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4-1-2016

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

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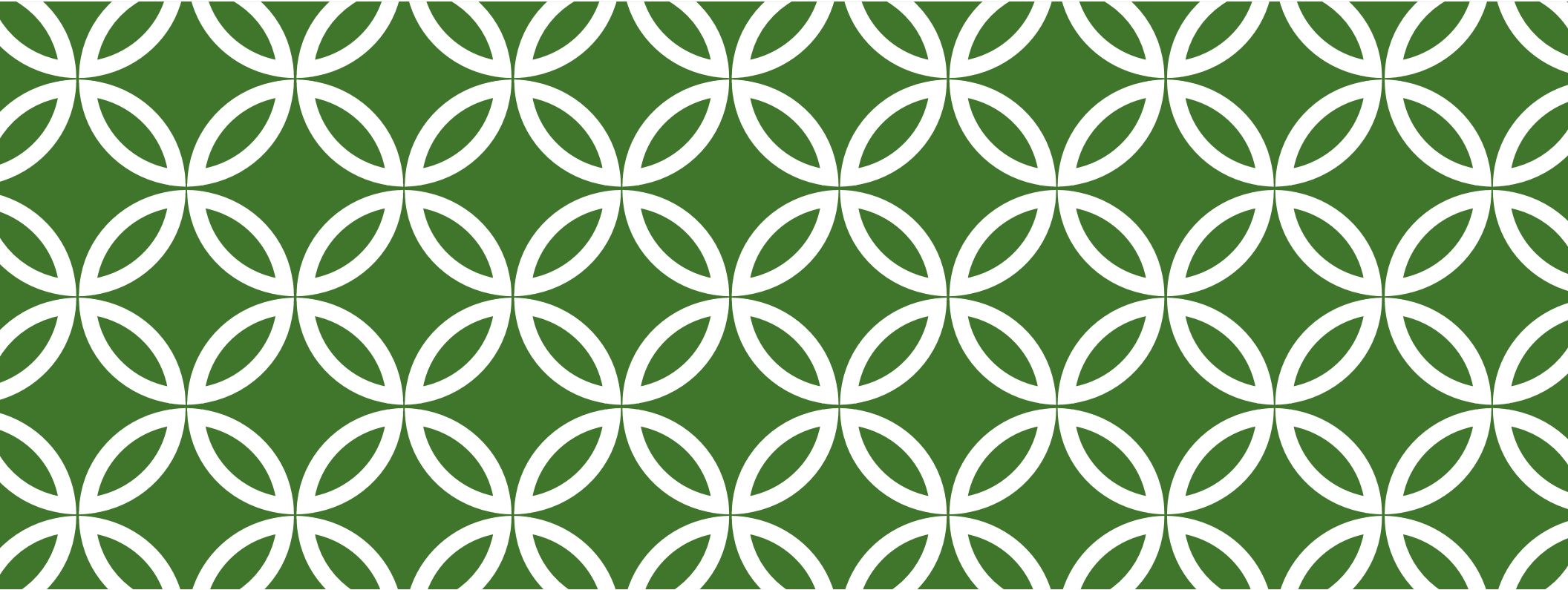
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# **CREATIVE - COLLABORATION:**

Streamlining Digital Project Management  
and Workflow  
at Cleveland State University

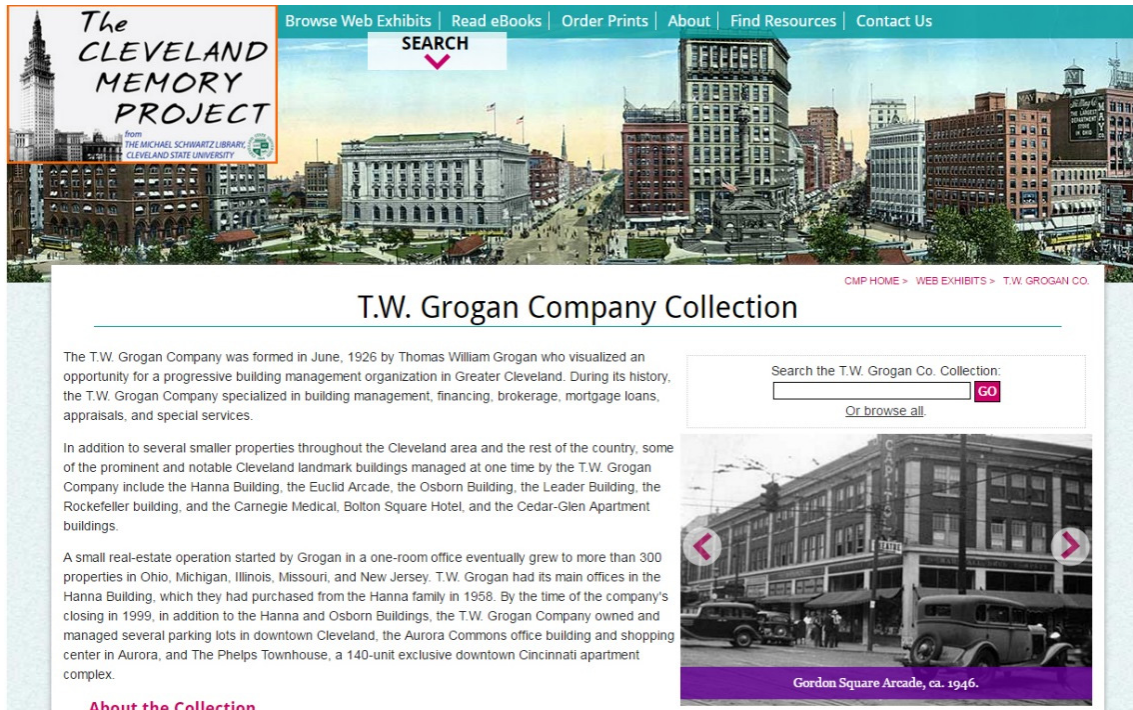
Link to the Future:  
The 2016 OLC Technical Services Retreat  
April 1, 2016  
Marsha Miles and Justin Myers



# Michael Schwartz Library



# T.W. GROGAN COMPANY COLLECTION



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

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## T.W. Grogan Company Collection

The T.W. Grogan Company was formed in June, 1926 by Thomas William Grogan who visualized an opportunity for a progressive building management organization in Greater Cleveland. During its history, the T.W. Grogan Company specialized in building management, financing, brokerage, mortgage loans, appraisals, and special services.

In addition to several smaller properties throughout the Cleveland area and the rest of the country, some of the prominent and notable Cleveland landmark buildings managed at one time by the T.W. Grogan Company include the Hanna Building, the Euclid Arcade, the Osborn Building, the Leader Building, the Rockefeller building, and the Carnegie Medical, Bolton Square Hotel, and the Cedar-Glen Apartment buildings.

A small real-estate operation started by Grogan in a one-room office eventually grew to more than 300 properties in Ohio, Michigan, Illinois, Missouri, and New Jersey. T.W. Grogan had its main offices in the Hanna Building, which they had purchased from the Hanna family in 1958. By the time of the company's closing in 1999, in addition to the Hanna and Osborn Buildings, the T.W. Grogan Company owned and managed several parking lots in downtown Cleveland, the Aurora Commons office building and shopping center in Aurora, and The Phelps Townhouse, a 140-unit exclusive downtown Cincinnati apartment complex.

Search the T.W. Grogan Co. Collection:  
   
[Or browse all](#)



Gordon Square Arcade, ca. 1946.

[About the 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.



# Michael Schwartz Library



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

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## CLEVELAND MEMORY



**"Let's Go Shopping at the Square" Cleveland's Leading Downtown Department Stores: A Business Legacy**

Richard Klein, *Cleveland State University* [Follow](#)

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Find in your library

 1,962 Downloads  
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**Description**  
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.

**ISBN**  
ISBN - 13: 978-1-936323-48-7 ISBN - 10: 1-936323-48-6

**Publication Date**  
Fall 2014

**Publisher**  
MSL Academic Endeavors

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The Cleveland Memory Project

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.



# Michael Schwartz Library





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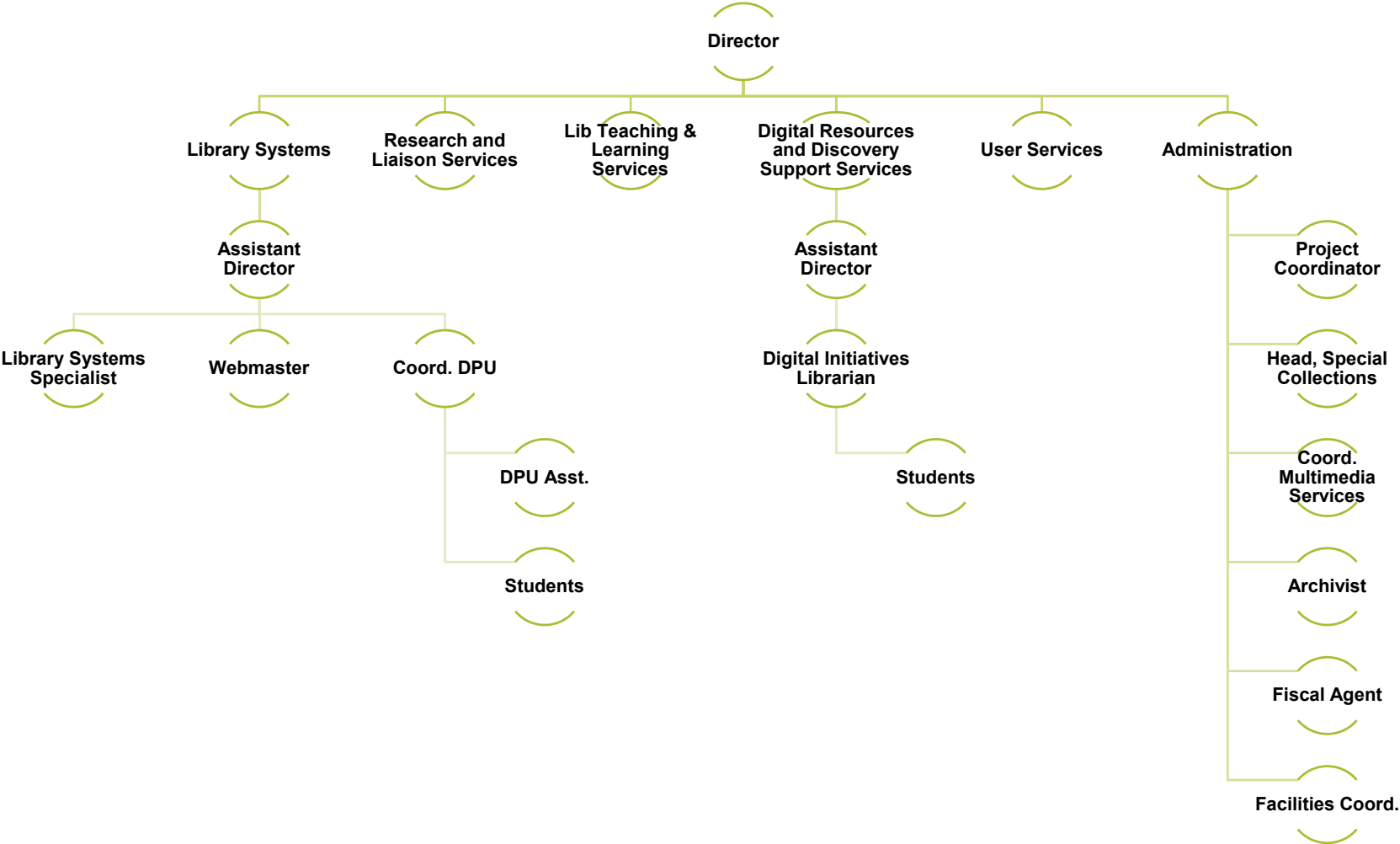
College of Liberal Arts and Social Sciences

Art Department

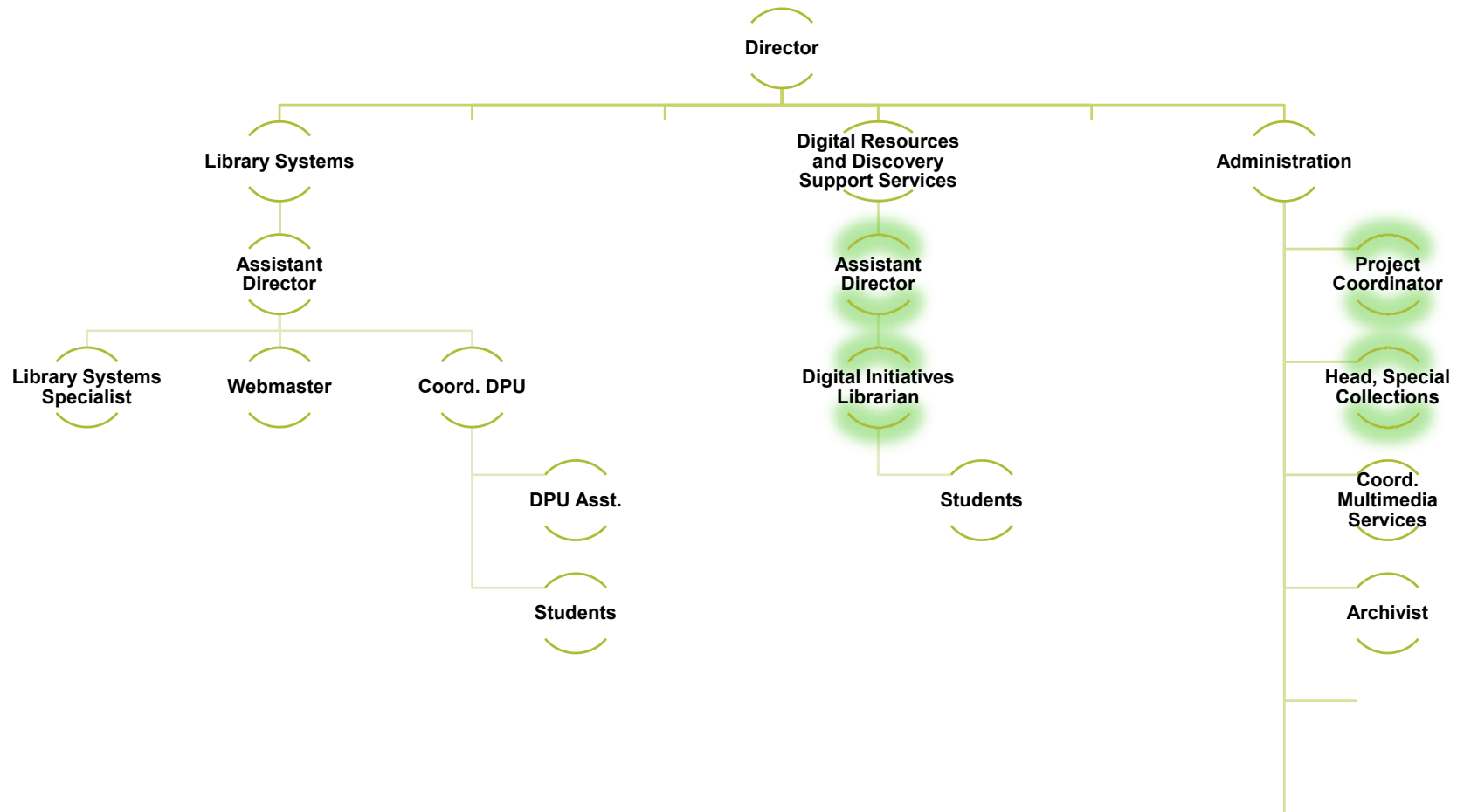




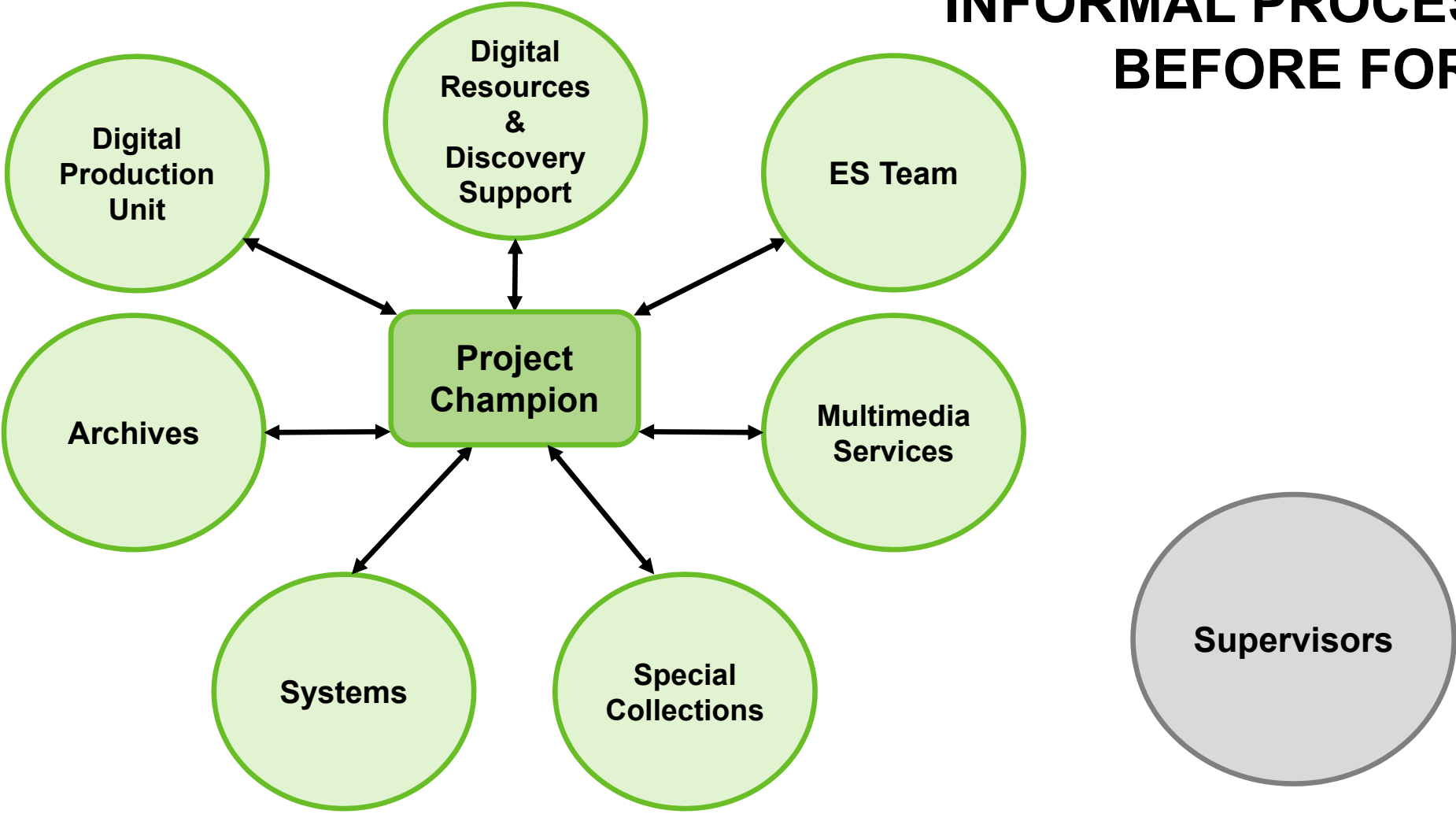
# CLEVELAND STATE UNIVERSITY - MICHAEL SCHWARTZ LIBRARY ORGANIZATIONAL CHART



# CLEVELAND MEMORY PROJECT TEAM AND ENGAGEDSCHOLARSHIP@CSU TEAM



# INFORMAL PROCESS BEFORE 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:

# BRIEF PAPER FORM

**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:

- |   |  |
|---|--|
| <input type="checkbox"/> Archives (B. Becker)       | <input type="checkbox"/> MMS (Melinda S.)                |
| <input type="checkbox"/> Displays, etc (Barb F.)    | <input type="checkbox"/> Multimedia Production (Jim B.)  |
| <input type="checkbox"/> DPU (Joanne C.)            | <input type="checkbox"/> Special Collections (B. Barrow) |
| <input type="checkbox"/> IMSS (Martin H.)           | <input type="checkbox"/> Technical Services (Barb. S.)   |
| <input type="checkbox"/> Library Systems (David L.) | <input type="checkbox"/> 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 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 \_\_\_\_\_

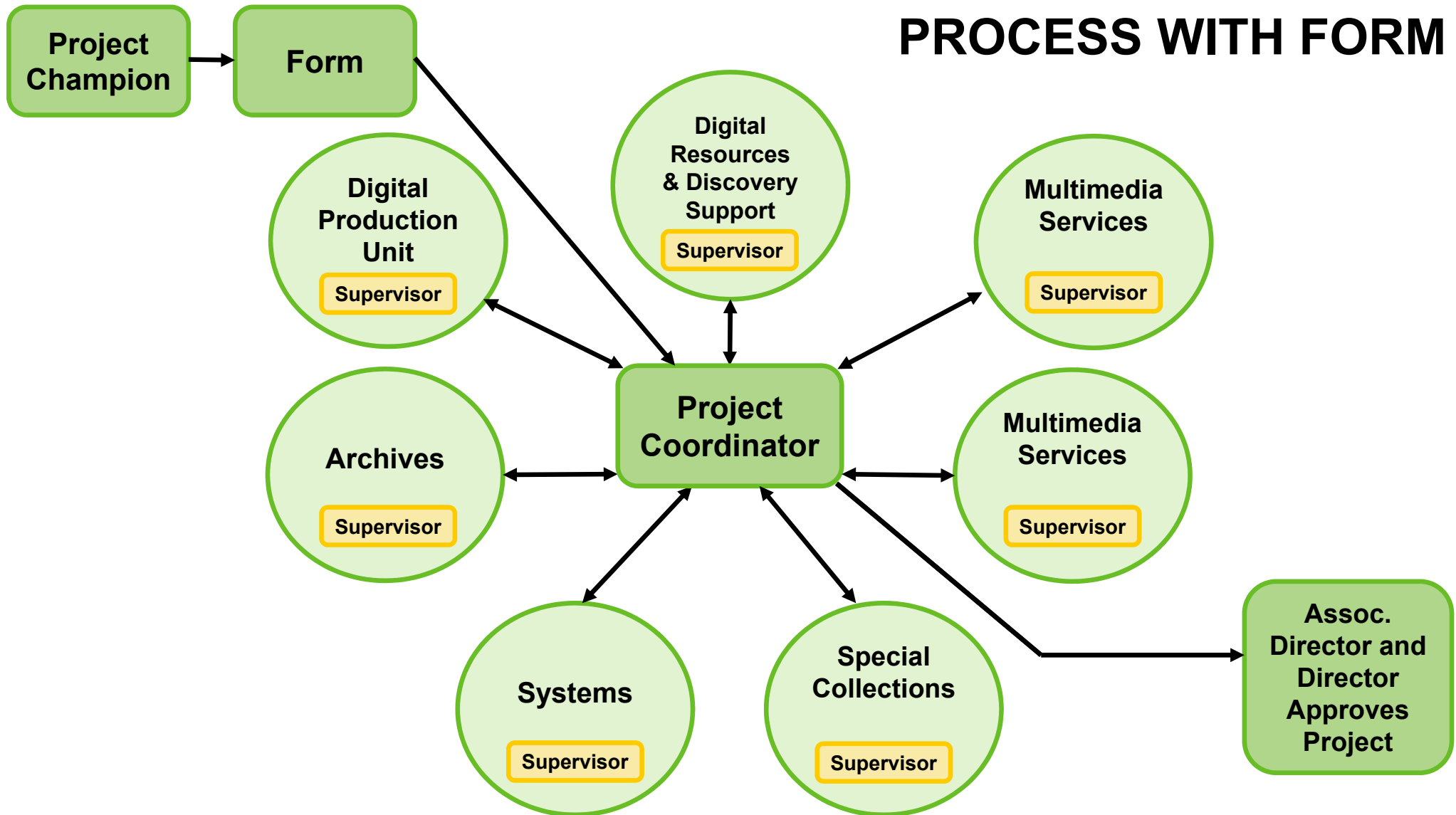
Library Director \_\_\_\_\_

**Associate Director &  
Director Approve  
Project**

# PAPER SHORTCOMINGS

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

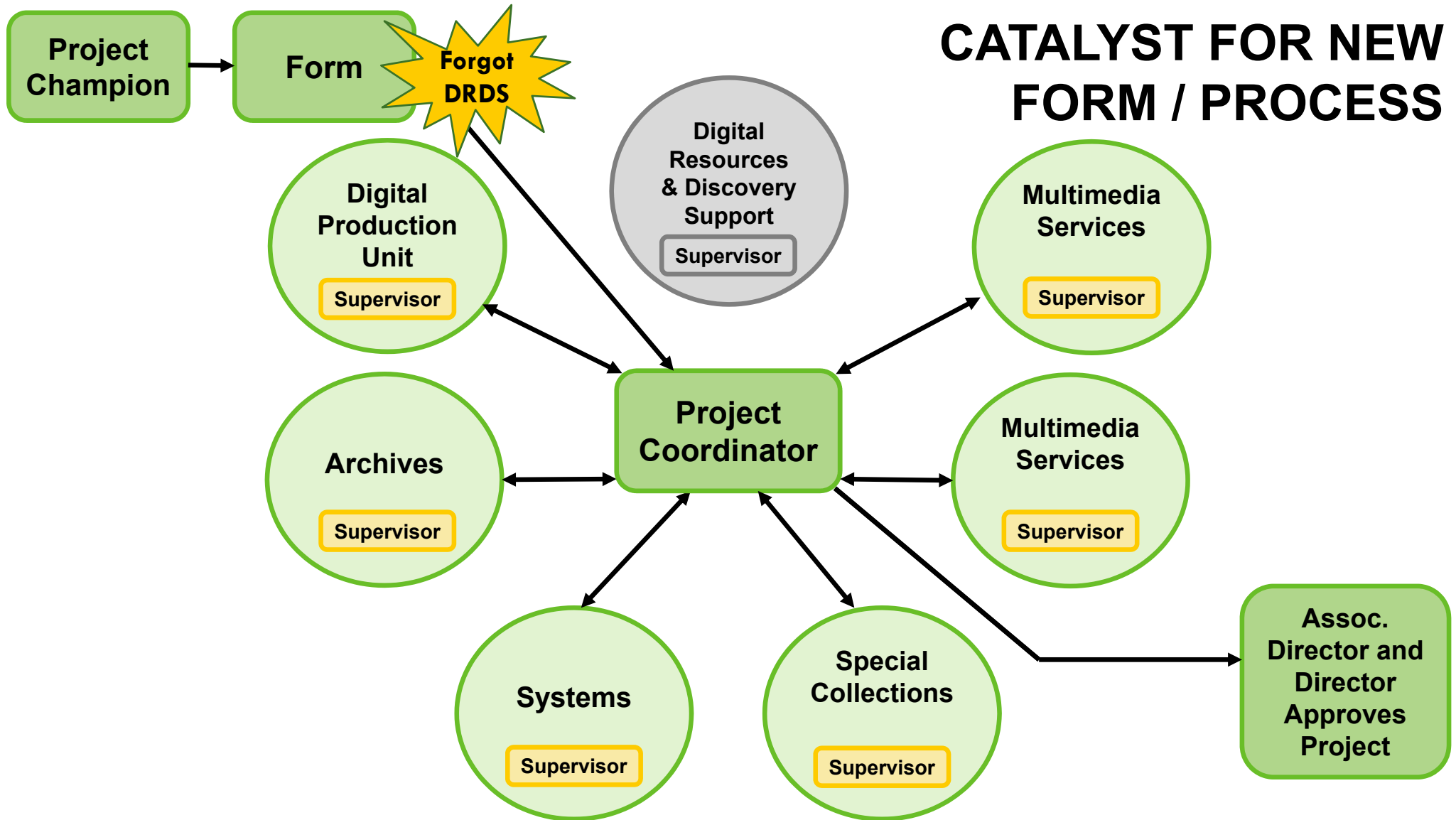
# PROCESS WITH FORM



# 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?



Michael Schwartz  
Library



...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.**

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

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



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

**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.**

<http://ohiodig.org/>

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.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

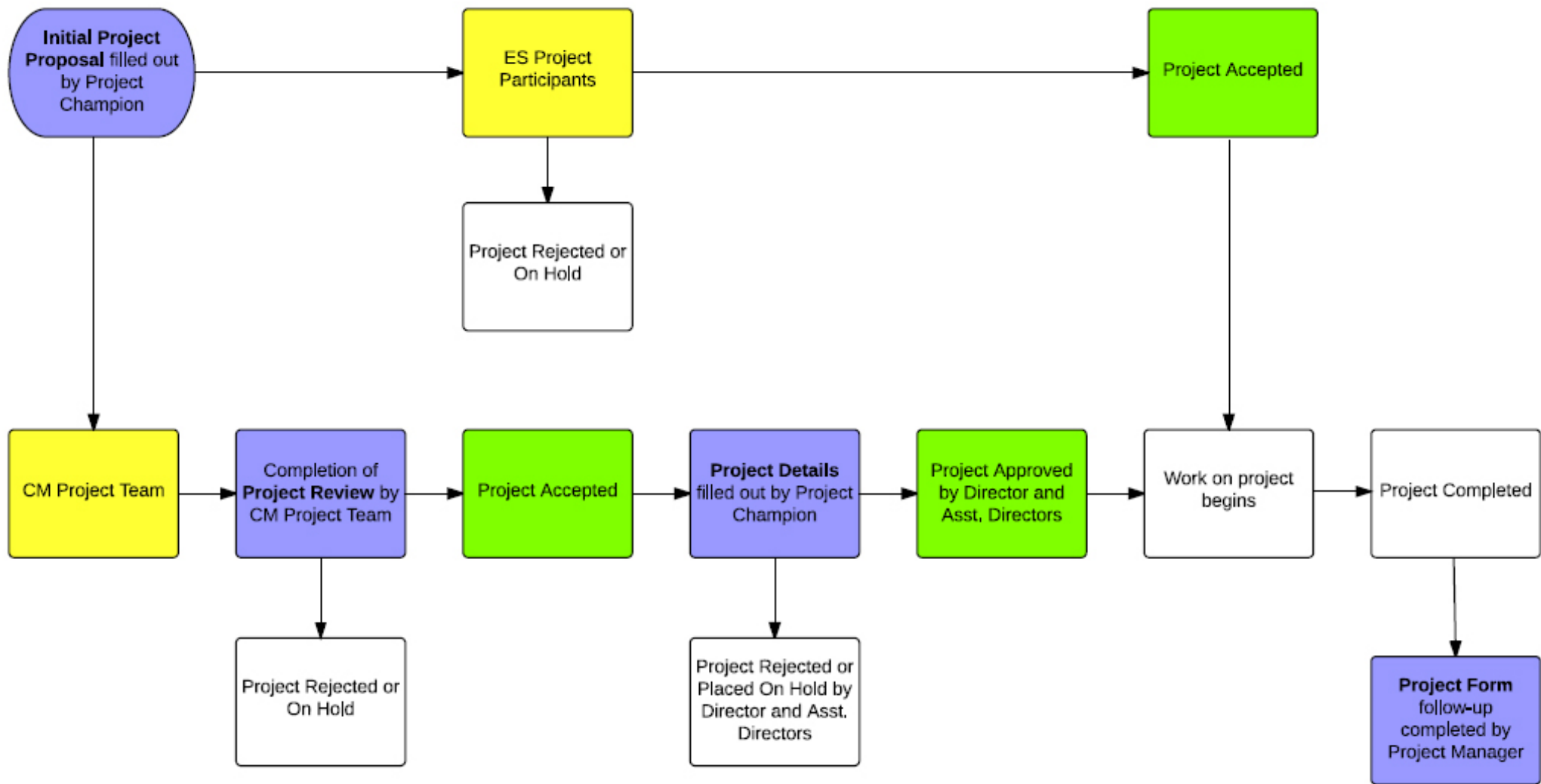
\_\_\_\_\_

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.

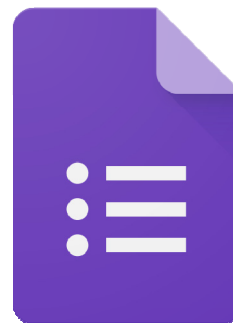
- I. Initial Project Proposal
- II. Project Review
- III. Project Details
- IV. Project Approval



# 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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**Michael Schwartz**  
Library



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