

**IMT 595- Stakeholders, Information and Technology  
PROJECT STATUS REPORT**

Project Name	<i>Designing a Sustainability Metadata Schema for the University of Washington</i>
Dates	<i>April 23, 2009 – April 29, 2009</i>
Prepared by:	<i>Peter Ellis</i>






**Schedule:** 
**Budget:** 
**Issues:** 
**Risks:** 

**Activities accomplished this week**

- Began validating proposed metadata schema list with UW stakeholders.
- Met with Mike Crandall regarding usability testing metadata schemas.
- Met with Stephanie Harrington, College of the Environment, to get an academic perspective on the UW's sustainability initiative.
- Finalized preliminary list of metadata elements; distributed to various stakeholders for feedback.
- Ran card sort with capstone sponsor.
- Scheduled card sort with additional UW stakeholder (co-worker at the School of Nursing) for Thursday.
- Scheduled meeting with Commuter Services' Transportation Systems Manager to discuss the data tracked by the unit.

**Activities planned for next week**

- Validate proposed metadata schema list with UW stakeholders and professionals in sustainability.
- Run card sort with at least two stakeholders.
- Schedule card sort with Office of Sustainability.
- Schedule meeting with Dave Hendry regarding his work on sustainability-related metadata schemas for the UW.
- Update web sites with all project notes taken to date.

<b>Milestone Status</b>					
<i>Flag</i>	<i>Milestone</i>	<i>Deliverable</i>	<i>Plan Date</i>	<i>Forecast Date</i>	<i>Actual Date</i>
	▪ Project Sponsor Meeting: Week 5	▪ n/a	4/28	4/29	4/29
	▪ Establish preliminary elements, attributes, etc. for metadata schema.	▪ n/a	4/16	4/23	4/23

**Issues / Red Flags**

- 1) As noted in my briefing last Friday, Mike Crandall recommended running a series of card sorts to try to understand potential methods of data structuring for this project. See change requests below and attached revised project timeline.
- 2) Estimate of end date for schema documentation was unrealistic (completing before the actual schema design completed). See change requests below and attached revised project timeline.

<b>Change Requests</b>			
<b>Number</b>	<b>Description</b>	<b>Impact</b>	<b>Status</b>
1	Create new milestone item dating from 4/28 to 5/5 for card sorts.	Minimal. Runs concurrently with other activities.	In progress. One card sort completed.
2	Change end date of "establish documentation for schema" milestone to match end date of XSD schema creation (5/4).	None	n/a

**Additional Comments**

I am reaching the cutoff point where I will be unable to take any further research-oriented meetings with stakeholders without severely impacting the design and validation phases. Research is essentially done as of the end of the series of card sorts, and my effort will re-focus to development and validation.