

Scope of work time chart

Month	Task	Staff
<i>MONTHS 1-2 (NOVEMBER – DECEMBER 2014)</i>		
	Develop EAD templates and add to description manual.	Loeper
	Review PastPerfect and MARC guidelines and crosswalks to verify compliance.	Loeper Sipe
	Review existing collection level records for compliance	Loeper
	Advertise, interview, and hire graduate student assistant (GA) and undergraduate intern (Intern)	Beck Loeper Sipe
<i>MONTHS 3-5 (JANUARY – MARCH 2015)</i>		
	Finalize crosswalks for the style sheets	Loeper Sipe GA
	Implement and test XSLT stylesheets workflow	Intern
	Test XML export from PastPerfect and conversion to MARC and EAD	GA, Intern
	Update description manual to include workflow for exporting collection level records from PastPerfect	Loeper GA
<i>MONTHS 6-8 (APRIL – JUNE 2015)</i>		
	Export, conversion, and quality control review of all existing collection level records to MARC and EAD	Loeper Sipe GA Intern
	Add or replace collection level MARC records in Aleph (this work will be completed through remainder of year)	Sipe
	Reformat existing container lists into Excel for EAD	Special Collections student assistant
<i>MONTHS 9-10 (JULY – AUGUST 2015)</i>		
	Creation of collection level records for collections that are not already described	GA
	Test adding EAD container list to collection level record	Loeper
	Establish finding aids collection in CONTENTdm	Loeper
	Continue reformat of existing container lists into Excel for EAD	Special Collections student assistant
<i>MONTH 11 (SEPTEMBER 2015)</i>		
	Test EAD upload, mapping, display and access in CONTENTdm	Loeper GA

<i>MONTHS 12-13 (OCTOBER – NOVEMBER 2015)</i>		
	Complete conversion of EAD finding aids and upload to CONTENTdm including finding aids and collection level records	GA
	Build the landing page for finding aids in CONTENTdm	Loeper
	Publish the finding aids collection in CONTENTdm	Loeper
	Add reference URL generated by CONTENTdm for the finding aids to the collection level records in PastPerfect	Student
	Add reference URL generated by CONTENTdm for the finding aids to the collection level records in Aleph	Sipe
	Replace finding aid links on Special Collections webpages, research guides, and the Reference database listing	GA
	Contact ArchiveGrid and NLM with OAI link for harvesting EAD records	Loeper
<i>MONTHS 14-16 (DECEMBER 2015 – FEBRUARY 2016)</i>		
	Write promotional content advertising conversion to EAD and location of finding aids for: Library blog, UMBC Insights, Friends of the Library, Maryland History and Culture Collaborative, Mid-Atlantic Regional Archives Conference, Society for American Archivists, and Maryland Library Association and other as required.	GA
	Review and update as needed the description manual to ensure content reflects EAD-compliant workflow	Loeper
	Create updated tutorial for searching UMBC archival collections	Loeper
	Send out or post promotional pieces	Loeper
	Train SpecColl and Reference staff to use new systems	Loeper
	Work with Reference department to include finding aids in their on-going user testing	Loeper
	Write final report for conversion project	Beck Loeper