What to Consider

The project review process is for any project that requires resources (staff, space, funds, etc.) beyond what the proposing unit can provide, thus demonstrating either a dependency or an impact on another library unit. Ideas include but are not limited to cataloging, access services, preservation and digitization.

Any Library staff member may put together a project proposal. Project proposals may range from small pilots to the first step in applying for a major grant. LPRC welcomes submissions of possible library projects at a variety of stages of development, not just formal and fully-formed proposals.

The LPRC can help you work through drafts of project ideas and identify strategies for success which will lead to a stronger final proposal. Working with an LPRC member through the steps in the Project Planning Guide will ensure that supervisors and other relevant stakeholders are also brought into the discussion at a very early stage.

The purpose of the review process is to be sure that for any given project:

- it is consistent with the Library’s mission, vision, & guiding principles
- all the departments/units that will be involved are aware of the project and have agreed to the commitment required to successfully complete;
- the Library has not over-committed its resources or capacities; and
- the Library is not in competition with itself for Library or University resources or grants.

**Source URL:** https://web.library.yale.edu/project-planning-guide/what-consider