Open Textbook TItle – Project Plan

##### Project Overview

*Provide an overview of the project.*

##### Team Members

*Identify the project partners for the project. This may include: sponsor, authors, editors, etc. The partners section needs to consider all the roles you may need to include in successfully completing the project. For a list of roles and responsibilities, review*[*Open Textbook Publishing Roles*](https://wiki.ubc.ca/Sandbox:Open_Resource_Working_Group/Publishing_Guide/Building_Teams)

##### Scope

*Include a statement(s) that clearly defines the scope of the project.*

##### Risks and constraints

*Identify any risks and constraints that may impact the project, including potential contingency plans, should an issue arise.*

##### Goals

*Include the high-level goals that this project is aiming to support. These may come from existing documents, such as the grant proposal or the contract.*

##### Deliverables

*Include each deliverable with a short description. Consider “open” when constructing these statements.*

##### Audience

*Describe the primary and secondary audiences for the project. Primary audiences will include faculty and students integrating the text into their course. Secondary audiences could include, additional post-secondary institutions, communities, government, and entire sectors that are may be contributing to and benefiting from the project deliverables.*

##### milestones

*Include milestones that support your path to meet the deliverables.*

##### measurement of success

*Identify what constitutes success, and how you will measure it? Consider things like students impacted, cost savings, diversity of perspectives (geographic, cultural, social, etc.), completed peer review process, number of adoptions outside of your specific uses, etc. These don’t have to be comprehensive but help to clarify what success means to your project, beyond just writing a text. For more details about impacts, review*[*Collect Impact Data*](https://wiki.ubc.ca/Sandbox:Open_Resource_Working_Group/Publishing_Guide/Post-Release)*.*

##### budget

*Identify parts of the project that will require a budget as well as in-kind support that may be available to you. For a list of possible budget needs, review*[*Open Textbook Publishing Roles*](https://wiki.ubc.ca/Sandbox:Open_Resource_Working_Group/Publishing_Guide/Building_Teams)*. For information about costs, review the*[*TLEF Budget Considerations*](https://tlef.ubc.ca/application/application-process/)*as a guide.*

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