Digital Repository 1.0 Project Charter

Project Purpose:

The mission of the Computer History Museum is to preserve and present for posterity the artifacts and stories of the information age. To accomplish this mission, the Museum must be able to preserve, curate and interpret digital collections that form a significant and rapidly growing component of Museum holdings.

Version 1.0, October 2011 to September 2012, of the Digital Repository Project will create policies, procedures, and best practices to support a digital collections workflow throughout the digital object lifecycle: selection, assessment, asset management, preservation, sustainability, data integrity, and access.

Objectives and Deliverables:

Objective	Deliverable
Understand the scope of CHM digital collections	Inventory of current digital holdings
Stabilize interim storage for digital collections	New interim storage system installed
Identify and document best practices	Consultant's report
Establish policies and procedures for managing and preserving digital collections	Policy and procedure manual
Ensure staff are familiar with digital collection management policies and procedures	Training & education program for collections staff based on policy & procedures manual
Evaluate and select software (digital asset management) system	Core Team software recommendation
Evaluate and select digital preservation (storage infrastructure) management system	Core Team preservation system recommendation
Model and test implementation of digital object management and preservation workflow	Prototype system in place to support all phases of digital object lifecycle
Share project findings with other organizations	Present papers, share findings through blog posts, etc.

Assumptions:

Based on CHM immediate need & time constraints, most likely we will use existing tools and systems to build and sustain a repository to meet the Museum's needs. Open source software is likely to play a significant part in digital asset management solutions & the preservation management software selected by the CHM. Although the Museum may add staff, the Museum is unlikely to add the level of resources that would be required to develop a repository built from the ground up. The preservation layer will be built on top of common commodity storage components that are modular and extensible. The creation of a digital repository is an on-going commitment by CHM.

Scope:

Version 1.0, is the planning and proof of concept phase, including development of policies and procedures, selection of software and hardware, and implementation of a prototype system. It includes ingest of only a small sample set of digital objects to test the prototype. A user interface to the digital repository is out of scope for Version 1.0. A report outlining CHM stakeholder's survey of important attributes for a functional

digital repository will be produced in Version 1.0 to guide their inclusion over forthcoming years. Completion of Version 1.0 will ready CHM for full scale implementation of a digital collection preservation management and access system.

Staffing:
Version 1.0 of the Digital Repository Project involves a core team of Museum staff, consultants, and a variety of internal and external stakeholders. The following table lists the core team, consultants, and primary stakeholders, and their roles.

Name	Role
John Hollar	CEO, strategic goal setter
Kirsten Tashev	Internal consultant, advisor & champion
Paula Jabloner	Project Director, Core Team Leader
Heather Yager	Project Manager & Analyst, Core Team Member
Ton Luong	Technical Manager, Core Team Member
Al Kossow	Technical Advisor & Analyst, Core Team Member
Katherine Kott	Repository Consultant, Core Team Member
TBD	Storage Consultant, Core Team Member
TBD	Software Engineer, Core Team Member
Gardner Hendrie	Stakeholder, Technical Advisor
Len Shustek and Curators	Stakeholders, Technical & Subject Area Advisors
Information Technology Services	Stakeholders & technical advisors
Registrars & Archivists	Stakeholders, Subject Area Advisors
Museum patrons	Stakeholders

Roadmap:

Q4 2011	Q1 2012	Q2 2012	Q3 2012
Complete digital preservation literature survey, HY	Software system (DAM) survey, HY & team	Select & install software system (DAM) solution, HY & team	Final policy & procedures manual, HY & team
Inventory of current digital holdings, HY & TL	Draft storage infrastructure requirements & recommendation, TL & TBD consultant	Select, purchase & install storage infrastructure, TL, TBD consultant, & team	Implement prototype system (infrastructure & software), team
Back-up HD video collection, TL	Stakeholders functional needs survey, HY & team	Stakeholders report, PJ & HY	Training & education program, team
	Best practices document, KK	Final consultant's report, KK	5 year sustainability plan, PJ
			HD video & software collection on stable storage environment, TL