

Project Name:

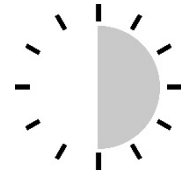
Date:

## Section B: Staffing and Technologies

### Module B1: Who is on the project team and what are their roles?

#### Overview

Identifying the current members of a project team, along with their roles and responsibilities, is critical to the ongoing sustainability of a digital project. The exercise we have designed for this module is aimed at pooling all of the institutional knowledge of the assembled group in order to produce the most inclusive and exhaustive list of contributing stakeholders possible. From there, you can communally do the work of detailing their specific roles and responsibilities.



30-45 min

#### Activity

Take 5 full minutes to make an exhaustive list of everyone you believe to have a contributing stake in your project, and what you feel their stake is. If there are enough of you, please break up into groups of 2-3. If there are fewer than 4 participants, do this work individually.

Your analysis might start with the people who are participating in this workshop, and should extend to institutional stakeholders and the larger corporate entities who provide technologies and/or content to your work (e.g., Google, GitHub, Reclaim Hosting, etc...). Please also include any user groups that contribute directly to your project, via crowdsourcing for example. The job is to brainstorm every single person (or corporate body) that *does work for your project*.

When complete, regroup (if appropriate), compare notes, and make a final accounting of what constitutes the entire set of contributing project stakeholders, abiding by the consensus of the group. Spend the rest of your allotted time doing this part of the exercise. It is best to do this work in the Excel spreadsheet template we provide for this module, which asks you to identify:

- Project members and their titles;
- Their responsibilities on the project;
- The source(s) and duration of their funding on the project.

In addition to working from the module spreadsheet, visualizations and mind-mappings are heartily encouraged.