

Work Sheet: Project Planning Timeline

This section presents the major steps and decisions a team faces in building an institutional repository service.

Project Planning Timeline					
	<i>Early weeks</i>	<i>Beginning phase</i>	<i>Before launch date</i>	<i>Launch</i>	<i>Long-term events</i>
Define service definition					
Assemble a team					
Choose technology					
Early Adopter programme					
Marketing the service					
Launch events					
Run the service					

Detailed Project Planning Steps

Developing a Service Definition

- Survey academic needs

Assembling a team

- Assess current staff skills and talents
- Hire and reassign staff, as needed

Technology

- Research and choose a software platform
- Install hardware and software systems

Marketing

- Develop marketing materials
- Develop web site, brochures, communications vehicles

Early Adopter programme

- Batch load existing collections
- Training, setting up new content collections

Launching a Service

- Launch events
- Marketing/PR campaign
- Training courses for submitters

Running a Service

- Long term tasks – running the system, growing the service, etc.
- System support
- Help line