

End of Project Workflow

Last Updated September 2020

Project Team

1. Project team decides on flattening:
 - a. Flatten now
 - b. Set time to stay live before flattening.
 - c. If no decision made, default will be flatten 12 months after end of project or when senior staff decides to flatten in an annual site review.
2. Project documentation compiled by team
 - a. Project contact(s)
 - b. Project purpose
 - c. Essential project functionality (technical functionality necessary to support the intellectual goals of the project which need to be sustained)
 - d. CMS/technical stack description
 - e. External dependencies (include external links)
 - f. Funders/grants list
 - g. Sustainability commitment given to funders/other legal entities
 - h. Email, social media, and GitHub accounts and project logins
3. Ensuring continued access to project for RRCHNM sysadmin
4. Compile any documents PI wants to submit to MARS (eg white paper, final grant report, press release)

Sustainability Team:

1. Contact project team ~ 3 months before end of grant funding.
 - a. Share RRCHNM Sustainability plan with team
 - i. Including minimum hosting requirements
 - b. Solicit documentation from the Project Team
 - i. Cc Sysadmin
 - c. Ask about all four above steps
 - d. Solicit any additional materials which might be archived with the site.
2. Archive site
 - a. code dump (if code base is interesting)
 - b. screenshots (landing page, others as appropriate)
 - c. metadata
 - d. wget of site ("flattened" version)
 - e. WARC and CDX
3. Submit archived site to MARS.
 - a. Document archived site URL, add to spreadsheet.
 - b. This archived version will act as emergency backup.