

RUBRIC Checklist

Getting Started	Start	Finish	Status
Research and Planning			
Investigate Service Models			
System Options - Software and Hardware Requirements			
Publicity Planning – Create an awareness and “needs” analysis			
Getting a Pilot			
Data Management			
Bringing It Home	Start	Finish	Status
Technical Considerations <ul style="list-style-type: none"> • Communication • Repository Manager • Final evaluation of software requirements • Staffing • Authorisation levels • Space investigations dependent on content 			
Policy Creation – collections, development and service			
Staffing Requirements, identify access rights and support framework			
Management Structure			
Institutional branding and concept i.e. creating teams to manage and embed within institutional culture			
Publicity and Marketing – getting champions on side			
Pilot to Production			
Future Directions	Start	Finish	Status
Sustainability			

<ul style="list-style-type: none"> • staffing and support e.g. training sessions • policy • data management • work flow requirements and processes • backup procedures 			
Scalability issues			
Publicity and marketing – encourage undergraduates and other possible participants			
Conduct surveys or evaluation procedures on best practice, etc.			
RQF			