

# Exercise #1 Digitization Project Management

## Explore Your Local Environment

Materials Required: Grant application

### *Independent work:*

1. In this step, you'll explore issues related to the context of your library. On a separate piece of paper, answer the following questions:
  - a. How large is your library?
  - b. How does it fit into your city, campus, or region?
  - c. How are you organized? (teams, hierarchy, both?)
  - d. How does the Local History Project fit into your library's
    - i. strategic plan?
    - ii. organization chart?
2. Consider your library's strategic plan by answering the following questions on a separate piece of paper:
  - a. Does your strategic plan include a digital library program? If yes,
  - b. What are the mission and stated goals and objectives for collections and services?
  - c. Is it written? If so, who wrote it? Can you cite it?
3. Consider your project by answering the following questions on a separate piece of paper:
  - a. Does your project plan identify a clear project team with a written charge?
  - b. Ongoing funding after the grant is over?
  - c. Is there a timeline for planning, building, publicizing, training, and evaluation?
4. Consider your shared audience by answering the following questions on a separate piece of paper:
  - a. Who are your users?
  - b. Do you have formal clientele definitions?
  - c. Do your user groups have clear needs or do you still need to write an analysis?
  - d. Who are your natural partners?
  - e. Among your partners, how do you discuss users' needs?

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***Group discussion:***

5. For the next step, you will discuss your stories with each other and then report back to the group.
  - a. Select a reporter for your group. This person will report the highlights of your discussion.
  - b. Spend 20 minutes discussing who your shared users are.
  - c. List user groups (e.g., students, retirees, etc. who use many of your libraries).
  - d. Have the reporter share the highlights of your discussion (five minutes).