

# Dublin to Drupal Project Charter

## 1.0 Project Overview

<b>1.1 Name</b>	Dublin to Drupal
<b>1.2 Document Date</b>	Jan 14, 2012
<b>1.3 Stakeholders</b>	Stuart Sutton, CEO, DCMI, Project Sponsor Joe Tennis, University of Washington, Advisor Mike Crandall, University of Washington, Advisor DCMI, Customer
<b>1.4 Project Manager</b>	Mark Squire, University of Washington
<b>1.5 Email Address and/or Website</b>	<a href="http://dublintoDrupal.org">http://dublintoDrupal.org</a>
<b>1.6 Goal Statement</b>	Develop and document a Drupal-based website prototype for the initiative to replace (and greatly enhance) its current website. This will move the website from Web 1.0 to Web 2.0 capabilities.
<b>1.7 Description and/or Background</b> <i>(optional)</i>	The Dublin Core Metadata Initiative currently faces some limitations within the current ten year-old structure of their globally dispersed and web-based community. Siloed communities that could and should benefit from more active collaboration lack sufficient capability due to the older infrastructure. This project will improve this situation by providing a prototype Drupal 7 website along with the underlying information architecture.
<b>1.8 Objectives</b>	This project will help the DCMI community move closer to an efficient collaborative website based on open-source technology.
<b>1.9 Scope</b>	Analyze the unique information needs of the DCMI community, present a plan to implement a comprehensive Drupal 7 website with best practices in information architecture and taxonomy. Provide recommendations and possible implementation practices for social media integration. Deploy prototype to the degree possible within the allotted time frame.
<b>1.10 Schedule</b>	Beginning of January - Create a blog, wiki, and listserv to facilitate community discussion. February – Charter approval February -- Conduct user analysis and gather requirements. February - Review existing work and documentation. February - Content audit, user role review. February/March - Create draft low-fi prototypes to be iterated on. March - Develop work flow visualizations that map scenarios of use. April - Iterate on an initial taxonomy to enable tagging and faceted browsing of content. April – Develop an information architecture assessment and recommendation. April/May - Prototype this architecture within Drupal 7. May – Refine Drupal 7 prototype.

# Dublin to Drupal Project Charter

<b>1.11 Time Reporting</b>	None
<b>1.12 Oversight and/or Reviews Planned</b>	Stuart Sutton from DCMI and Mike Crandall and Joe Tennis from University of Washington will conduct periodic project reviews.

## 2.0 Project Resources

<b>2.1 Project Team</b>	Sarah Davies, University of Washington, Developer Mark Squire, University of Washington, Project Manager Isaac Pattis, University of Washington, Account Manager/Taxonomy Lead
<b>2.2 Cost Estimate</b>	Poster production \$50 Graphic design \$200
<b>2.3 Customer Involvement</b>	Review at each milestone to make sure project is meeting DCMI goals and expectations.



## 3.0 Assumptions, Constraints, Dependencies, Impacts and Risks

<b>3.1 Assumptions</b>	DCMI will provide a sustainable hosting platform for final implementation. DCMI will provide ongoing support and development of site.
<b>3.2 Constraints</b>	Limited financial resources. Limited project team time.
<b>3.3 Dependencies</b>	Dependent on DCMI infrastructure capable of supporting project long-term.
<b>3.4 Impacts</b>	User training will be required.
<b>3.5 Risks</b>	Scope creep as the project gains momentum. Failure of chosen hosting service for initial development.

## 4.0 Deliverables, Expected Outcomes

<b>4.1 Key Deliverables</b>	Charter, blog updates, wiki, Gantt Chart, documentation, roughed out and initial implementation of the hi-fi prototype website and information architecture.
<b>4.2 Project Communication Plan</b>	Status will be reported weekly via blog post beginning February 6th. Isaac will write short synopses of progress from the prior week and will provide a

# Dublin to Drupal Project Charter

	regular short-term projection of work to come. Each post will be accompanied by reminders emailed to members of the Dublin to Drupal list serve and wiki.
<b>4.3 Success Criteria</b>	<p>1) An architecture that allows for the straightforward and streamlined contribution of content by all community members. This architecture will enable more effective content contribution by members of the community.</p> <p>2) The creation of a “Metadata Ecology Watch” that clearly displays the activity of various communities involved in DCMI whose activities are currently not as visible as they could be. This feature would serve to increase community awareness and involvement. Methods toward this end will include better calendaring and social media inclusion.</p>

## ***5.0 Reviews and Approvals***

<b>5.1 Review History</b>	None
---------------------------	------