

Digitisation






Project Proposal Form

All sections within this form should be completed, if information is not available please note reasons why in the space provided.

This Project Proposal form is an evolving document and should be added to as more information becomes available. It is essential that version control is used, both within #3 below and in the naming convention.

When complete submit to digitisation_approval@bl.uk


Please note here any document which accompany this form, such as finance breakdowns, RFIs etc





Project information		
	Project Reference Number	
	Project / working Title	
	Contact for Proposal	
	Line Manager Approval	Name: _____ Date: _____
5	Document Version and process stage (refer to toolkit)	Version Number: _____ Revisions from last version: _____ Stage of process that proposal is at: _____
	Timescales that need to be adhered to and why	











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Project Proposal Form



	Approved By (inc. date)	Campaign Steering Group Digital Approvals Group Publishing Opportunities Group
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Content Details: Description of material and outputs		
	<p>What:</p> <p>Collection</p> <p>Media</p> <p>Does it include any treasures or high profile items?</p>	
	<p>How many:</p> <p>Items</p> <p>Pages / Hours / Images</p>	
	<p>Originals or surrogates</p>	
	<p>Preservation requirements of hardcopy material</p>	

Output:		
	Intended audience	
	Access approach- website / database / hard copy, internal or external	
	Digital capture standards to be used.	
	Metadata standard to be followed (i.e.DTD, Schema, profile) inc. data to be gathered for BL catalogues	
	Process for preservation of digitised content	

Business Model		
	Funding route / partner	
	Business model to be used, refer to arrangements in the toolkit	
19 	Sustainability	
20	License Agreement / Contract	
21	Procurement need	

Business Case		
	Fit with strategy	
	Fit with other digitisation projects	
	Key benefits	
	Critical success factors	
	Risks	
	Other options considered to a. digitise content or b. use funding	

Management of the project												
	Individual / department who will be managing project once approved											
29	Reporting / audit expectations of funder / partner											
	Financial Implications	Income to BL	Year 1	Year 2	Year 3							
		External Funds	£	£	£							
		Ongoing Revenue	£	£	£							
		Total Income	£	£	£							
		Costs to BL										
		One-off Project costs, e.g. digitisation etc.	£	£	£							
		Ongoing costs – e.g. hosting	£	£	£							
		Total Costs	£	£	£							
		Net Funding	£	£	£							
		Please annotate funding position with a “X”										
	<table border="1"> <thead> <tr> <th>Self Funding</th> <th>Within current budget</th> <th>Bid- In year</th> <th>Bid – Business Plan</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Self Funding	Within current budget	Bid- In year	Bid – Business Plan				
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