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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 numberand 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:** |  |