In order to develop our workshop series, DS 101, we asked ourselves and our instructors a guiding question. How do you conceive of a digital project in a way that addresses issues of sustainability, accessibility, preservation, privacy, consent, labor practices, credit, and scholarly rigor from the beginning? This diagram and its explanations are a visual representation of our workshop model. To see the materials developed for the workshop series, please visit our [OSF project page](#).

**Deliverables**

Deliverables are the list of “nouns”, or things the project will produce, collect, etc. This could be anything from databases, to images, or a website. Outcomes and deliverables should also include things needed by the research team, itself. For example, technical documentation.

**Outcomes**

Outcomes are what people should be able to do when they interact with the end result of the project. Outcomes are often stated in terms of “person X should be able to do Y”. If you are familiar with the design construct of personas, this is similar.

**Tasks**

The tasks are the actions required of the research team’s project labor and resources to create the deliverables.

**Preservation**

Preservation is planned for and coordinated in advance, so each version of the project output can be preserved in accordance with the research goals, and in compliance with the University mission.

**Releases**

Releases increment the version of the available project to its “audiences”. These versions are planned and organized around scholastic goals. For example, version 3 adds a map, version 4 adds 100 new items to the database.

**Research Goals**

The diagram starts with the research goals (the scholarship being attempted), which drives all else.

**The project output is presented to the groups of people identified in the outcomes through organized and managed releases.**

Caitlin Pollock and Joe Bauer, DH2020v, July 2020. CC-BY-SA 4.0