

Ashney Randle

February 9, 2020

IS\_LT Project Management

| Level 1                   | Level 2               | Level 3   |
|---------------------------|-----------------------|---|
| 1. Army IDPF Digitization | 1.1 Initiating        | 1.1.1 Develop Project Charter<br><br>1.1.2 Submit for Review<br><br>1.1.3 Project Sponsor Reviews<br><br>1.1.4 Charter Approved   |
|                           | 1.2 Planning          | 1.2.1. Create Project Team<br><br>1.2.2 Identify hardware and software needs<br><br>1.2.3 Develop Project Plan<br><br>1.2.4 Submit Project Plan<br><br>1.2.5 Get Project Approved |
|                           | 1.3 Inventory         | 1.3.1 Identify number of IDPFs to be digitized<br><br>1.3.2 Create Inventory Lists at box and file level  |
|                           | 1.4 Acquire Equipment | 1.4.1 Purchase 4 ScanSnaps SV600.<br><br>1.4.2 Purchase 2 additional PC's.  |
|                           | 1.5 Develop Processes | 1.5.1 Write SOP on how project will run<br><br>1.5.2 Write up instructions on how to use ScanSnap SV600 for the project   |
|                           | 1.6 Training          | 1.6.1 Train Processing and Research Room staff on how to use ScanSnap SV600<br><br>1.6.2 Train Processing staff on how to prepare documents for upload to NARA catalog            |

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|  | 1.7 Documentation      | 1.7.1 Create log sheet to demonstrate ScanSnap usage.<br><br>1.7.2 Create Google Sheet document for tracking scanned IDPFs<br><br>1.7.3 Create a log sheet of IDPFs in need of re-scanning |
|  | 1.8 Project Management | 1.8.1 Quality Control<br><br>1.8.2 Develop Project Schedule<br><br>1.8.3 Monthly Status Reports<br><br>1.8.4 Procurement Management  |
|  | 1.9 Close Out          | 1.9.1 Document Lessons Learned<br><br>1.9.2 Archive Files/Documents  |