



CONNECTING TO COLLECTIONS / MINNESOTA! Work Plan

Preparation (May – June 2008)

Initial management team meeting;
Creation of project web site;
Announcement of project in newsletters, distribution lists, and blogs of organizations and associations to which stakeholders belong;
Drafting of survey instrument and selection of survey software;
Initial advisory board meeting with review and approval by board of work plan and survey instrument;
Launching of survey.

Research and Assessment (July – October 2008)

Online survey and preliminary tabulation of results;
Formation of four focus groups;
Scheduling and conducting meetings of focus groups around the state;
Preliminary review and analysis of existing pertinent models, guidelines, and standards for collections care.

Evaluation (November 2008 – January 2009)

Evaluation of survey responses;
Posting of survey results on project website;
Assessment of Minnesota's preservation priorities based on survey results and focus group input;
Reporting of this information to stakeholders by presentations at professional meetings and electronic distribution;
Examination of models for emergency planning and guidelines for preservation of digital content and audio/visual materials;
Identification of additional required models, guidelines, and standards;
Preparation of draft of implementation grant proposal to IMLS.

Review and Approval (February – May 2009)

Review and discussion of project findings and proposals at constituent /stakeholder meetings;
Circulation of drafts of new models, guidelines, and standards and revision of them;
Final advisory board meeting;
Revision of implementation grant proposal.

Completion (June 2009)

Posting of completed and approved products on project web site;
Submission of final report of planning grant project to IMLS;
Submission of implementation grant proposal to IMLS.