

This is my take on tracks for Year 1 activities. The 5 tracks are interrelated but they should allow us to work on tasks simultaneously. I'm looking forward to your thoughts on these - I thought we could start discussing these on email.

Please think about the tracks in relation to your strengths and interests - I think it would work well if everyone on the team identified with a primary track and a secondary track. We'll work in subgroups and bring others in as needed (and as possible).

**Track 1. OAIS Organizational and Technological requirements** (this track provides the umbrella for the rest)

- *task*: identify OAIS requirements - deconstruct OAIS into our version of requirements. *note*: We can think about this as an OAIS-based repository, as compliance is uncertain at this point. We'll know what it means for us as the project runs its course.
- *task*: complete gap analysis - this will need to be done in parts, e.g., what will EATMOT be doing, what do we have in place in various repositories, how do our 5 target areas (in priority order) stack up, how does our analysis map to our OAIS requirements. *deliverables*: gap analysis
- *task*: monitor work of OAIS working group on digital archive certification. *deliverable*: self-assessment as basis for Cornell's certification, plan for meeting certification requirements

**Track 2. Organizational Framework**

- *task*: Draft Policy Dissemination - we'll need to parse out the framework and identify the specific documents that we need to develop. *deliverable*: draft of policies and procedures for broader review that cover all of the functional areas of an OAIS repository. *note*: This track looks skimpy with only one task, but it won't when we identify all the documents we'll need to write.

**Track 3. Technological Framework**

- *task*: define functional specifications and requirements. *deliverable*: functional specifications and requirements
- *task*: prepare a request for information (RFI). *deliverable*: RFI. *note*: these tasks lead to year 2 development

**Track 4. Resource Implications** (relates to larger objective to secure institutional commitment, as does track 5)

- *task*: conduct cost analyses - using arXiv example, Euclid and DSpace costs for current. *Deliverable*: cost analyses, projected cost models *note*: this task leads to year 2 business plans)

**Track 5. Communications and Outreach** (relates to larger objective to ensure collaboration within the university and beyond)

- *task*: educate (ongoing throughout project) - goals: get CUL players on page, establish effective outreach to other stakeholders. *deliverables*: brown bags, elevator pitch, etc.
- *task*: identify stakeholders and encourage buy-in
- *task*: select partners - internal and external (look for inter-institutional partners who are developing OAIS-based repositories). *note*: this task leads to year 2 partnership agreements)