

Project planning checklist

- Sketch out your research questions or editorial/curatorial goals & primary audience (which may be preliminary and probably will change)
- Look for models and think about what you might be able to borrow from them
- Identify a research object. Consider:
 - Which texts or other research objects will help you to answer your questions and accomplish your goals?
 - Will you need to modify these at all? Subset them? Will you need more than one format? More than one collection? (the answers to these questions will likely depend on your methodological choices)
- Select your methodologies and tools (making sure that these match up with both your research questions and your research objects)
 - What will you need to learn in order to use these methodologies?
- Establish a **reasonable** scope for your project. Consider:
 - Do you want to have multiple phases?
 - What goals/tasks are you **very** confident you can achieve in a first phase?
- Identify a research product. Consider:
 - What do you want to create?
 - How will you share it with others? What will you produce that you **won't** want to share?
- Use the answers to the above questions to sketch out a work plan/timeline

Be specific about responsibilities and planned deadlines (even knowing these will shift—and be prepared to switch gears when you hit unexpected snags **or** ideas that have unexpected potential). Make sure you know exactly who will be doing what—and when.
- Establish a communications system—and use it!
- Establish a file naming and organization system
- Establish a system for documenting your decisions (future-you is an important audience!) and write your documentation **as you work**