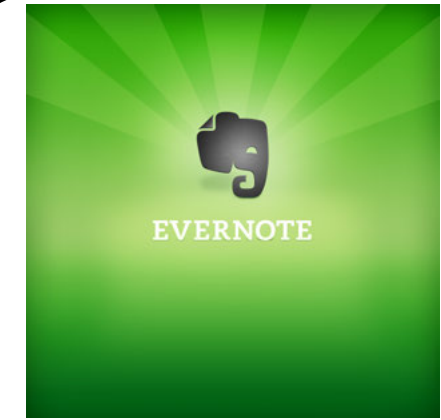
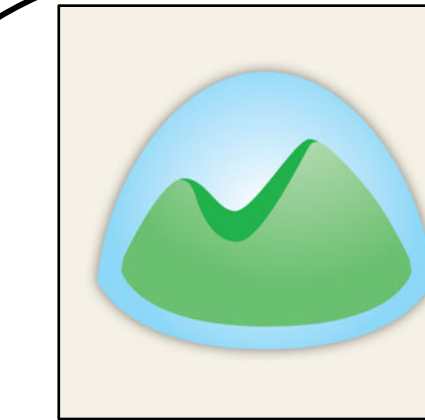


Google-izing Projects: Managing Large-Scale Digitization Projects via the Cloud



Evernote: Note storage across devices
 Create and share notes for projects.
 Support for images, audio, & documents.
 OCR support for images uploaded to the cloud.
 Publish and share with staff.
 Mobile access via the cloud.



Basecamp: Project collaboration tool
 Initiate and document project discussions.
 Notifications via email, replies auto-post to project.
 Share documents, post and assign to-dos.
 Mobile access via the cloud.

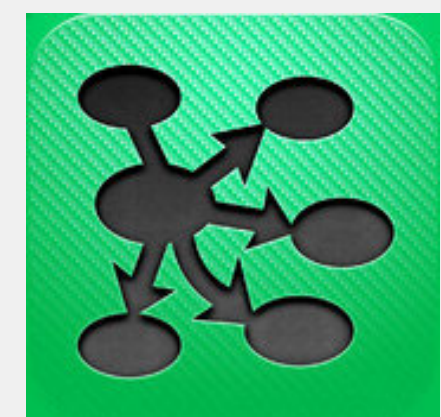


Google Drive: Web-based office suite
 Store, share and edit live documents.
 Develop documentation for training and edit on-the-fly.
 Spreadsheets for item-level tracking through a workflow.
 Simultaneous editing for parallel workflow.

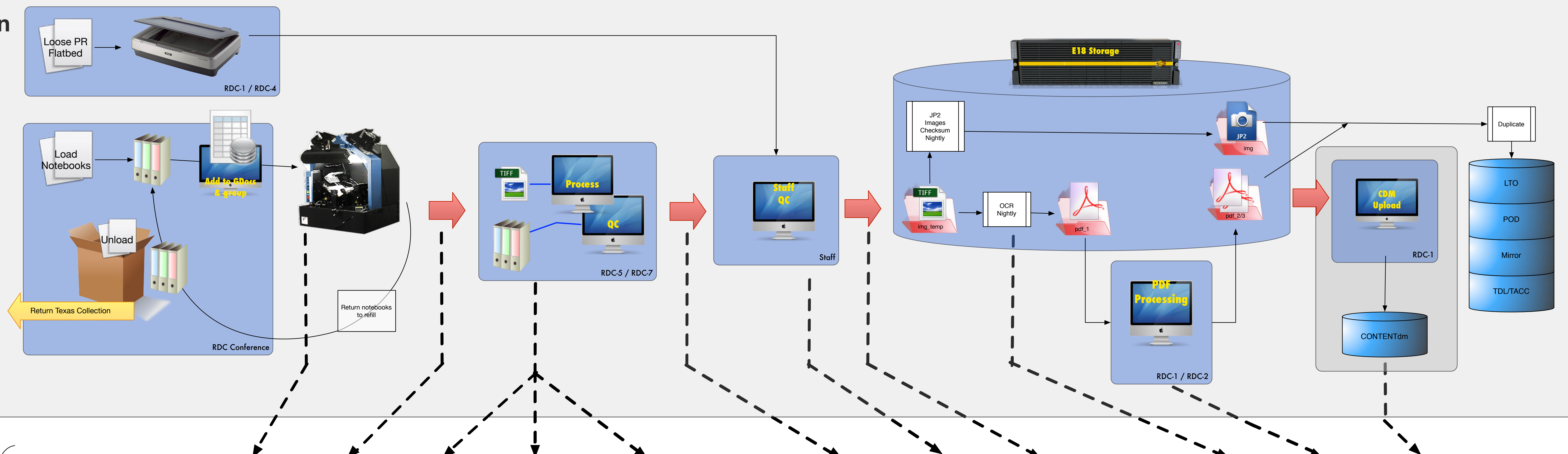


Hojoki: Cloud notification system.
 Receive notifications when projects are updated in
 GoogleDrive, Basecamp and Evernote.
 Mobile access via the cloud.

Workflow Design



Omnigraffle
 Design workflows on Mac or iPad
 Export multi-format graphics to include in project documentation.
 Use to develop the item-level project spreadsheet.



A	B	C	D	E	F	G	H	I	J	K	L	M	P	R
[tx-pr_yyyy-mm] ID	digitized	copied to rdc-x	templated	processed	% QC'ed	rescans	transferred to iMac	2nd QC Pass	transfer to 'img_temp'	unbound & re-filed	OCR'ed	split	issue-level QC	Page count
tx-pr_1960-01	ar-6/25	7	ss-6/25	ss-6/25	ss-6/25	sw-6/25	--	ar-6/26	ar-6/26	y	x	cf-11/9	as-11/15x	52
tx-pr_1960-02	sw-6/25	7	ss-6/25	ss-6/25	ss-6/25	js-8/22	--	ar-6/26	ar-6/26	y	x	cf-11/9	as-11/15x	86
tx-pr_1960-03	sw-6/25	7	ss-6/25	ss-6/25	ss-6/25	rc-8/3	--	ar-6/27	ar-6/27	y	x	cf-11/9	as-11/15x	103

