



Project Timeline (as of May 2006)

Start-up stage (January 2005-July 2006)

- The key participants work with consultant Linda Bills to identify the best approach to database selection/adaptation, and to select software and consultants for this purpose. (January 2005-March 2006)
- The key participants, Linda Bills and Norm Medeiros begin the selection/adaptation of the survey database software package. Survey database is tested and modified as needed. (March-July 2006)
- The key participants hire a project director (May 2006) and together they develop training for the survey teams.
- Two project surveyors are hired. (July 2006)
- Laptops are purchased and the survey database is loaded onto them. (May-July 2006)
- The project director trains the project staff and plans for implementation. Historians and other document type specialists share their expertise. (May-July 2006)

Implementation stage (August 2006-October 2008)

- Several group training sessions for site staff will be held, in addition to training provided throughout the project on an ongoing, as needed basis. (first session in August 2006)
- Survey teams begin to survey at key institutions. Project director rotates through the various repositories, ensuring the survey methodology is uniform. Initially, teams meet frequently to discuss issues and work through problems.
- Project staff move to the other participating institutions and continue to survey collections, meet together as needed, and call in consultants with subject or document-type expertise.
- Project director reviews all data as it is produced, ensuring standards and uniformity are maintained.
- Project director plans and organizes conference in partnership with key participants and PACSCL's executive director.

Analysis stage (November-December 2008)

- Project director analyzes data, makes database accessible to the research public via the web, participates in conference, and develops long range access and preservation plan for PACSCL.