

## 2019-20 Project Charter

<b>PROJECT NAME:</b>	Digital Lifecycle Program: Design and infrastructure
<b>PROJECT MANAGER:</b>	Salwa Ismail
<b>TEAM MEMBERS:</b>	Lynne Grigsby, Christine Huhn, Library IT staff. Collaborate with the AULs and many staff from across different units for various subprojects.
<b>PROJECT SPONSOR:</b>	Jeff MacKie-Mason and Salwa Ismail

### **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?*

This phase of the project will focus on addressing two major challenges for access to scholarly content. The first is the design, unification, and deployment of a single platform on which the Library will consolidate its various digital collections and provide access through a single unified portal. The second challenge that we'll address in this phase will be the exploration, experimentation, and adoption of improved metadata strategies and workflows that will enhance the discovery of our digital assets. It will further include policy and process development for proposing new collections for digitization. Library users — faculty, students, researchers, staff, and the public — will benefit from this project as there will be one seamless access portal to the Library's digitized and born-digital treasures and scholarly content. Library staff will benefit as they will have an identified way to propose collections for digitization. The Library will also benefit as this phase will reduce and begin to phase out administrative and technological debt on older, obsolete technology.

### **ALIGNMENTS WITH STRATEGIC GOALS**

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

This phase of the Digital Lifecycle Program initiative advances Strategic Direction 1 (improve how scholars access resources) and three of its key strategies: Optimize the usability and impact of scholarly resources through effective and collaborative curation, acquisition, licensing, preservation, discovery, and accessibility; create and preserve digital collections that expand the use of our historical and modern materials through widespread digitization and new access services; and develop long-term solutions that address Berkeley's space and preservation needs and challenges.

This project will also provide a foundational resource for Strategic Direction 2 (help develop emerging areas of scholarship) by creating and supporting a robust menu of services for emerging areas of research such as data science, digital humanities, and digital scholarship.

### **2019-20 PROJECT SCOPE**

*(Describe the scope of the project during 2019-20. 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 project during FY 19-20 will begin with a soft (Library-only) launch of the digital collections and will conclude when all the deliverable workflows and policies have been established. The scope is the implementation of a program design that enables a robust, streamlined digital collections and services workflow from a unified portal, and creates policies for risk assessment and for proposing new collections to digitize. The outcomes will include a public launch and the establishment of various policies, workflows, and roles. Outcomes will also include a backend unification of the various digital platforms and storage systems, along with the creation of metadata enhancement strategies for better access and delivery. This phase will deliver a proposal for UX testing.

**2019-20 PROJECT DELIVERABLES**

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

<b>Deliverables</b>	<b>Date</b>	<b>Measure of success</b>
Migration of Phase 2 collections	October/November 2019	Migrate all the collections, as defined in Phase 2, into the digital collections portal
Migration of Phase 3 collections	December 2019	Migrate all the collections, as defined in Phase 3, into the digital collections portal
Take-down workflows and policies	January 2020	Take-down policy is articulated and publicly accessible. Workflows are in the process of being designed and roles are being assigned and articulated.
Public launch of the digital collections portal	February 2020	Publicly launch the digital collections platform in early 2020
Promotion	February 2020	Collaborate closely with Library Communications to promote the digital collections portal and continue the promotions year round via various channels to increase the use of the digital collections.
AWS storage strategy	March 2020	Collaborate with IS&T to develop a strategy to leverage discounts for AWS as TIND's reliance on AWS increases our storage costs.
DLP division – creation and engagement	April 2020	Create a proposal for establishing a DLP division to implement and support Library digital initiatives and services.
Hire a DLP program manager	April 2020	A DLP program manager is on board with the Library to assist with moving this project forward and implementing the direction and vision.
Risk and ethics assessment	May 2020	Complete the development and testing of all the workflows and memos related to ethics and risk assessment. Begin the implementation of the policies on collections being digitized.
Digital collection(s) proposal strategy	June 2020	A proposal strategy and workflow has been implemented that allows Library staff to propose collections for digitization and LIS staff to have a

		strategy for queueing the collections to increase digital outputs.
UX testing	June 2020	Explore and begin to develop a strategy to perform UX testing on the digital collections portal, to implement in FY 20-21
DLP positions	June 2020	Explore and propose positions that will be required to grow and establish a robust DLP program
Migration of Phase 4 collections	July/August 2020	Migrate all the collections, as defined in Phase 4, into the digital collections portal. This will complete the migration of all digital collections into one unified portal for access and discovery
Technical infrastructure debt	August 2020	Retire and clean up systems and platforms as migrations are completed.