

Resources

Conversations about Project Management

GENERAL

- Bass Connections. *Team Resources*. <https://bassconnections.duke.edu/fac-team-resources/tools-for-success>
- Berkun, Scott. (2008). *Making things happen: mastering project management*. Sebastopol, CA: O'Reilly. <http://search.library.duke.edu/search?id=DUKE003932759>
- Harvard Business School. (1996). *Project Management Manual*. Boston: Harvard Business School Publishing.
- Martinelli, R. J., & Milosevic, D. Z. (2015). *Project Management Toolbox*. Hoboken, NJ: John Wiley & Sons.
- Nowviskie, Bethany. (2012). Ten Rules for Humanities Scholars New to Project Management. *Scholars' Lab*. <http://nowviskie.org/handouts/DH/10rules.pdf>
- Project Management Working Group, Duke Digital Humanities Klatch. (2016). *Reading and Resources on Project Management*. <https://docs.google.com/document/d/1v6KoFcEGNipu4T-oUZtaPG5Y7yQHdK3usfOgFvt18yM/edit?usp=sharing>
- Scheinfeldt, Tom. (2011, June 3). Intro to Project Planning and Management. *THATCamp CHNM 2011*. <https://docs.google.com/document/d/1Ex-b6zWtiuQWZw6DkV7B4cEGNovUWznvFV0fPvHXpN0/edit?usp=sharing>

COLLABORATION + COMMUNICATION

- Buhe, Elizabeth. (2015, June 10). Digital Humanities Best Practices: Engaging a Collaborator. <https://archive.nyu.edu/bitstream/2451/34042/2/Digital-Humanities-Best-Practices.pdf>
- Fisher, Roger, & Daniel Shapiro. (2005). *Beyond Reason: Using Emotions as You Negotiate*. New York: Viking.
- Meeks, Elijah. (2013, May 27). "How Collaboration Works and How It Can Fail." Digital Humanities Specialist Blog at Stanford University Libraries. <https://dhs.stanford.edu/natural-law/how-collaboration-works-and-how-it-can-fail/>
- Off the Tracks. (2015, March 5). "Collaborators' Bill of Rights". <http://mcpres.media-commons.org/offthetracks/part-one-models-for-collaboration-career-paths-acquiring-institutional-support-and-transformation-in-the-field/a-collaboration/collaborators'-bill-of-rights/>.
- Siemens, Lynne. (2009). "'It's a Team If You Use 'Reply All': An Exploration of Research Teams in Digital Humanities Environments." *Literary & Linguistic Computing* 24.2: 225-33. <https://academic.oup.com/dsh/article/24/2/225/977894>

STUFF MANAGEMENT

- Briney, Kristen. (2015). *Data management for researchers: organize, maintain and share your data for research success*. Exeter, UK: Pelagic Publishing.
- Hanson, Karen, Alisa Surkis, & Karen Yacobucci. (2012). Data Sharing and Management Snafu in 3 Short Acts. *NYU Health Sciences Libraries*. <https://www.youtube.com/watch?v=N2zK3sAtr-4>

Resources

Conversations about Project Management

Inter-university Consortium for Political and Social Research. (2011). *ICPSR Guide to Codebooks*. ICPSR. Retrieved from http://www.icpsr.umich.edu/files/deposit/Guide-to-Codebooks_v1.pdf

Riley, Jenn. (2017). *Understanding metadata: What is metadata, and what is it for?: A primer*. National Information Standards Organization. <https://www.niso.org/publications/understanding-metadata-2017>

Wilkinson, M. D.. *et al.* (2016). *The FAIR Guiding Principles for scientific data management and stewardship*. *Scientific Data* 3(160018). doi:10.1038/sdata.2016.18

SELF MANAGEMENT / SELF CARE

Leon, Sharon M. (2011, May 6). Project Management for Humanists. *#alt-academy*. <http://mediacommons.org/alt-ac/pieces/preparing-future-primary-investigators-project-management-humanists>

Webb, Caroline. (2016). *How to Have a Good Day: Harness the Power of Behavioral Science to Transform Your Working Life*. New York: Crown Publishing.

TOOLS

Duke University -- software licensed for use by students, faculty, and staff

- **Box** (file management & sharing) - <https://oit.duke.edu/what-we-do/applications/duke-box>
- **MeisterTask Pro** (project management) - <https://software.duke.edu/node/456>
- **MindMeister** (project planning, idea generation) - <https://software.duke.edu/node/453>
- **Office 365** (communication & calendaring, file-sharing) - <https://oit.duke.edu/what-we-do/applications/office-365>
- **Open Science Framework** (project & file management, publication tool) - <https://osf.io/institutions/duke/>

Project Management

- **Asana** - <https://asana.com/>
- **Basecamp** - <https://basecamp.com/>
- **Trello** - <https://trello.com/>
- **Wrike** - <https://www.wrike.com>
- **Zoho Projects** - <https://www.zoho.com/projects/>

File Management

- **Google Drive** - <https://drive.google.com/>
- **Dropbox** - <https://www.dropbox.com/>

Communication

- **Skype** - <https://www.skype.com/en/>
- **Slack** - <https://slack.com/>