



INITIAL PROJECT PROPOSAL

Date of Request

Project Requestor/Partner

MSL Project Champion

MSL Project Manager

Project Title

Description of Project

TIMELINE

Time Frame of Project

Deadline of Project

PROJECT CONTENT

Format of Original Materials

Estimated Quantity

Size / Dimensions

Age Range

Comments

Can part of this project be completed by an outside vendor? Yes No

What type of project is it? Check all that apply

- CMP
- EngagedScholarship

Is there a grant funding opportunity for this project? Yes No

This Initial Project Proposal will be presented to either the Cleveland Memory Team to discuss feasibility of project, or if applicable, to EngagedScholarship@CSU Project Participants.

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PROJECT REVIEW

Indicate the type of work to be done, and identify group and staff members who will be needed to complete the project. If accepted and approved, project participants will meet to discuss details and workflow of the project.

Ownership of Material & Copyright

- MSL owns/will own full copyright for these materials (attach deed of gift)
- MSL has/will have a license to digitize the materials (attach license/release)
- The material is in the public domain or is licensed under Creative Commons
- The material has no known owner/rights holder who can be found

CMSC Staff Needed	Estimated Hours	Actual Hours	Staff Approval	Completion Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Is there a portion of this collection or topic already in ClevelandMemory.org?

If this project is only a portion of the collection, does that portion constitute a coherent segment, able to stand alone and be visible?

Do offsite participants have access to CONTENTdm web administration, the project client, or both?

What is the significance of this material to Cleveland history?

Description of work to be done

DPU Staff Needed	Estimated Hours	Actual Hours	Staff Approval	Completion Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Digitizing
- Photoshop Work
- Printing
- Mounting Images
- Training
- Coordinate print publishing with Duplicating

Department

- Graphics Creation
- Print Touchup
- File Conversion

Description of work to be done

Systems Staff Needed	Estimated Hours	Actual Hours	Staff Approval	Completion Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

What content will be included? Amount

- Web Page Creation
- Player Page Creation
- Research
- New Online Presentation Technique Development

Other

Description of work to be done

DRDS Staff Needed	Estimated Hours	Actual Hours	Staff Approval	Completion Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Cataloging
- Preparing eBook for web (student)
- Record Creation
- Collection Creation
- File Import Work
- Training

Description of work to be done

ePublishing Staff Needed	Estimated Hours	Actual Hours	Staff Approval	Completion Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- eBook Publishing
- Conference Management
- E-Journal Creation
- Book Gallery
- Image Gallery
- Collection Creation

Other

CITDL Staff Needed	Estimated Hours	Actual Hours	Staff Approval	Completion Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Video Shoot
- Video Editing
- Video File Conversion
- Watermarking

- Audio Recording
- Audio Editing
- Audio File Conversion

Other:

Description of work to be done

Subject Librarians Staff Needed	Estimated Hours	Actual Hours	Staff Approval	Completion Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Description of work to be done

Off-Campus Partner Staff Needed	Estimated Hours	Actual Hours	Staff Approval	Completion Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Description of work to be done

Other Staff Needed	Estimated Hours	Actual Hours	Staff Approval	Completion Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Description of work to be done:

Project Accepted Project Rejected Date

Notes:

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PROJECT DETAILS

Project participants to fill out this portion after the project has been accepted.

Define Benchmarks

What are the key components of each major stage of the project? Minimally: Research, production, dissemination, curation. Who will be involved in each stage to determine whether to proceed, revise, or cancel the project?

Primary External Contact

Name/Email Address of Requestor/Partner

Department or Organization

Location

Phone

Partner Contribution

Work Completed To Date

Anticipated Expenses

How will the project be funded? Will additional funding resources be sought out?

What is the purpose of the project?

- Preservation
- Online Access
- Research
- Archive

How does it relate to existing projects at CSU?

Will the project have a social media presence? Ex. Facebook, Twitter, Tumblr, blog, etc.

Who will create it?



Who will be responsible for maintaining it?



Technology & Training

File Storage Requirements

Location of File Storage

Technology Expertise, Software, or Equipment Required

Will any of the material be sent to an external vendor to be digitalized?:

Yes No

Will Non-Library or CITDL staff or student assistants be assigned to this project?

Yes No

Will project associates require training to perform digitization or other work on the project?:

Yes No

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PROJECT APPROVAL

Project Title

Estimated Total Number of Staff Hours Needed to Complete the Project

Accompanying Documentation

Please upload any additional documentation below:

 [Click here to attach a file](#)

-- This section to be filled out after project has been completed --

Estimated Staff Cost

**This figure is based on average salaries to estimate the cost to complete a project. Actual salaries vary.*

This project has been completed

Comments

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