Bath Insights Internship Programme Project Brief

Project title: Research Impact Services Operations Internship

Department: Research Impact Services/ Impact Acceleration Account

Project theme: Operations

Capabilities: Data literacy; Communication; Digital and AI literacy; Adaptability; Creativity and innovation; Professionalism; Collaboration; Critical thinking

Project brief: The intern will support the development of a more effective, consistent and sustainable approach to information management across the Impact Acceleration Account (IAA) programme. The project will focus on consolidating existing SharePoint resources, improving internal communications infrastructure, and aligning document management practices with University guidance and requirements.

Main outputs or deliverables:

Objective 1: Develop a good practice guide on information management. Review relevant University guidance and policies relating to:

- data and information management.
- records retention requirements.
- file storage and archiving.
- SharePoint and Teams best practice.
- information governance and accessibility considerations

Produce a practical guidance document and recommendations explaining how these requirements should inform the design and implementation of Objectives 2 and 3

Objective 2: Develop a single IAA document library design. Review the current ESRC and EPSRC IAA SharePoint document libraries and design a proposed single-library structure that:

- consolidates existing documentation into one system
- creates consistent folder structures, metadata and naming conventions
- improves accessibility and discoverability of information
- supports future integrated IAA programme delivery

Objective 3: Develop a SharePoint intranet proposal. Design a proposal for an IAA SharePoint intranet area to improve communication and knowledge sharing across

the IAA team and potentially the wider Research Excellence and Impact team. The proposal should consider:

- key audiences and user needs
- information architecture and navigation
- news, announcements and communication functions
- storage of guidance, resources and templates
- governance and ownership arrangements

Measurable outputs:

- Information management review
- Good practice guide
- Audit of existing IAA file storage
- SharePoint single-library design
- SharePoint intranet proposal
- Implementation roadmap
- Final presentation

Alignment with University goals:

- Building the information management and communication infrastructure required to support effective delivery of IAA programme objectives
- Contributing to continuous improvement through more efficient, accessible and evidence-informed programme management
- Supporting compliance with University policies and requirements relating to information security, information classification, records management, retention and data protection
- Promoting effective and consistent use of institutional digital platforms, including SharePoint and Microsoft Teams
- Improving knowledge sharing, collaboration and business continuity across the IAA team and wider Research Excellence and Impact function
- Enhancing organisational efficiency by reducing duplication, improving document discoverability and supporting consistent working practices

Realistic goals:

SMART objectives supported by a team who are enthusiastic about the project and committed to supporting individual development as well as contributing to deliverables.

By the end of the internship, the intern will have produced a practical and evidence-based proposal for a unified IAA SharePoint environment, including a single document library structure, intranet design recommendations, information

management guidance, and an implementation roadmap that supports efficient and sustainable programme delivery and aligns with University information governance requirements.