

## Scope of works for Technical Consultant/Project Manager (Science Museum Group e-journal)

### **Description:**

The Science Museum Group (SMG) is creating a new online journal to provide an innovative voice in discussions worldwide about science, its history, material culture, communication and presentation in museums. This will be an open-access forum to present peer-reviewed research relating to SMG's collections and practise by scholars inside and outside the Museum Group. The audience is academics, Museum Professionals, members of societies and people interested in the work and thinking of the Museum. The first issue of the e-journal will launch in March 2014.

The Museum is seeking a technical consultant/project manager to develop the initial technical specification for the e-journal and to ensure the journal is delivered to the highest standards on time and within budget. If the appointed technical consultant successfully delivers the initial stage of production (up to the appointment of external contractors), they may then be asked to act as Project Manager for the delivery of the technical aspects of the project. Accordingly this scope is divided into two parts.

### **Part 1: Technical consultancy for Science Museum Group e-journal**

#### **Deliverables:**

1. Perform a requirements analysis to determine the technical needs of the project recommend a technical route to production and identify any possible problems which may arise in production
2. Write a functional and technical specification document for the contracted web development team that reflects the vision of the SMG e-journal
3. Prepare any additional tender documents and organise tender process alongside Science Museum Head of Web and e-journal editorial team, such that the best contractor is appointed to deliver the project.

The deliverables will take the form of summary reports and written documents.

#### **Payment:**

A total fee of £3,000 is offered for this work. There will be one payment on completion of the Part 1 deliverables. The appointed consultant is responsible for invoicing the Museum.

#### **Timeframe:**

Requirements analysis and functional specification must be completed by 31 July. Tender process should be completed by end August.

### **Part 2: Project Management of delivery of technical aspects of Science Museum Group e-journal**

#### **Description:**

The role of the Project Manager will be to liaise between the editorial team and the external contractors to ensure that the technical aspects of the project are delivered on time and to the agreed specifications.

#### **Deliverables:**

1. Ensure that the successful delivery of the SMG e-journal meets project objectives according to the specifications of the functional and technical specification document and is on time and within the agreed budget,
2. Act as technical liaison between the SMG e-journal editorial team and the contracted technical team and provide regular progress updates to the editorial team as necessary
3. Communicate findings from user and beta-testing to contractors and ensure they implement findings into the final product

The deliverables will take the form of summary reports, oral/email feedback and written documents.

**Payment:**

A total fee of £6000 is offered for this work

The payment will be divided into 2 stages of equal amount:

- ❖ 50% upon mutual signing of the PROFESSIONAL SERVICES AGREEMENT
- ❖ 50%: upon completion of final deliverables on or before 31 March 2014

The appointed person is responsible for invoicing the Museum at each payment stage.

*The Science Museum welcomes suggestions from potential contractors for amendments/clarifications of the above deliverables. The resulting agreed deliverables will form part of any final contract.*