*<To use this template delete all material between < > characters and the <> characters themselves, overwrite @@@ characters with the correct information, and fill in the sections of the document as appropriate. Mark those Sections not required for a particular preservation initiative as ‘Not needed’. Keep it brief.>*

*Title:* **Preservation Planning Scoping Document for @@@ <***@@@ is the name of the collection which is to be preserved>*

*Author: @@@*

*Date: @@@*

1. **What is the name of the collection and who does it belong to?**

**<***write the short name of the collection which is to be preserved and the name of the person or organisation who currently owns it>*

1. **What are the main contents of the collection?**

**<***Say what is being collected in just a few words, for example, Videos>*

1. **What are the main digital components in the collection?**

*<Complete the table below using a separate row for each main type of digital component, for example, one type of component might be an Index and another type of component might be the full; set of Word files relating to all the index entries>*

|  |  |  |  |
| --- | --- | --- | --- |
| **Component Name** | **Contents** | **Technology** | **Physical Equivalents** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **What are the current hardware and software platforms upon which the digital components operate? Are there any strategies or plans for the future evolution of these platforms?**

*<If it will require further work to identify plans for the future evolution of the platform just add the following statement: ‘Further research will be required to identify/define the platform strategy’>*

1. **Why do you want to retain this data?**

*@@@*

1. **For whom are you keeping it? How are you going to test their expectations?**

*@@@*

1. **What risks do the different parts of the collection face?**

*<* *Define all the risks that apply to the collection in priority order with the highest priority first>*

There is a risk that:

**A**. @@@

**B**. @@@

**C**. @@@

**D**. @@@

1. **What actions should be taken to mitigate the risks? Who is responsible for each action?**

*<Provide answers for each risk defined in the previous answer. Multiple actions may be required for a particular risk. If it is not clear what is to be done specify an initial activity to identify what has to be done. For example, if any of the actions involve file deterioration, specify an action to, ‘define the conversion action to be taken for each file type and become familiar with any conversion tools to be used’>*

**Risk A:** @@@ Responsibility: @@@

**Risk B:** @@@ Responsibility: @@@

**Risk C:** @@@ Responsibility: @@@
**Risk D:** @@@ Responsibility: @@@

1. **List all the activities that you will need to do to before you are in a position to create a realistic plan for the digital preservation work that is needed.**

*<A realistic plan is one in which you are confident about what needs to be done and how long it will take. Most of the pre-plan actions will probably have been identified in previous answers. List each one separately in the list below>*

* @@@
* @@@
* @@@
* @@@
1. **What planning documents do you intend to produce after all the pre-plan activities defined in the previous answer have been completed, in order to manage the digital preservation work.**

*<This could be a full blown Digital Preservation Project Plan Description and associated Digital Preservation Project Plan Chart, or just the project Plan Chart, or some other documentation. As well as specifying the names of the documents you intend to produce, also list their high level contents. This will help you to be sure that you have identified all the pre-plan work necessary to produce a realistic plan>*

1. **What are your constraints in terms of cost / resources?**

@@@

1. **What are your expectations of quality?**

@@@

1. **How will the plans be validated? Who will be responsible for validating them?**

@@@

1. **How and when will the preservation arrangements be reviewed and updated, and who will do that work?**

*<It is recommended that the text below be the answer to this question. Modify it as required.>*

The Preservation Project Plan will include an activity to produce a Preservation Maintenance Plan. The Maintenance Plan will define when the preservation arrangements are to be reviewed and what actions should be taken at that time to update them as necessary. It will be the current owner’s responsibility to implement the Preservation Maintenance Plan.