

Digital Project Life Cycle

Phase I: Project Identification

- ✓ Submit Project Criteria Checklist
- ✓ Submit Project Proposal
- ✓ Determine feasibility
- ✓ Develop preliminary task breakdown
- ✓ Approve/reject proposal

Phase II: Project Plan Development

- ✓ Identify DAM configuration
- ✓ Identify production specifications
- ✓ Identify metadata specifications
- ✓ Identify storage specifications
- ✓ Set participants' meeting schedule
- ✓ Identify timeline and deadline
- ✓ Outline communication plan

Phase III: DAM Configuration & Implementation

- ✓ Complete DAM configuration
- ✓ Digitize proof-of-concept test images
- ✓ Set up metadata template, master spreadsheet
- ✓ Enter metadata for test images

Phase IV: Production and Testing

- ✓ Upload and review test images and metadata
- ✓ Review technical specifications and workflows
- ✓ Make adjustments and document changes
- ✓ Communicate progress
- ✓ Approve project for full production

Phase V: Full Production

- ✓ Complete digitization and metadata entry
- ✓ Periodically upload images and metadata
- ✓ Periodically review content
- ✓ Communicate progress internally and externally
- ✓ Develop promotion/communication plan

Phase VI: Post-Production, Promotion and Assessment

- ✓ Create splash page or edit web templates
- ✓ Archive master production files
- ✓ Identify metadata fields to cross-walk
- ✓ Identify and facilitate training
- ✓ Add link to Digital Collections page
- ✓ Add open collection to OAI list harvesting

Digital Collection Development Procedures

Phase I - Project Identification

1. Identify a possible digital project.
2. Submit the completed [Project Criteria Checklist \(PDF\)](#) and [Project Proposal form \(PDF\)](#) to DL Project Manager
3. Project Manager reviews the submission, distributes the proposal electronically to the project participants and calls a meeting to determine feasibility and preliminary task breakdown. A second project meeting may be called with the project participants and the project submitter to answer any outstanding questions.

FEASIBILITY REQUIRES PRODUCTION TESTING, METADATA OVERVIEW AND SCHEDULING

4. If approved by the project participants, the Administrative representative takes it to Administration for final approval.
5. Administrative representative communicates decision back to Project Manager.
6. Project Manager communicates status of request to project participants.
7. If accepted, the Project Manager produces and coordinates project plan document that comes out of participant discussions on tasks and responsibilities in the following areas:

Phase II - Project Plan Development

DAM Configuration - <i>CONTENTdm</i>	Production	Metadata	Logistics
<ul style="list-style-type: none"> <input type="checkbox"/> PM requests server space allocation and collection location from IT <input type="checkbox"/> Once collection exists, PM configures the collection based on the following decisions: <ul style="list-style-type: none"> <input type="checkbox"/> User permissions: add, view, edit, and delete users; assign administrative rights <input type="checkbox"/> Authentication for digital content, metadata, both, neither; IP or password <input type="checkbox"/> Collection configuration: <ul style="list-style-type: none"> Collection name Collection alias Directory name Collection status Collection permissions User name <ul style="list-style-type: none"> IP address Require permissions for... Collection description <input type="checkbox"/> Display properties, full resolution? <ul style="list-style-type: none"> Enable full resolution (yes/no) Define full resolution settings Volume size Default display image size in pixels Default archive image size in pixels Volume name prefix Display location in <input type="checkbox"/> Settings and field properties (<i>attached</i>) 	<p><i>Production Unit (internal):</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain image source <input type="checkbox"/> Outline technical specifications based on intended use <input type="checkbox"/> Determine file naming <input type="checkbox"/> Confirm technical metadata specifications <p><i>Outsourced:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide vendor with technical metadata template and specifications 	<p><i>Cataloging representative will make administrative and descriptive metadata decisions in collaboration with content provider(s), PM. Specifically, they will:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify metadata needs <input type="checkbox"/> Select scheme/standard for descriptive metadata; complete (attached) spreadsheet identifying choices <input type="checkbox"/> Identify controlled vocabulary/ies <input type="checkbox"/> Identify procedures for mandatory description level <input type="checkbox"/> Establish procedures for input guidelines <input type="checkbox"/> Establish procedures for use of authority control <input type="checkbox"/> Establish procedures for QC <input type="checkbox"/> Fields to cross-walk from catalog or other source to CONTENTdm and from CONTENTdm to catalog <input type="checkbox"/> Decide whether to activate World Cat/OAI harvesting <input type="checkbox"/> When metadata is supplied by an external source, review, evaluate, and edit 	<ul style="list-style-type: none"> <input type="checkbox"/> Meeting Schedule <input type="checkbox"/> Timeline/Deadline <input type="checkbox"/> Communication Plan

Phase III - Configuration /Implementation

DAM Configuration - CONTENTdm	Production	Metadata	Logistics
<ul style="list-style-type: none"> <input type="checkbox"/> Configure based on Project participants decisions stated above. <input type="checkbox"/> Create master metadata spreadsheet and save to metadata central: <p>InternalDrive:\Shared\Digital Initiatives\ProjectFiles\[collection name]\metadata</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Digitize subset of collection digital content (proof-of-concept) for testing purposes (unless digital content already exists or was purchased from outside source) <input type="checkbox"/> Create and transfer technical metadata for image subset to master cataloging spreadsheet stored at central metadata location <p>InternalDrive:\Shared\DigitalInitiatives\Project Files\[collection name]\metadata <i>and a working copy on BASECAMP</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Transfer scanned digital content to Cataloging staff responsible for CDM uploads via InternalDrive:\Repository\[collection name] 	<ul style="list-style-type: none"> <input type="checkbox"/> Transfer metadata setting and field property decisions to attached project tracking template and save to metadata central: <p>InternalDrive:\Shared\Digital Initiatives\ProjectFiles\[collection name]\metadata</p> <ul style="list-style-type: none"> <input type="checkbox"/> Enter metadata for image subset <input type="checkbox"/> QC metadata 	<ul style="list-style-type: none"> <input type="checkbox"/> Confirm metadata central (i.e., location of master metadata spreadsheet): <p>InternalDrive:\Shared\Digital Initiatives\ProjectFiles\[collection name]\metadata</p> <ul style="list-style-type: none"> <input type="checkbox"/> Specify process to transfer digital content to cataloging staff responsible for CDM uploads via: <p>InternalDrive:\Repository\[collection name]</p>

Phase IV - Production and Testing

DAM Configuration - CONTENTdm	Production	Metadata	Logistics
<ul style="list-style-type: none"> <input type="checkbox"/> Upload test digital content (and metadata) to CDM from: <p>InternalDrive:\Repository\[collection name]</p> <p>and</p> <p>InternalDrive:\Shared\Digital Initiatives\ProjectFiles\[collection name]\metadata</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review digital content, test searching <input type="checkbox"/> Make needed configuration adjustments; document them 	<ul style="list-style-type: none"> <input type="checkbox"/> Review technical specifications and workflow <input type="checkbox"/> Make needed production, workflow and/or QC adjustments; document them 	<ul style="list-style-type: none"> <input type="checkbox"/> Review metadata <input type="checkbox"/> Make needed edits or adjustments; document them in attached project tracking spreadsheet at metadata central 	<ul style="list-style-type: none"> <input type="checkbox"/> Meet <input type="checkbox"/> Communicate progress
<p>NOTE: Review subset/test collection in CONTENTdm -- PM, Metadata Cataloger, Requestor, Content Provider, Others? Approval by all testers is required to proceed with full production.</p>			

Phase V - Full Production

DAM - CONTENTdm	Production	Metadata	Logistics
<ul style="list-style-type: none"> <input type="checkbox"/> Periodically upload digital content and metadata <input type="checkbox"/> Periodic review by Project participants 	<ul style="list-style-type: none"> <input type="checkbox"/> Complete digitization <input type="checkbox"/> Transfer to central location for upload 	<ul style="list-style-type: none"> <input type="checkbox"/> Complete metadata entry <input type="checkbox"/> Periodic review by Metadata Cataloger, Project Manager and Requestor 	<ul style="list-style-type: none"> <input type="checkbox"/> Meet <input type="checkbox"/> Communicate progress internally and externally

Phase VI - Post Production, Promotion and Assessment

DAM - CONTENTdm	Production	Metadata	Logistics/Other
<ul style="list-style-type: none"> <input type="checkbox"/> Publish new collection - PM 	<ul style="list-style-type: none"> <input type="checkbox"/> Add link and description provided by <i>requestor</i> to Digital Collections page <input type="checkbox"/> Create splash page if needed OR edit and modify web templates - in collaboration with IT and PM <input type="checkbox"/> Archive production files: InternalDrive:\Repository\[collection name] 	<ul style="list-style-type: none"> <input type="checkbox"/> If required, activate OAI/WorldCat harvesting <input type="checkbox"/> Crosswalk as needed 	<ul style="list-style-type: none"> <input type="checkbox"/> Meet <input type="checkbox"/> Communicate progress internally and externally <input type="checkbox"/> Facilitate training and liaison with vendor-supplied support - PM <input type="checkbox"/> Develop training materials for staff and faculty - Trainer <input type="checkbox"/> Conduct training with faculty and staff as content providers and as users - with Trainer <input type="checkbox"/> Assess collection with requestor, assessment, others

DAM/CONTENTdm Project Metadata - Configuration Decisions - Template

For each project, consult with the PM and/or cataloging representative and complete the template to document CDM metadata configuration decisions.

Field Label	Mapped to (DC)	Local Practice	Data Type	Large	Search	Hide	Controlled Vocabulary	Mandatory	Authority
								(per local metadata document)	
Title			Text/Date/Full Text Search	Yes/No	Yes/No	Yes/No	Yes/No	Yes	Yes/No
Alternate Title			Text/Date/Full Text Search	Yes/No	Yes/No	Yes/No	Yes/No		Yes/No
Creator			Text/Date/Full Text Search	Yes/No	Yes/No	Yes/No	Yes/No	Yes if available	Yes/No
Subjects			Text/Date/Full Text Search	Yes/No	Yes/No	Yes/No	Yes/No	Yes	Yes/No
Medium			Text/Date/Full Text Search	Yes/No	Yes/No	Yes/No	Yes/No		Yes/No
Period			Text/Date/Full Text Search	Yes/No	Yes/No	Yes/No	Yes/No		Yes/No
Country of Origin			Text/Date/Full Text Search	Yes/No	Yes/No	Yes/No	Yes/No		Yes/No
Date Original			Text/Date/Full Text Search	Yes/No	Yes/No	Yes/No	Yes/No	Yes if available	Yes/No
Present Location			Text/Date/Full Text Search	Yes/No	Yes/No	Yes/No	Yes/No		Yes/No
Contributor			Text/Date/Full Text Search	Yes/No	Yes/No	Yes/No	Yes/No		Yes/No
Note (Source)			Text/Date/Full Text Search	Yes/No	Yes/No	Yes/No	Yes/No		Yes/No
Source			Text/Date/Full Text Search	Yes/No	Yes/No	Yes/No	Yes/No		Yes/No
View Description			Text/Date/Full Text Search	Yes/No	Yes/No	Yes/No	Yes/No		Yes/No
Digital Specifications			Text/Date/Full Text Search	Yes/No	Yes/No	Yes/No	Yes/No		Yes/No
Date Digital			Text/Date/Full Text Search	Yes/No	Yes/No	Yes/No	Yes/No		Yes/No
Picture Credit			Text/Date/Full Text Search	Yes/No	Yes/No	Yes/No	Yes/No		Yes/No
Rights Statement			Text/Date/Full Text Search	Yes/No	Yes/No	Yes/No	Yes/No	Yes if available	Yes/No
File Name			Text	No	Yes/No	Yes/No	No	Yes	No