Project Name: Date:

Overview

In Section A: Project Survey and Section B: Staffing and Technologies, you identified your project's scope, sustainability goals, and available staff and technologies. In the previous C modules, you have been introduced to a series of professional-grade sustainability actions based on the NDSA Levels of Preservation. In this module, you'll connect your work in Section C to your work from Sections A and B in order to create a concrete plan for taking steps toward sustaining your digital project for as long as you wish it to last.
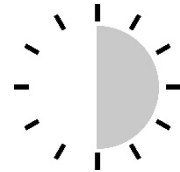
30-45 min

Activity

As a group (if appropriate), work through the Excel spreadsheet provided for this module. Please refer to the spreadsheets you created for Modules A5 and B3, as well as the worksheets you completed for each of the sustainability areas introduced in Modules C2, C3, and C4. Even if you do not wish to use the provided spreadsheet, please detail the following pieces of information for each of the six sustainability areas detailed in the STSR:

- Your chosen level of sustainability for that area and the rationale for your decision;
- The anticipated timeframe for attaining that sustainability level;
- A catalog of individual actions you will take to reach your chosen level;
- Specific team members who will be responsible for each of these sustainability actions (remember to ensure their availability);
- A timeframe for completion of each action (should be fewer than three years).

It is worth noting that when you construct your catalog of sustainability actions, you should be aiming for tasks that are achievable within the next three years—that is, in the period before you run the STSR again, *or* your project reaches retirement, whichever comes first. The point of this exercise is to develop an ongoing relationship with sustainability practices that will last for as long as you would like your project to last.

Once you have completed this work, make sure that you store the documentation for this, and all other, STSR modules in one of your reliable sites of project documentation! Your current and future project team members will thank you.

Also, remember that as you proceed with your project over time, the information contained within this worksheet may change, even before your next STSR check-in. As staffing, technologies, or other factors change, you can update or add to your sustainability plan checklist as you see fit.

Form: Apr-18