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Draft Timeline

0-2 months

- Download CSVs for all historical snapshots from STARS website and store on shared drive
  - Compare latest snapshot to first in order to check for added and/or removed fields
- Identify necessary metadata (submission date, STARS version, creator, etc.) and documentation and add to existing CSVs
- Mock up unifying comparison tool in Excel
  - Verify whether solution fits client's needs
  - Incorporate feedback and adjust as necessary

3-4 months

- Develop a conversion process to transform snapshot CSVs into the unifying comparison tool; options include:
  - Manual processing in Excel
  - Create a macro in Excel that automates processing
  - Create a Python script (likely only necessary if extensive processing is required)
- Document the conversion process with instructions for future reference
- Complete the conversion process for all historical data

5-6 months

- Train Project Manager on conversion process for future reports and on utilization of the unifying comparison tool
- Designate a permanent storage location in the shared drive
- Determine an organized, logical storage structure, such as a dated (YYYYMMDD) file for each submission
- Save the final version of the analysis data from Google Drive into the shared drive within the folder for the same submission
- Identify necessary metadata and add to existing analysis data files

Ongoing

- Download CSV snapshot for each STARS submission
  - Add previously determined metadata and documentation
- Check for changes to CSV structure, such as added or removed fields
- Use the conversion process as trained to incorporate incoming data into unifying tool
- Save final version of analysis data in shared drive along with the accompanying STARS submission

Overview

This timeline represents several distinct stages of the foreseen data management process for UMD's Office of Sustainability. Initially, historic data will need to be obtained from the STARS website in machine-readable CSV format. The format of these files will determine the design of a tool that will be used to compare data from different reports, as the client desires. This stage will also include the addition of details such as metadata and changes to the data fields over time. The second stage is the development, documentation, and completion of the process that will be necessary to convert the CSV snapshots into the unifying comparison tool, with several potential options listed. The third stage involves establishing a protocol for the future of the project, including training the project manager to execute the conversion process and use the comparison tool on her own as well as to maintain best practices for data storage and description. Finally, on an ongoing basis, the project manager is presented with a list of key tasks to complete following each submission of a STARS report. These steps are consistent with both current practices in the environment and best practices for data management.