

Utah State Archives Regional Repositories Presentation Outline

Disclaimer: This is not a tech presentation. Rather it is about successful processes and planning that may help build your capacity to tackle a big project.

- Begin with the end in mind. (Stephen Covey, 7 Habits)
 - What do you want to do?
 - Why do you want to do it?
 - Who will it help?
 - How will you accomplish it?
 - What does success look like?
 - How will you measure success?
- How do you select a project?
 - Lots of projects to select from
 - You need to select something that is
 - Necessary and helpful
 - Fundable
 - Achieves your goals and those of your audience and funders (show venn diagram)
 - Has a beginning and an end. Sometimes phased projects are allowed and sometimes they are not.
- Meeting the needs of your stakeholders
 - Your organization:
 - Mission statement
 - Outputs and outcomes
 - Internal outcomes
 - Increase in capacity to accomplish a project
 - Your audience's needs
 - What job are they hiring you for: Milkshake story
 - How does your project help accomplish your organization's mission?
 - Who will benefit?
 - What will the outcomes be for your audience?
 - Funding Agency's Needs
 - Talk to the agency's staff
 - What have they funded in the past?
 - What projects are they looking for?
 - What do they want to stay away from?
 - What outcomes are important to them?
 - What reporting will you have to do?
 - When will they give money up-front or as a reimbursement?
 - What tools do they require you to use for reporting?
- Structuring your project
 - Put together your project team
 - Staff

- Volunteers
 - Other agencies
- Finding help and partners
 - Potential Partners
 - Mountain West Digital Library
 - Utah State Archives
 - Dept of Heritage and Arts
 - Professional organizations (ULA, CIMA, UMA,)
 - Hosting Hubs
 - Local library, university, historical society, etc.
 - What Partners can do
 - Share best practices
 - Help you find qualified vendors
 - Help you structure contracts, RFPs, etc.
 - they save you from having to be an expert on everything
- Set up a timeline
 - Account for lead times, and purchasing processes if your are using a vendor
- Communication
 - Report and changes to project team and funding agency
 - Keep track of any changes from the original project,
 - communicate significant issues with funding agency staff ahead of time -- don't wait until the last minute
- Examples