

## RUBRIC Project: Project Charter example

DATE: [insert date]

PREPARED BY: [name]

PREPARED FOR: [management or steering committee name]

[Insert TABLE OF CONTENTS if desired]

## 1 INTRODUCTION

### 1.1 BACKGROUND

[name of institution] is a partner institution in the RUBRIC (Regional Universities Building Research Infrastructure Collaboratively) project <http://www.rubric.edu.au/><sup>1</sup>.

Led by the University of Southern Queensland, the RUBRIC project aims to develop new processes and tools to create sustainable research infrastructure in regional universities in the area of e-research via the development of institutional digital repositories. The project will build capacity across smaller research universities enabling the research output of those institutions to be available trans-nationally, contributing to the research mission of higher education in Australia and internationally.

The RUBRIC project is sponsored by the Australian Commonwealth Department of Education, Science and Training (DEST), under the Systemic Infrastructure Initiative (SII) as part of the Commonwealth Government's 'Backing Australia's Ability – An Innovation Action Plan for the Future'.

### 1.2 PROJECT PARTNERS

The University of Southern Queensland (USQ) is the lead institution in the RUBRIC project. RUBRIC Central is based at USQ and provides a centralised base for assistance to RUBRIC partners. This includes technical support, metadata support, and project community support.

Partner institutions include:

- University of the Sunshine Coast
- University of New England
- Massey University
- Participating IRUA Institutions
- University of Newcastle

- Macquarie University
- Flinders University
- Murdoch University

Each partner institution has a RUBRIC Coordinator/Project Manager to liaise with RUBRIC Central and facilitate the implementation of an institutional repository at their home institution.

### 1.3 PROJECT DESCRIPTION

The RUBRIC Central team will investigate and test three institutional repository software solutions from the FRODO projects (Federated Repositories of Digital Objects).

These include:

- DSpace
- FEZ
- Vital

It is up to each partner institution to trial and evaluate each of these software solutions against their own institutional requirements. Demonstrator systems will be established for each partner institution to test and populate with institutionally sourced content.

After this evaluation cycle, each partner institution will be required to identify a software solution for local implementation. This software solution will be set-up by the technical team at RUBRIC Central and housed remotely until each partner institution is ready to install the solution.

Each institution will then work to recruit content and populate their institutional repository with their institutional research output.

Processes, workflows, and policies for the institutional repository will be developed according to institutional needs. Marketing and content recruitment plans and sustainability strategies will also need to be developed at each institution.

There is an expectation that all partner institutions will have launched an institutional repository prior to the completion of the project on 30th June 2007.

### 1.4 PROJECT START DATE

3rd April 2006.

### 1.5 PROJECT FINISH DATE

30th July 2007.

## 2 PROJECT GOALS

### 2.1 OVERALL RUBRIC PROJECT GOALS

- To develop regional research repository infrastructure based on software and best practice outcomes of the FRODO projects
- To develop a set of support services to sustain the collaborative development of distributed research information networks across regional universities
- To use demonstrators implementing pilot repository infrastructure in research universities to explore the leadership roles that regional universities can take in larger collaborative arrangements
- To deploy the DEST / JISC e-Framework for Education and Research as a planning, dissemination and implementation support tool for infrastructure development
- To develop new processes and tools that exploit the natural progression between e-Research and e-Learning for regional universities where research and learning are closely aligned

From: <http://www.rubric.edu.au/faq/default.htm><sup>2</sup>

### 2.2 [institution name] GOALS AND DELIVERABLES

#### 2.2.1 GOAL 1 - Identify institutional repository requirements

- Identify institutional repository stakeholders
- Consult with stakeholders regarding local issues, requirements and services
- Conduct a needs analysis of academic researchers in collaboration with RUBRIC partners
- Establish an institutional repository steering committee
- Identify institutional repository RQF and DEST related issues (and reporting requirements)
- Compile an 'Institutional repository requirements analysis' outlining features/capabilities required specific to the institutional audience and organisational structure

#### 2.2.2 GOAL 2 - Investigate and trial institutional repository software solutions in collaboration with RUBRIC Central and RUBRIC partners

- Investigate institutional repository software solutions via a literature review
- Locate sample data for testing in demonstrator installations
- Trial and evaluate institutional repository software solutions via demonstrator installations

### 2.2.3 GOAL 3 - Implement an institutional repository software solution that meets institutional requirements

- Select an appropriate IR software solution to support institutional requirements
- Establish hardware and software requirements and specifications in collaboration with RUBRIC Central Technical Team, Information Technology Services staff and [nominated staff position on Project team]
- Develop a technical infrastructure document for the institutional repository in collaboration with RUBRIC Central Technical Team, Information Technology Services staff and [nominated staff position on Project team]
- Coordinate the purchase of any required hardware or software with Information Technology Services staff and [nominated staff position on Project team]
- Install and configure software in collaboration with RUBRIC Central Technical Team, Information Technology Services staff and [nominated staff position on Project team]
- Establish test and production environments for the software solution in collaboration with RUBRIC Central Technical Team, Information Technology Services staff and [nominated staff position on Project team]

### 2.2.4 GOAL 4 - Develop institutional repository workflows and policies in collaboration with RUBRIC Central and RUBRIC partners

- Investigate workflow requirements in collaboration with RUBRIC Central and RUBRIC partners
- Develop and document workflow processes in collaboration with local service units
- Develop a service model for the institutional repository in collaboration with repository steering committee and local service units
- Develop a collection management policy for the institutional repository in collaboration with repository steering committee and local service units
- Identify and address repository issues relating to copyright and intellectual property rights in collaboration with local Copyright Coordinator
- Develop a guide for institutional repository copyright compliance in collaboration with local Copyright Coordinator

### 2.2.5 GOAL 5 - Populate the institutional repository with local research and output

- Identify researchers with high numbers of research materials
- Identify possible special collections for possible inclusion in the repository (e.g. HMAS Brisbane items)
- Develop and conduct a program to recruit research activity and output for repository population
- Populate the institutional repository with research activity and output

### 2.2.6 GOAL 6 - Identify, document and implement a support framework for institutional repository sustainability in collaboration with RUBRIC Central and RUBRIC partners

- Identify individuals and units responsible for the day-to-day repository support operations
- Develop and implement training programs and resources relevant to user needs
- Identify and implement procedures for software maintenance and upgrade requirements in collaboration with RUBRIC Central Technical Team, Information Technology Services staff and [nominated staff position on Project team]
- Identify and implement procedures for back-ups and server maintenance in collaboration with RUBRIC Central Technical Team, Information Technology Services staff and [nominated staff position on Project team]
- Develop a transition plan for the shift from project cycle to operational resource

### 2.2.7 GOAL 7 - Market the institutional repository and associated benefits to the community

- Engage with potential users of the institutional repository
- Identify and engage with potential 'champions' of the institutional repository
- Continue to enlist content communities for repository population
- Develop an institutional repository marketing plan in collaboration with Marketing and Communications staff
- Establish and maintain a webpage within the main website
- Establish a RUBRIC email list
- Develop marketing materials in collaboration with Marketing and Communications branch

## 3 ANTICIPATED BENEFITS

The project will:

- Facilitate the creation of an institutional digital repository
- Improve access to the work of researchers, research institutes and centres by providing a more direct link between readers and writers of scholarly material
- Improve access to currently inaccessible regional primary research materials (such as historic photos, artefacts and data)
- Showcase and promote the institution's research activity and intellectual output
- Provide a functional framework to collect, store, preserve and disseminate the University's research and intellectual output

- Strengthen the University's response to the federal Research Quality Framework (RQF), as a general principle of the RQF is that researchers are able to have seamless access to discover what research is being conducted, to gain access to that research, and to collaborate with other researchers
- Confirm the University's commitment to research, regional engagement and enhancing relationships with other education providers and partners for the benefit of the region

## 4 PROJECT CONSTRAINTS

The following project constraints have been identified:

- The RUBRIC project has been specifically funded by the Australian Commonwealth Department of Education, Science and Training (DEST) to build research infrastructure and capability, therefore requiring the digital repository to address this primary goal throughout the project. The [institution] project goals must be aligned with the goals of the overall RUBRIC project objectives, as documented at: <http://rubric.edu.au/bid/bidobjectives.htm><sup>3</sup>
- The RUBRIC project is limited in the choices of repository software solutions that can be trialled and implemented. The potential repository software solutions are from the Federated Repositories of Online Digital Objects projects (FRODO) and include:
  - DSpace
  - FEZ
  - Vital
- The RUBRIC project is scheduled for completion in June 2007. This means:
  - as of this date [institution] project coordinator contract expires
  - as of this date RUBRIC Central (including RUBRIC Technical Team) support expires

## 5 PROJECT RISKS

Identified risk	Risk management strategies	Actions
Local project goals not aligned with overall RUBRIC project goals and deliverables	Produce project documentation  Report on project management activities in line with RUBRIC goals	Provide regular status reports and updates to RUBRIC Central team  Provide regular status reports and updates to Library Management  Participate in RUBRIC project manager meetings

		<p>and attend FOSTER information workshops</p> <p>Document and distribute (on Sharepoint) local project charter and associated project management documents</p> <p>Project management documents sign off by business owner</p>
Selected repository software solution not compatible with local needs and technology environment	<p>Identify the institutional repository requirements and needs</p> <p>Determine associated hardware requirements</p> <p>Ensure repository software solution is compatible with existing information technology environments</p>	<p>Conduct a repository needs analysis</p> <p>Develop a repository service model</p> <p>Develop a repository collection management policy</p> <p>Develop a repository technical infrastructure document</p> <p>Include information technology staff in discussions on specifications and operating environment of the selected software solution</p>
Repository not populated	<p>Create awareness of the project</p> <p>Publicise repository implementation</p> <p>Involve stakeholders throughout the project</p> <p>Establish mechanisms for ongoing content recruitment</p>	<p>Develop a marketing plan</p> <p>Develop a communications plan</p> <p>Develop an ongoing content recruitment plan</p> <p>Develop and distribute a newsletter</p> <p>Develop a presence on the website</p> <p>Meet regularly with stakeholders</p> <p>Identify potential supporters champions and follow-up</p>

<p>Support mechanisms not embedded so as to ensure sustainability post implementation</p>	<p>Determine the required support needs post implementation and build appropriate support framework</p> <p>Identify ongoing resource requirements to support the repository</p>	<p>Develop repository support plan in collaboration with relevant stakeholders</p> <p>Develop training program and materials to support the working repository</p> <p>Train relevant staff</p> <p>Develop documentation support procedures and identify staff responsibilities</p>
<p>Sustainable workflows not implemented</p>	<p>Determine the workflows required to support ongoing operation and services of the repository</p>	<p>Develop mechanisms to support and deliver required workflows</p> <p>Document workflow processes</p>

## 6 PROJECT COSTS

Funds allocated to this project are administered by the Department of Education, Science and Training (DEST) to the RUBRIC Board. Budget allocations are managed by the RUBRIC Central project team at USQ.

The funding for the project manager's position is invoiced by [institution] against RUBRIC funding. Travel and expenses for local Board member and Project Manager are funded by the project with some in-kind support as appropriate.

## 7 PROJECT GOVERNANCE

### 7.1 RUBRIC BOARD

Alan Smith      Executive of the RUBRIC Project Board, University of Southern Queensland

Eve Woodberry      University of New England

Catherine Brown      University of the Sunshine Coast

Gerrit Bahlman      Massey University

Greg Anderson            University of Newcastle  
Madeleine McPherson   University of Southern Queensland  
Kerry Blinco              e-Framework Board Member  
Neil McLean               e-Framework Board Member

## 7.2 RUBRIC CENTRAL TEAM

Deidre Lowe    RUBRIC Project Manager  
Peter Sefton    RUBRIC Technical Manager  
Caroline Ayers RUBRIC Technical Officer  
Neil Godfrey   RUBRIC Metadata Specialist  
Cameron Loudon      RUBRIC Business and Communications Coordinator

## 7.3 BUSINESS OWNER

[position], [branch or division], is the business owner for the [institution] and is a member of the RUBRIC Board.

## 7.4 RUBRIC PROJECT MANAGER: [institution]

[name] is the RUBRIC Coordinator for the [institution].

## 7.5 PARTNER INSTITUTION PROJECT MANAGERS

Alison Hunter            University of Southern Queensland  
Simon McMillan        University of New England  
Vicki Picasso            University of Newcastle  
Sit-ling Tull             Murdoch University  
Amanda Nixon          Flinders University  
Fiona Burton (temp)    Macquarie University  
To be announced       Massey University

## 7.6 RUBRIC PROJECT STRUCTURE

See: <http://rubric.edu.au/board1.htm><sup>4</sup>

## 8 SIGN OFF

I have read this document and am satisfied that it accurately reflects our needs for this project.

[name]            [position, affiliation]

28th April 2006

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SIGNATURE    NAME    ROLE    DATE

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RUBRIC Generic Project Charter example produced August 2007



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- 1 <http://www.rubric.edu.au/>
- 2 <http://www.rubric.edu.au/faq/default.htm>
- 3 <http://rubric.edu.au/bid/bidobjectives.htm>
- 4 <http://rubric.edu.au/board1.htm>
- 5 <http://creativecommons.org/licenses/by-sa/2.5/au/>
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- 7 <http://creativecommons.org/licenses/by-sa/2.5/au/>
- 8 <http://www.rubric.edu.au/>