Endings Action Plan[1]

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Question	Action/Notes
Is my data in version control (svn or git[hub])? If not, what do I need to do?	
What are the different file types and formats I have in my data?	
Am I using a good file- and folder-naming convention? If not, what will my conventions be? (Hint: no spaces, no punctuation…)	
Do I have a template for my research data management plan?	
Have I completed my research data management plan?	
When I take my data management plan to my library, what will I be asking the library to do?	
Do I have three up-to-date backups in two geographic locations? If not, how will I set that up?	
Do I have a process for validating all files that can be validated? If not, how can I set that up?	
What is the version number for my first/next release?	
What are the outcomes I want my next release to facilitate?	
What are my objectives for the next release?	
What are my deliverables for the next release, including featured content?	
What are the tasks that need to be accomplished for the next release?	
What components of the next release should still work in 20 years?	
What is my target date for the next release?	

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[2] The Endings Team consists of three Humanities PIs (Claire Carlin, Ewa Czaykowska-Higgins, and Janelle Jenstad), four developers (Stewart Arneil, Martin Holmes, Greg Newton, and Joey Takeda), and three librarians (John Durno, Lisa Goddard, and Matt Huculak).

Question	Action/Notes
What other expertise do I need (programmer, designer, etc.), and how will I find it?	
Have I identified all external dependencies of the processing and products of my project?	
Have I removed those external dependencies?	
If there are unavoidable digital dependencies for my project, do I know the consequences for my project if those dependencies fail? (E.g. map tile servers – my map interface won't work.)	
What aspects of my web application or product will be unfriendly to the Internet Archive crawlers? (E.g. password protection, gnarly URLs.)	
In addition to validation, what should my project's automated diagnostics address? (E.g. looking for errors, counting things, etc)	
Where is my documentation? What format is it in?	
What is missing from my documentation?	
Where is my "Hit by a bus" documentation, and who has access to it?	
Can my entire site be static, or are there features that must depend on back-end server functionality? If so, list those features.	
What am I going to submit for credit to my institution, put on my CV, and tweet about?	

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