Visual Resources Project Workflow

(Not a linear process; primarily LUNA):

Project Initiation

Establish project :

- team/leads
- timelines
- parameters

Document User Requirements; should include the following:

- mock-up of end-user data window showing data element order and nesting,
- list of thumbnail data fields and sorts,
- list of standard searches,
- describe controlled vocabularies,
- describe standard abbreviations,
- Determine if collection to be Inscribe enabled — if so, develop validations,
- User agreement on stability of data structure and key values.

Formalize Partnership

- Contract & Financial Arrangements
- Setting of Expectations
- Plan for Ongoing Maintenance
- User Sign-off

Development

Metadata

- Determine Data Conformance---VRA compatibility, etc.
- Finesse data as necessary (controlled vocab; clean fields, etc)

Luna Tech

- Request Collection Set-up (usually Gale request this of Surinder)
- Write Scripts/Clone Collection according to req. doc (Surinder)
- Create Collection in Studio---create/modify catalogue template (G & M)
- Load data (this can happen a number of ways---depending on format of data)
- Set up Data Window Interface in Inscribe
- Process Images and Upload into Collection
- Once collection has been tested, move from "test" to "production"
- Provide Support for Ongoing Maintenance

User Testing/Usability
Basic Checklist

For a Version Update or System Change:
? Test different derivative sizes
? Image Groups/Creating/Saving/Browsing and Client access under different logins
? Remote Launch Link
? Macintosh connections and use
? Links to web sites (webfeat, various URLS)
? Cross Collection searches
? Annotations

Promotion

Strategies for Digital Collections Created by DCAPS (compiled by Fiona Patrick)
Focus on public access benefits and communicating value of the collections