

Mukurtu CMS Project Worksheet: Part 2

Digital Stewardship Curriculum

This worksheet will aid in your planning as you carry out your first Mukurtu CMS project.

This worksheet builds on the *Mukurtu CMS Project Worksheet: Part 1*. Work on your own or with others to add notes to each of the following questions.

Describe your project idea to work on for the remainder of the timeline you set out. Have your goals, priorities or audience changed?

Redraft your project ideas from your first worksheet, especially if you have narrowed them down or thought about the steps in more detail. Note any changes in your thinking and planning about this project. Be specific and realistic about what you will accomplish in your timeline. This space can be a good opportunity to work on a “pitch” for your project which you can explain in a brief but impactful way.

How has learning Mukurtu CMS been for you so far?

What have you successfully learned, practiced or implemented so far? What do you want to learn and practice next? How will you achieve this learning or practice?

What Communities, Cultural Protocols, and Categories will you need in place on your site to manage and share your project?

Use this space to brainstorm if you have not already.

What materials are you working with for this project?

Are you working with materials in your own collections? Are you working with materials from other institutions? Are you creating new content (media and or metadata) to add? Consider the time and effort needed to prepare materials, and describe the number or size of items.

Who will be working on the project?

Think about the different roles and tasks involved in the project. List these roles and who will be responsible. *For example: approval from leadership, big picture planning, day-to-day project management, digitizing work, language speakers, uploading items to Mukurtu CMS website, etc.*

Will you be working with community members? What is your plan for outreach and what do you hope to accomplish?

Try to add more detail of how you will reach out to people, what you want to gather or do, and how you will accomplish these steps. Also consider how to show gratitude for community contributions in the project.

What is your updated timeline, broken up into specific phases?

Do you have a new or more specific deadline to work towards? Write this deadline down. Then, break up your project into smaller phases, which can have their own deadlines. This can be more or less exact depending on how you work best. If you work best with deadlines, we suggest adding calendar reminders or even creating a table or spreadsheet with your phases/steps and dates for organization.

Examples of project phases: digitize 150 photographs, interview 10 Elders, transcribe interviews, train student interns, match up audio interview files with photographs, prepare DH item metadata for upload, upload to Mukurtu one-by-one, etc..

Identify which core features you would like to learn more about, or practice with before continuing on your Mukurtu Project?

Circle or highlight the features you are interested in.

Managing User Accounts	User Roles and Responsibilities
Communities, Cultural Protocols, Categories	Digital Heritage Items
Media Assets	Dictionary Words
Other (write in):	

Identify which extended features you will practice or implement in your Mukurtu Project.

Circle or highlight the features you are interested in.

Community Records	Collections
Traditional Knowledge Labels	Person Records
Multi-Page Documents	Site Look and Feel
Other (write in):	

Identify goals for the features and functions that you intend to use.

Fill in the blanks as appropriate.

Create _____ Digital Heritage Items	Create _____ Dictionary Entries
Create _____ Collections	Create _____
Digitize:	Collect:
Other (write in:)	
Identify any steps you need to complete BEFORE starting to work on your project:	