Appendix 3  
Technical Appendix

Please complete this appendix if a significant product or by-product of your project is the creation of an electronic resource(s). In advance of completing this appendix, you should read the ‘details of the research grant scheme’, ‘guidance notes for the completing and submitting the RG application form’ and AHDS guidelines for AHRC applicants (http://www.ahds.ac.uk/ahrc).

1. Project management of technical aspects

a) management and reporting structure

The research assistant will be managed by, and report to, the principal investigator. The principal investigator reports to his line manager who is Director of the Institute. An alternative reporting line for the research assistant is available through the Deputy Director.

b) project timetable & c) project deliverables

**Work Packages, Timetable and Deliverables**

**WP1: Specification. Month 1. Duration 4 weeks.**
Objective: To develop and specify the functional and technical requirements for the visualisation.
Deliverable: Functional and technical specification document that includes an assessment of using XML/XSLT/ with Java and JavaScript.

**WP2: Finding Aid Assessment. Month 2 & 3. Duration 6 weeks.**
Objective: Assess structure, nodes and descriptions in GASHE and NAHSTE and map to specification. 
Deliverable: Identification of the extent of the match between finding aids and specification and any finding aid modifications required.

**WP3: Visualisation GUI. Month 3. Duration 2 weeks.**
Objective: Produce mock GUIs to specification document.
Deliverable: Mock GUIs for assessment.

**WP4: Test Visualisation. Month 4 & 5. Duration 8 weeks.**
Objective: Apply XSLT and Java or JavaScript to test sample of finding aid.
Deliverable: Operational prototype visualisation.

**WP5: Evaluation 1. Month 6. Duration 4 weeks.**
Objective: Formative evaluation of prototype visualisation with archivists and users and refine design.

**WP6: Full Visualisation Application. Month 7 & 8. Duration 8 weeks.**
Objective: To apply the visualisation tools to both GASHE and NATSE.
Deliverable: Working visualisation applied to both target finding aids.

**WP7: Evaluation 2. Month 9. Duration 4 weeks.**
Objective: Formative evaluation of the visualisation against revised technical and functional specifications and with archivists and users.
Deliverable: Evaluation report on progress against specification and archivists and users feedback.

**WP8: Visualisation Revision. Month 10. Duration 4 weeks.**
Objective: Revision of visualisation against criteria established in WP7.
Deliverable: Revised visualisation.

**WP9: Dissemination and Documentation. Month 11 & 12. Duration 8 weeks.**
Objective: Article on project for peer reviewed journal. Complete Project Documentation and material for deposit. Final Project Report.
Deliverable: Journal article, project documentation and report.

d) monitoring process.

The principal investigator will monitor progress against the deliverables set out in b) and c) above.
2. Data development methods

a) content selection:
No data content will be created by this project. If the selected finding aids (GASHE & NAHSTE) need to be modified, this will be done as far as possible in accordance with EAD and ISAD(G)2 standards.

b) data/file formats:
XML, XSLT and Java or JavaScript

c) documenting the resource:
Full documentation on development methods, functional and technical specifications, source files and code will be provided.

d) advice sought on planning your proposed project:
Discussions with staff of Glasgow University Archive Services.

e) consultation with projects using similar methods:
No comparable projects available.

3. Infrastructural support

a) hardware, software and relevant technical expertise available:
HATII can provide all hardware and software required. Technical expertise and support in XML, XSLT and Java/JavaScript is available from academic and academic related staff within HATII and Archive Services. HATII is also responsible for IT support across the whole of the Arts Faculty and has the capability to fully support research of this type.

b) additional hardware, software and relevant technical expertise, support and training that is likely to be needed and how it will be acquired:
No additional hardware, software or training is likely to be required. Additional technical expertise and support is available with the institute.

c) describe the backup procedures that your project will use to safeguard your electronic resource during its development:
The resource will be developed on a networked RAID server. This is managed by The Faculty of Arts IT support team, based in HATII, and has daily incremental back-ups and full weekly back-ups to tape with onsite and off-site storage and remote monitoring.

4. Data preservation and sustainability
a) Please detail advice sought on electronic resource’s preservation:
Advice was sought from the AHDS and from within HATII, a recognised leader in digital preservation.

b) Please indicate what plans you have to preserve the data and make it available, with the AHDS and/or through some alternative mechanism:
Following discussion with XXXXX XXXXX and XXXXX XXXXX of the AHDS it has been agreed that if the project produces code that has generic applicability it will be deposited with the AHDS. If the visualisation requires modification to finding aids or the code would require modification for each application a waiver would be sought from the AHDS. The situation will be reviewed with the AHDS as the project develops. In either case although this is a speculative project it will be held on mixed media with on and off site storage and appropriate supporting documentation. Longer-term, the underlying technologies used are recognised standards and if necessary could be migrated.

c) Please indicate what plans you have to ensure that the electronic output will become a sustainable resource:
Whether or not this project’s concept proves viable its data would be preserved and accessible. If the project does prove viable further funds would be sought to turn the visualisation into a usable representation tool and sustainability addressed at this stage.

5. Access

Please indicate how you will make the resource accessible:
The resource will be made accessible via a dedicated section of the institute’s web site (http://www.hatii.arts.gla.ac.uk/research/research.html)

Are there any obstacles to offering for deposit with the AHDS data resources you propose to create in this project?
Yes X no

If you cannot offer to deposit with the AHDS, have you agreed a waiver of deposit?
Yes X no

6. Copyright and Intellectual Property Issues

Please demonstrate that you have sought advice on and addressed all copyright and rights management issues which apply to the resource:
Permission has been obtained from Glasgow University Archive Services to use the GASHE and NAHSTE finding aids for this project.