

ISC15D041

Title: *ISD Projects 2015-16*
Author: ISD Project Managers
Date: 3 June 2016
Circulation: ISSC – 14 June 2016
Agenda: ISC15A003
Version: Final
Status: Open

Issue

This paper provides a first quarter update of the projects being run by ISD for 2015/16.

Recommendation

Recipients are invited to note the contents.

Resource Implications

With exceptions that are noted in the paper the proposed programme can be delivered within allocated ISD budgets.

Risk implications

ISD uses project management tools to identify and manage project risks. Risks to the overall programme of work, including projects, are monitored monthly by the ISD Management Team (ISDMT).

Equality and Diversity

Equality and diversity issues will be taken into account in project plans.

Timing of decisions

Work in a number of areas has already commenced. This report provides a second quarter update of ISD POW progress.

Further Information

Raymond Scott, extn 3651, email r.scott@uea.ac.uk

Background

On an annual basis, ISD prepares a programme of development including project activity for approval by ISSC. The programme has been developed in conjunction with the IT Forum, Library Forum, ISD Education Board and ISD Research Board and is informed by the current Library and IT Strategies.

Discussion

This paper provides a summary of the progress ISD Projects during academic year 2015/16.

Projects 2015/16

| ID | Unit | Description and objectives | Priority | RAG Status |
|----|------|---|-------------|------------|
| 1 | ISD | <p>IT Security:</p> <p><i>See the separate report offered under agenda item A3.</i></p> | | |
| 2 | LIB | <p>Reading Online (Talis):</p> <p>All semester 2 lists received were entered into the system Interface rebranded Training now embedded in CTCL Blackboard training Planning for 2016/17 rollover of lists and scans in concert with Blackboard Project manager attended annual user group conference for Talis products</p> <p><i>See also separate report offered under agenda item A4.</i></p> | Must Have | Green |
| 3 | LIB | <p>Literary Archive Project:</p> <p>Events: Hum funded BACW celebration dinner took place on 12 April in London at BAFTA's headquarters. The Snoo Wilson Archive launched on 21 April in UEA's Drama Studio. Received coverage in The Stage and The Observer.</p> <p>Digitisation pilot: Project Archivist attended LDC's Creative Writing Committee to discuss the pilot Literary Festival Digitisation Project. The Committee approved the project and discussed potential for substantial changes to the format of the Festival. The Committee is likely to seek a digital capture of future recordings and alternative venues to LT1 were discussed as well as the possibility of engaging camera crew from ISD/ the student film company, Make.</p> <p>Embedding within teaching and research: The following teaching sessions took place within Archives during April: LDC Masters in Literary Translation (6 students); LDC UG Publishing Module (10 students); forthcoming sessions include: PGR PPD session 'Using UEA Archives' and HIS UG module 'Kenney Papers'</p> | Should Have | Green |

| ID | Unit | Description and objectives | Priority | RAG Status |
|----|------|---|-------------|-------------|
| | | Digital: 6 April – Project Archivist and DH Fellow, Paul Gooding, met with the British Library’s Digital Scholarship (Stella Wisdom) and the Modern Manuscripts team (Rachel Foss and Helen Melody) on 6 April. Agreed to source a joint funding opportunity to explore the characteristics of the contemporary literary archive and the infrastructure required by collecting institutions, authors and scholars. | | |
| 4 | LIB | Print journal and book withdrawals: <i>See separate report under Item B1.</i> | Must Have | Green |
| 5 | LIB | Process removal, simplification (Collection Development part 2): Workshops and trials were held in April All strands underway and have identified and agreed areas for process removal. | Must Have | Green |
| 6 | LIB | Scope Library online induction programme: 1. Project Board now assembled (including ADTP Clive Matthews). 2. Project initiation meeting held on 10 May. 3. Initial meeting with the two FLs on project team complete and second School involvement confirmed (Adult Nursing course). 4. Contact made with induction co-ordinators for Adult Nursing course with invitation to informal discussion. | Should Have | Green |
| 7 | FITS | Improvement of IT service provision: <i>See separate report under Item A2.</i> | Must Have | Green |
| 8 | FITS | Faculty housekeeping: Faculty Server Analyst appointed. Initial network reports have been carried out and have been interpreted by Faculty Server Analyst. This piece of work has been absorbed into the broader IT security project being reported under ID 1. | Should Have | Green |
| 9 | FITS | Start of year: No update. | Must Have | Not started |

| ID | Unit | Description and objectives | Priority | RAG Status |
|----|------|---|-------------|------------|
| 10 | CIS | <p>Identity management replacement (SPOT):</p> <p>Phase 1 now 99% completed. Phase 2 now 40% completed. New Consultant was on site, progress was acceptable no major concerns about his experience or technical capability, Delays being experienced by creating Criteria Based groups in MIM, there are nearly 15,000 in SPOT and it is taking much longer to work through these than planned. This has pushed back parallel running.</p> | Should Have | Amber |
| 11 | CIS | <p>Online Marking (Assessment & Feedback):</p> <p>SOY 2016/2017 Communication Plan commences 10.05.2016 Student evaluation ongoing LTS evaluation commenced 02.05.2016 Module Organiser, Marker, Moderator and External Examiner evaluation commences 11.05.2016</p> | Must Have | Green |
| 12 | CIS | <p>Online payments (WPM):</p> <ul style="list-style-type: none"> • Andrea Blanchflower has done a first draft of a business case for the post of Online Store Manager, with a view to post release as soon as possible. • Open Payments and Invoices UAT is now complete, FIN doing some final checking before go-live next week. • Kinetics Second round of UAT underway on live environment. Go live target 05/05/2016. • Product module of training now delivered to PLN so they can invite people to pay for DHL deliveries of Graduation Certificates online, rather than over the phone. • Implementation of the Library WPM module is still on hold. • Recurring card payments via SITS functionality to be introduced into next SITS team sprint following successful SITS Client upgrade on 9-10 April. | Must Have | Green |
| 13 | CIS | <p>Enterprise wide reporting:</p> <p>The aims of this piece of work are to:</p> | Must Have | Green |

| ID | Unit | Description and objectives | Priority | RAG Status |
|----|------|---|-------------|------------|
| | | <ul style="list-style-type: none"> • Provide an infrastructure that supports the use of a variety of reporting tools, allowing users to select a tool that is most appropriate for them • Provide a standard, web based, reporting tool that can be used by the majority of users • Have a central team responsible for the provision and maintenance of standard, institutional reports and to provide a quality assurance role for testing all non-standard reports • Ensure users can access accurate and consistent data in a simple, secure and timely way, thus providing a “self-service” model <p>Issues with remote access to report being investigated.</p> | | |
| 14 | CIS | <p>ARCP: Work for 2015/16 includes:</p> <ul style="list-style-type: none"> • Data refresh and test of the feed by mid-October • Go live by end October • November onwards, plan and test ABW upgrade, including issues that the ARCP upgrade were to resolve | Must Have | Green |
| 15 | CIS | <p>PURE: The aims of this piece of work are to:</p> <ul style="list-style-type: none"> • Replacement of e-Prints our current digital repository with an application that meets REN and the Library’s needs. • Improve the appearance and accessibility of UEA’s repository • Adhere to the new EPSRC statutory requirement that metadata on research data is available and visible externally. • Improve the process for deposit of full text to increase overall compliance for REF eligibility and individual funder open access requirements. This will enable us to meet the HEFCE open access REF criteria. • Simplify our research applications offering by reducing the number of interfaces required between REN systems. <p><i>See separate report offered under agenda item C4.</i></p> | Should Have | Green |

| ID | Unit | Description and objectives | Priority | RAG Status |
|----|------|--|-------------|--------------------|
| 16 | ICT | <p>Office 365:</p> <ol style="list-style-type: none"> 1. Replacement of anti-SPAM solution with Microsoft Anti-SPAM - complete. 2. Introduction of Exchange Online Protection - complete. 3. Introduction of new Education package which enables email encryption for each licensed account – withdrawn from project scope. 4. Decommission of onsite Exchange and CANIT solutions – complete <p>SMTP.UEA.AC.UK and MAIL.UEA.AC.UK DNS aliases switched to the new SMTP server RELAY.UEA.AC.Uk (required 750 device configurations)</p> | Should Have | Green |
| 17 | FITS | <p>Summer room refurbishments:</p> <p>Initial survey of 12 rooms indicated that only 5 were suitable for update with available equipment.</p> <p>Estates/Room bookings unable to provide comprehensive list of rooms which are being refurbished over the summer at this stage.</p> <p>Project passed to FITS to be handled as BAU mid-March.</p> | Should Have | Transferred to BAU |