

DS PROJECT CHARTER TEMPLATE

This document is intended to clarify expectations and support the successful completion of [PROJECT TITLE] a project supported by the Digital Scholarship program at Bryn Mawr College. The following is proposed by the project team, in consultation with Alice McGrath (Digital Scholarship Specialist).

PROJECT TITLE

Short summary of the project, including necessary background information.

PROJECT GOALS & OBJECTIVES

- List what you hope to accomplish by undertaking this project
- Include any guiding principles that will shape your success criteria

DELIVERABLES

1. What you will create in technical terms
2. Any publication or other professional materials that will arise from it

TEAM MEMBERS' ROLES AND RESPONSIBILITIES

Person A – Project Director

[If applicable, list primary duties and areas of responsibility for each person]

Person B – Team member, consultant, etc.

TECHNOLOGICAL REQUIREMENTS

[What hardware and software are necessary for this project? When will they be needed? Who on the team will be responsible for training, maintenance, etc.]

Technology	Function	Phase	Responsibility	Funding
Hardware or software needed	What it does	When needed (i.e. development, publication, etc.	Team member responsible	Cost and source of funding

SCHEDULE

Milestones

- Major steps along the way
- Set some deadlines here

ID	Task	Time Estimate	Dependencies	Due Date	Person Responsible	Completed
1	Conduct general research	1 week				
2	Collect data	4 weeks	1			
3	Build website	2 weeks	1			
4	Polish	2 weeks	2, 3			

ANTICIPATED CONCERNS

1. Logistical difficulties you may encounter
2. Skills you will need to build or areas in which you may need consultation

SUCCESS CRITERIA

1. Published prototype of digital scholarship project.
2. Research abstract ready to submit to a conference.

COMMUNICATION

How the team members will communicate, including what channels and modes they will use to discuss and share resources, and who is responsible for keeping everyone informed.

CREDIT & ATTRIBUTION

The Digital Scholarship program is committed to fair and equal attribution and credit for all work performed on digital scholarship projects. When this project is referenced (for example, in conference presentations or blog posts) the full project team will be attributed. Any code, data, or components produced for this project will be released open source.

PRESERVATION AND LONG-TERM ACCESS

The website and materials will be backed up and maintained solely by the Project Director. The Digital Scholarship program will maintain public access to the project and web platform until an external grant to expand the project has been awarded, or for three years, or until the platform is no longer useful, whichever is soonest. All LITS digital projects are periodically reviewed according to the [LITS Sunsetting Policy](#) and the [Preservation of Scholarly Work Policy and Guidelines](#).

NB: all arrangements delineated in this charter are subject to change as the project evolves. Major changes to any of these sections may necessitate a team meeting.