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