

# CCLIP Assessment/ Data Analysis Group Work Plan

*Last modified March 2024*

The Assessment/ Data Analysis Working Group is part of the larger Collaborative Collections Lifecycle Project (CCLIP), <https://sites.google.com/view/cclifecycleproject/home>. See the scope of the working group here <https://niso.org/standards-committees/cclip/scope>

## I. CHARGE

The Assessment / Data Analysis Working Group will focus on developing community guidance on the assessment workflows that institutions will use to provide organizational feedback on the inputs and outputs necessary to implement collaborative collections lifecycle activities. Members will explore what sorts of assessment criteria will be desired and expected and sources of data generation, particularly across institutions, and will provide guidance on how these data may be aggregated and organized. They will also provide input on metadata requirements necessary to generate reports on key CCLP performance indicators as well as input to the Technical Development Lead Team on reporting requirements related to CCLP prototype middleware and application specifications. Additionally, they will review and if necessary recommend changes to, existing industry standards that relate to cooperative collections for usage tracking or assessment. *[Taken from CCLIP Working Group Scopes]*

1. **Project Goal:** Work in collaboration with other CCLIP groups to recommend guiding assessment workflow practices for cooperative collection lifecycle activities.
2. **Specific Deliverable:** Identify functionality gaps and user assessment/reporting needs for conducting collaborative collection work. Use information gathered to develop key performance criteria, guidance on data gathering, workflow processes, and provide input on required data related to the collaborative collections lifecycle.

## II. WORK PLAN

### 1. General timeline:

Appointment and initial meeting of Working Group	January 2024
Approval of initial Work Plan	March 2024
Research Phase/Information Gathering from other CCLIP working groups	March 2024 - August 2024
Plan out toolkit sections and assign members to oversee the development of specific sections	August 2024 - September 2024

Create a toolkit that includes key performance criteria, best practices, and recommendations related to data gathering and assessment for the cooperative collection lifecycle	September 2024 - November 2024
Share toolkit with other Working Groups	November 2024
Approval from Steering Committee	December 2024

## **2. Research and information gathering phase**

- a) Reach out to other Working Group co-chairs. Schedule group meetings with the groups that have assessment or data-related information or inquiries to share.
- b) Scope out the internet and the research literature for other similar projects, case studies, or related to collaborative collection development. Create a summary of the work that describes what methods were used for assessment and data analysis?

## **3. Draft and edit toolkit:**

1. Draft a list of data and assessment needs expressed by other working groups.
2. Create a toolkit that includes:
  - a. a matrix that describes key performance criteria for assessing collaborative collection lifecycles
  - b. a workflow chart related to reporting and performance metrics
  - c. recommendations for developing performance benchmarks for KPIs
  - d. a list of recommendations for prototype middleware related to performance measurement
  - e. descriptive overview of findings related to literature review and information gathering
  - f. offer recommendations for prototype middleware and existing standards for measuring collections and assessment protocols (COUNTER, SUSHI, Z39.7
3. Present the toolkit to other groups for feedback
4. Submit the toolkit to the Steering Committee