

DLP DIGITAL PROJECT PROPOSAL GUIDELINES

These guidelines are provided to assist Project Managers with the formulation of proposals; to provide the Digital Projects Review Committee, the Digital Library Program staff and other readers with a standard format for review; and to facilitate project management by all parties.

Project Proposals

Proposals are encouraged and accepted on a continual basis. Deadlines for review of Preliminary Proposals occur in **mid-October** and **mid-April** each year. The Digital Library Program staff is available for consultation and advice on formulating project proposals and determining the scope of projects. A *Call for Proposals* will be posted on the DLP web site two months prior to the deadline.

Grant Proposals

After review of preliminary proposals, projects that need external funding will be invited to develop full grant proposals which require additional development of work plans and budgets. At this stage, the DLP staff will be available to assist Project Managers in the development of proposals and work plans, to recommend systems and services, and to provide technical specifications for the project.

DLP Assistance

Since DLP systems, services and expertise are developing on a continual basis, consultation with the DLP team is key to writing successful proposals. The team is available to provide advice and assistance at all stages of project development from preliminary proposals through project completion. Current contact information is available on the DLP web site www.dlib.indiana.edu.

Project Management

Overall project management for digital projects resides in the project unit. The Project Manager engages in project planning; documentation; coordination of staff, activities and scheduling; oversight and reporting. In this stage of the Digital Library Program, projects are collaborative in nature and are likely to entail participation in the planning and development of new systems and services with DLP staff. As more systems and services become operational, the level of commitment in this area may change. Currently, the position of project manager demands between 20% and 30% of the workweek, with an average of 10 hours/week. For projects of a large scope, management may require up to 50% of the Project Manager's time. To ensure project success, consult the Digital Library Program about the likely commitment required for specific projects and about options for hiring and/or sharing the responsibilities.

Meetings and Reports

The Digital Library Program staff and the Project Manager will meet regularly to assess project status and track progress. Most projects will meet bimonthly, but some short-term projects will require more frequent tracking. The appropriate number of meetings should be scheduled as part of the work plan.