

# DPC 'RAM Jam'

Jenny Mitcham and Paul Wheatley  
Digital Preservation Coalition



Digital**Preservation**Coalition



RAM Jam 2<sup>nd</sup> June 2020

# Why a RAM Jam?

- To encourage and support our Members to complete an assessment using DPC RAM
- To remove some of the barriers to using DPC RAM
- To answer any questions you might have
- To allow you to hear from other Members about their DPC RAM experiences
- To give you the chance to do some anonymous benchmarking
- To have you submit your DPC RAM results to us prior to “Connecting the Bits”

# The programme - morning

10:00 - **Introductions** and welcome

10:15 - **An introduction to DPC RAM**

10:45 - **RAM as a DPC Member benefit**

11:00 - **Q&A** and discussion

*11:15 - Comfort break*

11:30 - **Workshop session** - getting started with RAM

*12:15 - Lunch*

# The programme - afternoon

13:00 - **Drop in session** - DPC staff will be on hand for informal chat/advice as you work on your assessment

14:00 - **Check in/benchmarking**

14:30 - **Member perspectives** on DPC RAM

*15:00 - comfort break*

15:15 - **Drop in session** - DPC staff will be on hand for informal chat/advice as you work on your assessment

15:45 - **Check in/benchmarking**

16:15 - **Online form/feedback/next steps**

*16:30 – Close – please submit your RAM results to us*

# Confidentiality

We want to facilitate useful and helpful discussions between our Members about RAM.

We understand that some organizations may be hesitant to share details of their current digital preservation capabilities.

Chatham House Rules apply.

The benchmarking we carry out in RAM Jam will be anonymous.

# Introduction

- DPC RAM
  - **What** is it?
  - **Where** is it?
  - **Why** did we create it?
  - **How** to use it
  - **Who** can use it?
- DPC RAM for Members



# What is DPC RAM?

- A new (ish) maturity model for digital preservation
- RAM stands for 'Rapid Assessment Model'
- Applicable for all organisations who have digital content of long term value
- Agnostic to solution and technology
- Focused on continuous improvement
- A conversation starter...

Launched in September  
2019 at iPRES Amsterdam





#### Also in this section

[Ongoing projects](#)

[Leadership Programme](#)

[Working Groups and Task Forces](#)

[Dedicated Support for Members](#)

[Collaboration](#)

[Digitally Endangered Species](#)

[Executive Guide on Digital Preservation](#)

[DPC Rapid Assessment Model](#)

[Who can use DPC RAM?](#)

[How long will it take?](#)

[How to use DPC RAM](#)

Google Custom Search



[Home](#) > [Our Work](#) > [DPC Rapid Assessment Model](#)

## DPC Rapid Assessment Model

### Maturity Modelling

### What is DPC RAM?

The DPC Rapid Assessment Model (RAM) is a digital preservation maturity modelling tool that has been designed to enable rapid benchmarking of an organization's digital preservation capability.

This model aims to be:

- Applicable for organizations of any size and in any sector
- Applicable for all content of long-term value
- Preservation strategy and solution agnostic
- Based on existing good practice
- Simple to understand and quick to apply

DPC Members, login to watch the introductory webinar on the DPC RAM

### Where is DPC RAM?

The model is freely available to all. DPC Members login to the website to access online data entry form and additional member benefits.

- [The DPC Rapid Assessment Model](#) - the full model, introductory text and a worksheet
- [Digital worksheet](#) - an excel worksheet to record your assessment results



[dpconline.org/our-work/dpc-ram](https://dpconline.org/our-work/dpc-ram)



Find out more  
and download the  
model here



# Why another maturity model?

- This work came out of a collaborative 2 year project we are working on with the Nuclear Decommissioning Authority
  - “If you can’t measure it you can’t control it”
    - Martin Robb, National Programme Manager, NDA
  - They wanted a way of assessing where they are at start and end of project (and in future) and where they should be...
- We did not set out to create another maturity model or re-invent any wheels



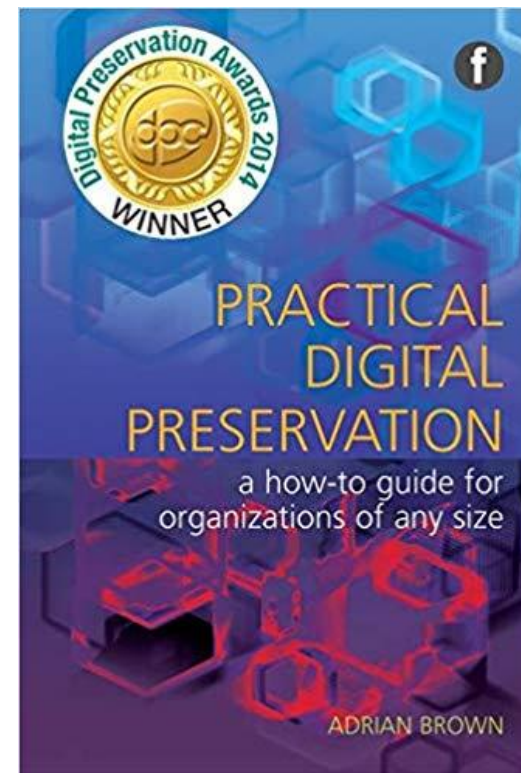
# What was wrong with existing models?

Existing models didn't seem to work in the context of the NDA. Either they were:

- Aimed at more traditional memory institutions
- Aimed at a particular type of data (ie: research data)
- Focused on just one aspect of digital preservation (eg: technology)
- Focused on a particular method of doing digital preservation (eg: open file formats)

# Our starting point

- The model that we looked at that we felt had most potential was from Adrian Brown of the Parliamentary Archives. He published it in this excellent book...
- He was happy for us to take the model and build on it
- This gave us quite a flexible framework to work with



# Not just for the NDA...

Once we realised we were going down this route for the NDA we started seeing this as an opportunity for a wider DPC Member benefit:

- Could we use it to better understand all our members?
- Could members benchmark against each other?
- Could we use it to help provide support?
- Could the results feed into our work planning?

...but we also wanted the model itself to be available to **everyone**.

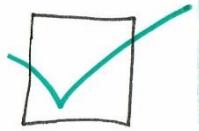
# Guiding principles



Applicable for organizations of any size and in any sector



Applicable for all content of long term value



Preservation strategy and solution agnostic

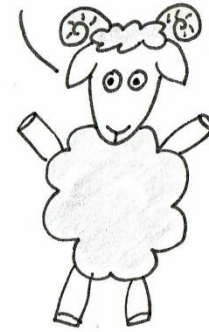


Based on existing good practice



Simple to understand and quick to apply

The DPC Rapid Assessment Model is a digital preservation maturity modelling tool



Oh yes! You can use it to assess your preservation maturity for ANY content of long term value! \*



\* if it is digital that is!

# What does RAM look like?

## Organizational capabilities

A	<a href="#">Organizational viability</a>	Governance, organizational structure, staffing and resourcing of digital preservation activities.
B	<a href="#">Policy and strategy</a>	Policies, strategies, and procedures which govern the operation and management of the digital archive.
C	<a href="#">Legal basis</a>	Management of contractual, licensing, and other legal rights and responsibilities relating to acquiring, preserving and providing access to digital content (e.g. licencing, copyright, terms and conditions of use, data protection regulation).
D	<a href="#">IT capability</a>	Information Technology capabilities for digital preservation activities.
E	<a href="#">Continuous improvement</a>	Processes for the assessment of current capabilities, the definition of goals and the implementation of improvement measures.
F	<a href="#">Community</a>	Engagement with and contribution to the digital preservation community.



## Service capabilities

G	<a href="#">Acquisition, transfer and ingest</a>	Processes to acquire or transfer content and ingest it into a digital archive.
H	<a href="#">Bitstream preservation</a>	Processes to ensure the storage and integrity of digital content to be preserved.
I	<a href="#">Content preservation</a>	Processes to preserve the meaning or functionality of the digital content and ensure its continued accessibility and usability over time.
J	<a href="#">Metadata management</a>	Processes to create and maintain sufficient metadata to support preservation, management and use of preserved digital content.
K	<a href="#">Discovery and access</a>	Processes to enable discovery of digital content and provide access for users.



# Maturity levels

- 5 maturity levels for each section
- Each has a basic definition



Maturity score	Basic definition for Organizational Viability
0 – Minimal awareness	The organization has minimal awareness of the need to support digital preservation activities.
1 - Awareness	The organization is aware of the need to support digital preservation activities.
2 - Basic	Digital preservation activities are supported and resourced at a basic level within the organization...
3 - Managed	Digital preservation activities are managed and supported within the organization...
4 - Optimized	Digital preservation activities are proactively managed, enhanced and developed within the organization...

# Detailed examples for top 3 levels

- For example, what **might** the ‘Managed’ level look like for Organizational Viability?

3 – Managed	<p>Digital preservation activities are managed and supported within the organization, for example:</p> <ul style="list-style-type: none"><li>• There is commitment from senior management.</li><li>• Staff have the skills they need to carry out digital preservation activities and access to relevant expertise where required.</li><li>• A dedicated core budget for digital preservation has been allocated.</li><li>• Budgets, staff roles and development needs are regularly assessed.</li><li>• Metrics and reports can be generated about the digital archive to help inform reporting, planning and management.</li><li>• Staff development requirements have been funded.</li></ul>
-------------	---



# How to use it

- Work out where you sit currently
  - Be honest and realistic
  - There are no half marks
  - Don't take the examples too literally
  - It isn't a competition!
- Work out where you would like to be
  - Again...be realistic...not everyone has to aim for top



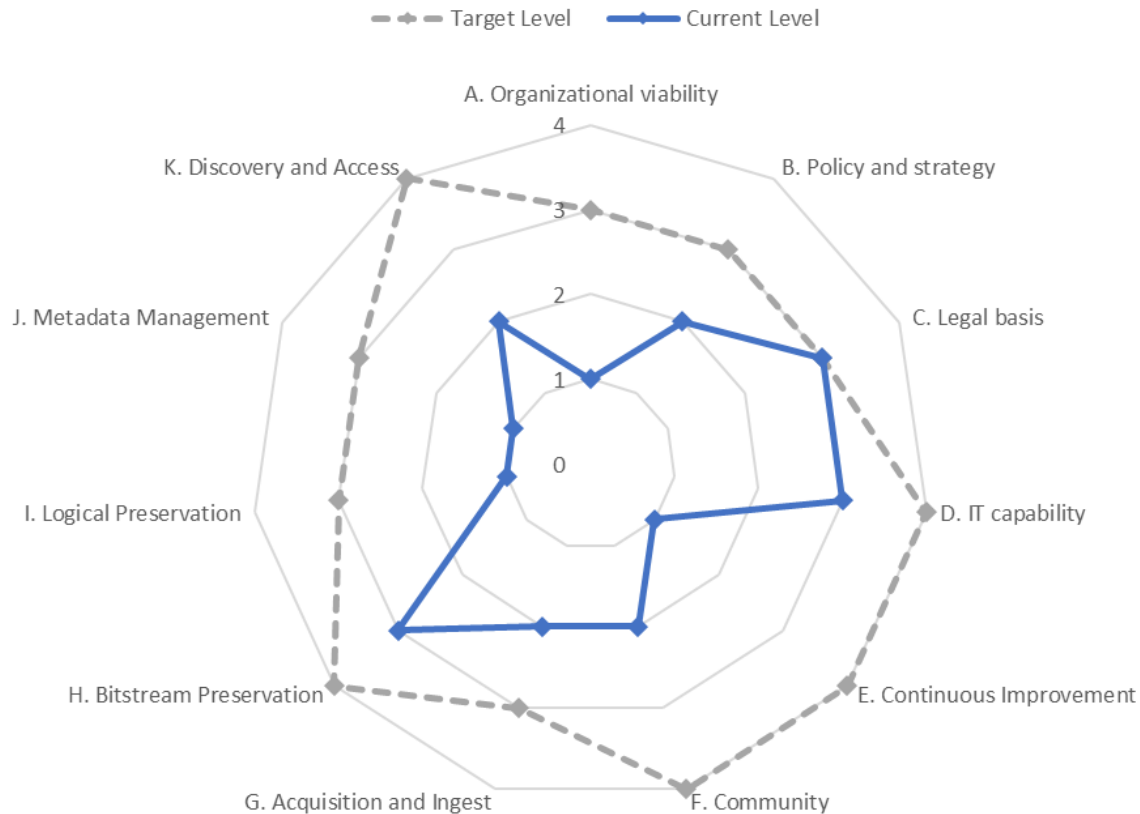
# Making it easier to use



- Designed to be quick and easy
- We've produced some guidance to sit alongside the model
- Templates available – either for printing out and scribbling on or digital version in Excel
- Guidance on what to do next

# Visualising your results

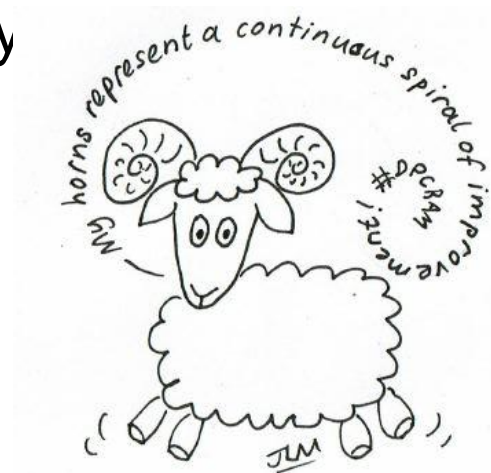
Digital Preservation Coalition Rapid Assessment Model (DPC RAM):  
Anonymous Archive



# Then what?

There are several things you may want to do after DPC RAM:

- Share it with colleagues – start a conversation!
- Include it in a business case for DP
- Set priorities – which areas would you like to move forward with first?
- Establish a roadmap or a plan for moving forward
- Revise your preservation policy/strategy



# Any questions so far?



# RAM as a DPC Member benefit

Jenny Mitcham and Paul Wheatley  
Digital Preservation Coalition



Digital**Preservation**Coalition



RAM Jam 2<sup>nd</sup> June 2020

# DPC Member benefits

- Members can submit their RAM data to us
- It helps us understand our Members better when providing them with support and advice
- It helps us plan the DPC programme based on the areas where more support needed
- Members can ask us for anonymized benchmarking data
  - This can be focused on a particular type of data, geographic area or sector

# The online form

DPC Members are encouraged to submit their assessment through the online form. We will ask you questions about:

- The scope of your assessment
- The size of your organization and archives
- Type of organization
- Where you are now
- Where you would like to be

Your answers will get sent back to you in an email



# What will we do with your data?

We want to  
get this right!

Please talk to  
us if you have  
any concerns

## How the DPC will use your data

The DPC will use information from your DPC RAM assessment to inform our interactions with you and to help us understand where the membership as a whole may require additional support. We will also share suitably anonymized and aggregated RAM data with the wider DPC membership. Additionally please let us know whether you would be happy for us to use your DPC RAM data in the following ways:

Would you be happy for us to use your DPC RAM assessment to... (select all that apply) \*

- ☐ Create summary statistics of maturity levels (to be shared outside of the DPC, for example in conference presentations and blogs)
- ☐ 'Buddy' you up with other DPC members based on your DPC RAM levels
- ☐ None of the above

## Any concerns?

Do please contact us at [info@dpconline.org](mailto:info@dpconline.org) if you have any questions about how your data will be used. We are keen that DPC Members carry out and submit an honest and realistic assessment of current capabilities and we would be very happy to talk to you if have any concerns.

# ‘Connecting the Bits’



DigitalPreservationCoalition

[ABOUT](#) [NEWS](#) [OUR WORK](#) [KNOWLEDGE BASE](#) [EVENTS](#) [BLOG](#)

[Login](#)

Also in this section

[Upcoming Events](#)

[Past Events](#)

[Digital Preservation Awards](#)

[World Digital Preservation Day](#)

[DPC EVENTS RSS FEED](#)



ENHANCED BY Google



[Home](#) > [Events](#) > [Members-Only](#) > [Connecting the Bits - DPC Unconference and Members' Networking Event 2020](#)

## Connecting the Bits - DPC Unconference and Members' Networking Event 2020



23 June 2020 | 10:00 - 16:30 BST Online

### Connecting The Bits

Our Member's Unconference 'Connecting the Bits' has been adapted to take place online, over the course of a day (with plenty of breaks!)

#### Contribute ideas for topics

The morning will take an Unconference format, with a difference. Prioritizing networking, interaction and knowledge exchange between DPC Members, we're asking you to tell us which topics you'd like to hear about and/or whether you have a topic or work you would like to share. Collating these topics, we will build a program of short networking sessions for the first part of the day.

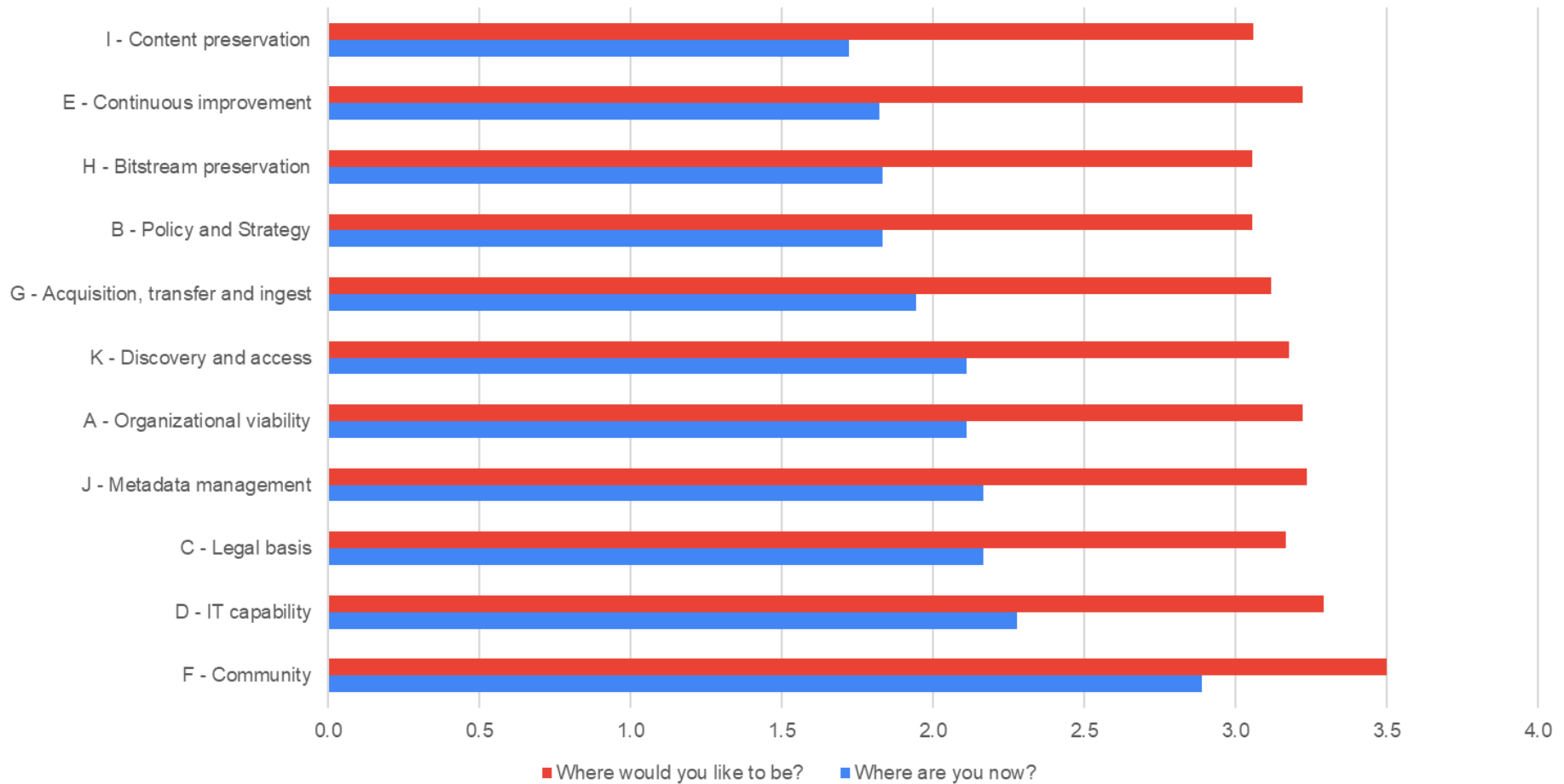
Please suggest the topics you would like to see on the Unconference program by 0800 (UK) Monday 15th June

[Find out more and share your ideas](#)

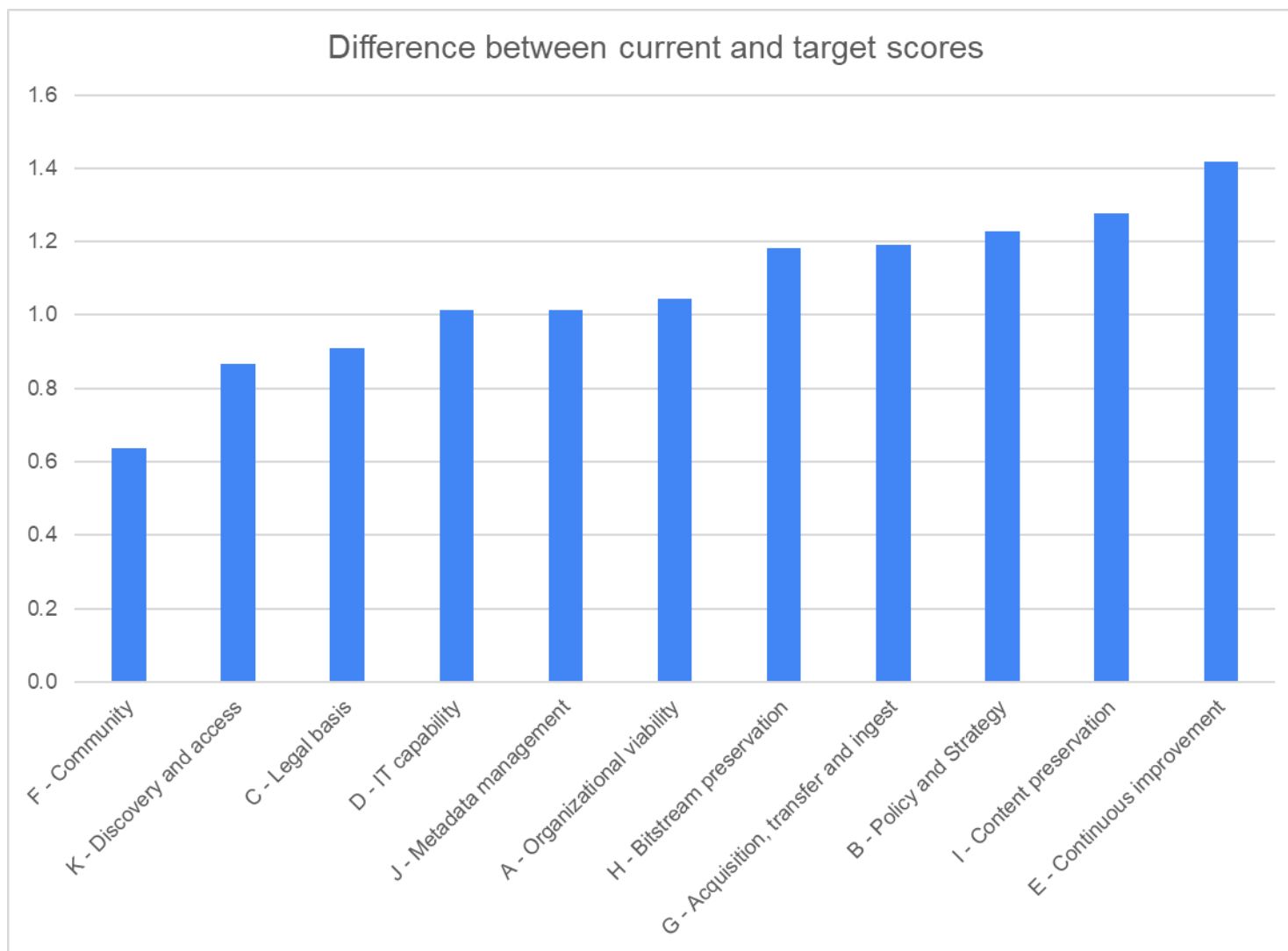
Tell us what you would like us to do next year

# Summary results

Data from DPC RAM assessments of 22 Members -16/12/19



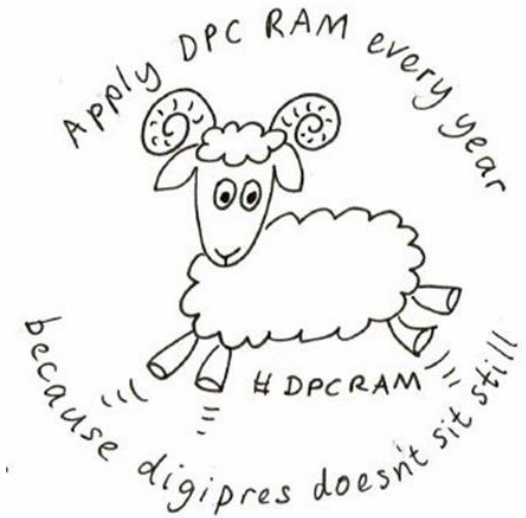
# So we can do this sort of thing...



# Benchmarking over time

The DPC recommend that a DPC RAM assessment is carried out annually.

DPC RAM data from our members over time will be helpful in showing how long it takes to implement digital preservation



# Comments received from Members

“visualisation of the results was super nice as it helped to see immediately the areas that need our attention most”

“I can not fault it! It is an excellent tool, easy to use and easy to refer to”

“Really swift to use once started”

“It was useful in demonstrating my manager what actions we need to take to improve our preservation capabilities”

“I found it extremely enjoyable to record my DP dream”

# Workshop session - getting started with RAM

Jenny Mitcham and Paul Wheatley  
Digital Preservation Coalition




Digital**Preservation**Coalition



RAM Jam 2<sup>nd</sup> June 2020

# dpconline.org/our-work/dpc-ram

 DigitalPreservationCoalition

ABOUTNEWSOUR WORKKNOWLEDGE BASEEVENTSBLOG

Login

Also in this section

Ongoing projects

Leadership Programme

Working Groups and Task Forces

Dedicated Support for Members

Collaboration

Digitally Endangered Species

Executive Guide on Digital Preservation

DPC Rapid Assessment Model

Who can use DPC RAM?

How long will it take?

How to use DPC RAM

Google Custom Search

Home > Our Work > DPC Rapid Assessment Model

DPC Rapid Assessment Model

Maturity Modelling

What is DPC RAM?

The DPC Rapid Assessment Model (RAM) is a digital preservation maturity modelling tool that has been designed to enable rapid benchmarking of an organization's digital preservation capability.

This model aims to be:


- Applicable for organizations of any size and in any sector
- Applicable for all content of long-term value
- Preservation strategy and solution agnostic
- Based on existing good practice
- Simple to understand and quick to apply

DPC Members, login to watch the introductory webinar on the DPC RAM

Where is DPC RAM?

The model is freely available to all DPC members. Login to the website to access online data entry form and additional member benefits.

- [The DPC Rapid Assessment Model](#) - the full model, introductory text and a worksheet
- [Digital worksheet](#) - an excel worksheet to record your assessment results





# Before you start...consider scope

What is the scope of your assessment?

- Establish which part of your organization you are measuring
- Establish which digital assets are in scope

eg:

- All digital archives
- Research data
- Business records
- Digitised audio-visual
- Digitised documents
- Websites



# Reminder - how to use it

- Work out where you sit currently
  - Be honest and realistic
  - There are no half marks
  - Don't take the examples too literally
  - It isn't a competition!
  - Jot down why you chose this level
- Work out where you think you should be (may not be the top!)
  - Jot down actions/next steps



# Have a go at 'organizational viability'

page 7 – read the levels and examples:

- Where is your organization?
  - Why do you think this?
  - Where would you like to be?
  - What actions might you take to get there?
- 
- Think...
  - Ask questions!
  - Add your results to spreadsheet template
  - [www.menti.com](http://www.menti.com) to report your results

# Lunch break...but remember

13:00 - Drop in session - DPC staff will be on hand for informal chat/advice as you work on your assessment

 14:00 - **Check in/benchmarking (sections D, E, F, G)** 

14:30 - **Member perspectives** on DPC RAM

*15:00 - comfort break*

15:15 - Drop in session - DPC staff will be on hand for informal chat/advice as you work on your assessment

15:45 - **Check in/benchmarking (sections H, I, J, K)**

16:15 - **Online form/feedback/next steps**


*16:30 – Close – please submit your RAM results to us*

# dpconline.org/our-work/dpc-ram

What to do after DPC RAM

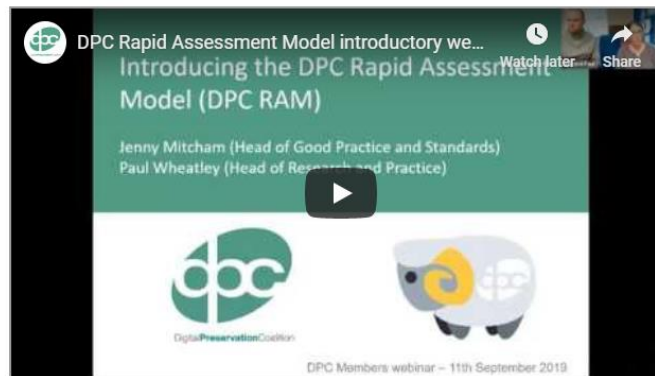
How to level up with DPC RAM

Digital Preservation Policy Toolkit



- Based on existing good practice
- Simple to understand and quick to apply

**Watch the introductory webinar to find out more**



## Where is DPC RAM?

The model is freely available to all. DPC Members ~~login to the website to access online data entry form~~ and additional member benefits.

[the DPC Rapid Assessment Model](#) - the full model, introductory text and a worksheet

- [Digital worksheet](#) - an excel worksheet to record your assessment results

DPC Members login to see the online form for submitting your results

- [Online form](#) - for DPC Members to submit results (please submit your current position even if you have not yet decided on target levels)

## How was it developed?

The model is primarily based on Adrian Brown's Digital Preservation Maturity Model (published in *Practical Digital Preservation: a how-to guide for organizations of any size*, 2013). It has been developed, tested and refined with input from DPC Members and Supporters including those who make up our Research and Practice Sub-Committee. Particular thanks go to Adrian Brown for his support throughout the process. Work on the DPC RAM was carried out in conjunction with the Nuclear Decommissioning Authority as part of a two year collaborative digital preservation project.



# Login to the DPC website to see the online form!