

ANW Progress Report to Project Board, 28/3/2003

Introduction

Monthly progress reports have been circulated by email to the Project Management Group. The minutes of the previous Project Board meeting, on 28/11/2002, are attached as an appendix. This report is laid out following the headings for the Risk Assessment included in the HLF bid (section 6).

Funding

The annual contributions for match funding have been agreed with the partners. The first HLF claim will be made at the end of March, covering start-up costs in Oct-Dec 2002 and staff costs, Jan-Mar 2003.

Staff

The four Project Officers (one part-time) have commenced work, supplemented by a part-time secondment from NLW. They have received training and are now working steadily.

Workload

The monthly figures show a rate of 8+ descriptions per person week. This is above target (7), but completion of some parts of the record has been deferred, so progress is broadly on track.

Technical feasibility

The AIM25 system has been adapted and transferred, and is working satisfactorily. It will be adopted as the main input method early in April. Some further customisation (Welsh-language input interface, authority record input) remains to be completed, undertaken by NLW's Computer section.

Supply

After considering a range of options, most of the initial adaptation for the system was carried out by UCL, who developed the AIM25 system. Hardware was obtained by usual NLW procedures. Web design has been undertaken by NLW staff.

Organisational structure

The structure envisaged has been implemented, with ACW acting as Project Board, meeting *c.* quarterly, and a Project Management Group meeting more frequently.

Management of change

Liaison with project partners (through email, mailings and visits) has been established and maintained. Working practices of the team have been adapted where practical considerations have required it.

Changes in business needs or technology

The emerging ISAARCPF 2nd edition and EAC will provide a standard for authority records, and the UKAT project will ensure compatibility between LCSH and UNESCO subject indexing.

Conformity to other National Archives Network projects

Two NAN Interoperability meetings have been attended, and the requirements for compatibility with other strands have been built into the ANW system design. With a view to cross-domain interoperability, ANW will also provide data in other recognised standard formats.

Publicity

Articles about the project have appeared on the ACW website and in *Y Ddolen*.

Website

A design brief was drawn up by ANW, and a general layout has been devised, accompanied by information about the project. It is intended that this layout will be used to host the search interface.

Martin Locock
Project Manager
19 March 2003

ANW Progress report, 15 November 2002

1. Substantial progress has been made during the past few weeks and the project will begin on time on 6 January 2003.

2. Staff have been appointed as follows:

Project Manager: Martin Locock

Project Officers: The interviews for the four Project Officer posts were held last Friday. Through a succession of withdrawals the original shortlist of eight candidates was reduced to four. Each of the four interviewees has been offered a post. To date we have one definite acceptance (Seri Crawley); one probable acceptance; and one rejection. The fourth candidate has been unavailable this week.

3. The project management group has met once with both project monitors, David Riggs and Dick Sargent, present, and contact has been maintained through e-mail so that the group is kept constantly in the picture.

4. To be able to draw down funds from HLF it is necessary to complete form PM1 and produce documentation required. All the documentation:

- A signed contract
- Proof of partnership funding
- A timetable
- A cost breakdown and cash flow
- Details of the project management structure and method of choosing consultants, contractors, and suppliers

is now ready.

The PM1 form itself is expected to be completed next Monday.

5. The major task at present is on the system. The specification has been drawn up and approved by Dick Sargent. We are discussing software issues with the designers of the AIM25 system, on which the ANW system is to be modelled. We are also preparing accommodation at NLW for the project team.

John Watts-Williams

15 November 2002