Final Report Outline
DRAFT – December 2012

I. Introduction
   A. Executive Summary Statement
   B. Statement of Problem
      1. Scope/Target Audience
      2. Methodology
   C. Literature Review
      1. Focus on publications applicable to target audience

II. Case Studies
   A. Each Partner – 1 Paragraph
   B. Commonalities & Differences

III. Digital Preservation Technology
   A. Tool Description
   B. Pilot Report
      1. Cost
      2. Ease of Installation
      3. Functionality
      4. Exit Strategy
      5. Etc.
   C. Repeat for Each Tool
   D. Findings
   E. Recommendations

IV. Conclusion
   A. Findings
   B. Incremental, Practical Next Steps for the Target Audience

Final Report Bonus Features
Long Version Case Studies (see case study outline)
Long Version Tool Testing Results
   Executive 1-Pager
   IT 1-Pager
Digital Preservation Tool Evaluation Grid
Quantitative Interview Results