# Outercurve Foundation Project Archive Transition Plan

This form is to be filled out when an Outercurve Foundation project is being archived in the Outercurve Project Archive. It is a check-list to ensure all work is completed.

## Project Details

|  |  |
| --- | --- |
| **Name of project:** |  |
| **Board Approval Date:** |  |
| **Project URLs (include all project and forge sites):** |  |

## Project Transition Plan

|  |  |  |
| --- | --- | --- |
| **Action** | **Date Complete** | **Completed by:** |
| Outercurve Ownership of Project Site |  |  |
| Take Ownership of Project Repositories (make RO) |  |  |
| Join all Forums, Distribution Lists |  |  |
| Banner on Project Site |  |  |
| Banner on Repository/Forge Site |  |  |
| Move Outercurve Project Page to Archive Page at outercurve.org |  |  |
| TBD |  |  |
|  |  |  |

Other TBD: Different projects have used different Outercurve Foundation services. Itemize any additional project archiving actions, e.g.:

* Bank account actions?
* Contest actions?
* PR channel actions?
* Brand or Mark actions?