Digital Return Project Planning Worksheet
Digital Stewardship Curriculum

The following table is intended as a planning tool to assist in the first steps of considering institutions to partner with in Digital Return projects. This table includes space to research and list the institution, the individuals people you will reach out to (or already have a relationship with), previous interactions with the institution, contact that you are interested in at the institution, needs for the project, any challenges that might come up, the possibilities in store, and how high of a priority the project is. **Challenges** may include things like distance, cost, intellectual property and attribution, past relationships, etc. **Possibilities** may include positive outcomes such as sharing information with your community, education, language reclamation, etc. Please note that a table like this may be useful for organization and brainstorming, but there are many steps in building relationships of trust and accountability.

Examples of what you might add to each field are provided below. Please copy and adapt this tool as needed for your purposes.

Institution, department	Individual Contact Information	Previous Interactions	Content	Needs, Resources	Challenges	Possibilities	Priority
Example: your State Historical Society	*Example:* Name, email, phone	*Example:* Group of Elders participated in a research trip in 2012.	*Example:* Tribal newspapers collection, oral history recordings, photograph collections with members of our community.	*Examples:* Need to create MOU agreement, Money for travel to site, hard drives for storing files, staff to lead trip	*Example:* Many unprocessed/hidden collections at institution, institution does not have funds to digitize	*Example:* strengthen partnership with institution, return important photos to community	*Example:* High priority

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