

# Mukurtu CMS Project Worksheet: Part 1

## Digital Stewardship Curriculum

This worksheet will aid your planning process as you think about what will be involved in carrying out your first Mukurtu CMS project (completed in a year or less). The questions will help you define the content you will be uploading to your Mukurtu CMS site, focused around a subject, collection, or idea. You can use these as a first step towards project planning and brainstorming. Work with your partner or others to add notes to each of the following questions:

### **What is the overall concept of the project?**

For example: “We will select a portion of images from our large collection of digital photographs to upload and share” or “We plan to photograph and upload our small collection of artists’ baskets” or “We will scan our Tribal Council meeting minutes from 2005-2007 and make them available for searching”

### **Who are the audiences for this project?**

Who will use the digital collection? For example: Our tribal youth organization, Tribal Council members, our general tribal members, a particular family or clan, etc.

### **What is the scope of the project: what/how many materials will be part of the project?**

What formats of materials will you be working with (images, audio, documents, etc.)? How many individual items will you create?

**What are the outcomes of the project?**

What will be the results of the project (tangible and intangible)? What do you hope to accomplish with this project? For example: "We will preserve and share our 100 Makah Phrases project by adding 100 phrases with text, audio clips, and images. Our Education department will be able to use this online resource to teach 35 language learners ages 8-12."

**Will you seek cultural knowledge, stories, or other additional information from the community for your project?**

Will you want to add information from community members? If yes, what kinds? This might be accomplished through enriching the metadata, adding images, audio, or videos to an item, or helping community members to create their own digital heritage items.