

Research Repository Project – Example Timeline

Month 1

- Investigate institutional repository software solutions via a literature review
- Identify suitable test data for test installations
- Obtain copyright holder permissions to use sample data in test installations
- Obtain full-text documents for test data
- Trial and evaluate software #1
- Write 'Software #1 Evaluation' document
- Identify IR stakeholders
- Develop a survey format to determine academic researcher needs
- Conduct an online survey to find out academic researcher needs

Month 2

- Trial and evaluate software #2
- Write 'Software #2 Evaluation' document
- Combine evaluations to create 'Overall Software Evaluations' document
- Prepare 'Software Recommendations' document
- Meet with Library Management to elect an appropriate IR software solution to support institutional requirements (based on 'Software Recommendation' document)
- Collate and evaluate results of survey
- Develop a strategy for ongoing communication with each stakeholder group - present this in a 'Communication Plan'
- Consult with stakeholders regarding local issues, requirements and services

Month 3

- Identify institutional repository RQF and DEST related issues (and reporting requirements)
- Write Terms of Reference for Steering Committee - get these approved by DVC
- Establish a Steering Committee meetings schedule
- Send invitations to Steering Committee participants
- Steering Committee Meeting #1
- Identify and address repository issues relating to copyright and intellectual property

rights in collaboration with institutional Copyright Coordinator

- Establish and maintain a project webpage within the main institutional website
- Develop a 'Collection Management Policy' for the institutional repository in collaboration with repository steering committee and service units
- Configure Pilot installation
- Populate Pilot installation

Month 4

- Steering Committee Meeting #2
- Identify USC research data held by the Office of Research
- Obtain DEST reportable data exports from the Office of Research
- Investigate workflow requirements
- Map out 'Repository/Office of Research DEST Reporting Relationship and Workflow' document
- Establish hardware and software requirements and specifications

Month 5

- Steering Committee Meeting #3
- Server build stage
- Application installation stage
- Repository software installation stage
- Migrate data and configurations from pilot to final repository
- Take repository from PILOT to PRODUCTION (unlaunched)
- Training - Liaison Librarians

Month 6

- Repository harvesting
- Obtain and import full-text objects
- Develop and implement training programs and resources relevant to user needs
- Draw up 'Service Level Agreements'
- Identify staff and units responsible for the day-to-day repository support operations
- Develop an institutional repository 'Marketing Plan' and materials in collaboration with Marketing and Communications staff
- Repository marketing

Month 7

- Repository launch
- Repository marketing
- Obtain and import full-text objects
- Develop a 'Transition Plan' for the shift from project cycle to operational resource

Repository Project Timeline produced August 2007 by Kate Watson, RUBRIC Coordinator
at the University of the Sunshine Coast



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