Project Charter: **Maintain Digital Collections Documentation**

Background
The DCBP SG will continue its normal work of maintaining the Alliance's Dublin Core Best Practices and associated documentation.

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
- Ensure at the Alliance's digital collections documentation is complete, accurate, and up to date

Scope
The group will maintain the Alliance's digital collections documentation as needed. The group may establish needs in response to support and training requests, areas where feedback indicates that the existing documentation is unclear, or in response to any changing conditions in the harvester.

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

Project Milestones
This project is an extension of existing work. Milestones and/or deadlines will be set by the group at their discretion.

Project Resources

- DCBP SG email list
- Dublin Core discussion list
- Time and skills of the DCBP SG
- Alliance digital collections documentation
- Alliance digital collections documentation (master versions; copy when making an update and make versioning clear)

- Interim ULC PM

Constraints, Assumptions, Risks and Dependencies

Constraints	Documentation changes should be largely updates or revisions to existing documentation. New documentation may be developed in response to needs at the discretion of the group. The Interim ULC PM is responsible for final edits, file management, and posting the public-facing versions.
Assumptions	We do not anticipate that there will be a need for substantial updates the documentation during this time.
Risks and Dependencies	None evident