

Digital Initiatives Bootcamp: Plan your own digital project!


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Presentation: goo.gl/18iLzM

Phase 1: Creating a Program


Discovery

Identify a **collection**, your **audience** and **vision**. What collections will be interesting to bring to life online? Who is your intended audience? What is your vision for this digital collection? Where can you create buy-in, and where do you have to seek approval?




Analysis

Analyze the **benefits**, **obstacles** and **sustainability** of a new digital project at your institution. What are the net benefits of your proposal (e.g. increased access, preservation)? Where do you envision obstacles occurring? What is the sustainability of this project? Short term vs. long term?



Assembly

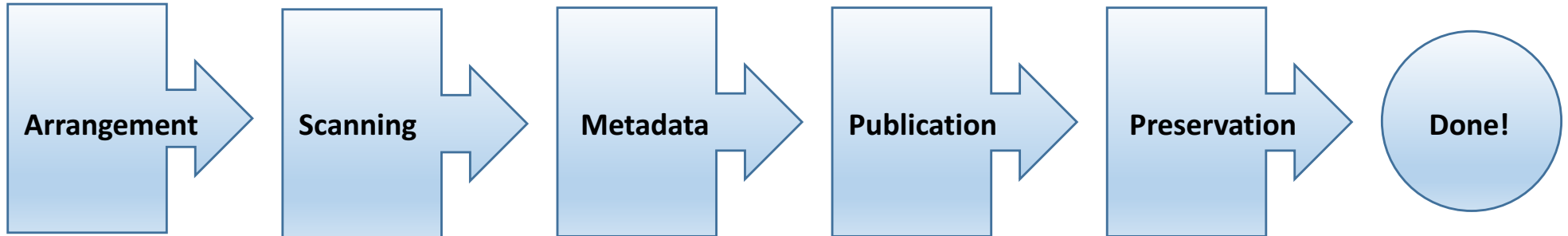
Assemble your **team**, **tools** and **technology**. Where can you borrow expertise from within your organization (e.g. Tech Services, student assistants)? What tools/technology do you have at your disposal? Where do you have to make a case for investments?



Phase 2: Production and Creating a workflow

Process & Documentation

Consider each phase of digitization (**arrangement, scanning, metadata, publication, preservation**). Document your workflow and digitization/description guidelines. Who will be responsible for each stage and what does your workflow look like?



Phase 3: Post-mortem

Evaluation, Aftercare & Outreach

Post-production **evaluation, planning** for the future and **outreach**. What were the success and roadblocks you encountered? How can this inform future projects? How will you sustain the digital objects/collections you created? What are your marketing and outreach plans for your intended audience?