How do we know what digital project are currently being worked on (active & backlog)?

R&E - Subject liaisons – no real process of notification for projects that we are not actively involved in.

AS/THOSC: don't know what overall backlog is

PRESDIG: Office 365 – Teams, Planner

DigiPres: regular meetings IT/SC/MI

DigiPres/PRESDIG: Curators/Archivists; AD&A; Exhibits

How do we find out about potential digital projects?

CS: Request for Rights Review

SS/PRESDIG/A&D: Hear about in meetings with colleagues/working groups

PRS/PRESDIG: Project inquiry from Libraries (curators, RC, subj spec, units, etc.)

A&D: Master Object Migration project documentation

PRESDIG: With Microsoft Teams, project teams can be built across depts. Real time project tracking and updates.

CS: Request for Rights Review

PRS: project inquiry from campus, potential KB or publishing partner, current KB or publishing partner, etc.

A&D: inquiry from PresDig

PRS: Jira tracking

A&D: inquiry/notification from Preservation & Digitization

A&D: shared tracking spreadsheet with units

A&D: receive/accession born digital material

THOSC: Internal tracking by digitization coordinator

SS/PRESDIG: Hear about in meetings with colleagues/working groups

A&D/PRESDIG: random discovery (e.g. mention at a meeting about something else)

PRS: Project inquiry from Libraries (curators, RC, subj spec, units, etc.)

A&D: order request

A&D/PRESDIG: inquiry/notification from curator

AD&S/DigiPres: Jira ticket requesting assistance with something

AD&S: gets cc:ed on an email

DigiPres: regular meetings IT/SC/MI

AS/THOSC: inquiry from Preservation & Digitization

AD&S/PRESDIG: Someone mentions it (Dan, Terry, Jennifer, etc.)

A&D/PRESDIG: inquiry from curator/librarian/content steward

A&D: information from content provider about format available (for 3rd party providers)

A&D/PRS: Tracking spreadsheets in Box; shared with active partners

DigiPres: email from MI; PresDig

AS/THOSC: departmental and individual staff meetings

DigiPres/SS: Looking at K-Drive, J-Drive, DA

R&E - Subject liaisons – no real process of notification for projects that we are not actively involved in.

AD&S: gets cc:ed on an email

AS/THOSC and PRESDIG: departmental and individual staff meetings

How do we prioritize digital projects?

A&D/DigiPres: urgency expressed by curator/librarian

A&D: staff capacity

PRESDIG: Office 365 – Teams, Planner

A&D: influence of other priorities; digital project might be a blocker or enabler of other project

PRESDIG: Look at project deadlines and the existing work queue

DigiPres: for BD, its as they come in; triage; wait and see

A&D: balance work for multiple units

R&E: According to how the project relates to current course curricula/assignments and/or research.

PRS: publishing schedules, partner needs, external vs. internal partners, resources

A&D: order of arrival or project start (try to finish something before adding a new project)

AS/THOSC: external partners and needs (campus collaborators, deadlines; donors, gift agreement; etc.)

CS: Access needs of partner, resources

AS/THOSC: Curator/librarian identified projects based on content expertise and knowledge of constituent interest

How do we prioritize digital ingest?

AS/THOSC: Primarily dependent on staff capacity in other areas

PRS: resources, partner needs, campus deadlines, publishing deadlines, AD&S/Atmire support considerations

A&D: order of completion

CS: consult on rights/risk – access/dissemination

A&D: size of ingest

DigiPres: reactive/unknown

A&D: system capacities (either storage of masters, or DC processing time)

DigiPres: urgency expressed by curator/librarian

A&D: staff capacity

How do we communicate to the organization these priorities & processes?

A&D: communication with content steward about their project and how priorities compare to other projects underway

A&D/PRESDIG: Office 365 - Teams, Planner: Wiki documentation

PRESDIG: Office 365 - Teams, Planner

DigiPres: informal/formal one-on-one communication

AD&S/DigiPres: it seems that individual units treat projects as internal projects rather than Libraries projects; hence, project mgmt seems to be isolated to the unit without a holistic picture of overall workflow.

A&D: email to groups of stakeholders

AD&S: infer from Cate's emails detailing what AD&A has completed

SS: updates to AD

DigiPres: University Libraries Wiki (open to world)

A&D: updates to Assoc. Deans

SS: conversations with colleagues/MC

SS: communications to stakeholders