

## APPENDIX 1: REVIEWED WORKPACKAGES

	Start Date	End Date		Milestone	Responsibility
<b>WORKPACKAGE 1: Project Set-up</b>					
<b><u>Objective:</u> launch project, complete team, meet dissemination plan.</b>					
1. Write Project Plan, Workpackages, Budget	1/10/08	31/10/08	Required documents	<b>1</b>	PD
2. Set up Oxford web site	1/10/08	31/10/08	Web site attached to existing project	<b>2</b>	PD, PM, GD
3. Establish team	1/10/08	1/01/09	Recruit R, SA, WD, C, EM, GD	<b>3</b>	PD, PM
<b>WORKPACKAGE 2: Create Web 2.0 Exemplars</b>					
<b><u>Objective:</u> Create a series of Web 2.0 exemplars to act as inspiration at workshop.</b>					
4. Research and evaluate Web 2.0 tools	1/10/08	31/12/08	Finalise list of tools to be used		PD, PM, SA, WD
5. Create exemplars in selected tools	1/12/08	31/7/09	Create a series of example uses of tools to expose digital resources for teaching		PD, PM, R
A. MINDMAPS	1/12/08	24/12/08	Mindmap exemplars		PD
B. WORDLE			Simple text analysis tutorial		PD, TD
C. TIMELINES (MASHUPS)			Timeline mashup exemplars		TD, WD, PM
D. GEOMAPPING (MASHUPS)			Google maps exemplars		TD, PM
E. IMPROVEMENTS TO THE PCT	1/12/08	31/7/09	Finalise exemplars for distribution and exposure	<b>4</b>	TD, WD, PM
6. Upload Exemplars to Web site	01/06/09	31/8/09	Share content	<b>5</b>	WD, TD

<b>WORKPACKAGE 3A: Run Workshop 1</b>					
<b>Objective: Organise a two day workshop for practitioners to create teaching exemplars using range of Web 2.0 technologies chosen above</b>					
7. Organise workshop logistics, invite participants	1/1/09	31/3/09	Set up workshop		PM, EM
8. Run workshop, practitioners create further exemplars	24/3/09	25/3/09	Further exemplars		PD, PM, EM, SA, WD
9. QA further exemplars	31/7/09	31/8/09	Check validity of exemplars created by practitioners		PM, PD, R
10. Upload Exemplars to Web site, Culture24, JORUM etc.	31/8/09	30/9/09	Share content	<b>6</b>	PM, SA, WD
<b>WORKPACKAGE 3B: Run Workshop 2</b>					
<b>Objective: Organise a two day workshop for practitioners to create teaching exemplars using range of Web 2.0 technologies chosen above</b>					
11. Organise workshop logistics, invite participants	1/6/09	31/8/09	Set up workshop		PM, EM
12. Run workshop, practitioners create further exemplars	1/9/09	2/9/09	Further exemplars		PD, PM, EM, SA, R
13. QA further exemplars	3/9/09	11/9/09	Check validity of exemplars created by practitioners		PM, PD
14. Upload Exemplars to Web site, Culture24, JORUM etc.	11/9/09	30/9/09	Share content	<b>7</b>	PM, SA, WD

<b>WORKPACKAGE 4: Web site redesign</b>					
<b>Objective:</b> A redesign of the education area of the archive website to include new educational resources produced, embed Web 2.0 exemplars, integrate RSS of social networking tools used etc.					
15. Embed Text Analysis Tutorial (WORDLE Exemplar)	1/11/08	31/11/08			TD
16. Embed Geolinking (GOOGLE MAPS)	1/10/08	31/10/08			TD
17. Embed Mindmaps and Timelines	1/6/09	31/6/09			TD, WD
18. Integrate RSS from Twitter, FB etc.	1/6/09	31/7/09			TD, WD
19. Write Content	1/6/09	31/6/09			PM
20. Restructure Education Area to encompass new materials	1/7/09	31/7/09			WD
<b>WORKPACKAGE 5: Digitise Sassoon material</b>					
<b>Objective:</b> Add manuscripts of Siegfried Sassoon to existing archive					
21. Finalise order for manuscripts	1/10/09	31/12/09	Complete order for digitisation		R
22. QA returned material	1/04/09	31/7/09	Check materials		PM, C
23. Catalogue material	1/04/09	31/8/09	Insert metadata		PM, C
24. QA metadata			Check metadata		PM
25. Upload to content management system	1/7/09	3/9/09	Expand archive		SA, WD
26. Create website content (biography) and browse functionality	1/7/09	3/9/09	Embed into archive website		PM, WD
27. Disseminate press release	24/8/09	7/8/09	Press Release		PD, PM
28. Launch collection	8/8/09	8/9/09	Collection publicly available	<b>8</b>	SA

<b>WORKPACKAGE 5: Evaluate and disseminate</b>					
<b>Objective: Evaluate project, use of exemplars, and disseminate</b>					
29. Design questionnaire and survey tools	1/4/09	30/6/09	Create evaluation tools		PM
30. Conduct evaluation of use of exemplars	1/4/09	31/8/09	Survey users		PM
31. Communications re project	1/10/08	30/9/09	Enact communications plan		ALL
32. Produce final report	1/9/09	30/9/09	Summarise project findings	<b>9</b>	PD, PM