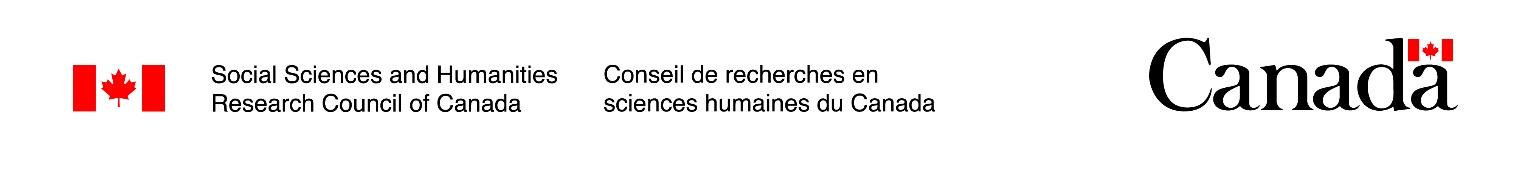
# Endings Action Plan[[1]](#footnote-0)

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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](https://www.uvic.ca/research-services//federal-programs/research-data-management-policy/index.php) 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? |  |
| 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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1. This document is licensed for reuse under a [CC BY-NC-SA 4.0 license](https://creativecommons.org/licenses/by-nc-sa/4.0/). [↑](#footnote-ref-0)
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). [↑](#footnote-ref-1)