been specifically funded to build research infrastructure and capability therefore requiring the digital repository to address this primary goal throughout the project.

The University of Newcastle RUBRIC goals must be aligned with the goals of the overall RUBRIC project objects and deliverables, as documented at:

<http://www.rubric.edu.au/faq/default.htm>

2 Risks

Identified Risk	Risk Management Strategies	Action
<p>University of Newcastle project goals not aligned with overall RUBRIC project goals and deliverables</p>	<ul style="list-style-type: none"> • Produce project documentation for Newcastle • Report on project management activities in-line with RUBRIC goals 	<ul style="list-style-type: none"> • Provide status reports and updates to RUBRIC Central Project team • Provide regular status reports to the University Librarian. • Participate in RUBRIC project Manager meetings and attend FOSTER Days • Document and distribute (SharePoint) University of Newcastle project charter • Project Charter signoff by Business Owner

Identified Risk	Risk Management Strategies	Action
Repository not populated	<ul style="list-style-type: none"> • Create awareness of the RUBRIC Project • Publicise IR implementation • Involve stakeholders • Determine mechanisms for recruiting content and recruit content 	<ul style="list-style-type: none"> • Develop marketing plan • Develop communication plan • Develop plan for content recruitment • Distribute Rubric Newsletter (for Newcastle) • Meet with stakeholders • Identify potential 'champions' and follow-up

Identified Risk	Risk Management Strategies	Action
Selected solution not compatible with University of Newcastle needs	<ul style="list-style-type: none"> • Identify the needs of the University of Newcastle in relation to required IR services • Determine hardware requirements (if needed) • Ensure IR solution is compatible with the Newcastle IT environment 	<ul style="list-style-type: none"> • Conduct a service needs analysis • Develop a Service Model for Newcastle • Develop a Collection Management Policy for Newcastle • Document hardware specification requirements as identified by RUBRIC Technology Manager • Include Newcastle IT staff in discussions on specifications and operating environment of the chosen solution

Identified Risk	Risk Management Strategies	Action
Support mechanisms not embedded so as to ensure sustainability post implementation	<ul style="list-style-type: none"> • Determine the required support needs post implementation and build appropriate framework • Identify ongoing resource requirements to support the IR 	<ul style="list-style-type: none"> • Develop support plan in collaboration with relevant stakeholders • Develop training programs and materials to support the working repository • Train relevant staff • Develop and document support procedures and identify staff responsibilities

Identified Risk	Risk Management Strategies	Action
Sustainable workflows not implemented	<ul style="list-style-type: none"> • Determine the workflows required to support ongoing operation and services of the IR 	<ul style="list-style-type: none"> • Document workflow process • Develop mechanisms to support and deliver required workflows

3 Costs

All funds allocated to this project are administered by the Department of Education, Science and Training (DEST) to the RUBRIC Board. Budget allocations are managed by the RUBRIC central project team at USQ.

The funding for the project manager’s position is invoiced by the University of Newcastle against Rubric funding. Travel and expenses for RUBRIC Board member and project manger from University of Newcastle are funded by the project with some in-kind support as appropriate.

Funds have not be allocated (as a part of this project) for the cost of hardware for the University of Newcastle (or other universities). If existing suitable hardware is not available, these cost must be incurred by the University as in-kind support.

The University Library will purchase required hardware using the Library’s equipment submission.

6 Governance

6.1 Rubric Board

Name	Role	Represents
Associate Professor Alan Smith	Executive of the RUBRIC Project Board Director, Distance and e- learning Centre	University of Queensland.
Eve Woodberry	University Librarian	University of New England.
Heather Gordon,	Exectutive Director, Information Services Branch	University of the Sunshine Coast.
Greg Anderson	University Librarian	University of Newcastle.
Gerrit Bahlman	Director of Information Technology & Organisational Development	Massey University, N.Z.
Madeleine McPherson	University Librarian	University of Southern Queensland.
Neil McLean	e-Framework Board Member	E-Framework Project

6.2 Business Owner

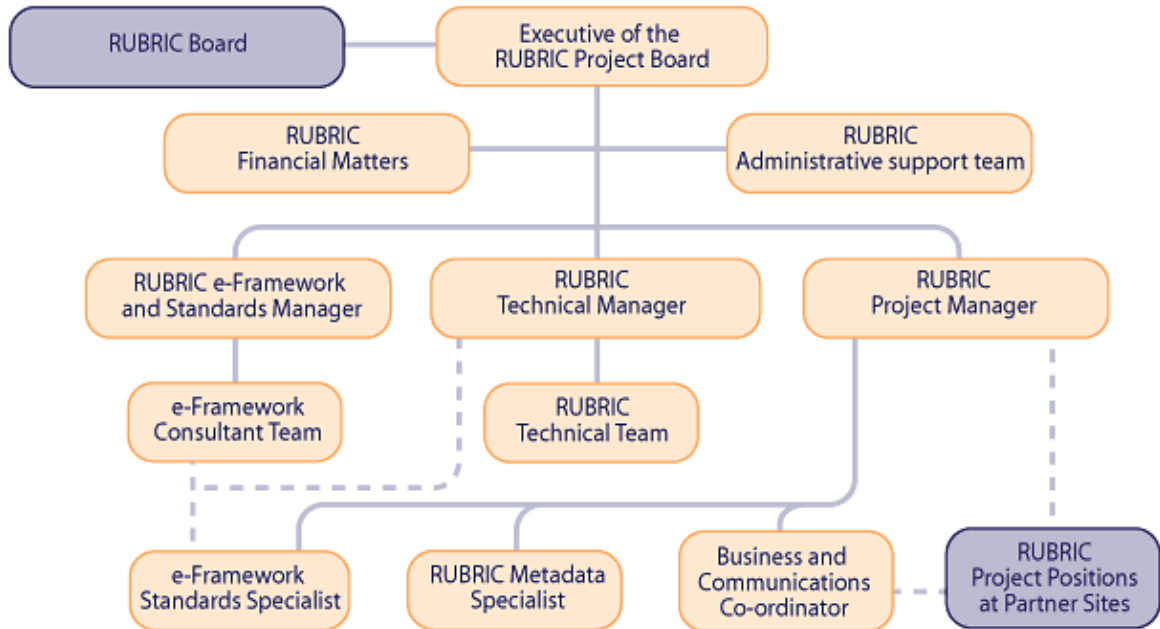
Greg Anderson, University Librarian is the business owner for the University of Newcastle and is a member of the RUBRIC Board.

6.3 Project Manager– University of Newcastle

Vicki Picasso is the RUBRIC Project Manger for University of Newcastle.

6.4 Project Structure

RUBRIC: Broader Organisational Structure



7 Sign off

I have read this document and am satisfied that it accurately reflects our needs for this project.

	Greg Anderson	Project Sponsor	
<i>Signature</i>	<i>Name</i>	<i>Role</i>	<i>Date</i>