**FLEXspace Project**

**Launch “To-Do” List**

**March 2013**

1. Governance
	1. Establish a provisional governance group
		1. Duration of service – from final design to launch
		2. Validate services provided by FLEXspace
		3. Establish a permanent governance structure to assume responsibility after launch
		4. Consider the role of the project organizers and founding agencies in the permanent governance structure
	2. Develop bylaws that would include organizational structures such as:
		1. Criteria for selecting and replacing board members
		2. Role of the board
		3. Rules for use of the product/service
		4. Rules for contributing to the product/service
		5. Staff roles
		6. Subcommittees and their roles
			1. Operations – a subcommittee of the board to provide guidance to operational staff and create policies and procedures for the use of the FLEXspace service.
			2. Sponsorship – a subcommittee of the board charged with outreach to potential sponsor organizations or companies to support the operational costs of providing the FLEXspace service.
			3. Design – a subcommittee of the board to oversee the ongoing development and refinement of the FLEXspace taxonomy and interfaces.
			4. Peer review – a subcommittee of the board to oversee the development and refinement of the FLEXspace content peer review and rating process.
	3. Secure a fiscal agent/contract signatory and establish a formal relationship between the FLEXspace Project Governing Board and the agency.
		1. Founding institution?
		2. Other?
2. The inaugural Design Subcommittee of the Governing Board must finalize the space record taxonomy
	1. Finalize the facilities taxonomy
	2. Finalize the technology integration taxonomy
	3. Develop the pedagogical taxonomy
	4. Consider segregation of the three taxonomies
		1. On the back end for ease of use in data entry
		2. On the front end for ease of use in searching records
3. The inaugural Design Subcommittee of the Governing Board must finalize the strategy for the “content consumer” user interface
	1. Shared Shelf or ARTstor GWS?
4. The inaugural Sponsorship Subcommittee of the Governing Board must solicit sponsorship for the product launch
	1. Founding members (SUNY, CCUMC, CSU/MERLOT)
	2. Vendor sponsors
5. The inaugural Peer Review Subcommittee of the Governing Board must develop the peer review process
	1. Modeled after MERLOT
6. The inaugural Operations Subcommittee of the Governing Board must develop and implement an outreach plan
	1. Content contribution
	2. Content consumption
7. The inaugural Operations Subcommittee of the Governing Board must hire the staff
	1. Operations administrator (1.0 FTE)
	2. Marketing/outreach coordinator (0.5 FTE)