

Project Charter: **ArchivesSpace Documentation Maintenance**

Background

The ACM SG will continue its normal work of maintaining the Alliance's AS documentation.

Goals

- Support AS users who participate in A&M
- Ensure that the [Alliance's AS documentation](#) is complete, accurate, and up to date

Scope

The group will maintain the Alliance's AS documentation as needed. The group may establish needs in response to support and training requests, areas where feedback indicates that the existing documentation is unclear, or in response to any changing conditions in the 1.5.2 version of ArchivesSpace. Work may include both written documentation and recordings.

Key Stakeholders

Client	A&M participating institutions that use ArchivesSpace (hosted by LibraryHost or locally hosted)
Sponsor	ULC Team
Project manager	Zach Selley, ACM SG chair
Project team members	ACM Standing Group, Interim ULC Program Manager

Project Milestones

This project is an extension of existing work. Milestones and/or deadlines will be set by the group at their discretion.

Project Resources

- ACM SG email list
- ArchivesSpace users email list
- Time and skills of ACM SG
- [Alliance AS documentation](#) (public-facing)
- [Alliance AS documentation](#) (master versions; copy when making an update and make versioning clear)
- Time and skills of Interim ULC PM

Constraints, Assumptions, Risks and Dependencies

Constraints	Documentation changes should be largely updates or revisions to existing documentation. New documentation may be developed in response to needs at the discretion of the group. The Interim ULC PM is responsible for final edits, file management, and posting the public-facing versions. All matters relating to LibraryHost support will be managed by the Interim ULC PM.
Assumptions	ArchivesSpace users should be primarily at full implementation stage with all migrations completed. This may not be fully true for all institutions; some may have trailing EAD or CSV migrations to fully complete. The Alliance is not addressing the question of moving to a 2.x version of ArchivesSpace until 2019.
Risks and Dependencies	None evident