

# **Sipnuuk Digital Library**

## **DRAFT Project Planning Worksheet**

**Project Name:**

**Project Description:**

**Source of Funding:**

**Status of Funding:**

**Source of Scope Details and User Needs:**

**What is the purpose of this project?**

**Who will use or do you hope will use the materials processed into the library through this project?**

**Do you hope to collect and/or process published materials or primary source materials for this project, or both?**

**Are there specific geographic areas that will be focused on for this project? If so, what are they and why are they being focused on?**

**What time periods will be represented in the materials collected and/or processed? Chronological periods (Intellectual content, publication dates, periods excluded)**

**What subject areas will be represented in the materials collected and/or processed?**

**How will you identify desired acquisitions/priorities and make selections for this project?**

**What content formats will be represented in the materials collected and/or processed?**

**Are there any types of materials that you will be specifically not be collecting and/or processing for this project? If so, why will you be excluding these materials?**

**What are the highest collection and processing priorities for this project?**

**Are there culturally sensitive materials associated with this project? If so, what is your plan for protecting them?**

**What materials, supplies, and/or specialized knowledge will you need to complete this project?**