End of Information Discussion - DH co-directors meet with faculty member to discuss digital humanities project goals. Faculty & DHi Directors, DHi Collection Development Team, Dev. Team, Special Coll., Ref. Librarian, Student, Outside Consultant work together to:

1. Confirm project scope.
2. Discuss digital humanities approaches.
3. Establish timeline and budget.
4. Determine initial digitization needs.
5. Design digital humanities tools.
6. Develop pilot project package.
7. Review project site.
8. Finalize project.

Goals:
- Develop digital humanities project.
- Submit proposal to funding agency.
- Engage with public and academic communities.

Contract:
- Lay out terms of agreement.
- Establish timelines and milestones.

Unique Status:
- Identify project uniqueness.
- Outline project objectives.

DH and outside consultants produce prototype.

Information Discussion:
- DHi co-directors meet with faculty member interested in exploring digital humanities research approaches. During the course of that conversation we discuss:
  - Potential digital humanities research approaches.
  - Benefit/cost in addressing questions.
  - Researchers current/anticipated interest in digital research program and fit with their long-term research agenda.
  - Overview of DHi model, expectations from and of faculty project directors, and estimated timeline to a prototype based on current DHi queue.
  - Potential/existing curricular connections.
  - Potential/existing collaborators, including students.
  - Request for application including a general description of overall project goals.

Scope Meeting:
- Faculty member meets with DHi Collection Development Team to gauge scope and needs to get project started.

Workflow:
- Digitization workflows determined.
- Training and production started.
- Initial metadata scheme and sample metadata created at same time as digitization.
- Quality review of digitization outcome and metadata fit at early stage of production.

Publication design:
- Project Logo development for use across media formats.
- Exploration of mature project website examples.
- Interface design - connections to long-term research agenda.
- Interface features, User experience and project context goals.

Pilot project package completion:
- Discussion and production estimates from DHi collection development team and outside consultants.
- Pilot project package is handed off to outside consultants and a contract developed.
- First iteration of moving faculty project into Fedora and the design interfaces.
- Faculty member has a logo, prototype/graphic design of intended web publication interface, and student & other collaborators. DHi co-directors and grants office work with faculty member to develop grant proposal.

Process to reach DH platform:
- Ingest collection in digital repository (Fedora Commons/Islandora interface.)
- Theming and connections in Islandora and Drupal.
- Roles and permissions for access.
- Testing by DHi collection development team.

Review of project site:
- Faculty member reviews prototype and provides feedback.
- External review by community of scholars and specific content expert reviewers.
- User interface/experience review.

End of first iteration back to Step 1 for next iteration of faculty director research agenda.

Faculty grant proposal development outcomes:
- Continue project development.
- Submit grant proposal to funding agency.

Process to 4 Design: DH platform.

Scope to 3 Workflow: DH project development.

Information to 2 Scope Meeting: DH project development.

Players:
- Faculty & DHi Directors
- DHi Collection Development Team
- Dev. Team
- Special Collections
- Ref. Librarian
- Student
- Outside Consultant
- External Reviewers
- DHi co-directors
- Grants office

The diagram illustrates the process of developing a digital humanities project, including key stakeholders and the steps involved from information discussion to reaching the DH platform.