11-15-2017

Streamlining Digital Project Management

Marsha Miles
Cleveland State University, m.a.miles24@csuohio.edu

Streamlining Digital Project Management

Ohio Digitization Interest Group

November 15, 2017

Marsha Miles, Cleveland State University

Cleveland Memory Project

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

EngagedScholarship @ CSU

- 15,000+ items

- Includes
  - Scholarship
  - Conferences/Events
  - Journals
  - Theses & Dissertations
  - Open Educational Resources
  - Books

- bepress Digital Commons

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:

Estimated date of completion_____   Date of completion _____

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

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

Project Champion Makes Proposal & Indicates Who is Involved

Staff Signs off on Project

Associate Director & Director Approve Project

Process With Form

Project Champion → **Form**

Digital Production Unit
Supervisor

Digital Resources & Discovery Support
Supervisor

Multimedia Services
Supervisor

Archives
Supervisor

Project Coordinator

Multimedia Services
Supervisor

Systems
Supervisor

Special Collections
Supervisor

Asst. Directors and Director Approve Project
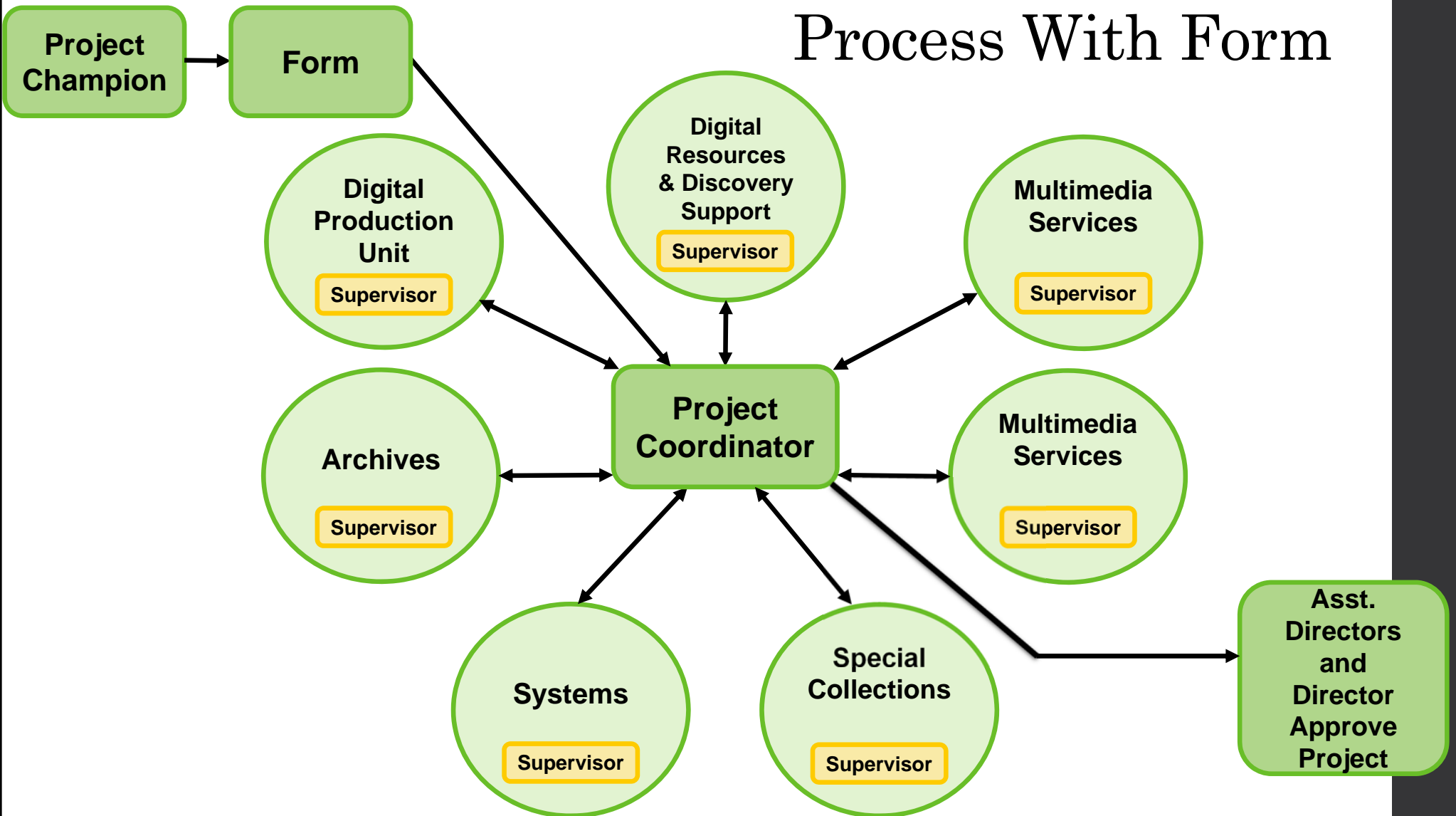
Improvement, but…

- ~~Size constraints~~ Lack of detail

- Delays

- ~~Static information~~

- Solo viewing + editing

- No tracking system

Problems

Project Champion → Form

Forgot DRDS

Digital Resources & Discovery Support
Supervisor

Digital Production Unit
Supervisor

Archives
Supervisor

Project Coordinator

Multimedia Services
Supervisor

Multimedia Services
Supervisor

Systems
Supervisor

Special Collections
Supervisor

Asst. Directors and Director Approves Project
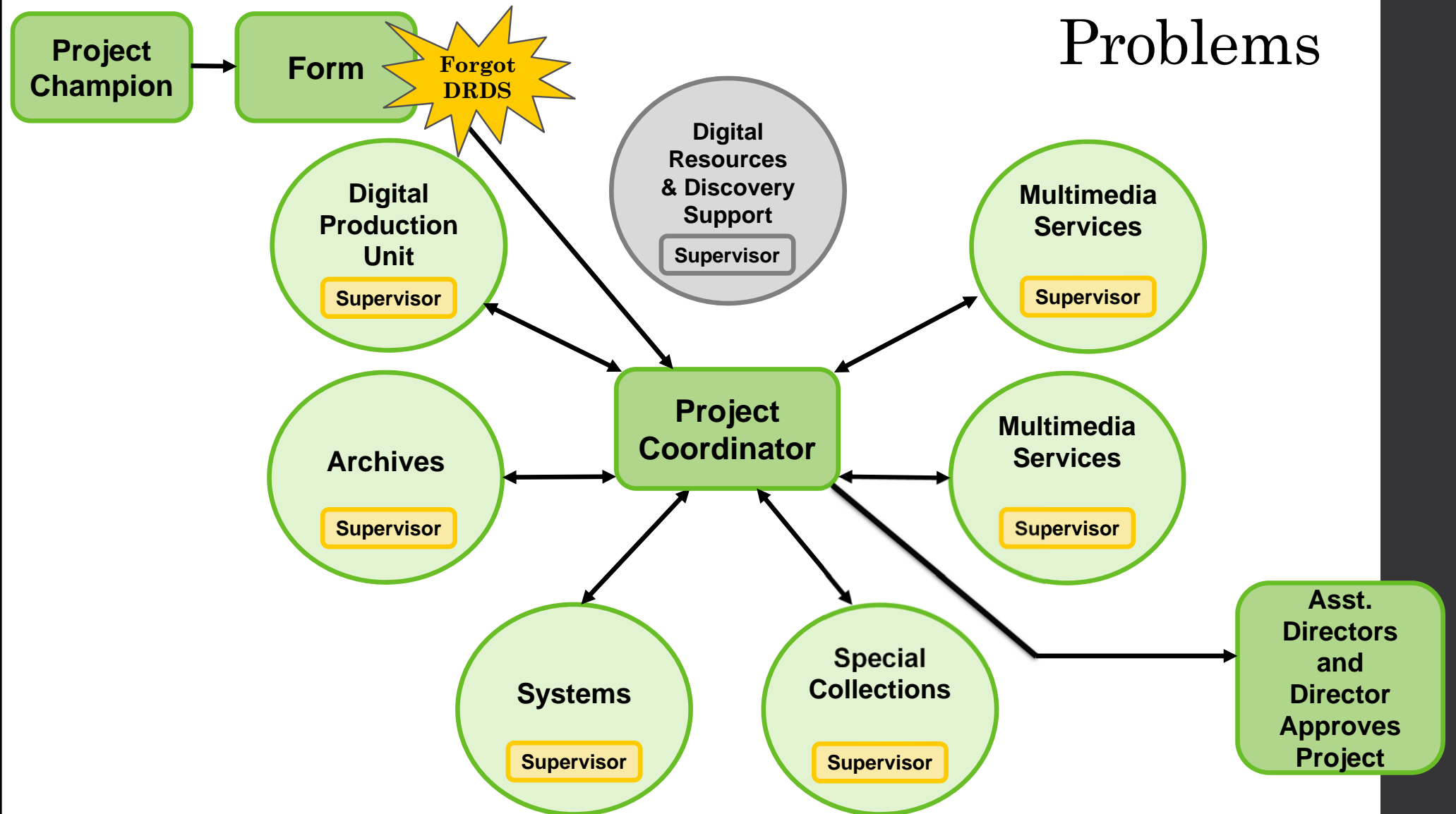
Search for Solutions

How do you propose and approve digital projects?

New Form

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.
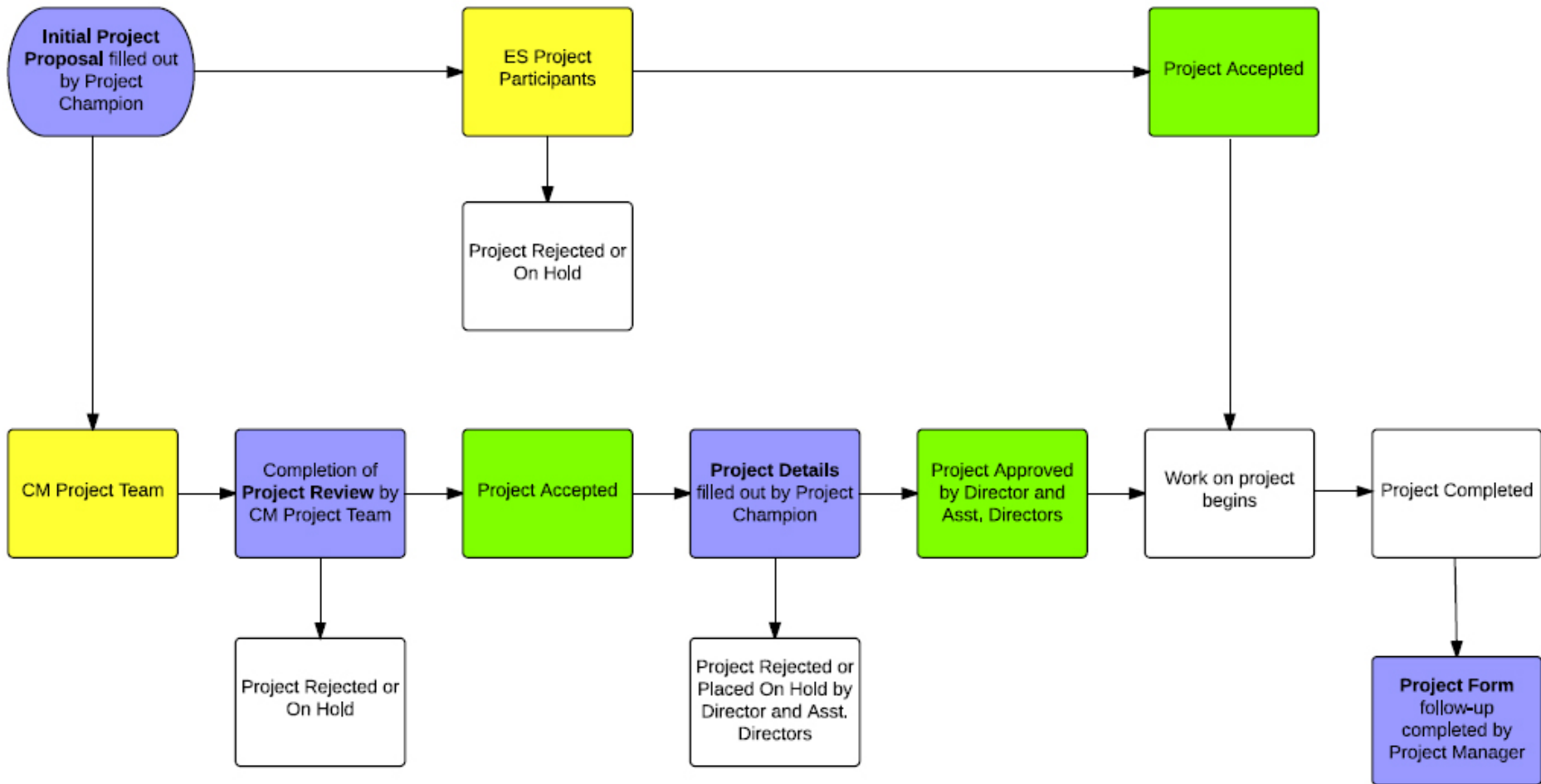
_____

_____

_____

_____

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 Project Approval Workflow

Putting it Online

Demo + Future Improvements

Takeaways

Questions?

SharePoint Customization Questions

Marsha Miles

Digital Initiatives Librarian

216.687.2369

m.a.miles24@csuohio.edu

Justin Grogan-Myers

Library Systems Specialist

216.687.2446

j.d.myers29@csuohio.edu

Cleveland State University | Michael Schwartz Library