

# Digital Project Management: Considering the Options

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Shawn Day  
7 Nov 2016



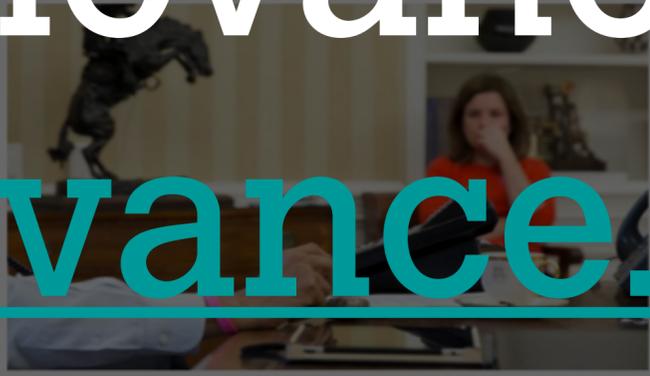
# Quirky Tool of the Day:

# Right Relevance

# rightrelevance.com

GADGETS

### Presidential gadgets: What technology does Obama use? | ZDNet



1 Influencer shared

Zack Whittaker @zackwhittaker  
I did a similar-ish thing a year or so ago, looking at

### Man, 31, fatally wounded in Ham

toronto.ctvnews.ca - an hour ago

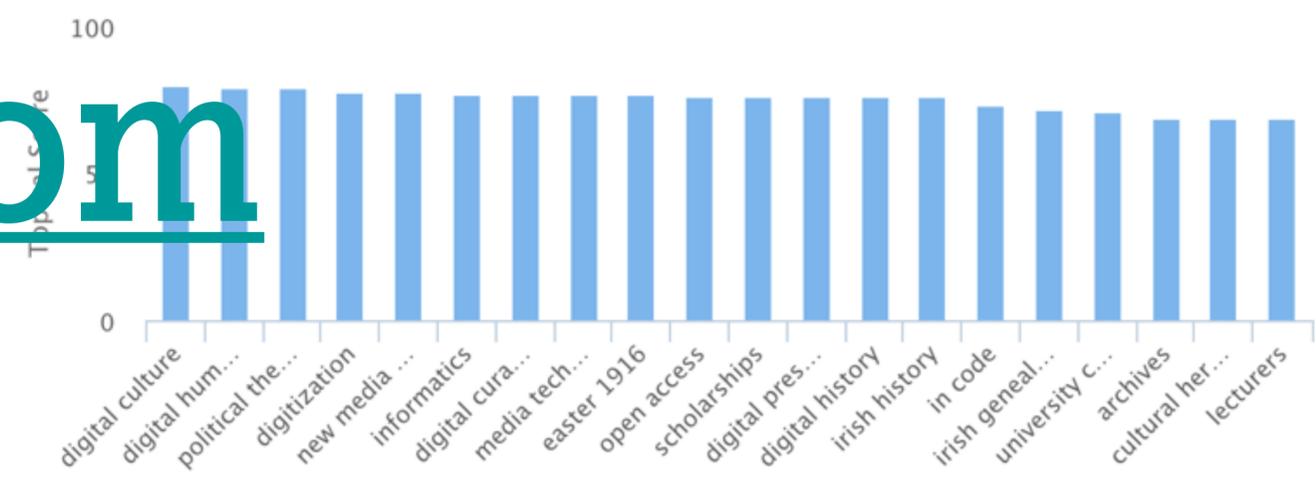
Hamilton  
stabbing in the city. They say they were called to an address



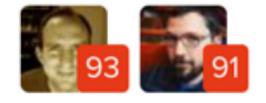
Shawn Day  
@iridium

Followers  
2114

Following  
1947



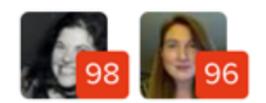
**80** Digital Culture



**79** Digital Humanities



**79** Political Theory



**78** Digitization



# How Many of You Have Taken Training in Project Management?

# Shape of Our Lecture

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- ▶ **What is Project Management in the Traditional Sense?**
- ▶ **How is the Digital Different?**
- ▶ **Planning Projects and Setting Goals**
- ▶ **Tools**
- ▶ **Tips**

# Learning Objectives

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- ▶ Approaching this from Two Perspectives:
  - ▶ You've Got a Great Idea
    - So what are you going to do about it?
  - ▶ You've Just Gotten the Go Ahead to Do Something
    - So What do you do next?

# Again before you start...

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- ▶ Take a good look around - Environmental Scan
  - ▶ Don't re-invent the wheel
  - ▶ Good digital project managers don't re-invent
  - ▶ They adapt and innovate
- ▶ Steve Jobs et al and echoing:

**Good Artists Copy - Great Artists Steal**

# Definitions

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- ▶ So what is a project? (digital or otherwise)
- ▶ A working definition:

**“one-off, non-repeated set of tasks,  
which achieves clearly stated objectives  
within a time limit”**

# Definitions

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What is a typical project lifecycle?

Define ->

Plan ->

Implement and Control ->

Close/Handover ->

Evaluate

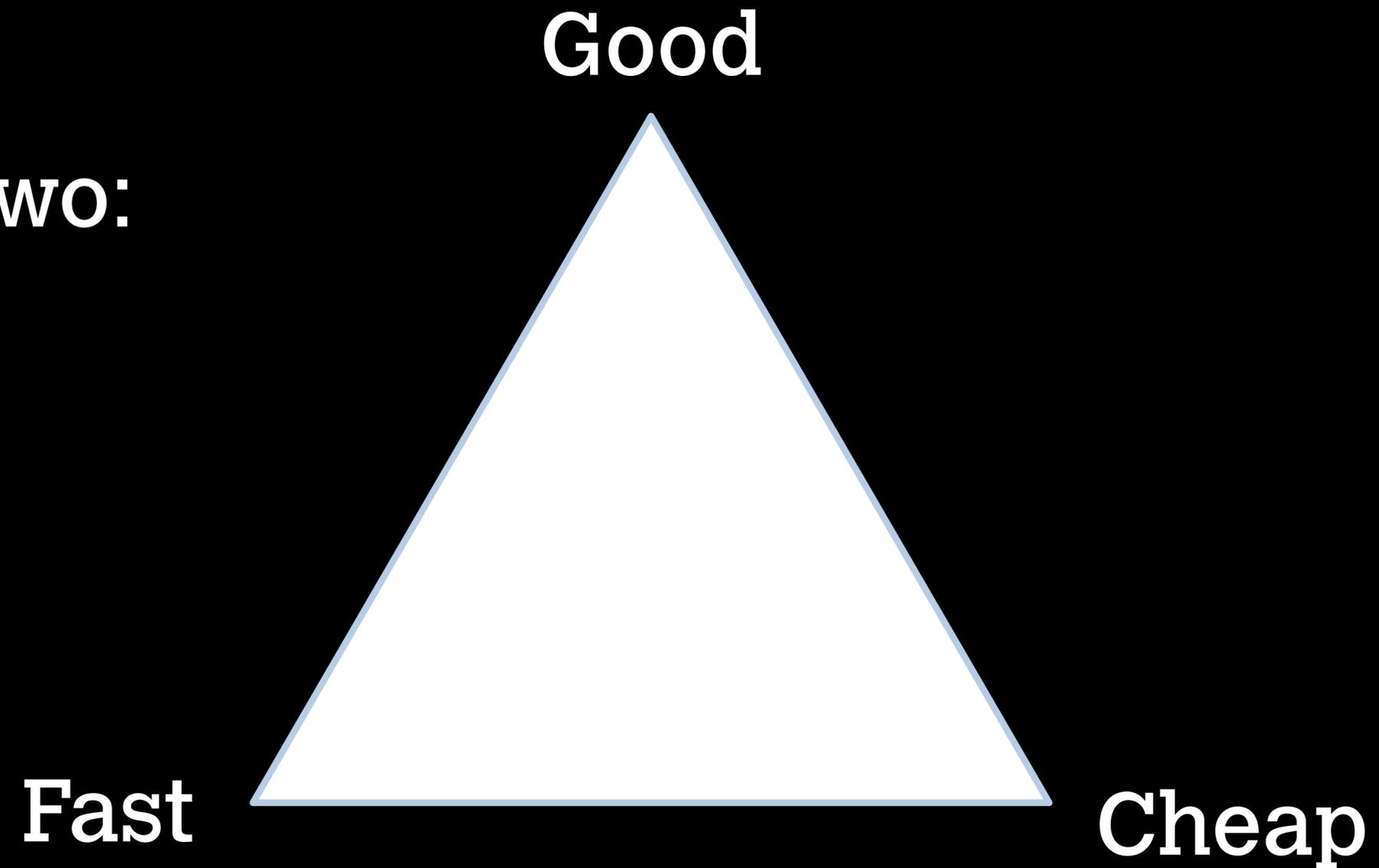
# Why the End belongs at the Beginning

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- ▶ The importance of finishing
  - ▶ The importance of finishing well
  - ▶ The importance of knowing what finishing means
  - ▶ The importance of planning for what happens 'after you finish'
- 
- ▶ Build into budget

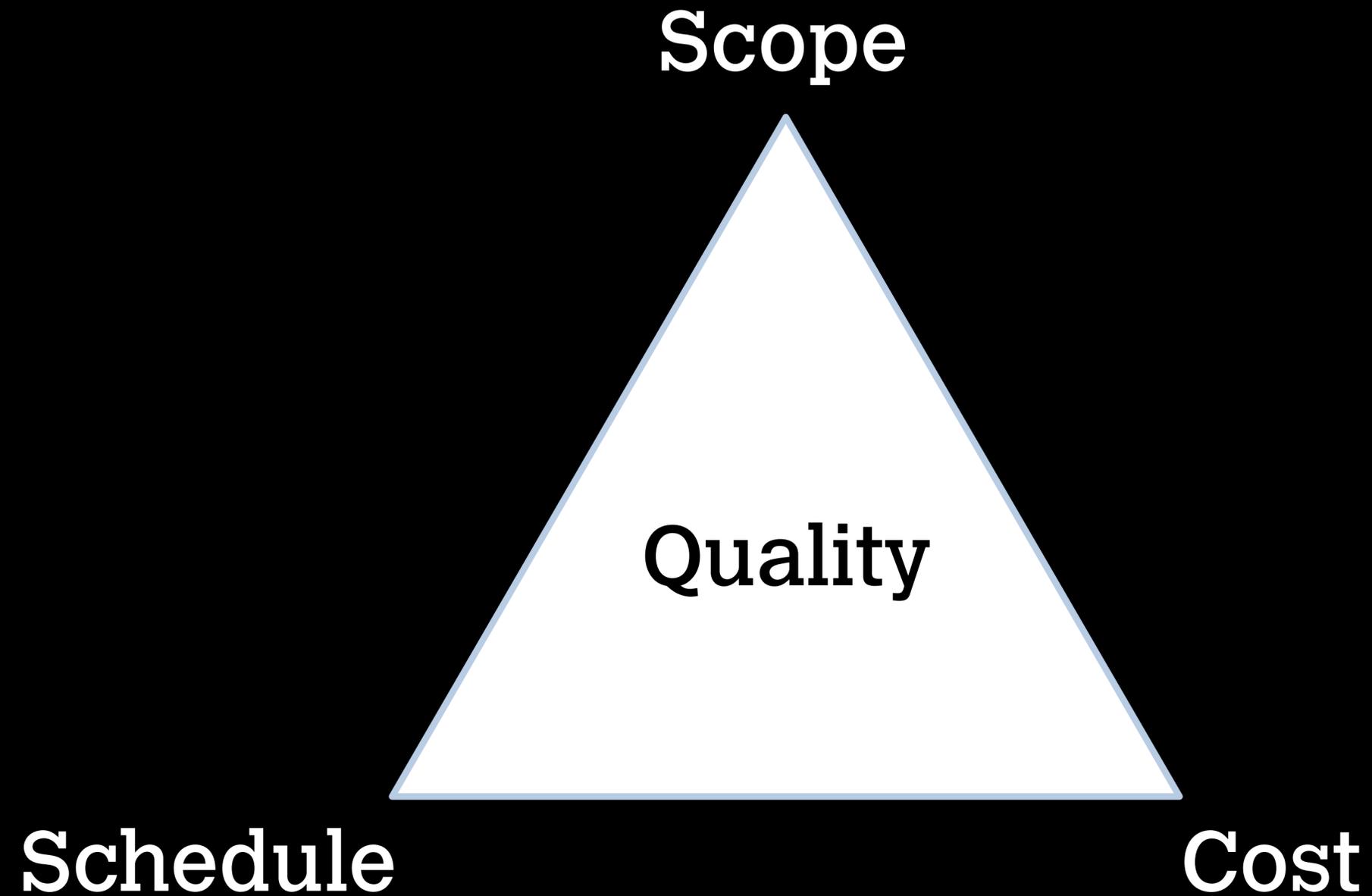
# The Cynical View of Project Management

Choose any two:



# Project Management Triangle: Triple Constraints

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# Before you jump in ...the 'cycle'

Study /Consider the likely Audience  
for your Research Product - Potential Users

in order to



Set Project Goals and Create a Project Plan

in order to



Manage the Project and Achieve those Goals

# The Digital Divide

What makes a **'Digital Project'** different?

# Reminder ...

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- ▶ Study users not only at the beginning but at all stages of the project.
- ▶ **!!User testing is an ongoing, iterative process!!!**
- ▶ In addition to focus groups at the beginning, have these or other potential users look at mock-ups and test out site prototypes.

# Formalising the Project Process

# Set Project Goals and Create a Project Plan

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- ▶ It's important to define exactly what the project aims to achieve.
  - ▶ What will be achieved, and under what conditions and partnerships will it succeed?
- ▶ Rank your goals in terms of importance.
  - ▶ In case time, money, or both run out, what is most important?
- ▶ Release Early, Release Often

# The Project Charter

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- ▶ Put it on paper
- ▶ Formally a statement of work
  - ▶ Objectives
  - ▶ Maybe even values in a forward thinking project
  - ▶ Where will the project be at the end?
  - ▶ Can Change as project progresses - ideally should be organic

# Write it down - Document!

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- ▶ Not everyone interprets or recalls the same initial or subsequent project discussion the same way!
- ▶ Often when groups involved, it's crucial to have memos of understanding...but these make sense for individuals too.
- ▶ Write out your objectives and plan and turn to it throughout
- ▶ Revise and document why revised

# Your project plan should contain

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- ▶ **Project phases**
  - ▶ In case limited resources prevent you from accomplishing all that you plan to, the most important and/or easiest work (in the earliest stages) will still get accomplished - remember our priorities?
- ▶ **A timeline showing how things come together:**
  - ▶ what and when, including dependencies and allowing for contingencies

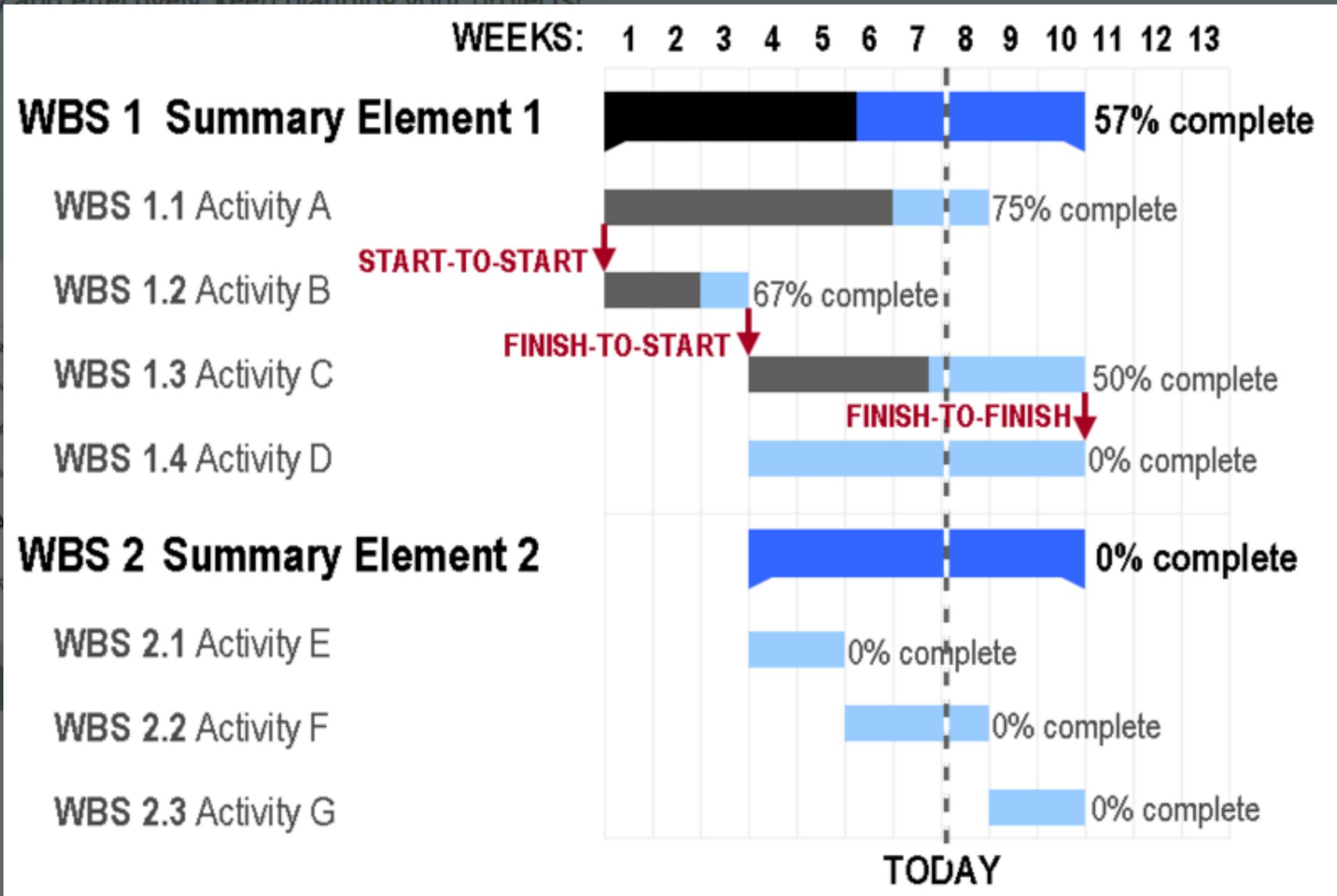
# Projects and Time Management

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1. Divide (as much as possible) the project into discreet and manageable tasks;
2. Identify all tasks that need to be performed for a particular activity
  1. divide tasks into component parts;
  2. don't overlap of tasks within different sub-elements;
  3. don't leave gaps.
3. Be realistic about the time an activity will take
4. Break down tasks into reasonable time-units
  1. no point in setting unrealistic goals
  2. assess progress and revise
5. Leverage the Tools

# Gantt chart

<https://ganttpro.com>



# You are the project manager

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- ▶ The PM is responsible for implementing the project plan (and perhaps formulating it in detail).
- ▶ The PM is proactive:
  - ▶ Seeking out information
  - ▶ Involving people who are critical to the project
  - ▶ Sharing information with those who need it
  - ▶ Putting information in writing
- ▶ The PM must be committed to the project's success and must encourage others to also be committed.

# Working the Plan

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- ▶ Perhaps the most crucial part of project management is an ongoing process involving:
  - ▶ **Flexibility:** know when to stop and change plans
  - ▶ **Adherence:** know when to stick to the plan
  - ▶ **Communication:** know who needs to know what when
  - ▶ **Damage Limitation:** when things go wrong how to fix them

# Things Go Wrong

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- ▶ Delays often arise because time estimates are too short. That's why you plan for project phases.
- ▶ On the other hand, internal deadlines are useful for keeping forward momentum, especially on any long-term project.
- ▶ Revisit the project plan often and decide when to revise the plan and when to stick to it.
  - ▶ Project planning is iterative ... like user testing!

# Communication is Crucial: People have different communication styles

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<i>Asynchronous (delayed)</i>	<i>Synchronous (instantaneous)</i>
<i>in writing</i>	<i>'live'</i>
<i>does not necessarily break concentration</i>	<i>requires interruption from work</i>
<i>allows time for reflection</i>	<i>easier to keep track of discussions</i>

# Some communication tools

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Asynchronous (delayed)	Some of both	Synchronous (instantaneous)
<p>Email Online forums Word Docs Wikis</p>	<p>Google Docs Google + PiratePad</p>	<p>Instant Messaging VoIP (like Skype) Meetings Chatting at someone's desk Over the phone</p>

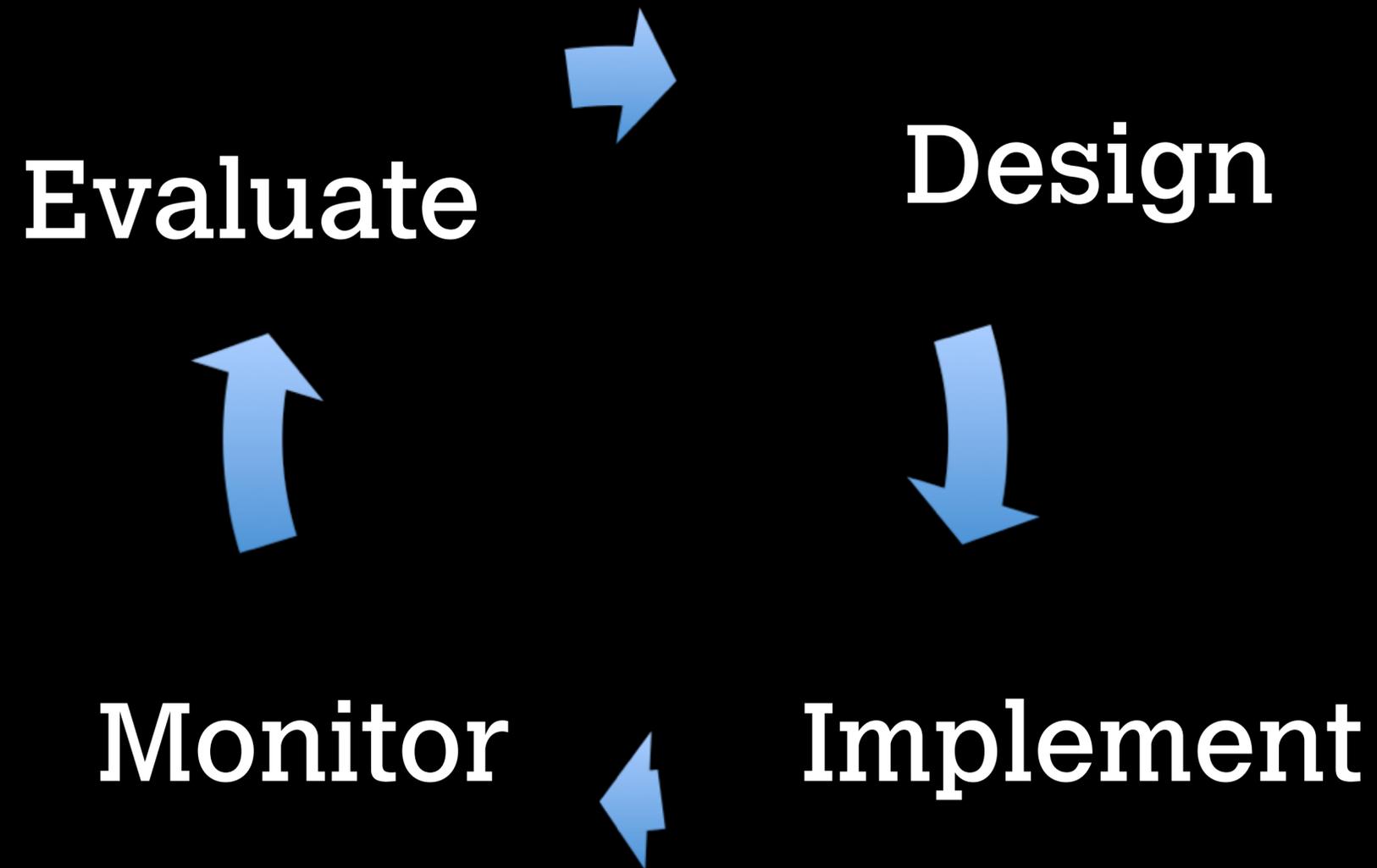
We'll talk a bit more about some of these, plus look at software designed specifically for project management.

# Types of documentation

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- ▶ For the project and future stewards of the digital resource:
  - ▶ Internal documentation on decisions reached and how to carry the work forward (in case of changes in people involved or in case the project is revived in the future)
  - ▶ Commented computer code
- ▶ For stakeholders (institutional funders, grant agencies) and the PR division:
  - ▶ Promotional material (online and/or in print)
- ▶ For users:
  - ▶ Documentation (if necessary)

Like user testing and project planning,  
project management as a whole is iterative



# The Big Picture

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- ▶ All the projects you will be working on will reside in a larger context of digital projects worldwide
  - ▶ What is the current expectation by potential users?
  - ▶ What new communities may benefit from your resource?
  - ▶ What other projects will yours be in dialogue with?
- ▶ Digital arts and humanities projects in Ireland and the UK
  - ▶ how will these projects fit together?
  - ▶ what interoperability and synergies can be achieved
- ▶ in the rapidly changing environment of the web
  - ▶ how do new technologies affect your project plan?
  - ▶ changing expectations of users?

# Digital Project Management Tools

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# Digital Project Management Tools

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- ▶ Defining
- ▶ Planning/Documenting
- ▶ Compiling
- ▶ Managing
- ▶ Executing
- ▶ Learning/Reviewing

**Personally I always believe that  
simplest is best  
and only add complexity as needs demand.**

# How Many Would Turn to Wikipedia for Answers?

## Comparison of project management software

From Wikipedia, the free encyclopedia

(Redirected from [Comparison of project-management software](#))

The following is a comparison of project management software.

### Contents [hide]

- 1 General information
- 2 Features
- 3 Monetary features
- 4 See also
- 5 References

### General information [edit]

Software	Web-based	Hosted On-Premises	SaaS	License	Programming language
2-plan	Yes <sup>[1]</sup>	Yes	Yes	Proprietary, Open source <sup>[2]</sup>	Java and PHP
5pm	Yes	No	Yes	Proprietary	
24SevenOffice	Yes	No	Yes	Proprietary	Java
10,000ft	Yes	No	Yes	Proprietary	
AceProject	Yes	Yes	Yes	Proprietary	
Anyplan	No	Yes	Yes	Proprietary	
Apache Bloodhound	Yes	Yes	Unknown	Apache License	Python
Apollo	Yes <sup>[3]</sup>	No	Yes	Unknown	
Asana	Yes	No	Yes	Proprietary	
Assembla	Yes	Yes	Yes	Proprietary	
AtTask	Yes <sup>[4]</sup>	No	Yes	Proprietary	

▶ [http://en.wikipedia.org/wiki/Comparison\\_of\\_project-management\\_software](http://en.wikipedia.org/wiki/Comparison_of_project-management_software)

# Tools: Defining and Planning

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- In a Professional World focus on Process
  - PMP - Project Management Professional PMP™
- Good for a Funding Proposal
- Microsoft Project (Windows)
- MicroPlanner Pro (Windows)
- OmniPlan (OSX)
- Open Source
  - [project.net](http://project.net) (All Platforms)

# Top 10 Free or Open Source Project Management Solutions

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1. [Zoho Projects](#)
2. [BamBam!](#)
3. [Bitrix24](#)
4. [Trello](#)
5. [2-Plan Project Management Software](#)
6. [Asana](#)
7. [MeisterTask](#)
8. [GanttProject](#)
9. [Producteev](#)
10. [Freedcamp](#)

# daPulse

The screenshot shows the daPulse web application interface. At the top, a notification banner reads "Enable Desktop Notifications On This Computer - Enable Now!". The header includes the daPulse logo, a search bar with "Search Everything ..." and a "New search!" button, an "Upgrade" button, a heart icon, and a "+ Invite Members" button. The left sidebar contains navigation options: "My Feed", "Main Boards" (with a sub-option "Examples"), "High Level" (selected), "Shareable Boards (0)", and "Private Boards (0)". The main content area displays a board titled "High Level" with the subtitle "Add Board Description". It features an "Unsubscribe" button, a location pin icon with "(1)", and a settings gear icon. Below the title is a search/filter bar labeled "Search / Filter Board". The board content is currently empty, showing a single purple location pin and a loading spinner. At the bottom right, a chat bubble says "Hey Shawn, More power at your fingertips! We worked hard to bring ..." next to a user profile picture and a help icon.

# Asana

The screenshot displays the Asana web interface. On the left is a dark blue sidebar with navigation options: My Dashboard, All items, Deleted Items, Show less, Teams (with a plus icon), Executive Directorship (with a plus icon and five team member icons), Team Conversations, Team Calendar, PROJECTS (with a plus icon), Active Learning Space (highlighted), and Browse More Teams. The main header includes 'MY TASKS', 'MY INBOX', a search bar, and the user profile 'ehff.eu'. The central area is titled 'Active Learning Space' with tabs for 'List', 'Conversations', 'Calendar', 'Progress', and 'Files'. It shows a task list for 'Shawn Day' with three tasks: 'Approve Construction Schedule' (tagged 'Construction' with 1 heart), 'Choose Colours', and 'Check on Disability Approvals'. Below this is another task 'Delivers DPM Workshop' due on 'Monday'. An 'Add Task' button is at the top left of the task list, and 'View: Tasks By Assignee' is at the top right. The bottom of the task list is labeled 'Unassigned'.

# Collabtive



## Collabtive

Collabtive is an open source project management application. Collabtive was initially released in 2007.

[+ install this application](#) [↓](#)

[Overview](#) [What's New](#) [Live Demo](#) [Showcase](#)

**INFORMATION**

Application Collabtive  
Category Projects  
Current Version 1.2  
Last Updated 20 January  
Languages English, 39 more

**REQUIREMENTS**

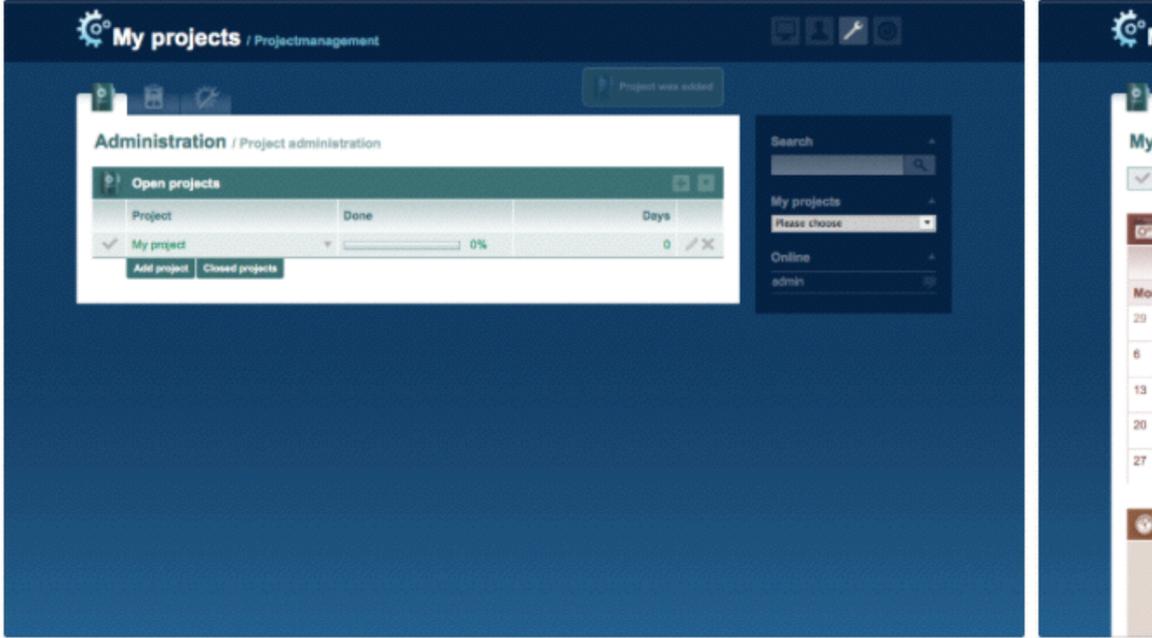
Cost free  
Install Size 1MB  
Requires MySQL Database  
License [open source](#)

**SUPPORT**

[Collabtive Website](#)  
[Support Page](#)  
[Installation Auto-Installer Support](#)

**RELATED APPS**

 Mantis projects



Collabtive is an open source alternative to proprietary tools like Basecamp. Collabtive is intended for small to medium-sized businesses and freelancers.

Collabtive notification – Project assigned (By shawnday) Inbox x

 Shawn Day 12:05 (5 minutes ago) ☆ [↩](#) [⌵](#)

to me [⌵](#)

**⚠ This message may not have been sent by: day.shawn@gmail.com [Learn more](#) [Report phishing](#)**

Hello,

a new project has been assigned to you: <http://eireidium.com/projectmanagement/manageproject.php?action=showproject&id=1>

# PhProjekt

The screenshot shows the PhProjekt web application interface. At the top left, the logo 'PHPROJEKT' is displayed with a bee icon. To the right is a search bar and a navigation menu with items: Timecard, Contact, Calendar, Administration, and Admin, Admin. Below the logo, a sidebar contains a folder icon and the text 'Present a Workshop...' and a document icon with 'Sub Project'. The main content area has a navigation bar with tabs: Project, Gantt (selected), Statistic, Todo, Note, Filemanager, Minute, and Helpdesk. Below the tabs, the breadcrumb 'Queen's University ... / Gantt' is visible. The Gantt chart displays a timeline from 01.09 to 05.10. A task bar for '[-] Present a Workshop on PhP...' is shown, with a sub-project bar below it. A 'Save' button with a green checkmark is located at the bottom left of the task bar.

PHPROJEKT 

Timecard Contact Calendar Administration Admin, Admin

Project Gantt Statistic Todo Note Filemanager Minute Helpdesk

Queen's University ... / Gantt

01.09 02.09 03.09 04.09 05.09 06.09 07.09 08.09 09.09 10.09 11.09 12.10 01.10 02.10 03.10 04.10 05.10

[-] Present a Workshop on PhP...

Sub Project

Save

# Within Google Apps

gantertest1@gmail.com Settings Feedback Google Drive Sign out

ganter Software Development Save to Google Drive

Project Edit View Actions Extensions Help Autosave: OFF 1 other user online

Name	Duration	% Complete	Start	Finish
1 Scope	3.5d	43%	03/04/2013	03/07/2013
2 Determine project scope	4h	100%	03/04/2013	03/04/2013
3 Secure project sponsorship	1d	100%	03/04/2013	03/05/2013
4 Define preliminary resources	1d	0%	03/05/2013	03/06/2013
5 Secure core resources	1d	0%	03/06/2013	03/07/2013
6 Scope complete	0d	0%	03/07/2013	03/07/2013
7 Analysis/Software Requirements	14d	0%	03/07/2013	03/27/2013
8 Conduct needs analysis	5d	0%	03/07/2013	03/14/2013
9 Draft preliminary software specifications	3d	0%	03/14/2013	03/19/2013
10 Develop preliminary budget	2d	0%	03/19/2013	03/21/2013
11 Review software specifications/budget with team	4h	0%	03/21/2013	03/21/2013
12 Incorporate feedback on software specifications	1d	0%	03/22/2013	03/22/2013
13 Develop delivery timeline	1d	0%	03/25/2013	03/25/2013
14 Obtain approvals to proceed (concept, timeline, bu	4h	0%	03/26/2013	03/26/2013
15 Secure required resources	1d	0%	03/26/2013	03/27/2013
16 Analysis complete	0d	0%	03/27/2013	03/27/2013
17 Design	14.5d	0%	03/27/2013	04/16/2013
18 Review preliminary software specifications	2d	0%	03/27/2013	03/29/2013
19 Develop functional specifications	5d	0%	03/29/2013	04/05/2013
20 Develop prototype based on functional specificatio	4d	0%	04/05/2013	04/11/2013
21 Review functional specifications	2d	0%	04/11/2013	04/15/2013

Mar 3 - Mar 9 '13 Mar 10 - Mar 16 '13 Mar 17 - Mar 23 '13

Collaborate Chat Hey Curtis. Whats up?

bharris@epexcorp.com

Home EC Install - Caralabs New Office - 801 Pine St Epex 3500 Converter EC Install - ScripLabs

Tasks Resources Workdays Time Sheet Publish

File Edit Link Export Advanced

WBS	Task	Assignments	Complete	Duration	Work
1	Contact moving organizer	Carol Hess	70%	1 day	2 hrs
2	Space Planning		100%	3 days	11 hrs
3	2.1 Review space plan docs		100%	1 day	8 hrs
4	2.2 Finalize furniture budget	Gail Ritter	100%	2 days	3 hrs
5	3 Vendor Selection		26%	9 days	43.5 hrs
6	4 Delivery and Installation		50%	3 days	11 hrs
7	4.1 Select moving company	Dave Mills	100%	1 day	5 hrs
8	4.2 Reception signage	Ben Harris	100%	2 days	6 hrs
9	4.3 Order Access Key Cards	Dave Mills		3 days	0 hrs
10	5 Misc Move Details			2 days	4 hrs
11	5.1 Email move details to staff	Ben Harris		1 day	4 hrs
12	5.2 Order moving boxes	Ben Harris		2 days	

2012 Jul 01 - Jul 07, 2012 Jul 08 - Jul 14, 2012

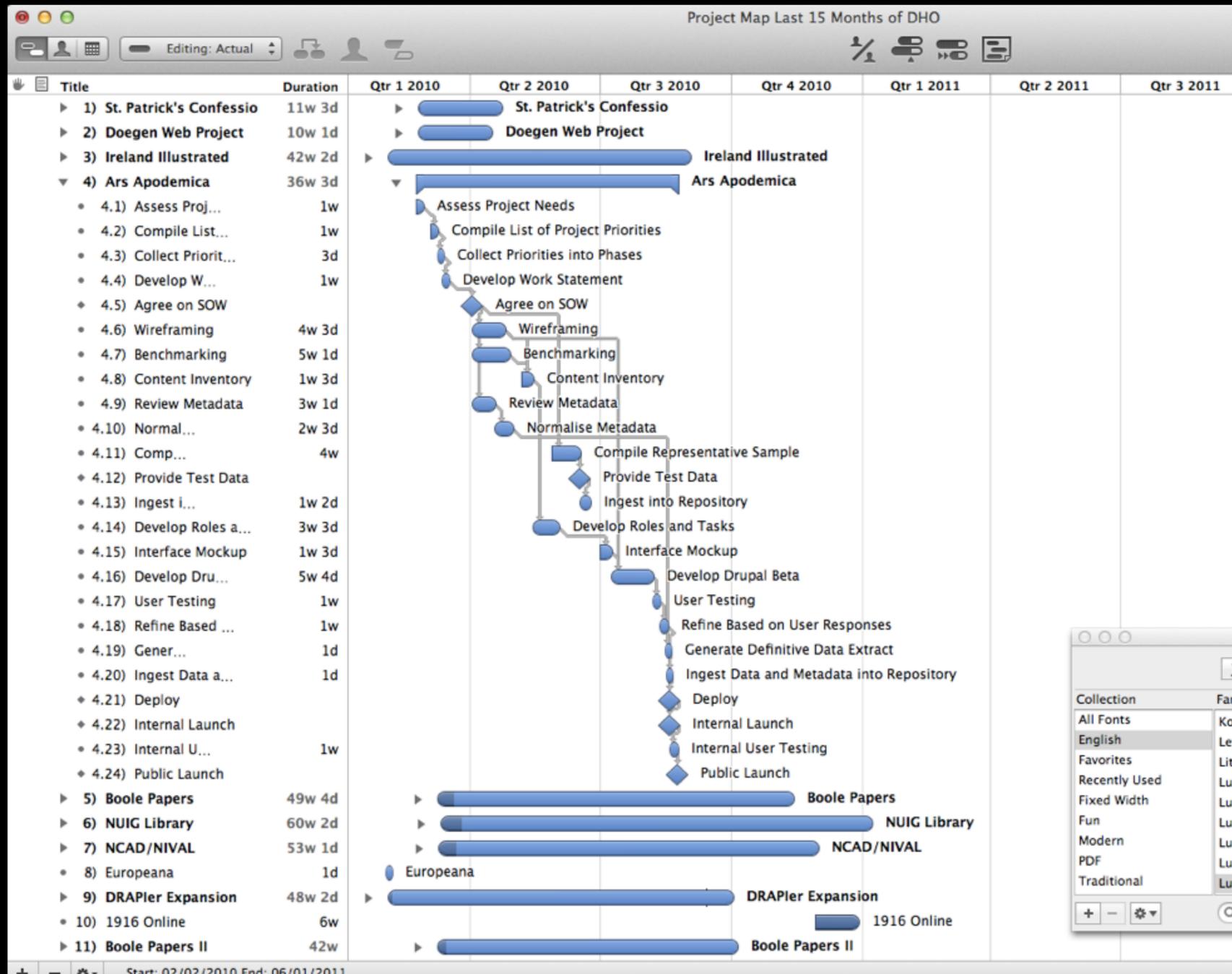
Vendor Selection

- Select moving company
- Reception signage
- Order Access Key Cards

Misc Move Details

- Email move details to staff
- Order moving boxes

# On the Desktop: MSProject / OmniPlan



# Managing and Documenting

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- ▶ Evernote
- ▶ Google Docs
- ▶ Google +
- ▶ Zoho Projects
- ▶ PBWorks
- ▶ Slack

# Evernote



## Keep everything in sync

With Evernote, all of your notes, web clips, files and images are made available on every device and computer you use.



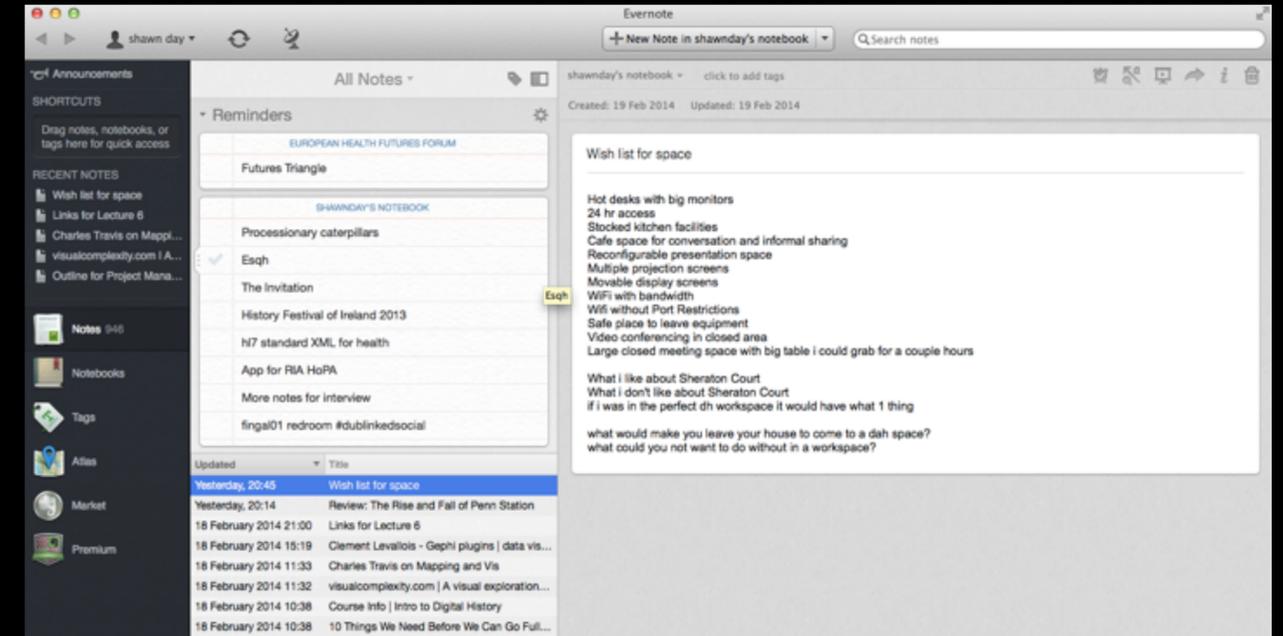
## Remember things you like

Save everything cool and exciting you see online and in the real world. Snap a photo, record some audio and save it.



## Save favorite webpages

Save entire webpages to your Evernote account with our nifty web clipper browser extensions. You get the whole page: text, images and links.



## Research better

Collect information from anywhere into a single place. From text notes to web pages to files to snapshots, everything is always at your fingertips.



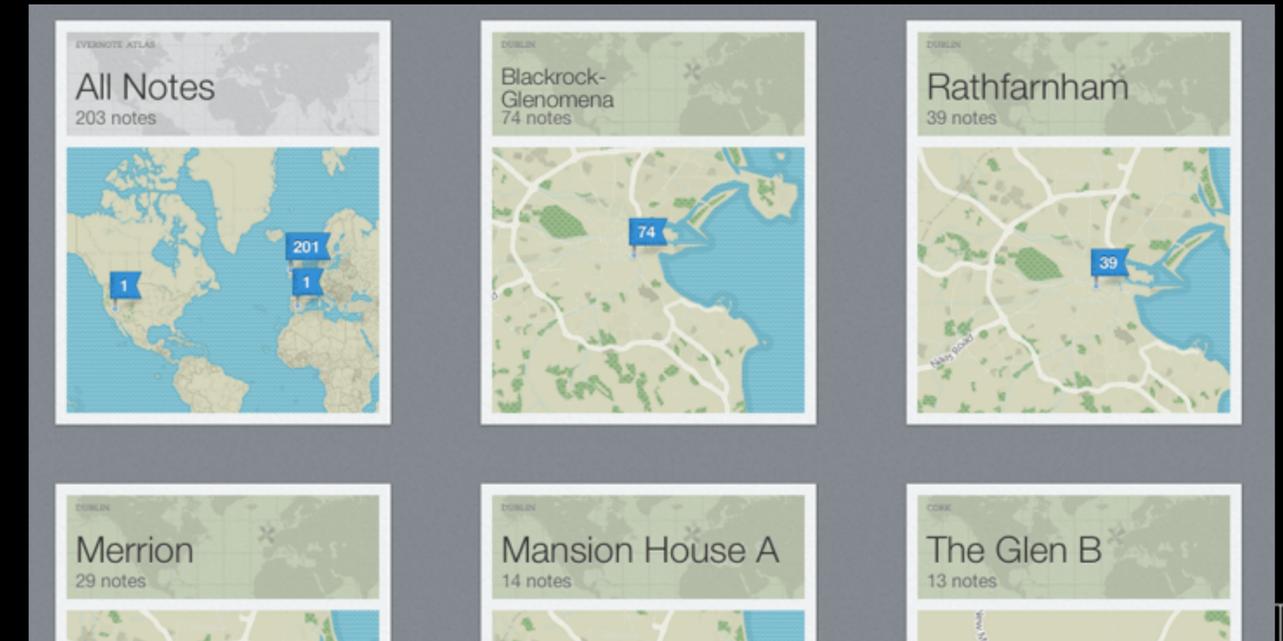
## Work with friends and colleagues

Share your notes and collaborate on projects with friends, colleagues and classmates.



## Plan your next trip

Keep all of your itineraries, confirmations, scanned travel documents, maps, and plans in Evernote, so you'll have them when you need them.



# Google Apps / Docs

Discover a better way of learning

Discover free email and collaboration tools for today's schools.

Get Apps today

It's free. Completely free.



Millions of students & educators worldwide use Google Apps



Tablets with Google Play for Education

This powerful and affordable 1:1 tablet solution was designed for learning and made for the classroom.



News Recorder

Get to know a Google S...

AdMob App Integration

oSTEM 2013 at the Geo...

Google

Drive

CREATE

My Drive

Shared with Me

Starred

Recent

Bin

More

Connect Drive to your desktop

- | <input type="checkbox"/> | TITLE  |
|--------------------------|--|
| <input type="checkbox"/> | ★ Critical awarene...  |
| <input type="checkbox"/> | ★ ODI #12 Open E...  |
| <input type="checkbox"/> | ★ OKFN Ireland - Why do we need Open Data? [OKFN Ireland] ODI meetup #12, Cork |
| <input type="checkbox"/> | ★ Third STWG workshop - ESF Event Report                                       |
| <input type="checkbox"/> | ★ [DRAFT] Open Letter to WB re FOI fees 141113                                 |
| <input type="checkbox"/> | ★ Attendees-Final list   |
| <input type="checkbox"/> | ★ MA DAH - Teaching List (2013/14)   |
| <input type="checkbox"/> | ★ [required budget] Open Data Ireland (CfD+Open Data Ireland/OKFirl)           |
| <input type="checkbox"/> | ★ Survey IRL Open Data community   |
| <input type="checkbox"/> | ★ CLEAN_up NeDIMAH cross disciplinary results                                  |
| <input type="checkbox"/> | ★ Open Government Ireland (OGI)  |
| <input type="checkbox"/> | ★ List of Open Data Sources Related to Ireland My Drive                        |
| <input type="checkbox"/> | ★ List of attendees w/ emails [CKAN Hackathon - 28 Sept 2013]                  |
| <input type="checkbox"/> | ★ Open Health Data (OHD) work group  |
| <input type="checkbox"/> | ★ OKF Ireland: ideas, projects, chapter...                                     |
| <input type="checkbox"/> | ★ NeDIMAH cross disciplinary results   |
| <input type="checkbox"/> | ★ OKFN-IRL   |
| <input type="checkbox"/> | ★ CKAN hackathon   |
| <input type="checkbox"/> | ★ DAH STUDENTS 2011 - 2014   |
| <input type="checkbox"/> | ★ DAH STAFF 2013 / 2014  |

- Folder
- Document
- Presentation
- Spreadsheet
- Form
- Drawing
- Fusion Table (exper...
- Lucidchart Diagram
- Script

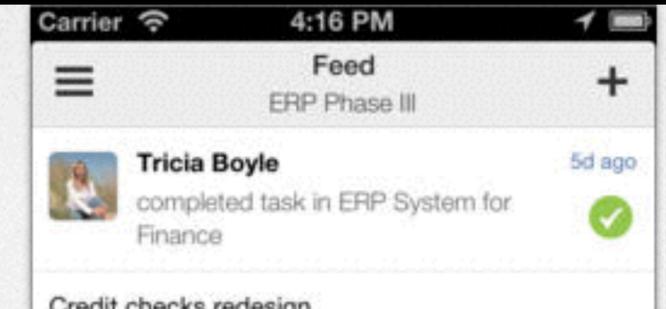
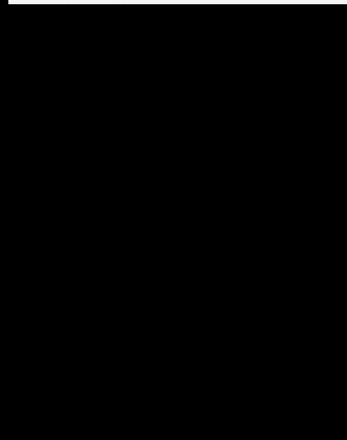
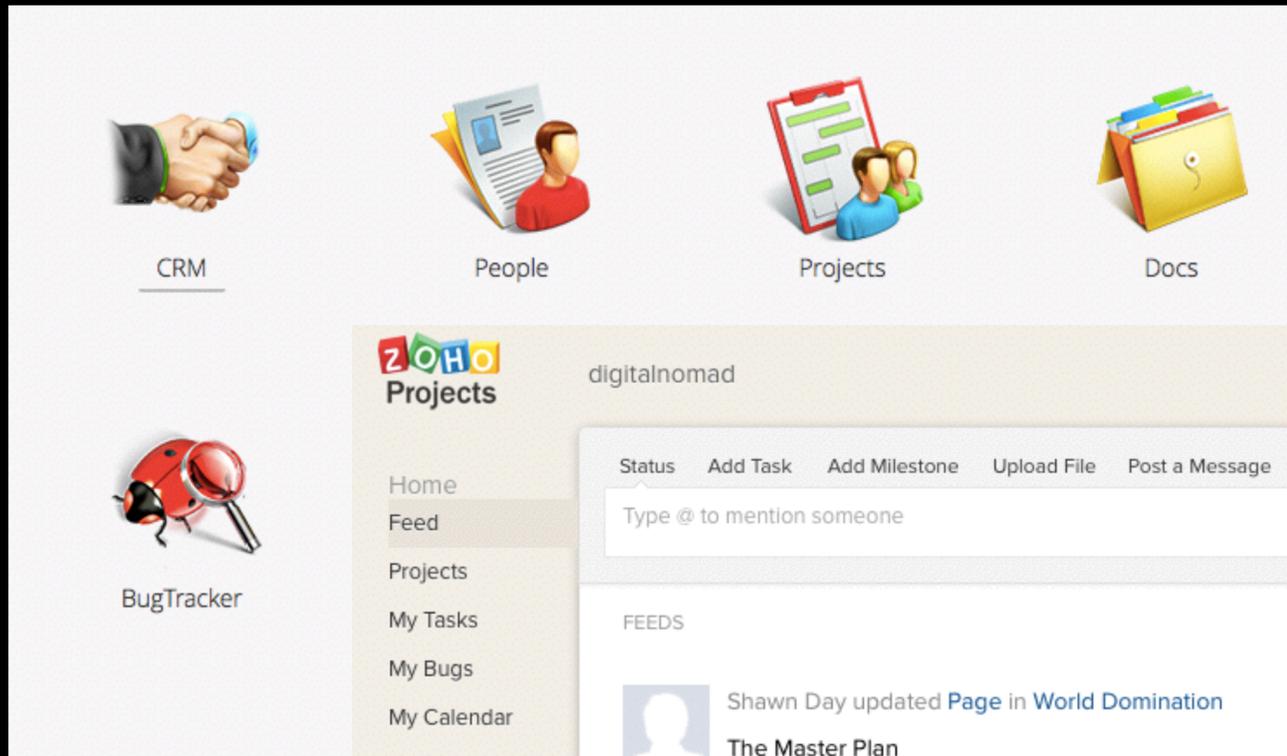
Connect more apps

+Shawn 18 Share

SHARE DATE

- | SHARE DATE                        |
|-----------------------------------|
| Fredrik Palm 17 Feb               |
| Denis Parfenov 24 Jan             |
| Denis Parfenov 21 Jan             |
| Daniel Alves 18/11/2013           |
| Denis Parfenov 14/11/2013         |
| Daniel Alves 13/11/2013           |
| Paul O'Shea 06/11/2013            |
| Denis Parfenov 05/11/2013         |
| Denis Parfenov 05/11/2013         |
| Fredrik Palm 04/11/2013           |
| Denis Parfenov 25/10/2013         |
| Flora Fleischer 21/10/2013        |
| Denis Parfenov 21/10/2013         |
| Denis Parfenov 17/10/2013         |
| Denis Parfenov 10/10/2013         |
| Oria Murphy 19/09/2013            |
| Denis Parfenov 02/09/2013         |
| Denis Parfenov 21/08/2013         |
| Karolina Badzmierowska 31/05/2013 |
| Karolina Badzmierowska 31/05/2013 |

# ZoHo Applications: Project



**ZoHo Projects** digitalnomad

Status Add Task Add Milestone Upload File Post a Message

Type @ to mention someone

FEEDS

- Shawn Day updated [Page](#) in [World Domination](#)  
**The Master Plan**  
Comment · November 19, 2013
- Shawn Day added [Milestone](#) in [World Domination](#)  
**Succeed**  
Comment · November 19, 2013
- Shawn Day created [World Domination](#) project  
Comment · [Show Description](#) · November 19, 2013

Welcome to Zoho Projects  
You have successfully created digitalnomad portal. You can now invite users, create project, assign task & collaborate with team members. We wish you success in managing your projects using Zoho Projects  
November 19, 2013

Upgrade for additional benefits,

- ✓ Sub tasks, Task Reminders & Recurrence
- ✓ Bug Tracking
- ✓ More Documents Storage & Dropbox Sync
- ✓ Easy Time Tracking
- ✓ Configure your business hours
- ✓ Skip weekends and holidays
- ✓ Advanced analytics using Zoho Reports

[Upgrade](#)



Feed ERP Phase III

- Tricia Boyle 5d ago  
completed task in ERP System for Finance
- Charles Stone 5d ago  
sent a direct message
- Tricia Boyle 5d ago  
I think we need to recheck the deployment proposal. Let me know when you can spare some time for the review.
- Charles Stone 5d ago  
added comment on Meeting in ERP System for Finance
- Tricia Boyle 26 Feb 2013 18:26 PM  
ERP Phase III @ Organize Conf Hall

# PBWorks

The screenshot shows a PBWorks intranet page for Sterling Cooper Draper Pryce. The page is titled "Sterling Cooper Intranet" and features a navigation bar with "FrontPage", "Files", "Tasks", "People", "Activity", and "Settings". The main content area includes a description of the agency, contact information for the NY office, and a section for "Latest NY Office Campaigns" featuring a "Get Lucky" advertisement. A right-hand sidebar contains various actions like "Rename Page", "Move Page", "Add Tags", "Save Page as PDF", "Copy Page", and "Control Access", along with a "Navigator" section showing "Starded Pages and Files" and "Client Pages".

**Sterling Cooper Intranet**  
Sterling Cooper is a full-service, creatively driven advertising agency based in Manhattan, New York. We have offices all around the world, including Chicago, London, New York, and Tokyo. On this intranet you will find regularly updated samples of the New York office's latest work, headlines aggregated from each of our blogs, and newly brand concepts.

And most importantly, you'll find our people—not just their names and titles, but what they do, what they're into and how they've contributed to making this agency great. Feel free to comment on the work you see and please visit often.

**About the NY Office**  
**Location**  
1569 Madison Ave (at 60th)  
New York, NY 10023  
**Main Phone**  
Main Line: 917.612.3698  
See contact information or [Network Users Page](#) view our [Client List](#)  
For office specific information, view the network users list and [drill down by location](#)  
**Website**  
<http://sterlingcooperadagency.com/>

**Latest NY Office Campaigns**

- [Anglo American](#)
- [Coors](#)
- [NY Hilton](#)
- [London Fog Campaign](#)
- [Lucky Strikes](#)

**Get Lucky**  
the taste to start with... the taste to stay with

**SideBar**

**Actions**

- Rename Page
- Move Page
- Add Tags
- Save Page as PDF
- Copy Page
- Control Access

**Add Items & People**

- Upload Files
- Create Task
- Invite People

**Navigator**

- Starded Pages and Files
- Client Pages
- Forms and Documents
- Internal Tools
- Latest Work
- Office Procedures

**Campaigns**

- [Client List](#)
- [Latest Work](#)

Chat (0)

# Mediawiki

The image shows a screenshot of the Wikipedia main page with a diagram overlay. The diagram illustrates the flow of content from monitoring and writing to translation and delivery. It includes categories like Tech News, Tech ambassadors, Translators, and Multilingual newsletter.

**Monitoring**

- Bugs and other issues
- Code changes and code reviews
- Mailing lists
- Status updates from developers

**Writing**

**Tech News**

- Technické novinky
- Tech news
- Noticias Tech
- Tech-uitiset
- Actualités techniques
- 技術ニュース
- 기술 소식
- Wiadomości techniczne
- Novidades de Tecnologia
- Технические новости
- Тех. новини
- 技術新聞

**Translation**

**Assembly**

**Language selection**

**Delivery**

**Multilingual newsletter**

**MediaWiki Message Delivery [MassMessage]**

**Users**

**Communities**

**Developers**

**Tech ambassadors**

**Translators**

**Lua module**

**Community liaisons**

**EdwardsBot**

**Archive – By email – More featured article**

**Did you know...**

- ... that atop the **Poznań ratusz** (pictured) from the mid-16th century, billy goats butting heads attract hundreds of spectators daily?
- ... that **termite-inspired robots** may someday build a base for humans on **Mars**?
- ... that **Armamalai Cave** has cave paintings which are similar in technique to those of **Sittanavasal**?

**From today's featured article**

**Afroyim v. Rusk** is a 1967 U.S. Supreme Court case which ruled that American citizens may not be deprived of citizenship involuntarily. The U.S. government tried to revoke the citizenship of Beys Afroyim (pictured with his son), who had voted in an Israeli election after becoming a naturalized American citizen, but the court decided that his right to retain his citizenship was guaranteed by the Citizenship Clause of the Fourteenth Amendment. It overruled *Perez v. Brownell* (1958), in which it had upheld loss of citizenship under similar circumstances. *Afroyim* opened the way for a wider acceptance of multiple citizenship in American law. Its impact was narrowed by *Rogers v. Bellei* (1971), which held that the Fourteenth Amendment did not apply in all cases, but the specific law in that case was repealed in 1978. The *Bancroft Treaties*—a series of agreements between the United States and other nations which sought to limit dual citizenship—were abandoned after the *Carter administration* concluded that they had been rendered unenforceable. As a consequence of revised government policies adopted in 1990, it is now "virtually impossible" to lose American citizenship involuntarily. (**Full article...**)

Recently featured: **Brabham BT19 – L'incoronazione di Poppea – Cave Story**

**In the news**

- At least 25 people are killed between riot police and demonstrators in North Korea.
- Renaud Lavillenie of France sets world record in pole vaulting, wins gold medal.
- Lebanese Prime Minister Nizar Staryi resigns.

**Wikipedia**  
The Free Encyclopedia

4,456,215 articles in English

Main Page Talk

Read View

Arts  
Biography  
Geography

Main page  
Contents  
Featured content  
Current events  
Random article  
Donate to Wikipedia  
Wikimedia Shop

Interaction  
Help  
About Wikipedia  
Community portal  
Recent changes  
Contact page

Tools

Print/export

Languages  
Simple English  
العربية  
Bahasa Indonesia  
Bahasa Melayu  
Български  
Català  
Čeština  
Dansk  
Deutsch

2013, ClipUpload (20 Jun 2013), PageLanguage (17 Jun 2013), CoreEvents (12 Jun 2013), Calendar-Wikivoyage (12 Jun 2013), Ads (12 Jun 2013), APNG (9 Jun 2013), Wikibase QueryEngine (8 Jun 2013), Wikibase Database (8 Jun 2013), Wikibase DataModel (8 Jun 2013), Campaigns (7 Jun 2013), Annotator (7 Jun 2013), Presort (5 Jun 2013), Less (19 May 2013), Bootstrap (18 May 2013), CopyWatchers (16 May 2013), ExtensionStatus (13 May 2013), ValueView (12 May 2013), Version (30 Apr 2013), PIVLogin (30 Apr 2013), TimezoneSelector (29 Apr 2013), Nostalgia (27 Apr 2013), MobileMeta (25 Apr 2013), Spreadsheet (24 Apr 2013), DynamicRedirect (22 Apr 2013), SearchBlox (19 Apr 2013), HoverGallery (19 Apr 2013), InlineCategorizer (13 Apr 2013), Luciwik (7 Apr 2013), SMWCollaboration (29 Mar 2013), Foxway (29 Mar 2013), DeleteOwn (29 Mar 2013), MarkdownExtraParser (20 Mar 2013), Thanks (18 Mar 2013), NavigationTiming (13 Mar 2013), AccountAudit (13 Mar 2013), HipchatNotifications (9 Mar 2013), Settings (8 Mar 2013), KeepSkin (8 Mar 2013), OdbcDatabase (4 Mar 2013), MwEmbedSupport (4 Mar 2013), CryoKey (24 Feb 2013), PopupPages (23 Feb 2013), SpellingApi (19 Feb 2013), Image Gallery (18 Feb 2013), WikimediaMaintenance (11 Feb 2013), ParserHooks (11 Feb 2013), Ask (11 Feb 2013), SOLRSearch (9 Feb 2013), MultiMaps (6 Feb 2013), ForceLogin (6 Feb 2013), ExtExpressionEngineAuthDB (6 Feb 2013), SemanticWebBrowser (4 Feb 2013), Story Paragraph (2 Feb 2013), Sarcasm (30 Jan 2013), StorePdfArticleInAlfresco (28 Jan 2013), PageCrossReference (28 Jan 2013), Discuz X Single Sign-On (26 Jan 2013), ThrottleOverride (25 Jan 2013), UIFeedback (24 Jan 2013), SemanticComments (21 Jan 2013), PDBHandler (17 Jan 2013), BlockandNuke (17 Jan 2013), UnityEmbed (15 Jan 2013), SearchExtraNS (15 Jan 2013), Numbertext (14 Jan 2013), TwitterCards (12 Jan 2013), NamespaceRelations (10 Jan 2013), PHPEXcel (9 Jan 2013), DataModel (9 Jan 2013), Script (2 Jan 2013), DataProvider (2 Jan 2013), Raptorize (1 Jan 2013), BacktickCode (30 Dec 2012), OfflinelImportLexicon (29 Dec 2012), Disambiguator (28 Dec 2012), Josa (27 Dec 2012), PageCreationNotif (21 Dec 2012), InviteSignup (21 Dec 2012), Git2Pages (20 Dec 2012), MyTerrificExtension (14 Dec 2012), TaskPm (11 Dec 2012), AutoKeywords (8 Dec 2012), PGFTikZ (7 Dec 2012), Simple Breadcrumb (4 Dec 2012), ParentPageLink (4 Dec 2012), GuidedTour (3 Dec 2012), SecureSessions (2 Dec 2012), PerPageLicense (30 Nov 2012), CharRangeSpan (27 Nov 2012), PagePolice (26 Nov 2012), ListItemFilter (23 Nov 2012), CanonURL (22 Nov 2012), Solarium (19 Nov 2012), Bible (19 Nov 2012), Agora (16 Nov 2012), WikiTwidget (15 Nov 2012), WidgetsFramework (15 Nov 2012), LocationAwareServiceAccess (15 Nov 2012), FacebookImport (14 Nov 2012), InterwikiMap (11 Nov 2012), TemplateSandbox (9 Nov 2012), Persona (7 Nov 2012), MsLinks (7 Nov 2012), GWTToolset (2 Nov 2012), InterwikiRegex (1 Nov 2012), HostStats (1 Nov 2012), HTML Tags (1 Nov 2012), MisesQuote (31 Oct 2012), CreditsSource (31 Oct 2012), GeoCrumbs (30 Oct 2012), Listings (29 Oct 2012), HTML5Media (28 Oct 2012), HTML5Tags (27 Oct 2012), TocTree (23 Oct 2012), Semantic Image Annotator (23 Oct 2012), HighslideGallery (23 Oct 2012), MoveToSkin (20 Oct 2012), GnumericHandler (19 Oct 2012), RelatedSites (18 Oct 2012), RelatedArticles (18 Oct 2012), Insider (18 Oct 2012), CustomData (17 Oct 2012), MapSources (16 Oct 2012), ViewFiles (14 Oct 2012), EnhancedAutopromote (13 Oct 2012), FormPreloadPostCache (11 Oct 2012), CommunityHiring (11 Oct 2012), CommunityApplications (11 Oct 2012), YAML (9 Oct 2012), SimpleMath (8 Oct 2012), Header (8 Oct 2012), EImage (7 Oct 2012), SocialLogin (5 Oct 2012), SSLClientAuthentication (5 Oct 2012), PostEdit (24 Sep 2012), AuthorReward (24 Sep 2012), DataTypes (18 Sep 2012), Blurp (16 Sep 2012), ProtectedTitles (15 Sep 2012), SmartIndex (14 Sep 2012), BibManager (14 Sep 2012), NamespaceReadRestrict (12 Sep 2012), WikiSEO (11 Sep 2012), UsernameWithGroupname (9 Sep 2012), Nonlinear (7 Sep 2012), ScienceReward (5 Sep 2012), SLight (3 Sep 2012), ArticleScores (3 Sep 2012), UploadConvert (26 Aug 2012), Helios for Word (26 Aug 2012), Helios for Outlook (26 Aug 2012), Firebase (23 Aug 2012), ConventionExtension (21 Aug 2012), PurgeClickThrough (20 Aug 2012), VideoPlayer (19 Aug 2012), SNSButtonsInSidebar (18 Aug 2012), ForceTocOnEveryPage (18 Aug 2012), FacebookComments (18 Aug 2012), DataValues (15 Aug 2012), BiblioPlus (15 Aug 2012), WikiLovesMonuments (14 Aug 2012), Semantic Genealogy (14 Aug 2012), TwoFactorAuthentication (13 Aug 2012), Gitweb (12 Aug 2012), Gists (12 Aug 2012), Vtour (8 Aug 2012), Phalanx (7 Aug 2012), RevisionCommentSupplement (2 Aug 2012), SortChars (31 Jul 2012), Libravatar (31 Jul 2012), EventLogging (31 Jul 2012), CategoryHistory (30 Jul 2012), ArticleRatings (29 Jul 2012), Semantic Forms HTML5 (25 Jul 2012), Diff (20 Jul 2012), RExtension (18 Jul 2012), LinkAttributes (17 Jul 2012), Echo (17 Jul 2012), Carp (17 Jul 2012), Yelp (16 Jul 2012), Foursquare (16 Jul 2012), AkAPI (13 Jul 2012), UniversalLanguageSelector (9 Jul 2012), LightweightRDFa (9 Jul 2012), GitHubCommit (8 Jul 2012), MathSearch (5 Jul 2012), AudioPlayer2 (5 Jul 2012), GoogleCustomWikiSearch (4 Jul 2012), ExcludeRandom (2 Jul 2012), BoilerPlate (2 Jul 2012), ExternalLinks (29 Jun 2012), SkelJS (27 Jun 2012), Widgetbar (24 Jun 2012), PrettyPhoto (24 Jun 2012), Mpdf (24 Jun 2012), CCAgreement (21 Jun 2012), EtherEditor (20 Jun 2012), WikimediaShopLink (19 Jun 2012), Popup (18 Jun 2012), OooRender (18 Jun 2012), NativeSvgHandler (17 Jun 2012), AddBodyClass (17 Jun 2012), PanScroll (13 Jun 2012), WikivoteMapsYandex (9 Jun 2012), UploadPDF (4 Jun 2012), GerritTools (4 Jun 2012), E3 Experiments (23 May 2012), AWLD (20 May 2012), LinkTitles (19 May 2012), Semantic Page Maker (18 May 2012), GoogleMapsFn (18 May 2012), DebianISOcodes (18 May 2012), OICD (11 May 2012), Brainfuck (11 May 2012), OATHAuth (8 May 2012), PageImages (7 May 2012), Did You Know (6 May 2012), NFE (5 May 2012), JSON (1 May 2012), SwiftCloudFiles (30 Apr 2012), SelectTag (30 Apr 2012), WolframCDF (25 Apr 2012), CopyLink (24 Apr 2012), GoogleCSE (20 Apr 2012), Scribunto (16 Apr 2012), CopyToClipboard (13 Apr 2012), HAWelcome (10 Apr 2012), Cyrillic Aa support (8 Apr 2012), WatchGroup (6 Apr 2012), KeyCAPTCHA (6 Apr 2012), AllTimeZones (4 Apr 2012), Processinols (2 Apr 2012), SemanticHTML (31 Mar 2012),

# Trac

 Search

[Login](#) | [Preferences](#) | [Help/Guide](#) | [About Trac](#)

Wiki | **Timeline** | Roadmap | Browse Source | View Tickets | New Ticket | Search

← [Previous Period](#) | [Next Period](#) →

## Timeline

### Feb 20, 2014: Today

4:10 AM Ticket [#241](#) (dh test) closed by anonymous  
wontfix

### Feb 19, 2014: Yesterday

2:48 PM Ticket [#241](#) (dh test) created by anonymous  
test here

5:03 AM Changeset [\[12527\]](#) by rjollo  
1.1.2dev: Allow the rendering `method` to be specified by the request ...

5:03 AM Changeset in trac.hg [\[9330:1d164997ae27\]](#) `trunk` `tip` by rjollo  
1.1.2dev: Allow the rendering `method` to be specified by the request ...

### Feb 18, 2014:

4:05 PM Ticket [#240](#) (dei mama) created by anonymous  
dei mama

3:08 PM Changeset [\[12526\]](#) by dstoecker  
fix typo

11:35 AM Changeset [\[12525\]](#) by dstoecker  
fix #11236 - add statistics, expand db tables to fix #4064 and #10035 as ...

### Feb 16, 2014:

View changes from   
and  days back  
done by   
 Changesets in all repositories  
 Milestones reached  
 Tickets opened and closed  
 Wiki changes

# Slack

The screenshot displays a Slack workspace for 'EHFF'. On the left sidebar, there are sections for 'CHANNELS (9)' including #evy, #general (selected), #meetingnotes, #private, #random, #sandbox, #socialmedia, #telescope, and #website. Below this is 'DIRECT MESSAGES (11)' with a list of users including slackbot, Agnieszka D, Caroline Whyte, danielsteenstra, David Goldberg, David Somekh, Maggie Somekh, Mary Morrissey, Matthijs Zwier, and Sean Conlan.

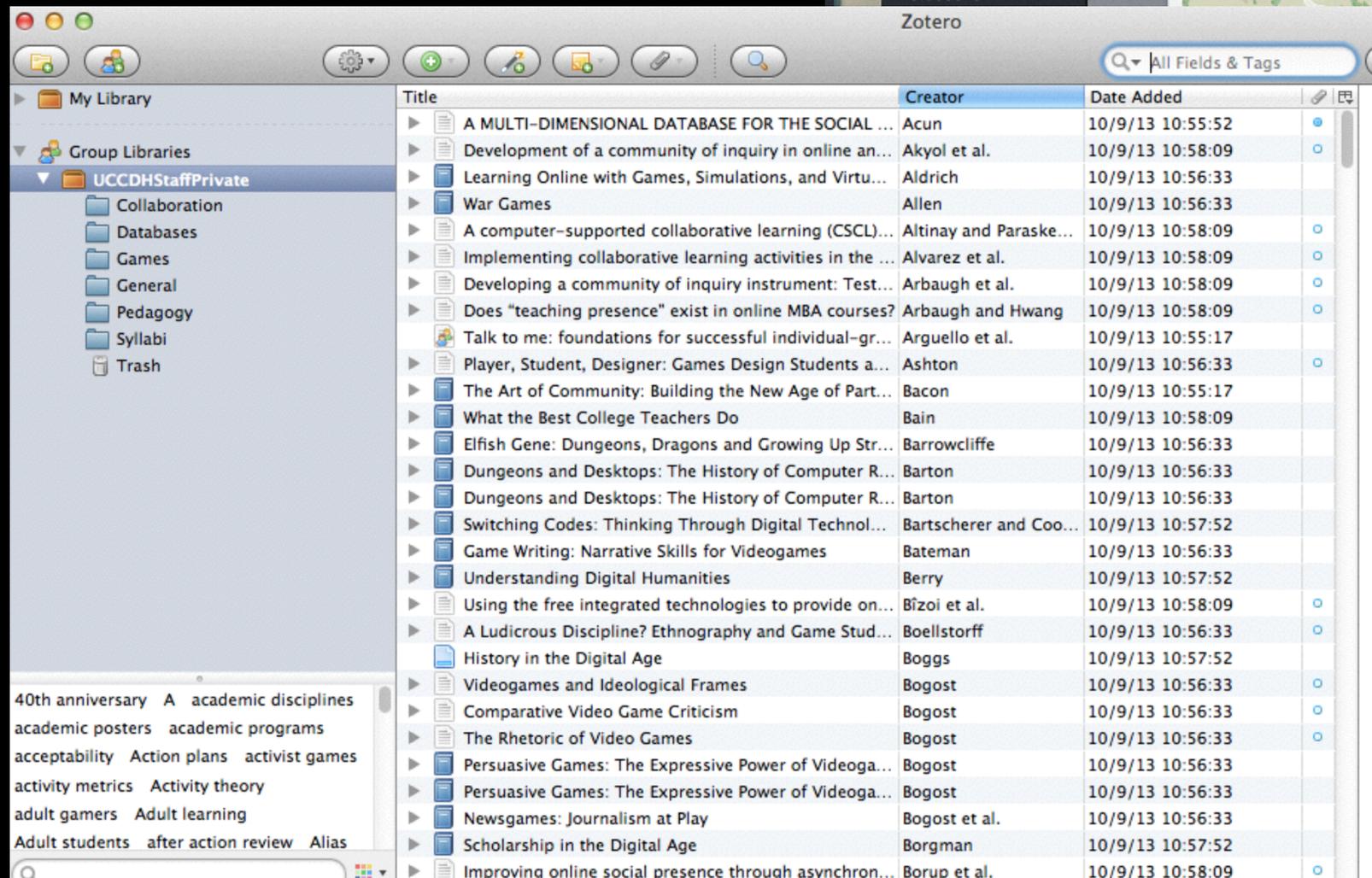
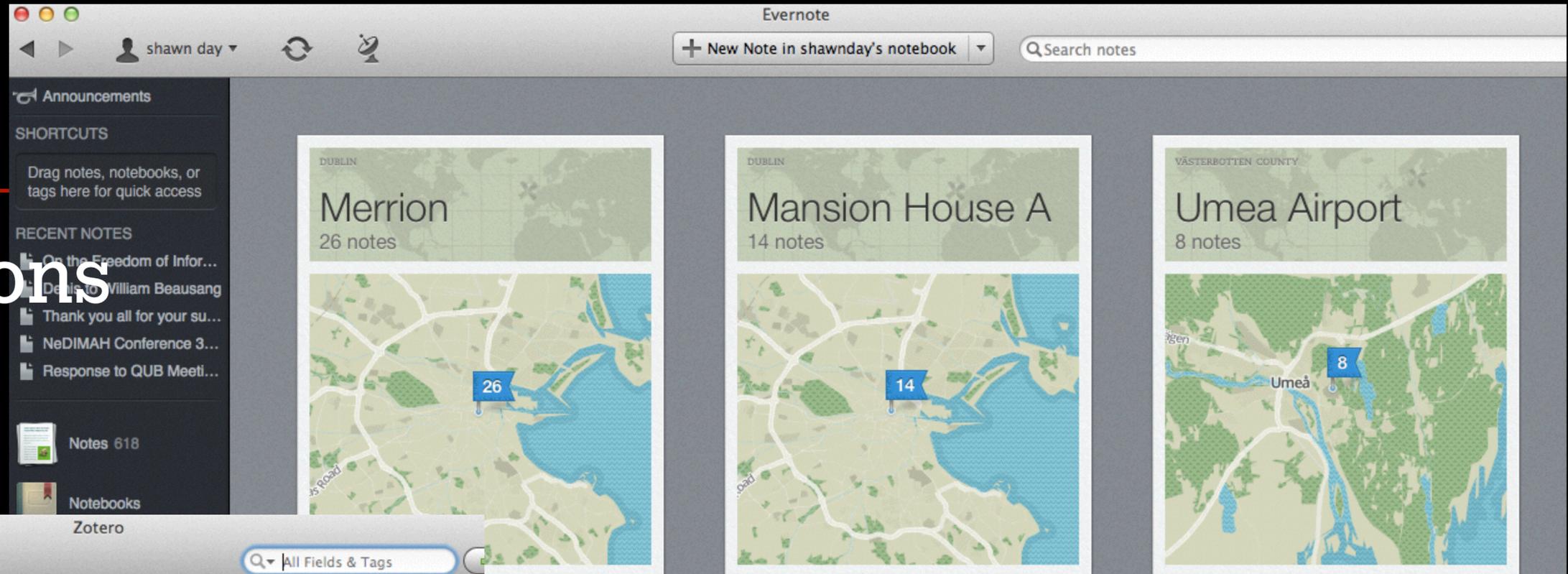
The main channel view is for '#general' with 11 members. The message history shows:

- May 26th**: A message from an unnamed user: "actors. Kaisa Immonen-Charalambous (MA) is Senior Policy Adviser at the European Patients' Forum (EPF), having [Show more...](#)"
- May 26th 18:30**: **Matthijs Zwier** (@Sean) says: "I will make a web news item tomorrow and will post on SoMe as well!"
- May 26th 18:30**: **Sean Conlan** says: "great thanks"
- May 27th**: **David Goldberg** (17:12) says: "joined #general"
- May 27th 19:05**: **Matthijs Zwier** says: "Welcome @davidg"
- June 3rd**: **Declan Dunphy** (15:58) says: "joined #general"
- June 5th**: **Matthijs Zwier** (10:01) says: "Welcome @decd"

At the bottom, there is a text input field with a plus icon on the left and a smiley face icon on the right.

# Compiling

- ▶ Zotero + Extensions
- ▶ Evernote
- ▶ Pinboard



# Zotero

The screenshot shows the Zotero web interface for a group named 'Global Outlook Digital Humanities'. The page features a navigation bar with links for Home, Groups, People, Documentation, Forums, and Get Involved. A search bar is located on the right. The main content area includes a breadcrumb trail (Home > Groups > Global Outlook Digital Humanities), the group title, and a 'Recently Added Items' table. To the right of the table is a 'Library' sidebar with a search box and a list of tags. Below the tags is a description of the group and a list of members. On the far right, a detailed view of a specific item is shown, including its title, author, type, abstract, URL, and access date.

## zotero

Home Groups People Documentation Forums Get Involved Search for groups

Home > Groups > Global Outlook Digital Humanities

### Global Outlook Digital Humanities

#### Recently Added Items

Title	Added By	Updated On
<a href="#">No.12: Variant Analyses, Interrogations of New Media Art and Culture, Patrick Lichty   Institute of Network Cultures</a>	<a href="#">elotroalex</a>	Feb 4, 2014 12:47:11 PM
<a href="#">La stratégie du Sauna finlandais</a>	<a href="#">elotroalex</a>	Feb 1, 2014 8:18:15 PM
<a href="#">The global future of English studies</a>	<a href="#">elotroalex</a>	Feb 1, 2014 8:13:49 PM
<a href="#">DH in Russia: prove di dialogo epistemologico   Infolet - Informatica e letteratura</a>	<a href="#">elotroalex</a>	Feb 1, 2014 3:43:58 PM
<a href="#">El mapa y el territorio. Una aproximación histórico-bibliográfica a la emergencia de las Humanidades Digitales en España</a>	<a href="#">elotroalex</a>	Feb 1, 2014 3:41:54 PM
<a href="#">Las culturas y humanidades digitales</a>	<a href="#">elotroalex</a>	Feb 1, 2014 3:41:22 PM

**Library**

- global-issues
- Trash

**Tags**

academia academics Apropiaçión Apropriação biblioteca d... Biology blog humanid... C&T Chemistry Computer Sci... CyT Digital Huma... digital libr... digital scho... diversidad l... Earth Scienc... Economics edición acad... English español Geography hipertexto History homestead Humanidades ...

[More Refresh](#)  
[Subscribe to this feed](#)

**No.12: Variant Analyses, Interrogations of New Media Art and Culture, Patrick Lichty | Institute of Network Cultures**

**Added By** [elotroalex](#)

**Item Type** Blog Post

**Title** No.12: Variant Analyses, Interrogations of New Media Art and Culture, Patrick Lichty | Institute of Network Cultures

**Abstract** about this publication: Lichty's range of commentary and analysis dissects nearly two decades of what has now become new media society. Before

**URL** <http://networkcultures.org/wpmu/portal/publication/no-12-variant-analyses-interrogations-of-new-media-art-and-culture-patrick-lichty/>

**Accessed** 2014-02-04 12:47:11

**Short Title** No.12

**Tags**

**Notes and Attachments**

[Snapshot \(Attachment Details\)](#)

This is a group to coordinate (blog posts, essays, etc.) pertinent to transnational humanities or in non-English traditions of digital humanities.

- Owner: [Alex Gil](#)
- Registered: 2014-02-01
- Type: Public
- Membership: Open

#### Members (12)

# Pinboard

Pinboard (shawnday) 0.046 s history · network · recent · popular · add url · add note · settings · account · howto log out

shawnday 270 all · private · public · unread · untagged · starred · tweets RSS

« earlier edit · organize Search Mine Search All

★ Visualising Data » Blog Archive » Welcome to 'Selfiecity'  
Fascinating look at image analysis and cultural expression ;-' Welcome to 'Selfiecity' #datavis  
datavis from twitter  
36 minutes ago edit delete

★ 645 - Kiev Burning: a Map of the Front Line | Strange Maps | Big Think  
Kiev Burning: a Map of the Front Line  
from twitter  
45 minutes ago edit delete

★ TAPoRRedesign < Main < WikiTADA  
TAPOR TextAnalysis Training Howto  
58 minutes ago edit delete

★ Safari Pinboard Extension // chipwreck  
howto pinboard  
1 hour ago edit delete

★ Review: The Rise and Fall of Penn Station - News - Architectural Record  
Great documentary-a short & pithy watch:The Rise & Fall of Penn Station - Martyr 4 architectural conservation in NYC  
from twitter  
15 hours ago edit delete

★ Twitter / iridium: Good twitter activity at UCC ...  
Good twitter activity at UCC in realtime though #dahphdie  
dahphdie from twitter  
yesterday edit delete

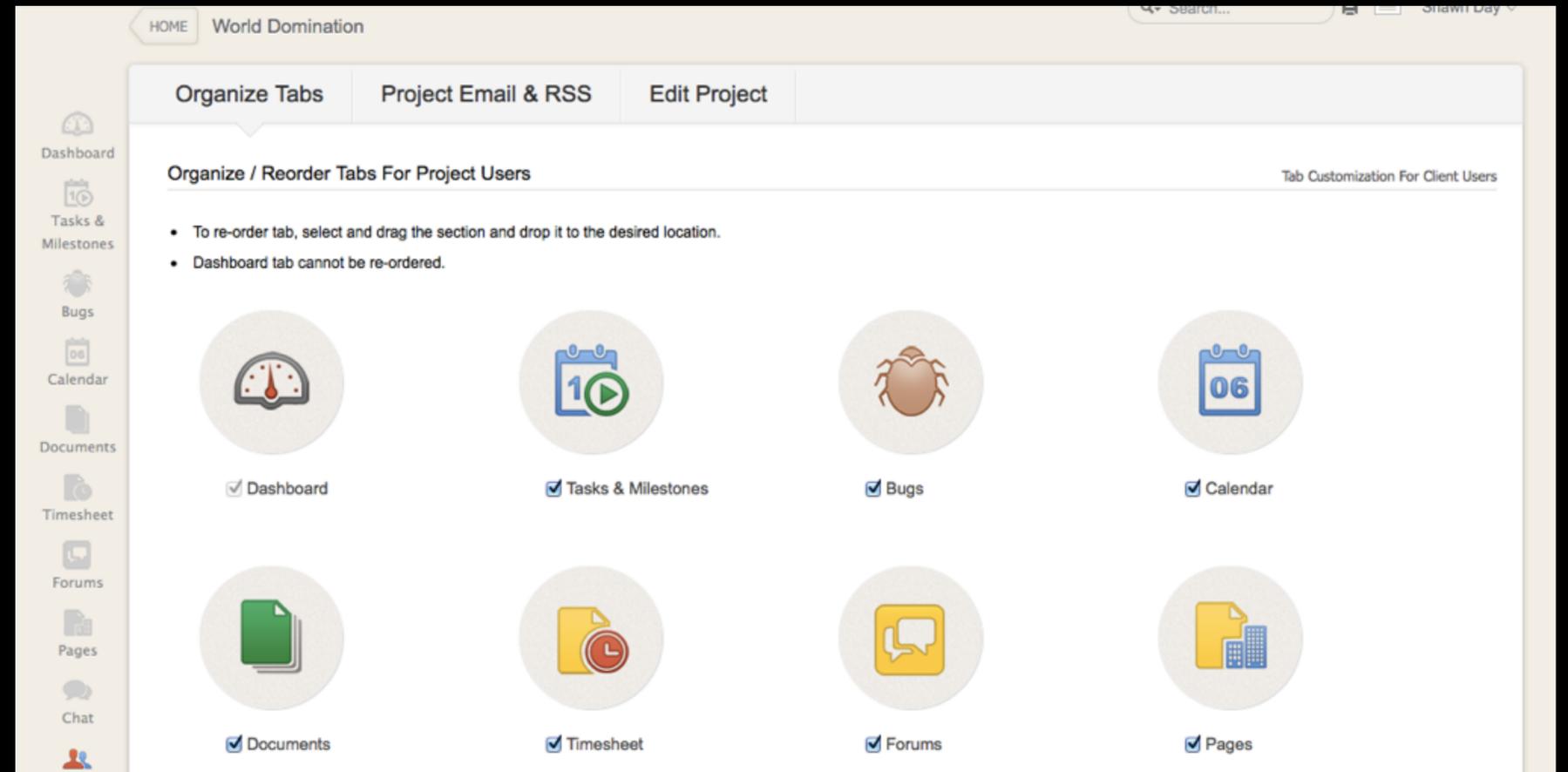
★ Twitter / iridium: I thought that UCC was far ...  
I thought that UCC was far more photogenic than Flickr feeds giving evidence of #dahphdie  
dahphdie from twitter

top tags all tags · 2 · 5 · 10 · 20 · manage

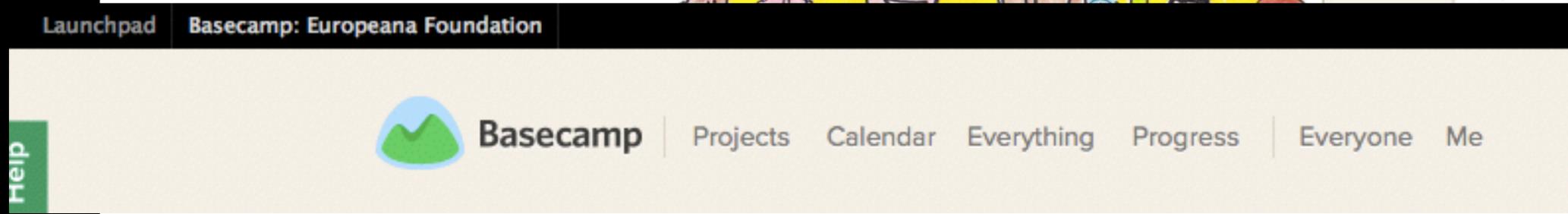
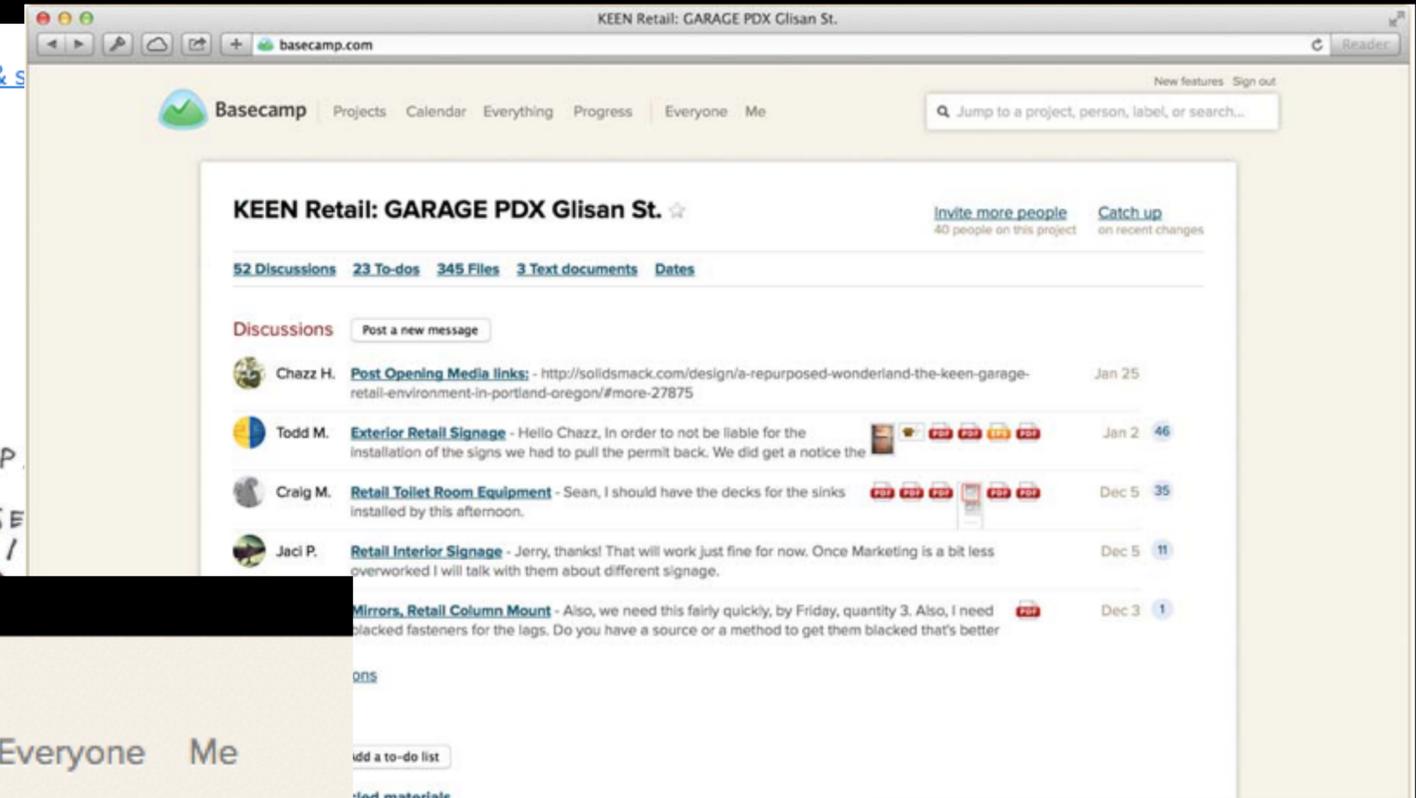
12 aircraft airline airlines alamw14 allezculture apple archival archives aviation BBC2 BigData boeing byod4l cartography CellPhone Christmas codata codeacross coffeainbelfast constitution Cork CRC13 dahphdie Data database datacitation dataGFII DataVis dataviz DDFS13 DevArt dh digital\_collection digitalcuration DigitalHumanites DigitalHumanities DPLA Dublin eu\_spending EUseum fail floods getonthebus GIS GLTrain godzilla gps graphs Hobbit HoHoHowth Howto humanitiesmatter IBMTryTracker icrh icrhws12 icrhws14 icrhws2014 ireland irishhistory irishstorm javascript kentstation kml land-plotting lapgate latelate laws ldnont legislation libhack LinkedOpenData mac MailOnline mapping Maps notimpressed npdi14 oa ODD14 OER oireachtas okfIRL oldphotooverlay omekanealine onlyincork openaccess OpenData OpenDataIRL OpenEducation opengov OpenStreetMap orbitzlabs periodictable pinboard plugin quantifiedself redalert roadsafety RoyalCousinsAtWar santapetrona Science4Peace SCOVENG

# Executing

- ▶ Zoho Project
- ▶ BaseCampHQ
- ▶ Trello
- ▶ Slack



# BaseCamp HQ



Last year alone, Basecamp helped over **285,000** companies finish more than **2,000,000** projects.

Give Basecamp a try - it's free for 60 days

# Trello

The screenshot shows a Trello board named 'OKFirl' with a card titled 'International Open Data Day (22 Feb 2014)' in the 'Doing' list. The card is due on Feb 17 at 12:00 PM (past due). It contains a description with links to a registration page, GitHub repository, and a press release. There are two attachments: 'Cfl and OKFN(1).png' and 'CFA Logo (1).png'. A checklist is partially completed with one item checked. The right sidebar shows labels, members, and actions.

**Board:** OKFirl (Private)

**Card:** International Open Data Day (22 Feb 2014) in list Doing

**Due Date:** Feb 17 at 12:00 PM (past due)

**Description:**  
Reg page (<https://tito.io/open-data-ireland/international-open-data-day-in-ireland---feb-22nd>)  
GitHub: <https://github.com/OKFirl/booksprint>  
<http://opendataday.org/index.html>

- PRESS RELEASE ([https://docs.google.com/document/d/1oVTK4rYcNeSgT9\\_XanxLQTJ6bcfCE3EpeyBtCjeXhng/edit#](https://docs.google.com/document/d/1oVTK4rYcNeSgT9_XanxLQTJ6bcfCE3EpeyBtCjeXhng/edit#))

**Attachments:**  
Cfl and OKFN(1).png (Feb 10 at 4:30 pm - 137.34 KB)  
CFA Logo (1).png (Feb 10 at 4:30 pm - 52.25 KB)

**Checklist:**  
87%  
[X] ~~[TO BE RELEASED AND POSTED on [www.okfirl.org](http://www.okfirl.org) ON MON FEB 17th] press release~~  
[https://docs.google.com/document/d/1oVTK4rYcNeSgT9\\_XanxLQTJ6bcfCE3EpeyBtCjeXhng/edit#](https://docs.google.com/document/d/1oVTK4rYcNeSgT9_XanxLQTJ6bcfCE3EpeyBtCjeXhng/edit#)

**Members:** C, DK, DB, FF, RP, RC, S

**Actions:** Add checklist..., Due date..., Attach File..., Move..., Subscribe (checked), Archive

# In Conclusion

---

- ▶ Communication
- ▶ Documentation
- ▶ Observation
- ▶ —> Delivery

# Further Reading

---

- ▶ [Formal Project Management for the Humanities](#)
- ▶ [Managing an Established Digital Humanities Project: Principles and Practices from the Twentieth Year of the William Blake Archive](#)

# Thank You

---

shawn.day@ucc.ie  
@iridium

# Digital Project Management by Digital Humanities Scholars

# Croxall's Twelve Basic Principles

---

1. Projects are temporary.
2. Decide whether or not the project should happen.
3. Consider risks (emphasis on backup!)
4. Cost, time, and quality are co-dependent.
5. Know what's out of bounds.
6. Develop a project plan with clear activities.
7. When making assignments, consider people's interest as much as their skills and experience.
8. Let the person taking an assignment set the due date.

# Croxall's Twelve Basic Principles

---

9. There are lots of project management tools; just use what works for you.
10. There can only be one.
11. Set meeting ground rules.
12. Celebrate success.

# Bethany Nowiskie - 10 Rules for Newbies

---

- ▶ 1. **Choose wisely.** Do you really want to do this, and for how long? What contribution/important intervention is this project making?
- ▶ 2. Don't assume you need **more money**. How much can you get done without one? (You'll be in better shape to ask for targeted support later.)
- ▶ 3. **Seek partners, not services.** Seek collaborators, not staff.
- ▶ 4. **Draft a brief vision-document**, make a mock-up, or otherwise set victory conditions. Iterate and refine with your partners, then freeze it.

# Bethany Nowiskie - 10 Rules for Newbies

---

5. Set **clear internal milestones** and issue tracking procedures and state your big-picture deliverables/goals publicly (shame as PM's motivator).
6. What does **sustainability** mean to you/to this work? Secure stewardship agreements, embrace ephemerality as appropriate.
7. Foster **community** (users, developers) through small-scale publicity in just the right venues. Foster serendipity by communicating outside your comfort zone.
8. **Enable decision-making** on the part of every team member. Make clear and final decisions when needed. (Keep up momentum, keep up morale.)
9. Be the **buffer** for administrative and financial distractions.
10. **Give all the credit away**. But make it clear to your team that you'll take any blame.

# 20 Years of the Wm Blake Archive

- ▶ ‘most academics already have PM experience.’
- 1. Fluidity - formats and stds change
- 2. Moving from scope creep to project evolution
- 3. Revision gets harder
- 4. Documentation and Communication battle it out
- 5. Maintain a parallel ‘work in progress site’



The screenshot shows the 'The William Blake Archive WIP Site' with a navigation menu at the top: Home, Publishing, Working for the Archive, Project Tracking, Project Manager and Technical Editor, and History and Archives. The main content is organized into several sections:

- Publishing Electronic Editions**
  - Working with Images
    - Cataloguing Acquired Images
    - Naming Image Files
    - Color Correcting Images
    - Instructions for Scanning Transparencies
  - Working with BADs
    - Introduction to Working with BADs
    - Using Oxygen to Edit BADs and Access eXist
    - Completing the BAD Element
    - Filling Out an XML BAD file
      - Marking Up Illustration Descriptions
      - Manuscript Markup Transcription Standards (download)
      - Manuscript Markup Instructions and Tagset (download)
      - BAD Template for Manuscript Projects
    - Seeing your Work on the Testing Site
  - Other Site Tasks
    - Creating Work Info Pages
    - Creating and Maintaining Static Pages
    - Maintaining Collection Lists and Bibliographies
    - Endman
    - Posting Publication Updates
- Working for the Archive**
  - Instructions for New Assistants
    - The Basics
    - Setting Up the Oxygen XML Editor
    - WBA Assistants' Schedule
  - The WIP Site
    - Editing the WIP site
    - Updating Tracking Sheets
- Project Tracking**
  - Publication Tracking
    - Illuminated Books
    - Pencil Sketches and Pen-and-ink Drawings
    - Water Color Drawings
    - Monochrome Wash Drawings and Paintings
    - Commercial Book Engravings
    - Separate Prints, Prints in Series and Color Printed Drawings
    - Manuscripts and Typographic Editions
    - Letters
    - Related Materials
  - Blake Quarterly Tracking Documentation
    - Publication To-Do List - August 2012
    - Markup Guidelines (PDF) - 1/2010
  - Tracking Sheets (Google Docs)
    - Images: Need Color Correction
    - Images: Not in the Archive
    - Images: Testing Site Only
    - Questions for Editors
  - Other Documentation
    - Permissions requests and payments
    - Technical issues tracking
    - Master list of CDs burned
    - Completed publication updates
    - Grants and related documents
    - addresses
    - image reproduction contract
- Project Manager and Technical Editor**
  - Project Manager Duties
  - Technical Editor Duties
  - Technical Editor Handbook
- History & Archives**
  - Blake camp records
  - Blake-proj archives (UNC) (log in with your email address and the password 'mystic')
  - Blake-proj archives (Virginia) (log in with the email address 'blake@blakearchive.org' and the password 'mystic')
  - Old imaging site - Wesley's work log - Publication workflow repository - WBA XML bug list - XML Wish List - Chris's Task List - Chris's Work Log