



Project Process

Center for Digital Research and Scholarship

Our services for journals, monographs, and conferences can involve complex technical development and design support. For these projects, the CDRS team undertakes careful research and planning. Our process commonly involves seven steps:

Step 1: Researching Your Needs

This is your opportunity to describe everything you need and what you are looking to accomplish by working with us. We will likely respond with a lot of questions about your requirements—you might not even know the answers to some of them. This isn't a bad thing!

Milestones:

- Questionnaire
- Scoping

Step 2: Proposing Solutions

Based on the ideas and answers you give us during Step 1, we will come up with solutions. We'll craft a document that describes the overall plan we've devised, and submit it to you. You're encouraged to give us feedback.

Milestones:

- Proposal, Letter of Intent, or Master Service Agreement

Step 3: Planning Next Steps

This is the time we spend to work out details. We'll work with you to determine the full scope of the project and identify "soft spots" that could cause issues.

Milestones:

- Technical foundation
- Editorial needs
- Usability review
- Licensing/rights/permissions definition
- Project plan

Step 4: Defining Elements

Now, we turn details into definitions. We work to complete visual layouts, wireframes, and other representations of the end result of the project. We spec out the functionality and work with you on what content is needed and the rights management of that content.

Milestones:

- Application definition/Information Architecture (IA)/User Experience (UX)
- Graphical prototyping
- Content gathering/creation

- Rights contracts acquired

Step 5: Building Products

From visual layouts and functional specifications, we start to build your solution, using the results of past steps as a framework and your content as the foundation. During this phase, your product will be built in a private online environment to which only you and our team will have access.

Milestones:

- Application build
- Graphical build
- Content entry
- Web friendliness

Step 6: Evaluating Results

Once the build is complete, we'll do a thorough check of all the components to ensure we've assembled the elements correctly and followed best practices in doing so. We will ask for your participation in checking things over!

Milestones:

- Functional testing
- Search engine optimization (SEO) rank testing
- Accessibility check

Step 7: Launch

After evaluation, we'll take your product live at a predetermined URL, and work with you to announce your launch.

Milestones:

- Production recheck
- SEO submission
- Accessibility recheck