*Title:* **PAW-PERS Preservation Project Plan DESCRIPTION**

*Abstract:* This document defines the preservation work that will be undertaken by Paul Wilson on his PAW-PERS collection of mementos and other personal documents.
**Start Date:**  18Dec2014
**End Date:** 09Mar2014
**Person Days:** 30
**Cost:** Not needed

**Author:** Paul Wilson

**Collection Owner Approval:** Paul Wilson, 17Dec2014

**Sponsor Approval**: Not needed

**Date and version of this document:**  v1.0, 17Dec2014

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**Contents List**

1. Introduction 4

1.1 Document Purpose and Scope 4

1.2 Document Ownership and Maintenance 4

2. Project Background and Objectives 4

2.1 Background 4

2.2 Objectives 4

3. Component scope 5

3.1 Collection Scope 5

3.2 Location Scope 5

3.3 Organisation Scope 5

3.4 Process Scope 5

3.5 Data Scope 6

3.6 Application Scope 6

3.7 Technology Scope 7

4. Principles, Assumptions, Constraints and Risks 7

4.1 Principles 7

4.2 Assumptions 7

4.3 Constraints 7

4.4 Risks 7

5. Project Governance 8

5.1 Project Management structure 8

5.2 Project Reporting 8

5.3 Change Control 8

6. Project Milestones and Deliverables 8

6.1 Project Milestones and approach to achieving them 8

6.2 Deliverables 9

7. Project Plan 9

7.1 Task Breakdown 9

7.2 Resource Requirements 10

8. Project Budgets and Costs 10

8.1 Budget 10

8.2 Estimated Costs 10

# Introduction

## Document Purpose and Scope

This document defines the scope and timescales of a project which will take preservation measures to ensure that the PAW-PERS collection stays accessible in the long term and in the face of continually changing technology. The purpose of the document is threefold: first to ensure that, in the course of constructing the document, all necessary activities are identified and planned to produce a successful result; second, to provide the information upon which a decision to proceed or to shelve the preservation project can be taken; and third, to enable the project to get off to a quick start should it be approved.

## Document Ownership and Maintenance

This document is owned and maintained by Paul Wilson

# Project Background and Objectives

## Background

Paul Wilson’s PAW-DOC lifetime collection of work documents is managed in a commercial Document Management System which is too expensive to maintain. Therefore, it was decided to define and implement a preservation plan to improve the PAW-DOC collection’s potential longevity. However, because the Owner has no experience of Preservation Planning, it was decided to first gain that experience by undertaking Preservation Planning on two much smaller and less complex collections – one of which is the subject of this document (PAW-PERS) and the other is a collection of 14,000 photos.

## Objectives

The objectives of this project are to:

* make the PAW-PERS collection more accessible and usable in the long term;
* gain experience in the planning and implementation of Digital Preservation activities;
* develop the content and format of documentation needed to support Digital Preservation activities.

# Component scope

## Collection Scope

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Component Name** | **Description** | **Modify** | **Add** | **Remove** | **No change** | **Notes** |
| PAW-PERS Index | Index to a collection of mementos and other personal files | x |  |  |  | Some changes may be required to the contents – see Data Scope |
| PAW-PERS Electronic Files | The electronic files within the PAW-PERS collection | x |  |  |  | Move all files to PDF/A or PDF format |
| PAW-PERS Physical Files | The physical files within the PAW-PERS collection | x |  |  |  | The storage of these files will be reorganised |
| SUPAUL-PERS | Collection of Mementos |  |  |  | x | The initiatives taken in this project are likely to be reusable within the similar SUPAUL-PERS collection.  |

## Location Scope

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Component Name** | **Description** | **Modify** | **Add** | **Remove** | **No change** | **Notes** |
| Study | Room at 8 Mallard Close, with desk, pedestal unit, bookcase with doors, open bookshelves, and display cabinet. | x |  |  |  | The laptop normally sits on the desk. Backup CDs are currently stored in a drawer in the desk pedestal unit. Physical items are stored in either presentation folders sitting in the bookcase with doors, or on the shelves of the open bookcase, or on a shelf in the display cabinet. Some reorganisation of these storage arrangements in the study are likely. |
| Remote locations |  |  | x |  |  | Other locations, yet to be identified, will be required to store off-site backup copies of the digital files |

## Organisation Scope

Not needed – not applicable.

## Process Scope

| **Component Name** | **Description** | **Modify** | **Add** | **Remove** | **No change** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| Accession process | Actions to include new items in the collection | x |  |  |  | The process may be changed to require new digital items in the collection to be stored in PDF/A format. |
| Backup process | Actions to record copies of the collection in case the originals are lost or destroyed | x |  |  |  | The process is likely to be changed to store physical backups at remote locations and to periodically test restoration processes. These processes will be documented. |
| Preservation Maintenance process | Actions to periodically check and improve the accessibility of the collection in the mid to long term. |  | x |  |  | This is a new document which will be created from scratch without having an example to draw on. |

## Data Scope

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Component Name** | **Description** | **Modify** | **Add** | **Remove** | **No change** | **Notes** |
| File Title structure | The structure of the titles of the content files (for example, “PAW-PERS-0062-02 - Leaving card from AVM team, 14Aug1998”) | x |  |  |  | There may be a need to modify this to support the Preservation Maintenance process. |
| Index fields | These are the Index fields used to record each of the items in the collection | x |  |  |  | There may be a need to modify this to support the Preservation Maintenance process. |

## Application Scope

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Component Name** | **Description** | **Modify** | **Add** | **Remove** | **No change** | **Notes** |
| eCopy PDF Pro Office | PDF creator and editor from Nuance | x |  |  |  | Upgrade to PDF/A version |
| MS Office | Word, Excel, Powerpoint from MicroSoft |  |  |  | x | Used for the PAW-PERS Index (Excel) and for some of the content files |
| SideBooks | iPad App from Tokyo Interplay Co. |  |  |  | x | Used to manage and display a subset of the PAW-PER files on the iPad |
| DropBox | Cloud storage |  |  |  | x | Used to transfer files from the laptop to the iPad |

## Technology Scope

| **Component Name** | **Description** | **Modify** | **Add** | **Remove** | **No change** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| Laptop | Acer Aspire 4830T Timeline X |  |  |  | x | The masters of PAW-PERS digital files reside on the laptop |
| iPad | Apple iPad Air 64Gb |  |  |  | x | Copies of some of the files are stored and accessed on the iPad |
| BT Cloud | Automated backup service |  |  |  | x | The whole collection is backed up to this cloud service |
| DVDs | Disks on which backups are stored |  |  |  | x | The whole collection is also backed up on a DVD |
| Memory Stick |  |  | x |  |  | This may be required to improve the backup process |
| Standalone Hard Disk |  |  | x |  |  | This may be required to improve the backup process |

# Principles, Assumptions, Constraints and Risks

## Principles

The Principles below have been followed in the construction of this Project Plan, and will be applied throughout the performance of the project:

* Backup, disaster recovery and process continuity arrangements are considered to be significant factors in ensuring the longevity of a collection and will therefore be included as an integral part of this preservation project plan.

## Assumptions

It is assumed that:

* PDF/A is the best format to convert document, spreadsheet and image files to in order to give those files the best chance of being accessible and usable in the medium to long term.
* PDF is the best format to convert files to if it is not possible to convert them to PDF/A, in order to give those files the best chance of being accessible and usable in the medium to long term.

## Constraints

This project may be limited by the following constraints:

* The owner possesses a version of eCopy PDF Pro Office that does not support PDF/A even though the associated reference guide says it does. The product was bundled with a Canon scanner and Canon Europe has been contacted to request an upgrade. However if Canon cannot or will not provide an upgrade it may not be possible to obtain a version that supports PDF/A and the target file format will have to be PDF.

## Risks

There is a risk that:

* It will not be possible to obtain software that will convert files to PDF/A format, sufficiently cheaply. If that is the case the PDF format will become the target format for this digital preservation initiative.

# Project Governance

## Project Management structure

Not applicable – the collection Owner, Paul Wilson, is also the Sponsor, Project Manager and Project Staff.

## Project Reporting

Since there is only one individual in the overall project organisation there is no need to perform project reporting. However, because this is a test of a Preservation Planning Project, it will be useful to have a record of what takes place, and therefore a Progress Report will be produced on Friday afternoon each week. The Progress Report will have 6 headings:

* **Overall Status:** either Red (serious problems), Amber (key decisions needed), Green (OK), Blue (Complete)
* **Achievements this week:** deliverables produced, milestones achieved, tasks completed.
* **Plans not achieved:** Deliverables/milestones/tasks that were planned to be completed but have not been. And the actions necessary to regain the lost ground
* **Activities next week:** Deliverables/milestones/tasks that will be worked on next week
* **Key Issues:** status of key issues
* **Key Risks:** status of key risks

## Change Control

The baseline for this project will consist of:

* This Preservation Project Plan DESCRIPTION document
* The Preservation Project Plan CHART document

Any change to the Baseline will be recorded in a Change Log and the appropriate baseline documents will be updated to reflect the agreed change. Changes to this Preservation Project Plan DESCRIPTION document will be recorded in the Amendment Record at the front of the document.

# Project Milestones and Deliverables

## Project Milestones and approach to achieving them

The key project milestones are listed in the table below.

| **#** | **Milestone** | **Approach to achieving the Milestone** |
| --- | --- | --- |
| 1 | Electronic File conversion completed | All electronic files will be converted to PDF/A format if an appropriate version of the eCopy PDF Pro Office software has been obtained. If not, those electronic files not already in PDF format will be converted to that format. Those electronic files which need to be kept in their original format will be identified and retained. |
| 2 | Physical items reorganised | The number and type of physical items to be stored, and their labelling and order of placement, will be reviewed and appropriate storage facilities defined. The required physical storage facilities will be obtained and prepared, and the physical items placed into them |
| 3 | Index revised and integrated into collection | Changes will be made to the way the Index is labelled and stored to ensure that it is less likely that users will overlook its existence. The structure and contents of the Index will also be reviewed and modified as necessary to support the long term preservation of the collection.  |
| 4 | Backup and DR processes revised | The Backup and DR processes will be revised as necessary to support the long term preservation of the collection. The revised processes will be tested and refined until it is confirmed that they are working successfully. |
| 5 | Preservation Maintenance Plan completed | A Preservation Maintenance Plan will be written and included in the Index. Reminders to take action will be included in the appropriate years in the Owner’s calendar. |

## Deliverables

The deliverables listed below will be produced. The approver will be the collection Owner.

1. List of files to be retained in their original format
2. Updated Electronic Files in PAW-PERS folder
3. Physical storage specification document
4. Reorganised physical items in new storage
5. Index revision specification
6. Revised Index document
7. Backup and DR process definition and test plan
8. Preservation Maintenance Plan

# Project Plan

## Task Breakdown

| **Task No** | **Task Name** | **Resource (days-initials)** | **Deliverable Produced** | **Start Date** | **End Date** |
| --- | --- | --- | --- | --- | --- |
| 1 | Convert Electronic File Formats |  |  |  |  |
| 1.1 | Try to obtain PDF/A software | 0.2 (PW) |  | 18Dec2014 | 24Dec2014 |
| 1.2 | List of files to be retained in their original format | 0.2 (PW) | A | 18Dec2014 | 18Dec2014 |
| 1.3 | Upgrade original form files to latest software versions | 0.2 (PW) |  | 19Dec2014 | 19Dec2014 |
| 1.4 | Record those files to be retained in their original form, in Index | 0.1 (PW) |  | 19Dec2014 | 19Dec2014 |
| 1.5 | Convert non-PDF docs to PDF/A | 0.5 (PW) |  | 31Dec2014 | 04Jan2015 |
| 1.6 | Convert PDF docs to PDF/A | 5 (PW) | B | 31Dec2014 | 10Jan2015 |
| 2 | Re-organise storage of physical items |  |  |  |  |
| 2.1 | Check physical items and ensure Index is in synch | 3 (PW) |  | 12Jan2015 | 15Jan2015 |
| 2.2 | Define where/how physical items will be stored | 0.8 (PW) | C | 16Jan2015 | 16Jan2015 |
| 2.3 | Define how physical items will be labelled | 0.2 (PW) |  | 16Jan2015 | 16Jan2015 |
| 2.4 | Obtain storage containers and/or space | 1 (PW) |  | 17Jan2015 | 20Jan2015 |
| 2.5 | Update Index with revised storage arrangements | 1 (PW) |  | 17Jan2015 | 25Jan2015 |
| 2.6 | Place physical items in new storage | 4 (PW) | D | 21Jan2015 | 25Jan2015 |
| 3 | Revise Index and integrate it into the collection |  |  |  |  |
| 3.1 | Review Index structure and define required changes | 1 (PW) | E | 26Jan2015 | 27Jan2015 |
| 3.2 | Modify the Index as defined | 2 (PW) | F | 28Jan2015 | 29Jan2015 |
| 3.3 | Revise the Index file name if necessary | 0.1 (PW) |  | 28Jan2015 | 29Jan2015 |
| 3.4 | Include the Index file in the electronic file folder | 0.1 (PW) |  | 28Jan2015 | 29Jan2015 |
| 3.5 | Include Index info in the physical item storage | 0.2 (PW) |  | 30Jan2015 | 31Jan2015 |
| 4 | Revise the Backup and DR arrangements |  |  |  |  |
| 4.1 | Review and document Backup and DR arrangements and test plan | 2 (PW) | G | 02Feb2015 | 04Feb2015 |
| 4.2 | Create backup to physical media (DVDs, memory sticks, standalone hard disks etc) | 0.5 (PW) |  | 05Feb2015 | 06Feb2015 |
| 4.3 | Ensure BT Cloud is backing up correctly  | 0.5 (PW) |  | 05Feb2015 | 06Feb2015 |
| 4.4 | Test BT Cloud reinstatement process | 1 (PW) |  | 07Feb2015 | 09Feb2015 |
| 4.5 | Test reinstatement from physical media | 1 (PW) |  | 07Feb2015 | 09Feb2015 |
| 4.6 | Produce updated backup media | 0.2 (PW) |  | 07Feb2015 | 09Feb2015 |
| 5 | Create Preservation Maintenance Plan |  |  |  |  |
| 5.1 | Define maintenance activities | 1 (PW) |  | 10Feb2015 | 11Feb2015 |
| 5.2 | Document Preservation Maintenance Plan | 3 (PW) | H | 12Feb2015 | 19Feb2015 |
| 5.3 | Place reminders in calendar for future maintenance activities | 0.1 (PW) |  | 17Feb2015 | 19Feb2015 |
| 5.4 | Update media backups and distribute to remote locations | 0.4 (PW) |  | 20Feb2015 | 09Mar2015 |

## Resource Requirements

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Initials** | **Type/Name of resource** | **Total days** | **Cost** | **From** | **To** |
| PW | Paul Wilson | 30 | n/a | 18Dec2015 | 09Mar2015 |

# Project Budgets and Costs

## Budget

*Not needed – no significant expenditure*

## Estimated Costs

*Not needed – no significant expenditure*