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HELIN Consortium LORI Grant Final Report New Commons

Robert Leaver

New Commons, rleaver@newcommons.com

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LORI Project Report to HELIN on the RI Digital Portal and Repository New Commons

New Commons served as the project and communications manager for the RI Digital Portal and Repository project. We developed an integrated deliverables plan and timeline for all professional service providers and volunteers to align their work under. The work began on June 15, 2014 and ended on September 30, 2014.

Communications: New Commons developed a targeted list of people to recruit to get involved in the project, including the working groups. We sent regular Constant Contact communications to all stakeholders. We opened and managed a collaborative workroom, on BaseCamp. It was initially used by the Steering Committee and eventually by the Work Groups.

Steering Committee: New Commons designed and facilitated regular meetings of the steering committee. We produced an agenda for each meeting. We produced summaries of key meeting decisions.

Work Groups: New Commons design and facilitated two workshops to help work groups form. We developed a format for each work group to develop its charge. Written summaries were prepared of the key insights and conclusions of each meeting. Robert Leaver of New Commons participated in the initial focus group, conducted by LYRISIS, on sustainability.