

University of Oregon: Inventory of Project Assets

This inventory worksheet is a tool to help you identify the information assets you have created (or plan on creating!) in a University of Oregon research project. Inventories can be used to identify obligations that the project may have taken on and to plan for the distribution of project materials. Although the project's target audience may be interested in the materials developed by the project "as is," they may also want a different combination of the assets.

You can take an inventory of project assets at any point during the development cycle and as often as desired. Identifying the assets that have been or will be developed can help you and Innovation Partnership Services (IPS)

- determine audiences
- identify possible product combinations
- identify the authors
- identify rights obligations
- brainstorm distribution opportunities

At the beginning of any project, the inventory can be used to identify potential obligations, licensing problems, or management strategies. Towards the end of the project, the inventory can be used again to determine the actual obligations or distribute rights among the developers.

The items on this inventory are only examples; projects may have other assets that are not listed. Please include those assets as well.

Procedures

- process
- protocol
- method
- other: _____

Software

- programming language used: _____
- operating system that software is designed for: _____
- algorithms
- source code
- compiled program
- code module
- routines
- scripts (CGI, Javascript, ASP, etc.)
- search tools
- special techniques such as personalization or adaptivity
- data sets
- other: _____
- All code is developed by the project.

- Some of the code is based on open source or an existing program.

Instructional Material

- worksheets
- class assignments
- curriculum
- exercises
- tests (assessments)
- interventions
- other: _____

Design

- unique interface (attach screenshot)
- templates
- avatars, agents, or characters environment or world
- fonts
- other: _____

Multimedia

- video
- animation
- music
- sounds
- other: _____
- A player (Quicktime, Shockwave, Flash, etc.) may be included.
- People were included in the film or recording.
- Permissions were granted to film or record those people and places.

Images

- photographs
- drawings
- graphs
- tables
- lowcharts
- maps
- Adobe PDFs
- other: _____
- Images of people were used.
- Permissions were granted to use those images of people.

Physical Materials

- prototype(s)
- biological materials
- chemicals
- other: _____

Documentation

- journal articles
- online help files
- user's guide
- comments within code
- other: _____

Trademarks and Identifiers

- Logos
- Wordmarks
- other: _____
- New trademarks or identifiers were created.
- Existing ones were used.

Project Statistics

- page count: _____
- entry length: _____
- number of entries: _____
- number of unique pages: _____
- number of image files: _____
- number of files: _____
- other: _____

Social Networking Assets

- Tools (Facebook, Twitter, Blog, etc.) _____
- Newsfeeds (RSS, etc) _____
- Entities or groups that link to you _____
- Other _____

Use of existing materials

- No existing materials were used.
 - Existing materials were used.
 - Materials created by non-university personnel.
 - Materials created by university personnel.
- Was written permission or license obtained or existing materials?
- Yes
 - No
 - For some
 - Unknown