

Timeline for Writing, Review, and Release 2015 National Agenda for Digital Stewardship

December	Draft an open call for new ideas. NDSA leadership review of call.
December	Doodle poll for NDSA leadership calls to draft <i>2015 Agenda</i>
January	Send out an open call for new ideas to incorporate in the <i>2015 National Agenda</i> (comment period to close January 31, 2014). Target: NDSA-ALL listserv NDSA Working groups DPC IIPC OPF DCC
January	Send “save the date” email to funders regarding the July 21, 2014 meeting to roll out the 2015 National Agenda. Request input on what topics are most important to them to be included in this new report. Include: Josh Greenberg, Sloane Foundation Chris Mentzel, Moore Foundation Don Waters, Mellon Foundation Maura Marx, IMLS Bob Horton, IMLS Joel Wurl, NEH Nancy Melley, NHPRC Betsy Humphreys, NLM Amy Friedlander, NSF
January	Initial NDSA leadership (Coordinating Committee and Co-chairs) call to determine what elements need to be featured in the <i>2015 Agenda</i>
February 1	Begin to solicit targeted contributions from the NDSA working groups. Request input to be submitted to NDSA@loc.gov or abpo@loc.gov by 3/1 if possible, and no later than 3/15/2014.
February	Second NDSA leadership (Coordinating Committee and Co-chairs) call to work on drafting <i>2015 Agenda</i>
February	Start NDSA <i>2015 National Agenda</i> communication planning

March	Third NDSA leadership (Coordinating Committee and Co-chairs) call to finalize initial draft of <i>2015 Agenda</i>
March	Incorporate contributions from the NDSA working group into draft of <i>2015 Agenda</i>
April 1, 2014	Completed first draft Begin general design of cover
April 5, 2014	Confirm external reviewers availability
April 15, 2014	Complete initial layout and copy editing
April 30, 2014	Review of draft completed by NDSA leadership (Coordinating Committee and Co-chairs)
May 5, 2014	Send for external review with request for comments by May 30.
May 15, 2014	Send invitation email to funders and stakeholders re: July 21, 2014 meeting
May 30, 2014	External review comment period closes
June	Targeted communication outreach to NDSA member organizations
June 1, 2014	Review of comments from external reviewers by NDSA leadership. Begin final drafting of <i>2015 National Agenda</i>
June 20, 2014	Complete final copy editing of <i>2015 National Agenda</i> Release Executive Summary to NDSA-All. Send reminder invitations for meeting with funders and stakeholders. Send Executive Summary.
June 30, 2014	Finalize <i>2015 National Agenda</i> : text, copy editing, cover and layout
July 7, 2014	Release announcement support: sample blog post, press release, sample tweet, etc. Send completed <i>2015 National Agenda</i> to members and funders for an early read
July 21, 2014	“Preview” meeting with funders and other significant stakeholders
July 22-23	Digital Preservation 2014 Meeting: Launch of <i>2015 National Agenda for Digital Stewardship</i> Simultaneous tweets and blog posts from NDSA member organizations