Digital Commons @ Michigan Tech Project Plan Template

Michigan Technological University

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After the project proposal is accepted, you will be contacted by a library staff member who will assist you throughout the planning process. The Project Plan will be developed by project leader(s) in partnership with a sponsor/sponsoring unit.

1. Project statement
   - Include a copy of the project proposal.

2. Scope and outcomes
   - Describe the specific deliverables that will be produced, such as the establishment of the collection itself, metadata, workflow documentation, final reports, etc.
   - Explain how authors’ rights will be addressed. Examples include specific forms and agreements, and how they will be handled.
   - If applicable, include a sustainability plan. This is important for projects focused on collections with continuous or long-term growth.

3. Team
   - Identify team members and describe their roles.

4. Resources
   - Describe the resources required and any associated costs (e.g. materials, time, training, software, online services, equipment).

5. Timeline
   - Provide anticipated beginning and end dates for each phase of the project. Please describe these phases and their anticipated outcomes. Also identify the team members involved in each phase.

Approval: This project plan will be approved jointly by the library and the sponsoring unit.

Finalized: 12/03/2014
Approved: 1/27/2015