

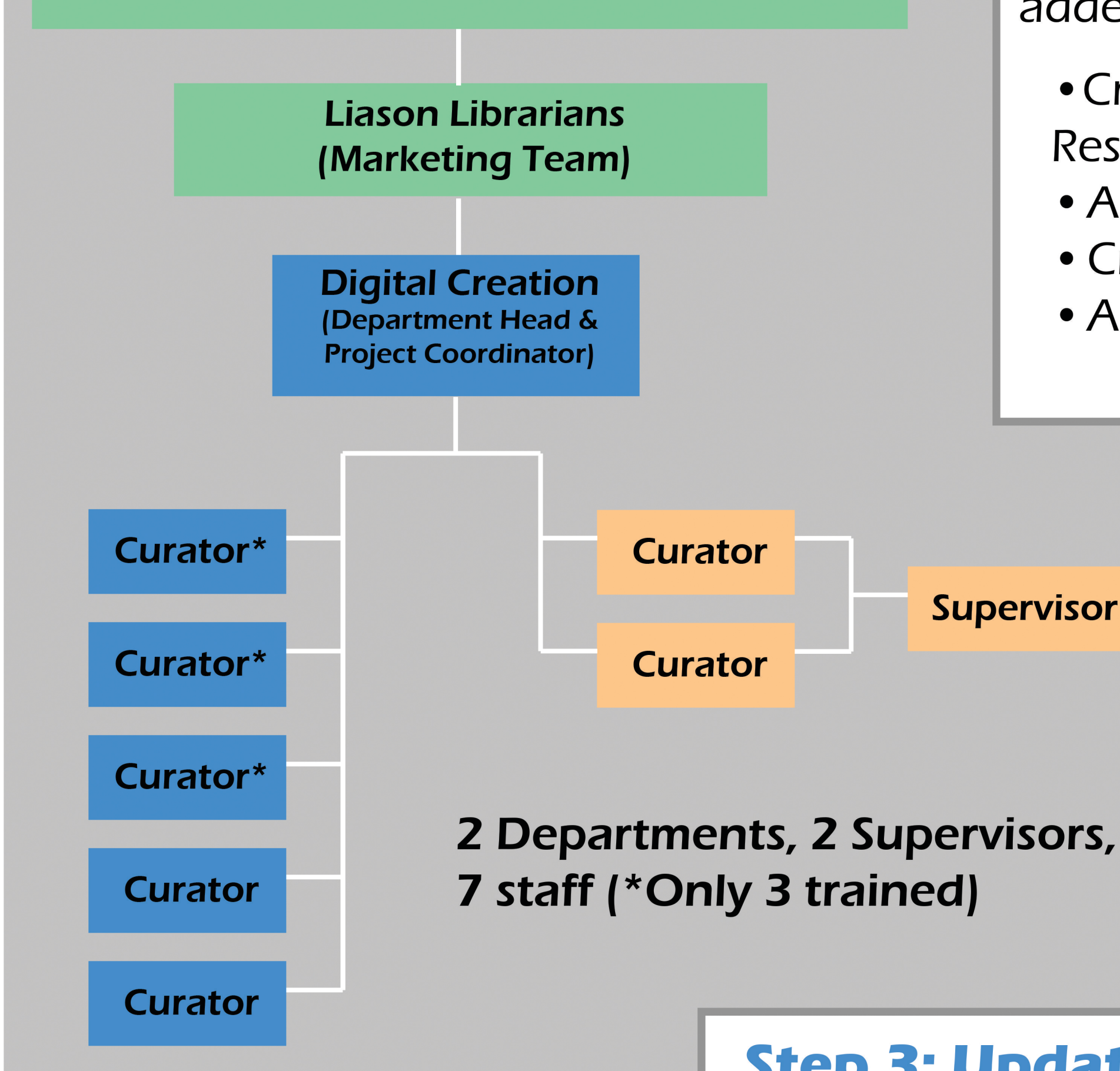
# Centralized to Scattered: Designing Project Workflows for a Dynamic Staff

## 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 (hand written 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)

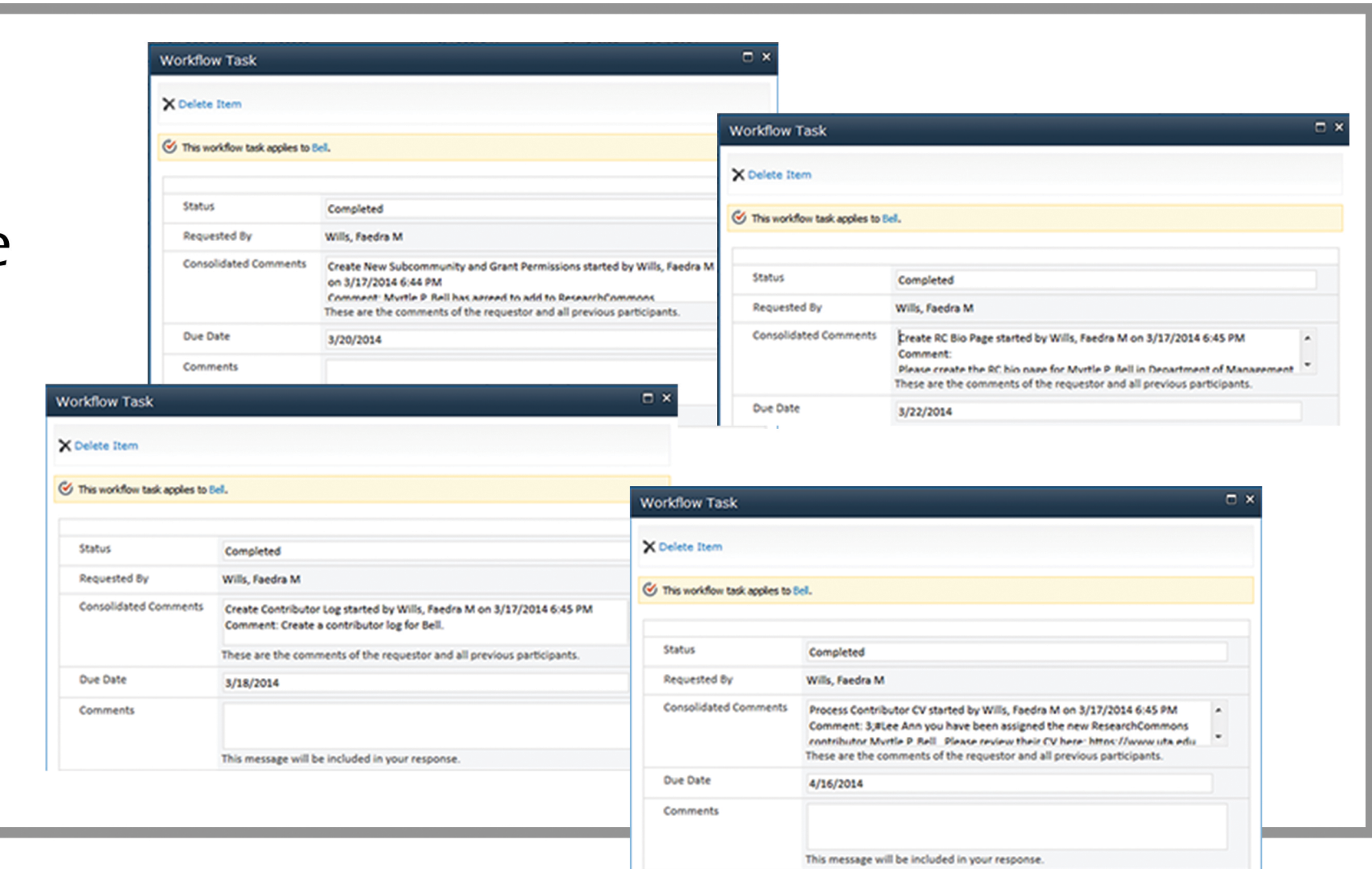
### Contributors (Faculty & Staff)



### 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

#	Status	Publication/Creative Work Type	Publication/Creative Work Title	Publication Date	Journal/Book Title	Journal ISSN	Additional UFA Author(s)
1	Permissions Check	Conference Proceeding	A case for the selection of ethnic minorities as expatriates	1994	Proceedings of the Southwest Academy of Management		
2	Permissions Check	Journal Article	Using intra-national diversity for international assignments: A model of cultural competence and expatriate adjustment	1995	Human Resource Management Review	1059-2524	
3	Permissions Check	Journal Article	Asian American attitudes toward affirmative action in employment: Implications for the modern minority myth	1997	Human Resource Management Review	1059-2524	
4	Permissions Check	Conference Proceeding	Changing attitudes toward affirmative action: A current issue that calls for action	1997	Human Resource Management Review	1059-2524	
5	Permissions Check	Conference Proceeding	Job-related attitudes, cognitions and experiences: A comparative analysis of female employees in the United States, Hong Kong and the People's Republic of China	1998	Proceedings of the Southwest Academy of Management		
6	Not Available, Due To	Journal Article	Beyond relational demography: Time and the effects of surface-walking deep-level diversity on work group	1998	Academy of Management Journal	0001-0649	
7	Permissions Check	Journal Article	Strategic human resource management: Employee involvement, diversity and international issues	1998	Human Resource Management Review	1059-2524	
8	Permissions Check	Journal Article	Framing, changing, and acting on attitudes toward affirmative action in employment: A theory-based approach	2000	Journal of Applied Psychology	0021-9010	
9	Permissions Check	Journal Article	Framing, changing, and acting on attitudes toward affirmative action in employment: A theory-based approach	2000	Journal of Applied Psychology	0021-9010	
10	Permissions Check	Journal Article	Disparities to women's social identity: A comparative study of female employees in three geographic regions	2000	Journal of Vocational Behavior	0014-0139	
11	Permissions Check	Journal Article	Gender discrimination and job-related outcomes: A cross-cultural comparison of working women in the United States and China	2000	Journal of Vocational Behavior	0014-0139	

### 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

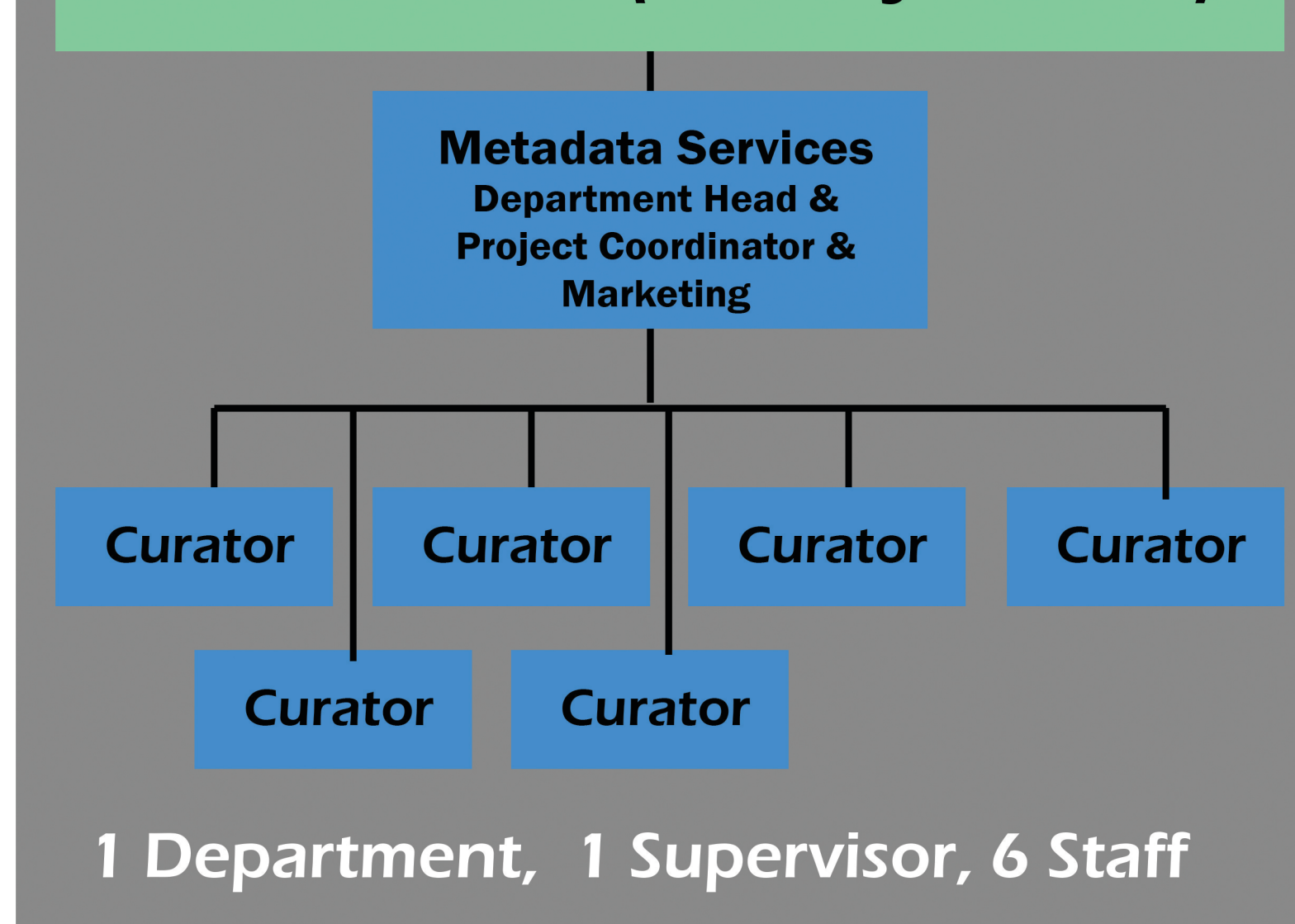
### Step 4: Contributor Feedback & Statistics

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

Type	Title	Assigned To	Status	Due Date	% Complete
Process CV	Witzel: Process CV	Witzel, Witzel	In Progress	10/31/2013	
Process CV	Witzel: Process CV	Witzel, Witzel	Not Started	10/31/2013	
Process CV (external participant)	Liegey-Dougall: Process CV (external participant)	Witzel, Witzel	In Progress	2/7/2014	
Process CV	Fitzgerald: Process CV	Witzel, Witzel	Not Started	2/8/2014	
Process CV (external participant)	Wright: Process CV (external participant)	Wills, Feedia M	Not Started	4/5/2014	
Process CV	Abadi: Process CV	Wills, Feedia M	Not Started	4/10/2014	
New RC Bio Needed	Malala: New RC Bio Needed	Witzel, Witzel	Not Started	3/16/2014	
Process CV	Malala: Process CV	Witzel, Witzel	Not Started	4/10/2014	

### Contributors (Faculty & Staff)



### 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