

Project Management for Digitization Programs

Part One:
Planning Your Project

March 23, 2016

OurDigitalWorld.org

Project and Program Planning (March 23, 2016)

- Overview
- The 'big picture' of digitization projects
  - Why, funding, and who
- Program planning
  - What, how
  - Project tracking and documentation
  - Evaluation

Implementing your digitization program (March 30 Session)

- Collection inventories
- Metadata
- Copyright
- Creating digital objects
- Workflows & best practices
- Documentation & evaluation

Delivering your digital collections online (April 6, 2016)

- Discovery
- Access
- Attribution
- Community engagement
- Crowdsourcing

INTRODUCTION

About ODW

- We partner with organizations in managing, preserving and sharing our digital assets.
- We make local community history globally accessible.
- We advocate for digital cultural heritage as a public good: sharing, access, attribution, and reuse.

About ODW

- Discoverable, online access to over 4 million digital assets and community stories: videos, scrapbooks, images, newsletters, etc.
- Offer the VITA toolkit for creating and managing multimedia collections, indexing and newspaper projects, including hosting, individual and regional sites
- The largest Ontario newspaper archives (one of the largest public newspaper archives in the world)
- Easy search and access to over 33,000 government documents from the Legislative Library collection
- Trusted resource for digitization project planning

Digitization is …

- Capturing the “object”
- Adding value by capturing the “data”
- How the digital object + data will be discovered and accessed by the user

Act locally, think globally

- The choices you make locally have long-term impact on the sustainability of your digital assets.

- No matter what “level” you are working at – your digital collections need to be part of the web ecosystem.

Part I

THE BIG PICTURE

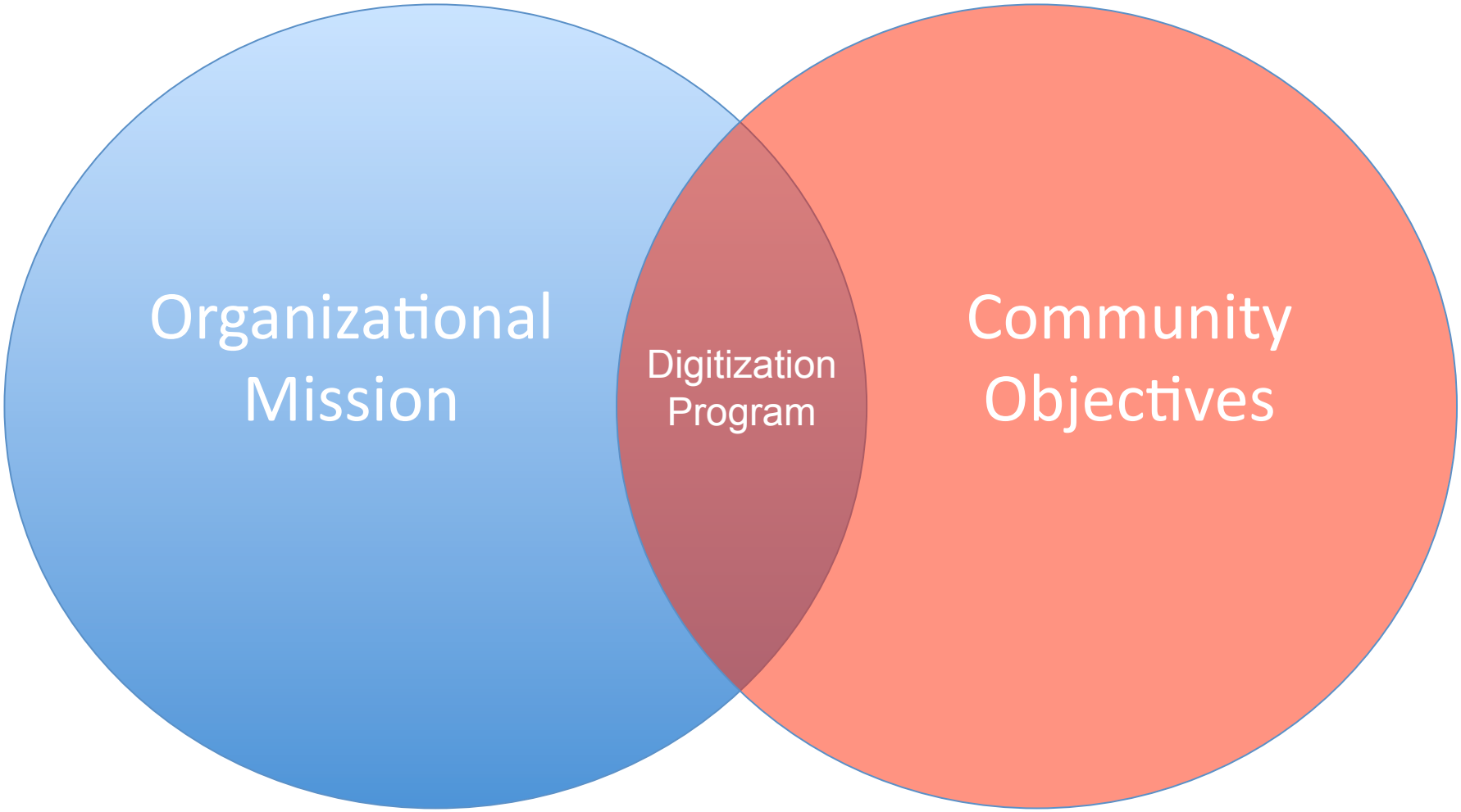
Breaking it down: The project plan

- Putting together the plan or proposal
  - Integration
  - Scale
  - Budget
- What you need to get the job done
  - Equipment
  - Staff
- Your digital collection
  - Standards
  - Technology
  - Display

The 5 Ws

- **Why** digitize?
- **When** – what are your timelines?
- **What** are your goals?
- **Who** is the audience?
- **How** will you do it?

Integrating a digitization project



A Project

- Finite: start and end date
- Specific number and types of items
- One time grant/funding

Program

- Ongoing
- Series of projects
- Part of operations

Projects exist within a program framework

How to fund your program

- Align proposal with funder mandates
- Project funding should advance existing programs or objectives
- Make proposals concrete
- Show established partnerships and community support
- Illustrate plans for sustainability

Where to find funds

- Provincial or Federal government grants
- Sector-specific funds (e.g. Culture or History grants)
- Employment support or training programs
- Private/corporate donations
- Community fundraising or sponsorship
- Operational funds

QUESTION:
OTHER SOURCES OF FUNDING?



Search (Advanced) >> Results Search: Go SHARE

We found 13 matching items.
Subject: Dam at Rapides des Joachims **Sort by:** Relevance

Page 1 of 1



Deux Rivières' Face Lifted By Hydro Dam

1952, 1, 6` Article reprinted from the Globe and Mail, highlighting the changes in Deux Rivières brought on by the forced relocation of the city. The construction of the Swisha dam caused the water levels of the Ottawa River to rise. Buildings needed to be torn down and relocated. Though there was some...



Workers Employed by the Building of the Swisha Dam

1946 Men sitting at a picnic table inside a meal tent at a work camp for the Rapides-des-Joachims dam. These men were in charge of the cutting of the "slash". These men were in charge of cutting all the timber in preparation for the rising water levels caused by the building of the Swisha dam at Les...



Ann Yantha Interview

Video interview of Mackey Resident, Ann Yantha. "...Our wealth was not of materials, but rather the diamonds of sunshine on water or reflected from the crystals of new fallen snow."



The "Swisha" Dam: A Powerful Force in the Valley

Mike Blore, The "Swisha" Dam: A Powerful Force in the Valley, North Renfrew Times, August 22, 1990, p. 11 The bottom of this article is missing Therefore some paragraphs are cut off.



Water Levels Raise Tempers at Meeting

Vance Gutzman, Water Levels Raise Tempers at Meeting, North Renfrew Times, July 26 1995 Water levels raise tempers at meeting by Vance Gutzman Some angry resort and cottage owners had a chance to vent some anger at Ontario Hydro officials Monday night over fluctuating water levels in the Ottawa River. Water levels have not been con¬sistent in this region so far this ...

Search within these results:

Go

Sort

Ordered by: Relevance

- Oldest date (to newest)
- Newest date (to oldest)

Media Types

- Image (6)
- Object (1)
- Text (6)
- Video (5)

Contributors

Head, Clara and Maria Public Library (13)

Years

1940s	1940	1941	1942	1943	1944	1945	1946	1947	1948	1949
1950s	1950	1951	1952	1953	1954	1955	1956	1957	1958	1959
1960s	1960	1961	1962	1963	1964	1965	1966	1967	1968	1969
1970s	1970	1971	1972	1973	1974	1975	1976	1977	1978	1979
1980s	1980	1981	1982	1983	1984	1985	1986	1987	1988	1989
1990s	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999
2000s	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009

Map

Digitization Day at the Stonecliffe library: call for contributions

Ontario Power Generation… recently made a $1,250 contribution to the Head, Clara and Maria Public Library's Community Digitization Project…

itage collection and more importantly it will allow us to save and share our local history.

The Head, Clara & Maria Public

Ontario Ministry … $15 million investment in … libraries.



Ontario Power Generation, represented by Jennifer Gardiner, second from left, recently made a $1,250 contribution to the Head, Clara and Maria Public Library's Community Digitization Project (CDP). Accepting the cheque is Nancy Champagne-Skuce, digitization assistant, left, Morgan Peachy-Dupon, digitization facilitator, right, and Pam Charron of the Head, Clara and Maria Public Library board, centre. The HCM library was recently chosen as one of 20 pilot CDP libraries. The project will see local historical collections scanned and uploaded to a dedicated website on the "Our Ontario" portal.

Apr 19, 2013 | Vote 0 0

Whitby Archives receives $127,000 donation

Funding helps bring town's history to the world through digitization

Oshawa This Week

By Parvaneh Pessian

WHITBY -- Someone living outside of the country who's interested in learning more about their ancestors from Whitby can easily find that information at the click of a mouse.

That's because the Whitby Archives provides an extensive collection of historical photographs and documents online as part of its award-winning archives digitization project.

"I'm amazed at how far Whitby's history has spread across the country and other parts of the world," says archivist Sarah Ferencz.

The Whitby Archives, located in the central branch of the Whitby Public Library at 405 Dundas St. W., was recently presented $127,000 from an anonymous donor through the Durham Community Foundation. The donation is one of several that have been made since the launch of the archives digitization program in 2008.



Whitby Archives receives $127,000 donation

Jason Liebregts / Metroland

WHITBY -- Sarah Ferencz, archivist, seated, and Megan Pugh, archives technician, checked out some historic photos at Whitby Archives which recently received a donation from an anonymous donor through Durham Community Foundation. The donation will allow Whitby Archives to continue its digitization program. April 17, 2013

Power of partnerships

- Collaboration builds stronger networks:
  - Expertise & experience
  - Resource sharing
  - Multi-organizational buy-in
- Regional representation
- Building community & sharing community memory



A Historical Journey: North of Huron

Thessalon Iron Bridge Little Rapids



Options
Advanced Search
Photo Essays
Browse by Location
Mysteries
What's New
Photo Essays
RSS
Atom
How to link to this site

Search The Collection

Search

Find Clear

Featured Collections

- Bridges of Thessalon
- Logging in the Iron Bridge Area
- The Main Street of Thessalon

Featured Essays



From Forest to Factory



Thessalon's Bygone Days



Uniquely Thessalon

What's New



No. 1 Platoon C. Company, A16. C.I.T.C. Currie Barracks, Calgary 1944

A black and white photo taken of No. 1 Platoon C. Company, A16. C.I.T.C. Currie Barracks, Calgary 1944

ALMAGUIN HIGHLANDS DIGITAL COLLECTION

Options

- Mobile Search
- Advanced Search
- Browse by Location
- Mysteries
- Photo Essays
- Search Hints
- What's New
- RSS
- Atom
- How to link to this site

Search the collection

Search

Find Clear

Featured groups

- Churches of The Almaguin Highlands
- Lumber in the Almaguin Highlands
- Riverboats and the Magnetawan River.

Featured essays



Flooding of the Rivers



Maple Island Fishing



Riding the River

Collection Mysteries



Pencil Sketch of a Large Wooden Barn, 1977

Is this sketch of a barn in Perry Township?

ALMAGUIN HIGHLANDS DIGITAL COLLECTION

Search (Advanced) >> Results **Search:** Go SHARE

We found **1307** matching items.
Sort by: Relevance

Page 1 of 33 **1** 2 3 ... 32 33 Next →



Scenic Conservation

1954, Large book made by the students of a local school in Kearney. The book was made in 1954. It covers many areas of conservation in Kearney accompanied by many large black and white photographs.



Kearney 100 Years

1908, p. 367, p. 367 Three-hundred-fifty-seven page book on the history of the village and Kearney and the surrounding villages. The main sections of the book are: farming, forestry, commerce, railroads, hotels, mining, families, mysteries, ghost towns, churches, recreation, schools, local organizations & local music...



Brook's Falls

circa 1930, Black and white photograph of Brook's Falls, located on the property owned by Larry Brooks. There is a a wooden bridge crossing over the waterway. Along waterfall sides there are trees growing out of the rocks.



Bevan's Lake

circa 1930, Black and white photograph of Bevan's Lake beside the property that was owned by Larry Brooks. In background of the photograph the shoreline is thick with trees. There is also some logs sticking out of the water in the middle of the lake.

Search within these results:

Go

Sort

Ordered by: Relevance

- Oldest date (to newest)
- Newest date (to oldest)

Media Types

- Image (1241)
- Text (144)
- Video (6)

Contributors

- Burk's Falls, Armour & Ryerson Union PL (198)
- Kearney and Area Public Library (11)
- Magnetawan Public Library (107)
- Perry Township Public Library (31)
- South River - Machar Union PL (540)
- Sundridge - Strong Union PL (337)
- Whitestone-Hagerman Memorial PL (83)

Lakes and Islands, Times Past

THE SHARED DIGITAL HISTORIES OF RIDEAU LAKES & LEEDS AND THE THOUSAND ISLANDS

Options

- Mobile Search
- Advanced Search
- Browse by Location
- Mysteries
- Search Hints
- What's New
- RSS
- Atom

Search Our Collection

Search Find Clear

What's New?



Fettercairn Island

Black and white photograph of Fettercairn Island around 1916 – 1918.(Condition: Fair.) Photograph taken of Soldier's Convalescent Camp at...

Powered by / Alimenté par vita digital toolkit

QUESTIONS?

Part II

PLANNING YOUR PROJECT

At the heart of digitization lies collection management

~ Walter Lewis

What is a Digital Collection?

A digital collection is created when digital objects are selected and organized for *discovery*, *access* and *long-term use.*

“Good” Digital Collections

- Plan for sustainability
- Standardized, accessible data
- Manage digital objects easily
- Accessible system
- Interactive options

A carelessly planned project will take three times longer to complete than you expected; a carefully planned project will only take twice as long.

~U of California Observatories

Project Management Fundamentals

- The project lifecycle
- Staff
- Budget
- Workplans & workflows
- Risk management
- Measurement & evaluation
- Promotion

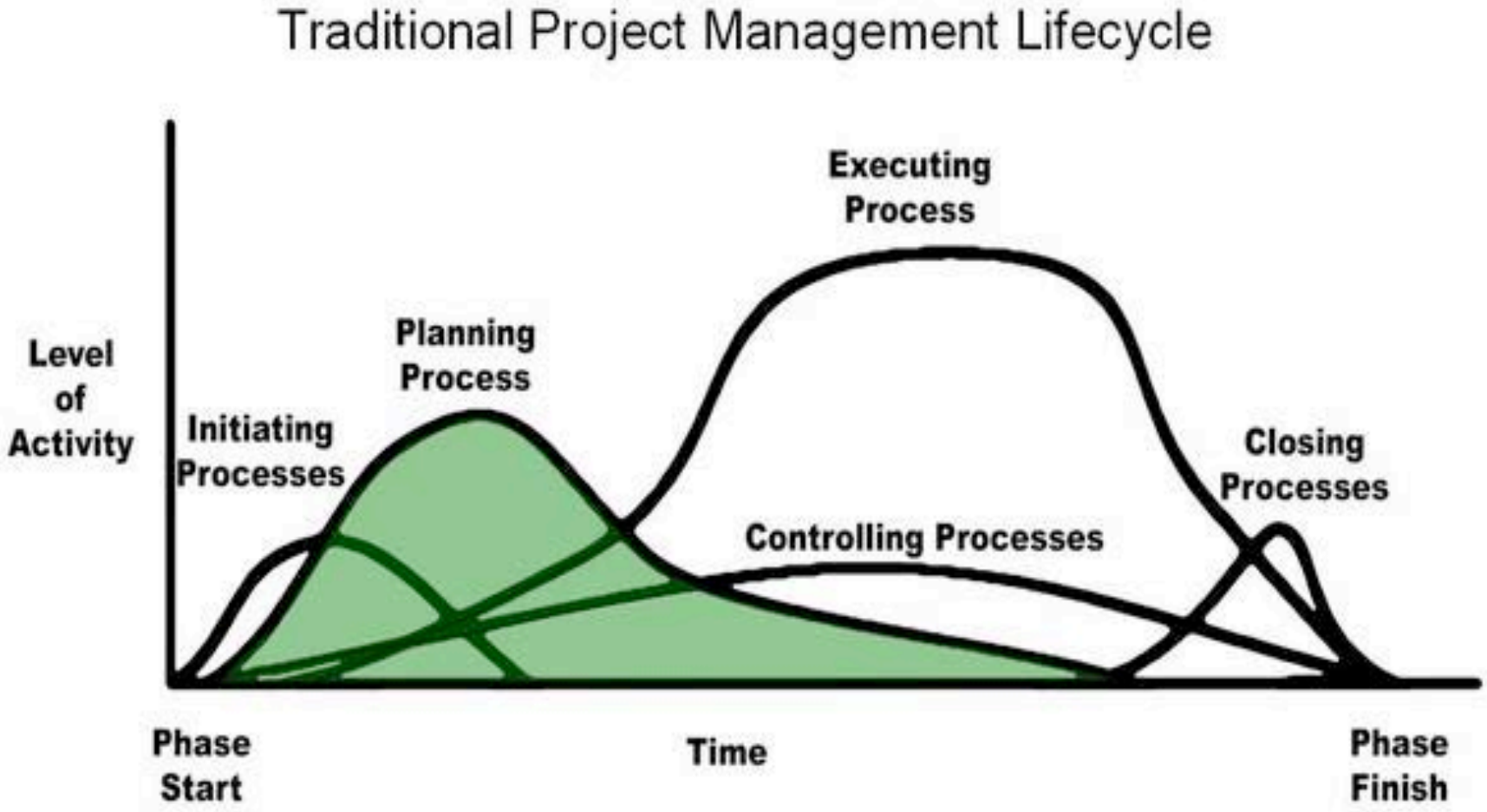


Figure 1 – Traditional Planning Focus
(Adapted the from PMBOK Guide)

Staff

- Internal or external
- Hiring process
- Skill sets & responsibilities
- Impact



Position Overview:

The Digitization Assistant will follow best practices for digitization of hard-copy materials; save and upload digital objects; create and edit records according to the policies and practices recommended by the host organization. S/he must be flexible, be able to relocate operations when necessary, be able to work as part of a team, be comfortable with web 2.0 tools and the online environment, and manage repetitive tasks with thorough attention to detail.

Responsibilities:

- Digitization of analogue (hard copy) objects
- File storage and management of digital objects
- Create descriptions for digital objects (may involve data entry)
- Internet and in-house research
- Indexing and organization of diverse material

Required Experience and Skills:

- Working knowledge of digitization equipment, practices and software
- Familiarity with digital media formats and best practices
- Good typing, computer and internet skills
- Have a working knowledge of web 2.0 tools and internet environment
- Excellent English language communication skills
- Excellent English spelling, grammar, and reading skills

Preferred Qualifications:

- Able to handle repetitive tasks while paying attention to detail
- Able to work independently and under supervision in a busy library setting as well as part of a team

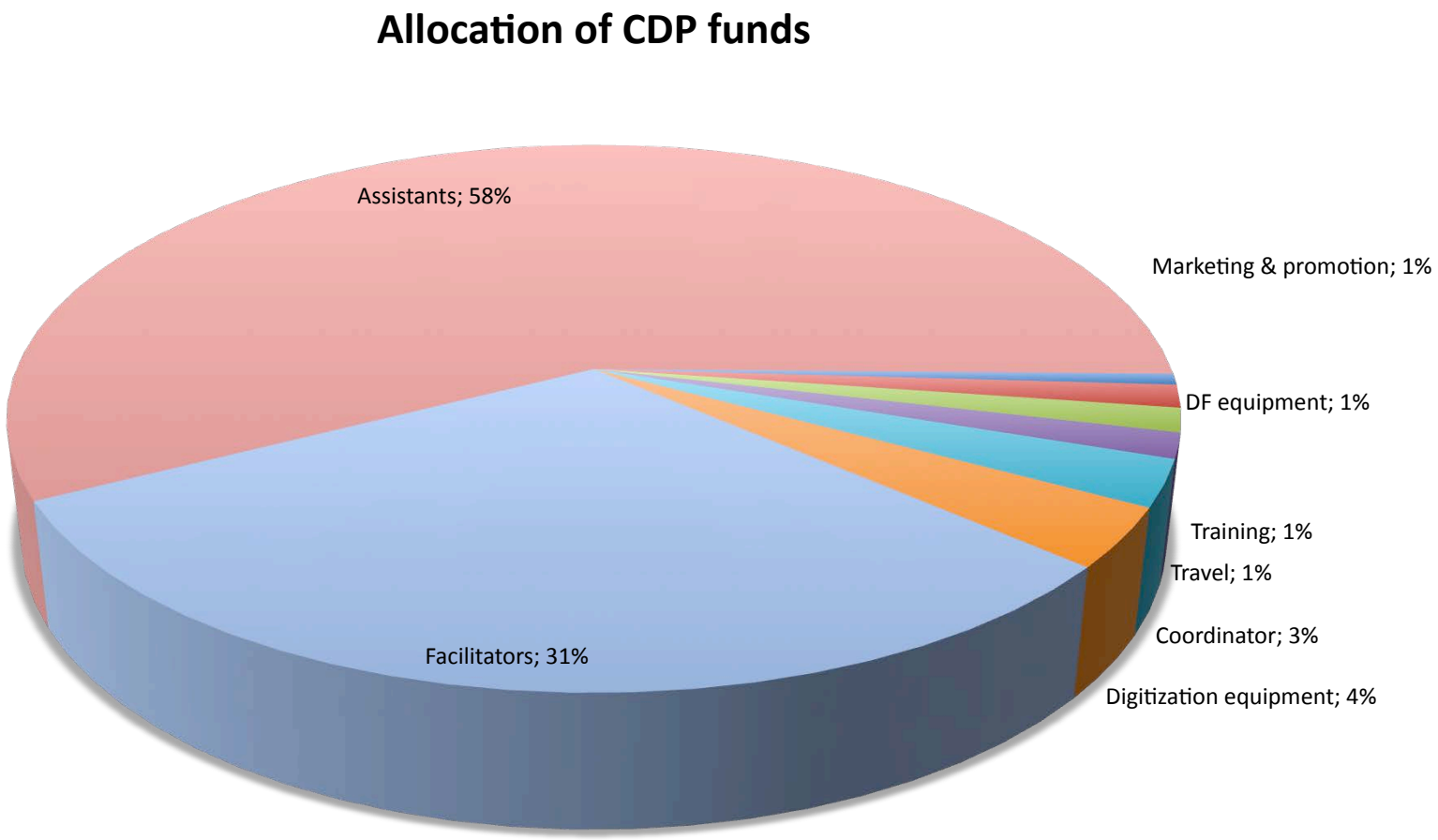
Adaptable and willing to learn

Budgeting for Digitization Activities (Anticipating Costs)



- Task (description, retrieving and preparing item, conversion, etc.)
- Time required (per task/per item – converting from audio to WAV file = 20 minutes per tape)
- Total = no. of items x hours x salary

2-year digitization program



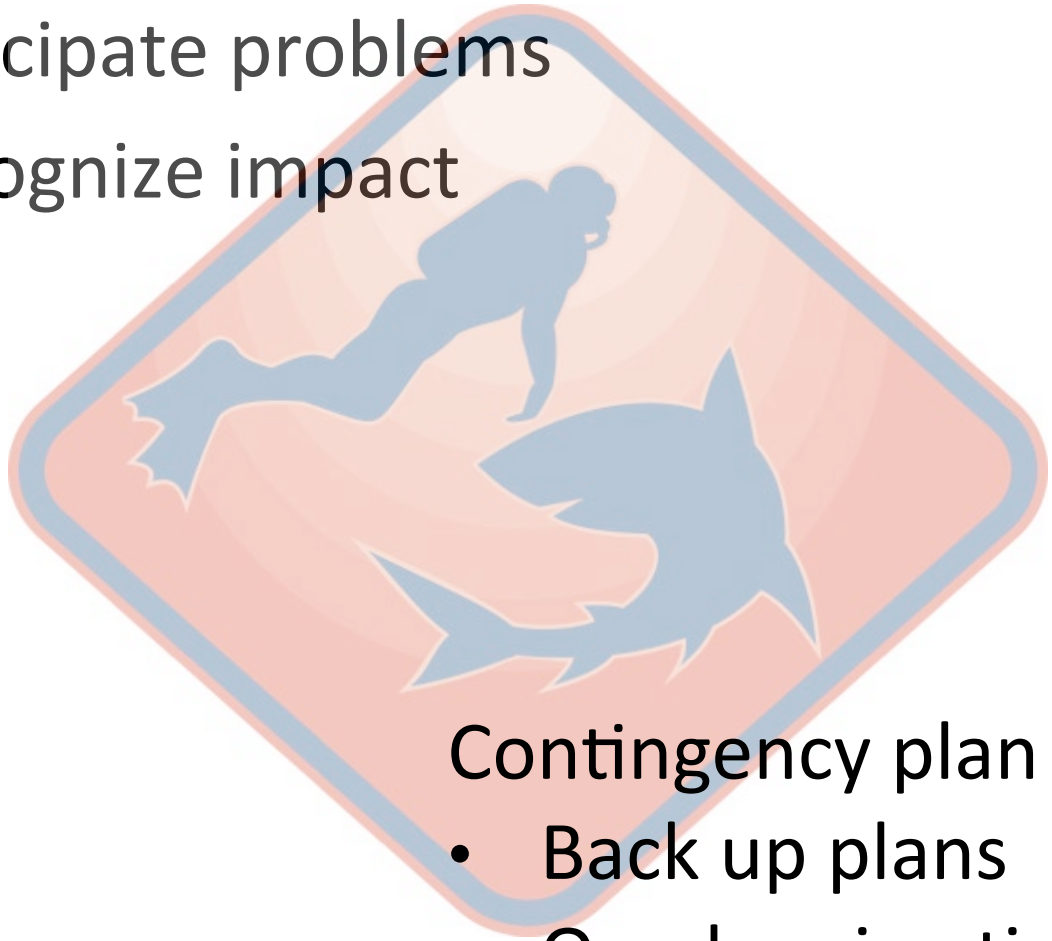
92% staffing / 4% Equipment / 4% Everything else

Workplans & Workflows

- Responsibilities
- Timelines
- Best Practices
- Policies
- Metadata Application Profile
- Digitization process

Risk Analysis (if…):

- Anticipate problems
- Recognize impact



Contingency plan (then…):

- Back up plans
- Overlapping timelines
- Priorities

Scope Creep

If project content is allowed to change freely, the rate of change will exceed the rate of progress.

~U of California Observatories

Measurement & Evaluation

Why?

- Motivation
- Hard facts and figures
- Learn and improve

How?

- Schedule milestones
- Meetings & reports
- Ongoing documentation

Summary

- Think ahead
- Collaborate
- Have clear objectives
- Anticipate problems
- Document everything
- Learn from your experience (iterative)
- Share your information

QUESTIONS?

Resources and more information

Digitization project management resources

http://ourdigitalworld.org/services/resources/

Sample policy/workflow documents

http://othree.ca/vita/documents/digitization_project_documentation_samples

Your questions answered

http://bit.ly/1RiDOsW



Thank You!

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