

EXAMPLE: Digitisation project

Priority Urgency	<i>High / medium / low</i> <i>High / medium / low</i>
Background	Additional security for paper and photographic records, particularly those held by individuals or in insecure conditions, can be provided by digitising them and holding the resultant record in a secure offsite server.
Description	Digitisation of personal, whānau and hapū records relating to the iwi, in order to make them more widely available to iwi members and to provide a backup copy in case of loss.
Impact	Objectives: Preservation and dissemination of information. Benefits: Records not otherwise available can be accessed, subject to privacy restrictions. Risks: Lack of trust in service offered, breaches of confidentiality.
Relationships	List other projects that this could relate to e.g. website development
Staging	Is this something to happen within the next month/6 months/2 years? What needs to happen before this project can occur? What other projects can't occur until after this project has been completed?
Implementation	Specific steps needed to complete the project
Indicative budget	Breakdown of funding needed for the project
Issues	Collection of material and transport offsite. Intellectual property issues.
Key agencies & participants	Agency: <i>which agencies can we work with on this project? eg DIA (National Library).</i> Personnel: <i>who will complete this work?</i> Duration: <i>how long will this project take from start to finish?</i> Other: