

Endings: How to End (and Archive) your Digital Project

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Course Outcomes

Our goal for this course is that you will go home with at least some of the following boxes checked off and the confidence and knowledge to check off the rest on your own time.

1. DATA – You will have

- ☐ An understanding of what your data is and what needs to be preserved.
- ☐ A sense of the importance of using open formats and standards for your data.
- ☐ A tentative plan for data storage or a plan to talk to your institutional librarian.

2. DOCUMENTATION – You will have

- ☐ A plan for writing your documentation.
- ☐ A list of improvements to be made/gaps to be filled in your existing documentation.
- ☐ A one-page “Hit by a bus” document for emergencies.

3. PROCESSING – You will have

- ☐ A clear understanding of the differences between dynamic and static sites.
- ☐ A list of your project’s dependencies.

4. PRODUCTS – You will have

- ☐ A clear idea of the platform on which your products will be released, along with a sense of the long-term viability of that platform.
- ☐ A list of the features and milestones that will be included in the first/next release of your project.
- ☐ A list of a subset of the milestones that could be dropped from the plan if the timeline is slipping.

5. RELEASE MANAGEMENT – You will have

- ☐ A plan for measuring your progress on each of the milestones.
- ☐ A date-range for the projected release.
- ☐ A plan for archival storage of this release and subsequent releases, with your library or elsewhere.