

FALVEY MEMORIAL LIBRARY DIGITAL PROJECT PLANNING FORM

Please fill out this form to the best of your abilities. These questions are meant to guide you through thinking critically about your project and provide us with more information to help you effectively.

I. Overview

Provide a short description of the project

How will this project complement or enhance existing print or digital resources?

II. Scope and Deliverables

What are the main goals of your project?

What are the major tasks involved in meeting the goals of your project?

Define the boundaries of your project. What will it include and not include?

Will your project need digitization or will it include digitized content from another source? If yes, please see the next section.

III. Content

Please describe the types and formats of materials to be digitized or incorporated into your project (e.g., books, photographs, objects, oral histories, videos, audio files, etc.)

How many items need to be digitized?

Are there any conditions or special handling requirements of the materials?

What equipment and software will you use to digitize these materials? Who will perform the work? Do you need advice or guidance with digitizing these materials?

Please list the digital file format output (e.g., TIFF, JPEG, MP3, WAV, etc.) and quality standards (e.g., file size, resolution, bit-depth, color/grayscale) of the materials.

Have the materials already been digitized by another organization or as part of another project or initiative? Do you have permission from the digitization source to use the materials for your project?

How do you plan to share and preserve the data from your project? (consider platforms and infrastructure, storage systems and space, documentation, funding, etc.)

IV. Key Stakeholders

Please list the major stakeholders of this project, including but not limited to the roles below:

Project Owner (e.g., project leads(s) or project manager(s)):

Project Sponsor (e.g., funding stakeholder or department(s)):

Project Team Members:

V. Audience

Who is your audience (i.e., other scholars, students, etc.?)

What would you like your audience to gain from interacting with this digital project?

Have you looked for similarly scoped projects? If so, have you been in touch with project leads?

How will your project build upon or diverge from similarly scoped projects?

VI. Project Milestones

Identify significant project milestones: planned start date, planned end date, and other key deadlines.

Is there anything else related to the timeline of your project you would like us to know?

VII. Rights & Restrictions

Are there materials you will use in the public domain or under an appropriate open license (e.g., Creative Commons)?

If the materials are in copyright, who owns the rights to the materials?

Can/Will the resulting work be made available under an open license (e.g., Creative Commons)? Will there be any restrictions to who can access and/or use your work?

VIII. Scholarly Outputs, Citations, & Credit

How will you give credit to library staff, other researchers, and web developers contributing to your project? To see examples of contributor roles, visit CASRAI's CRediT.

What kinds of outputs do you envision resulting beyond the project (e.g., journal article, book, thesis, term paper, etc.)? (if applicable)

What impact do you hope your project will have, and how will you assess that?

IX. Access & Discovery

How do you envision people accessing your digital project? (e.g., website, database, forum, live presentation, etc.)?

Are there any metadata standards included with your digital project materials that should be adhered to?

X. Technical Requirements

Describe the infrastructure the project will be built upon (i.e., web hosting, platform, etc.)

Identify tools you will be using for managing the project (e.g., Microsoft, Jira, Git, etc.).

What qualitative or quantitative feedback would you like to gather (e.g., engagement numbers, page views, comments)?

What tools will you be using to gather metrics (e.g., Google analytics, heatmaps, Matomo)?

XI. Hardware & Software

Does your project require any proprietary software? If so, please provide a list of the proprietary software you will be using for your project.

Does your project require storage and server space? If so, please estimate the amount of server space required for the project and if this requirement will grow or change over time.

XII. Technical Expertise

What technical support are you looking for from the Digital Scholarship Lab?

XIII. Sustainability

Describe who will be responsible for the long-term sustainability of the project site, including ongoing costs and maintenance, content, and software updates, etc.

Describe the planned "End-of-Life" scenario for the project, and how the project will be archived or sunsetted once it ends its lifecycle. As well, indicate who the parties will be who have the authority to make end-of-life project decisions. See our [Sunsetting and Archiving Guidelines](#) for "end-of-life" scenarios and options.

XIV. Project Budget

List main project expenses (i.e., services, fees, goods, equipment, software, web hosting, etc.)

What will you need monetarily post-launch (or post-grant) to maintain the project?

Do you have funding sources in mind? If any, list any grants, honorariums, or stipends currently attached to this project.

Do you need recommendations for grant funding for this project?

If you will be receiving funding sources, are you planning on providing the library or library staff with funding for technical assistance on the project?

XV. Signature

Name: _____

Academic Department(s): _____

Email: _____

Date: _____

Student

Faculty

Staff