Advanced Electronic Records Institute

Prioritize Challenges

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Gap Analysis

1. What is your current status?

2. What are your desired outcomes?

3. What are the gaps between 1 and 2?

4. What is your plan to fill the gaps?

== your digital preservation capability self-assessment ==

Factors

- **Resources** – human, ongoing and ad hoc funding, equipment, partners, available services
- **Timing** – milestones, deadlines, support, project dependencies, arrivals / departures, reporting
- **Context** – size, complexity, development level, nature and extent of available skills, status
- **Drivers** – collaborations, new/changed funding, new areas, new/changed requirements, new staff

Risk Management to Readiness

- Risk identification   **IDENTIFY**
- Risk classification   **CHARACTERIZE**
- Risk assessment   **WEIGH**
- Risk analysis   **DEVISE**
- Risk management implementation   **ACT**

Risks: Organization

Potential risks:

- Funding may be decreases or ended
- Leadership may change abruptly
- Expertise may be lost
- Members may exit a partnership

Risks: Digital Repository

Potential risks:

- Support for repository software may end
- New content may not fit repository
- Technical expertise may be lost
- Major technology shifts may be needed

Risks: Aggregate & Object

Potential risks:

- Aggregation levels may be inadequate or lost
- Enabling software may become obsolete
- New content may require a DP strategy
- Migration pathways may not exist

Ongoing Prioritization

- Establish priorities
- Revisit goals and adjust priorities
- Step back and consider landscape – changes
- Engage stakeholders
- Balance quick wins and necessary foundations
- Measure progress against goals & objectives
- Evaluate at stages – decide: stop, adjust, or continue