**WORK PLAN**

**Deliverables**

- White paper on *Guidelines for Digital Newspaper Collection Preservation Readiness*
- Repository interoperability tools
- Open source licensing and release of the tools for use by the extended PLN community
- *Comparative Analysis of Distributed Digital Preservation Frameworks*
- Presentations regarding this work at major conferences (CNI, others)

**Activities**

**August 2011 – February 2012: Start-Up Phase**

During this **start-up phase** of the project, we will engage in planning activities, set up our conference calls and meeting schedule, advertise positions, and hire staff.

**August 2011-October 2011:** The PI will work with the Technical Advisor, Content Advisor, Metadata Advisor, and Sustainability Advisor to establish an extensive survey and evaluation tool based on our pilot appraisal of partner collections (see Appendix B) to facilitate further information gathering regarding our partners’ collections. This survey will be distributed to each partner in September 2011. The PI and Project Manager will meet individually with each partner to assist with collection assessments in September/October 2011.

**September 2011-December 2011:** The PI, Content Advisor, and Project Manager will revisit existing standards and, using initial results from partner surveys, document their applicability for legacy and born-digital collections, including a gap analysis. We will share findings with the Advisory Board in December.

**December 2011-February 2012:** The PI and Project Manager will advertise and hire the technical staff for the project.

**October 2011: Chronicles Committee meets**

We will convene the Chronicles Committee (comprised of a lead from each partner institution) via videoconference to 1) review the project goals and deliverables, the project timeline, and the roles and responsibilities of each partner; 2) establish an Outreach Plan for presentations and dissemination of project results; and 3) review the partner survey results and their implications for establishing preservation-ready collections at each institution and exchanging those collections between their local repository infrastructures and the three preservation repositories (MetaArchive, Chronopolis, UNT-CODA). **Meeting Outcomes:** 1) shared understanding of the project activities; 2) Project Outreach Plan; 3) Case studies for all partner collections that document their current file types, encoding levels, metadata, file structures, and repository systems and the preservation readiness activities that each partner will undertake to normalize their content and ensure its long-term viability.

**December 2011: Advisory Board meets**

We will convene the Advisory Board to review their roles in the project and to help guide our initial drafting of the preservation readiness guidelines. To this end, they will 1) review the partner case studies (survey results); 2) provide feedback on our documentation of existing standards’ potential applicability for legacy and born-digital collections; and 3) provide insights about reasonable guidelines that will meet the *essential* collection readiness needs and ambitious guidelines for *optimal* readiness preparation that the project team will factor into its work on outlining the guidelines during the project’s research phase.

**January 2012 – May 2012: Research Phase**

During the **research phase**, we will conduct technical and organizational studies that will guide
our documentation and technical development activities in the Development Phase of the project. 

January-April 2012: The Principal Investigator, Project Manager, Content Advisor, and Chronicles Committee will continue to study preservation readiness issues for digital newspaper content, building upon the NDNP guidelines and other identified standards. This group will use the partner institutions’ collections as a base for understanding the range of challenges institutions may face in preparing their newspaper collections for preservation. The Advisory Board will help the project team to identify additional challenges that are not exemplified by these case studies.

May 2012: The project team will deliver to the Advisory Board an outline of the white paper for review and comment.

March 2012-April 2012: The Project Software Engineer will work with the Project Manager, the Technical Advisor, the Metadata Advisor, and the Data Wrangler to study the repository systems (including Olive, CONTENTdm, DSpace, DigiTool) in which partner collections are currently stored, the structure of these collections, the preservation repository systems we will work with in this study (Chronopolis, MetaArchive, UNT-CODA), and the export/import options currently available for each.

April 2012-May 2012: The Project Software Engineer, in coordination with the Technical Advisor, the Project Manager, the Systems Administrator, and the Systems Programmer, will conduct a study of existing interoperability tools and specifications (including TIPR-RXP and BagIt).

June 2012 – October 2012: Transition Phase

The transition phase will focus on the transition from research to documentation and development work.

June 2012-September 2012: The Project Manager will work with the PI and Chronicles Committee to draft a white paper documenting the project’s initial findings regarding preservation readiness for digital newspaper content. This white paper will provide a range of guidelines from the essential to the optimal that will address the needs of institutions of variable sizes and capacities for rectifying and normalizing their collections. This draft will be shared with the Advisory Board for review in September 2012.

June 2012-August 2012: The Project Software Engineer will continue studying the repository systems (local and preservation) and will begin experimenting with existing tools and specification to identify barriers to repository exchange.

September 2012-October 2012: The Advisory Board will review and provide feedback on the Guidelines draft.

September 2012-October 2012: The Project Software Engineer, working with the Systems Programmer and Systems Administrator, will draft a development plan for the interoperability tools for review and approval by the PI, the Technical Advisor, the Chronicles Committee, and the Advisory Board. Once approved (October 2012), the Project Software Engineer will begin coding activities.

September 2012-October 2012: The Project Manager, the Data Wrangler, the Sustainability Advisor, and the Metadata Advisor will work with the Chronicles Committee to create a preservation readiness plan for each partner based on the initial white paper (Guidelines) research findings and will begin helping partner institutions to prepare their collections for preservation.

October 2012: Chronicles Committee and Advisory Board Meet

We will host a full or half-day meeting of the Chronicles Committee and Advisory Board to 1) evaluate the interoperability tools development plan; 2) elicit feedback from the Advisory Board regarding the draft of the Guidelines; and 3) evaluate the preservation readiness plans prepared by the Project Manager, Data Wrangler, and Metadata Advisor for each partner.

Meeting Outcomes: 1) Approved interoperability tools development plan; 2) approved draft for the Guidelines white paper; and 3) approved preservation readiness plans for each partner.
**November 2012 – July 2013: Development Phase**

The *development phase* focuses on the project’s key technical and organizational development activities.

**November 2012-February 2013:** The Project Manager and Data Wrangler will work with local staff at each partner site to finalize readiness work for all collections, resulting in preservation-ready SIPs.

**November 2012-January 2013:** The Project Software Engineer will continue coding the interoperability mechanisms and will present work to the PI, Project Manager, Technical Advisor, and Chronicles Committee for iterative feedback and development cycles. As components of the mechanisms are complete, they will be used to complete test data exchanges between each repository system and the three identified preservation repositories (Chronopolis, MetaArchive, and UNT-CODA).

**November 2012-April 2013:** The PI, Project Manager, and Chronicles Committee will continue editing the *Guidelines* and will share a draft with the Advisory Board for review and comment in May 2013.

**February 2013-April 2013:** The Project Software Engineer, with assistance from the Systems Administrator, will use the interoperability tools to transfer the SIPs prepared by each member institution into each of the three identified preservation repositories (Chronopolis, MetaArchive, and UNT-CODA).

**March 2013-June 2013:** The PI, Project Manager, Technical Advisor, Project Software Engineer, Systems Programmer, and Systems Administrator will continue to study the issues, barriers, and successes that arise in the data exchange process, and will use their findings to draft the *Comparative Analysis of DDP Frameworks*, using the partner institutions’ collections as case studies for challenges and strengths in each approach. This draft will be shared with the Chronicles Committee and with key representatives from each framework for review and comment by June 2013.

**April 2013-July 2013:** The Advisory Board will review/edit the *Guidelines* in May 2013. The Project Manager will incorporate the Advisory Board’s feedback by the end of May. The project team will then post the *Guidelines* for public review for a two-month period (June-July), inviting such review through major digital library/archive/museum listservs and blogs that will reach digital newspaper curator audiences.

**June 2013-July 2013:** The Project Software Engineer will finalize documentation, package code, and release the interoperability tools under an open source license through GoogleCode.

**August 2013 – December 2013: Wrap-up Phase**

**August 2013-November 2013:** The PI, Project Manager, and Chronicles Committee will integrate the comments from the public review phase and will finalize the *Guidelines*.

**August 2013-November 2013:** The Project Manager will work with the PI, Technical Advisor, Systems Programmer, and Systems Administrator to finalize the *Comparative Analysis of DDP Frameworks*, integrating the feedback from June 2013.

**November - December 2013:** The PI and project staff will write up and submit the project’s final report.