				2019			2020								
Work Plan for Preservation and Digitisation Records on Reconciliation - UNDP															
Nilshan Fonseka - Principal Coordinator and Chandra Kumara - Research and Archiving Officer															
Task	**Activity**	**Sub-activity**	**Purpose**	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Preliminary	**A. Desk research**	Review Literature/reports on past COIs	To understand key features of COIs	▓	▓										
		Review OMP mandate and legal framework	Identifying priority area and scope of operation of OMP	▓	▓										
		Summary document of COIs	To understand the workings, content, mandate and nature of the the various COIs		▓										
		Review archiving practices and models	To develop best practices and frame SOPs		▓										
		Review existing systems and protocols of the DNA	i. To help set up the parameters and framework for digitising ii. To develop SOPs iii. To develop a framework and prioritization plan		▓	▓									
	B. Draft structure and frameowork for assessment	Draw up a criteria for the assessment	i. Determine a methodology and aspects to assess and evaluate ii. Develop a criteria for prioritization iii. Flag areas of interest and key areas/tags		▓										
		Identify and collate definitions and terminology			▓										
		Catalogue terms and definitions to be used for the digitisation process				▓									
2. Assessment	**A. Surveying of COIs**	Review the approach to assessment	To finalize the assessment approach			▓									
		Examination of the selected COI documents	i. To understand the file structure of each COI ii. To understand the overall volume of documents iii. Understand the physical nature and condition of the documents iv. Help determine prioritization plan		▓	▓	▓								
		Establish a mapping of different COI files for scanning	Put in place a structure for the digitisation process to take place and prioritise files			▓	▓								
		Review equipment requirements	Identify the equipment required for the project		▓	▓									
3. Developing SOPs	**A. Creating framework**	Developing framework of tasks to be undertaken	To understand and outline the task, procedures and delegate duties			▓									
		Outline scenarios and course of action to be taken	To maintain uniformity of scanning criteria's and responses		▓										
	B. Drafting	Drafting SOPs	Drafting operating procedures in line with maintaining uniformity, confidentiality, data protection, file storing, security and effective work flow			▓									
		Finalising SOPs	Operationalise SOPs						▓						
4. Developing an appraisal framework	**A. Drafting**	Determine an appraisal criteria/policy	Drafting an appraisal criteria in line with archiving best practices, chain of custody and legal frameworks						▓						
5. Tagging Framework	**A. Development**	Review the guidelines literature	Accurate tagging and archiving of historical documents		▓										
		Finalise guidelines for the tagging framework	Maintain uniformity and structure of the database												

Task	Subtask	Activity	Purpose	T1	T2	T3	T4	T5	T6	T7	T8	T9	T10	T11	T12	T13	T14
		Identifying thematic areas of the contents from the selected files	Develop indexes for the tagging framework, key labels, flagging and terms			■											
	B. Drafting	Develop a tagging framework	To categorize and organizing data				■										
6. Resources and personnel	A. Recruit staff	Assisting with recruitment of staff	Obtaining the necessary resources and equipment		■												
	B. Procure equipment	Obtaining equipment that was identified for the project				■	■										
7. Training	A. Orientation	Assessing training areas	Topics to be covered under the training		■												
		Providing guidelines to develop a training module	To help draft training areas and modules		■	■											
		Identify resource persons for specific topics	Knowledge sharing, assess and improve skills		■												
		Facilitate discussions and training			■	■											
	B. Follow up	Evaluate team for follow-up training						■	■								
8. Mid-term Assessment	A. Assessment	Determine extent of files and records processed	To assess the volume being executed												■		
		Progress of digitisation	To assess the quality and speed												■		
		Reevaluate methodologies and process	To restrategise as necessary												■		
		Additional human and other resource requirements	Assess additional personnel, equipment, etc.												■		
		Reevaluate timeframe	Reschedule and restructure as necessary												■		
9. Scannning and digitising	A. Monitoring and coordination	Finalise work plan for scanning officers	Delegating responsibilities					■	■								
		Supervision and technical support	Establish quality and accuracy						■	■	■	■	■	■	■	■	■
		Regular interaction and progress updates with DNA staff	Maintain level of coordination and support with DNA						■	■	■	■	■	■	■	■	■
		Ensuring proper documentation and storing of scanned files	Records and data management						■	■	■	■	■	■	■	■	■
10. Developing Archiving Database	A. Support to create a framework for final database	Provide support to database consultant	Improved case management			■	■	■	■	■	■	■	■	■	■	■	■

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Project Coordinator

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Research and Archiving Officer