

## Project Considerations

When you envisage your completed project what do you see? Whether you are planning your own project, facilitating someone else's project, or working on an existing project, try to outline who the project will serve, what it will enable, and what you will have to produce to see it through.

### Title

- What is the project's title? Unless obvious, explain how the title relates to the subject of the project.

### Description

- What is the purpose of the project (e.g. preservation, research, dissemination)?
- What type of project is it (e.g. electronic edition, archive, exhibit, data viz, GIS map, etc.)?
- What content will be included: images (page, photograph, painting, map, music, etc.), tables, data visualization, transcriptions, audio files, etc.?
- What will be the content's scope: breadth (corpora, single work, collection, etc.), timeframe (period, decade, year, etc.)?
- Which methodological or political perspective informs your project?
- What concepts link your documents? Do they belong together because they have common author, time period, geographic location, genre, medium, or other formal characteristics?

### Aims and Rationale

- What does the project contribute to the field, library, university, or general populace?
- How does it relate to existing projects? Are there competing projects (digital or otherwise)?
- What gap does your project fill?
- What types of research questions does your project enable?
- What will encoding enhance about the interpretation, display, and/or dissemination of your documents?

### Audience

- Who will be accessing the project (e. g. students (level), scholars (field), alumni, general public) and how will they interact with the project?
- Will a user guide or instructions be necessary?

### Resources

- What resources will the project need (e.g. hosting, hardware, software, specific digital tools)?
- Do your project's documents exist already, or will you have to write them? Will you have to transcribe them?

- In addition to finding or producing primary documents, which supplemental material (such as introductions, biographies, indexes, or diagrams) will you have to prepare?
- What issues do you anticipate (if any), and how do you plan to address them?

### **Collaborators**

- Who will work on the project? List all collaborators including library and IT staff, **and** describe their roles.

### **Funding Allocations**

- What are the anticipated expenses for the project: software, hardware, human resources, etc.?
- How will the project be funded? Do you plan to apply for other funding resources?

### **Copyright and IRB**

- Are permissions needed for copyrighted material?

### **Timeline**

- In what form does the data exist (OCR'd plain text, plain text transcription, spreadsheet, Word docs, PDFs, mp3s, jpeg/tiff, etc.)?
- What (if any) work has been completed thus far?
- What will your workflow look like? (Declare some steps in the workflow process black boxes for now—you don't have to learn how to generate everything you need right away.)
- Define the benchmarks: what are the key components of each major stage of the project (minimally--research, production, dissemination, curation), who will be involved in each stage, and what assessment measure will be applied to each stage to determine whether to proceed, revise, or abort?

### **Dissemination**

- Which existing projects or publishing platforms might help you decide the best way to publish your work?
- What scholarship could result from this project (e.g. conference paper, presentation, and/or poster; peer-reviewed article? Who will be involved in its production?
- Will the project have a social media presence (e.g. on Facebook, Twitter, Tumblr, dedicated Blog, etc.)? Who will be responsible for it?

### **Curation**

- Will a continuity journal or wiki be kept of decisions made throughout the project about matters like software, processes, protocols, metadata, encoding, etc.? Will you use project management software to manage RA tasks, milestones, due dates?
- Have you written a data management plan for your funding agency?
- Where will the data be stored during each stage of the project?
- Will the data (also) be available to other researchers through a repository?