## Project Proposal Worksheet

Name of Faculty/Staff/Graduate Student Sponsor:

Phone:

Email:

Title:

Project manager:

Team members:

#### Overview

* Brief project description (300 words)
* What scholarly questions does this project address?
* Bulleted list of specific outcomes/deliverables/products
* Intended audience

#### Costs and Requirements for Initial Development

* Itemized project budget
* Specific Timeline. Are there conferences, presentations or publication deadlines associated with this project?
* Are there any intellectual property or copyright concerns with this project?
* If applicable (or know) describe what specific technologies and expertise will be required to develop and maintain this project?
* What resources do you already have available for this project? If your project requires data, have you already collected it?
* What additional resources are needed (hardware, software, digitization, modeling, etc.)?

#### Post Completion and Ongoing Maintenance

* How will users find/access the project once it is complete?
* Will new content need to be added to this project after two years? If so, who will add this content?
* Will your project be hosted privately or at an institution other than Penn? Or will you be requesting server and/or storage space as part of this proposal?
* Who will maintain the project (e.g., update software) after two years?
* Can data from the project be made openly available to other scholars for additional analysis?

## Project Charter Worksheet

Title:

Project Owner:

Project team:

Please indicate roles for individuals.

#### Summary:

*Describe the scholarly goal of the project.*

#### Prerequisites

*Development cannot begin until these conditions are met.*

#### Communication Plan:

*How will this project team communicate project status*

#### Bulleted list of deliverables:

*Please list each discrete part of the project that needs to be complete in order for the project to be called complete.*

#### Software:

*To be completed by Project Lead Developer*

### Hardware:

*To be completed by Project Lead Developer*

#### Deployment information:

### *To be completed by Project Lead Developer*

#### Timeline for completion:

*In what order do the parts need to be completed and when will all work be completed?*

#### Budget:

List of expenses, estimated cost, and indication of who is responsible for paying it.

Should include rough student hours estimate and skillset/job descriptions needed.

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#### Launch/production plan:

*How and when will your project launch and what will be needed to make that happen? Also, who will be responsible for the care and maintenance of the project over the course of its life?*

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#### Retirement Planning:

*Please describe what should happen to the project when it is no longer in production which could happen when the project owner(s) move to a different institution or retire.*