January 13, 2016

To: Ohio DPLA Steering Committee Working Groups

Re: Draft and Final Working Group Reports and Timeline

With the revision of the charges it may be necessary for some groups to modify both the timeline and the elements of the reports. To provide some guidance in reports, we are recommending the following report structure:

* Executive summary (Final report)
* Working group charge and summary of groups activities
* Key findings from the project survey and symposium as appropriate
* Key recommendations—may include
	+ Metadata application profile for Ohio DPLA
	+ Draft Advocacy Plan, including project name, elevator speech
	+ Recommended technology stack including hardware and software recommendations, hardware configuration, etc
	+ Draft budget and budget narrative
	+ Draft governance structure
	+ Draft participation agreement
	+ Recommendations for training
* Background to key recommendations, including challenges and issues
* Appendices
	+ References
	+ Resources

Timeline:

* To assure a thorough review of the reports we’ll likely need 2 meetings, one would be February 26, the other in mid-February.
* Draft reports would be posted on Google Drive 1 week prior to the call. Comments could be posted on Google Drive.
* Comments on all reports would be received by the working groups one week after the call
* Final reports March 15

Next steps:

* Determine if two meetings are needed
* Determine date for mid-February call
* Identify which groups would report when