Data Management Plan example 2:

Arts and Humanities Research Council

Example AHRC Technical Plan

Virtual Holocaust Memory: from Testimony to Holography

Section 1. Summary of Digital Outputs and Digital Technologies

The digital outputs associated with this bid are:

1. A website built in WordPress and hosted on a University of Leeds server. A basic website has already been built: http://arts.leeds.ac.uk/transnationalholocaustmemory/. Through this Fellowship this site will undergo further development to improve:

- **design** - with a focus on the homepage and the optimal presentation of new video content
- **functionality** - ensuring content in all areas of the site can easily be updated through the WordPress dashboard
- **usability** - creating a responsive site to ensure content is adaptive and viewable on mobile and tablet devices

2. A series of videos (around 15) will be commissioned from Leeds Media Services and uploaded to the Transnational Holocaust Memory YouTube channel and embedded in the WordPress site (see 1).

3. Video conferencing technology such as Skype and Adobe Connect (for which the University holds licenses which it will make available to this project) will be used at a seminar series taking place at the universities of Leeds, Sheffield and York in 2015/16 and at a series of public engagement events at the Johannesburg Holocaust and Genocide Centre in April/May 2016. Presentations made at video conferences will be recorded and added to a Resources section of the website.

Section 2.a. Technical Methodology: Standards and Formats

A series of approximately 15 videos along with 6-8 recorded video conference presentations will be in MP4 video format which is optimised for YouTube. The videos will be between 5 and 30 minutes long, ranging from approximately 50 to 500 MB in size. The video conference presentations will be approximately 30 minutes long. The length will vary according to the nature of the content (e.g. short vlog or longer video interview). The videos will be processed by Leeds Media Services. The total volume of the 15 videos is likely to be in the region of 3.75 GB. The recorded video conference presentations are likely to be in the region of 3.5 GB.

Section 2.b. Technical Methodology: Hardware and Software

The website is built in WordPress.

All video filming, processing and editing associated with this project will be done by Leeds Media Services, a trusted and respected local corporate filming company and approved supplier for the University who have the necessary hardware and software.

Section 2.c. Technical Methodology: Data Acquisition, Processing, Analysis and Use

WordPress and YouTube are highly compatible and easily interoperable.

Leeds Media Services will be responsible for filming, processing and editing all the video content. They will supply us with the edited films 14 days after filming which the PI or research assistant will upload onto YouTube and save in line with the protocol outlined below.

The mp4 files will be stored free of charge on a new University of Leeds media server called MediaStore which is currently in development and due to be launched in January 2015. Backup copies will be stored on the University of Leeds SAN (Storage Area Network) which is presented to the user as the M: and N: drives. The MediaStore, SAN and associated server infrastructure are configured for resilience and data protection to a high standard, including daily backup. Copies of raw and processed footage will also be kept by Leeds Media Services.

Permission will be obtained from all external interviewees before filming to enable sharing of all videos.

Section 3. Technical Support and Relevant Experience

It has been agreed that Steve Honeyman from the University's Blended Learning Educational Support Team will be responsible for the development of the project website. Steve has previous experience as a freelance web-designer and developer, with clients ranging from SMEs to the NHS and assorted design agencies. He has longstanding experience of design and development projects involving research, client meetings, design, development, testing, deployment and delivery of the completed site. Other responsibilities have included coding Photoshop files and creating animation. His core skills are advanced HTML, CSS (including HTML5 and CSS3), Responsive Design and CMS integration (usually using WordPress and occasionally using Perch), all of which he has been doing since 2000. He has an MA in Interactive Multimedia (2004) which focussed on design for the web, interaction and aesthetics. In addition, the Blended Learning Educational Support team can provide backup technical support for WordPress.

Leeds Media Services (http://www.leedsmediaservices.co.uk/) will be responsible for all filming associated with this project. They have a long history of collaboration with the PI and the University to produce high-quality media content. See, for example, the videos for the Art of Risk project: http://arts.leeds.ac.uk/artofrisk/ (please note that the actual website is also being redeveloped by Honeyman to optimise design and usability). Leeds Media Services is staffed by an award winning team with 40 years combined experience in video production.

They use the latest digital technology and can film and deliver on any video format, DVD or streaming video file. In 2010 they had success with Ethics in Computing: Real Ethics and Virtual Reality when it was nominated in the British Universities Film and Video Council (BUFVC) Learning on Screen Awards for the Courseware and Curriculum category. In 2012 the University of Leeds Flying Start resource was awarded the Special Jury Prize 'in recognition of the excellence of the underlying design' at the 2012 MEDEA Awards. Leeds Media Services provided all the video assets.

The PI and research assistant will be responsible for uploading content to the website and saving files in line with the University's best practice (see 2.c.) In his current role at the University of Leeds the PI has acted in a similar capacity for numerous projects, including the Art of Risk. The PI has extensive experience of managing web development projects. In his previous role as the Research Strategy Manager at the University of Salford he was responsible for managing the redevelopment of all the University's Research Institute websites, which included overseeing the development of a bespoke Content Management System by a Salford-based company called ED Interactive.

Research Data Leeds (a University of Leeds central support team) have provided guidance for this document and will provide advice and support for the implementation of this technical plan on an ongoing basis throughout the project and after.

Section 4: Preservation, Sustainability and Use

The Transnational Holocaust Memory website serves as a hub for a number of interlinked projects about Holocaust memory at the University of Leeds (currently 8 funded projects linked to 3 different PIs) and the site, along with the content developed through this project, will continue to be used for as long as some or all of these PIs remain at the University of Leeds and active in this broad research area. The lifespan of the site and its content is therefore estimated to be a minimum period of 5 years. Transnational Holocaust Memory is currently a burgeoning area of research at the University of Leeds and there is every likelihood that this site and new content produced through this Fellowship will remain relevant and accessible to the public and researchers for a decade or more.

In terms of the overall sustainability of the website, a theme will be created and coded from scratch so that it will be future-proof and maintainable should the current developer leave. There will be no reliance on external widgets or plug-ins to create layout and manage content; rather, we will have the simplicity of working with the WordPress dashboard.

Section 4.a. Preserving Your Data

All video files will be stored safely in the Leeds MediaStore and SAN for a minimum of five years at no cost. The PI has full discretion over the length of time that the website and its associated content are preserved on the University server and storage system.

Section 4.b. Ensuring Continued Accessibility and Use of Your Digital Outputs

All video files will be tagged with relevant metadata in both YouTube and on the relevant WordPress page. The videos will remain on YouTube and the project website for a minimum of 5 years. It is anticipated that the website will remain an important online archive and research resource for many years beyond that. This project will lead to a substantial upgrade of the design and content of the existing site but as new research projects are initiated the technical and aesthetic dimensions of the site will be reviewed to ensure that they are fit for purpose and new developments will be factored into new research bids accordingly.

A note on this plan

The Peer Review comments from the AHRC on this plan asked for further clarification about how digital outputs from the project would be maintained and preserved. The Research Data Leeds team submitted a letter to the AHRC with further details of the Research Data Leeds repository, including a commitment to keep the deposited data for a minimum of 10 years after the end of the project. This satisfied the AHRC reviewers.

This example DMP illustrates the importance the AHRC places on long term access to and preservation of digital outputs.