

- A Troubleshooting Tips manual to be made available upon request for other libraries and organizations

Other Resources:

- A fully functional website about Agnes Campbell Macphail
- An inventory of searchable newspaper images launched through OurOntario.ca

Potential Risks

Analysing the project for potential risks at the outset of the endeavour may alleviate potential surprises as the project progresses, and allows the facilitator and other stakeholders to consider contingency plans should problems arise (Appendix B). The GHPL Digitization Project has two major thrusts: the newspaper digitization and the Agnes Macphail website. With each of these come different sets of risks, while the project is affected by some common events that may hinder progress. Because of its built-in flexibility, there is no foreseeable risk that would require the project to be abandoned completely.

Newspaper digitization:

- Vendor negotiations are starting off slowly, indicating that tardiness may be an issue throughout the project; the number of issues uploaded to Our Ontario servers will depend upon the amount of time it takes to ship, receive, and process batches of microfilm and/or scanned print material. Any technological breakdowns we have on the ground will have a similar effect upon production
- Creating full-text searchable newspaper images will be hindered by missing paper originals or bad microfilm scans; any manual scanning or outsourcing of primary materials will also add a financial burden to the project, resulting in its deduction from another area of the budget

Agnes Macphail website:

- Hosting difficulties (i.e. ineffectual software or support) may complicate uploading some website materials
- Copyright or permissions issues may hinder availability of material for publication or reproduction

Project progress:

- Without HRDC funding to hire an assistant, the data entry, manual scanning, and promotional components of the project will fall to the facilitator or to volunteers, slowing the overall progress of the project
- While there is no reason to believe that any partners will resist, any lack of cooperation regarding access to information or other resources will skew the final product of the project and undermine the foundations upon which the project—and its funding—are built