Project Charter: **Conduct Digital Collections Workshops**

Background
Because of Alliance central staff vacancies, the DCBP SG will take an expanded role in providing digital collections workshops.

Goals
- Support Alliance members with digital collections described with Dublin Core, particularly those who wish to contribute those collections for aggregation in DPLA, Primo, or both

Scope
The group will do a series of digital collections workshops in 2018 fall. Consult with members of the Dublin Core discussion list to determine needs and/or areas of focus, but anticipate based on past experience that the greatest need will be the rights workshops.

Key Stakeholders

Client	Alliance members with digital collections described with Dublin Core particularly those who wish to contribute those collections for aggregation in DPLA, Primo, or both
Sponsor	ULC Team
Project manager	Laura Buchholz, DCBP SG chair
Project team members	DCBP SG members, Interim ULC PM, Alliance Events Coordinator

Project Milestones

2018 July-August determine needs	Consult with members of the Dublin Core discussion list and
2018 September-November	Conduct workshops
2018 December	Close out project; transition to new Strategic Agenda

Project Resources

- DCBP SG email list
- Dublin Core discussion list
- Time and skills of the DCBP SG
- Time and skills of Events Coordinator (workshop setup and hosting)
- [Existing digital collections workshop materials](#) (master versions; copy when making an update and make versioning clear)

- [ULC Workshops Trello board](#) (this is a publicly-available board with detailed checklists for workshop setup to avoid critical gaps in processes. Alliance staff are the owners; ACM SG members can edit and use.)

Constraints, Assumptions, Risks and Dependencies

Constraints	When scheduling, group members should be aware that the ULC program will also run EAD and ArchivesSpace workshops during this six-month period. The Events Coordinator should provide oversight to avoid scheduling too many concurrent workshop series.
Assumptions	The group will primarily use the existing workshop materials but may modify them or create new workshop offerings at their their discretion.
Risks and Dependencies	None evident