***<Preservation Planning Scoping Document Template, v3.0, 16Nov2021>***

*<If this is the first time that Digital Preservation work has been done on a collection EITHER use this Scoping template to get started (best for large, complex collections)*

*OR use the Maintenance Plan template to get started (can be effective for smaller, simpler collections>*

*<To use this template, delete all material between the < > characters as well as the <> characters themselves; overwrite @@@ characters with the correct information; and fill in the sections of the document as appropriate. Mark those Sections not required for a particular preservation initiative as ‘Not needed’. Use it as a working document - the first quick pass through may have blanks in it. Only when the document is complete, and the section 8 items have all been done, should it be finalised and used to produce a Project Plan. Keep it brief.>*

*Title:* **@@@** **Preservation Planning Scoping Document <***Insert the short name of the collection which is to be preserved.>*

*Author:* @@@

*Date:* @@@

1. **What is the name of the collection and who does it belong to?**

**<***Write the full name of the collection which is to be preserved, its short name, and the name of the person or organisation who currently owns it.>*

@@@

1. **What are the main contents of the collection?**

**<***Say what is being collected in just a few words, for example, Videos.>*

@@@

1. **Why do you want to keep this collection?**

@@@

1. **For whom are you keeping it? What are their functionality, technology, and any other requirements? How are you going to test their expectations?**

@@@

1. **What are the main digital components in the collection?**

*<Complete the table below using a separate row for each main type of digital component; for example, one type of component might be an electronic Index to a photo collection with no physical equivalent, and another type of component might be the jpg files of the photos with the physical equivalents being the physical photos in albums.>*

| **Component Name** | **Contents** | **Technology** | **Physical Equivalents** |
| --- | --- | --- | --- |
| 1.  |  |  |  |
| 2.  |  |  |  |
| 3.  |  |  |  |
| 4.  |  |  |  |
| 5.  |  |  |  |

1. **What are the current hardware and software platforms upon which the digital components operate? Are there any strategies or plans for the future evolution of these platforms?**

*<If it will require further work to identify plans for the future evolution of the platform, just add the following holding statement: ‘Further research will be required to identify/define the platform strategy’.>*

@@@

1. **What risks do the different parts of the collection face? What actions should be taken to mitigate the risks? Who is responsible for each action?**

*<* *Define all the risks that apply to the collection in priority order with the highest priority first. Underneath each risk, list the actions that should be taken to mitigate the risk and, if appropriate, the names of the individuals responsible for taking each action.>*

There is a risk that:

**A**. @@@

Actions:

i) @@@. Responsibility: @@@

ii) @@@. Responsibility: @@@

iii) @@@. Responsibility: @@@

**B**. @@@

Actions:

i) @@@. Responsibility: @@@

ii) @@@. Responsibility: @@@

iii) @@@. Responsibility: @@@

**C.** @@@

Actions:

i) @@@. Responsibility: @@@

ii) @@@. Responsibility: @@@

iii) @@@. Responsibility: @@@

1. **List all the activities that you will need to do BEFORE you are in a position to create a realistic plan for the digital preservation work that is needed.**

*<A realistic plan is one in which you are confident about what needs to be done and how long it will take. Most of the pre-plan actions will probably have been identified in previous answers. List each one separately below, and, if appropriate, include the names of the individuals who will be responsible for them.>*

**8.1** @@@

**8.2** @@@

**8.3** @@@

1. **What planning documents do you intend to produce after all the pre-plan activities defined in the previous answer have been completed, in order to manage the digital preservation work?**

*<This could be a full-blown Digital Preservation Project Plan DESCRIPTION and associated Digital Preservation Project Plan CHART; or just the project Plan CHART; or some other documentation. As well as specifying the names of the documents you intend to produce, also list their high-level contents. This will help you to be sure that you have identified all the pre-plan work necessary in the answer to question 8, in order to produce a realistic plan.>*

* @@@
* @@@
1. **What are your constraints in terms of cost and resources?**

@@@

1. **How will the plans be validated? Who will be responsible for validating them?**

@@@

1. **How and when will the preservation arrangements be reviewed and updated, and who will do that work?**

*<It is recommended that the text below be provided as the answer: modify it as needed.>*

The Preservation Project Plan will include an activity to produce a Preservation Maintenance Plan. The Maintenance Plan will define when the preservation arrangements are to be reviewed in the future and what actions should be taken at that time to update them as necessary. It will be the current owner’s responsibility to implement the Preservation Maintenance Plan. < *If not the current owner, then specify whose responsibility it will be.*>

**ENDS**

*<This v3.0 Preservation Planning SCOPING Document template accompanies the Preservation Project Plan DESCRIPTION and CHART templates, and the Preservation MAINTENANCE PLAN template, to support Digital Preservation projects. It has been tested on three different digital collections (mementos, photos, and work documents) comprising 800, 17,000, and 105,000 files respectively; and is now considered to be fit for purpose. It has been created by Paul Wilson as part of his Order from Chaos investigations (see pwofc.com) and is* *available for use by anyone who may find it helpful.>*