
ETHOS Project

Project Organisation Document

Document History

<i>Version</i>	<i>Date</i>	<i>Author</i>	<i>Summary of Changes</i>
0.1	02-06-2005	Scott Hanley	
0.2	28-09-2005	Scott Hanley	<ol style="list-style-type: none">1. Ruth Jenkins has left the project. Hywel Williams becomes main WP8 leader2. Jill Russell becomes co-WP8 leader in the back up structure with Martin Wolf3. Colin Galloway becomes acting Project Manager in back up structure.

Authorisation

	<i>Name</i>	<i>Title</i>	<i>Signature</i>	<i>Date</i>
Prepared by	Scott Hanley	Project Manager		02-06-2005
Reviewed by	Chris Bailey	Project Executive		10-06-2005
	Colin Galloway	Project Assurance		
Approved by	Chris Bailey	Project Executive		10-06-2005

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1 Introduction

1.1 Purpose of this document

- This document is written to define the Project Organisation for the EThOS Project.
- This document should be read in conjunction with the Project Communication Plan
- Each Work Package Team should have a Team Organisation Document similar to this document.

2 Project Organisation

It is proposed that the Project Board for this project is as detailed below. Nominal roles, adopting standard PRINCE 2 role definitions are proposed as:

Role / Nomination	Description
Programme Management	Responsible for managing and coordinating the Programme, its budget and resources, of which the Project is a part. Inform the Project Board of the progress of other projects within the Programme where this may have an influence on the Project.
Project Board: (The Executive; Senior User; Senior Supplier)	Provides overall direction and management and is accountable for the success of the Project. Responsible for approving all major plans and authorises any major deviation from agreed stage plans. Has the authority to sign off the completion & start of each stage of the Project. It assures that the Project remains on course to deliver the products to the agreed quality. Informs Programme Management of deviations to the Project which may affect delivery of the Programme. Informs the Project Manager of factors within the Programme or other projects within the Programme or any external factors e.g. policy change, that may affect the Project. The Executive has the final overall authority on decisions.
Executive: (Mandatory)	The Project Executive is ultimately responsible for the Project, supported by the Senior User and Senior Supplier. The Executive's role is to ensure that the Project is focused throughout its life cycle on achieving its objectives and delivering a product that will achieve the projected benefits. The Executive has to ensure that the Project gives value for money, ensuring a cost-conscious approach to the Project, balancing the demands of business, user and supplier.

Role / Nomination	Description
	Throughout the Project, the Executive 'owns' the Business Case.
Senior User:	<p>The Senior User is responsible for the specification of the needs of all those who will use the final product(s), for user liaison with the Project team and for monitoring that the solution will meet those needs within the constraints of the Business Case in terms of quality, functionality and ease of use.</p> <p>The role represents the interests of all those who will use the final product(s) of the Project, those for whom the product will achieve an objective or those who will use the product to deliver benefits. The Senior User role commits user resources and monitors products against requirements.</p>
Senior Supplier:	Represents the interests of those designing, developing, facilitating, procuring, implementing and possibly operating and maintaining the Project products. The Senior Supplier is accountable for the quality of products delivered by the supplier(s). The Senior Supplier role must have the authority to commit or acquire supplier resources required.
Project Assurance:	<p>To ensure that (at least):</p> <ul style="list-style-type: none"> ▪ Project risks are being controlled ▪ Fit with the overall Programme strategy ▪ The right people are being involved ▪ An acceptable solution is being developed ▪ Internal and external communications are working
Project Manager: (Mandatory)	<p>The Project Manager has the authority to run the Project on a day-to-day basis on behalf of the Project Board within the constraints laid down by the board.</p> <p>The Project Manager's prime responsibility is to ensure that the Project produces the required products, to the required standard of quality and within the specified constraints of time and cost. The Project Manager is also responsible for the Project producing a result that is capable of achieving the benefits defined in the Business Case.</p>
Stage/Team Manager(s)	Team / Stage managers run specific parts/stages of the Project (e.g. Procurement) and should provide feedback to Project Manager as required.
Project Team Members	Team members are the additional people required who will carry out the actual production of the specialist products.

Role / Nomination	Description
Project Support	<p>Provides administrative support to the Project Manager.</p> <p>Assists the Project Manager in maintaining the hard and electronic Project folder.</p> <p>Assists the Project Manager in file management and version control.</p> <p>Assists the Project Manager in meeting organisation and administration.</p> <p>Assists the Project Manager in budget control and monitoring.</p> <p>Assists the Project Manager in developing and maintaining the Project web site.</p>

3 Glossary

WP 2: Work Package 2 - Building of a British Library-based central host with a single search interface.

WP 3: Work Package 3 - Building of interfaces to harvest data from institutional hosts.

WP 4: Work Package 4 - Implementation of a pilot programme of retrospective and current digitisation.

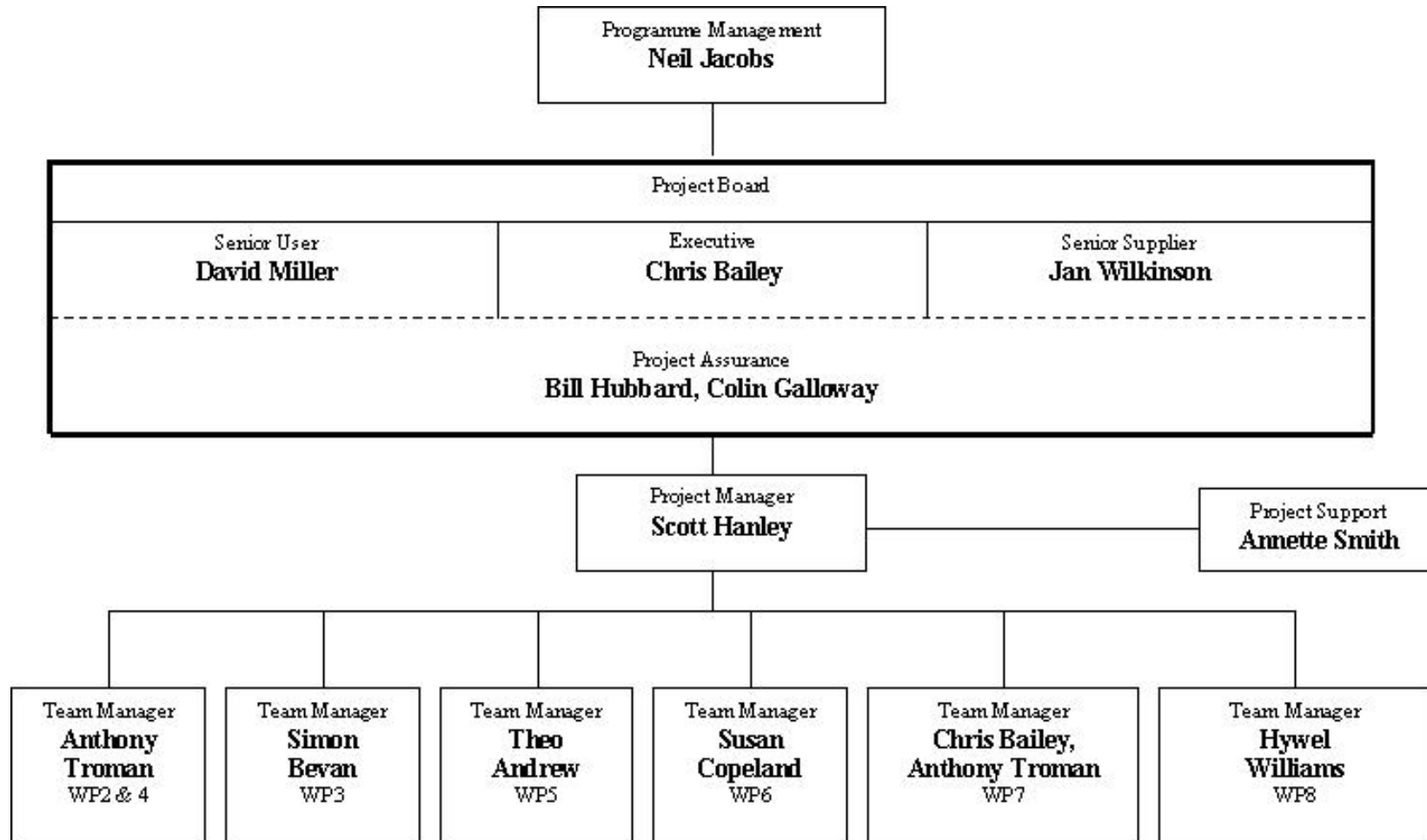
WP 5: Work Package 5 - Development and integration of rights and permission procedures

WP 6: Work Package 6 - Production of start-up e-theses toolkit for institutions.

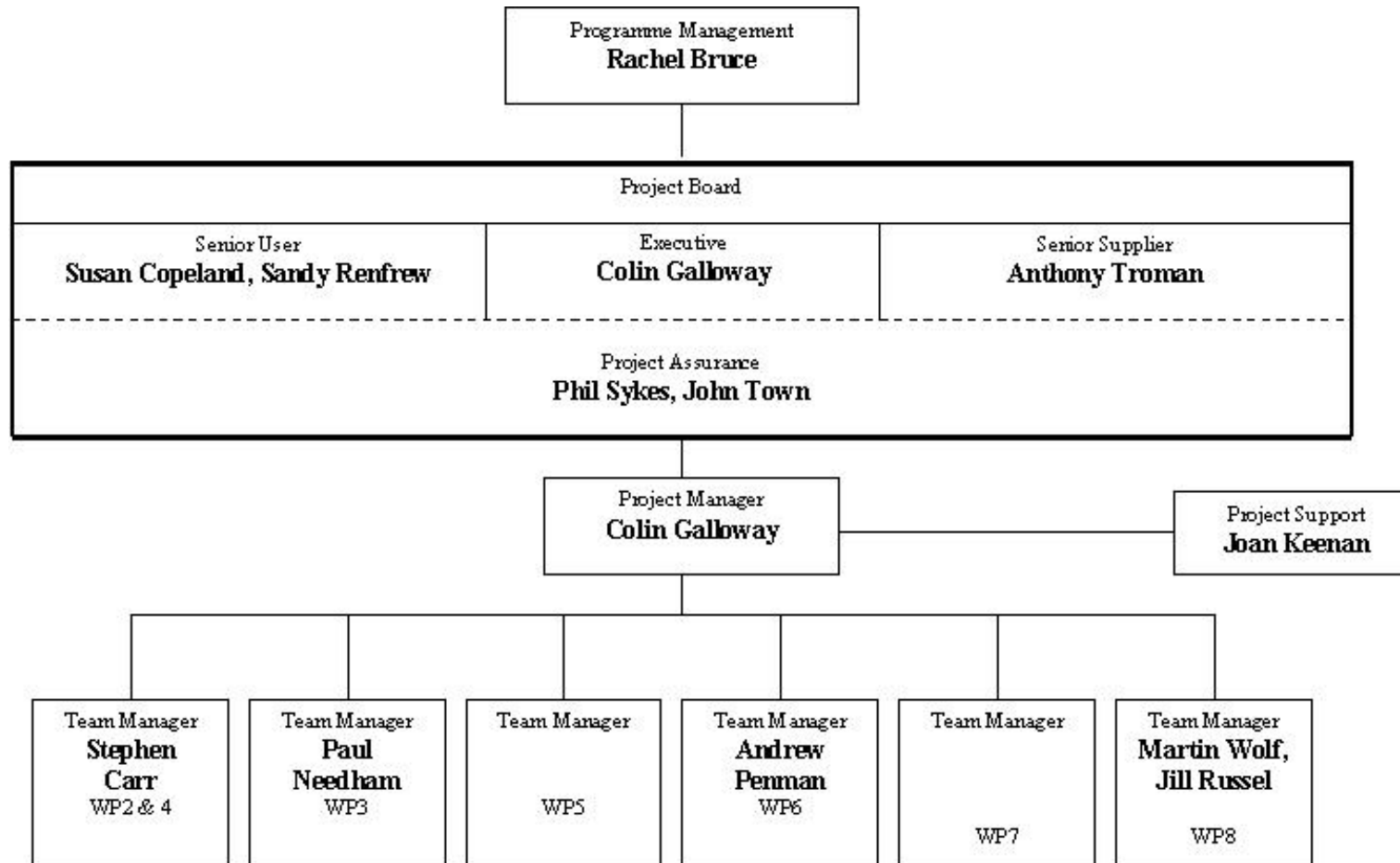
WP 7: Work Package 7- Development of business models (service and digitisation) for long-term sustainability.

WP 8: Work Package 8 – Dissemination and advocacy programme.

4 Project Organisation Structure



5 Back up Structure



6 Contact details

Programme Management

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Project Board

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