

## *Characteristics of a Project*



The host institution will be responsible for submitting a project proposal for consideration for the residency. Selected residents will be matched to the best of the program's abilities with projects that match their interests and qualifications. The project should be clearly defined with concise measurable outcomes; the scope of the project must be well defined and contain explicit descriptions of deliverables, skills necessary for success, and a summary of how the project fits into the larger scope of digital stewardship and the institution's mission. The project should be intellectually challenging and will provide the resident with transferrable skills for future endeavors. Also, the project summary can be presented at the end of the residency to a regional, national or international audience. Projects presented by the hosts for residents should:

- be well defined and contain explicit descriptions of deliverables, skills necessary for success, and a summary of how the project fits into the larger scope of digital stewardship and the institution's mission;
- require significant intellectual engagement (and not "busy" work);
- be practical, hands-on, and collaborative in nature;
- be designed so that residents can complete the project in nine months;
- include transferable skills that will be beneficial for the resident's future career;
- focus either on the preservation aspect of the digital lifecycle or some specific process that spans the entire cycle including preservation; and
- wrap up with a deliverable that can be presented to a regional, national or international audience.