

Discover DH: Managing Digital Projects

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FLORIDA STATE UNIVERSITY
LIBRARIES

<http://bit.ly/dscvrdh3>

Project Management is “the process by which an individual project is organized, overseen, and administered throughout its duration.” (Vinopal, 2013)

The key stages in Project Management:

- Initiation
- Planning
- Execution
- [Monitoring and Controlling]
- Closedown

Project Management in the DLC at FSU

- Selection

- Scoping

- Scheduling

- Prepping

(Initiation &
Planning)

- Project Briefing

- The Work

(Execution)

- Project Debriefing

- Closing out the Project

(Closedown)

Selection of Projects



Image: <https://www.ducttapemarketing.com/blog/start-here-page/>

Scoping the Project



Image: <http://ellezsanee.com/scoping-out-the-scene/>

Scoping the Project

Source Materials and Selection

What specific genre(s) of source materials would be included in this project? Check all that apply:

<input type="checkbox"/>	Books	<input type="checkbox"/>	Newspapers
<input type="checkbox"/>	Manuscripts	<input type="checkbox"/>	Audio
<input type="checkbox"/>	Still Images/Photos	<input type="checkbox"/>	Video
<input type="checkbox"/>	Maps	<input type="checkbox"/>	3-D Objects
<input type="checkbox"/>	Born Digital Materials	<input type="checkbox"/>	Datasets
<input type="checkbox"/>	Other (please explain:)	<input type="checkbox"/>	

Summarize the extent of the items to be digitized and/or included in the project (estimates are OK at this stage in planning):

Item by Format Type	Quantity (number of items)	Page/ Item Count	Range of Sizes or Amount of Hours Recorded	Oversized? (If 11x 17" or larger, check box)	Condition Issues? (If so, explain)	If already digitized, what format are they in?
Books						
Documents (Manuscripts, Still Images, Newspapers)						
Maps						
Audio						
Video						

Scoping the Project

IID	Title	Date	Revolutionary Date	Vol/No.	Pages	Call Number	Notes
	Gazette nationale, ou le moniteur universel					NAP DC 1. M5 1789	
FSU_NAPDC1M51789_001	Une introduction historique contenant un abrégé des anciens états-généraux, des assemblées des notables et des principaux événemens qui ont amené la révolution	1789			259	NAP DC 1. M5 1789	
FSU_NAPDC1M51789_002	Gazette nationale, ou le moniteur universel	1789-05-05		No. 1	12	NAP DC 1. M5 1789	
FSU_NAPDC1M51789_003	Gazette nationale, ou le moniteur universel	1789-05-06		No. 2	4	NAP DC 1. M5 1789	For the week of May 6-14
FSU_NAPDC1M51789_004	Gazette nationale, ou le moniteur universel	1789-05-14		No. 3	4	NAP DC 1. M5 1789	For the week of May 14-23
FSU_NAPDC1M51789_005	Gazette nationale, ou le moniteur universel	1789-05-23		No. 4	4	NAP DC 1. M5 1789	For the week of May 23-30
FSU_NAPDC1M51789_006	Gazette nationale, ou le moniteur universel	1789-05-30		No. 5	4	NAP DC 1. M5 1789	For the week of May 30-June 6
FSU_NAPDC1M51789_007	Gazette nationale, ou le moniteur universel	1789-06-06		No. 6	4	NAP DC 1. M5 1789	For the week of June 6-10
FSU_NAPDC1M51789_008	Gazette nationale, ou le moniteur universel	1789-06-10		No. 7	4	NAP DC 1. M5 1789	For the week of June 10-15
FSU_NAPDC1M51789_009	Gazette nationale, ou le moniteur universel	1789-06-15		No. 8	4	NAP DC 1. M5 1789	For June 15-16
FSU_NAPDC1M51789_010	Gazette nationale, ou le moniteur universel	1789-06-16		No. 9	4	NAP DC 1. M5 1789	For the week of June 16-20
FSU_NAPDC1M51789_011	Gazette nationale, ou le moniteur universel	1789-06-20		No. 10	4	NAP DC 1. M5 1789	For the week of June 20-24
FSU_NAPDC1M51789_012	Gazette nationale, ou le moniteur universel	1789-06-24		No. 11	4	NAP DC 1. M5 1789	For the week of June 24-27
FSU_NAPDC1M51789_013	Gazette nationale, ou le moniteur universel	1789-06-27		No. 12	4	NAP DC 1. M5 1789	For the week of June 27-July 1
FSU_NAPDC1M51789_014	Gazette nationale, ou le moniteur universel	1789-07-01		No. 13	4	NAP DC 1. M5 1789	For the week of July 1-4
FSU_NAPDC1M51789_015	Gazette nationale, ou le moniteur universel	1789-07-04		No. 14	4	NAP DC 1. M5 1789	For July 4-6
FSU_NAPDC1M51789_016	Gazette nationale, ou le moniteur universel	1789-07-06		No. 15	4	NAP DC 1. M5 1789	For July 6-8
FSU_NAPDC1M51789_017	Gazette nationale, ou le moniteur universel	1789-07-08		No. 16	4	NAP DC 1. M5 1789	For July 8-10
FSU_NAPDC1M51789_018	Gazette nationale, ou le moniteur universel	1789-07-10		No. 17	4	NAP DC 1. M5 1789	For July 10-13
FSU_NAPDC1M51789_019	Gazette nationale, ou le moniteur universel	1789-07-13		No. 18	4	NAP DC 1. M5 1789	For July 13-15
FSU_NAPDC1M51789_020	Gazette nationale, ou le moniteur universel	1789-07-15		No. 19	4	NAP DC 1. M5 1789	For July 15-16
FSU_NAPDC1M51789_021	Gazette nationale, ou le moniteur universel	1789-07-16		No. 20	4	NAP DC 1. M5 1789	For July 17-20
FSU_NAPDC1M51789_022	Gazette nationale, ou le moniteur universel	1789-07-20		No. 21	4	NAP DC 1. M5 1789	For July 20-22

Scoping the Project

Tasks in project "Bulletin Project"

Active ▾ sorted by Deadline ▾ ordered by Asc ▾

Creation of Metadata

Nov 30, 2015

Materials to DLC

Loading of Materials to FSUDL

Publicity of New Materials

Deletion of Project Materials from Groups drive

Schedule it

Loading of Materials to FSUDL

Assignees

Krystal Thomas

Due Date

Schedule it

Labels

Label it

Followers

Krystal Thomas

Stuart Rochford

Stuart Rochford

Subtasks

Add a subtask

✓ Manifest created

✓ Packages created

✓ Loaded to FTP

○ QC on load

Type a note here, add followers using @...

Attach files

Post

Krystal Thomas

2 minutes ago

Last batch is loaded; 5 objects are waiting on MODS fixes and 7 are waiting on a fix to the offline batch load per FLVC

Krystal Thomas

June 1 at 7:58 AM

Loaded those in the Ready to Load folder - will remove from G drive next Monday

Krystal Thomas

March 11 at 3:51 PM

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Scheduling the Project



Image: <http://www.greatestprospector.com/you-can-be-a-pro-scheduler-without-being-a-zombie/>

Scheduling the Project

DLC Digitization Time Approximates

The time estimates listed below do not apply to every digitization project. Depending on a large number of variables, these estimates may need to be increased or decreased accordingly. Contact the Studio Manager for more accurate time estimations.

Books

ATIZ BookDrive Pro: 100 pages / 1 hour

Phase One IQ180 Camera: 80 pages / 1 hour

Epson XL10000 Flatbed Scanner 300PPI: 15 pages / 1 hour

- Estimated times for these objects will vary depending on the physical condition and size of the book.
- Rare books with loose, fragile binding will take longer to digitize than books with sturdy binding.
- Estimated times will increase when digitizing books with tight binding

Photographs, Manuscripts, Flat Objects

Phase One IQ180 Camera: 20 objects / 1 hour

Epson XL10000 Flatbed Scanner 300PPI: 6 objects / 1 hour

Canon DR-9080C Document scanner 300PPI: 200 pages / 1 hour

- Estimated times for these objects decrease when digitizing larger batches of similar objects.
- Estimated times will increase when digitizing fragile or other items which require special care.

Photographic Film and Slides - 35mm

Epson XL10000 Flatbed Scanner 2400PPI: 6 objects / 1 hour

- Estimated times for film and slides decrease when digitizing larger batches of similar objects or when scanning at lower resolutions.
- Estimated times will increase when digitizing originals larger than 35mm in size.

Oversized Objects - Maps, Blueprints, Posters, etc...

Phase One IQ180 Camera: 2 objects / 1 hour

- Estimated times for oversized objects decrease when digitizing larger batches of similar objects.
- Estimated times for oversized objects increase when stitching is required.
- Size, shape, depth, and color variation between images will increase estimated digitization times

3D Objects - Artifacts, Tablets, Complex Items, etc...

DSLR Camera: 1 object / 20 minutes-2 hours

- Estimated times will vary depending on the scope of the project, different angles/compositions requested, preparation

Prepping



Image: <https://www.linkedin.com/pulse/10-point-checklist-every-volunteer-should-tick-off-travels-dave>

Prepping

Tasks in project "Papyri & Ostraka"
Active & Completed ▾ sorted by Deadline ▾ ordered by Asc ▾

✓ ★ 🧑 Metadata Prep for Papyri	Jan 8, 2016
✓ ★ 3 Digitization of Papyri	Jan 22, 2016
✓ ★ 🧑 Creation of Metadata—Papyri	Jan 29, 2016
✓ ★ 🧑 Metadata Prep for Ostraka	Jan 29, 2016
✓ ★ 🧑 Loading of Materials into FSUDL—Papyri	Feb 5, 2016
✓ ★ 3 Digitization of Ostraka	Feb 5, 2016
✓ ★ 🧑 Creation of Metadata—Ostraka	Feb 12, 2016
✓ ★ 🧑 Loading of Materials into FSUDL—Ostraka	Feb 22, 2016
✓ ★ 🧑 Publicity of New Materials	Feb 29, 2016
✓ ★ 🧑 Deletion of Materials from Groups Drive	Mar 7, 2016

✓ ★ Digitization of Papyri

Assignees

Stuart Rochford
Glesele Towels
Willa Patterson

Due Date

Jan 22, 2016

Repeat

Never ⇅

Labels

Label It

Followers

Krystal Thomas
Stuart Rochford
Glesele Towels
Willa Patterson

Subtasks

Add a subtask

Type a note here, add followers using @...

Stuart Rochford

Digitization completed

January 21 at 11:31 AM

Stuart Rochford

After performing image tests and receiving feedback, the decision was made to go with the images shot via backlight. This method was helpful in removing unwanted shadows and provides a more true representation of the papyri

January 15 at 1:18 PM

Stuart Rochford

Some editing will be done to remove a distracting section

January 15 at 1:14 PM

Project Briefing



Image: <http://www.scc.losrios.edu/successcoaching/>

Project Briefing

Le Moniteur Project Briefing

[Note: this briefing is specifically for 1789-1791; however the majority of the project will follow these guidelines and aim for the same month-long timeline for each 3 year period. If a certain batch seems to be unique enough, a second project briefing will be called.]

- Project Overview and Scope
 - This is our first batch of the issues of Le Moniteur - 5 volumes, 3951 pages. Dates for these are fairly normal though there are some weird gaps in the first year of publication
- Major deliverables
 - These will be loaded in the newspaper module - so book objects (need METS for each issue which Matthew has a magic way of doing now!)
 - Already have the title MODS record needed to start the newspaper module
- Possible issues/concerns/ to be aware of...
 - These should not be any/much different than the indices
 - Heads up in 1789 - dates jump around a bit and the volume starts with a 200+ page history of the world essentially. We're treating this as an "issue" - same with the supplement at the end of the volume. IIDs will be off from the issue numbers by 1 because of this.
 - Supplements!
 - IIDs note these with either bis or sup after the number - bis is used when that is what the issue lists, sup when the same issue number is used with no indicator of difference
 - Testing using Google Drive for our working spreadsheets. Link in SharePoint for the document.
 - IIDs are only listed for the ones that are ready for digitization
- Timeline
 - When you did the indices, you did them faster than your usual time estimates as far as I can tell - yay! However, to build in leeway for the project, I kept the 80/1 hr and 100/1 hr estimates.
 - Digitization: 40 hours if using the Atiz; 50 hours if using Phase One (2-3 weeks)
 - If go by the estimates from the trial, it's 30 and 40 hours respectively so we'll see where it comes out!

The Work of the Project



Image: <https://www.beyond.com/articles/chicago-planning-big-tollway-projects-in-2014-13657-article.html>

Project Debrief



Image: <http://personalsuccesstoday.com/the-failure-checklist/>

Project Debrief

Challenges

- Challenging tasks of the project
 - Storage of the boxes stored in Special Collections rather than in the DLC - time would be lost because of this stipulation
 - Already sort of worked on this with the next project (calling Lisa, being allowed to work later)
 - Expectations of the output was not always clear to the DLC
 - Have also worked on this a bit with the next project as well - allowance to use a PDF when the book viewer wouldn't work because of cropping
 - This also slows down the work a lot - very frustrating
 - Space issues - computers running slow because of the amount of space available on computer and the software (CaptureOne)
 - More RAM, more storage (1 TB) - discuss with Malcolm what the plan is for DLC
 - Using a new software for shooting images in the DLC - working on getting the right fit of software and how it was working with the hardware etc. (DigiCam) which ended up not working out in the end
 - Metadata
 - Authorities work - decisions need to be made on how names are used in Subject Headings
 - Date formatting issues which led to an odd technical issue (metadata of a child object not being indexed the way it should be)
 - IIDs on enclosures - work on Matthew's end to mesh with how the images were named by DLC
 - Compound Object woes
 - Creator field - facet formatting
 - Trying something new to track the project - Producteev
 - Going off the timeline

Successes

- What worked well for the project?

Closing out the Project



Project Management Tools

- Spreadsheets are your friends!
 - Just make sure you have a place to store a folder for each project that everyone can find (hit by a car principle)
- Project Management Tool (free) Options
 - [Trello](#)
 - [Producteev](#)
 - [Asana](#)
- Communication Tool (free) Options
 - [Slack](#)
 - [Skype](#)
 - Email

Resources for Digital Project Mgt

- [Library of Congress Digital Project Planning & Management Basics](#)
- [Introduction to Project Management for Libraries](#) (Vinopal)
- “Standard Methodology in Digital Library Project Management” (Cervone)
- [DLF Crowdsourced Library Project Management Toolkit](#)
- [UCLA Special Collections Digital Project Toolkit](#)

Documentation Share

- Here is a link to a folder on Google Drive that has examples of the different types of documentation discussed in this presentation
- https://docs.google.com/spreadsheets/d/1FeGGF_A7HOqyWObYTq2cyTAc079kfbO0C0BcTxOdImI/edit?usp=sharing

Let's Talk DH

DH Events and discussion spaces @ FSU

- Percolator: A Digital Scholarship Support Group
 - Meets Wednesdays from 3-5pm in the TaDS Commons.
- <http://digischolfsu.slack.com>
 - A discussion space for those interested in digital scholarship
- Invisible Work in the Digital Humanities
 - November 17-18: Bradley Reading Room (Strozier)
 - Get more info and register: <http://iwdh.cci.fsu.edu>



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Questions?

LIB.FSU.EDU