

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

Martin Locock

1. Meetings attended

None

2. Staff

The PO5 appointment at Glamorgan Record Office has come to an end; the remaining work will be carried out by the Aberyswyth team.

3. FLD creation

Currently there are 3,892 records live on the website (including 76 sub-fonds descriptions), of which 1,620 were created by the project. A further 582 NLW records are awaiting final editing before making live.¹

The database currently holds 6,440 records, of which 702 are awaiting checking by partners and 1,047 are awaiting checking by the Project Manager. The checking process is much quicker since the team is now producing fully-conforming draft records.

The access points include 7,267 corporate names, 2,072 places, 4,531 personal names and 11,548 subjects.

| Partner | Target no. FLDs | Live² | To be checked by partner | To be checked by Project Manager |
|---------------------|------------------------|-------------------------|---------------------------------|-----------------------------------------|
| NLW | 813 | 326 | 0 ³ | 606 |
| Anglesey | 150 | 178 | 0 | 0 |
| Carmarthenshire | 272 | 220 | 77 | 0 |
| Conwy | 27 | 37 | 0 | 0 |
| Ceredigion | 77 | 115 | 0 | 0 |
| Flintshire | 137 | 214 | 0 | 0 |
| Denbighshire | 142 | 179 | 0 | 0 |
| Glamorgan | 649 | 438 | 191 ⁴ | 0 |
| Gwent | 680 | (25) | 0 | 296 |
| Gwynedd | 436 | (36) | 260 | 160 |

¹ It is recognised that not all the NLW editorial changes will have been completed by the end of the project. NLW staff will make the remaining changes, after training in using the ANW admin area.

² Includes some sub-fonds level descriptions

³ Work flow for NLW is Project Officer > NLW check > ML edit > live

⁴ Work flow for Glamorgan is Project Officer > GRO check > ML edit > live

Adroddiad Cynnydd 34 (Hydref 2005) / Progress Report 34 (October 2005)

| | | | | |
|--------------------------------------------|-----|----------------------------|-----|----------|
| Pembrokeshire | 128 | (20) | 209 | 0 |
| Powys | 436 | 54 | 58 | 318 |
| West Glamorgan | 353 | 49 ⁵ | 0 | 245 |
| University of Wales Bangor | | [1197] ⁶ | | |
| University of Wales Aberystwyth | | [54] | | |
| University of Wales Lampeter | | [23] ⁷ | | |
| University of Wales Swansea | | [617] ⁸ | | |
| Wrexham (A N Palmer Centre) ⁹ | 0 | 0 | 1 | 0 |
| Christ Church, Oxford ¹⁰ | | [1] | | |
| RCAHMW | | [39] ¹¹ | | |

The creation of records for Anglesey, Conwy, Carmarthenshire, Ceredigion, Flintshire, Gwynedd, Powys, and Pembrokeshire is complete. Work is in progress on Glamorgan, West Glamorgan and Gwent.

All records for Carmarthenshire, Pembrokeshire and Meirionnydd (Gwynedd) have been submitted to partners for checking prior to going live. In order to allow partner checking to commence on the remaining outstanding datasets, batches have been supplied to Powys and Caernarfn (Gwynedd), and will be made live as soon as they have been checked.

Remaining Powys, Gwynedd, Gwent, West Glamorgan and NLW descriptions require checking by the Project Manager.

4. Software

Work has started on the desk instructions for partners, with screen shots.

5. Website

A total of 113,384 collection description views were made in September, by 8,295 users. The proportion of web crawler visits rose slightly to 10.0%.

⁵ Includes 24 Family and Estates collections and 25 descriptions from the Archives Hub covering collections transferred to WGAS.

⁶ Descriptions from Archives Hub.

⁷ Excludes descriptions for UWL on Archives Hub covering material now transferred elsewhere.

⁸ Excludes descriptions for UWS on Archives Hub covering material now transferred elsewhere

⁹ Wrexham's catalogues are not organised into fonds and were therefore excluded from the ANW target. In order to ensure that the partner's holdings are visible to searchers of ANW, an umbrella description summarising the entire collection has been drafted.

¹⁰ Description from the Archives Hub for a collection transferred from UW Lampeter.

¹¹ Descriptions transferred from RCAHMW and access points added by ANW. Further batches to be supplied.

Adroddiad Cynnydd 34 (Hydref 2005) / Progress Report 34 (October 2005)

| Period | Key statistics | | | English page hits | Welsh page hits | Unique users | Sessions/user |
|-------------|------------------|---------------|----------------------|-------------------|-----------------|--------------|---------------|
| | Total hits/month | User sessions | Average hits/session | | | | |
| 2005 | | | | | | | |
| January | 284,860 | 22,180 | 12.8 | 210,210 | 74,650 | 7,893 | 2.81 |
| February | 363,744 | 26,377 | 13.8 | 226,771 | 136,973 | 8,701 | 3.03 |
| March | 343,551 | 38,627 | 8.9 | 238,322 | 105,229 | 13,033 | 2.96 |
| April | 304,833 | 35,854 | 8.5 | 228,241 | 76,592 | 13,100 | 2.74 |
| May | 295,545 | 30,682 | 9.6 | 217,076 | 78,469 | 11,321 | 2.71 |
| June | 380,573 | 34,600 | 11.0 | 256,376 | 124,197 | 12,004 | 2.88 |
| July | 339,059 | 40,150 | 8.4 | 239,289 | 99,770 | 11,946 | 3.36 |
| August | 976,698 | 39,931 | 24.5 | 593,703 | 382,995 | 12,873 | 3.10 |
| September | 420,224 | 41,765 | 10.1 | 282,422 | 137,802 | 12,071 | 3.46 |
| October | 633,188 | 49,314 | 12.8 | 432,099 | 201,289 | 13,857 | 3.56 |

6. Outreach, publicity and training

The Aberystwyth Subject Indexing event will be held in late November.

Training for partners in using the system has been requested, and events will be held in December and January.

The stakeholder survey is now complete.

7. Budget and finance

Quarterly budget, October-December 2005

| | Projected | Actual to date |
|--------------------------------|-----------|--------------------|
| EXPENDITURE | | |
| Project Manager | 9108 | 3036 |
| Project Officers 1-4 | 24725 | 6181 ¹² |
| Project Officer 5 | 4121 | 377 ¹³ |
| Travel & Subsistence | 471 | 0 |
| Equipment | 0 | 0 |
| Software | 0 | 0 |
| System Development | 0 | 0 |
| ICT Support | 313 | 0 |
| Administrative Support | 325 | 0 |
| Training | 300 | 0 |
| Publicity & Marketing | 0 | 0 |
| INCOME | | |
| NLW | 0 | |
| Other partners (for full year) | 7500 | 6166 |
| HLF Grant (74%) | | |

The remaining financial contributions, from two partners, are being invoiced now.

The claim for April- September has been approved for payment.

¹² Underspend because of Project Officer vacancy

¹³ Underspend because of Project Officer vacancy

8. National meetings

None

9. Project Management Group and Project Board

The next PMG will be a video conference at 2.00pm, on 7 December, at NLW, Aberystwyth, and UWS, Swansea.

The next Project Board will be on 8 November at CyMAL Aberystwyth.