CCLIP Infrastructure Work Plan

Overview

Scope Statement
Working regularly with other CCLIP working groups the Infrastructure Working Group will examine CCLP user stories and explore existing tools/services to identify functionality gaps and user needs. It will use design thinking methodologies to surface gaps and opportunities in the existing technical infrastructure and provide input to the Technical Prototype Development team in creating a CCLP middleware and functionalities.

Schedule

Planning Phase	*March 2023*
Action Phase	*April 2023-May 2024*
Final/completion Phase	*June 2024*

Stakeholder List
Other CCLIP Working Groups
Libraries
Library patrons
Library Staff
Vendors
Providers

Project Team
Robert Cartolano, Columbia University Libraries, Co-Chair
Kris Maloney, BTAA, Co-Chair
Keondra Bailey, NISO
Charlie Collett, California Digital Library, University of California
Sara Groveman, NISO
Sebastian Hammer, Index Data
Emma Heet, Loyola University Chicago
Nettie Lagace, NISO
Angie Maranville, Greater Western Library Alliance
Stacy McKenna, University of California, Los Angeles
Mark Sullivan, SUNY Geneseo/IDS Project

Project Working Teams
Communication: Stacy McKenna
Research Group Liaison: Emma Heet
Technical Liaison: Sebastian Hammer
Co-PI/Co-Chair Liaison: Robert Cartolano & Kris Maloney
Work Plan: Angie Maranville & Mark Sullivan

Requirements/Deliverables
I.   Provide input on functional requirements to CCLP Technical Lead Team

II. Recommended metadata schemas (together with Metadata working group) and interoperability models or frameworks.
III. Recommended changes to any existing standards based on work.
IV. Input and feedback to technical prototype development team
V. Short written summaries of progress ready to be shared with the Steering Committee and on the website (once a month)

Areas of Investigation:
   I. Selection tools and interoperability
   II. Identified Personas
   III. Vocabulary/Definitions
   IV. Workflows
   V. Identified existing standards and proposed changes if necessary.
   VI. Dependencies with other groups
   VII. Best practice descriptions of necessary workflow elements
   VIII. Identifiable barriers
   IX. Lessons learned from other efforts (if applicable)

Project resources
   CCLIP Steering Committee
   CCLIP Technical Lead Team
   CCLIP Collections Development/Selection Working Group
   CCLIP Organizational Strategy and Governance Working Group
   CCLIP Acquisitions Working Group
   CCLIP Assessment/Data Working Group
   CCLIP Publishers Working Group
   CCLIP Providers Working Group
   CCLIP Metadata Working Group
   NISO Staff

Communications plan (Overview)

I. Short written summaries of progress ready to be shared with the Steering Committee and on the website (once a month)

II. Quarterly Outreach reports required.
   i. WG Name/Date/Time since last report/Reporter
   ii. Summary of WG Goals (should remain static)
   iii. Timeline of project (static) with marker showing progress at reporting
   iv. WG Identified goals.
   v. Progress on achieving goals.
   vi. Summary of public communications since last report
   vii. Future public communications expected with dates.
   viii. Upcoming public input/meetings/waypoints (if any)
   ix. Report should be no longer than 2 pages including ¼ to ⅓ that is static.

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Work Breakdown Schedule

I. Planning Phase
    i.   Team introductions
    ii. Understand/review scope.
    iii. Define deliverables.
    iv. Define internal work groups.
    v.   Create a work plan.
II. Project Execution
    i.   Locate relevant standards and refine project recommendations.
            i.   Creation of comprehensive standards spreadsheet
            ii. Review of standards
            iii. Determine standards necessary for the project.
    ii. Define functional requirements for the tool.
            i.   Explore acquisition tools and interoperability, such as:
                    1. OASIS
                    2. Gobi
                    3. Rialto
                    4. GIST system
                    5. POOF
                    6. Conspectus
                    7. Approval Plans
            ii. Find/create user stories/personas, examples below.
                    1. CCLIP Collection Development WG will create some user stories.
                    2. GIST system (consortia)
                    3. Libraries
                    4. Special collections
                    5. Publishers
                    6. Providers
            iii. Review user stories/personas and identify gaps/strengths of systems
            iv. Determine functional requirements for tool.
    iii. Recommend metadata schemes (in collaboration with Metadata Working Group)
            i.   Define metadata schemes.
            ii. Review metadata schemes
            iii. Determine appropriate schemes.
    iv. Recommend Interoperability models or frameworks.
            i.   Define interoperability models/frameworks.
            ii. Review interoperability models/frameworks
            iii. Determine appropriate interoperability models/frameworks.
    v.   Provide input to the technical prototype team monthly.
            i.   Technical liaison will provide.

III. Finalizing Project

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i.   Report out on findings.