



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