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Streamlining Digital Project Management

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Streamlining Digital Project Management

Ohio Digitization Interest Group

November 15, 2017

Marsha Miles, Cleveland State University

Cleveland Memory Project



The screenshot displays the website for The Cleveland Memory Project. At the top, a teal navigation bar contains links: [Browse Web Exhibits](#), [Read eBooks](#), [Order Copies](#), [About](#), [Find Resources](#), and [Contact Us](#). Below this, a large black and white photograph shows students in a library. A purple banner at the bottom of the photo reads "Ludlow Elementary School students study in the school library." To the left of the photo is a logo for "The CLEVELAND MEMORY PROJECT" with the "Michael Schwartz Library" logo below it. A "SEARCH" button with a magnifying glass icon is positioned above the photo. Navigation arrows (left and right) are visible on the sides of the photo. Below the photo, a "News & Features" section contains three items:

- NEW! The Madison Public Library Collection:** This new addition to our collections, created in partnership with the Madison Public Library, includes...
- Lyndhurst Celebrates Centennial:** Congratulations to Lyndhurst, which will be celebrating its 100th birthday during its "Home Days" on Sept. 8 -10. On...
- The 1913 State-Wide Flood:** A "perfect storm" of low-pressure systems that flowed and then stalled over Ohio for 3 days beginning on Easter Sunday. March 29, 1913 resulted in one of the worst...

- 64,000+ items
- 78 collections
- 17 off-site partners
- OCLC CONTENTdm

EngagedScholarship @ CSU



The screenshot shows the EngagedScholarship @ Cleveland State University website. The header features the CSU logo and navigation links: HOME, ABOUT, FAQ, and MY ACCOUNT. The left sidebar contains sections for Search, Browse, Author Corner, SelectedWorks Scholars, Links, and Contact Information. The main content area displays a featured article titled "CSU Clinical Chemistry Students Present Research at National Conferences" with a photo of three students in a lab. Below the article are links to various resources like Faculty, Staff, and Student Scholarship, Theses and Dissertations, Conferences and Events, Open Educational Resources, Meet Our Scholars, Books, and Journals and Peer-Reviewed Series. At the bottom, there is a reader information section showing the current user's location and a map.

EngagedScholarship @ Cleveland State University

HOME | ABOUT | FAQ | MY ACCOUNT

Search
Enter search terms:

in this repository
Advanced Search
Notify me via email or [RSS](#)

Browse
[Collections](#)
[Disciplines](#)
[Authors](#)

Author Corner
[Author FAQ](#)
[Submit Research](#)

SelectedWorks Scholars
[Selected Works Gallery](#)
[Create a SelectedWorks Profile](#)
[Guide to SelectedWorks](#)

Links
[The Michael Schwartz Library](#)
[CJMLAW Library](#)

Contact Information
[ES@CSU Administrator](#)

CSU Clinical Chemistry Students Present Research at National Conferences
CSU clinical chemistry Ph.D. students and travel grant recipients Valentinas Gruzdzys (left), Dan Wang (center), and Mahesheema Na (right). [View More](#)

[Faculty, Staff, and Student Scholarship](#) [Theses and Dissertations](#)
[Conferences and Events](#) [Open Educational Resources](#)
[Meet Our Scholars](#) [Books](#)
[Journals and Peer-Reviewed Series](#)

EngagedScholarship @ CSU is a service of the [Cleveland State University Libraries](#)

Reader from: Mount Laurel, New Jersey, United States
1968: Romeo and Juliet
Pasqualino De Santis
[Browse All Images](#)

- 15,000+ items
- Includes
 - Scholarship
 - Conferences/Events
 - Journals
 - Theses & Dissertations
 - Open Educational Resources
 - Books
- bepress Digital Commons

Media Projects Approval Form

Date _____

Title of Project _____

Name of Requestor _____

Library Project Champion _____

Course Project Supports (if applicable) _____

Description of Project and Timeframe:

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.)

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 _____

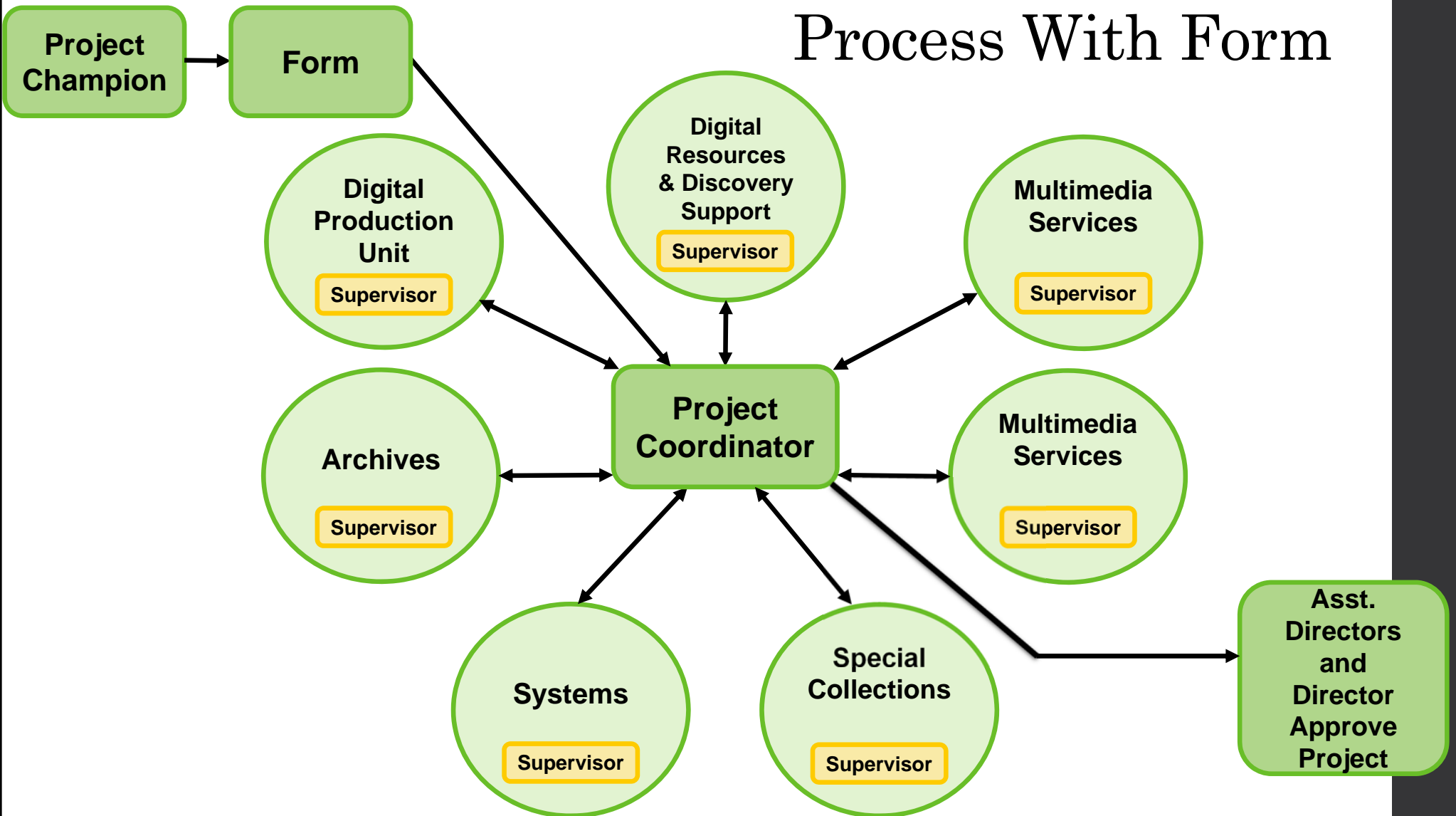
Brief Paper Form

**Project Champion
Makes Proposal &
Indicates Who is
Involved**

**Staff Signs off on
Project**

**Associate Director &
Director Approve
Project**

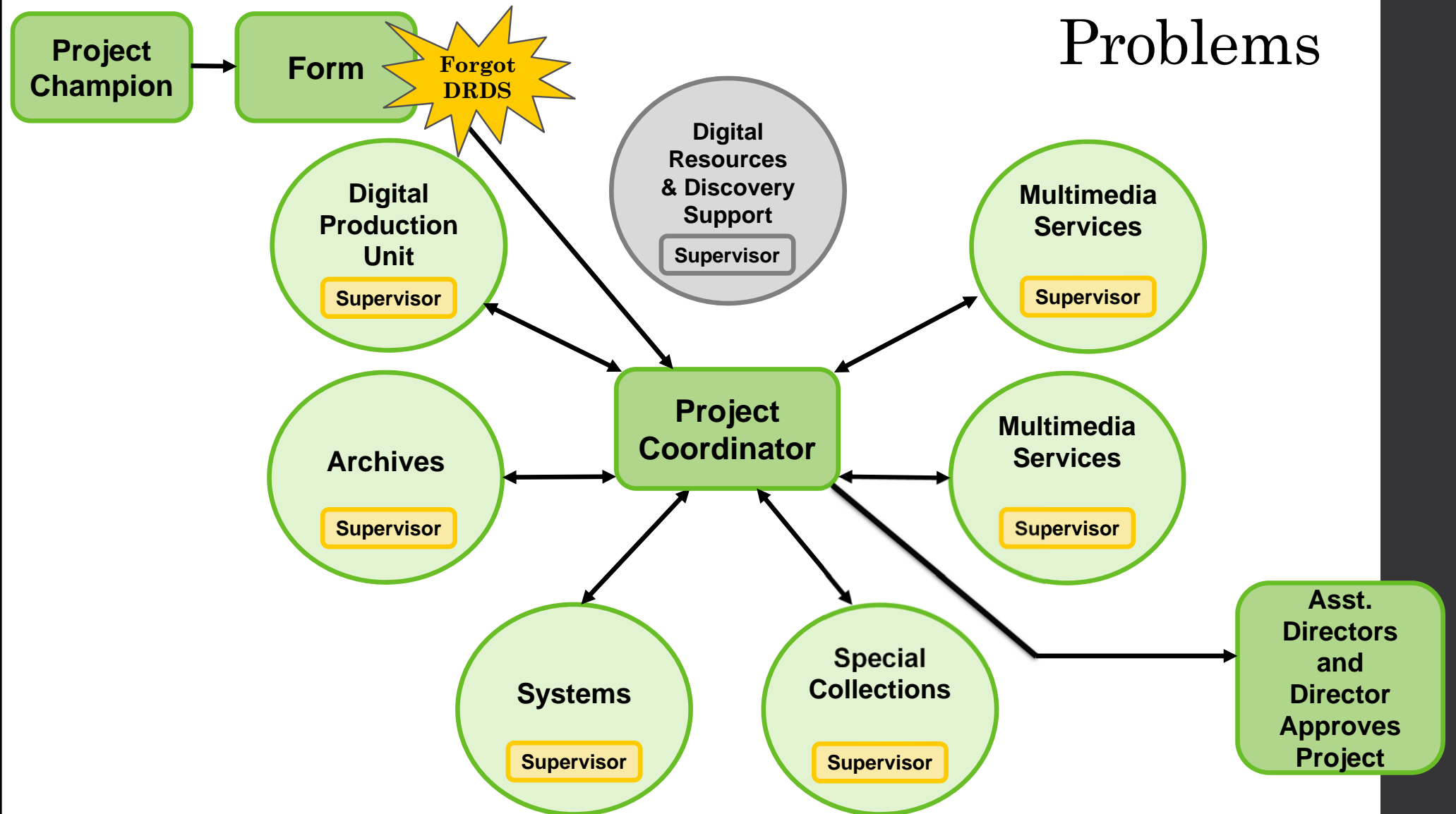
Process With Form



Improvement, but...

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

Problems



Search for Solutions

**How do you
propose and
approve digital
projects?**



**Michael Schwartz
Library**



<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.

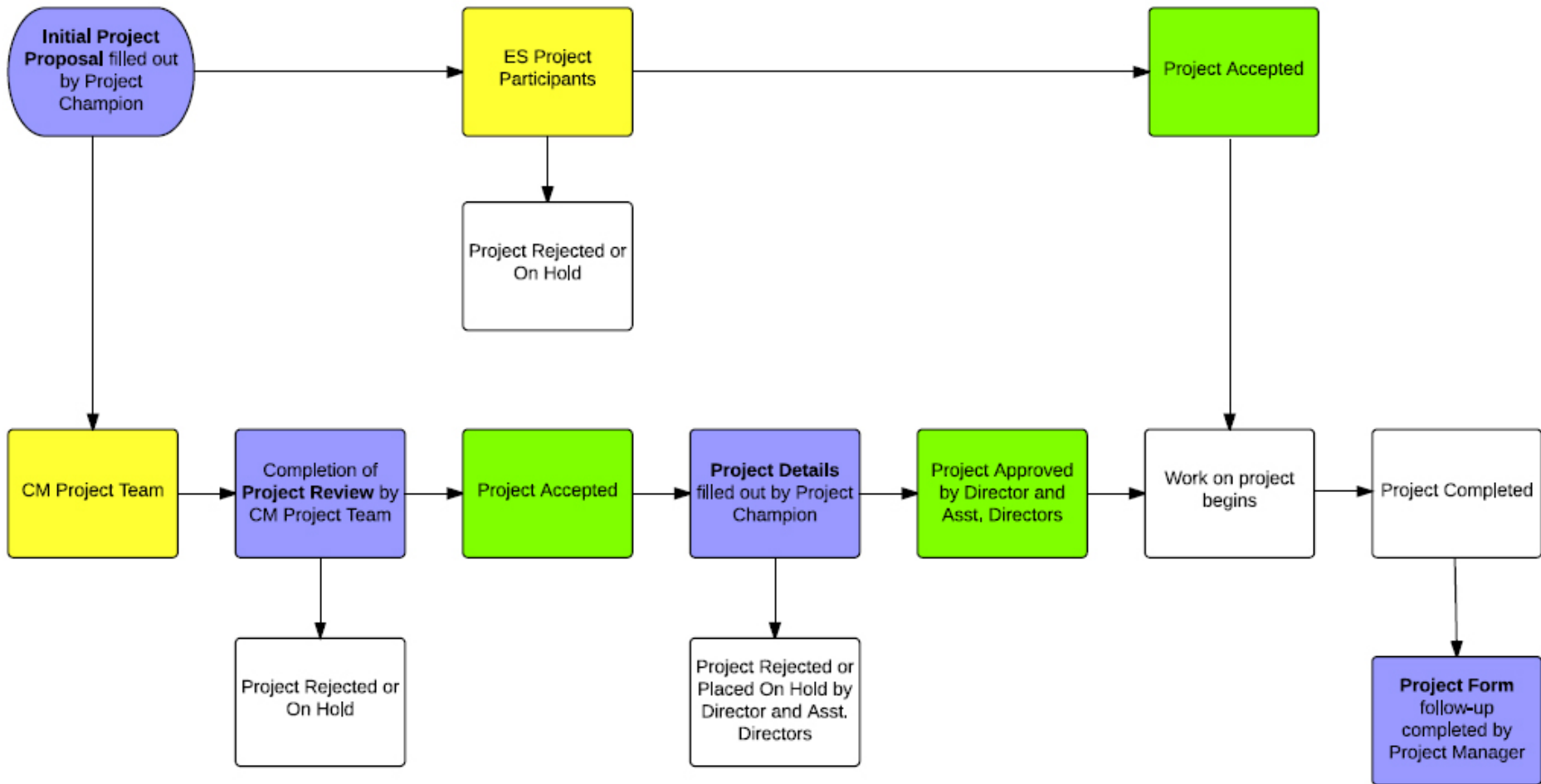
What type of project is it? Check all that apply:

- ☐ 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.

New Form

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



New Digital Project Approval Workflow

Putting it Online

Office 365 | SharePoint | Cleveland State University *engaged learning*

rch

ments

y Club

Contents

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Michael Schwartz Library

Cleveland Memory Project Team

+ New Quick edit Export to Excel Flow PowerApps

Digital Media Projects

Progress	CMPT Priority	Date of Request	Project Title	Description
99 - Completed		10/31/2017	E-book: Northeast Ohio's Third Century	Tom Bi the city past, p he's wr conclu:
		10/31/2017	Ebook on Cleveland newspaper history -- stories of...	Dave C solicit :



Demo + Future Improvements



Michael Schwartz
Library



INITIAL PROJECT PROPOSAL

Date of Request

10/31/2017

Project Requestor/Partner

Tom Bier, Urban College

MSL Project Champion

William C Barrow

MSL Project Manager

Barbara L Loomis

Project Title

E-book: Northeast Ohio's Third Century

Description of Project

Tom Bier has been writing for many years on the city and region's housing circumstances: past, pres

Takeaways



Questions?

Marsha Miles

Digital Initiatives Librarian

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SharePoint Customization Questions

Justin Grogan-Myers

Library Systems Specialist

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