



Project Assessment Worksheet

What is the **PURPOSE** of your project?

- Project Type: Is the project primarily related to instruction for an academic course, to your research or scholarship, or to some other activity at NYU?

- Project Goals: What is the intended outcome of this project?

Who will have **ACCESS** to the results of the project and how?

- Target Audience: Who needs to see or use the result(s) of the project? Is it primarily intended for students, other NYU faculty, staff and/or administrators, individuals not part of NYU, or a combination of the above?

- Distribution: How will the audience access the result(s) of the project?

- Level of Access Privileges: What type of access do other project participants and the audience need? Will they access the content as passive viewers, as active viewers who provide feedback, as viewers with rights to edit the content, or as a combination of these?

- Copyright and Protection: Is the material used in the project copyrighted? Who owns the content? If the results of the project will be available on the Internet, can people download the file(s), or should access be restricted?



What are the STORAGE and MEDIA requirements of this project?

- File Format: What file formats are being used in this project (e.g., JPEG, MPEG)?

- Storage Requirements: What is the average file size? About how much total material will this project involve? How long should it be kept?

- Significance: How important/unique is the material? Is it one-of-a-kind or ubiquitous? Of long-term significance or ephemeral? Is the value/interest-level of this content: personal, departmental, school-wide, discipline-wide, inter-institutional, or world-wide?

- Access: Does the material need to be easy to retrieve? Will project participants require frequent access?

How much TIME and how many RESOURCES will this project require?

- Are development resources available?

- Is this project part of a grant?

- Are staff resources available (e.g., students)?

- How comfortable are you with using technology?
