

Disaster Recovery Resources

PROJECT CHARTER

Version 1.0

12/10/18

1 INTRODUCTION

1.1 PURPOSE OF PROJECT CHARTER

The *Disaster Recovery Resources* project charter documents and tracks the project needs, scope, objectives, and project organization. The intended audience of the *Disaster Recovery Resources* is A/V archivists in the continental United States, with plans to extend the resource list to include U.S. territories.

2 PROJECT OVERVIEW

2.1 USER STORY

As a new A/V archivist, I want to create/build an open source database that provides disaster recovery resources for other A/V archivists.

2.2 NEED

There are many disaster recovery resources available on variety of websites related to collections management, archiving, and conservation. However, as a new A/V archivist, I see a need for a *centralized* resource list. A centralized list would eliminate the need to search multiple websites in order to locate nearby vendors.

3 SCOPE

3.1 OBJECTIVES

The *Disaster Recovery Resources* list was created in the form of an Excel spreadsheet. Currently, the spreadsheet is populated with a partial list of vendors in the East Coast region. The vendor list currently includes only those vendors who handle film. Further development of the list would include vendors who also handle magnetic tape and/or obsolete media formats.

The objectives of the *Disaster Recovery Resources* are as follows:

1. Complete addition to list of vendors in East Coast, Midwest, and West Coast regions
2. Expand list to include types of recovery services (e.g. fire, flood)
3. Include rankings or recommended vendors based on user feedback
4. Migrate data in Excel spreadsheet to an open source database

4 PROJECT ORGANIZATION

4.1 ROLES AND RESPONSIBILITIES

This project would be an ongoing collaborative effort by members of the *Disaster Recovery Planning* GitHub. All members would participate in meeting project objectives and ensuring the project moves forward and actively maintain the resources list.

5 REFERENCES

The current Excel version of the *Disaster Recovery Resources* list includes a link to the vendor's webpage.