Relationships

July 9, 2013
Producers and Consumers

What the customer said
What was understood
What was planned
What was developed
What was described by the business analyst

What was documented
What was deployed
The customer paid for...
How was the support
What the customer really needed
Producers and Consumers

Producer
- Content & Metadata
- Order Information
  - Government Agencies & U.S. Congress

Ingest
- Content & Metadata Validation
  - Staff

Data Management
- Authentication, Indexing & Preservation
  - Queries
  - Search Results

Archival Storage
- Content & Metadata Storage

Access
- Cataloging, Search Engine & Reference Tools
  - Staff

Consumer
- Content & Metadata
  - End Users

Trusted Repository

Queries

Results
The **Concept** phase of a project is intended to outline the business needs being addressed.

- Establish a trusted repository -- to store and preserve collections for the long term
- Provide access to records – information is widely expected to be available online
- Manage risks -- reduce data loss through digital preservation
- Be efficiency – collaborate with others
Project Approval Process

Archival Unit
- Concept
- Develop project documents and business case

IT
- Advise
- Document

Architecture Review Board
- Assess
- Recommendation for Steering Committee

Steering Committee
- Briefing
- Invest
  - N
  - Y
    - Design & Deploy

Project Teams
- Design & Deploy
System Development Lifecycle

The **Requirements** phase of a project is when details are developed that clearly outline what is expected from the information system. Stakeholders (agencies, DOIT, etc.) must be involved.

Examples:
- The system shall serve as the trusted repository for state electronic records.
- The system shall have the capability of preserving electronic records to ensure that they remain usable in perpetuity.
- The system shall be capable of providing access to records in a form that meets the capabilities of current tools.

Once business requirements are complete, solution options as well as time and cost estimates can be developed.
In the **Design** phase, more detail is developed, including:

- Derived requirements, to more precisely define the requirements
- Design analyses to determine the more efficient methods to use
- Specification for system components
- Technical specifications
- A requirements tracking matrix is typically created to ensure that all requirements are being addressed by the design
- Prototype development to demonstrate designed functionality

Stakeholders must remain engaged during the **Design** phase. This is where critical decisions are made.
The Development phase is where the final system configuration is created, tested and implemented.

- Developers test the system to ensure it is working according to the requirements.
- The requirements tracking matrix is used by independent test resources (not the developers) to ensure full test coverage.
- User acceptance testing is performed – stakeholders test the system. In many cases, these testers include the public if public access is expected.
- If testing is acceptable, the system is approved to operate.

Stakeholders must be a gatekeeper in the decision to move to Operations.
System Development Lifecycle

Operations consists of:

- Helpdesk support for users experiencing issues with the system
- Maintaining the system uptime, usually based on a Service Level Agreement (SLA) established in the technical specifications
- Ensuring software remains up to date, installing patches, etc.
- Bug fixes for issues identified
- If on-premise infrastructure, planning and executing hardware and software refresh
Agile Development

Agile techniques should be considered, particularly once a foundational system is in place.
Advocacy and Awareness

National Digital Stewardship Alliance

Our Mission
The mission of the National Digital Stewardship Alliance is to establish, maintain, and advance the capacity to preserve our nation’s digital resources for the benefit of present and future generations.

Our Work
Members collaborate to preserve access to our national digital heritage. The NDSA accomplishes its goals through working groups with strategic direction from the Coordinating Committee and support from the Secretariat.

The NDSA has established five Working Groups focusing on the following areas of digital stewardship: Content, Standards and Practices, Infrastructure, Innovation, and Outreach.

Our Members
NDSA organizations have proven themselves committed to long-term preservation of digital information. Our members include universities, consortia, professional societies, commercial businesses, professional associations, and government agencies at the federal, state, and local level. For a list of members, click "NDSA" on this page.

Learn more about membership to the NDSA.
Advocacy and Awareness

Mission
The mission of the Center for Technology in Government at the University at Albany is to foster public sector innovation, enhance capability, generate public value, and support good governance.

We carry out this mission through applied research, knowledge sharing, and collaborative problem solving at the intersection of policy, management, and technology.

The results generated by each project add to a growing knowledge base designed to support the work of both government professionals and academic researchers. Our guides, reports, and tools are freely available on our Publications page.
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