

Planning Digital Humanities Projects



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Project Planning & Management

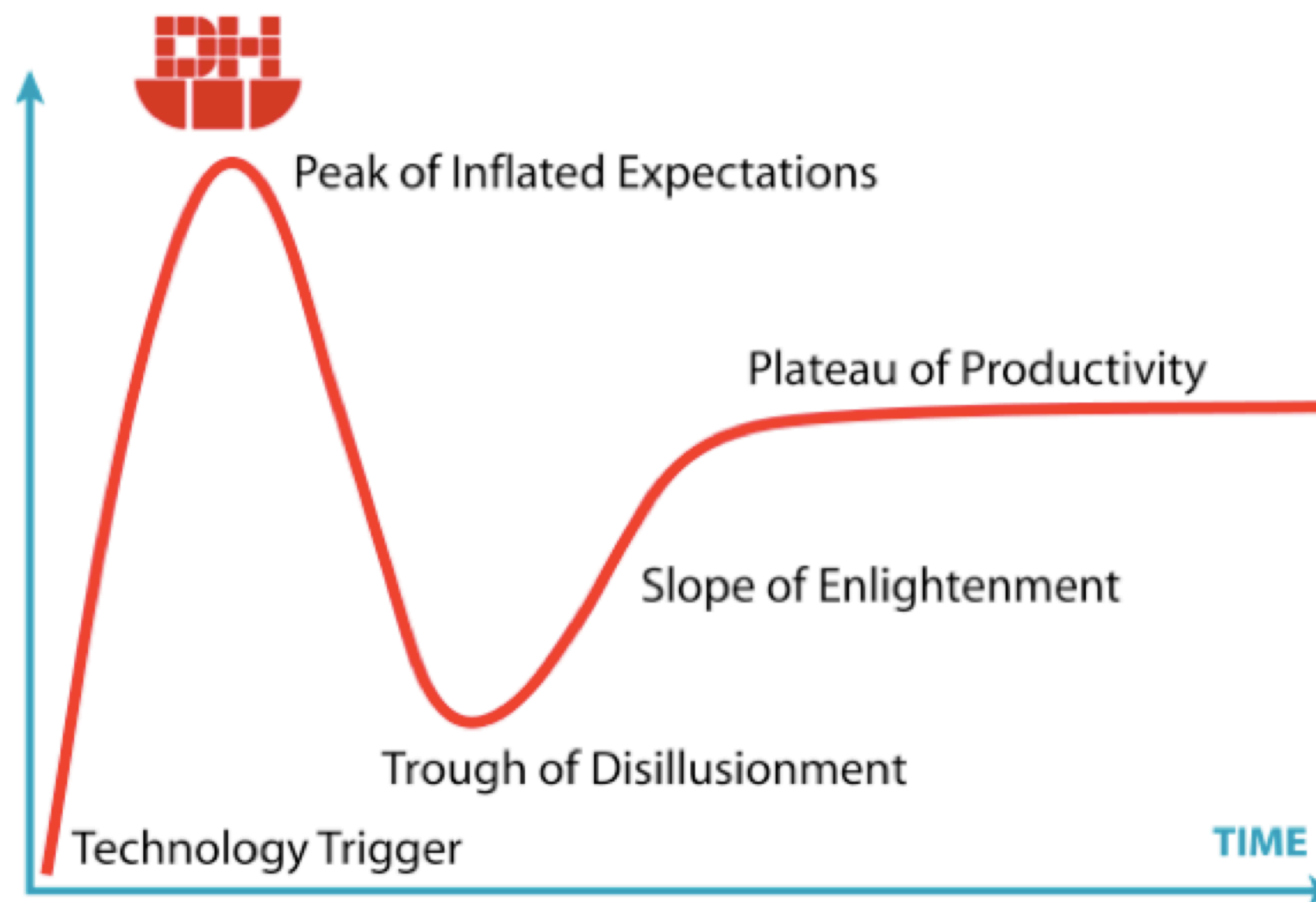
The Bare Essentials

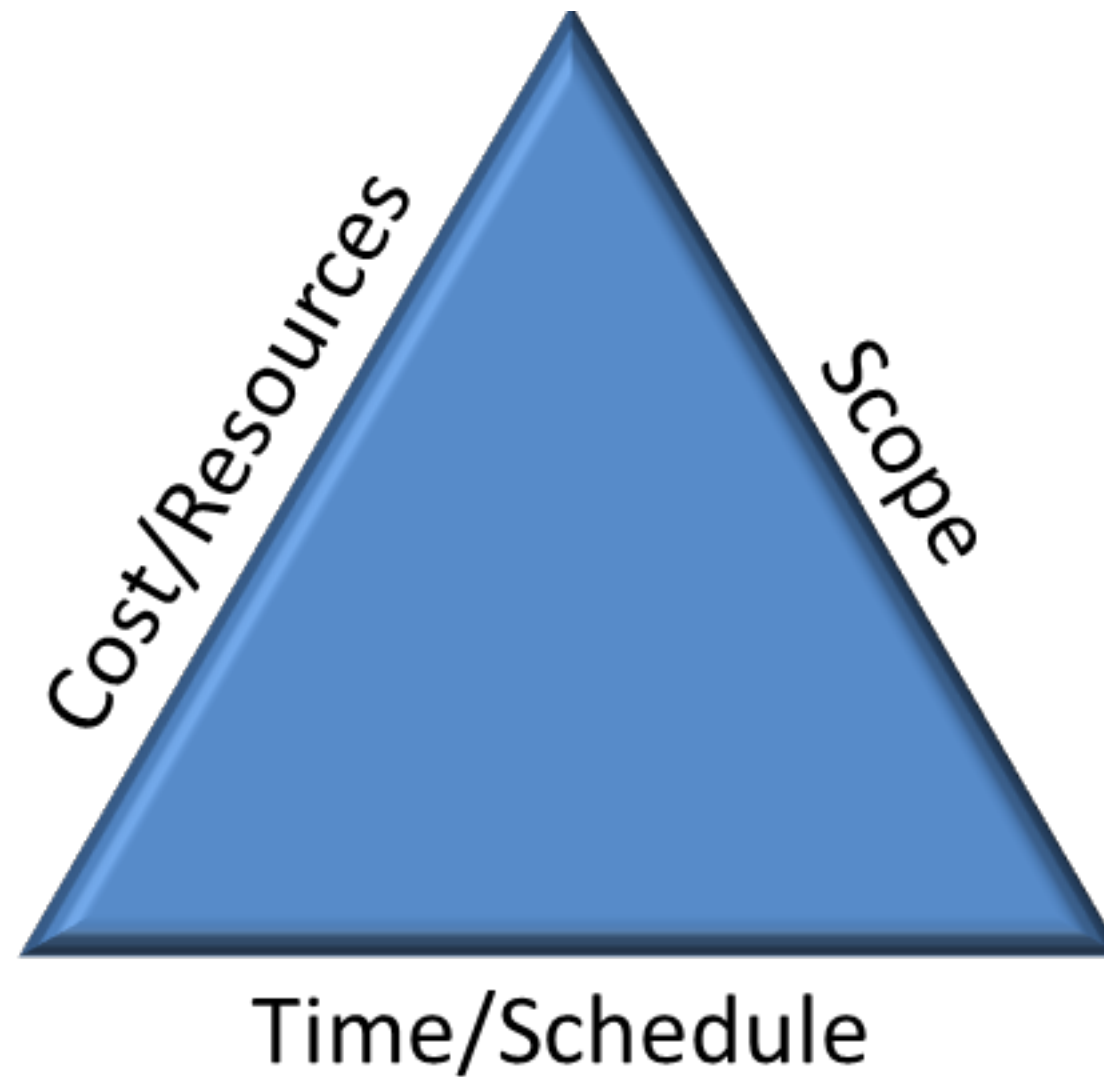


What is a Project?

A project is an endeavor that:

- Has a defined goal or product, such that when that is reached or produced, the project ends. (A standing committee is not a project. “Cataloging” is not a project.)
- Has defined, limited resources (time, people, material)
- Has a person or group accountable for the results.





Triple Constraint of Project Management
changes in one constraint will affect all others

Why Projects Fail

Projects fail for many reasons but many of the fundamental problems can be avoided at the start of the project with a bit of planning and conversation.

Why Projects Fail

- The goals of the project are unclear
- There is disagreement about the goals of the project
- The requirements of the project are ambiguous or unrealistic
- The project is inadequately staffed

Why Projects Fail

- Lack of consensus on project roles (i.e. who does what)
- The proposed schedule for the project is completely unrealistic
- The scope of the project is poorly managed or unconstrained
- The project doesn't make sense on closer inspection

Avoiding Bad Starts

Poor planning and communication at the start of the project will negatively impact the entire project lifecycle.

Avoiding Bad Starts

Good planning and communication will improve resource allocation, schedule estimation, and managing scope.

It will also improve team morale.

The Project One-Pager

A planning and communication tool that enables a shared understanding of the project before it begins. Document describes project to the rest of the world.

Project name	a unique name used for all communication about the project going forward
Objective Statement	a concise high-level summary of what the project intends to achieve
Requirements	an enumerated list of outcomes the project must achieve to be considered complete
Out of Scope	a list of outcomes that the project will explicitly not address
Team	the proposed core team roster, with project roles attached to each name.
Schedule	a list of high-level milestones for the project, with proposed dates attached.

Newbook Digital Texts : Objective Statement

Newbook Digital Texts is an innovative digital humanities publishing house reimagining and restructuring traditional academic research, publication, and education. Over six years, more than 100 University of Washington undergraduate interns and several graduate assistants have collaborated with faculty on projects ranging from Ottoman and Georgian poetry to nineteenth-century travel journals from Iraq and Egypt. We promote systemic change in undergraduate education, technological innovation, and the preservation of at-risk historical documents. Our work is international, open source, and open access. We are devoted to blending the traditional values of the humanities with the development of technological competency, effective communication skills, and the ability to work in a team-based environment, which has made our graduates unusually attractive to prospective employers.

The Project Charter

An internal document that establishes the ground rules for working together.

Sample:

<http://tinyurl.com/dh-project-charter>

Risk Assessment



Why are you preserving what you're preserving?
What are you preserving it against?

Humanists: sense of legacy informs the first question.
The second question is your 'threat model'

Media Failure
Hardware Failure
Software Failure
Communications Error
Failure of Network Services
Media & Hardware Obsolescence
Software Obsolescence
Operator Error
Natural Disaster
External Attack
Internal Attack
Economic Failure
Organizational Failure

3-2-1 The Backup Mnemonic

- THREE copies
- on at least TWO different types of storage medium
 - “the cloud” counts as different from hard drives
- with ONE offsite

Example: working data on my work desktop, mirrored on Dropbox/iCloud Drive/OneDrive (cloud services), synced via cloud services to my home laptop.

Scheduled backups: e.g. cron jobs, automatic cloud sync, weekly hard drive transfer noted in calendar

Data Management Plan (DMP)

A data management plan is a document outlining how a researcher plans to manage data during and after a research project including how it will be organized, maintained, and shared.

Data Management Planning Tool

Create, review, and share data management plans that meet institutional and funder requirements.

[Get Started](#)

<https://dmptool.org/>
log in with UW netID



- In person workshop of core team to develop preliminary project plan - roles, scope, funding, timeframe
- Project Management across borders and languages
- Basecamp