

Purpose & Goals:

The purpose of this session is to develop a clearer sense of the project-specific and cohort goals over the next six months.

Existing Milestones August 2018 - May 2019:

- Milestone 1
- Milestone 2

Instructions:

Step 1) Review the major milestones and activities you articulated in your project plan

Step 2) Identify any additional action items or activities that need to be represented in your project plan. Update the list above to reflect any additional activities you want to undertake in the next six months. Are there any milestones you would like to rescope?

Step 3) For each major milestone represented in your 6 month project plan provide the following information:

- Team lead/owner of specific milestones (if not you)
- 3-4 tasks required to accomplish the milestone
 - For tasks, consider which members of your team might own that task
 - Prioritize the tasks in the order of operations or importance
 - Estimate a timeframe for each of the tasks
- Reconsider dates associated with these milestones - due dates need to be adjusted now that you have considered the tasks involved in accomplishing these milestones? Does it help to consider that we will share reports to the group monthly, and have one-on-one project check-ins bi-monthly? Does that help with benchmarking progress?

Step 4) Break into pairs. Take turns going over each other's project plans. Partners ask follow-up and clarifying questions to push their partner to a greater level of specificity. Provide any feedback on one another's plans.

Step 5) Individuals return to your project plan and iterate based on the feedback you received from your partner.

Step 6) REPORT OUT

STEP 2

Update your list of milestones above to reflect any additional activities you want to undertake in the next six months. Are there any milestones you would like to rescope?

STEP 3

Milestone 1 [DUE DATE]: Description of milestone

- Team lead/owner of specific milestones (if not you)
 - Team leads for this milestone:
 - Tech Lead:
 - (DUE DATE: 01-01-000) Ex. Test out and research tools to help ID system or software dependencies in environments
 - (DUE DATE: 01-01-000) Ex. Troubleshoot and continue work on mapping out technical system workflows to allow for eventual processing
 - Metadata Lead:
 - (DUE DATE: 01-01-000) Ex. Use existing metadata from the software already created for this collection inventory to start testing out existing metadata schema
 - (DUE DATE: 01-01-000) Ex. Use existing work on metadata mapping (from past web archiving mapping efforts) to start drafting out a metadata map for software
 - (DUE DATE: 01-01-000) Ex. Attempt to draft out minimal metadata standards akin to item-level work with an MPLP mindset (document all work)
 - Curator Lead:
 - (DUE DATE: 01-01-000) Ex. Start investigating the current deed of gift.
 - (DUE DATE: 01-01-000) Ex. Check in with copyright librarian to adjust terms or potentially issue an addendum (document all work)
 - (DUE DATE: 01-01-000) Ex. Document the contextual information around the collection
 - (DUE DATE: 01-01-000) Ex. Begin processing documentation for the collection as a whole to begin to reflect on the decision matrix that will

Milestone 2 [DUE DATE]

- Team lead/owner of specific milestones (if not you)
- 3-4 tasks required to accomplish the milestone
 - For tasks, consider which members of your team might own that task
 - Prioritize the tasks in the order of operations or importance
 - Estimate a timeframe for each of the tasks

“6 Month Project Plans”

- Reconsider dates associated with these milestones – do dates need to be adjusted now that you have considered the tasks involved in accomplishing these milestones? Does it help to consider that we will share reports to the group monthly, and have one-on-one project check-ins bi-monthly? Does that help with benchmarking progress?

Milestone 3 [DUE DATE]

- Team lead/owner of specific milestones (if not you)
- 3-4 tasks required to accomplish the milestone
 - For tasks, consider which members of your team might own that task
 - Prioritize the tasks in the order of operations or importance
 - Estimate a timeframe for each of the tasks
- Reconsider dates associated with these milestones – do dates need to be adjusted now that you have considered the tasks involved in accomplishing these milestones? Does it help to consider that we will share reports to the group monthly, and have one-on-one project check-ins bi-monthly? Does that help with benchmarking progress?

STEP 4

Review your partner’s project plan. Ask follow-up and clarifying questions, provide any feedback.

Questions and feedback FOR my partner:

Questions and feedback FROM my partner

STEP 5

Iterate on your plan. Copy and based your milestones/tasks/owners from above and modify based on feedback you received from your partner.