

Managing an open source project workshop

Project Goals Worksheet

Project overview

- Project name:
- Online resources: github repo, web site, etc
- How long has your project been around?
- About how many people use your project?
- About how many contributors do you have? (however you define contributors)
- About how many core project members do you have? (however you define that)
- What stage would you describe your project? experimental, stable, sunsetting, something else?
- What are you most proud of about this project (ok, this isn't a number)?

Describe one or two types of people you envision your project serving.

What field(s) do they work or are living/working in that are relevant for your project?

When are they using your project? As a part of their work, their hobby, or managing their lives?

What tasks are they struggling with that your project addresses?

What are they trying to achieve in their work/life that's relevant for your project?

Are there any restrictions on how they can use your project? e.g. control on installation, access to data, etc.

How much time do they have for this work?

Is this a core part of what they're trying to do, or something that's necessary, but not where they want to spend their time?

What's their level of programming/data science experience?

What other limitations or features are you trying to address for your users with your project?

What other questions did you think of about your users that you'd like to answer?

Describe some things about the group(s) of people your project serves.

How many people does your target user(s) represent (in orders of magnitude)?

Are they easily identified and reached?

What percent of a field do they represent?

What does success look like for you? What percent of these people using your project is success?

About you and your team

How many people would you consider to be core members of this project and who are they?
(How you define this is up to you)

How much time do they have to work on this project, and is a part of work or outside-of-work time, or a mix, where that time would be sustainable? Be realistic!

Are any of the team members paid to work on this project?

What parts of the project do you like working on best?

What parts of the project worry you the most?

On your team (if you have one), who likes to do what, and/or is good at different areas, on the project? (Not who does what, but who likes and/or is good at the different project aspects)

What do you see as some gaps, i.e. 'this work isn't anyone on the team's current area of strength'.

What personally is success for you and your relationship with this project? Complete this sentence. In one year, I will be happy if I am spending X amount of time on this project, am excited about Y and not worried about Z.

Describe some things about your contributors

What's an example of a contribution to your project that you really appreciated?

What is an example of a contribution that was difficult to handle?

Do you like to work through github, Slack, in person meetings or other channels?