

SHED Implementation Plan

Theme	Objective (incl. Stakeholder Workshop votes)	Actions	Priority A=High C=Low	Difficulty 1=Low 3=High	Benefits	Lead	Partner(s)	Timescale	Work-stream	Measuring Progress/Success	Comments (post-25th May 2017 Programme Board)
Roles and Responsibilities/ Mainstreaming	5.1 Raise awareness of the existence, uses and value of Scotland's historic environment data.	5.1.1 Produce and implement a Communications Plan for the SHED Strategy	A	2	Greater public access to information	AS		2016	WS 3	Comms Plan devised and implemented. User Survey results	A draft communications plan has to be created but resource must be identified for it. Archaeology Scotland leading.
Roles and Responsibilities/ Mainstreaming	5.2 Seek opportunities and identify resources to train professional and non-professional users in the use of Scotland's historic environment data.	5.2.2 Support volunteer training in the creation and use of historic environment data within community engagement/training initiatives	B	2	Improved access to knowledge	AS	HES	Ongoing	WS 2	Assessment of number and spread of accredited professionals; Annual No of volunteer training events and number of attendees; Annual No of professional skills training events and number of attendees; Annual No of placements/secondments	Review of virtual volunteering underway within HES, which will include relevant elements of SUP etc. Exemplars available in NLS mapping projects.
Baseline Data	1.4 Develop efficient methods for polygonisation where appropriate, for known extents of historic environment assets and for development management purposes, for example to help in managing change and for facilitating research.	1.4.5 Scope and pilot a polygonisation project for existing Listed Building elements	A	2	Improved quality of records	HERs		?	WS 2	Successful completion of pilot	HES currently not planning on doing this for the c.67 000 legacy records. Some HERs have done it and others are looking into it; the lead therefore changes to HERs. Will be taken forward at SMR Forum
Baseline Data	1.4 Develop efficient methods for polygonisation where appropriate, for known extents of historic environment assets and for development management purposes, for example to help in managing change and for facilitating research.	1.4.6 Scope and pilot a polygonisation project for existing Listed Building curtilages	C	3	New standards tested and agreed; Provides platform for national research	HERs		?	WS 2	Agreed standard in place and being used	HES will not define curtilage but HERs may with their own data.
Baseline Data	1.1 Enhance the ability of the current portal, to achieve a comprehensive central point for historic environment information.	1.1.1 Seek additional resources for PastMap development.	A	3	Ensure PastMap is maintained and capable of meeting user needs	HES		Reviewed annually	WS 1	Record Annual PastMap User Statistics	Work to upgrade to Open Layers 3 will be underway shortly.
Baseline Data	1.1 Enhance the ability of the current portal (PastMap), to achieve a comprehensive central point for historic environment information.	1.1.6 Increase resilience of PastMap on multiple platforms	A	2	Make it easier for HERs to keep their data refreshed as needed; Greater public access to data	HES		Ongoing	WS 1	Record Annual PastMap User Statistics	Work to upgrade to Open Layers 3 will be underway shortly.
Baseline Data	1.3 All data sources to be available online and through web services.	1.3.5 Make Properties in Care data available online	A	2	Greater public access to data	HES		2017	WS 2	Assessment of diversity of audience being reached	Discussions underway between Data Management and PICs. Will be reporting through OASIS. Concordance and inking also being discussed.
Baseline Data	1.3 All data sources to be available online and through web services.	1.3.6 Explore options for linking records to archive and collections records available online	B	2	Greater public access to data	HES	MGS/local museums; ?SCA	2017	WS 4	Links to archive and collections databases	To be led through Workstream 4. Scottish Council on Archives may be brought in as partners. SusanH: Semantic approach to this being researched by Paul Cripps (GSTAR), which we (PMK) keeping an eye on. Opportunities for funding decreased.
Standards	2.1 Influence the development of national and international standards for historic environment data.	2.1.2 Ensure data is INSPIRE compliant	A	2	Ensure consistent and compatible data structure across datasets, increase interoperability and ease of use; Compliance with Scottish Government and EU Standards	HES		Liaise with PMK	WS 1	INSPIRE compliant data; provision of viewing and downloads services for metadata	We don't yet know what the transformation services will be.
Roles and Responsibilities/ Mainstreaming	2.4 Agree protocols for data editing in order to give clarity over roles and responsibilities.	2.4.1 HES and HERs to discuss and agree protocols.	B	3	Adopting consistent editorial protocols across the sector	HES	SMR Forum	2020	WS 3	Editorial protocols in place	No current activity, but OASIS changes currently in development may help, including ability to generate DES text.
Standards	3.1 Improve interactive abilities of the data, so that it can be used more effectively for research and managing change.	3.1.1 Develop user-focused web services, ideally as linked open data, for existing data sources, and build them in to all subsequent developments	B	3	Data presented consistently across the sector; Allows innovative interactions with other key data providers	HES		2021 (HES Digital Strategy timeframe)	WS 1	Web services in place and being used. User survey results	Focused work ongoing. HES and others are following development of ARCHES which may provide ideas of getting data into suitable formats.
Audits and Process Mapping	4.1, 4.6 Agree and implement ways in which unnecessary duplication of data can be avoided and/or removed; Improve the efficiency of the creation and collation of data when it is gathered from various different sources.	4.1.5 Compile a list of current online information sources relating to the historic environment	C	1	More efficient and effective ingest of information; Better archiving and security of data	HES		2016	WS 2	List produced and kept current	Being updated and will be circulated for wider consultation. Include: ADS guidance on archiving and the guides to good practice information about 3D: http://guides.archaeologydataservice.ac.uk/g2gp/3d_Toc
Audits and Process Mapping	4.4 Establish processes and procedures that can ensure the security of data from unauthorised access and/or accidental deletion or corruption.	4.4.2 HES to achieve data Seal of Approval and Trusted Digital Repository Status	B	2	More efficient and effective management of archive and data; provides sector resilience; ensures long term preservation of data	HES		TDR - 2017; DSA 2017-18	WS 2	Mechanisms in place to secure data; Auditable process for custodianship. ?Number of breaches; DSA and TDR achieved and maintained	Active and ongoing. DSA likely this financial year.
Standards	4.5 Create the facilities to ensure the long-term curation, readability and availability of data.	4.5.2 HES to achieve Data Seal of Approval and to become a Trusted Digital Repository: See 4.4.2	B	2	Data is discoverable, archived and secure	HES		TDR - 2017; DSA 2017-18	WS 2	See 4.4.2	See 4.4.2
Standards	5.5 Produce guidelines relating to Intellectual Property Rights in order to help avoid copyright and reproduction issues with different media.	5.5.1 Produce guidelines for different users on IPR/copyright, and post on (or link to) SHED website	B	1	Clarity of rights	HES		2017-18	WS 2	Datasets openly available as per Open Data Strategy. Guidelines produced and kept up to date	Ongoing - currently being considered by HES (AA).
Baseline Data	1.1 Enhance the ability of the current portal (PastMap), to achieve a comprehensive central point for historic environment information.	1.1.2 Develop automated upload mechanism and/or live or near live feeds for HERs to put their data on PastMap.	B	3	Make it easier for HERs to keep their data refreshed as needed.	HES	SMR Forum	2020	WS 1	Record Annual PastMap User Statistics	Work ongoing with Improvement Service & Spatial Hub
Audits and Process Mapping	5.7 Identify and engage with new partners for the strategy as it develops.	5.7.1 Audit and analysis of museum, archive and library datasets that can be linked or shared	A	1	Connecting historic environment information	MGS	SCA	2017-2020	WS 4	Provide evidence of partnership working	Initial contact made with MGS and within HES with a view to establishing WS4 to help deliver this. Interrupted by staff changes. Some work may be aligned with Archaeology Strategy survey and workshop on museum provision. AA to take forward with RJ.

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Standards	2.2 Ensure that agreed international and national standards are adhered to both within and outwith the sector.	2.2.4 Reference archives standards and guidance for sector	B	1	Make wider sector aware of standards	NAS		Mar-17	WS 4	Standards page created on SHED/SMR Forum website	Requires ISAD (G) to be added as an archival standard.
Roles and Responsibilities/ Mainstreaming	4.3 Identify and raise resources that can help achieve a prioritised list of actions arising from these aims and objectives.	4.3.1 Review potential funding sources, e.g. EU, SG, HLF, AHRCF, Charities/foundations	B	1	Better resourcing for SHED related activities	SHED Board		Ongoing	PB	Annual amount of investment into SHED Programme; Annual geographic spread analysis of investment into SHED Programme	Members of the Programme Board intend to work on bids. A HES partnership programme to develop the SHED strategy being considered.
Roles and Responsibilities/ Mainstreaming	4.3 Identify and raise resources that can help achieve a prioritised list of actions arising from these aims and objectives.	4.3.2 Apply for funding, individually or collectively	B	3	Better resourcing for SHED related activities	SHED Board		Ongoing	PB	Annual amount of investment into SHED Programme; Annual geographic spread analysis of investment into SHED Programme	Members of the Programme Board intend to work on bids. . A HES partnership programme to develop the SHED strategy being considered.
Roles and Responsibilities/ Mainstreaming	5.1 Raise awareness of the existence, uses and value of Scotland's historic environment data.	5.1.2 Identify & target key political support to achieving above outcomes	B	2	Greater public access to information	SHED Board		Ongoing	WS 3	Comms Plan implemented for local and national decision-makers. User Survey results	To follow comms plan implementation.
Roles and Responsibilities/ Mainstreaming	5.3 Initiate a programme of user feedback and engagement in order to identify demands that may be fulfilled through the SHED initiative.	5.3.1 Focus/user group meeting plus additional surveys, etc. as required. See 5.3.2.	B	2	Better understanding of user wants and needs	SHED Board		Ongoing	WS 3	See 5.3.2	See 5.3.2
Roles and Responsibilities/ Mainstreaming	5.3 Initiate a programme of user feedback and engagement in order to identify demands that may be fulfilled through the SHED initiative.	5.3.2 Consider creation of a Stakeholder Group. See also 4.1.2.	B	2	Better understanding of user wants and needs	SHED Board		2017-18	WS 3	No of user engagement exercises; Positive/helpful feedback received. User Survey results	Ad hoc stakeholder meetings are taking place when required, rather than forming a standing group
Roles and Responsibilities/ Mainstreaming	5.4 Help others to create data and devise data sources through User-Generated Content (UGC) that has the best fit with agreed standards and principles of Scotland's Historic Environment Data.	5.4.1 Embed good practice standards in major initiatives such as Scotland's Urban Past	A	2,3	UGC data more usable and consistent	SHED Board		Ongoing	WS 2	No of new or updated records through UGC	Looking out for opportunities such as the Scottish Rock Art Project (ScRAP). HES to share information on UGC routes and approaches (will talk at Winter SMR Forum meeting)
Audits and Process Mapping	5.7 Identify and engage with new partners for the strategy as it develops.	5.7.2 Recognize connections with rest of UK, EU and Worldwide	C	1	Presents a more rounded picture of historic environment assets	SHED Board		Ongoing	WS 3	Provide evidence of partnership working	Recent talks to FISH and DataARC (NABO offshoot). Upcoming talk to UK HER Forum summer meeting in Hull.
Standards	1.2 Ensure that information is linked with or between the key data sources and other key portals.	1.2.1 Use current concordance and data linking projects as models to extend this to other areas.	A	1		SMR Forum	MGS; HES	Ongoing with annual reviews	WS 2	Proportion of records with concordance	Pilot project concordance between designations data and Canmore is underway. SL suggested adding an HER dataset as a prototype. MGS may be able to help with intelligence gathering.
Standards	1.2 Ensure that information is linked with or between the key data sources and other key portals	1.2.3 Identify where SHED data should be embedded in other policy/advisory systems (planning, Water Framework Directive, agriculture etc.)	B	2		SMR Forum	MGS	2014-17	WS 2	Survey of appropriate strategic documents	No current activity
Baseline Data	1.3 All data sources to be available online and through web services.	1.3.1 Target HERs that are not yet online and work with them to help achieve this.	A	3	Greater public access to data	SMR Forum		2024	WS 2	Percentage of HERs available online.	69% have online HERs; 81% have LA data on Pastmap as of August 2016
Baseline Data	1.3 All data sources to be available online and through web services.	1.3.2 Aim for complete coverage of Scotland in the HER layer on PastMap	A	2	Greater public access to data	SMR Forum		2019	WS 2	Percentage of HERs available on Pastmap.	See 1.3.1
Baseline Data	1.3 All data sources to be available online and through web services.	1.3.3 Explore ways to help data holders to provide data as web services, possibly through a national portal (SE Web? PastMap?)	B	3	Make it easier to share data without duplication	SMR Forum	Improvement Service	2017	WS 2	Record Annual Canmore User Statistics	Meetings have been held with the Improvement Service. There needs to be an awareness that PastMap needs to balance functionality with the number of layers of data it can hold.
Baseline Data	1.3 All data sources to be available online and through web services.	1.3.4 Identify funding, advisory support & timetable to achieve all HERs online	A	3	Make it easier for HERs to get their data online	SMR Forum		2017	WS 2	Number of HERs online and number of HERs contributing to PastMap	SMR Forum are working on this.
Baseline Data	1.4 Develop efficient methods for polygonisation where appropriate, for known extents of historic environment assets and for development management purposes, for example to help in managing change and for facilitating research.	1.4.2 Develop polygonisation projects for HER data to complete the coverage of Scotland, and provide a linked national polygonised dataset covering undesignated historic environment sites (i.e. for use on SE Web land information search). Use DSP as a model.	A	2	Being hosted by Local Authority Services provides additional support for them; Major improvements in concordance; Helps cement roles and responsibilities	SMR Forum		2017-20	WS 2	Methodology signed off; national percentage of coverage.	Two projects currently underway: Scottish Borders/Stirling/Clackmannanshire and Shetland. Both now in their second (and final) years.
Standards	2.2 Ensure that agreed international and national standards are adhered to both within and outwith the sector.	2.2.1 Create a list of appropriate standards, with summary information, links and compliance information; post on web page and update regularly	B	1	Make it easier to access information about standards	SMR Forum		Ongoing	WS 2	Standards page created on SHED/SMR Forum website	Completed and uploaded, but now needs to be maintained, hence now ongoing. To be circulated.
Roles and Responsibilities/ Mainstreaming	2.4 Agree protocols for data editing in order to give clarity over roles and responsibilities.	2.4.2. Build on HER/HES protocol for other data curators	C	3	Clarity of roles and information	SMR Forum		2020	WS 2	Editorial protocols in place	See 2.4.1
Baseline Data	3.2 Identify gaps in the data and seek ways to address these.	3.2.1 Systematically fill gaps in key data sources, avoiding duplication where possible	B	3	A. Make data more complete and consistent, and so easier to use	SMR Forum		Reviewed biennially from 2017	WS 2	Measure the extent to which stakeholders are contributing knowledge/information to the evidence base – i.e. Record annual no of new records created	This will be an outcome of specific projects that are being undertaken.
Audits and Process Mapping	3.3 Ensure that systems can accommodate the need for some data to be kept private, for privacy, legal and site security reasons.	3.3.1 Audit key current systems	A	1	Identify existing mechanisms for keeping data private	SMR Forum		2017	WS 1, WS 2	Mechanisms in place to keep data private. ?Number of breaches	This has been reviewed - [HES] records and designations are DPA compliant. Local Authority Guidance being investigated
Audits and Process Mapping	3.3 Ensure that systems can accommodate the need for some data to be kept private, for privacy, legal and site security reasons.	3.3.2 Propose amendments to allow for private data (working within legislative constraints, e.g. Data Protection; FoI; etc.)	B	1	Make it easier to ensure that private data is not disseminated	SMR Forum		Ongoing, reviewed annually	WS 1, WS 2	Mechanisms in place to keep data private. ?Number of breaches	No current activity
Audits and Process Mapping	3.3 Ensure that systems can accommodate the need for some data to be kept private, for privacy, legal and site security reasons.	3.3.3 Adapt current systems and build appropriate privacy into new ones	B	2	Identify existing mechanisms for keeping data private; B. Make it easier to ensure that private data is not disseminated	SMR Forum		Ongoing, reviewed annually	WS 1, WS 2	Mechanisms in place to keep data private. ?Number of breaches	No current activity

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Audits and Process Mapping	4.1, 4.6 Agree and implement ways in which unnecessary duplication of data can be avoided and/or removed; Improve the efficiency of the creation and collation of data when it is gathered from various different sources.	4.1.1 Explore roles of DES, OASIS, Canmore and HERs with regard to event reporting	B	3	More efficient and effective ingest of information; Better archiving and security of data	SMR Forum	ADS; Archaeology Scotland	As per OASIS redevelopment timetable	WS 2	Review of relationships completed and recommendations agreed and undertaken	Work relating to the OASIS redevelopment is under way.
Audits and Process Mapping	4.1, 4.6 Agree and implement ways in which unnecessary duplication of data can be avoided and/or removed; Improve the efficiency of the creation and collation of data when it is gathered from various different sources.	4.1.2 Feed into national projects at development stage to ensure that compatible data structure and mechanisms for data transfer are in place before project starts	A	1	More efficient and effective ingest of information; Better archiving and security of data	SMR Forum	HES	Ongoing	WS 3	Review of number of such projects against number with agreement at development stage	This is being looked at by the TWG and discussions are under way.
Audits and Process Mapping	4.1, 4.6 Agree and implement ways in which unnecessary duplication of data can be avoided and/or removed; Improve the efficiency of the creation and collation of data when it is gathered from various different sources.	4.1.3 Suggest that the SHED strategy is included in project designs for HLF, HES and AHRC.	A	1	More efficient and effective ingest of information; Better archiving and security of data	SMR Forum	ALGAO Scotland	Ongoing	WS 2	Agreement reached with funders to refer to SHED; audit undertaken	Guidance is required at two levels: those considering applying for funding and those who are still to have a conversation with the HLF.
Audits and Process Mapping	4.1, 4.6 Agree and implement ways in which unnecessary duplication of data can be avoided and/or removed; Improve the efficiency of the creation and collation of data when it is gathered from various different sources.	4.1.4 Devise suitable requirements for digital data creation and archiving as part of the planning process, and encourage local authorities to apply these to archaeological conditions	C	3	More efficient and effective ingest of information; Better archiving and security of data	SMR Forum		2017	WS 2	Requirements devised and agreed, and implemented in planning conditions	No current activity
Baseline Data	4.2 Create conditions where the most up to date data is both available and kept up to date.	4.2.1 See 1.1 re live or near live feeds	A	2		SMR Forum		As 1.1	WS1	Web services in place and current	See 1.1
Baseline Data	4.2 Create conditions where the most up to date data is both available and kept up to date.	4.2.2 Provide datasets as web services – see 1.3	B	3		SMR Forum		As 1.3	WS1	Web services in place and current	See 1.3
Audits and Process Mapping	4.4 Establish processes and procedures that can ensure the security of data from unauthorised access and/or accidental deletion or corruption.	4.4.3 Prepare, disseminate and assist in the implementation of Disaster/Recovery Plans	B	2	Provides sector resilience; ensures long term preservation of data	SMR Forum	HES	2018	WS 2	Auditable process for Disaster/Emergency/ Business Continuity planning. ?Number of breaches	The operational statement should be looked at with regard to HES and LA s.
Standards	4.5 Create the facilities to ensure the long-term curation, readability and availability of data.	4.5.1 Discuss potential for long-term data security/readability relationship between HERs and other data holders, and HES	B	2	Data is discoverable, archived and secure	SMR Forum		2021 (HES Digital Strategy timeframe)	WS 2	Data security confirmed by data holders	No current activity
Standards	5.5 Produce guidelines relating to Intellectual Property Rights in order to help avoid copyright and reproduction issues.	5.5.2 Support the Open Access Strategy for the sector's publications: See 5.5.1	B	2	Accessible Data	SMR Forum		2017-18	WS 2	See 5.5.1	See 5.5.1
Standards	5.5 Produce guidelines relating to Intellectual Property Rights in order to help avoid copyright and reproduction issues.	5.5.3 Support the Open Data Strategy for the sector's publications	B	2	Accessible Data	SMR Forum		Ongoing, reviewed annually	WS 2	Datasets openly available as per Open Data Strategy	A priority for HES in 2017-18 (AA leading)
Standards	5.5 Produce guidelines relating to Intellectual Property Rights in order to help avoid copyright and reproduction issues.	5.5.4 Implementation of Scottish Government Open Data Strategy 2015	A	2	Data contributes to Scotland's Digital Data Future; Accessible Data	SMR Forum		2017 for 3* data	WS 2	Datasets openly available as per Open Data Strategy	A priority for HES in 2017-18 (AA leading)
Baseline Data	5.6 Encourage the enhancement of content and improve coverage, and provide guidance on how the data all links together.	5.6.1 Develop and guide structured/virtual volunteering (crowd-sourcing projects) to help fill the gaps in data	B A	2	Increase in useful/usable data available	SMR Forum		Development 2014-18, Projects 2018-25	WS 2	Number of records with enhanced content	Guidelines have to be put in place. Minimum Standards for Canmore records have been developed in order to monitor progress of record improvements.
Baseline Data	5.6 Encourage the enhancement of content and improve coverage, and provide guidance on how the data all links together.	5.6.3 Promote concordance between records	A	2	SMR Forum/HES	SMR Forum	HES	Ongoing with priorities reviewed annually	WS 2	Number of records with enhanced concordance.	The baseline of who is providing concordance has yet to be established, but concordance is built in to the polygonisation projects.
Baseline Data	5.6 Encourage the enhancement of content and improve coverage, and provide guidance on how the data all links together.	5.6.2 Develop data links and linked data, and explain how they can be used	B	2	Better joining up between existing databases	SMR Forum	HES	Ongoing with annual reviews	WS 2	Number of records with enhanced content	Any activities will be reported through projects.
Roles and Responsibilities/ Mainstreaming	5.1 Raise awareness of the existence, uses and value of Scotland's historic environment data.	5.1.3 Continue to promote the SHED Strategy through the emerging Archaeology Strategy and other shared initiatives	B	2	Promotion of a research ethos	SSAC		Ongoing	WS 3	SHED mentioned and reported on in Archaeology Strategy Action Plan	Included in the Archaeology Strategy and now promoted in the Delivery Plan.
Roles and Responsibilities/ Mainstreaming	5.2 Seek opportunities and identify resources to train professional and non-professional users in the use of Scotland's historic environment data.	5.2.1 Tie in to implementation of the Skills aims of Scotland's Archaeology Strategy, including professional training, secondments and community training	B	2	Improved skills	SSAC	CiFA	Ongoing	PB	Assessment of number and spread of accredited professionals; Annual No of volunteer training events and number of attendees; Annual No of professional skills training events and number of attendees; Annual No of placements/secondments	Being led by CiFA and included in the Archaeology Strategy (Delivery Plan, Aim 5): http://archaeologystrategy.scot/files/2017/01/SAS-Delivery-Plan-16Jan2017.pdf .
Standards	1.2 Ensure that information is linked with or between the key data sources and other key portals	1.2.2 Ensure appropriate standards are in place to enable data sharing	B	1		TWG	MGS	2014-17 and reviewed biannually thereafter	WS 2	Agreed standards in place and being used	Data standards have been added to the website: http://smrforum-scotland.org.uk/shed/data-standards/ See also 5.7.1
Standards	2.1 Influence the development of national and international standards for historic environment data.	2.1.1 Revise polygon technical specifications for historic environment data in Scotland	A	1	Ensure consistent and compatible data structure across datasets, increase interoperability and ease of use; Improved visibility of historic environment data in Scottish Government	TWG		Sep-16	WS 2	Technical specifications for different HE polygons have been drawn up and made available online	Work has begun on the technical specifications, which will be made available online.
Standards	2.3 Achieve consistency across the data, especially where this will assist the user.	2.3.1 Standardize thesauri and KOS / use Linked Open Data across datasets (i.e. Seneschal project)	A	3	Consistency across historic environment data providers	TWG	FISH	2020	WS 2 WS 1	Ability to cross search on PastMap	Being discussed at the TWG. TWG will establish the extent of the problem of non-standard legacy data within the HERs and propose an approach to address it.

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Baseline Data	1.1 Enhance the ability of the current portal, to achieve a comprehensive central point for historic environment information.	1.1.4 Add World Heritage Sites to available overlays	Z	0	Greater public access to data	X - Completed		Completed	WS 1	Record Annual PastMap User Statistics	Complete
Baseline Data	1.1 Enhance the ability of the current portal, to achieve a comprehensive central point for historic environment information.	1.1.5 Add Marine Protected Areas to available overlays	Z	0	Greater public access to data	X - Completed		Completed	WS 1	Record Annual PastMap User Statistics	Complete
Standards	2.2 Ensure that agreed international and national standards are adhered to both within and outwith the sector.	2.2.2 Agree metadata standard	B	2	Create consistency across datasets	X - Completed		Completed	WS 2	Metadata standard posted online	Guidance is available on the SMR Forum website.
Baseline Data	1.4 Develop efficient methods for polygonisation where appropriate, for known extents of historic environment assets and for development management purposes, for example to help in managing change and for facilitating research.	1.4.3 Pilot New Listed Building elements polygons	A	2	New standards tested and agreed; Provides platform for national research	X - HES	SMR Forum	Pilot project by 2018	WS 2	Agreed standard in place and being used	Complete
Baseline Data	1.4 Develop efficient methods for polygonisation where appropriate, for known extents of historic environment assets and for development management purposes, for example to help in managing change and for facilitating research.	1.4.4 Pilot Listed Building polygons	Z	0	New standards tested and agreed; Provides platform for national research	X - HES	SMR Forum	Completed	WS 2	New standard applied by HES	Complete
Audits and Process Mapping	4.4 Establish processes and procedures that can ensure the security of data from unauthorised access and/or accidental deletion or corruption.	4.4.1 HES to become MEDIN DAC	Z	0	More efficient and effective management of archive and data	X - HES		Completed	WS 1	Mechanisms in place to secure data; Auditable process for custodianship; Auditable process for Disaster/Emergency/ Business Continuity planning	Complete
Standards	2.2 Ensure that agreed international and national standards are adhered to both within and outwith the sector.	2.2.3 Reference museum standards and guidance for sector	B	1	Make wider sector aware of standards	X - MGS	TWG	Mar-17	WS 4	Standards page created on SHED/SMR Forum website	Completed.
Baseline Data	1.4 Develop efficient methods for polygonisation where appropriate, for known extents of historic environment assets and for development management purposes, for example to help in managing change and for facilitating research.	1.4.1 Scope and pilot a polygonisation project for Scotland	A	2	Provides information suitable for agri-environment and other national projects; Designed to aid skills sharing and training ;	X - SMR Forum	HES	2015-2017	WS 2	National % covered by each technique	No pilot required - see 1.4.2
Baseline Data	1.1 Enhance the ability of the current portal, to achieve a comprehensive central point for historic environment information.	1.1.3 Add Conservation Areas to available overlays	Z	0	Greater public access to data	X -Completed		Completed	WS 1	Record Annual PastMap User Statistics	Complete