



Research Data

Project Initiation Document

Version 1.0

03rd December 2014

Version History

Version	Date	Summary of Changes	Changed by
1.0	03/12/2014	Initial Document	Fred Clarke
1.1	09/12/2014	Minor revisions	Fred Clarke

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1 Objectives & Scope

This Project Initiation Document (PID) defines the Research Data Project including objectives, scope, approach, deliverables, timescale and structure of the project so that it can be understood and agreed by all stakeholders.

1.1 Background to the Project

The management of Research Data in UCD provides major challenges for Research Groups around campus. This project will build on new and previous years' projects on data classification, data storage, Cloud Storage Services - Google Drive, SharePoint and the UCD Library's Research Data Management Libguide to provide further Services on Data for the UCD Research community.

1.2 Project Objectives

This project will enable the better use and management of Research Data within UCD. We will provide a Cloud first service built using the new features and services from Google Drive and Microsoft SharePoint Teamsites to enable researchers to better manage their data. We will continue to provide existing services where cloud solutions are not appropriate. There will be a separate strand to investigate Big Data/Data Science and Open Data.

1.3 Expected Benefits

Streamline our Data Service to the Research community, making better use of Cloud resources.

Better understand what is involved in supporting Data Science.

1.4 Project Scope

Identify and meet with various Research groups around UCD. Gather data sets appropriate for both Google Drive and Sharepoint and other solutions that may emerge during the project. Test data sets, identify issues and refine. Differentiate service offerings based on data classification, technical limitations and other issues that may arise.

Look at AWS, Google Cloud Platform, HEAnet, and others.

Advise research groups on their data procedures and share best practices.

Offer cloud and in-house options based on above differentiations and combine into one table based website. Engage the community through project consultancy and website awareness.

This project does not include Data Management for advanced Data Analytics/Big Data/continuous Data streams.

There will be a separate strand based on investigating Big Data/Data Science and Open Data.

1.5 Change Control

The Project Initiation Document will be approved on commencement of the project by the relevant project members. Following this, an ongoing Project Plan will be maintained and updated to accommodate any minor changes occur.

Once the scope is agreed herein, any further changes to scope or major deviation from the proposed timeframes will be the subject of the change control and logged using our Jira change management tool.

Once requirements have been agreed, additional changes to the requirements will be managed under change control within the project.

2 Project Plan

2.1 Project Approach

- 1) *Identify research groups appropriate for both Google Drive and Sharepoint and test both options, identify issues and refine.*
- 2) *Differentiate service offerings based on data classification, technical limitations and other issues that may arise.*
- 3) *Review other cloud vendors for suitability e.g. AWS, Google Cloud Platform, HEAnet, Duraspace, etc.*
- 4) *Offer cloud and in-house options based on above differentiations and combine into one table based website.*
- 5) *There will be a separate strand based on investigating Big Data/Data Science and Open Data.*

2.2 Milestones & Deliverables

The following milestones, deliverables and target delivery dates have been defined for the project:

	Milestone	Deliverable	Responsibility	Reviewers/ Approvers	Due Date
0	Project Initiation completed	Project Initiation Document	Project Manager	Reviewers: Fred Clarke Approval: Fred Clarke	Q4 2014
1	Identify research groups and data sets		Project Manager		Q1 2015
2	<i>Acquire skills in Cloud solutions</i>		Project Manager		Q1/Q2 2015
3	Differentiate cloud and in-house solutions		Project Manager		Q2/Q3 2015
4	Website and consultancy		Project Manager		Q3/Q4 2015

The individual(s) listed in the “Responsibility” column above are responsible for the relevant deliverables.

3 Project Structure

The project comprises a Project Team and a Steering Group. The Steering Group will agree project schedules, approve major deliverables and resolve any critical issues that arise during the lifetime of the project. The Project Team will manage the project on a daily basis and will report regularly to the Steering Group.

3.1 Roles & Responsibilities

Define the responsibilities for each group and role within the project. The following are some sample responsibilities for common project groups and roles.

Role	Responsibilities	Names
Steering Group	<ul style="list-style-type: none"> • Ensure that the project direction is appropriate to the achievement of the ultimate objectives • Review progress reports from the Project Manager and determine actions needed to address deviations • Provide guidance to the Project Team on high level principles to be complied with • Review and approve deliverables • Monitor and proactively manage risks as they arise. 	Genevieve Dalton Fred Clarke Winnie Ryan Matthew Hynes John Curran
Project Sponsor	<ul style="list-style-type: none"> • Ensure that resources are provided as required for the project • Take action on any issues escalated by the Project Team 	Genevieve Dalton Fred Clarke
Project Manager	<ul style="list-style-type: none"> • Prepare the Project Plans • Determine resource requirements and ensure that appropriate resources are allocated • Manage the project to ensure that the desired results are achieved within agreed time-scales • Monitor progress and report on a regular basis to the Steering Committee • Prepare project deliverables and their presentation for approval 	Fred Clarke

Role	Responsibilities	Names
Project Team	<ul style="list-style-type: none"> Conduct the tasks and activities of the project in accordance with the Project Plan Prepare the project deliverables by the agreed due dates Report progress to the Project Manager 	Fred Clarke Winnie Ryan Patrick O'Brien Darren Reid +1 Research IT Computer Science resource External resource UCD Customers Guidance from: Web Services Eoin Wickham John Curran Customer Services Sinead O'Rourke

3.2 Project Team Meetings

The following are the scheduled project governance meetings:

Team	Attendees	Frequency
Project Team	Project Team	Weekly

4 Risks & Issues

4.1 Initial Risk & Issue Log

The following project risks or issues have been identified on commencement of the project. These initial tasks to address these risks or issues are outlined.

Risk / Issue	Probability			Impact			Actions to Mitigate	Responsibility
	H	M	L	H	M	L		
Lack of relevant skills in Research IT							Purchase external skills / use in-house Web Services skills.	Project Manager
Attracting suitable candidate on Big Data/Data Science							Reduce the project scope.	Project Manager

4.2 Ongoing Management of Risks and Issues

Any additional risks and issues identified will be maintained on an ongoing basis by the Project Manager in separate Risks and Issues logs.

5 Communication Plan

Identify the key stakeholders in the project and the plans for interaction and communication with each. Stakeholders are individuals and groups who will be capable of influencing the success of a project, directly impacted by the project as users or customers or involved in approving or implementing project deliverables.

The following table highlights the communication and interaction activities planned for each stakeholder group:

Stakeholder	Actions	Responsibility
Work Programme Group	Updates at regular Work Programme meetings	Project Manager
Project Team	Weekly meetings	Project Manager
Customers	Regular updates	Project Manager

6 Project Costs

6.1 Initial Project Budget

This project may require some external training for RIT staff approximate cost €5,000.

6.2 Ongoing Costs

This project should have no ongoing costs.