**“Developing Librarian” Digital Humanities Pilot Training Project**

**1. Why is project charter training and developing a project charter important to the project? How would you define a “project charter” (as referenced)?**

Project charter training is part of the Project Management and Collaborative Roles unit (Unit 1) that is outlined in the template for Digital Humanities training (see Appendix C of the proposal). A document describing what charters do is linked to from that section (<http://ufdc.ufl.edu/AA00017119/00015/pdf>), which begins with a definition of project charters from Wikipedia as “a statement of the scope, objectives, and participants in a project. It provides a preliminary delineation of roles and responsibilities, outlines the project objectives, identifies the main stakeholders, and defines the authority of the project manager.” Since the members of the training program will be working collaboratively on curating the Grimm collection, it is important to articulate the responsibilities we have as a group and/or as individuals or members of subgroups in case our responsibilities are further subdivided. An example of the sort of charter we plan to develop is provided by the Columbia University Developing Librarian Project, which the DHLG Pilot Training Project has deliberately decided to emulate (<http://www.developinglibrarian.org/link-to-google-doc-for-developing-our-charter/>). The expectation is that the DHLG charter will be structured similarly. It will provide a framework for articulating the project objective, outcomes, deliverables, time frame, responsibilities, and standards for citing work within the project, among others.

**2. How do you plan to recruit the appropriate student who could facilitate the creation of TEI and other elements of the project?**

The OPS graduate student will be recruited and hired during the fall semester. This will be done in collaboration with the English and History Departments; the DHLG is already collaborating with these departments on the planned Digital Humanities Graduate Certificate. DHLG members have already met several excellent students who would be great for the position. The question will be matching who is excellent, available, and can commit to the project requirements, and this will be done in collaboration with the teaching departments. Also, the student for this will attend all of the trainings and so will be trained as part of the project. Ideally, additional funds will be found after this project ends to continue the student worker position in the lab into the future.

A position description will be written by the beginning of the fall semester, which will support the ongoing programmatic activities that this grant seeks to develop.

**3. What’s your plan for recruiting trainers and for creating training session agendas? How and when will the trainers be selected (on the timeline)?   Have they already agreed on a tentative basis?**

UF-based trainers have tentatively agreed on the trainings. Several non-UF trainers have expressed their interest and willingness to come to UF for trainings and meetings. Confirmation with the non-UF trainers will occur as soon as the Mini Grant is funded.

We are planning to hire three outside trainers/presenters @ $1,250 per trainer. The first will be invited to come in August or early fall in order to do a combination of interactive sessions on the Developing Librarian Program at Columbia University or elsewhere; a tool-based workshop; and participation in meetings with Research Computing, Center for Humanities & Public Sphere, and members of UFDC and IT.

A sample draft schedule follows:

*Example, Draft Schedule*

8am Meeting with the Center for the Humanities & the Public Sphere

9am Presentation and Q&A on Developing Librarian Program

10:30am Meeting with Research Computing and Libraries’ Digital Development

12pm Lunch with DHLG and other representatives

1:30pm Presentation on Technology/Tool (specific tool/technology to be determined in

Discussion with trainer)

2:30-4pm Open discussion, chance for suggestions, thoughts, and questions from the DHLG and

wider library and core collaborator community for next steps at UF

4pm Rest time, or meeting with specific teaching departments and representatives

5:30pm Dinner with DHLG and other representatives

The second session by an outside presenter will be a day-long workshop on the text encoding of digital texts (specifically with TEI), using the Grimm Brothers’ digital sub-collection as the texts to be marked up. This session is expected to occur sometime in November.

The third session by an outside presenter will be on text analysis, data mining and visualization. This session is expected to occur in March.

All the the training sessions for this program will involve a list of objectives and an assessment process involving pre- and post-testing/surveys. Pending approval of an application about to be submitted by Judith Roberts, this process will be controlled by IRB protocols, which will form the framework for any assessments and future research based upon the survey results.