Centralized to Scattered: Designing Project Workflows for a Dynamic Staff

Centralized (Before)
- Department coordinator would receive an email request to comb a faculty’s CV.
- There was a designated staff member to create the sub-community in the ResearchCommons and another to add the faculty bio. The Coordinator either orally and/or through email notified the two designated staff plus a random third who was assigned to be the curator that they had a new faculty CV to process.
- There was no official or consistent method used by staff for tracking their progress as they processed a faculty’s CV. Each staff member had their own preferred method (handwritten notes, Excel documents, Word documents, etc.). As a result, there was no official record of the work that had been accomplished. In many cases, when staff left the University or were reassigned to new positions after the library reorganization, notes were lost or did not get transferred to the new staff assigned to a contributor.
- The inconsistent methods for keeping track of progress has made the task of keeping statistics, especially on success rates laborious.

Scattered (After)

Contributors (Faculty & Staff)
- Liaison Librarians (Marketing Team)
- Digital Creation (Department Head & Project Coordinator)
- Curator*
- Curator*
- Curator*
- Curator
- Curator
- Curator

2 Departments, 2 Supervisors, 7 staff (*Only 3 trained)

Step 1: Contributor Set-up
Tasks are created and assigned through automated emails as faculty members are added to the Contributor Log.
- Create Sub-community in ResearchCommons
- Add Bio to ResearchCommons
- Create Contributor Log
- Assign Curator

Step 2: Curator combs Faculty CV
- Copy and paste information from Mentis profile to Contributor Log
- Check copyright for each title
- Add allowed items to ResearchCommons
- Update Contributor Log
- Yearly check each CV the curator is responsible for to see if any new materials have been published

Step 3: Update Faculty
After the curator has finished combing the CV, the contributor is sent an email summarizing the work that was completed and notifying them of the material that was added to the ResearchCommons.
- Request pre-print, post-print, original article, etc. as required by copyright
- Update on statistics
- Status update

Step 4: Contributor Feedback & Statistics
Digital Project Coordinator/Department Heads can check the status of each task by looking at one SharePoint page with Web Parts designed with quick look up in mind.
- Update Contributor Log
- Gather statistics on demand

What’s Next?
- Explore methods for simplifying the task of copying and pasting information from Mentis profile into SharePoint
- Explore methods for bulk exporting data out of SharePoint for more in-depth analysis
- Explore how this workflow can be applied to other projects, especially cross-departmental projects