

Digital Project Worksheet

History and New Media/2011

Title:		
Description: (two or three line summary of your project's significance)		
Target Audience		Describe uses
Scholars and graduate students	Y N Rank: __	
College students	Y N Rank: __	
High school students	Y N Rank: __	
Teachers and grammar school students	Y N Rank: __	
Non-scholar specialists	Y N Rank: __	
General public	Y N Rank: __	
Other	Y N Rank: __	
Document Source:	One institution ____ Multiple institutions ____	
	One document ____ Multiple documents ____	
	One format ____ Multiple formats ____	
Description of document(s)		
Estimated number of docs: _____		
Permission and Copyright Status	Public domain ____ Permission secured ____ Permission needed _____	

Publication formats		Comments	
Images only			
Transcriptions only			
Combination image/transcription			
Translation			
Format		Comments	
Comprehensive			
Selected			
Variants and versions?			

Summaries	
Special Needs	Details Do you have this skill?
Languages	Y N
Archaic text or content?	Y N
Subject expertise	Y N Y N Y N Y N
Web design	Y N
Programming languages	Y N
XML encoding	Y N
Metadata specialist	Y N
Digitization	Y N
Image editing	Y N
Other:	Y N Y N Y N

Nature of Digital Project	
Document Control	
Metadata	Author ____ Recipient ____ Date ____ Archive ____ Collection ____ Format ____ Description ____ Subjects ____ Title ____ Pages ____ Other:
Selection	
Digitization	Transcription ____ Translation ____ Imaging ____ Image Editing ____
Quality Control	Proofreading ____ Image Inspection ____ Fact Checking ____ Formatting ____

Contextualization	Introductory Materials ____ Source Information ____ Annotation ____ Biographical Identifications ____ Timeline ____ Map-based access ____ Exhibits ____ Bibliography ____
Web 2.0	User comments ____ User discussion board ____ Linked with major social media ____ User contributions/crowd sourcing ____ Multiple platforms ____ Blog with RSS Feed ____ Other:
Search and Access	Indexing ____ Keywords ____ Encoding ____ Other:
Institutional Support	Likely sources
Office Space	
Office Equipment/Supplies	
Access to Documents	
Staff Salaries	
Costs of research and preparation	
Publication or digital hosting	
Advice and counsel	

Technical support	
Prestige and publicity	
Student or volunteer workers	
Research facilities	
Staff Needs	Skill set needed Need?
Project Director/Manager	Y N
Subject Specialist	Y N
Digitizers	Y N
Researchers	Y N
Secretarial/Clerical	Y N
Publicity/Outreach	Y N
Programmer or Website Developer	Y N

Other	
Standards	
Start out by locating examples you like, then refine based on your needs	
Image file formats	(TIFF, JPEG, GIF, other)
Image viewers	
Digital text format (if needed)	(XML, HTML, PDF, other)
Digital text style	(Regularized, Literal, Combination)
Metadata format	(Dublin Core, METS, MODS, EAD)
Other	

Notes: