**PROJECT CHARTER**

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| **Project** | Provide a brief description of the project. |
| **Description Deliverables** | What is the end product(s) of the project (check all that apply)?  Access:  make available through UCLA Digital Library with no restrictions on viewing  access  make available through UCLA Digital Library with restricted viewing access  make available via a project specific online exhibition or platform  Type of digitization:  High quality digitization: access and preservation are of equal importance,  high resolution with high quality control, new metadata creation is necessary  Large-scale digitization: primarily for access, lower resolution with medium  or low-quality control and reuse of existing metadata  Boutique digitization: requires curation/selection, higher resolution with  medium to high quality control, and/or item-level metadata  If there is any other deliverable that is not available in the checklist above, please list  them. Deliverables may also include documentation, workflows, procedures, outreach materials, etc. |
| **Scope** | List the collection(s), as well as the extent and type of materials, to be digitized and/or utilized for a digital project. Also, for projects that involve the development of a digital platform, describe the features and services, if any, that the project will provide, including the high-level key interactions, target devices, and functional requirements. |
| **Out of Scope** | Define the limits/boundaries of the project. |
| **Goals** | What are the overarching goals and objectives of the project? How do you intend for? the project to be utilized and who is the audience (e.g., in an academic environment, by the general public)? |
| **Risks** | Are there risks that may prevent the progress of the project (lack of funding, staffing, or other resources, tight deadline, etc.)? Does the project pose any significant risks to UCLA Library or other stakeholders, including, but not limited to, privacy, confidentiality, or copyright? Include, if any, possible approaches to mitigate risks. |
| **Success Factors** | Define how you will measure the impact of the project. What are the key success factors of the project? |