

Project Charters

A charter is a set of guideposts to keep you on the path to completing your project.

- What is a project charter?
 - A charter...*it guides you through an important series of conversations about what, exactly, you are doing and when you are doing it.* ([Stewart Varner](#))

Questions for you to consider

- What is the goal of the project?
 - What is your research question and what is the scope?
 - Do you have any constraints (labor, budget, time)?
 - Are there already existing projects that you can build off of or learn from (environmental scan)?

What do you need other people (partners, staff, etc.) to do for your project to move forward?

- “....*having a charter in place gives you something to refer to when partners inevitably remember things differently. This does not mean that the charter should be considered sacred scripture but it will help to remind people when something is a change of plan and provide the opportunity “to consider what that will cost in terms of time and effort (Varner)”*”
 - Your path may change so be sure to adjust your guideposts and timeline as needed.
 - The more people who are involved and/or the larger the project is the more extensive the charter will become.

Prototype Activity

You may not have an answer for all of these questions right now, but this framework helps you consider what skills you may need to gain, or what partners you may need to look for.

- What would be a DH project you are interested in pursuing?
- What questions are you trying to explore or answer?
- Do you already have a thesis or research questions? Or are you interested in a exploratory project?

What *sources* do you need? (usually a data set)

- Does it already exist?
- Is it free? cleaned? accessible?

- What expertise is needed?
- What software is needed?
- Is there a tool that suits your needs, or does your project require some coding?
- What hardware is needed?

Who can you collaborate or partner with?

- If your project requires the expertise, labor, or input of more than one person, what would you imagine to be the best group dynamic?

Do you already have any constraints (budget, timeline, etc.)?

- What is your timeline? Is it flexible?
- What is your budget?

What is your end goal in regards to presentation /publication?

- Is preservation a concern?

Additional references

- Stewart Varner: <https://stewartvarner.wordpress.com/2014/05/06/project-charter/>
- #dssf19 Project Charter: <https://dssf.musselmanlibrary.org/2019/resources/project-charter/>
- Sample Charters (Princeton DH lab) <https://cdh.princeton.edu/research/project-management/charters/>
- MOU workbook: <https://rc.library.uta.edu/uta-ir/handle/10106/25646>