Digging into Data – Phase 3

Project Guidelines and Communication

Christopher Brown
Guidelines

- Project Management Guidelines
  - [http://www.jisc.ac.uk/fundingopportunities/projectmanagement.aspx](http://www.jisc.ac.uk/fundingopportunities/projectmanagement.aspx)
- Guidance
  - [http://www.jiscinfonet.ac.uk/infokits/project-management/](http://www.jiscinfonet.ac.uk/infokits/project-management/)
Reporting Requirements

- 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
Programme and Project Websites

- Jisc Programme website
  - 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.
Meetings and Contact

- 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

30/04/2014

DiD3 Start-up Meeting – 30 April 2014

http://www.flickr.com/photos/minifig/3186925111/sizes/l/in/photostream/
Programme Manager – what to expect

- 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](http://www.diggingintodata.com)
- Programme blog (under construction)
- Mailing list: 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?
Contact

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Questions?

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

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