

Project Name: Oral History Digital Repository

Team Members: Chioma, Eric, Katie, and Ryan

Tasks & Activities		Assigned	Start Date	End Date	Date Submitted	Deliverables
1	PROJECT MANAGEMENT					(1) Weekly meeting notes
1a	Weekly meetings and meeting notes	Ryan (Lead)	7-Feb	25-Apr	Ongoing	(2) Workplan
1b	Workplan	Ryan	7-Feb	14-Feb	14-Feb	(3) Communication plan document
1c	Communication plan	Ryan	14-Feb	28-Feb		(4) Data management plan document
1d	Data management plan	Ryan	14-Feb	28-Feb		
2	DH812 ASSIGNMENTS					(1) Project proposal and environmental scan
2a	Project proposal and environmental scan	All	10-Jan	24-Jan	24-Jan	(2) Updated project proposal and environmental scan
2b	Updated project proposal and environmental scan	Katie (Lead)	24-Jan	14-Feb	14-Feb	(3) Project planning documents
2c	Project planning documents	Ryan (Lead)	14-Feb	21-Mar		(4) Final project presentation
2d	Final project presentation	Ryan (Lead)	21-Mar	25-Apr		
3	DIGITAL REPOSITORY					(1) OHMS digital repository with four main pages (home, about, A/V content, and methodology essays)
3a	Select host domain	Katie	14-Feb	16-Feb		(2) One indexed audio sample
3b	Install Omeka application	Katie	16-Feb	21-Feb		(3) One indexed video sample
3c	Register OHMS Account	Katie	14-Feb	21-Feb		
3d	Design digital repository (site map and wireframes)	Katie (Lead)	14-Feb	28-Feb		
3e	Create pages (home, about, A/V content, and methodology)	Katie	28-Feb	14-Mar		
3f	Add content to pages (home, about, and methodology)	Katie (Lead)	14-Mar	11-Apr		
3g	Upload indexed sample A/V	Katie	4-Apr	11-Apr		
4	METHODOLOGY ESSAYS					(1) Peer-reviewed and finalized methodology essays with bibliography
4a	Determine topics for the methodology essays (e.g. Recording equipment, data storage and management, transcription, analysis, and preservation)	Chioma (Lead)	14-Feb	21-Feb		
4b	Assign team members to each of the methodology essays	Chioma	21-Feb	28-Feb		
4c	Complete research for methodology essays	Chioma (Lead)	28-Feb	14-Mar		
4d	Draft methodology essays	Chioma (Lead)	14-Mar	21-Mar		
4e	Peer review methodology essays	Chioma (Lead)	21-Mar	28-Mar		
4f	Finalize methodology essays	Chioma (Lead)	28-Mar	4-Apr		
5	SAMPLE AUDIO AND VIDEO					(1) One audio interview file Properly stored audio file with metadata Indexed audio file with OHMS
5a	Decide interview topics, interviewees, etc	Eric	14-Feb	21-Feb		(2) One video interview file Properly stored video file with metadata Indexed video file with OHMS
5b	Schedule interviews	Eric	21-Feb	28-Feb		
5c	Finalize interview questions	Eric	21-Feb	28-Feb		
5d	Procure interview equipment	Eric	21-Feb	28-Feb		
5e	Conduct interviews (1 audio, 1 video)	Eric (Lead)	28-Feb	14-Mar		
5f	Store interviews with metadata	Eric	14-Mar	14-Mar		
5g	Index audio interview using OHMS	Eric (Lead)	14-Mar	4-Apr		
5h	Index video interview using OHMS	Chioma (Lead)	14-Mar	4-Apr		