

Procedure for Proposing and Initiating a Digital Project

This web page outlines the procedures for proposing and initiating a digital project through the University Libraries' Digital Projects Advisory Group. This procedure applies to digital projects that increase digital access to the Libraries' collections and benefit our patrons and the communities we serve. If, for example, you want to digitize a unique collection of library resources to improve access for our patrons, this is the appropriate channel to submit the proposal. Other digital projects that focus more on internal work processes (e.g. a database intended for staff use) should be pursued through different channels. If you are uncertain whether this procedure applies to your project, please contact a member of the Digital Projects Advisory Group.

Proposing a Digital Project:

1. **Discuss the idea with your department head and other stakeholders**

Once you have an idea for a digital project, receive clearance from your department head before proceeding. If your project will involve other people or departments, discuss the idea with them in advance and make sure that they endorse the project prior to submitting a proposal.

2. **Submit a project proposal at <http://libnet.colorado.edu/hl/DigLibSurvey/survey.cfm>**

The project proposal form serves as a guide to help you consider the issues involved in a digital project. The proposal also provides the Digital Projects Advisory Group with the information it needs to take action on your idea. Prior to submitting the proposal, read through the questions on the proposal form and do preliminary research, if necessary. While you may not have answers for every question, be as thorough as possible. (All of these issues must be addressed before work on the project can begin.) In your proposal, describe the ideal scenario with the understanding that practical constraints may put limitations on actual project goals.

All active (not completed) proposals can be viewed at <http://libnet.colorado.edu/digInt/projectSummary.cfm>. Throughout the lifecycle of the proposal/project, this web page will be updated with status notes.

3. **Meet with Digital Projects Advisory Group**

After reviewing your proposal, the Digital Projects Advisory Group will schedule a meeting with you to discuss the project. You may be asked to bring items from the collection, sample metadata records, or other supporting materials. In this initial meeting, DPAG may ask for additional information or suggest ways to strengthen the proposal.

DPAG will make a recommendation on the proposal and forward it to Cabinet for prioritization. Several factors affect the recommendation: Is the project feasible? What is the impact of the project? Are there major concerns about the project that are not addressed in the proposal? Once Cabinet reviews the proposals, DPAG will inform the project manager about the project's status and update the proposal on the web site.

Next Steps:

4. **Initiate the project**

Projects will be initiated based on Cabinet's prioritization and the availability of resources. Digital Projects Advisory Group will work with project managers to identify a project team. The team's composition will vary based on the project requirements. (The team is not a subset of DPAG, but may include members of DPAG.) The team will meet to discuss the details of the project and create a project plan that outlines tasks, roles and responsibilities, a timeline and identifies standards, procedures, and workflow. The team will be responsible for overseeing and completing the project, but may consult DPAG if the need arises.

5. **Proposals that require additional work/research**

If projects are deemed feasible and given a high priority, but do not have an existing funding source, DPAG and collection manager will meet with the head of the Office of Sponsored Programs to explore funding opportunities.

Cabinet and DPAG may recommend that the person who submitted the proposal modify it and resubmit.

As Cabinet communicates changing priorities, Digital Projects Advisory Group will work with people who have submitted proposals to reassess projects. If you have submitted a proposal and the nature of the project has changed or you have new information, contact the DPAG chair.