

## ICH Project Planning Checklist

<b>1. GOALS</b>	<ol style="list-style-type: none"> <li>1. Project focus/ topic</li> <li>2. Why this project?</li> <li>3. Media/public relations</li> <li>4. Resulting products?</li> <li>5. Long-term storage and access?</li> </ol>	
<b>II. PRELIMINARY RESEARCH</b>	<ol style="list-style-type: none"> <li>1. Other studies existing?</li> <li>2. Community members to be consulted for background?</li> <li>3. With whom should project be cleared?</li> <li>4. Ethics clearance</li> </ol>	
<b>III. PERSONNEL</b>	<ol style="list-style-type: none"> <li>1. Who will be involved? (partnerships/consultants/staff)</li> <li>2. What tasks will they do? (financial management, etc.)</li> <li>3. Any expertise lacking?</li> </ol>	

<b>IV. PROJECT SCOPE</b>	1. Define boundaries of project: <ul style="list-style-type: none"> <li>a) geographic area</li> <li>b) community</li> <li>c) time period of study</li> <li>d) specific topics</li> <li>e) specific genres</li> <li>f) other</li> </ul>	
<b>V. DOCUMENTATION METHODS</b>	1. Sound-recording <ul style="list-style-type: none"> <li>a) interviews</li> <li>b) processes/performances</li> </ul> 2. Videotaping <ul style="list-style-type: none"> <li>a) interviews</li> <li>b) processes/performances</li> </ul> 3. Photography (original) <ul style="list-style-type: none"> <li>a) digital</li> <li>b) colour slide</li> </ul> 4. Photography (copy)	

<b>VI. PROCESSING &amp; PRESERVING MATERIALS</b>	1. Where will materials be stored? 2. How stored? (digital etc.) 3. How processed? 4. By whom?	
<b>VII. EQUIPMENT &amp; SUPPLIES</b>	1. List equipment/supplies you already have and those you must acquire.  <b>Equipment:</b> <ul style="list-style-type: none"> <li>a) audio recorder</li> <li>b) microphone</li> <li>c) video recorder</li> <li>d) camera(s) –digital? SLR?/ lenses</li> <li>e) tripod</li> <li>f) computer</li> <li>g) transcribing machine/program</li> <li>h) other equipment</li> </ul> <b>Supplies:</b> <ul style="list-style-type: none"> <li>a) audio tapes/ CDs/</li> <li>b) video tapes</li> <li>c) batteries (various)</li> <li>d) film (various)</li> <li>e) diskettes/memory sticks</li> <li>f) archiving supplies: <ul style="list-style-type: none"> <li>*extra tapes for dupes</li> <li>*tape storage</li> <li>*photo storage</li> <li>*notes/log/transcript</li> </ul> </li> <li>g) special needs for products (ongoing/ long-term storage)</li> </ul>	

<p><b>VIII. TIMETABLE</b></p>	<p>1. Time varies, depending on:</p> <ul style="list-style-type: none"> <li>a) familiarity with area</li> <li>b) scope</li> <li>c) product</li> <li>d) personnel resources</li> <li>e) deadline imposed by outside</li> <li>f) entity</li> </ul> <p>2. <b>Factor: 6 hours transcribing per 1 hour interview.</b></p> <p>3. <b>Fact: everything takes longer than you think it will.</b></p>	
<p><b>IX. BUDGET</b></p>	<p>1. Consider all costs, e.g.:</p> <ul style="list-style-type: none"> <li>a) transportation</li> <li>b) photocopying</li> <li>c) telephone</li> <li>d) equipment/supplies</li> <li>e) salaries</li> <li>f) courtesy prints/tapes</li> <li>g) costs assoc. with product</li> <li>h) office/work space</li> <li>i) promotion</li> </ul>	

<b>X. FUNDING</b>	<ol style="list-style-type: none"><li>1. Identify funding sources (in-kind support, etc.)</li><li>2. Letters of support</li></ol>	
<b>XI. FOLLOW-UP</b>	<ol style="list-style-type: none"><li>1. Reports</li><li>2. Thank-you letters</li><li>3. Public Relations</li></ol>	