

Name: _____
Affiliation: _____

Project Planning Worksheet:

1) Project Planning Basic Principles:

- Think of end result and work backwards. Or: What does “done” look like?
- So what? How and why is your original research relevant? Contribution?
- Clear, do-able goals; actionable Items
- Task Division: who will do what?
- Reasonable timetable, remembering work-to-recorded-hour ratios
- Topics must be: Focused, Do-able in allotted time, Matched to available interviewees, Experience-based
- Interviewees: respondents willing and able, whose life experience fits your topic, illustrates processes, and/or have special knowledge of event
- Remember: Release Forms and Ethics
- Accessible/Preserved/Discoverable: Long-term: Produce the best quality recording you can and preserve it by depositing it in a library or archives.

2) Questions re: Logistics. Please answer concisely. “Undecided” is okay, early

How much time do you have? Start date/end date? _____

What kinds of resources are available? Funding, partnerships, students, volunteers?

What is your overall goal? _____

What is your main topic? _____

Who do you want to interview and why? How many people? _____

Will you work in teams or solo? Who will do what? _____

What kind of equipment? Audio/video/camera/combo? _____

How many volunteers/students do you expect to be involved? _____

What do you want to do with the interviews? _____

How will the public access the interviews? _____

How will you preserve the interviews? _____

Transcription/Indexing or donate audio to archives?

What kind of help will you need and where can you get it? _____

With whom might you form partnerships? _____

What main question do you have today? _____