

Session 4

Project Management for Humanities and Social Sciences

[Megan Meredith-Lobay](#)

Megan is the digital humanities and social sciences Research Specialist for the University of British Columbia Advanced Research Computing team, and serves on the Compute Canada Humanities and Social Sciences National Team. She holds a PhD from the University of Cambridge in Archaeology where she used a variety of computing resources to investigate ritual landscapes in Late Iron Age/Early Medieval Scotland. Megan worked at the University of Alberta where she supported research computing for the Faculty of Arts, and at the University of Oxford where she was the programme coordinator for Digital Social Research, an Economic and Social Research Council project to promote advanced ICT in Social Science research.



Megan Meredith-Lobay

HSS Specialist, Advanced Research Computing

University of British Columbia

Project Management for HSS

Managing the Research Lifecycle





Goals

At the end of this workshop you should:

1. Understand the basic steps in planning a DH project
 2. Know where to find examples of tools and templates to help you manage your project
 3. Build a basic workplan
-

What does DH research look like?



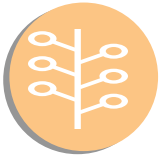
Producing

Digital texts, text encoding.



Discovering

Digitizing and making materials available



Analyzing

Text mining, network analysis

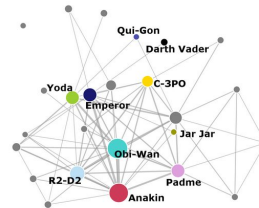


Preserving

Archiving data and repositories

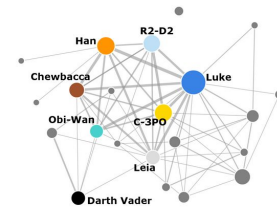
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Episode III: Revenge of the Sith



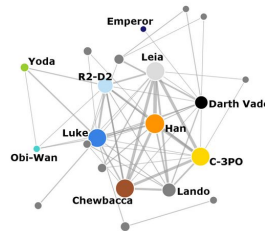
Open network

Episode IV: A New Hope



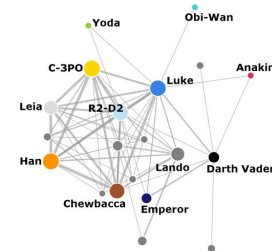
Open network

Episode V: The Empire Strikes Back



Open network

Episode VI: Return of the Jedi



Open network

What is a “Project”....

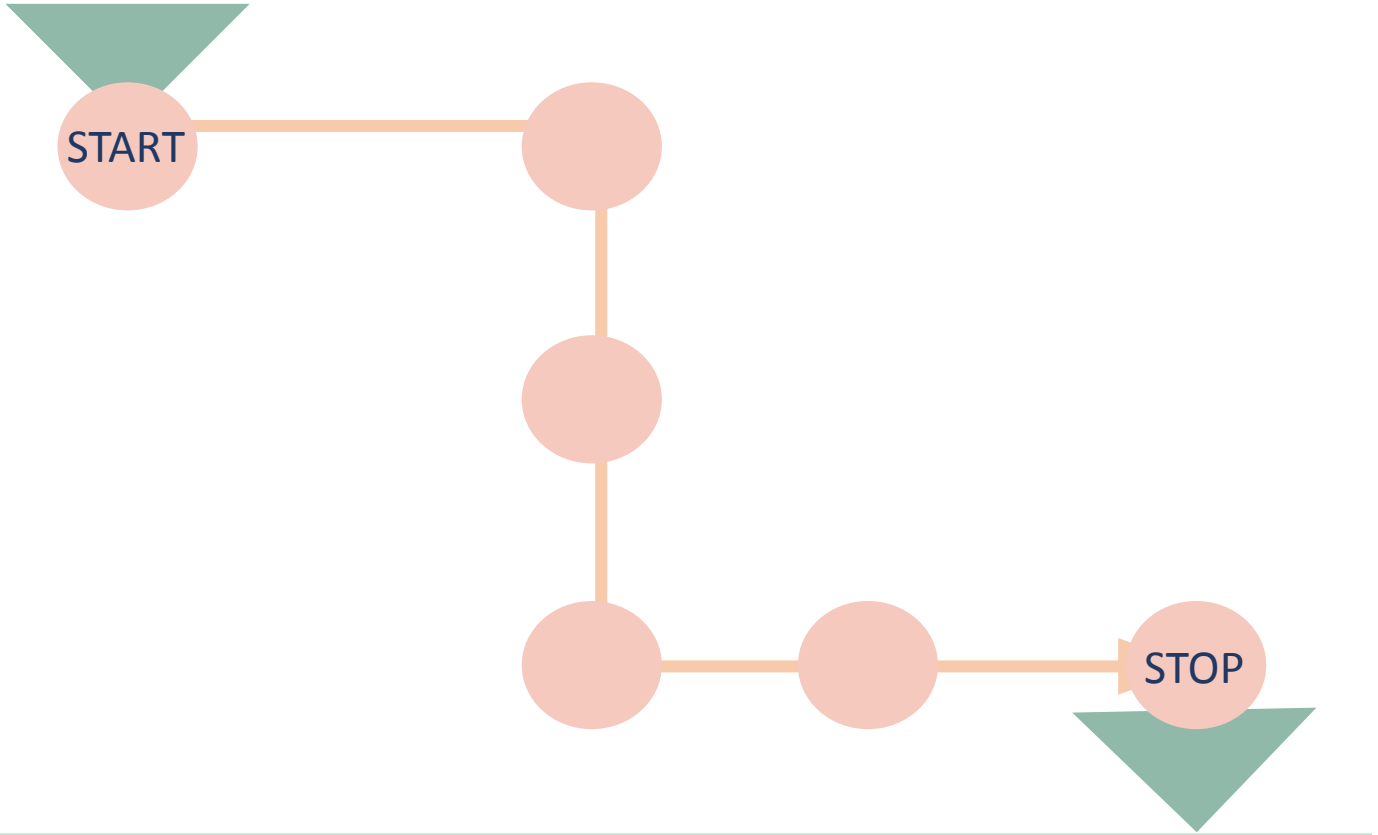
Management Study Guide, “a
“temporary endeavor with a
beginning and an end and it must
be used to create a unique
product, service or result” -

<https://www.managementstudyguide.com/what-is-project.htm>

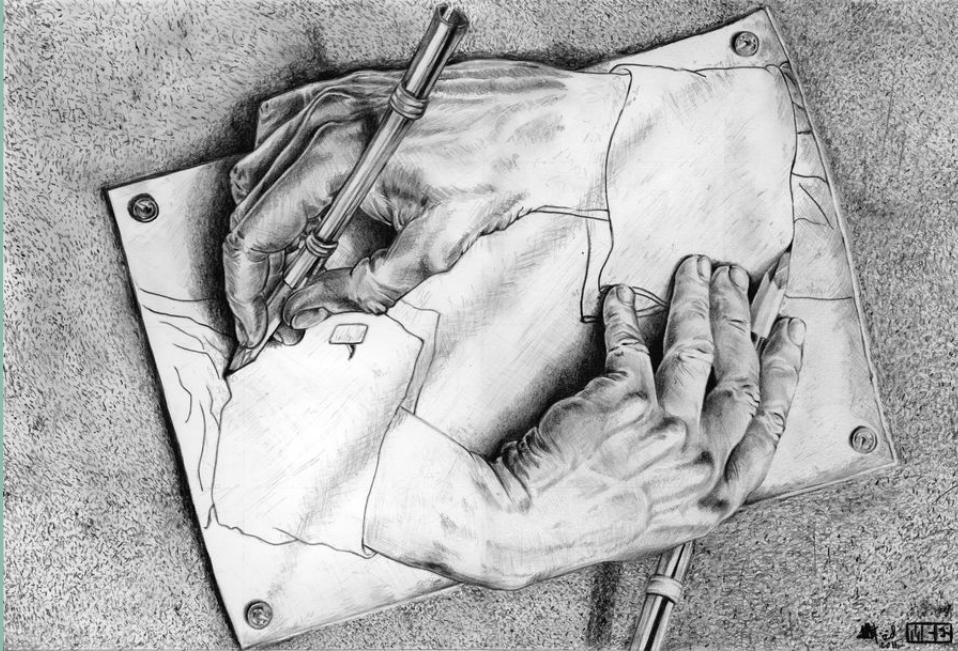
...in the
**Digital
Humanities.**



Perfect project



.....reality



<https://performancemarks.files.wordpress.com/2014/08/escher-hands-drawing-each-other.png>



The Research Lifecycle



Planning

- Project planning
- Consultation with experts
- Data Management Planning
- Finding Funding
- Getting training



Collecting

- Finding/Creating Data
- Finding the right tools
- Citation Management
- Computing Infrastructure



Reusing

- Making your data FAIR



Sharing

- Publishing
- Building your scholarly identity
- Connecting with the community



Analyzing

- Analyzing the data
- Finding the right tools
- Computing infrastructure

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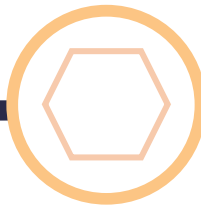
- Analyzing the data
- Finding the right tools
- Computing infrastructure



Planning: Project Phases

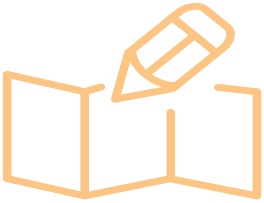
Concept and Initiation
Research question
Project planning
Project charters
Building a team

**Definition and
Planning**
Scope and Budget
Work Plans
Timelines
Communications



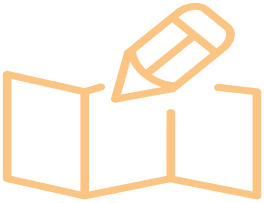
Close
Reporting
Reflection
Evaluation

“Doing the work”
Collecting data
Analyzing data
Publishing
Sharing
Depositing



Concept and Initiation

1. **Research question**
2. Project planning
3. Project charters
4. Building a team



Concept and Initiation

1. **Research question**
2. Project planning
3. Project charters
4. Building a team

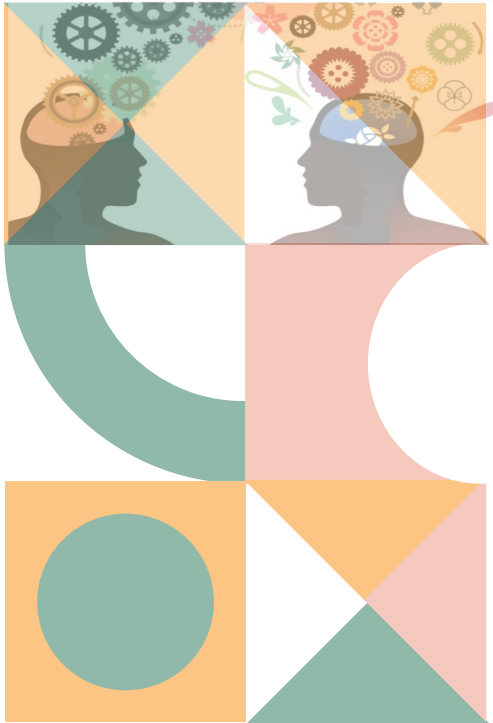
<https://dhlab.yale.edu/guides/project-planning.html>

<https://sites.haa.pitt.edu/sustainabilityroadmap/>



Project Planning

1. What you are going to do?
 2. Who is the audience?
 3. What are the deliverables?
 4. How do you measure? success?
 5. What will be in the budget?
 6. Documentation
-



Project Charters - Exercise

1. Everything in writing!
 2. Documenting responsibilities
 3. Authorship, and credit
 4. Procedures and Policies
 5. Documentation
-



Building a Team

1. What skills do you need to achieve your goals?
 2. How will you collaborate?
 3. Not all “tech people” are the same.
 4. Documentation
-



Definition and Planning

1. Scope and Budget
2. Workplans
3. Timelines
4. Communications

Scope and Budget

1. Define Success
2. Achievable deliverables
3. Budget pitfalls
4. Sustainability
5. Documentation.



Workplans

1. Visit helpful websites!
 1. <https://scholarblogs.emory.edu/pm4dh/creating-a-work-plan/>
 2. <https://sites.haa.pitt.edu/sustainabilityroadmap/>
2. List tasks – exhaustive detail is GOOD!
3. List responsibilities



Timelines

1. Take to colleagues
2. Get examples
3. Working backwards
4. Sustainability
5. Documentation



Communications

1. How often?
2. Tools
3. Internal vs. External
4. Documentation



Doing the work!

The Research Lifecycle



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Reusing

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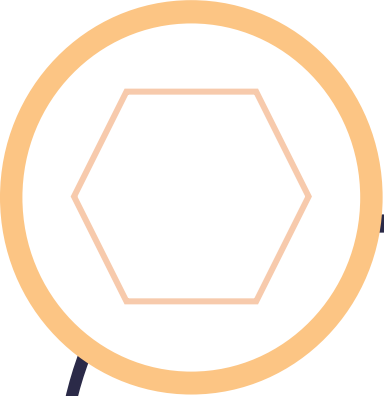
Sharing

- Publishing
- Building your scholarly identity
- Connecting with the community



Analyzing

- Analyzing the data
- Finding the right tools
- Computing infrastructure



Close....

1. Reporting and reflecting
2. Ensure sustainability
3. Documentation

Reporting and reflecting

- What went well, what didn't?
- Lessons learned for your next project
- Documentation



Ensuring sustainability

- Revisiting DMPs
- Data deposit, archiving
- Web archiving



Documentation

- Documentation.



PM4DH - <https://scholarblogs.emory.edu/pm4dh/>




PM4DH: Project Management for the Digital Humanities

HOME 1. PROPOSAL 2. INITIATION 3. PLANNING 4. EXECUTION 5. CLOSING CONTACT US

About PM4DH

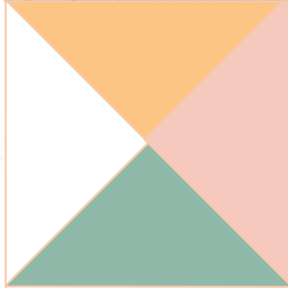
Project Management for the Digital Humanities is a site developed by the [Emory Center for Digital Scholarship](#). ECDS worked with the Emory Libraries and Information Technology Services [Project Management Office](#) to develop this curriculum for managing digital projects in academic libraries and other settings in service to the global digital scholarship community. We hope that this curriculum, and the resources that we have gathered here, will help you and your organization get started on your own exciting digital projects.

The content herein is organized by our understanding of the digital project lifecycle, and there are multiple topics associated with each stage. On a topic page, you will find a rough outline of the actions and considerations to be taken for your digital project, as well as some web resources that elaborate upon those items. You will also find some sample documentation. We have included documentation that our project management office (PMO) uses for their large software development projects (labeled PMO), documentation that they adapted for a PM Lite curriculum (labeled PML), and some ECDS-specific templates (labeled ECDS). Some materials have been adapted from the lectures and presentations shared on the website [Development for the Digital Humanities](#).



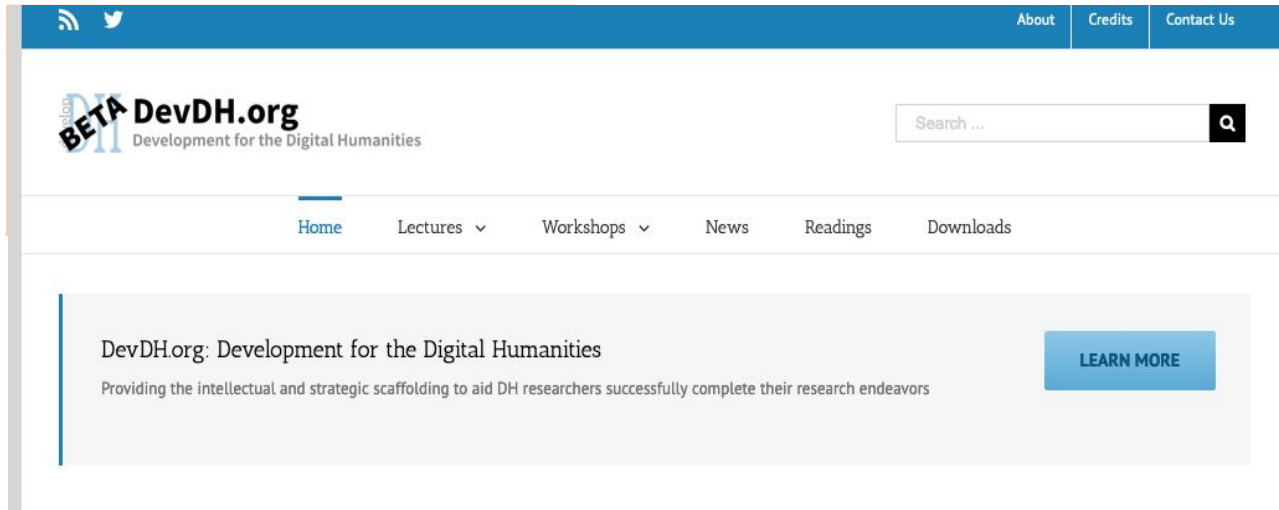
PHASES

- Phase 1: Proposal
 - [Formulating the Project's Guiding Question](#)
 - [Designing a Project](#)
- Phase 2: Initiation
 - [Creating a Project Charter](#)
 - [Building a Project Team](#)
- Phase 3: Planning
 - [Defining a Project's Scope](#)
 - [Budgets](#)
- Phase 4: Execution
 - [Creating a Work Plan](#)
 - [Making Changes and Confronting Problems](#)

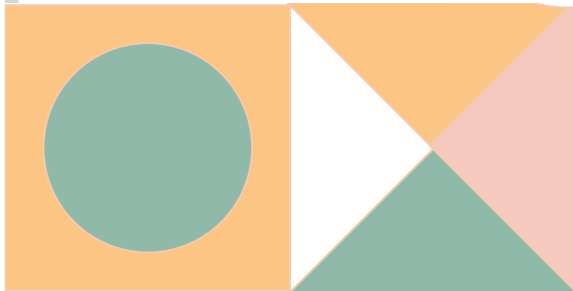


1. Structured PM templates and documents
2. Links to DH specific PM resources and projects

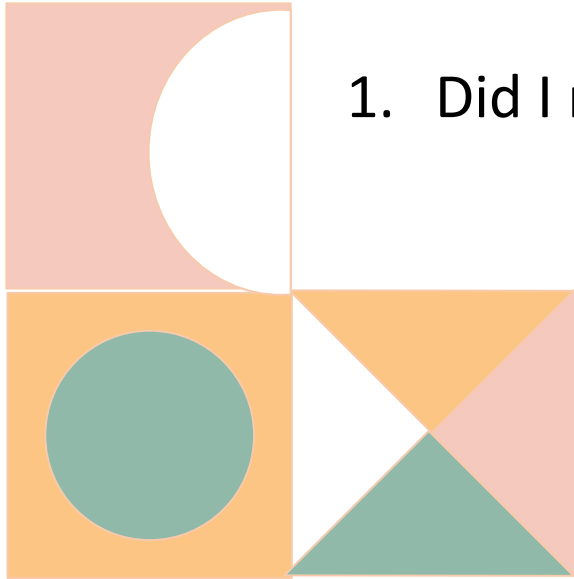
DevDH.org - <http://devdh.org/>



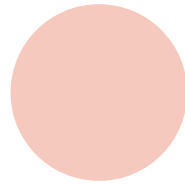
The screenshot shows the homepage of DevDH.org. At the top, there is a blue navigation bar with social media icons (RSS and Twitter) on the left and links for 'About', 'Credits', and 'Contact Us' on the right. Below the navigation bar, the site's logo 'BETA DevDH.org' is displayed, with the tagline 'Development for the Digital Humanities' underneath. To the right of the logo is a search bar with the placeholder text 'Search ...' and a magnifying glass icon. Below the search bar is a horizontal menu with links for 'Home', 'Lectures', 'Workshops', 'News', 'Readings', and 'Downloads'. The 'Home' link is highlighted with a blue underline. Below the menu is a large light gray banner with the text 'DevDH.org: Development for the Digital Humanities' and a sub-headline 'Providing the intellectual and strategic scaffolding to aid DH researchers successfully complete their research endeavors'. A blue button labeled 'LEARN MORE' is positioned on the right side of the banner.



1. Templates and example workplans
2. Older site but resource rich



1. Did I mention documentation?



Thank You

Megan Meredith-Lobay

megan.lobay@ubc.ca

@MeganLobay