Speaking directly with project leaders is the best way to understand how they have experienced building and supporting their own projects, how they engage with the support systems already in place, and what types of support they may still need. It will also help to make more clear which projects are more complex and resource-intensive, and which are most in need of support.

NB: Some of the information in this guide may be gathered using the faculty survey instrument.

Project background

- Tell us about your project:

    - When was it started?

    - What was the motivation for creating it?

    - What types of materials does it include?

New project creation

- At the start of the project, what did you see as its long-term needs?

    - Has this changed over time?

    - What expectations did you have concerning support from your institution?

    - Has this changed?

- What guidance did you receive in developing your project and your proposal?

- Did your institution have any expectations for your project?

- How was this project initially funded?

- Did the initial conditions of the internal approval, grant, etc. include specific host support for the creation of your project? If so, please describe.

- What form did those agreements take? (Written contract, oral agreement, etc.)

- From which campus units did you seek support for the following stages of developing your project? (If you received help from elsewhere, please tell us where.)

    ☐ Planning?   ☐ Project management/development?

    ☐ Content creation (e.g., digitization)?   ☐ Tech support?

    ☐ Technical development (software/tool creation)?   ☐ Preservation?

    ☐ Storage?   ☐ Dissemination/promotion?

Ongoing support

- Do you consider the project to be complete or is it still being updated and developed?

- Who currently manages the project? If not you, which unit/division/individual holds primary responsibility for it?

- What activities/costs does the project incur right now?

  ☐ Planning?   ☐ Project management/development?

  ☐ Content creation (e.g., digitization)?   ☐ Tech support?

  ☐ Technical development (software/tool creation)? ☐ Preservation?

  ☐ Storage?   ☐ Dissemination/promotion?

- Which units on campus are involved in this today?

- How are those costs or activities covered (e.g., by grants, by home institution, by donations)?

  - How have you been successful in the past in securing support?

  - If your institution provides support, which costs are provided in-kind and which must you pay directly?

- How would you describe the sustainability plan for your project?

- What, if any, obstacles have you encountered?

- Are there other forms of support you need or you wish you could get? What improvements might you suggest to the current system?

- What would happen to your project if you were to leave the university?

Impact and value

- What metrics do you use to measure and evaluate the impact of your project?

- Have you met the goals you set?

- Has your impact goal for the project changed? If so, how and why?

- What do you imagine the status of the project will be five years from now?