# Project Charter

*Guideline: All fields should be completed, even if just to say "Not applicable" etc.*

## PROJECT DEFINITION

### Project name

**Digitized Deaf Rare Books**

### Problem Statement

This section describes the business problem that this project was created to address. The problem may be process, technology, or product/service oriented. This section should not include any discussion related to the solution.

There are approximately 150 books published between 1546 and 1923 that have been digitized by Gallaudet University, but they have not been put into a repository to be made available.

### Strategic Alignment

All projects should support the organization’s strategy and strategic plans in order to add value and maintain executive and organizational support. This section provides an overview of the organizational strategic plans that are related to the project. This includes the strategic plan, what the plan calls for, and how the project supports the strategic plan.

Part of the Vision Statement for Gallaudet University is " Gallaudet will ... strive to become the leading international resource for research, innovation and outreach related to deaf and hard of hearing people ... Gallaudet will achieve these outcomes through ... Creation of a virtual campus that expands Gallaudet's reach to a broader audience of visual learners."

These books are important works relating to the history of education of deaf people, and by digitizing and making them available, the project will further the creation of a "virtual campus"

### Related Projects

* Scanned Electronic Deaf News
* Deaf Mutes' Journal 1875-1938
* Buff and Blue 1934-1945
* Connecticut School Reports, 1817-1970
* Photograph Albums and Scrap Album Books
* Silent Worker Collection
* Deaf Biography File
* Gallaudet Historical Photograph Collection/Alumni Card Collection

### Project Scope

This should be a high-level scope statement that includes deliverables and boundaries.

* This project will deliver 150 rare book packages (files and descriptive metadata) to the Internet Archive and to the WRLC Digital Object Catalog.
* An appropriate strategy for digital books will be determined and implemented for the DOC.
* While submission to the Internet Archive will provide a level of preservation for the bitstreams (images and metadata) there will be no specific preservation metadata created.
* Descriptive metadata will be exported from the WorldCat catalog with a preference for the Gallaudet record when available.
* Descriptive metadata will not be edited.
* Digital books will have persistent URLs in the Internet Archive.
* Digital books will have URLS in the WRLC DOC.
* Links will be possible from GU bibliographic records, but creating those links is not part of this project.
* The files submitted will be the files already digitized by Gallaudet University - additional digitization is not part of this project.

### Anticipated Outcomes (including discovery and use)

This section should describe the anticipated outcome if the proposed project or initiative is implemented. It should include how the project will benefit the business and describe what the end state of the project should be.

150 rare books concerning the education of deaf people will be ingested into the books collection at the Internet Archive and will be available and full-text searchable as part of the whole collection of texts. After 50 books are ingested then an expandable collection will be made by the Internet Archive for this specific set of books.

These same books will also be ingested into the Digital Objects Catalog (WRLC DSpace Repository) either as packages of complex digital objects (with separate files for each page) or as a pdf object.

## FEASIBILITY / BUSINESS CASE

### Project Assumptions

This section lists the preliminary assumptions for the proposed project. As the project is selected and moves into detailed project planning, the list of assumptions will most likely grow as the project plan is developed. However, for the business case there should be at least a preliminary list from which to build.

* Digital files are of sufficient quality to ingest into IA and DOC
* Descriptive metadata exists for these published books and will be available in WorldCat
* The Internet Archive will continue to accept submissions through the HTTP uploader or the S3 API

### Project Constraints

This section lists the preliminary constraints for the proposed project. As the project is selected and moves into detailed project planning, the list of constraints will most likely grow as the project plan is developed. However, for the business case there should be at least a preliminary list from which to build.

* WRLC Digital Projects Coordinator will submit the digital objects to the Internet Archive, amongst other projects and tasks - so time is a constraint
* File sizes and bandwidth are potential constraints - will need to test speed of ingests
* If S3 API becomes necessary then access to Curl expertise could be needed

### Rights analysis (including description of permissions needed)

The Project Charter should contain rights specifications for entire project/collection.

* All texts are in the public domain

### Organizational Impact

This section describes how the proposed project will modify or affect the organizational processes, tools, hardware, and/or software. It should also explain any new roles which would be created or how existing roles may change as a result of the project.

* This will be a proof-of-concept project for submitting books to the Internet Archive
* This could also be a project that brings focus on the treatment of complex digital objects in the DSpace DOC

### Technology Impact

This section provides a high-level overview of how the new technology will be implemented and how data from the legacy technology will be migrated. This section should also explain any outstanding technical requirements and obstacles which need to be addressed.

Not applicable.

### Benefit Analysis

The purpose of this is to illustrate the benefits of the project and compare them with resources to determine if the project is worth pursuing.

Very low level of resources required for this project, so benefits greatly outweigh resources required.

### Alternatives Analysis

A brief summary of considered alternatives---one of which should be doing nothing. The reasons for not selecting the alternatives should also be included.

One potential alternative would be to see if these digitized books already exist in the Internet Archive - however, this investigation could take as long (and potentially longer) than submitting them - and the creation of a collection page on the Internet Archive site will increase exposure to Gallaudet resources.

Another alternative would be to either upload to IA only, or wait until the DOC is ready for the new collection and only ingest there - addition to the DOC will allow these books to be available from within the broader context of Gallaudet non-book materials. However once the books are prepared for one kind of ingest, getting it ready for the other should be a fairly minor activity.

### Additional resources required (including external cost estimates, as required)

Not applicable.

## GENERAL WORK PLAN

### Documentation Plan

|  |  |
| --- | --- |
| **Potential Documents** |  |
| Project Charter | X |
| Work Plan - in JIRA tasks | X |
| Digitization Management Plan |  |
| Software Development Plan |  |
| Risk Register |  |
| Change Log | X |
| Lessons Learned | X |

### Project team and responsibilities

Leah Prescott, Digital Projects Coordinator - WRLC

### Major Project Milestones

This section lists the major project milestones and their target completion dates. These milestones and target dates are estimates and changes should be noted in the Change Log.

|  |  |
| --- | --- |
| **Milestones/Deliverables** | **Target Date** |
| Project Charter | 4/16/2012 |
| Project Plan Review and Completion | 4/20/2012 |
| Project Kickoff | 4/23/2012 |
| Phase I - Books uploaded to IA | 6/01/2012 |
| Phase II - Books loaded into DOC | TBD |
| Closeout/Project Completion | 6/30/2012 |

## SUMMATION AND FINALIZATION

### Justification

This section justifies why the recommended project should be implemented and why it was selected over other alternatives. Where applicable, quantitative support should be provided and the impact of not implementing the project should also be stated.

These materials represent significant works relating to the study of the history of deaf people, and given the fact that it is a straight-forward project, with no significant costs, where the digitization has already been done, that can act as a prototype for future book projects, it seems a worthy project to proceed with.

### Recommendation

This section summarizes the approach for how the project will address the business problem. This section should also describe how desirable results will be achieved by moving forward with the project.

See Justification above

### Approvals

Project to be reviewed by Digital Practices Committee

### Approved by:

Agency:

Date: