

Project Name:

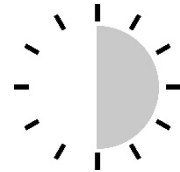
Date:

## Section A: Project Survey

### Module A5: Project Documentation Checklist

#### Overview

Your project may have any number of different creative outputs and you may store your documentation in idiosyncratic ways, and that's OK! However, whatever the shape of your work and however it is documented, it is critical to the sustainability of your project that this documentation be stored in a reliable location—where reliable means that it is known to, and accessible by, all appropriate team members.



30-45 min

#### Activity

If you are working as a group, choose a discussion leader to guide your conversation. Spend 10 minutes and generate a list of every single one of the places where your project documentation lives, and what sorts of records reside there. Think long and hard about this. You may use the Excel spreadsheet we have provided to create this list, or if you prefer, create your own brainstorming diagrams, charts, or maps. Examples of locations and record types are:

- Working drafts in Google Docs;
- File folders in Dropbox;
- File folders on a university server;
- Data visualizations on a web server;
- Documentation in GitHub repositories;
- Communication in email accounts or Slack;
- Printed documents in filing cabinets.

After creating an exhaustive a list as possible, take the remaining 15-20 minutes to determine which of the many sites you use to store your project documentation are to be considered *reliable sites of project documentation*.

As a reminder, reliable sites are those recordkeeping locations that all team members agree to care for and use consistently. This facilitates both knowing where to store any given document and also knowing where one might be expected to find it. Keep in mind that you want to narrow down the number of reliable sites to as few as possible, while still maintaining an overall system that works for your team.

You should also list the general types of documentation that will be stored in each reliable site, as well as who on the team should have access to it. We also heartily encourage you to note how these storage locations are funded, especially including those sites that are currently “free of charge.”