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Rhode Island Digital Portal

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RI Digital Portal: LORI Grant--Deliverables and Timeline

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RI Digital Portal: LORI Grant

Deliverables and Timeline

V6: 8-13-14 New Commons

Three professional firms and HELIN have to deliver outcomes for this project by 9-30-14. The matrix below represents who owns what deliverable; proposed due date and assistance from whom.

Deliverable	Due date	Lead owner	Assistance by	Comments
Document of "What We Know So Far" – a short, but cogent list of conclusions and assumptions extracted and analyzed from the repository planning documents reviewed	5-27-14 -- <u>completed</u>	LYRASIS	New Commons	Document was ready in advance of the 5-29 call with the Digital Portal Steering Committee
Open project management and public communications online presence using BaseCamp	5-26-14 -- <u>completed</u>	New Commons	HELIN	Here forward, all emails and posting of documents will be done through BaseCamp; working groups will be added to BaseCamp as they come online

Deliverable	Due date	Lead owner	Assistance by	Comments
<p>Design community engagement process of phone surveys and focus groups</p> <p>Define the scope of work group; focus groups morph into working groups</p>	<p>7-14: conduct focus groups...<u>completed</u></p> <p>8-15-14: focus group write-up to be completed for use with 8-16 steering committee meeting</p> <p>7-15: determine which working groups are on the list and what is the sequence of rolling them out before and then after 9-30-14...<u>completed</u></p> <p>New Commons to produce V2 of working group scopes by 8-13</p>	LYRASIS	New Commons	<p>Instead of doing paper surveys, phone interviews will be done</p> <p>Working group scopes to be posted on BaseCamp for use with the Digital Portal Steering Committee on phone call of 8-18; finalize leaders of each working group with a member of the Digital Portal Steering Committee</p>
<p>Develop statement of needs/use cases</p>	<p>7-10-14...draft one was completed and used for the 7-15-14 planning meeting</p> <p>V2 completed by____</p>	LYRASIS	New Commons	Posted on BaseCamp

Deliverable	Due date	Lead owner	Assistance by	Comments
Determine what best practices fit for the RI digital portal	7-10-14: draft one was completed and used for the 7-15-14 planning meeting V2 completed by ____	LYRASIS	HELIN	Posted on BaseCamp
Produce summaries from the 7-14 & 15 focus groups and planning meeting	August 15, 2014 for use with Digital Portal Steering Committee call on 8-18-14 @ 4:00pm	LYRASIS		
Conduct phone interviews with targeted stakeholders	August 2014	LYRASIS		
Launch graphic mock-up of website for the cultural heritage portion of the digital portal	9-15-14	Reckoner	New Commons	This would not be a full blown representation of all cultural heritage resources. Rather, it will be a small, representative sample, of what is to come, using only material that is already digitized. The plan is to use the website and repository as part of the ILMS submission.

Deliverable	Due date	Lead owner	Assistance by	Comments
Planning meeting #2 and launch of Phase I working groups	9-15-14			LYRISIS team will be in town on 9-15-14; 2 hours of the meeting would be used to launch the phase I working groups; New Commons will mobilize stakeholders to attend 9-18
Brand the digital portal: What's In a Name?	9-15-14	Reckoner Group		KnowRI: Rhode Island Digital Portal
Produce Final Report in 3 drafts	9-15-14 for 1 st draft 9-22-14 for 2 nd draft 9-30-14 for final draft	LYRISIS	New Commons, HELIN and Reckoner	Final report is due on 9-30. It has to be organized so content can be easily extracted and fit for the any grant proposal.

In the digital portal project with LORI resources, New Commons will:

1. Launch the project manager/communications site on BaseCamp
2. Provide counsel on the overall project design
3. Provide counsel on the community engagement part

Under a separate submission to the RI Foundation, New Commons will

1. Play a major role in preparing the grant proposal for ILMS and other sources
2. Flesh out the economic development focus for the repository

Summary of to-dos from 5-29 call

These to-dos are based on the known fact that RI goes “dead” on 8-15 and everything has to be done by 9-30; in effect we have only 10 weeks to engage people in RI

- LYRASIS will share their focus group questions by 6-18
- LYRASIS will draft survey questions by mid June and open the online survey by late June...the survey will stay open until
- HELIN and New Commons develop the email lists to locally send the LYRASIS generated email text for the online survey
- New Commons will organize and facilitate a preliminary meeting of working groups for late June 2014 to determine the list and sequence of the groups as well as the LYRASIS questions that are most potent to use
- By 6-15, Mark and Martha develop the benefits and drawbacks of scenario #1: Two repositories, one of metadata to extract objects from existing repositories and a general repository for those that don't have repositories; LYRASIS develops scenario #2: One repository that digests all of the objects/data