

Student DH Group Project Charter

Goal of Projects Charter¹

- **Refer to the syllabus for due dates, and assign group roles**
- **This document will be used for peer evaluation, which will be incorporated into final grades.**

This is meant to be a flexible document, adapt to your circumstances as necessary. A more structured assignment will have more prefilled options, or you may have students work through filling out the form.

Title: What is the name of your project?

Project team: Please indicate roles for group members.

Have students fill out group member roles and responsibilities. Instructor can fill in predetermined roles based on assignment or have them fill out in class with time for discussion.

Suggestion: You can assign this as in-class group work or as homework assignment that they turn in and discuss with Instructor before beginning work.

This allows you the opportunity to provide feedback, so learning outcomes match up with your goals and expectations.

Functions as a checkpoint, like annotated bibliography or draft.

Summary: Describe the thesis/scholarly goal of the project.

Does the student's explanation of thesis and purpose align with learning objectives? Do they understand why they are doing what they are doing?

Bulleted list of deliverables: Please list each discrete part of the project that needs to be done in order for the project to be called complete.

This will be updated as students work on project, it provides a framework for them to discuss an equitable distribution of labor.

¹ Adapted by [Rafia Mirza](#), based on [Digital Scholarship Commons \(DiSC\) Project Charter by Brian Croxall, Miriam Posner, Stewart Varner and Roger Whitson](#)

Timeline for completion: In what order do the parts need to be completed and when will all work be completed?

Align with syllabus due dates

Launch/production/publication plan: How and when will your project launch and what will be needed to make that happen?

When will assignment be ready to turn in? Students can use their understanding of end goal to work backwards and figure out all the steps that need to be completed to achieve successful completions of the assignment.

Challenges/ failures: What challenges did you run into? How did you meet them/ did you experience any failures along that ways? What did you do to recover?

Have students document and list adaptations when experiencing challenge/failure. This allows you to grade on process as well as final output.

End of life issues: Please describe what should happen to the project at the end of the semester

If you are using propriety data, the final project may not be able to on the open web, it may need to be in LMS.

If it is going on university blogs or servers, are there time limits?

Is it going to contribute to a larger scholarly project? ²

Is it on a free account, do all the students have access or is it tied to one person's account?

If the final project is going on the open web, and the students prefer their name not be associated with it, use of pseudonyms or other privacy options should be discussed.

If a student want to use some of this work in a portfolio, they should make sure that have saved a copy.

² [A Student Collaborators' Bill of Rights](#)