

## NPR – Catalogue Digitization Project

### Phase 1:

- Milestones achieved:
  - We have begun the migration of our library of recordings from the Research and Reporting facility to a temporary holding place on campus while we continue to search for a secure and environmentally stable place to store the hardware.
    - Desus Antillo in contracts is currently working with accounting and several facilities in the metro area to find the best solution for our hardware.
  - With some space freed up in Research and Reporting, we have two design engineers re-imagining the space to be better used by our staff.
    - Bridget Cowes and Dani Archer are working with facility maintenance to re-work the space and make it usable.
    - The current design plans include:
      - Downsizing the library, but adding more resources such as computers and group meeting areas
      - Additional desk cubicles for staff
      - Expanded break area
  - Our data team have begun the process of digitizing, organizing, and storing the recorded information on our new platform Bragi.
    - Project Manager: Sheila Bartman
    - Data entry: Phil Berman, Bonnie Tran, and Dylan Crew
    - Data analysts: Kelcie Yandy, Guy Peche
- Milestones to be achieved:
  - Within two weeks, Desus will have a contract completed with his pick of storage facilities, and we will be able to move the hardware that we have already scanned into our storage space.
  - Bridget and Dani aim to have the entire free space in Research and Reporting re-designed once we move all of the current hardware into the temporary holding area. We estimate to begin construction within the quarter and aim to have construction completed in six months.
  - The most time-intensive project will be the digitization. Our project manager estimates one year to completion. However, all data that has been entered and organized will be available with weekly data updates.
- Obstacles:
  - Our main obstacle at the moment is transferring our current library into the temporary holding area in order to free up enough space for our designers to begin construction on the Research and Reporting area.
  - Obviously, this project has affected and limited our in-house research materials for the time being, which is why we are in the process of

expanding our data entry and data analyst team, permitting approval of budget.

## Phase 2:

- Milestones achieved:
  - Desus Antillo found us a great storage facility and arranged the contracts for our move. Periodic moves of hardware into the facility are scheduled weekly and will be carried out by maintenance.
  - All of our recordings have been moved to temporary holding, and construction has begun in Research and Reporting.
    - Additional budget requests for new furniture and construction materials are currently being reviewed.
  - Bragi has launched to the staff, and training is ongoing.
  - Our data team continues the process of digitizing, organizing, and storing our library.
    - Project Manager Sheila Bartman reports they are one week behind schedule, but are in the process of training two new data entry staff members and one new data analyst.
      - Our new data entry specialists are Norman Claudill and Eve James
      - Our new data analyst is Jane Beales
- Milestones to be achieved:
  - Once all additional budget items have been approved, we will have what we need to outfit the newly redesigned Research and Reporting facility. In the meantime, work is being done to ensure the structural integrity of the area.
  - We aim to hit our first major data milestone within the month by having 20% of our library scanned and in the process of making it available to the staff through Bragi.
  - Also within the month, we will have trained the entire staff on Bragi. A software representative is on site conducting two-day training sessions for all staff members over the course of two weeks beginning today.
- Obstacles:
  - Our construction has experienced a delay when one of our design engineers found a structural integrity issue that needs to be immediately addressed. Funding was borrowed from the decorating budget to get a contractor on site immediately, and an amended budget request has been submitted.
  - We experienced a delay in expanding our data team when we made the decision remove Dylan Crew from the team. However, we have three new employees on the data team that are almost trained and ready to help us keep the project coming along at an efficient rate.

### Phase 3:

- Milestones achieved:
  - Bragi training is complete, all staff members have attended two-day training.
  - Our data team has completed 35% of our digitizing project.
  - Five new desk cubicle areas have been finalized and set up with staff members on the eastern side of the facility.
- Milestones to be achieved:
  - We have re-submitted a new budget proposal, since the last one was rejected. Our new proposal has required re-imagining some of our new facility, scaling back on some of the decorating budget, and putting part of the project on hold until next quarter.
    - The delayed action items have not been fully detailed yet, but we are targeting break area updates and some computer hardware
  - Structural work is ongoing in part of the redesigned area.
  - At this time, 50% of our recordings have been digitized, but only 35% have been filed and uploaded to the system. We still project this portion will be complete about one year from the beginning date, as we plan to transition Bonnie Tran from the role of data entry specialist to data analyst.
- Obstacles:
  - Through Bragi is being well-received by the staff, we are experiencing some issues with the software not communicating with our current office software. Our tech team is working on a solution, but we would like to hire an additional person to be our dedicated Bragi specialist.