

# Metadata Plan Development.

List the collections to be included in your digital archive

List the item types in your collection

- Select one collection from the list above. What item types are represented in this collection?

**NEXT STEP:** Repeat this process for each collection.

Outline the metadata fields to be included on each item type.

- Select one item type from the list above. Create an outline of all the fields necessary to write metadata for this item type.
- Are there any fields above that are outdated, not used, or not relevant to your audience?
- Are there any new fields that would be useful for your stakeholders?

**NEXT STEP:** Repeat this process for each item type in your collection.

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Identify the metadata fields that would benefit from sourcing from a data list

- On your previous outline above, indicate the fields whose metadata should be drawn from a data list.

**NEXT STEP:** Repeat this process for each item type template in your collections.

Create the data lists and their entries

- List your data lists.
  
- Select one list from above. How are you going to format entries on this list? Begin building the content, drawing from your stakeholder interviews.

**NEXT STEP:** Repeat this process for each data list.

\*Within your own organization, we recommend assigning a dedicated team to this process. Clearly identify who will be responsible for developing questions, conducting the interviews, and distilling information into the metadata plan.