Cave Hill Impact Readiness Assessment
Work Plan v1

Number	Deliverable	Activities
1.	a) Listing of potential research data resources and stakeholders. b) Repository for administrative resources used to identify research data resources and stakeholders.	Desk review. Generally, the idea is to identify, from the pool of Cave Hill employees, potential data stakeholders and data resources using a variety of Cave Hill outputs. Potential sources: ● Departmental reports ● Faculty reports ● Campus reports ● INPLAIS ● Web of Science (Clarivate) database ● Library datasets
2.	a) Standard operating procedure for contacting potential data stakeholders / data resources. b) REDCap database of identified potential data stakeholders / data resources.	● Design and pilot SOP for assessing suitability for and interest in impact case studies or commercialisation. ● Seek feedback from approached targets on improving process with a view to improving sustainability ● Work with Angry Health and other managers to establish required / desirable information for each source of data ● Build and pilot REDCap database to capture information from stakeholders. ● Contact UWI researchers identified in deliverable 1, capturing information in the REDCap database.
3	a) Sustainability recommendations for updating of data stakeholders and data resources identified in deliverables (1) and (2).	● Document and implement sustainability recommendations. ● Identify the most up-to-date and well-maintained data sources from (1) above and establish regular connections with those responsible for publishing / maintaining them. ● Establish a schedule (6 months?) for repeat identification of new datasets. ● Liaise with NSO arm of CaribData to share learnings on best approach for relationship building.
4	a) Staff list with online profiles	● Determine proportion of staff identified in (1) and (2) with online research profiles (e.g. ORCID). ● Assess completeness of these profiles. ● Produce brief recommendations on sustainable use of profiles to complement recommendations made in deliverable 3. ● Link with library staff during this process. ● Add information gathered to REDCap database

5	a) Listing of 5 potential data stories b) One sample data story	- Assess potential data sources in terms of being Timely, Relevant, and Interesting - Undertake any training on Data Storytelling offered by Angry Health, joining Pilot / Beta testing as necessary - Working with Angry Health consultants, pilot process of identification and development of data stories, refining as required. - Draft, share and amend first data story / stories - Publicise / distribute Story With Ro-Ann Smith (CaribData consultant) using appropriate UWI resources
6	a) Development of additional data stories, aiming for another four.	- Using the process developed in deliverables 1 – 5, identify and create data stories, working with Angry Health consultants. - Recruit willing Cave Hill staff to become involved in the process, guiding and training as necessary - Aim is to build capacity for campus Data Storytelling process to become self-sustaining
7	a) Recommendations for strengthening sustainable identification of data stakeholders and data resources, for impact monitoring.	- Taking learnings from the previous elements, make suggestions for refining and improving: - Identification of sources of data - Identification, recruitment and collaboration techniques with Cave Hill Staff - Define best proactive approach for identifying and developing data sets into Data Stories - Establish best practice for the sharing of data stories to create maximum benefit - Suggestions for expansion (across campuses, perhaps to other entities?) - Working with the selected staff, work to understand the benefits of creating and disseminating data stories as a way of promoting Research Impact - Publicise the impact of the first tranche of Data Stories to help reinforce benefits / importance of publicising Cave Hill research in the future - Link with the soon-to-appear Cave Hill impact web page… (not a CaribData initiative by the way)