

Resource Assessment

For your new project proposal, assess what resources you will need to accomplish the stated project goals. This process will help you determine any gaps you have at your home institution and where you might need to find collaborators who can help.

Stakeholders and Audiences

Identify internal and external stakeholders and/or advocates:	Identify specific needs that we must address to get buy-in from those stakeholder:	Articulate how this project supports the mission statement and larger institutional goals:	Identify primary and secondary audiences for project. (See Audiences and Constituencies worksheet for more guidance.)

Administration and Project Management

What financial resources can be devoted to this project for staff time, cost-sharing?	Do you have a qualified staff person who can manage this project (ie. tracking deliverables, budget, reporting)?	Do you need to hire someone to manage this grant project?	How much time will personnel need to devote to this project?

Content

Identify areas of expertise for project:	Who can help fill in the holes in our own content knowledge?	How much time can internal personnel give to this project over course of grant?

Digital Assets and Collections

Assess the breadth of your digital assets. Determine if other collections need digitization.	Identify collections staff with expertise to contribute to this project:	How is your data formatted? How is it preserved? Can it be extracted/shared with other systems?	Do you have all the digitized collections required for the project? Who can help fill these gaps?	Can collections data from other institutions work together with ours in same digital spaces?	What time will be required from collections & DAMS personnel to achieve project goals?

Technology and Design

Account for in house hardware; software; and operating systems:	Do you have in-house personnel to manage hardware, data sharing, and preservation required by the project?	Do you have in-house staff who could design the project's web or digital interface?	Where will you host this project? On your own server? in the cloud? Do you need to purchase hardware for distribution of project content (ie, iPods)?	How much time will be required by staff to carry out these tasks?

Publicity Outreach

Who handles outreach and publicity at your institution?	Do they have experience reaching identified audiences for this project?	Can collaborators assist you in outreach and publicity?	How much time can staff devote to outreach during and after the grant period?

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