



BIC Task & Finish Working Groups
Project Briefing Document

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BIC Committee Sign off

Committee Name	Date project brief sent	Date approved
BIC Physical Supply Chain Committee	19 th April 2018	
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Document History

Version	Summary of Changes	Document Status	Date published
0.9.0	First draft	Draft	19/04/2018
0.9.1	Revised draft – adding note to the scope re. libraries to suggest more consideration needed here by the Task and Finish Working Group for this Project. Also expanding Constraints section to include independent bookseller and academic publishers .	Draft	26/04/2018
1.0	Final version – no changes to 0.9.1	FINAL	27/04/2018

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1. PURPOSE

The overall purpose of this project is to map the UK book industry's physical supply chain in order to help develop and later inform a strategic overview of standards implementation, interconnections, and document issues in the physical supply chain. BIC may decide to merge this project with item 5.2.4 as listed in the 2018 BIC Strategy Implementation plan i.e. "Identify other standards in use outside the book trade that could be used by the book industry" to form one project. This is to be decided by the appropriate BIC Committee. This project will need to be aware of the work being carried out by the Metadata Map project in order to avoid any potential for duplication of effort in certain areas.

2. BACKGROUND

The requirement for this work has come from the BIC Physical Supply Chain Committee and also as a result of the various strategy meetings held in 2017 in which BIC's focus and direction for 2018-2020 was agreed with both the Executive and Operational Boards. The results of these meetings can be found in the Strategy Papers that are located on BIC's website here: <http://www.bic.org.uk/186/BIC-Strategy/>

This particular project is being set up in response to Strategic Priority Paper 5 which can be found here:

http://www.bic.org.uk/files/Strategy/BIC%20Strategy%202018_Priority%20Paper%205,%20Version%201.1,%20January%202018.pdf

Strategy Paper 5 is a commitment to identify and document physical supply chain issues which in turn (it is hoped) will increase industry engagement with BIC in this area and also better serve the interests of both BIC's members and BIC's members' customers. A first draft high-level map of the UK book industry's physical supply chain is a first step towards this commitment.

3. PROJECT DEFINITION

3.1. PROJECT OBJECTIVES

The output from this project is ultimately a tool to help steer the direction of BIC's work over the next months and years with regards the UK book industry's physical supply chain. A simple high-level map of the physical supply chain with associated standards shown at the appropriate stages of that chain, highlighting issues where known will be an invaluable resource both for BIC and its members. There may be a requirement later on for more detailed mapping, perhaps of certain areas that BIC and its members wish to explore in greater depth. That will be decided by the BIC Operational Board and the BIC Physical Supply Chain Committee and will need to be factored into BIC's 2019 strategy. The Operational Board has stipulated the project should be short term. There is a small amount of funding allocated to this piece of work, which should be completed by December 2018 at the latest.

Establishing, or spending any time trying to establish solutions to any issues documented is not the objective of this project – the key objective is simply to record them.

3.2. PROJECT SCOPE

1. The high-level map will be for the UK book industry supply chain only.
2. Libraries are currently excluded from the scope of the map after the point at which they take delivery of books. However, this should be explored in the first meeting of the Task and Finish Working Group for this project. The T&FWG will need to establish the size of this market and also bear in mind that the wholesalers have an integrated supply chain which may include this area.
3. The start point is the point at which the author has completed their work/book/item, the end point is delivery to the retail customer.
4. Digital products are out of scope.
5. On-line retailers are in scope if they are selling printed book products.
6. Top level areas in scope include: metadata creation, aggregation and distribution, printing, transactional data/operations, shipping, distribution, retail, returns, sales reporting.
7. Not excluded from the scope of this project are non-industry standards, should they happen to be referenced during the life of the project. However, the main focus will need to be on industry standards.
8. Issues (where/if known) should be highlighted on the map. Find solutions for identified issues is out of scope.

3.3. OUTLINE PROJECT DELIVERABLES AND/OR DESIRED OUTCOMES

The main project deliverable will be a first draft top level Physical Supply Chain Map identifying associated standards. It may be a later requirement that this high-level map may be later fleshed out in more detail. The high-level map will initially be used to help identify new areas of work that BIC may want to pursue over the coming year(s) and will help feed into BIC's strategic priorities for 2019.

Other deliverables include:

- Project plan – excel format
- Regular updates to the Physical Supply Chain Committee from the Project lead/chair.

3.4. CONSTRAINTS

The project needs to recruit suitable stakeholders such as 2 or 3 distributors, 2 or 3 printers, 2 or 3 publishers (1 of which should be academic) , at least 1 data

aggregator, a systems vendor, a wholesaler, possibly someone in a liaison role from Editeur and at least 1 major bookseller. There must also be at least 2 independent booksellers and an academic bookseller.

This project must be short term, with focused effort designed to move quickly and come up with the high level Physical Supply Chain Map. There will be a project plan with quite ambitious timescales and frequent meetings to ensure progress.

The Physical Supply Chain Committee has already agreed Simon Edwards would be a suitable Project Lead for this work.

As with all BIC Projects, BIC is dependent upon the commitment from its members for assistance in driving the project through to completion. BIC appreciates that BIC members all have pressures and priorities in their own “day jobs” and so BIC has to be mindful of this. This may impact the delivery deadline and both the project lead, and the Executive Director will need to manage the expectations of the Physical Supply Chain Committee and the Operational Board throughout the life of the project.

Final constraint is budget. BIC has a limited resource and funds have not been allocated to permit this project to run beyond December 2018.

3.5. INTERFACES

The T&FWG will need to report to the BIC Physical Supply Chain Committee and the BIC Operational Board. The T&FWG will need to have a link to the BIC Metadata Map project too as there is likely to be an element of cross over in some, but not all, areas. A further link towards the end of the project would be to the TEC committee to provide a brief for promoting the work done.

4. OUTLINE BUSINESS/INDUSTRY CASE

The project seeks to deliver against BIC’s Strategic Priority Paper 5: i.e. to document physical supply chain issues arising from recent system changes to identify root causes, increase engagement with BIC, and better serve the interests of both our members and our members’ customers. This high-level map is a first step towards achieving that goal and ensuring BIC remains relevant to its members and delivers the service(s) expected and required. The map is not an end in itself, rather a means to an end: a tool to help inform BIC’s next steps and future strategy with regards physical supply chain issues and to help identify potential projects.

5. QUALITY EXPECTATIONS

The key success factor for this group will be the publication of the high-level map to BIC members, possibly by sharing on the BIC website. Prior to its publication, this map will have been reviewed and signed off by The BIC Physical Supply Chain Committee and the BIC Operational Board.

6. ACCEPTANCE CRITERIA

The map must be high-level, clear and easy to understand and should show how and where industry standards link to different areas of the physical supply chain. Any non-industry standards used may also be highlighted.

7. RISKS

Any risk will be primarily from not doing this project. BIC needs to secure better engagement with its members regarding the UK book industry's physical supply chain and it is hoped that this project will be a first step towards achieving that.

8. OUTLINE PROJECT PLAN

The BIC Physical Supply Chain Committee and the BIC Operational Board have set a deadline for this project as December 2018.

The project costs are limited to consultant's fees and expenses, BIC staff time, possibly room hire etc.

9. BUDGET/COSTS

BIC Consultant's fees will be incurred by Simon Edwards during this project.

The fees are estimated as follows: - T&FWG Meetings and Conference calls

- Preliminary face-to-face meeting in early June 2018: 2 hours plus prep and follow up time.
- At least 6 conference call meetings in July, August, September, October, November and December 2018: 12 hours plus prep and follow up time.
- Workshop Event in June as an information gathering exercise: 3 hours plus prep and follow up.

It is anticipated most meetings will be via GoToMeetings however some will need to be face to face and so there will be the usual meeting room costs incurred for those.

10. AUTHORITY RESPONSIBLE

Executive Director, BIC.

11. PROPOSED TASK & FINISH WORKING GROUP LEADER/PROJECT MANAGER

The Proposed Chair of the group is Simon Edwards, BIC Consultant.

12. CUSTOMERS AND USERS

The main stakeholders are BIC, publishers, retail booksellers, distributors, printers, data aggregators, wholesalers, online booksellers, and possibly shipping companies, freight forwarders etc. Some trade bodies might be interested in this work such as the Publishers Association or Independent Publishers Guild.

EDItEUR manage many book trade standards and so this project should be of interest to them also.

This project may also be of interest to BISG and BookNet Canada and there may be some slight cross over with the Metadata Map project. Both this and the Metadata Map project should keep in close communication.

13. REPORTING

The T&FWG will report to the BIC Physical Supply Chain Committee. Additional liaison with the BIC Metadata Sub Committee and EDItEUR may be appropriate.

The budget/costs information should be for the Executive Director, progress of deliverables will be for the BIC Physical Supply Chain Committee. This project requires a tight deadline and frequent meetings and reporting on at least a monthly basis.