**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 viewingaccessmake available through UCLA Digital Library with restricted viewing accessmake available via a project specific online exhibition or platformType of digitization:High quality digitization: access and preservation are of equal importance,high resolution with high quality control, new metadata creation is necessaryLarge-scale digitization: primarily for access, lower resolution with mediumor low-quality control and reuse of existing metadataBoutique digitization: requires curation/selection, higher resolution withmedium to high quality control, and/or item-level metadataIf there is any other deliverable that is not available in the checklist above, please listthem. 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? |