

## **Digging into Data – Phase 3**

Project Guidelines and Communication

**Christopher Brown**

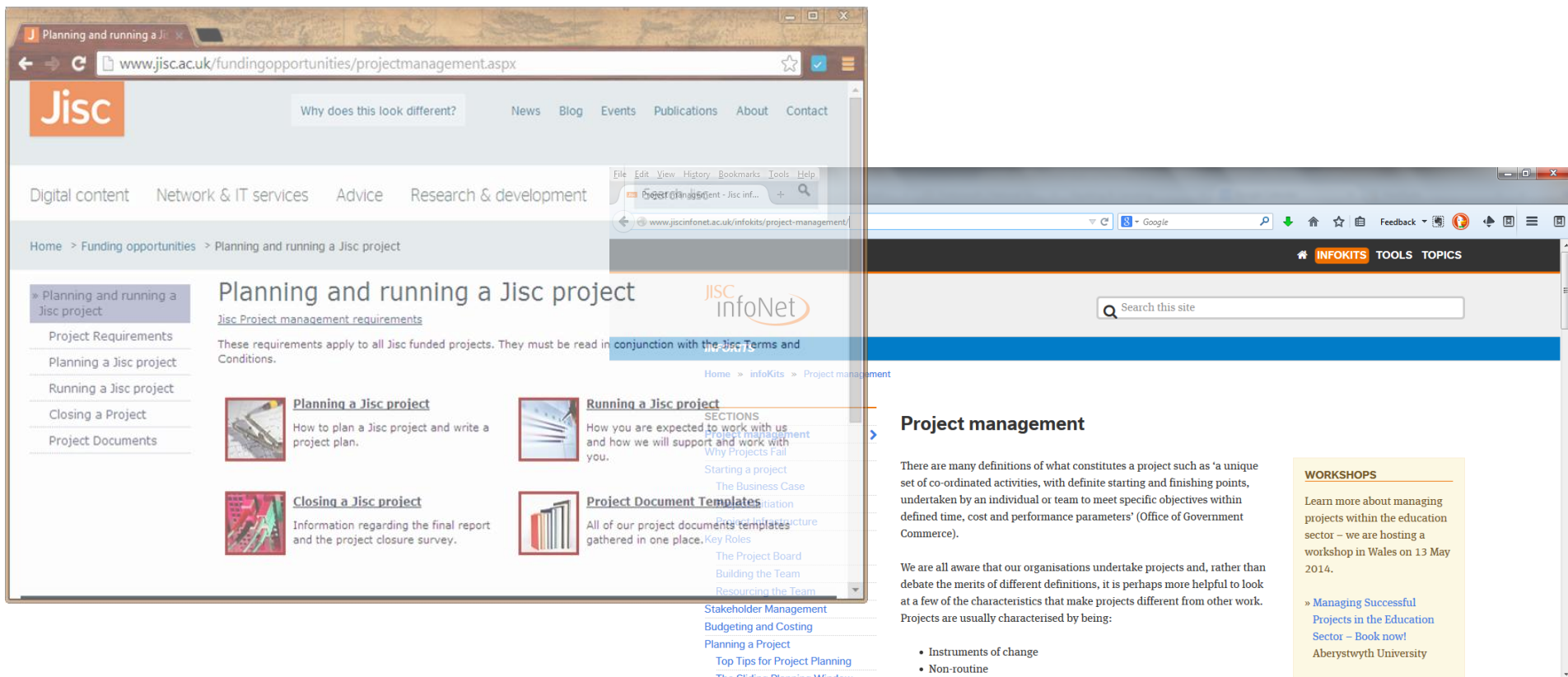
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- Project Management Guidelines

- <http://www.jisc.ac.uk/fundingopportunities/projectmanagement.aspx>

- Guidance

- <http://www.jiscinfonet.ac.uk/infokits/project-management/>



The screenshot displays two overlapping web browser windows. The background window shows the Jisc website's 'Project management' page, which includes a navigation menu, a search bar, and a list of sections such as 'Starting a project', 'The Business Case', 'Project Management', 'Stakeholder Management', and 'Budgeting and Costing'. A 'WORKSHOPS' section is also visible, mentioning a workshop in Wales on 13 May 2014.

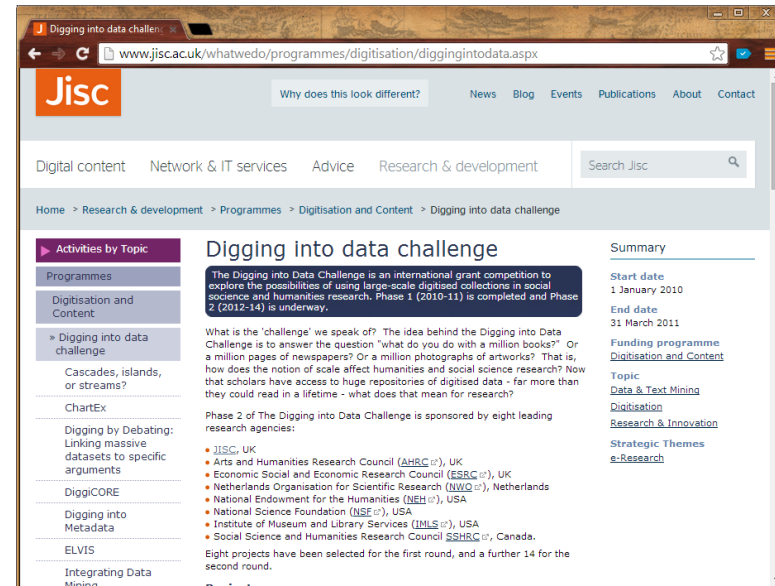
The foreground window shows the 'Jisc InfoNet' website, specifically the 'Project management' page. It features a sidebar with a list of links: 'Project Requirements', 'Planning a Jisc project', 'Running a Jisc project', 'Closing a Project', and 'Project Documents'. The main content area is titled 'Planning and running a Jisc project' and contains three main sections: 'Planning a Jisc project', 'Running a Jisc project', and 'Project Document Templates'. Each section includes a brief description and a small icon.

- Within 1 month
  - Website template (asap)
  - Project Plan, work packages and budget
- Progress report
  - Interim progress report (half way through project)
    - brief (12 months projects) or full (18-24 months)
- End of Project
  - Final report and article describing project impact and benefits
  - Closure Survey
  - Final budget

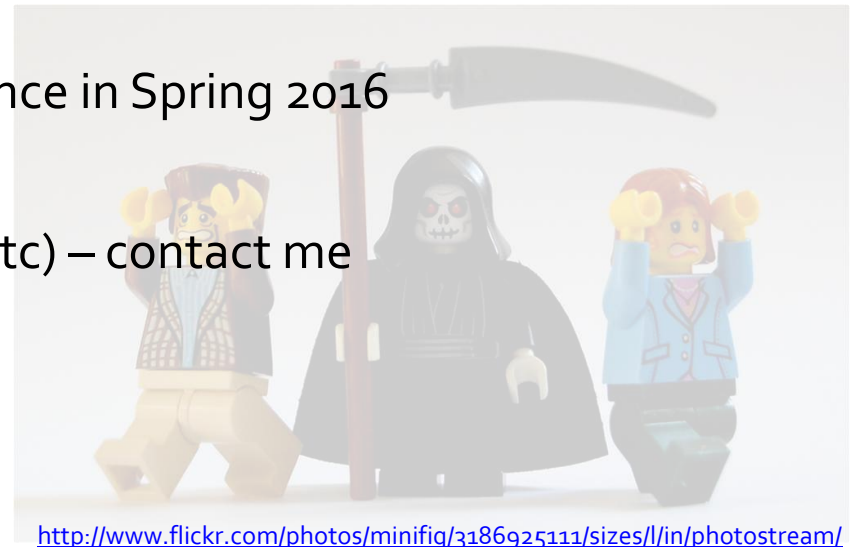


- Jisc Programme website
  - <http://www.jisc.ac.uk/whatwedo/programmes/digitisation/diggingintodata.aspx>
  - Website template -> project page
  - Project overview
  - Documents – proposal, plan, progress reports, final reports
  - Contact details
  - Link to project website
- Project Website/blog
  - Jisc/RC branded & link back to programme
  - Hosted by institution and managed by project team
  - Materials and reports
  - News and events
  - Project aims and objectives
  - Methodology
  - Planned outcomes
  - Project partners
  - Contact details

The website and outputs/deliverables need to be available for at least 3 years following project completion.

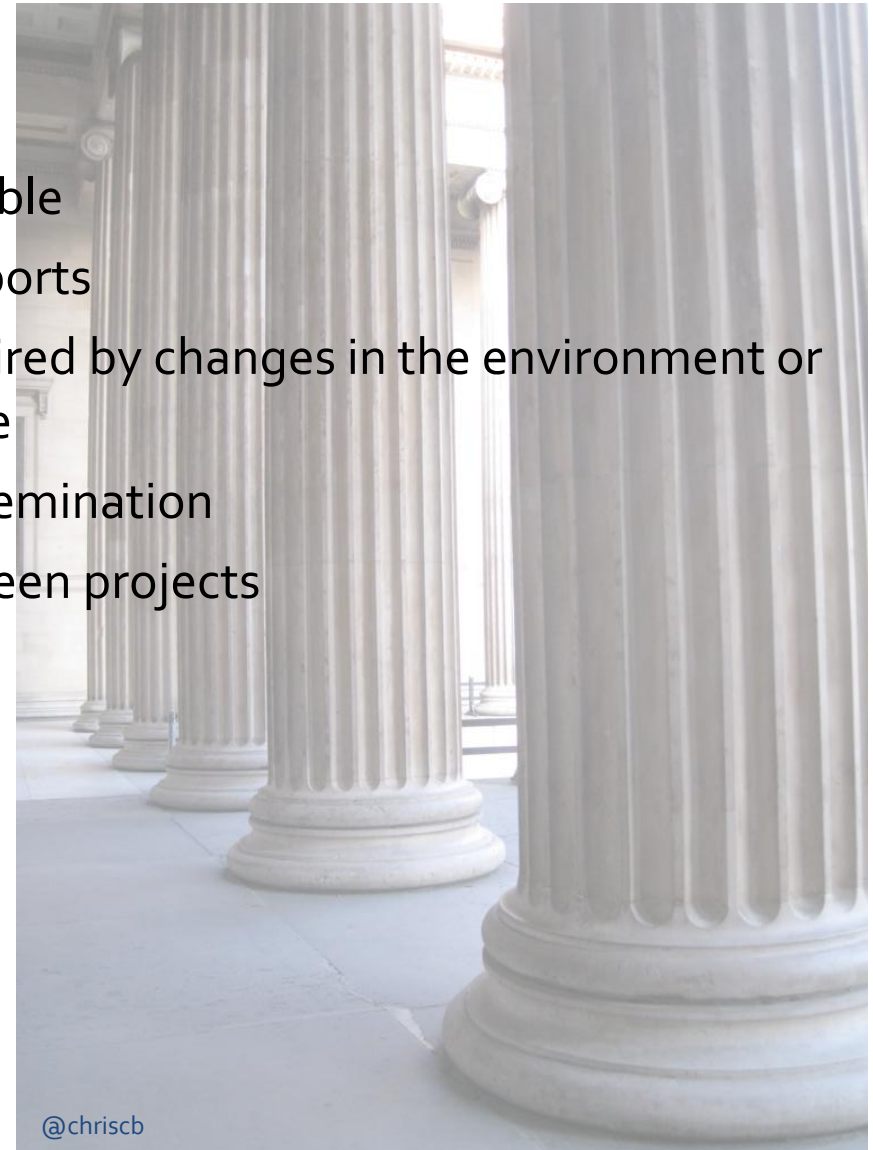


- Meeting schedule
  - Interim programme meeting in April/May 2015
    - Progress
    - Presentations/Demos
    - Share results and knowledge
    - Dissemination and evaluation
    - Networking
  - Participation in any workshops or training events organised throughout the programme by Jisc
  - Attendance at Programme final conference in Spring 2016
- Site visits
- Problems / issues (staffing, budget, plan, etc) – contact me
- Achievements – share and let me know



<http://www.flickr.com/photos/minifig/3186925111/sizes//in/photostream/>

- Clear communication
- Quick response to queries
- Resolve problems/issues as soon as possible
- Timely feedback on project plans and reports
- Help in changing strategy/tactics as required by changes in the environment or learning within the project or programme
- Assistance with communication and dissemination
- Encourage networking and sharing between projects
- Project support



- Communicating programme progress:
  - Programme website <http://www.diggingintodata.com>
  - Programme blog (under construction)
  - Mailing list: [DIGGING-INTO-DATA@JISCMAIL.AC.UK](mailto:DIGGING-INTO-DATA@JISCMAIL.AC.UK)
  - Programme tag #DiD3 #DiggingintoData
  
- Communicating project progress:
  - Project website/blog
  - Twitter
  - Publish and share documents
  
- Communication training day – TBC
  - Would you like media training?
  - What are your training requirements?

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# Questions?

Judge a man by his questions rather than his answers - Voltaire

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