

**Adroddiad i'r Grwp Rheolaeth Prosiect
Report to Project Management Group**

Martin Locock

1. Meetings attended

20/2/04 Linking Arms meeting, London

25/2/04 Project Management Group, video conference, Aberystwyth and Swansea

2. Staff

Staff training has been provided in subject indexing.

Adverse weather disrupted the Aberystwyth team's work for two days.

3. FLD creation

Currently there are 372 records live on the website, of which 258 were created by the HMC/NLW Family and Estates project. The database currently holds 2,223 records. The access points include 3,148 corporate names, 1,107 places, 1,999 personal names and 43 subjects. Subject indexing has commenced, initially working through the live records.

Partner	Target no. FLDs	Live (FE in brackets)	To be checked by partner	To be checked by Project Manager	To be checked by Project Officer
NLW	813	106	20	204	614
Anglesey	150	(5)	172	0	0
Carmarthenshire	272	(24)	0	275	0
Conwy	27	37 ¹	0	0	0
Ceredigion	77	(4)	80	34	0
Flintshire	137	(33)	0	179	0
Glamorgan	649	(37)	95	99	0

Anglesey, Conwy, Carmarthenshire, Ceredigion and Flintshire are complete. Work has commenced on Denbighshire. Batches of records for NLW and Glamorgan have been submitted to partners for checking prior to going live, as have all of Anglesey's records, and 50 have been returned to ANW for final editing. ANW checking of Ceredigion records will be completed in early March. The selection of fonds for Gwent is being finalised.

4. Software

Work on the admin menu, subject input and index screens, and corporate names has continued. The admin area is now approaching full functionality.

¹ Awaiting final approval from Conwy.

5. Website

Period	English page hits	Welsh page hits	Total hits/month	User sessions	Average hits/session	Cumulative total hits	Cumulative total sessions	Unique users	Sessions/user
September	31,389	4,200	35,589	1,555	22.9	64,175	2,819	1,081	1.44
October	33,086	2,034	35,120	1,853	19.0	99,295	4,672	1,437	1.29
November	32,112	3,122	35,234	2,357	14.9	134,529	7,029	1,434	1.64
December	27,149	2,883	30,032	2,359	12.7	164,561	9,388	1,583	1.49
January	40,682	4,322	45,004	3,156	14.3	209,565	12,544	2,326	1.36
February	50,338	5,210	55,548	2,952	18.8	265,113	15,496	2,386	1.24

The usage continues to grow, perhaps partly prompted by an email to the archives-NRA newsgroup. Despite the restriction of the corporate index to entries with links to live collections, the site is still highly visible to search engines.

6. Outreach and publicity

The only publicity has been an email to an archives newsgroup.

7. Budget and finance

Following discussion with the NLW Finance Officer and David Riggs, HLF monitor, the claim for October-December 2003 will be merged with that for January-March 2004, to be submitted at the end of March.

Quarterly budget, January –March 2004

	Projected	Actual to date
EXPENDITURE		
Project Manager	8800	on track
Project Officers 1-4	23889	on track
Project Officer	5973	on track
Travel & Subsistence	2112	0
Equipment	0	801.96
Software	0	
System Development	0	
ICT Support	313	
Administrative Support	325	
Training	1272	
Publicity & Marketing	0	
INCOME		
NLW	0	
Other partners	0	667.00
HLF Grant (74%)	29941	

The invoice for the workstation for Project office 5 has been received. Invoices have been sent for all contributions for 2003-4.

8. National meetings

The Linking Arms meeting on 20/2/04 was attended, and the outline proposals for ANW's development were presented, to include retroconversion to provide series and lower level content, incorporation of partner's lower-level electronic records, and an enhanced Welsh language interface. The Linking Arms bid will be submitted in early summer, to include information about the scope, timescale and cost of contributing projects, and if given initial approval will be worked up to a full bid in mid-2005.

9. Project Management Group and Project Board

The next Project Board will be on 26th March in UW, Aberystwyth.

The next PMG will be a video conference in May (date to be confirmed) in NLW, Aberystwyth, and UWS, Swansea.