Getting Started: A Checklist

Getting started; a checklist for gathering information needed to write a project proposal.

- **Roles and responsibilities**
  - **Sponsor** -- the person the Project Lead reports to with regard to the project, whose role is to offer support and assist with problem-solving. When a group (committee, working group, etc.) proposes a project, the chair of the group will be the sponsor.
  - **Supervisor** -- the person the Project Lead or a Project Contributor reports to in the course of his or her regular job duties.
  - **Project Lead** -- the person who submits the project proposal, approaches and seeks permission from supervisors of all Project Contributors, manages the project, and reports on progress.
  - **Project Contributor** -- a person who provides expertise, staff time, facilities, equipment, money, or other resources to a project.

- **Create a rough outline of the idea**
  - Identify scope
    - Collection(s)/service(s) and/or library locations involved;
    - Estimated item count, e.g. pages / folios / photos / objects (if relevant)
    - Services
    - Departments/units affected
    - Resource requirements; such as, staffing, use of consultants, space, supplies, etc.
  - Consider possible funding sources
  - Identify desired outcomes
    - Identify target audience; Yale faculty and student interest must be described and addressed

- **Discuss with supervisor(s) and get permission to proceed**

- **Set timeline for investigation, interviews, and proposal preparation taking into consideration the Library project proposal submission deadline** [1]

- **Identify intellectual property issues**

- **Digitization projects: conduct a review of titles to determine whether or not digital files exist elsewhere**

- **Contact possible participating library units/departments** [2] in order to discuss the project
  - Share the outline of the project and its desired outcomes in advance of meetings with potential participating library units/departments
  - Identify their potential needs/participation in terms of space in which to work, skills needed to complete the work, and availability
  - Get their agreement to participate

- **Draw up an initial list of tasks (participating units/departments can help with this) and if possible, at this stage, identify milestones involved in the proposed work.**

- **Establish a sustainability plan**

The above information will be used in writing the project proposal.

**Source URL:** https://web.library.yale.edu/project-planning-guide/getting-started-checklist

**Links**
[1] https://web.library.yale.edu/project-planning-guide/library-project-review-committee