OhioDPLA 3-year test: Sustainability Tracker

Categories	Actual $ Spent	In-kind Contributions (Time spent x Salary)	Notes
			Laurie/Meg comments/questions
Contributing Insitution Costs (LAM)			
			Can we try to track how much time it takes to "onboard" new institution? Are there levels of effort for different types (large academic, small public) or does it relate to volume of metadata, etc
Sign agreement			
Identify local project coordinator			
Select collections			
Review Ohio DPLA metadata requirements and revise metadata as needed			
Prepare for OAI harvesting of collection			
Have collection harvested			
As needed, revise harvest profile			
Support ongoing harvest schedule			
Promote DPLA on Institution's website			
Maintenance			Is this where we would track storage costs? What about smaller organizations that don't have servers, etc.
Community Engagement Center (CEC) Costs			
			Do CEC's also have "onboarding" costs in working with Contributing Institutions?
Advocate/Promote DPLA among cultural heritage community			

Categories	Actual $ Spent	In-kind Contributions (Time spent x Salary)	Notes
Work with interested library/archive/historical society on becoming a DPLA contributor			
Conduct metadata and harvesting workshops for contributing organizations			
Coordinate with metadata specialists as needed			
Participate in statewide working groups on advocacy and metadata			
Identify issues for DPLA			
Member of Ohio DPLA Advisory Committee			
SLO			
prototype "staffing":			These positions should track how they spend their time to get an understanding of capacity
Project Manager			
DPLA Liaision			
Hire and manage Ohio DPLA staff			
Coordinate with CEC's			
Serve as ExOfficio member of the Advisory Committee			
Draft policies and procedures for Ohio			
Manage DPLA budget			
Metadata Specialist			
In conjunction with the Metadata working group maintain the Ohio DPLA MAP			
Liaise with contributing organizations on preparing metadata profile for harvest			
Prepare profile and work with tech			
Identify aggregated site metadata issues			
Chair the Metadata working group			
Participate in DPLA metadata initiatives			
Technology Specialist			

Categories	Actual $ Spent	In-kind Contributions (Time spent x Salary)	Notes
Implement and maintain DPLA harvesting software and other required software to support Ohio DPLA aggregator site			
Work with SysAdmin as appropriate			
Prepare ingest profiles, working with Metadata Specialist			
Monitor DPLA technology activities and make recommendations regarding platform enhancements and upgrades			
SLO - Administration			
Conduct regular evaluations of the project			
Conduct regular direct cost analysis of the project			
Technology Infrastucture			Tracking technology costs, even during start up will provide insight as it becomes time to upgrade / replace equipment
Equipment			
Infrastructure			
Supplies			
Advisory Committee			
[list each member]			
Review and recommend program policies			
Investigate and recommend funding strategies			
Advocate for Ohio DPLA program			
Participate in Ohio and national DPLA activities			
Working Groups			
[list each group and member]			
Develop and recommend policies within subject area			

Categories	Actual $ Spent	In-kind Contributions (Time spent x Salary)	Notes
Develop appropriate training			
conduct training			
develop advocacy/promotional materials			
Participate in appropriate Ohio and national DPLA activities			
DPLA			
Other Sustainability elements			
Evaluation			More for prototype but helpful to track evaluation early on; evaluate user satisfaction; institution satisfaction?
Outcome statements			Not sure what they are at this point, but let's plan on building them
Usage			We need to be able to show people are viewing items due to DPLA metadata; does system support this?
			What level of detail do we need?

More Notes
Miriam's comments/questions
Is this from the perspecitve of the contributing insitution or does it duplicate the role played by the CEC?
I don't think we need to consider storage costs for the prototype right? Also my assumption would be that from the DPLA perspective storage is always the responsibility of the contributing insitution.
I would think that whomever is designated to educate and train their contirbuting insitutions will need to track the time spent and calculate cost based on salary. However, this seems like something that could be delveloped into a workshop and standardized to a certain extent. For the prototype I would expect the most variable amount of time would be spent by the SLO positions depending on how well the CECs prepared them.

More Notes

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I belive that DPLA uses google analytics (or can) to track the useage of the metadata records that point the user back to the owning insitution. So this should be trackable from the DPLA Ohio end as well as by the owning insitution.