# Digital Humanities Project Management Template

This tool is meant to be used in the planning and development stage of your Digital Humanities (DH) or Digital Scholarship (DS) project. While the numbered steps take you through the whole project lifecycle, each step should be planned and thought through before you even begin working on your project. For projects supported by William & Mary Libraries, you will be required to submit the template before we begin working on your project.

If you have questions about if this template is a good fit for your needs or even need help with filling it out, please email [data-dh@wm.edu](mailto:data-dh@wm.edu).

#### 1. What is your project?

##### Purpose

##### Audience

##### Research/Bibliography

##### Similar Projects

**Funding Plan**

#### 2. Identify a dataset(s) (text, images, recording, etc).

If this is your first DH project, we recommend selecting one dataset or type, although there are some rich possibilities when you mix and match this does make the project more difficult. Once you have located your dataset(s), in most cases you should save it in a widely-accepted format (e.g. .csv, .txt, or .xml)

A key principle of DH is treating traditional humanities or other scholarly output as data.

Therefore, “data” comes in all forms. It can be textual (books, ephemera, letters, manuscripts, newspapers, periodicals, and transcripts), visual (artworks, blueprints, illustrations, maps, photographs, or films), or auditory (music, recordings, and speeches).

##### Your Data

##### Access (i.e. how did you find this data or where are you pulling it from)

##### Ethical Usage (i.e. should this be online and what communities will it affect)

##### Permissions and Copyright (i.e. are you legally allowed to put this online)

#### 3. What Digital and Traditional Methods will You Be Using for this Project?

##### Digital and Computational Methods

**Discipline—Specific Research Methods**

#### 4. What tools will you use? How will you learn to use it?

##### Tools and Software (suggestion available here: <https://guides.libraries.wm.edu/software>)

##### Skills & Training (resources available here: <https://guides.libraries.wm.edu/DH-DataSkills>)

#### 5. Organizing your Project

##### Team & Roles

* Principal Investigator/Team Lead
* Project Managers
* Library Partners
* Student Assistants
* Outside Partners/Consultants

##### Workflow

##### Timeline

##### Budget

* Tools/Software
* Server Space
* Storage Space (if using something other than Google Drive, OneDrive)
* Hiring student assistance
* Copyright permissions
* Humanities Data procurement
* Funds

**Documentation Process**

* Notes about processes for training (who is doing what, etc.)
* Manual (i.e. codebook, readme file)
* Organization methodology (See [Naming Conventions](#_Naming_Conventions_for))
* Evaluation processes (what went well, what didn’t work, etc.)
* Acknowledgement of Contributors

**Storage for Project, Data & other Products**

**Deliverables (what is the end product of this project)**

##### Maintenance During Project

#### 6. Promotion

##### Project Promotion Plan

Projects produced with the collaboration of W&M Libraries staff will be promoted in the libraries news section.

#### 7. Preservation

##### Maintenance of Project After Completion

##### Continual Updates of Systems and Content Post Project

##### Depositing simplified versions (PDF, .doc, .xml, .csv, etc) into repositories

We will keep a record of the project in either the repository or digital arcvie, but we will give you an exported version. Any future versions must give credit to William and Mary.

#### 8. What will I do if ...?

Hopefully everything goes smoothly for your project, but it is good to think about these scenarios to make sure that your project and all of the research involved doesn’t end up lost for unforeseen reasons.

##### ...the budget dries up

##### ...a key member of the team leaves

##### ...getting permissions for my humanities data is impossible

##### ...my institutional affiliation changes