

For reference, FCoP timeline (from SPN website):

- *August 2018 – Projects launch*
- *November 2019 – Projects wrap up*
- *June 2019 to May 2020 – Project cohort members present/share their experiences and results*

retroTECH Online July 2018 – May 2020 Project Plan

July - December 2018

[Identify and prepare software from retroTECH collection and GT campus to be included in retroTECH Online proof-of-concept \[July - October 2018\]](#)

[Identify community-building features to be included in retroTECH Online proof-of-concept \[July - October 2018\]](#)

[Prepare for retroTECH move to renewed library building \[July 2018 - January 2019\]](#)

[Produce version 1 of retroTECH Online via monthly sprints \[October 2018 - January 2019\]](#)

[Looking ahead to February - July 2019](#)

January - July 2019

[Finish preparing software and stories to be included in retroTECH Online \[January-February 2019\]](#)

[Build out retroTECH Online proof-of-concept web presence \[January 2018 - July 2019\]](#)

[Conduct user study of retroTECH Online \[February-July 2019\]](#)

[Participate in Cohort outreach and documentation \[January - July 2019\]](#)

[Looking ahead to July - November 2019](#)

August 2019 - May 2020

[August 2019](#)

[October 2019](#)

[November 2019](#)

[December 2019](#)

[January 2020](#)

[February 2020](#)

[March 2020](#)

[April 2020](#)

[May 2020](#)

July – December 2018

Identify and prepare software from retroTECH collection and GT campus to be included in retroTECH Online proof-of-concept [July - October 2018]

- Team lead/owner of specific milestone: Wendy
- Tasks required to accomplish the milestone:
 - July–August 2018: Conduct environmental scan of software in retroTECH collection and GT campus
 - Task owner: Wendy
 - Task implementers: Maura, Richa, Wendy
 - August 2018: Complete software inventory, additions to FCoP group bibliography (FCoP cohort deliverable due 8/31)
 - Task owner: Wendy
 - Task implementers: Maura, Richa, Wendy
 - August – October 2018: Determine feasibility of including software in retroTECH Online (legal, technical)
 - Task owner: Wendy
 - Task implementers: Bing, Jody, Maura, Richa, Wendy
 - September–October 2018: Obtain needed files and dependencies for use in EaaS
 - Task owner: Wendy
 - Task implementers: Wendy and Maura
 - October 2018: Create metadata for software to be used in retroTECH Online
 - Task owner: Wendy
 - Task implementers: Wendy and Maura
 - Should include the following metadata goals:
 - Test out using ASpace to create metadata for the collecting, curation, preservation, and emulation of the software in our retroTECH Online pilot (doesn't have to be perfect but should inform our medium term action, which is to generalize from this test into a procedures manual; should incorporate info/elements brainstormed in gtech-fcop-software-metadata doc)
 - Articulate which elements are required and which are optional
 - Identify when controlled values are needed (develop controlled vocabs where needed)

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- October 2018: Create user stories related to retroTECH Online software emulation features and prioritize them in the retroTECH Online product backlog
 - Task owners: Wendy and Maura
 - Task implementers: Wendy and Maura
 - Maybe we could use this: <https://www.zenhub.com/>

Identify community-building features to be included in retroTECH Online proof-of-concept [July - October 2018]

- Team lead/owners of specific milestone: Wendy
- Tasks required to accomplish the milestone:
 - July–August 2018: Conduct environmental scan of stories and potential community-building features to be included in retroTECH Online
 - Task owners: Wendy and Richa
 - Task implementers: Amanda, Richa, Wendy
 - August–September 2018: Create oral history questions and video production plans
 - Task owners: Wendy and Richa
 - Task implementers: Amanda, Richa, Wendy
 - August–September 2018: Produce retroTECH Computing Cultures Documentation Strategy
 - Task owner: Wendy
 - Task implementers: Amanda, Kimberly, Wendy
 - August–October 2018: Produce materials for retroTECH Advisory Board recruitment
 - Task owner: Wendy
 - Task implementers: Alison, Isabel, Jody, Wendy
 - October 2018: Create user stories related to retroTECH Online oral history and community-building features (including marketing plans, lesson plan, virtual classroom experience outline) and prioritize them in the retroTECH Online product backlog
 - Task owners: Wendy and Richa
 - Task implementers: Wendy and Richa

Prepare for retroTECH move to renewed library building [July 2018 - January 2019]

- Team lead/owners of specific milestone: Wendy
- Tasks required to accomplish the milestone:

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- July–November 2018: Document procedures for collaboration with Visualization Lab
 - Task owner: Wendy
 - Task implementers: Wendy and Ximin
- September 2018: Document procedures for ongoing assessment of services
 - Task owner: Wendy
 - Task implementer: Wendy
- August–December: Collaborate with Public Services colleagues on retroTECH staffing, cataloging, and moving plans (including website updates)
 - Task owner: Wendy
 - Task implementers: Antwoinne, Kimberly, Wendy, Maura (website)

**Produce version 1 of retroTECH Online via monthly sprints
[October 2018 - January 2019]**

- Team lead/owner of specific milestones: Wendy
- Tasks required to accomplish the milestone:
 - October 2018: Create sprint tracking visualization tool(s) (sprint log, burndown chart, etc.)
 - Task owner: Wendy
 - Task implementer: Wendy
 - November 2018: Complete sprint 1 backlog (user stories selected during sprint 1 planning meeting from product backlog)
 - Task owner: Wendy
 - Task implementers: Maura, Richa, Wendy
 - December 2018: Complete sprint 2 backlog (user stories selected during sprint 2 planning meeting from product backlog)
 - Task owner: Wendy
 - Task implementers: Maura, Richa, Wendy
 - January 2019: Complete sprint 3 backlog (user stories selected during sprint 3 planning meeting from product backlog)
 - Task owner: Wendy
 - Task implementers: Maura, Richa, Wendy

Looking ahead to February - July 2019

Timeline TBD:

- FCoP group outreach project: broad spectrum podcast (99PI, TEDTalk, etc.)

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- FCoP group outreach project: activity with iSchool students and faculty - Ex. design jam around a specific software curation or preservation challenge

February 2019:

- Complete IRB application for user testing of retroTECH Online (Wendy and Richa)
- Complete IRB application for use of SPN Research Working Group Toolkit at Georgia Tech (Wendy and Susan)
- retroTECH Online production sprint 4

March 2019:

- Begin to implement user testing of retroTECH Online
- Begin to implement Toolkit study
- retroTECH Online production sprint 5

April 2019:

- Continue user testing
- Continue Toolkit study
- retroTECH Online production sprint 6 → resulting in version 2

May 2019:

- Continue user testing
- Continue Toolkit study
- retroTECH Online production sprint 7

June 2019:

- Continue user testing
- Continue Toolkit study
- retroTECH Online production sprint 8

July 2019:

- Continue user testing
- Continue Toolkit study
- retroTECH Online production sprint 9 → resulting in version 3, which will be a finished proof-of-concept

January - July 2019

Finish preparing software and stories to be included in retroTECH Online [January-February 2019]

- Team lead/owner of specific milestone: Wendy
- Tasks required to accomplish the milestone:

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- January 2019: Identify how content gathered for retroTECH Online aligns with retroTECH Computing Cultures Documentation Strategy
 - Task owner: Wendy
 - Task implementers: Wendy
- January–February 2019: Implement retroTECH Advisory Board recruitment plan
 - Task owner: Wendy
 - Task implementers: Alison, Isabel, Jody, Wendy
- January – February 2019: Prep content for inclusion in retroTECH Online
 - Game Boy Advance software and stories
 - Prepare oral histories and/or video featurettes (Wendy and Richa)
 - Determine legal (access) strategy (Wendy and Bing)
 - Ingest software into digital repository and create metadata (Wendy)
 - Set up emulation (Wendy)
 - Olympics software (represented by video) and stories
 - Prepare oral histories and/or video featurettes (Wendy and Richa)
 - Determine legal (access) strategy (Wendy and Bing)
 - Ingest footage? into digital repository and create metadata (Wendy)
 - Set up emulation (Wendy)
 - Architecture software and stories
 - Prepare oral histories and/or video featurettes (Wendy and Richa)
 - Determine legal (access) strategy (Wendy and Bing)
 - Ingest software into digital repository and create metadata (Wendy)
 - Set up emulation (Wendy)
 - Ribbit software and stories
 - Prepare oral histories and/or video featurettes (Wendy and Richa)
 - Determine legal (access) strategy (Wendy and Bing)
 - Ingest software into digital repository and create metadata (Wendy)
 - Set up emulation (Wendy)
 - Knowbot software (represented by ephemera) and stories
 - Prepare oral histories and/or video featurettes (Wendy and Richa)
 - Determine legal (access) strategy (Wendy and Bing)
 - Ingest software into digital repository and create metadata (Wendy)

- Set up emulation (Wendy)
- February: retroTECH personal archives software and stories
 - Prepare oral histories and/or video featurettes (Wendy and Richa) - what could the stories be for this?
 - Determine legal (access) strategy (Wendy and Bing)
 - Ingest software into digital repository and create metadata (Wendy)
 - Set up emulation (Wendy)
- {if time;} retroTECH Power Macintosh software and stories
 - Prepare oral histories and/or video featurettes (Wendy and Richa)
 - Determine legal (access) strategy (Wendy and Bing)
 - Ingest software into digital repository and create metadata (Wendy)
 - Set up emulation (Wendy)

Build out retroTECH Online proof-of-concept web presence [January 2018 - July 2019]

- Team lead/owner of specific milestones: Wendy
- Tasks required to accomplish the milestone:
 - January - April 2019: Incorporate EaaS frames, OHMS videos, and ASpace metadata into retroTECH Online web presence
 - Task owner: Maura
 - Task implementers: Maura and Wendy
 - May - July 2019: Revise retroTECH Online web presence based on user study feedback
 - Task owner: Maura
 - Task implementers: Maura and Wendy

Conduct user study of retroTECH Online [February-July 2019]

- Team lead/owners of specific milestone: Wendy
- Tasks required to accomplish the milestone:
 - February 2019: Complete IRB application for user study
 - Task owners: Wendy and Richa
 - Task implementers: Richa and Wendy
 - April-May 2019: Conduct user study and analyze feedback
 - Task owner: Richa
 - Task implementers: Richa and Wendy

Participate in Cohort outreach and documentation [January - July 2019]

- Team lead/owners of specific milestone: Wendy
- Tasks required to accomplish the milestone:
 - January 2019: Complete scenarios for use and access
 - Task owner: Wendy
 - Task implementer: Wendy
 - January–July 2019: Collaborate on broad spectrum outreach effort
 - Task owner: Wendy
 - Task implementer: Wendy
 - January–July 2019: Contribute documentation to cohort
 - Task owner: Wendy
 - Task implementer: Wendy

Looking ahead to July - November 2019

Timeline TBD:

- Create lesson plans for retroTECH Online
- Publicize retroTECH Online
- Define resources needed for sustaining retroTECH Online
- Participate in SPN Research Working Group Toolkit Study

August 2019 - May 2020

August 2019

- Pitch use of retroTECH Online to fall 2019 classes (Wendy)
- Prep lightweight user testing to take place in classes and during drop-in hours (Maura and Wendy)
- Identify plan for FCoP grant funding
- Finish assembling GT-specific software stories in retroTECH Online (Maura and Wendy)

September 2019

- Conduct testing (Maura and Wendy)
- Finish assembling CAD software story in retroTECH Online (Maura and Wendy)
- Write FCoP blog post (October 2019 and April 2020) (Maura and Wendy)
- Send code to IT to integrate into retro website (Maura)

October 2019

- Submit proposal for conference - FCoP grant funding
 - CM presentation?
- Create documentation (Maura and Wendy)
- Continue user testing (Maura and Wendy)

November 2019

- Continue user testing (Maura and Wendy)
- Continue creating documentation (Maura and Wendy)

December 2019

- Analyze testing data (Maura and Wendy)
- Continue creating documentation (Maura and Wendy)

January 2020

- Define resources needed for sustaining retroTECH Online (Wendy)
- Plan any testing for spring 2020 semester
- Continue creating documentation (Maura and Wendy)
- Share with architecture folks (Wendy and Jody)

February 2020

- Continue creating documentation (Maura and Wendy)
- Define resources needed for sustaining retroTECH Online (Wendy)
- Outreach/conference presentation - FCoP grant funding

March 2020

- Write FCoP blog post (October 2019 and April 2020) (Maura and Wendy)
- Continue creating documentation (Maura and Wendy)

April 2020

- Continue creating documentation (Maura and Wendy)

May 2020

- Project wrap-up

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.

Instructions:

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

Step 2) Review your [work from yesterday](#), including the [articulated action items](#) and 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 - 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) 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.

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]

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- 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?

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
- 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.

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.