

Project Owner:

Project Description

Provide a brief description of the digital project.

Scope / Out of Scope

List the type of materials utilized for this project. This includes primary sources, digital platforms, and locations (physical or virtual) that will be associated with this project. Describe features, services, and products, if any, that will be an outcome of this project. Please include local, regional, or national affiliations, collaborators, target audiences, and functional requirements. Below that, define the boundaries of the project, what specifically, will not be included (if any).

Project Owner:

Project Requirements

Identify what this project needs that is not already understood or in use. For example: outsourcing digitization, transcription, or website development; team members requiring training; tools or skills needed for project completion; item purchases or travel/fieldwork.

Funding

Describe any grant-funded objectives or mandate, and the timeframe for the grant award.

Project Owner:

Roles and Responsibilities

TEAM MEMBER NAME	DEFINE ROLE AND RESPONSIBILITIES	PERCENTAGE OF TIME
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Project Owner

Project Sponsor (if any)

Team Member 1

Team Member 2

Team Member 3

Team Member 4

Team Member 5

Project Timeline

Describe any factors that may affect the timeline, including funding, grant mandates, student availability, resource availability, conference travel, etc.

Project Owner:

Potential Risks

A number of items may prevent a project from moving forward (funding, staffing, timeline, etc). List any limitations or concerns for the project, which may include collaborators, stakeholders, intellectual property concerns, and ethics or privacy issues (especially if working with students). If possible, list approaches to help mitigate these risks.

Success Factors

Describe how the project will be measured for success.

Project Owner:

Intended Platform for Delivery

With the above deliverables in mind, select which platforms you intend to use for dissemination (check all that apply):

Institutional Repository

Open Access Journal

Other scholarly journal

CONTENTdm

Website

Other locally hosted software installations (Omeka, Curatescape, OMP, etc)

Other externally hosted software installations (Scalar, Omeka, PressBooks, etc)

Other

For any selections with “other,” briefly describe:

Project Goals

Describe the overall goals of the project, including how it will be utilized. This could include the general public, specific group, or an academic institution, etc.

Project Owner:

Deliverables

Define the intended end product(s) of the digital project (check all that apply):

White paper

Scholarly research publication

Digital collection and/or exhibit

Multimodal or interactive active narratives (ie: digital storytelling, digital games)

Immersive media applications (ie: AR, VR)

Digital objects (ie: 3D objects, images, audio, video, data visualizations)

Documentation (ie: internal use, user guides, workflows, procedures, outreach materials)

Other

For any of the deliverables above, please describe any software that will be used in creating the end product(s). For example, the digital method of spatial analysis could use tool/software of QGIS, Story Maps, StorymapJS, or CartoDB. The digital method of text analysis could use the tool/software Voyant or R. In depth, responses are not necessary; simply listing the method and software is enough.