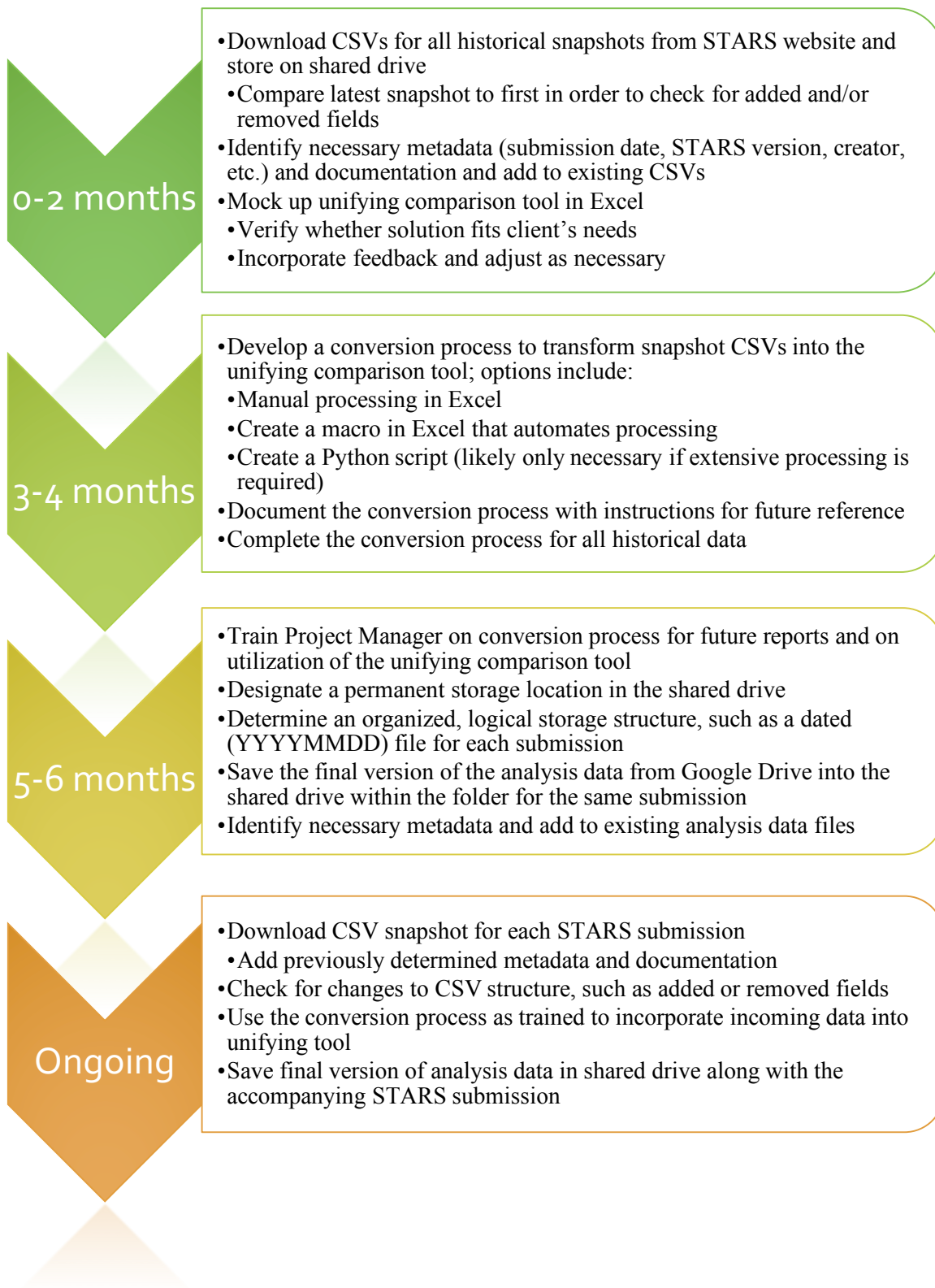


Draft Timeline



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.