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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **UTAH STATE UNIVERSITY – DIGITAL PROJECT CHARTER** | | | | | | | | | | | | | | | | | | | | | | |
| **Instructions:** For any project that needs to go in CONTENTdm or Omeka, fill out Part A and submit in person or via email to the Digital Projects Coordinator. The Coordinator will schedule an initial planning meeting to assist with filling out Part B. | | | | | | | | | | | | | | | | | | | | | | |
| **PART A: Completed by Requesting Curator/Project Initiator** | | | | | | | | | | | | | | | | | | | | | | |
| **1** | **General Project Information** | | | | | | | | | | | | | | | | | | | | | |
|  | **Project Title:** | |  | | | | | | | | | | | | | | | | | | | |
| **Requesting Curator/Project Initiator:** | |  | | | | | | | | | | | | | | | | | | | |
| **Faculty Sponsor:** | |  | | | | | | | | | | | | | | | | | | | |
| **Unit Sponsor(s):** | |  | | | | | | | | | | | | | | | | | | | |
| **Platforms:** | | ❒ CDM – Digital History Collections | | | | | | | ❒ Omeka – Digital Exhibits | | | | | | | ❒ DigitalCommons – IR | | | | | |
| **2** | **Project Purpose/Objectives** *(****Describe the need this project addresses and/or measurable outcomes)*** | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | |
| **3** | **Priority *(Does it bump one of the curator’s other queued or in-progress digitization and/or metadata projects? Is the project associated with an upcoming anniversary or event?)*** | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | |
| **4** | **Stakeholders *(Who has a significant interest in, or will be significantly affected by, this project?)*** | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | |
| **5** | **Scanning Information** *(For born-digital collections, skip to Section 6: Metadata)* | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | |
| **Format of Materials:** | | | **Loose Pages** | | | | **Bound Items** | | | | **Photographs** | | **Negatives** | | | | | | | **Other:** | |
| **Estimated Quantity:** | | |  | | | |  | | | |  | |  | | | | | | |  | |
| **These materials are:** | | | ❒ | Owned by USU.  Include call number  and collection name: | | | | | | | | | | | | | | | | | |
| ❒ | On loan for digitization: | | | | | | | | | | | | | | | | | |
| ❒ | Other: | | | | | | | | | | | | | | | | | |
| **Disbinding Permission:**  **(add any details in the Preservation/Handling Concerns Section)** | | | | ❒ **YES**, materials may be disbound and/or staples removed.  ❒ **NO**, materials may **NOT** be disbound.  ❒ **N/A** | | | | | | | | | | **Scan In:** | | | ❒ **Color**  ❒ **Grayscale**  ❒ **No Preference** | | | | |
| **Preservation/Handling Concerns:** | | | | | | | | | | | | | | | **Transcription:** *Should any of these items be added to the transcription queue?* | | | | | | |
|  | | | | | | | | | | | | | | | ❒ **YES** | | | | | | ❒ **NO** |
| **6** | **Metadata** | | | | | | | | | | | | | | | | | | | | | |
|  | **Rights/Reuse Statement and/or Potential Copyright Concerns:** | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| **CONTENTdm Only: Suggested Browsing Topics (Keywords):** | | | | | | | | | | | | | | | **CONTENTdm Only:** *Is it okay to have the user comments turned on?* | | | | | | |
|  | | | | | | | | | | | | | | | ❒ **YES** | | | | | | ❒ **NO** |
| **7** | **Notes/Special Instructions:** | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | |
| **PART B: Completed at Initial Planning Meeting** | | | | | | | | | | | | | | | | | | | | | | |
| **8** | **Project Team** | | | | | | | | | | | | | | | | | | | | | |
|  | **Team Member** | | | | **Name:** | | | | **Unit:** | | | | **Phone:** | | | | | | | **Email:** | | |
| **Project Manager:** | | | |  | | | |  | | | |  | | | | | | |  | | |
| **Curator:** | | | |  | | | |  | | | |  | | | | | | |  | | |
| **Digitization or Born-digital Coordinator:** | | | |  | | | |  | | | |  | | | | | | |  | | |
| **Metadata (primary):** | | | |  | | | |  | | | |  | | | | | | |  | | |
| **Metadata (secondary):** | | | |  | | | |  | | | |  | | | | | | |  | | |
| **Graphic Designer:** | | | |  | | | |  | | | |  | | | | | | |  | | |
| **9** | **Milestones** | | | | | | | | | | | | | | | | | | | | | |
|  | **Project Phase** | | | | | | **Responsible Team Member(s):** | | | | **Projected Start Date:** | | | | | | | | **Projected End Date:** | | | |
| **1. Materials Selection:** | | | | | |  | | | |  | | | | | | | |  | | | |
| **2. Digitization or Born-digital File Ingest & Review:** | | | | | |  | | | |  | | | | | | | |  | | | |
| **3. Project Set Up on Platform:** | | | | | |  | | | |  | | | | | | | |  | | | |
| **4. Metadata/Uploading:** | | | | | |  | | | |  | | | | | | | |  | | | |
| **5. Landing Page/Summary Page Text:** | | | | | |  | | | |  | | | | | | | |  | | | |
| **6. Project Graphics:** | | | | | |  | | | |  | | | | | | | |  | | | |
| **7. Go Live:** | | | | | |  | | | |  | | | | | | | |  | | | |
| **8. Spotlight Month:** | | | | | |  | | | |  | | | | | | | |  | | | |
| **9. Repository Ingest:** | | | | | |  | | | |  | | | | | | | |  | | | |
| **10. Digital Linking:** | | | | | |  | | | |  | | | | | | | |  | | | |
| **10** | **Communication Strategy *(Specify how the Project Team will communicate with each other [e.g., frequency of status reports, frequency of Project Team meetings.])*** | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | |
| **11** | **Publicity and Marketing** | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | |
| **PART C: Completed by Digital Initiatives Staff** | | | | | | | | | | | | | | | | | | | | | | |
| **12** | **File Administration** | | | | | | | | | | | | | | | | | | | | | |
|  | **File Storage Location:** | | | | |  | | | | | | | | | | | | | | | | |
| **File Naming Convention(s):** | | | | |  | | | | | | | | | | | | | | | | |
| **Scanning Specifications:** | | | | |  | | | | | | | | | | | | | | | | |
| **Project Folder on Box:** | | | | |  | | | | | | | | | | | | | | | | |
|  | **Notes:** |  | | | | | | | | | | | | | | | | | | | | |