AAO Strategic Plan
FY 2015-2016

Our Mission

Arizona Archives Online (AAO) provides free public access to descriptions of archival collections, preserved and made accessible by Arizona repositories, including libraries, special collections, archives, historical societies, and museums. Through the collaboration of the Arizona repositories we strive to inform, enrich, and empower the researcher by creating and promoting access to a vast array of primary sources across the state of Arizona.

Technical Infrastructure

Secure and contract the technical services of a consultant for the FY 2015-2016. Projected date of completion: Spring 2016

Tasks include:
- Discuss hourly contract terms, including response and reporting expectations/requirement.
- Draft contract and receive approval from the AAO Steering Committee and the Arizona Archives Alliance Board of Directors
- Finalize contract with successful applicant

Transfer the location and operation of the AAO Resource from a virtual server residing at and maintained by Arizona State University to an Amazon Web Services (AWS) account using the Elastic Compute Cloud (EC2) and Simple Storage Solution (S3) packages. Projected date of completion: Spring 2016.

Tasks include:
- Collaborate with the Arizona Archives Alliance (AzAA) to set up AWS.
- Configure the EC2 and S3 products and install the XTF software.
- Configure software and folder structure for XML file upload.
- Configure XSL and CSS stylesheets to replicate the 'look and feel' of the current site.
- Upload test bed of XML files and text XTF index functionality.
- Configure and test guide uploading using either FTP or HTTP protocols.
- Recruit two or three AAO members to test uploading procedures and refine documentation.
- Provide AAO Steering Committee and AzAA Board of Directors with full project documentation.
- After testing is complete, switch AAO domain registry and go 'live'.

Outreach

Design, produce, and distribute AAO "rack cards" (a.k.a. promotional cards) branding the AzAA organization and AAO resource, advertising AAO's mission, and listing current contributing members. Projected date of completion: Before the Arizona Archives Summit at end of January 2016.

Tasks include:
- Determine precise content of rack cards.
- Create design layout and distribute to AAO Steering Committee members for review.
- Approve concept and design.

- Produce approximately 2,000 cards for distribution to member institutions.
- Send cards with letter encourage members to distribute cards to stakeholders.
- Send a portion of the cards to select conferences and symposiums for publicity purposes.

Education

Perform an annual 1-day training workshop for AAO members at either Arizona State University or Arizona State Library. Project date of completion: June 2016.

Tasks include:
- Select workshop date and location.
- Send out official notification with date and location of workshop to AAO members.
- Solicit workshop curriculum, exercises, and format preferences from AAO institutional members.
- Design workshop PowerPoint presentation(s) and handouts.
- Conduct workshop
- Solicit feedback on usefulness of workshop for future planning purposes.

Governance

Hold annual elections for three Steering Committee seats. Projected date of completion: March 2016.

Tasks include:
- Call for nominations asking for volunteers and listing typical activities and workload.
- Provide regular reminders of nomination deadline.
- Create a survey for collecting votes and send out announcement of election.
- Announce winners at the end of the election period.
- Orient new Steering Committee members as needed.