

Digitization Project Scope

University of Cincinnati Libraries

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Project Name:

Selector or Project Manager:

Projected timeframe:

Project Description

Describe your digitization project, including any plans for the physical collection or resulting digital objects (e.g. “items will need dis-binding before digitization” or “we will be creating a digital exhibition”).

Project team/Key stakeholders

Stakeholder project plans

Please have each stakeholder give a brief description of their commitment to and plans for this digitization project.

Communication plan

How will your team be communicating throughout the project?

Detailed timeline