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4-1-2016

Creative Collaboration: Streamlining Digital Project Management and Workflow at Cleveland State University

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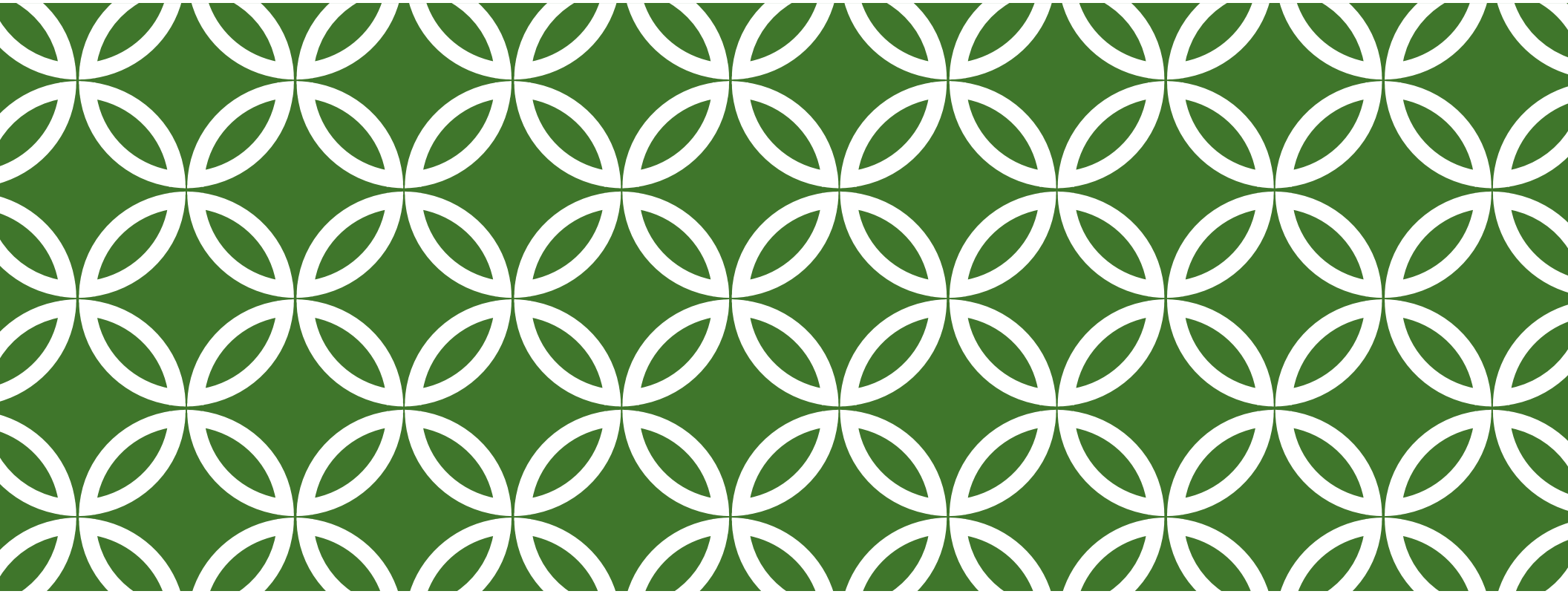

CREATIVE COLLABORATION:

Streamlining Digital Project Management and Workflow
at Cleveland State University

Link to the Future:
The 2016 OLC Technical Services Retreat
April 1, 2016
Marsha Miles and Justin Myers

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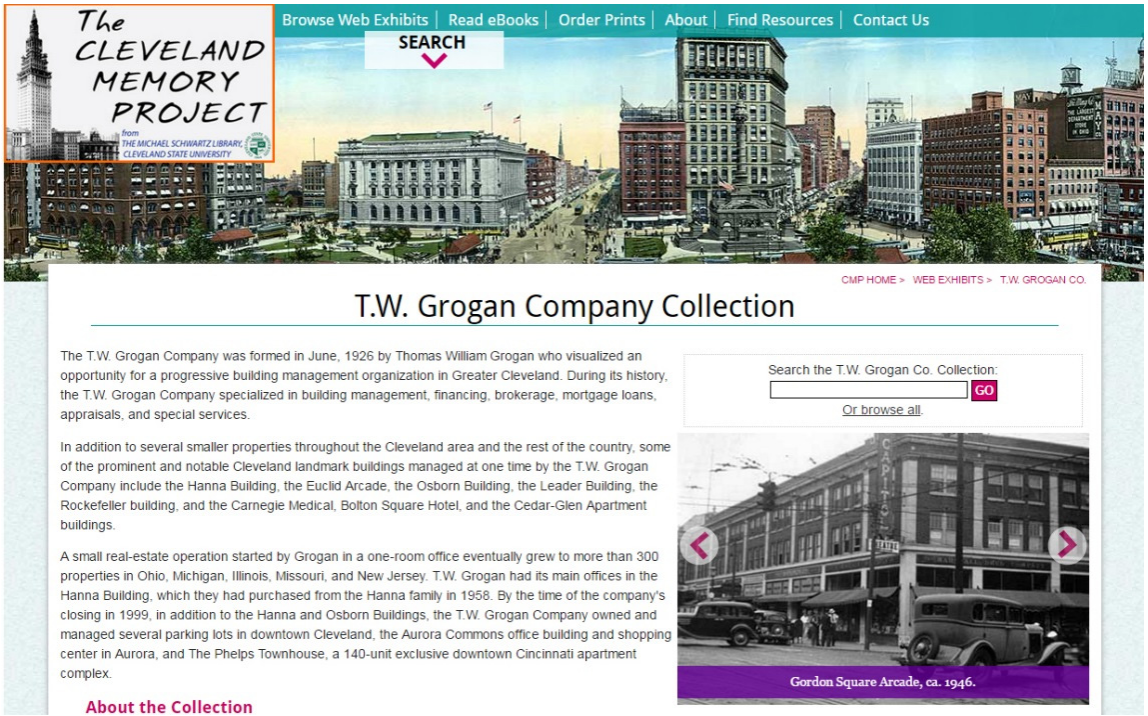
T.W. GROGAN COMPANY COLLECTION



50 black and white photos of various buildings in and around the Greater Cleveland area from the late 1930s to the early 1950s that were managed by the T.W. Grogan Company.

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“LET’S GO SHOPPING AT THE SQUARE” [E-BOOK]

This book is a tribute to the eight major downtown Cleveland department stores and their many loyal customers. For over 150 years, these large stores dominated the local retail scene. They represented exciting places that not only provided a full range of goods and services all under one roof, but also, offered a special shopping adventure every time their customers visited.

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SELECTEDWORKS

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The CLEVELAND MEMORY PROJECT
from THE MICHAEL SCHWARTZ LIBRARY, CLEVELAND STATE UNIVERSITY

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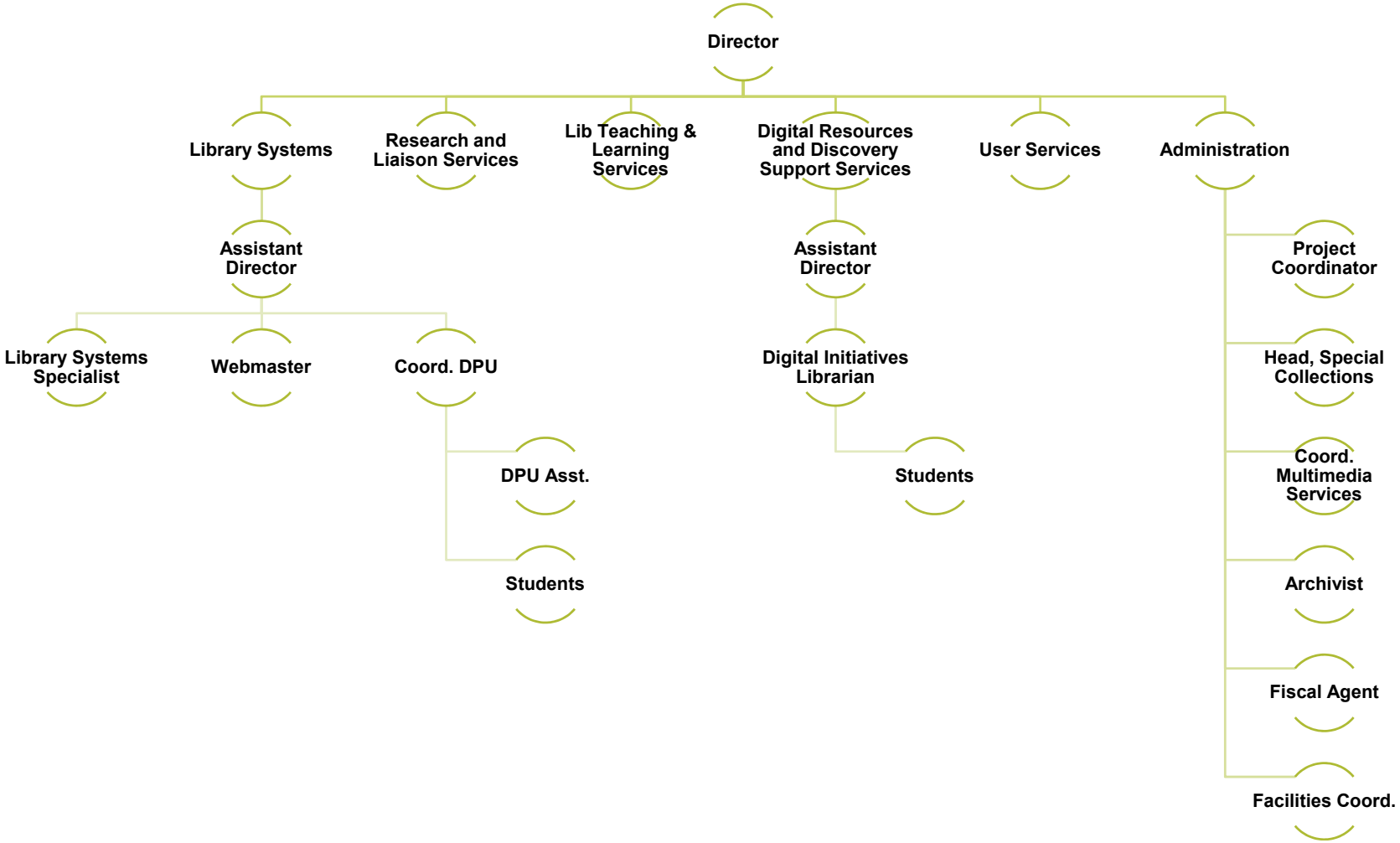
College of Liberal Arts and Social Sciences

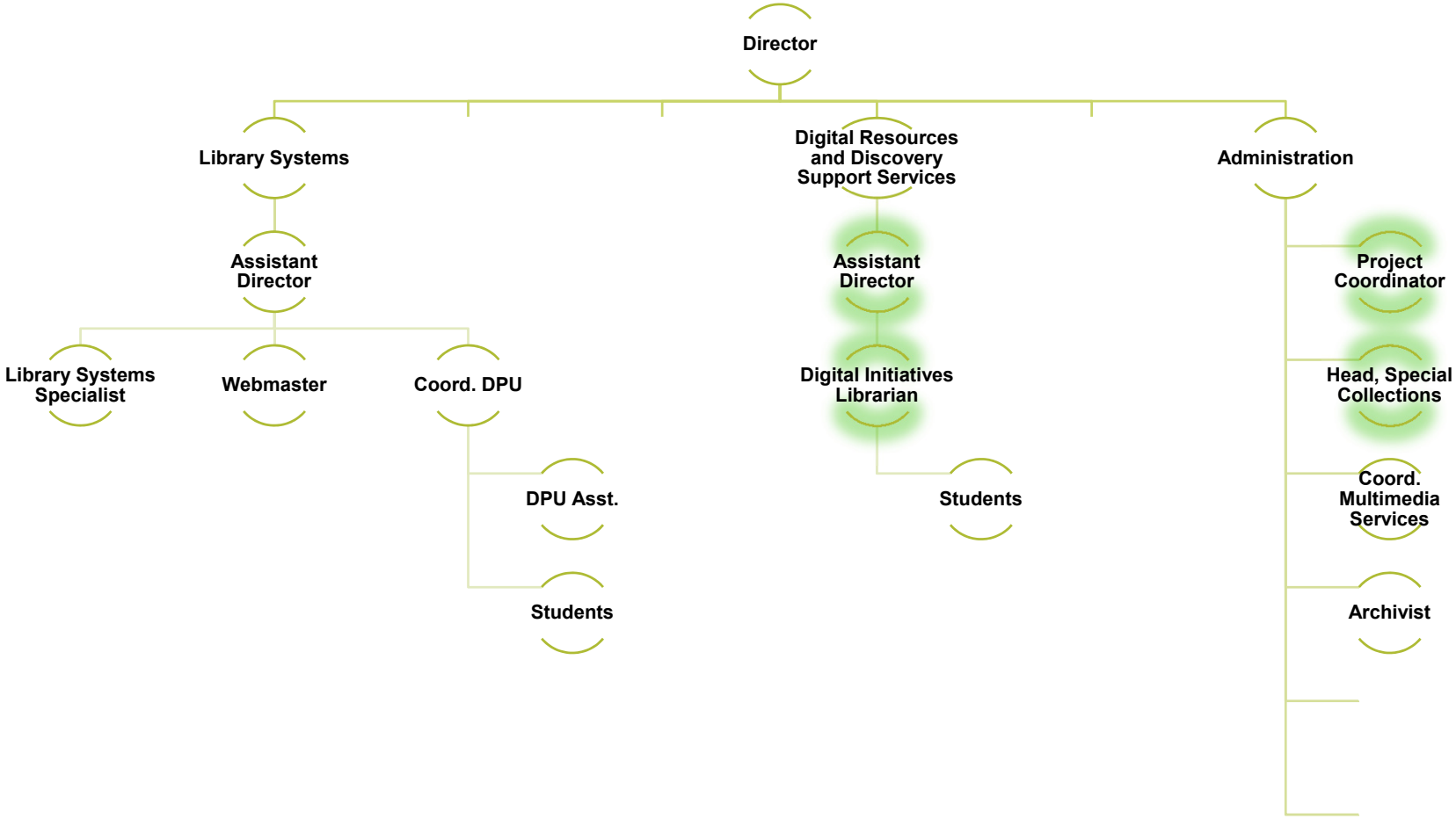
Art Department

SELECTEDWORKS

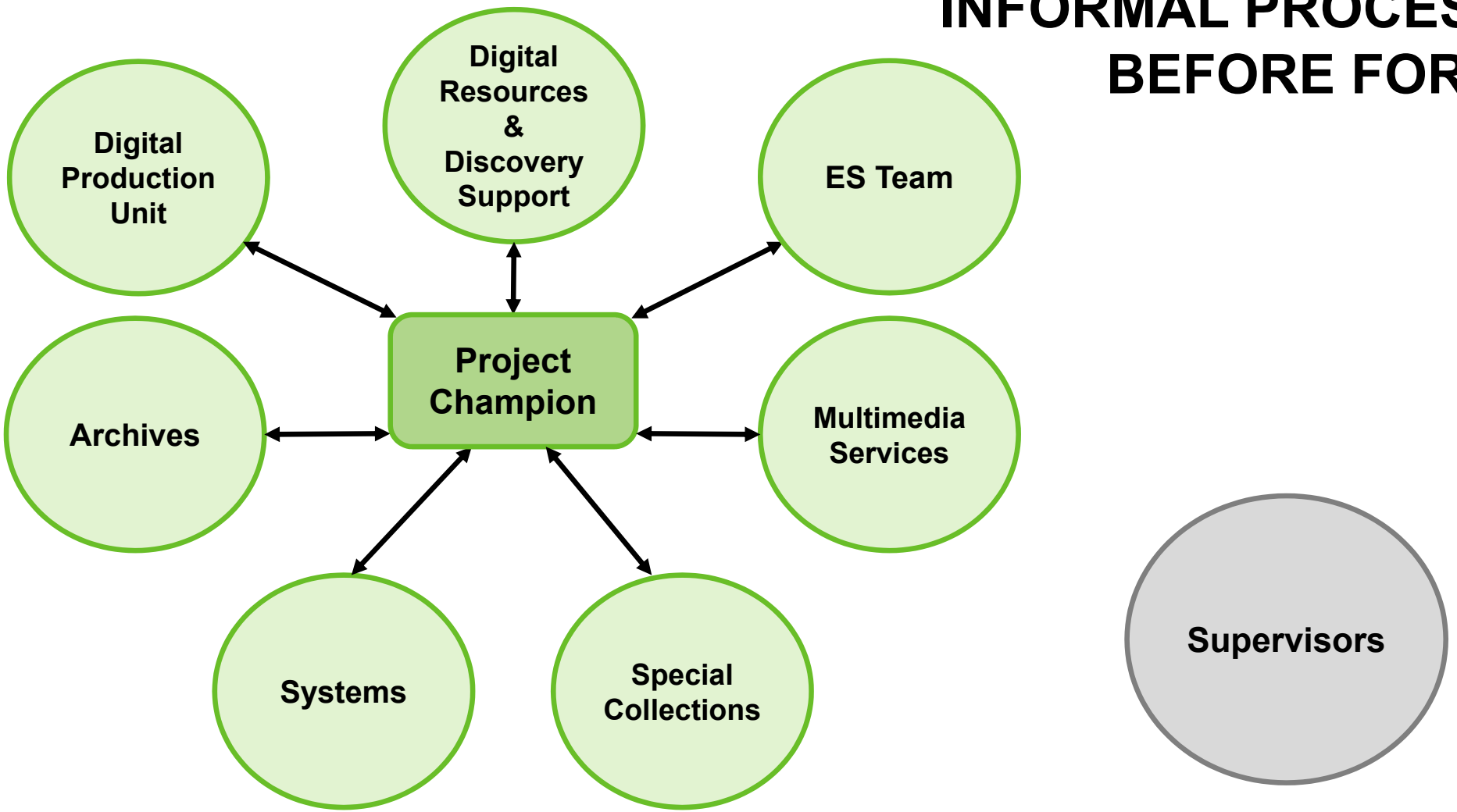
CLEVELAND STATE UNIVERSITY - MICHAEL SCHWARTZ LIBRARY ORGANIZATIONAL CHART



CLEVELAND MEMORY PROJECT TEAM AND ENGAGEDSCHOLARSHIP@CSU TEAM



INFORMAL PROCESS BEFORE FORM



BRIEF PAPER FORM

Media Projects Approval Form

Date_____

Title of Project_____

Name of Requestor_____

Library Project Champion_____

Course Project Supports (if applicable)_____

Description of Project and Timeframe:

Project Champion Makes Proposal & Indicates Who is Involved

Estimated date of completion_____ Date of completion _____

Library champion must check below all Library Units that might be involved:

_____Archives (B. Becker)
_____Displays, etc (Barb F.)
_____ DPU (Joanne C.)
_____ IMSS (Martin H.)
_____ Library Systems (David L.)
_____ MMS (Melinda S.)
_____Multimedia Production (Jim B.)
_____ Special Collections (B. Barrow)
_____ Technical Services (Barb. S.)
_____ Web Design (Lauren F.)

Staff Signs off on Project

Unit Approvals: Individuals responsible for departments checked above must initial beside their names that they have been informed about this project and believe that that they can perform the work outlined within the proposed timeframe of the Project. Projects that appear not to be supportable can be reviewed with the Director. Library Director has final authority—project champion should not initiate project until he/she has received back this form with Director and Associate Director's signatures.

Associate Director_____

Library Director _____

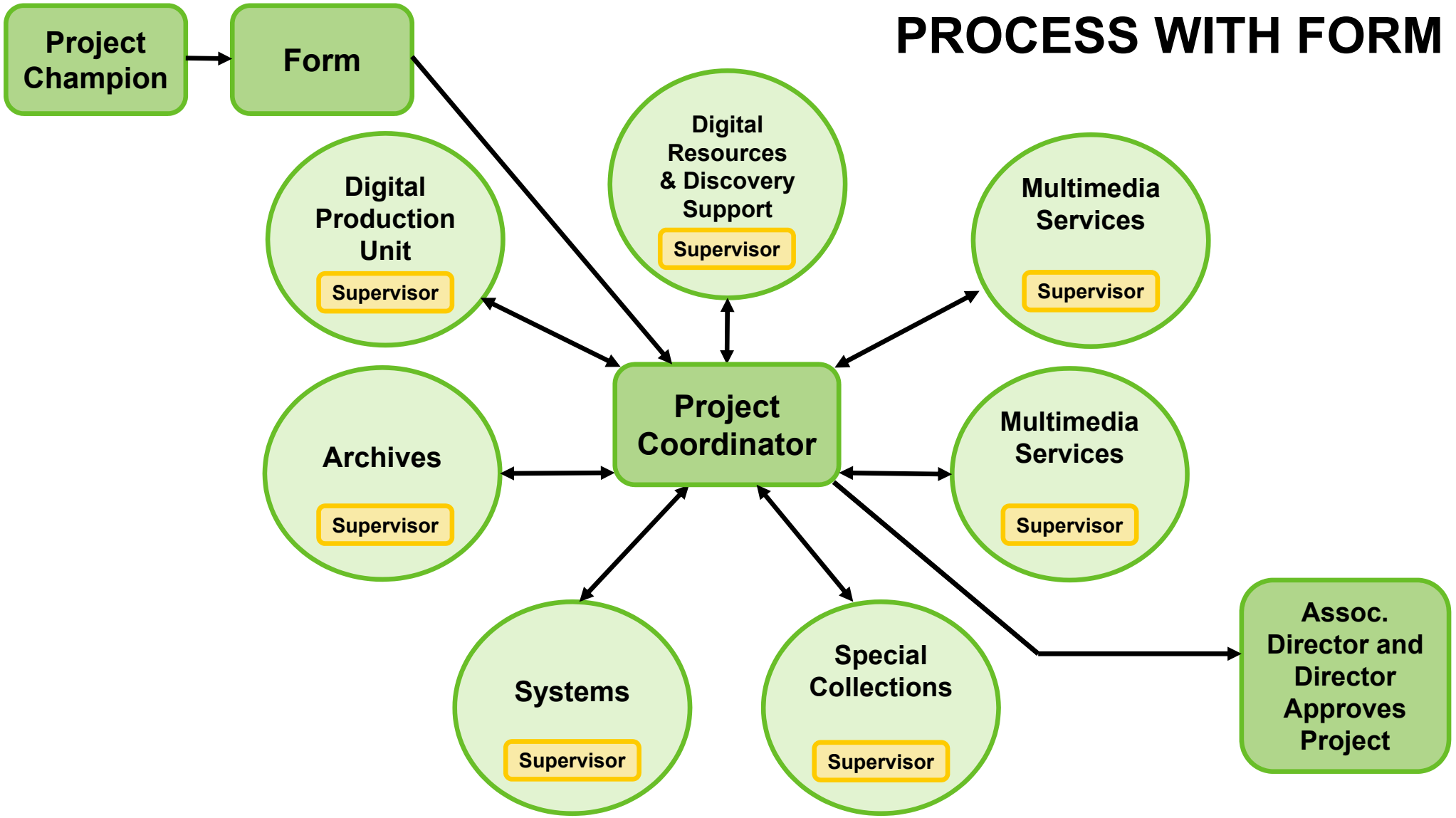
8/5/11

Associate Director & Director Approve Project

PAPER SHORTCOMINGS

- Size constraints
- Delays
- Static information
- Solo viewing + editing
- No tracking system

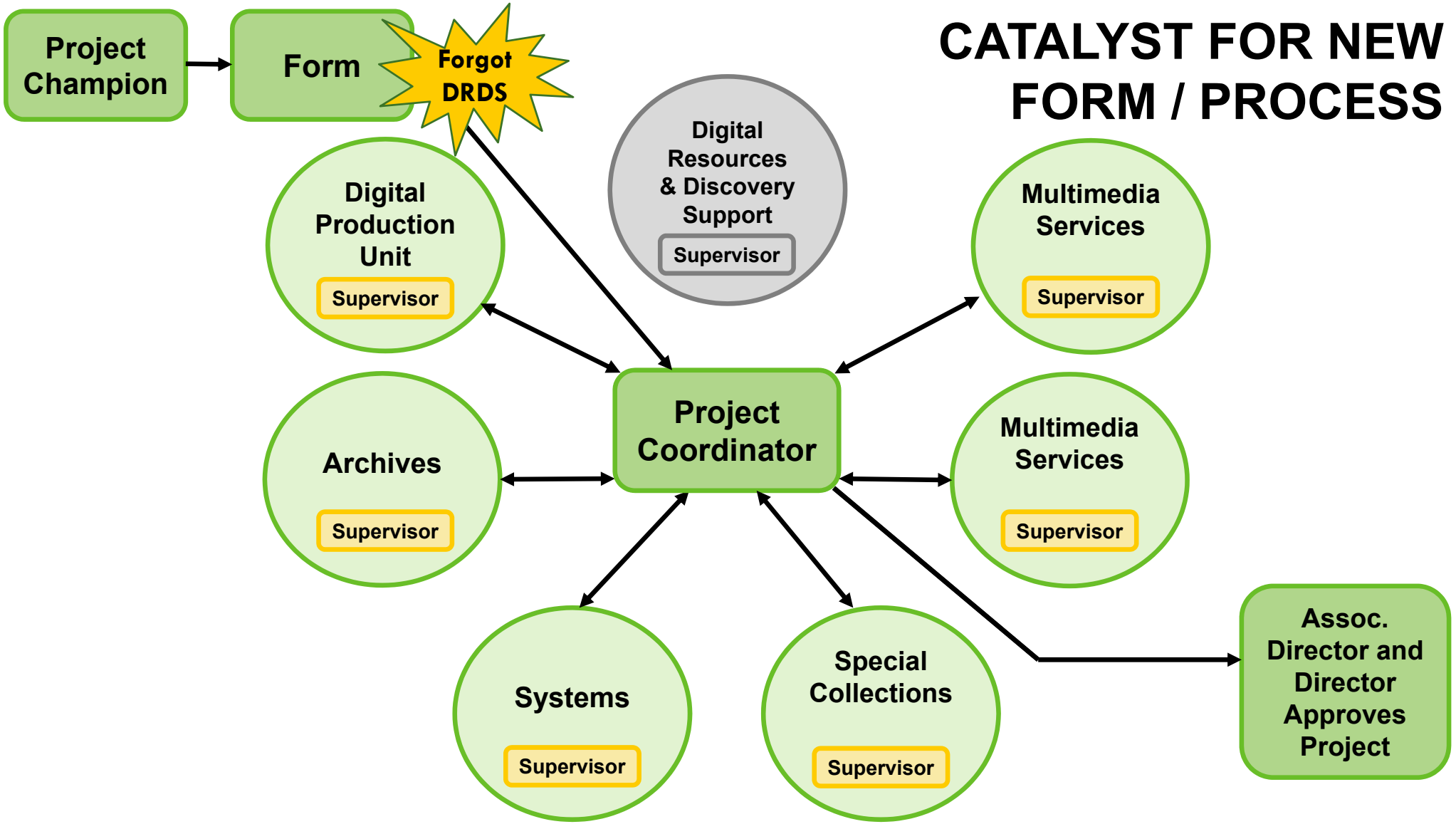
PROCESS WITH FORM



IMPROVEMENT, BUT…

- ~~Size constraints~~ Lack of detail
- Delays
- ~~Static information~~
- Solo viewing + editing
- No tracking system

CATALYST FOR NEW FORM / PROCESS



How do you propose and approve digital projects?

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OHIODIG

Ohio Digitization Interest Group

…for archivists, librarians, and others interested in cultural heritage materials.

http://ohiodig.org/

This would also be of interest to my institution, and to many others as well, I'm sure.

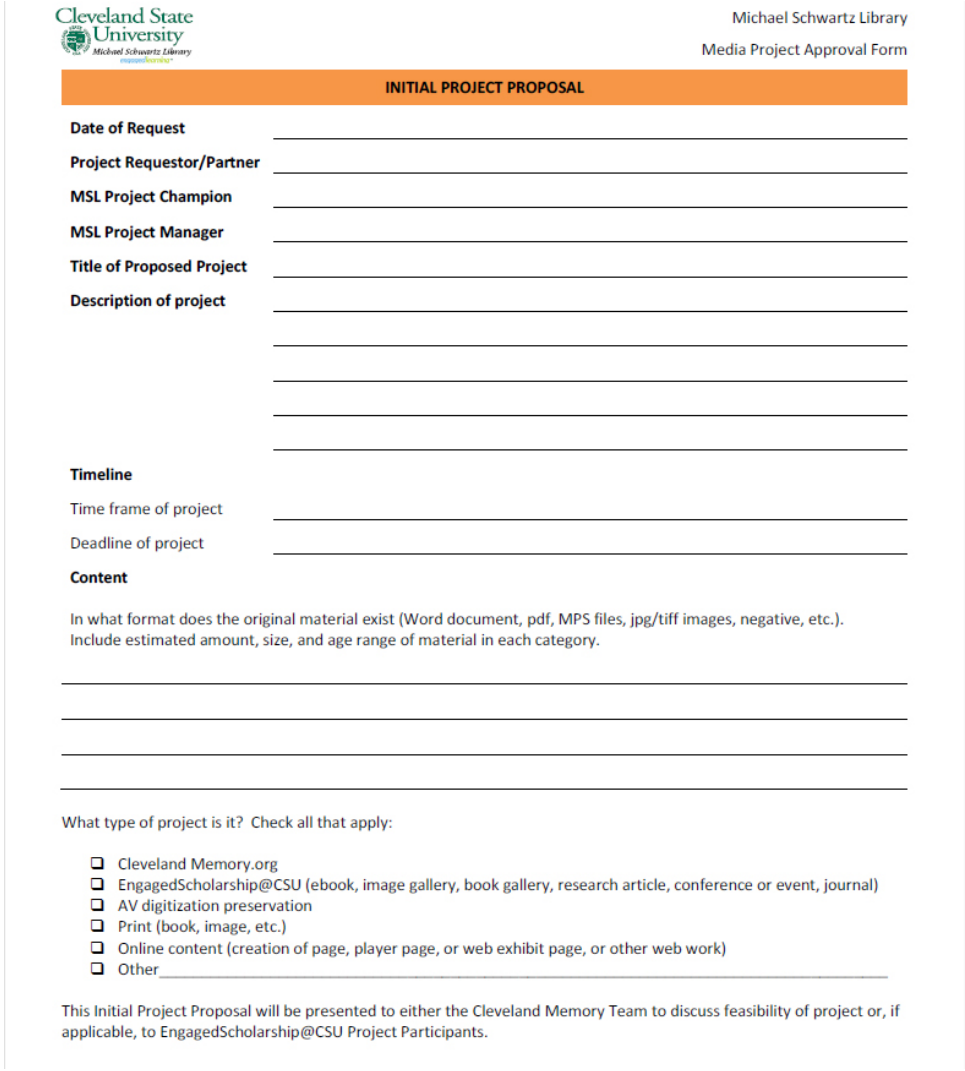
Please respond to the list, I'm also interested in this topic!

…have something to show as a model for further discussion and support.

We are probably in the same spot as you over here... Here's a document that we have been working on. I would love to hear about some of the other responses you may get as well.

I am afraid I do not have anything to share with you; however, I am extremely interested in seeing the responses you get!

http://ohiodig.org/



Cleveland State University
Michael Schwartz Library

Michael Schwartz Library
Media Project Approval Form

INITIAL PROJECT PROPOSAL

Date of Request _____

Project Requestor/Partner _____

MSL Project Champion _____

MSL Project Manager _____

Title of Proposed Project _____

Description of project _____

_____

_____

_____

_____

Timeline

Time frame of project _____

Deadline of project _____

Content

In what format does the original material exist (Word document, pdf, MPS files, jpg/tiff images, negative, etc.). Include estimated amount, size, and age range of material in each category.

_____

_____

_____

_____

What type of project is it? Check all that apply:

- ❑ Cleveland Memory.org
- ❑ EngagedScholarship@CSU (ebook, image gallery, book gallery, research article, conference or event, journal)
- ❑ AV digitization preservation
- ❑ Print (book, image, etc.)
- ❑ Online content (creation of page, player page, or web exhibit page, or other web work)
- ❑ Other_____

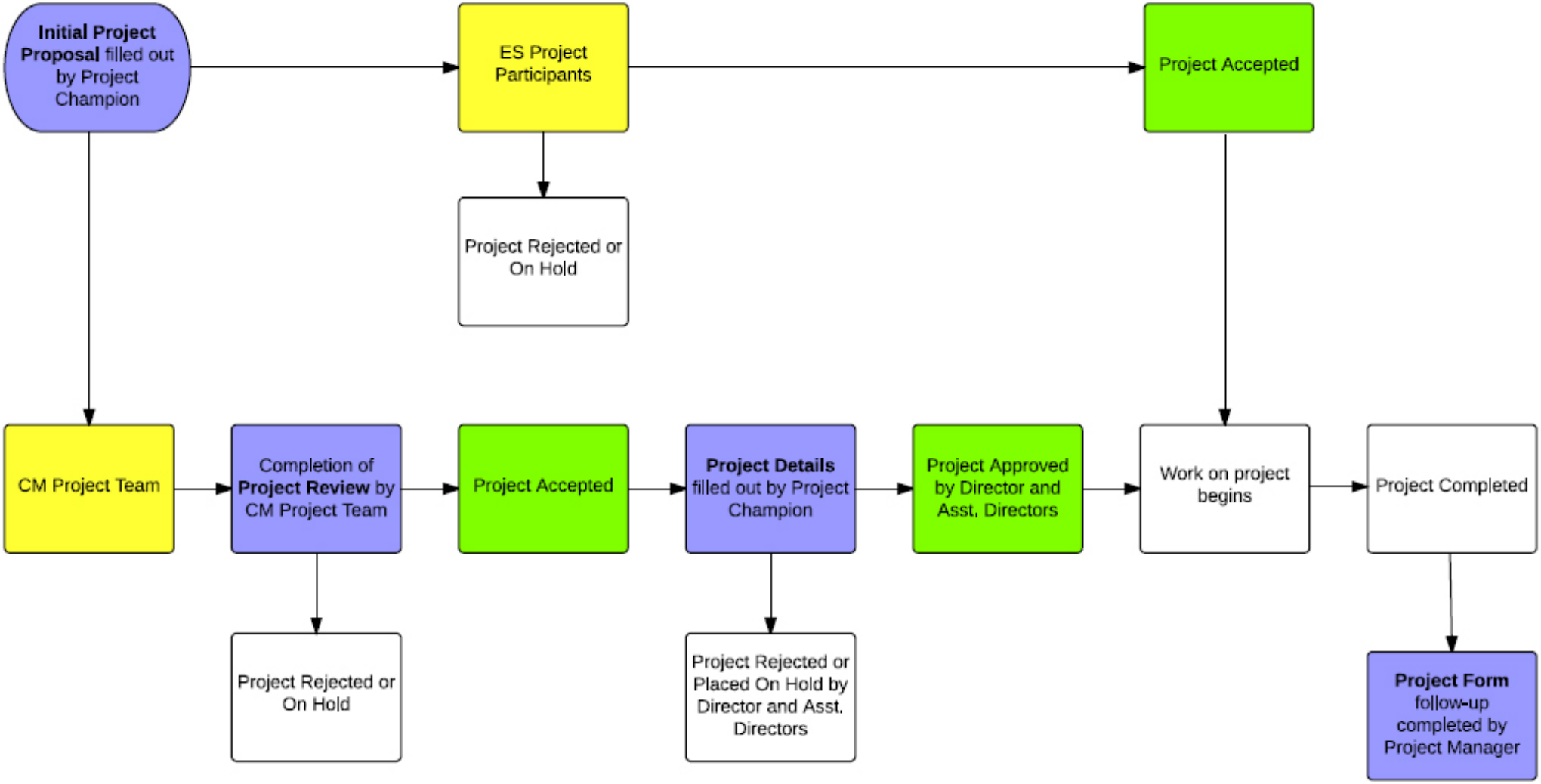
This Initial Project Proposal will be presented to either the Cleveland Memory Team to discuss feasibility of project or, if applicable, to EngagedScholarship@CSU Project Participants.

I. Initial Project Proposal

II. Project Review

III. Project Details

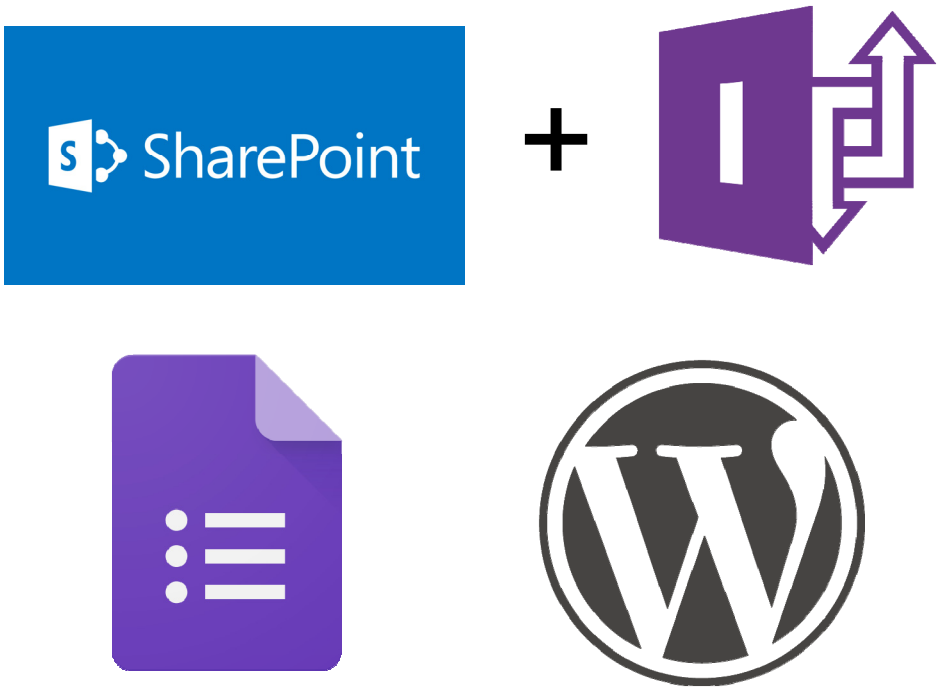
IV. Project Approval



NEW DIGITAL MEDIA PROJECT APPROVAL WORKFLOW

ONLINE FORM DEVELOPMENT AND PROCESS IMPROVEMENTS IN ACTION

- Why SharePoint? How?
- Alternatives to SharePoint



TAKEAWAYS AND FUTURE IMPROVEMENTS

- What we learned through the process
- What we would still like to accomplish
- Helpful advice
  - Customize for your needs
  - Create a visual workflow
  - Allow time to adjust

QUESTIONS?

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