

# *Indiana University Digital Library Program's Project Proposal Process*

Project Management Interest Group

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# Digital Library Program

## Mission

The Indiana University Digital Library Program (DLP) is dedicated to the production, maintenance, delivery, and preservation of a wide range of high-quality networked resources for scholars and students at Indiana University and elsewhere.

The DLP is a collaborative effort of the [Indiana University Libraries](#), [University Information Technology Services](#), and the university research faculty with leadership from the [School of Library and Information Science](#) and [School of Informatics](#).

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## Digital Library Program Services

- **Project Planning** including selection guidelines, grant-writing, financial planning and copyright consulting
  - **Digitization Services** for digitization of images, audio and video
  - **Electronic Text Services** for digitization and encoding of text
  - **Metadata Services** for help with creation and mapping of metadata
  - **Interface Design & Usability Services** for wire framing, prototyping, design and usability assessment
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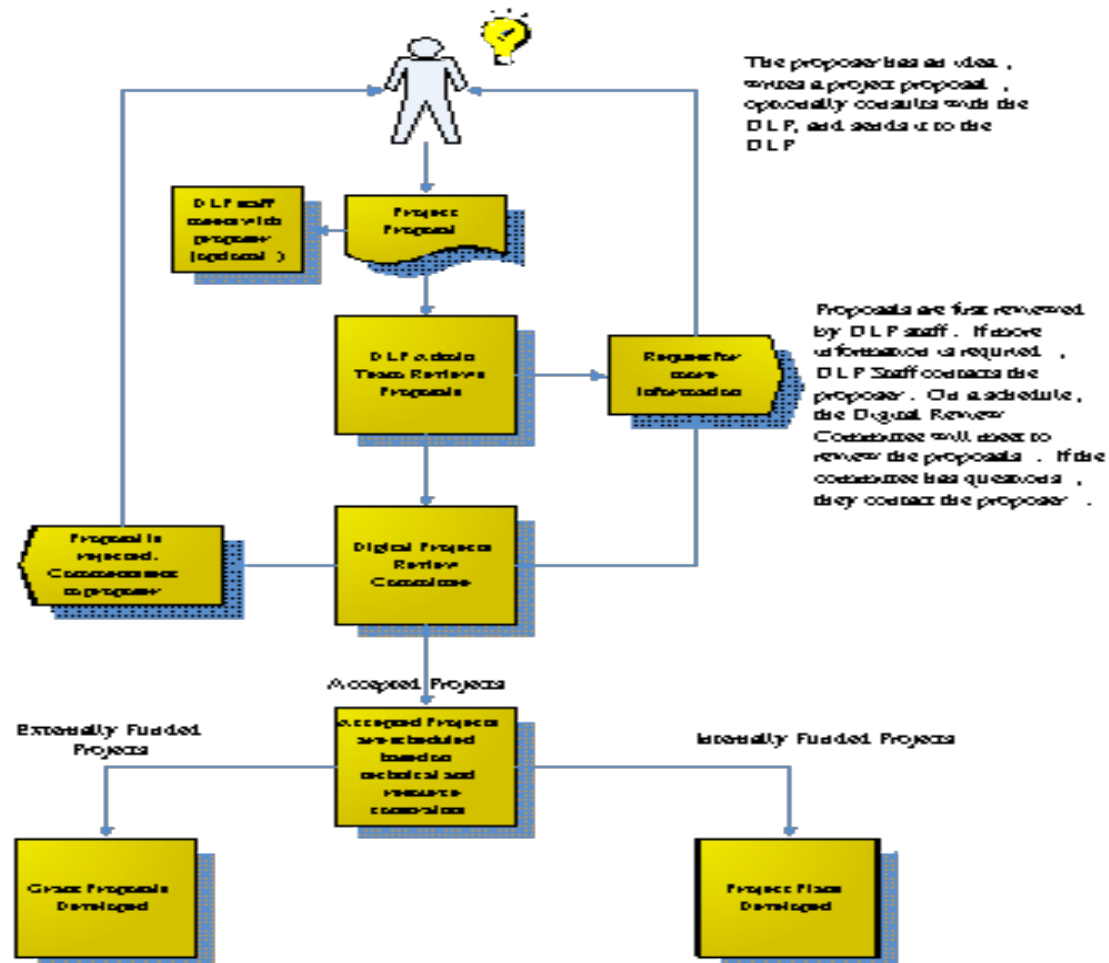
## Motivation for this Process

- DLP gets several requests per week
  - How to determine which projects to work on
  - How to engage more people in the process
  - How to align the work of the DLP with the strategic plan of the library
  - We wanted to create a light-weight, open, transparent and fair process to select and prioritize projects.
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# Process Overview





# The Project Proposal

- Designed to help people articulate all aspects of the project
    - Need for the project
    - Audience for the material
    - The functional requirements
    - Staffing requirements
    - Management requirements
    - Sustainability issues
  - Project Proposal Form
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# Project Proposal Form

1. Please describe your project.
  2. Describe the significance of this project to the IU community and beyond. Will this complement or enhance other digital resources?
  3. Describe current and potential users. Is there faculty, library, or departmental interest and support for digitizing these materials for either research or teaching purposes?
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## **Project Proposal Form (2)**

4. Describe types of materials to be digitized and number of each (i.e.: 6 books with a total of 700 pages, 600 black and white photographs). Include format, condition, and any special handling requirements.
  5. Do you have any existing descriptive information that could be used for searching these materials? In what form does this descriptive information exist (on paper, in a Word document, in an Excel file, etc.)
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## **Project Proposal Form (3)**

6. How do you envision people accessing your materials? Are there similar resources that you could give as examples?
  7. Describe the contribution you and your staff can make to this project. Please name the project manager for your project.
  8. Are you expecting to receive external funding for this project? Do you have funding sources in mind? What is the date for submission for these opportunities?
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## **Project Proposal Form (4)**

9. Other general comments, issues or concerns.

10. Copyright Status.

- Public domain
  - Owned and controlled by Indiana University
  - Owned by someone else, but permission secured
  - Situation unknown or unclear
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# Proposal Guidelines

- DLP Assistance
    - Call early in the project planning
  - Project Management
    - Required for success
  - Meetings and Reports
    - Meetings to keep the project moving
    - Final report to the committee (perhaps)
  - Proposal Guidelines
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## Project Management

- Most significant factor in project success
  - 2 project managers are required
    - In the collection (unit level)
    - In the DLP
  - Collection Project Management
    - 5% – 30% of an FTE
    - Staffing
    - Managing and moving the collection
    - Metadata
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# Project Evaluation Criteria

- Relevance/impact of collection
    - High, Medium, Low
  - Audience
    - Broad or narrow audience
  - Collection size
    - Number of items
    - Type of items
    - Estimated storage space
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## Project Evaluation Criteria (2)

- Metadata
    - Is there existing metadata?
    - Is it available in electronic form?
  - User access functions
    - Is there a good vision for how the materials will be accessed by and delivered to researchers?
    - Is this a feasible vision?
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## Project Evaluation Criteria (3)

- Partner contribution
    - Staff Resources contributed
    - Financial Resources contributed
    - Project management resources required
  - External Funding
    - Is there an opportunity for external funding?
    - Is this project a realistic candidate?
  - Copyright
    - no risk, low risk, high risk
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## Project Evaluation Criteria (4)

- Effort/Complexity
    - High Effort - more than 12 effort months
    - Medium Effort - between 6 and twelve effort months
    - Low Effort - less than 6 effort month
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# Technical Evaluation

- Technology requirements
    - Can the project be accomplished using existing technologies?
    - Innovative technologies?
    - Enhance DLP infrastructure (promote innovation, add functionality)?
  - Technical facilities
    - hardware, software, physical space, data storage
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## Technical Evaluation (2)

- Digitizing
    - Does IU have the capability to digitize the materials in-house or is additional equipment, expertise, or outsourcing required?
  - Expertise
    - What areas of technical expertise are needed to support this project?
    - Does this expertise exist at IU?
    - What areas of technical expertise would need to be developed?
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## Technical Evaluation (3)

- Sustainability
  - What will likely be required to technically sustain the product/project after the fellowship and grant period?



# The DLP Review Process

DLP Staff develops

- Technical Evaluation
  - Estimate of effort
  - Matrix is filled out for each project and sent to the Digital Projects Steering Committee
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# Digital Projects Steering Committee

- Membership

- Associate Dean for Library Technology (chair)
- Representatives from the Libraries:
  - » Tech Services
  - » Music Library
  - » Special Area Librarians
  - » Lilly Library
  - » Law Library
  - » Fine Arts Library
  - » GIMSS
- Representative of UITS
- Associate Director for Technology (DLP)
- Associate Director for Projects and Services (DLP)



## Final Review Process

- Prior to the meeting
    - Review all proposals
    - Fill in the project evaluation matrix for all proposals
  - At the meeting
    - Discuss each proposals
    - Come to consensus on major issues
    - Determine any questions that would need to be answered prior to voting
  - After the meeting
    - Rank the projects by priority
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## **Trial Process**

- Call for proposals to a small set of potential projects
  - 5 project proposals submitted
  - DLP technical review
  - Digital Projects Steering Committee meeting
  - Projects prioritized
  - Project kickoff meetings
  - Three month process
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## January 2008 Project Priorities

Priority	Project	Description
1	<u><a href="#">Lee Hamilton 911 Papers</a></u>	University Archives project to digitize approximately 23,658 pages. <u><a href="#">Item description example.</a></u>
2	<u><a href="#">Herman B Wells' Speeches</a></u>	University Archives project to digitize 1,250 speeches (approximately 7,500 pages)
3	<u><a href="#">Film Study Guide</a></u>	SALC project to digitize approximately 100 pamphlets which range from 14 to 20 pages (approximately 1400 to 2000 images). <u><a href="#">Example of pamphlet.</a></u>
4	<u><a href="#">Yearbook of Indiana enhancements</a></u>	GIMSS project to allow for searching and access to statistical tables in the yearbook.





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## First Call for Proposals

- Call sent out late August
  - Due in late September
  - Mid October reviews
  - 18 proposals submitted
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## Issues Uncovered

- Committee submitted 50% of the proposals
  - Weighing the importance of Faculty projects was difficult
  - Committee struggled to prioritize the middle
  - Committee voting reflected parochial priorities
  - The whole process took almost five months
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## Changes for the Next Round

- Shorten Time to Decision
    - Schedule meetings when the call is issued
    - Late ballots won't count
  - DLP to develop a capacity metric
  - Separate ballots for Library and Faculty projects
  - Change the membership of the Digital Projects Review Committee
    - Smaller
    - More senior Library management
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## December 2008 Approved Projects

1. Somali Poster Digitization
2. Digital Magic Lantern Archive (faculty project)
3. Frank M. Hohenberger Photograph Collection
4. Ernie Pyle Collections
5. Archiving Map Images
6. Virtual CD-ROM Library (faculty project)
7. Preserving Liberian Deeds Registers (faculty project)
8. Victorian Women Writers Project: Women Writing Humor
9. Digitizing parts of the H.K. Banda Archive Project
10. Huipil (faculty project)



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## More Information

- More information about the DLP Projects Process  
<http://wiki.dlib.indiana.edu/confluence/display/ProjProposals/Home>