

18-Feb-04

Task	Who	Jan-04	Feb-04	Mar-04	Apr-04	May-04	Jun-04	Jul-04	Aug-04	Sep-04	Oct-04	Nov-04	Dec-04
Preliminary Standards & Test Candidates													
Establish the metadata structures necessary for archiving our software;	Mary C, Sharon B.	*****	*****	*****									
Develop software taxonomy;	Paul M., Dag S., Mike B.	*****	*****	*****									
Determine a list of representative software to test our procedures;	Bernard P., SCC	*****	*****	*****									
Develop the internal procedures for accepting donations of software	Allison A.		*****	*****	*****								
Resources & Focusing													
Hire a S/W Collection Keeper/ Archivist/ Curator	Len S., John T., Bernard P.		*****	*****	*****								
Estimate the cost and priorities for the various tasks;	Bernard P., Len S., John T., SCC		*****	*****	*****								
Find resources to hire people and cover the expenses for these tasks;	Len S., John T., Bernard P.		*****	*****	*****								
Determine the success factors for the SCC and the museum;	Bernard P., Len S., John T., SCC		*****	*****	*****								
Focus on an achievable list of tasks for the next 12 months.	Bernard P., Len S., John T., SCC		*****	*****	*****								
Cataloguing the Software Collection													
Cataloguing our existing software collection;	"S/W Staff TBD", SCC Volunteers			*****	*****	*****	*****						
Testing Process													
Collect these representative software to test and improve our procedure;	SCC Volunteers				*****	*****	*****	*****	*****	*****	*****	*****	*****
Define procedures to transcode software and media;	"S/W Staff TBD", SCC Volunteers					*****	*****	*****					
Create software acceptance procedures;	Allison A., "S/W Staff TBD", SCC Volunteers					*****	*****	*****					
Create IP acceptance procedures;	"S/W Staff TBD", Allison A., SCC Volunteers				*****	*****	*****	*****					
Prototype the software digital archive;	Mike W., SCC Volunteers						*****	*****	*****	*****			
Broadening the scope													
Create a proactive list of software to be collected (S/W 100+);	Grady B., SCC				*****	*****	*****	*****					
Establish list of group we want to collaborate with us;	SCC						*****	*****	*****				
Establish significant collaborations with a selected group of interested parties;	SCC						*****	*****	*****	*****	*****	*****	*****
Establish a process to preserve the software 10,000;	SCC						*****	*****	*****	*****	*****	*****	*****