Herding Cats: Project Management for Digital Scholarship

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Speakers

- Laurie Godwin, ITCS
- Joyce Joines Newman, Office for Faculty Excellence
- Joseph Thomas, Joyner Library

Objectives

Digital Scholarship ⟷ Project Management

Common Stages for Projects

Issues to Consider

Resources at ECU

What is digital project management?

The process of administering an online project from conception to implementation and beyond within budget, using appropriate resources, and in a timely fashion.

The project manager leads in planning, delegating, tracking, reviewing, and evaluating results, and must have a broad set of skills, especially people skills.

Project management must be a flexible process that can accommodate new directions and unexpected changes.

Dark art or science? A little of both.

Resources Needed

- People
- Funding
- Tools:
  - Project Management / Planning
  - Display Software & Storage
  - Primary Sources (including rights)

What roles are needed?

- Content expert/researcher
- Project manager
- Designer
- Developer
- Outreach/marketing
- Testing
- Technology infrastructure
- Maintenance
- Content support

What do you mean *funding*?

Staffing

Time

Storage space

Software--sometimes

Marketing--sometimes

Travel

Project Management Tools

Variety of Tools Available; Some Options:

1. Trello
2. Evernote
3. Asana
4. Zoho Projects
5. SharePoint

Why / How to Use Project Management Tool:

- Clarify responsibility
- Establish timeline
- Keep communication out of email
- Track task completion

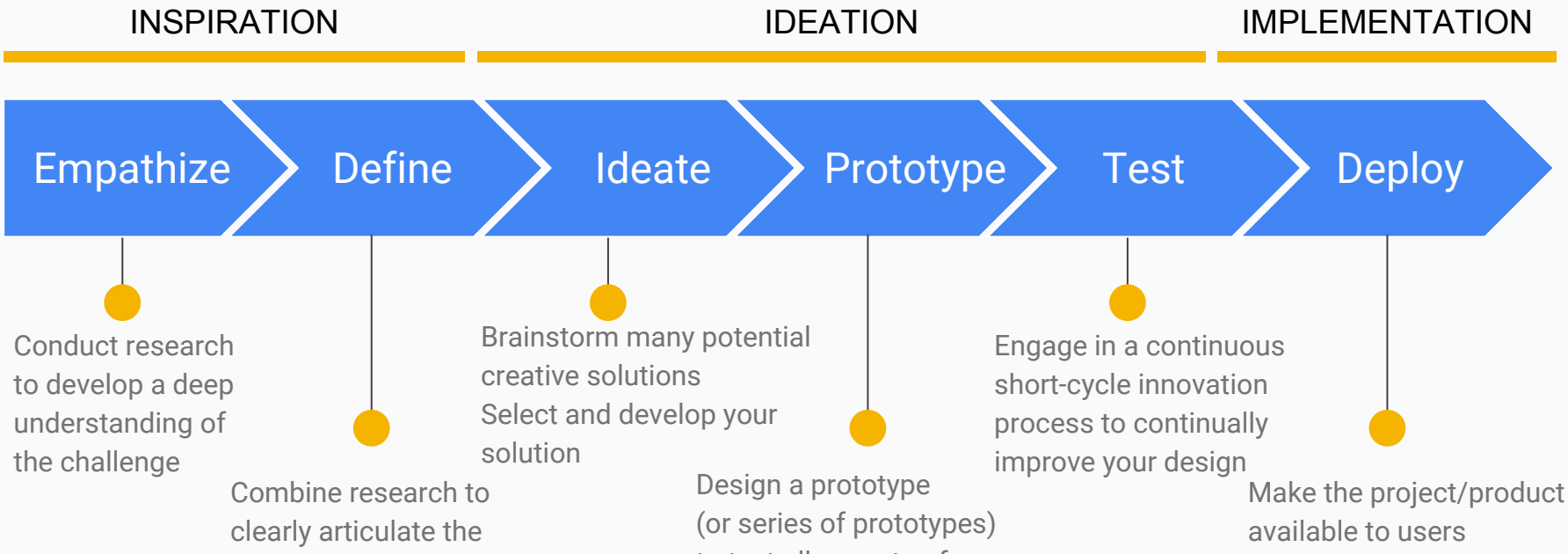
Memorandum of Understanding / Scope

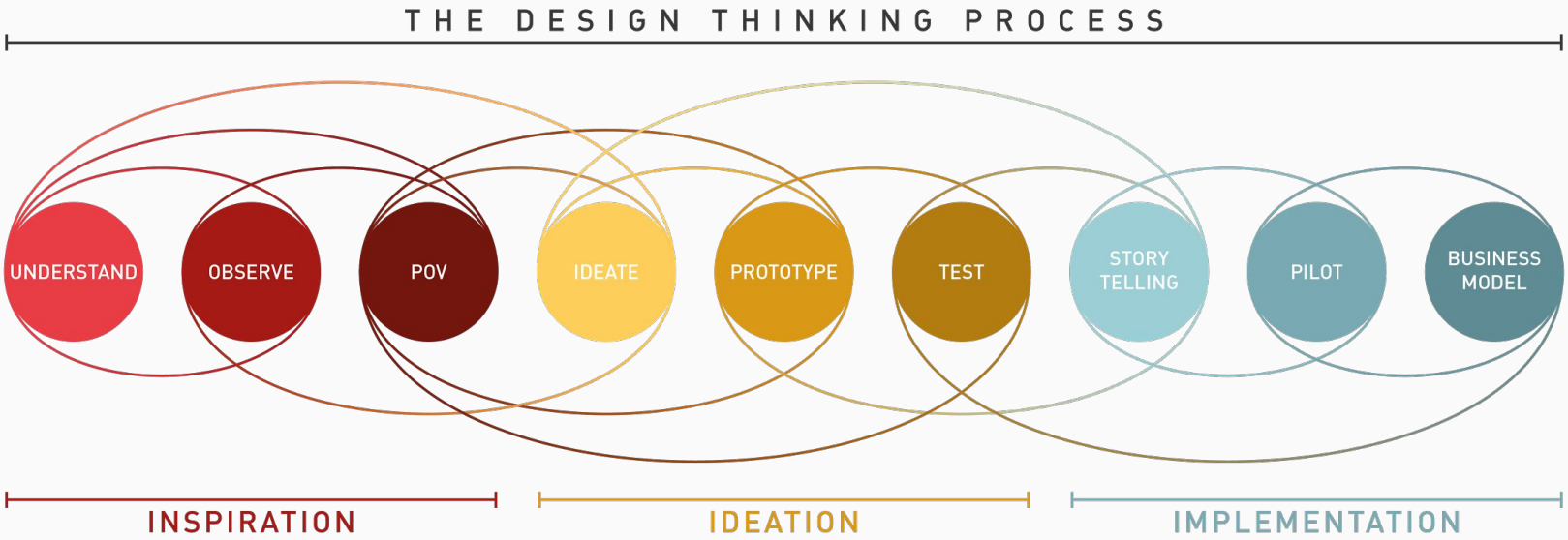
Common Elements for Scope / Memoranda

1. Specifies parties and their respective responsibilities
2. Defines work activities
3. Defines deliverables (what is ***in*** and what is ***out*** of scope)
4. Confirm funding expectations (time, personnel, other expenses)
5. Establishes timeline and milestones

Common Stages of a Project

- Defining the problem/project
- Planning and determining the project team
- Researching and gathering resources
- Designing and development
- Evaluating
- Reporting


INSPIRATION
IDEATION
IMPLEMENTATION
Empathize
Define
Ideate
Prototype
Test
Deploy
Conduct research to develop a deep understanding of the challenge
Combine research to clearly articulate the problem you want to solve
Brainstorm many potential creative solutions
Select and develop your solution
Design a prototype (or series of prototypes) to test all or parts of your solution
Engage in a continuous short-cycle innovation process to continually improve your design
Make the project/product available to users



Design thinking within a digital humanities context, it is a method to solve technology challenges and to generate innovative solutions to display data, documents, collections or processes based on a user-centered approach with a multi-disciplinary team.

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Issues to Consider

- Expected lifespan for use
  - Sustainability
  - Preservation
- Findability
  - Metadata
  - Indexing

- Rights
  - Rights to use primary sources
  - Rights to permit to end users
- Design
  - Accessibility
  - Mobile
  - Interactivity

Sustainability

- Keep project up and running
- Re-evaluation
- Content updates and additions
- Personnel changes
- Project ownership
- Technical maintenance
- Technology/software changes, evolution
- Costs

Preservation

- Start planning at the beginning
- Archive data separate from user interface
- Commitment to active stewardship
- Document, document, document!
- Digital Curation Centre has **lifecycle model** available

See **digitalpreservation.gov**

Findability

- Controlled vocabularies for consistent terminology
- Metadata
- Can you put with similar projects?
- Will you permit crawling by Web search engines?

Rights

- Do you have the rights to use the primary sources in the way you want to?
- How will you permit use of your materials?
- Consider Creative Commons

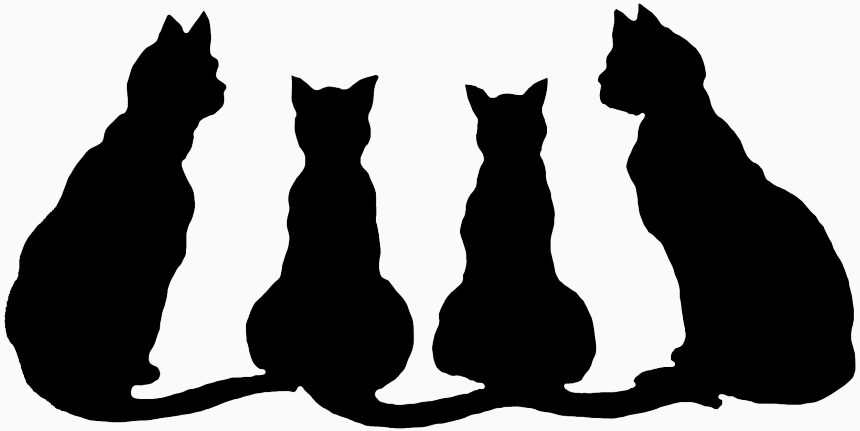
Design

- Accessibility
  - Screen reader
  - Color selection, contrast
  - Alt tags
  - Closed captioning
- Mobile
- Interactivity
  - Users enter comments
  - Submit content
  - Manipulate content
  - Download content

Who on campus can help?

- Librarians
- Instructional Technology Consultants
- ECU University Multimedia Center
- Academic Technology, ITCS
- Faculty development offices (OFE)
- Digital research centers (e.g., ArcGIS or DISSH lab)
- Academic departments

Tips



- Everything takes longer than you expect
- Do a pilot; consider grant funding for the larger vision
- Something unexpected will happen-->how will you react?

Contact Us

Laurie Godwin:
godwinl@ecu.edu

Joyce Joines Newman:
newmanj@ecu.edu

Joseph Thomas:
thomasw@ecu.edu