

2018-19 Project Charter

PROJECT NAME:	Digital Lifecycle Program Launch
PROJECT LEAD:	Elizabeth Dupuis
TEAM MEMBERS:	Jeffrey MacKie-Mason, Lynne Grigsby, Christine Huhn, JoAnne Newyear-Ramirez, Mary Elings, and many staff from across units for various subprojects
PROJECT SPONSOR:	Elizabeth Dupuis

PURPOSE & GOALS

Describe the current challenges and opportunities that the project addresses. What core issue will be addressed by the project? What goals will be achieved by the project? What benefits will the project deliver and which constituencies will receive these benefits?

In 2017 the Library completed the “UCB Library Digital Lifecycle Strategic Plan: 2017-2022” which articulated an approach for boosting our current digitization initiatives to an even more ambitious, holistic digital lifecycle program. In this vision, the Library will realize a coordinated plan across all libraries and collections including a reliable digital preservation approach and a new digital asset management system that will allow us to bring together past and future projects in a more unified location for file management as well as user-friendly discovery. Overall, the project addresses the Library’s goal to improve scholars’ access to resources through a large-scale digital program to convert, preserve, and publish library collections in digital formats in order to enable greater use of our materials. With attention to the design of the infrastructure (policies, procedures, staffing, systems) we aim to increase our digitization throughput to 3M items per year with the necessary design for effective discovery and use.

ALIGNMENTS WITH STRATEGIC GOALS

Describe how the project aligns with the strategic priorities of the Library.

This phase of the Digital Lifecycle Program initiative is closely associated with Strategic Direction 1 (improving how scholars access resources) and two key strategies: a) create and preserve digital collections that expand use of our historic and current materials through widespread digitization and new access services and b) develop long-term solutions that address Berkeley’s space and preservation needs and challenges.

2018-19 PROJECT SCOPE

(Describe the scope of the project during FY 2018-19. The scope defines the boundaries where the project begins and ends. The scope describes what will be delivered including where, when, and how. It describes the services, functions, systems, solutions, or tangible products to be created during the course of the project, as well as the business process impacts.

The digital lifecycle strategic plan was completed as part of the previous year’s strategic projects and initial steps were taken toward implementation. However by FY18 Q3 several activities ran into obstacles that prevented their successful completion and we needed to regroup. This year, in FY19, we will focus on officially launching the program. While the long-term goals of the program remain, the first-year priorities have shifted to focus on establishing the physical and virtual infrastructure; migrating previous works into a unified system focused on access and preservation; developing shared policies, practices, and workflows; and defining the roles and relationships to advance this initiative. By July 2019 we will have addressed key points in each of these five areas: 1) Roadmap refresh, 2) Staffing + Guidance, 3) Policies + Infrastructure, 4) Discovery + Preservation and 5) Projects + Bandwidth.

2018-19 PROJECT DELIVERABLES

(List what will be when it will be delivered, and describe what success look like for the project.)

Deliverables	Date	Measure of success
Acquire interim DLP expertise	November 2018	Identified and appointed/contracted a professional with expertise in this field to assist with program launch
Refresh roadmap and priorities	January 2019	Document with updated plans adopted by Library
Create DLP advisory group(s)	January 2019	Written charge and appointed people to the group(s) with clear process for feedback and decision-making
Confirm workspaces	January 2019	Identified facilities/equipment changes needed for a more productive work environment for Imaging Services
Confirm storage device	January 2019	NetApp storage procured, tested, and implemented
Develop prioritized queues	March 2019	Create and maintain a working list with at least three prioritized projects queued up for each imaging workflow
Develop project management system	March 2019	Implementation of project management system for tracking proposed, queued, in progress, and completed projects along with desired data for workflow assessment/improvement
Confirm DAMS platform	April 2019	DAMS software procured, tested, and determined to meet all expectations; confirmation of configuration/interface, successful ingest and display of at least three collections with differing requirements for storage and display
Announce TIND DA public site	May 2019	Public web site launched in coordination with Library Communications' web site design
Confirm migration plan	May 2019	Written and vetted document outlining queue for migrating all previously digitized materials into TIND DA by June 2022, project plan for retiring other systems, budget implications (if any), and accompanying communication plan
Create policies and guidelines	June 2019	Written and vetted documentation addressing the key issues identified by the DLP Project Team Members and DLP advisory groups (likely to include issues such as project proposal process, project prioritization guidelines, metadata guidelines and procedures, rights statements, quality control, coordination with preservation systems, strategy related to other initiatives (HT, Google, OAC, Merritt, ArchivesSpace), takedown policies, guidelines for vendor projects and contract terms)
Confirm DLP staffing plans	June 2019	Affirmed staffing plan with clarification of reporting lines and an approved job description for the DLP Program Manager
Complete key projects	June 2019	In-house imaging services sustains a 1M/year rate (including special projects requested such as Daily Cal and Public Domain Day); promotion of processes, services, projects and/or milestones effectively coordinated with Library Communications and conveyed to library staff, campus, and donor audiences