

Introduction to Data in the Humanities
Project Charter Template inspired by Miriam Posner

****One plan and contract per team****

Due Date: Wednesday, October 25th

Submit to aquigley@macalester.edu

Prior to launching into the project plan, it will be useful to get to know your fellow group members a little bit. Have each of the members introduce themselves and provide a brief background of their professional and academic experiences. From here, it will be easier to determine who might be best suited/qualified to fulfill certain project requirements or tasks.

For example, some tasks may require several steps, so may look something like the following:

Activity	Assigned To:	Due Date
Study your dataset and read your project brief carefully	All individual team members	Friday, October 6 (recommended)
Talk about potential research directions and review this document	All team members, together	Between October 7th-25th (this plan is due by the 25th)
Write and submit research 3 questions and a completed project charter	All team members (with Jessie as chief notetaker and submitter)	Friday, October 25th at 5 pm
Formulate problem	All team members	X/XX at X PM
Analyze data, and do some data cleaning (as needed)	All team members	X/XX at X PM
Data Critique	All team members (with Jessie submitting)	Wednesday, Nov. 1st, at 5 pm
Experiment with visualization options	Jessie (#1); Kelly (#2); Bea (#3), in consultation with other team members	X/XX at X PM
Group Project 3 Draft Visualizations	Jessie (#1); Kelly (#2); Bea (#3), (with Jessie submitting)	Wednesday, Nov. 29th, at 5 pm
Polish data visualizations	Jessie (#1); Kelly (#2); Bea (#3)	X/XX at X PM

Group Project Presentation Tool + Text Outline	All team members (with Jessie submitting)	Wednesday, Dec. 6th, at 5 pm
Draft template of project design	Kelly and Bea	X/XX at X PM
Peer check-in day	All team members checking in individually with someone from another team	Wednesday, December 6th at 9:40 (class)
Edit and view project	All team members	X/XX at X PM
Practice presentation	All team members	X/XX at X PM
Final Project Due + Presentations	All team members (with Bea as chief spokesperson)	Wednesday, December 13th at 9:40 AM (class)
Self-Reflection and Group Evaluation Form	Each individual submits reflections	Friday, December 15, at 5 pm

1. Your project charter should begin with a paragraph outlining your **project goals and your 3 research questions**. Identify the problems you are aiming to work on and how you anticipate approaching the problem. Also provide a project scope: what are the parameters of your project? Why is it that you are actually doing this work? Remember that part of the point of your research questions is to determine this scope. (A further resource: https://libguides.sonoma.edu/ld.php?content_id=16819440)
2. The second element of the project charter should be the project **activity chart** (see sample above). Your team can create this chart using Microsoft Excel or Google Sheets to look roughly similar to the chart shown above. Either way, the chart should a) identify the task; b) designate the team member(s) responsible for completing that task; and c) the due date for that task. Remember to keep in mind your individual schedules as you assign and take on tasks.
3. After your activity chart, please consider, discuss, and respond to the following questions as a team. Please include your responses to these questions in the form of a brief paragraph. These responses will secure your **project contract** with each other, as team members. These questions have been adopted from Miriam Posner's website at <http://miriamposner.com/dh101f15/index.php/assignments/final-project/charter-guidelines/>.
 - a. How will your team communicate with each other? (e.g. text messages, Google chats, email, Slack, etc.). Try to also set expectations in terms of when it is appropriate to contact each other about project-related work (e.g. between 9 am and 7 pm, Monday-Friday, etc.).
 - b. Where will you work on collaborative documents? (e.g. Google Drive, Dropbox, etc.).

- c. Where will you store your completed documents? (e.g. Google Drive, Box, etc.).
- d. Are you going to set up a regular meeting time as a team? If so, when will that be? Take into consideration everyone's schedules.
- e. Assign the following roles to project member(s). Please note that no single team member is responsible for any of these roles; rather, the specialist coordinates activity related to this work and assigns tasks to team members.
 - 1. Project Manager: Pays close attention to schedule and milestones. Alerts the team to possible roadblocks or time-crunches. Ensures that communication among team members is efficient and harmonious. Keeps track of all project documentation. Takes notes at meetings. Submits assignments for the group.
 - 2. Web Specialist: Oversees the design and structure of the Google Site.
 - 3. Data Specialist: Oversees the cleaning, refining, and augmenting of the group's dataset. Teaches other team members how to use OpenRefine. Ensures the data is standardized, usable, and well-formatted.
 - 4. Data Visualization Specialist: Oversees the project's data visualizations. Ensures that data is in the right format. Learns how to use (and teaches teammates how to use) the appropriate tools. Fine-tunes data visualizations and adds them to the site.
 - 5. Content Specialist: Oversees the authoring of the site's main narrative and ensures that the data visualizations and maps integrate neatly with the written content. Writes section headers and captions. Obtains necessary images and embeds them in the site. Oversees the creation of the "About" page.
- f. What will you do as a team if you run into issues with team members? Try to talk through how you might deal with problems if they arise. Talking through a strategy from the beginning will raise awareness and reduce the likelihood of these problems emerging or festering.
- g. What are group members' pet peeves from previous collaborations? How will you avoid these?
- h. What will happen to the project when you're done with it? Will you maintain it, or let it expire?
- i. Contact me aquigley@macalester.edu if you run into issues along the way that you feel you cannot resolve. The sooner, the better!