

DIGITAL PUBLISHING PLAN

Project Summary	Brief summary of the scholarly work to be published and why new / digital forms of publishing are needed to support its reception and impact. Include goal(s) and key deliverables, and timeline
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goals, value, & impact

Problem Statement	Question or challenge that this digital publication will address
Purpose	High-level outcome (what change will occur)
Deliverables & Metrics	Specific, measurable outcomes (evidence or drivers of the change, such as things produced, audience members reached, use by audience)

discovery & engagement

Audience	Who the intended audience is for the publication (e.g., directly benefits from or is impacted by the publication; uses the publication in their own work) and how they would use the publication
Discovery	How / Where the intended audience is likely to discover this publication
Use	How the intended audience would ideally use the publication

constraints

Timeline & Key Dates	Project start and end dates, plus major milestones or significant deadlines
Requirements	What content, tools, expertise, information, and other skills, knowledge, or resources (including funding) are necessary to meet project goals
Resources	What you can use to meet requirements and address time or budget constraints (e.g., tools, materials, grants, training, other personnel, consultations, etc.)
Budget	Specific funds available to support this publishing project

sustainability

Documentation	Key information needed to manage the publication over time, including: <ul style="list-style-type: none"> - <u>Ownership & Access</u> (location of the development side of the publication, names & contact information for individuals in charge of transition) - <u>Copyright</u> (any conditions for accessing or re-using the publication content) - <u>Technical specifications</u> (technical constraints or dependencies that determine how the publication can be properly viewed and developed)
Transition + Sunsetting	Who will maintain the publication? For how long? What criteria can be used to decide if the publication either no longer needs maintaining or needs to be migrated / developed further?